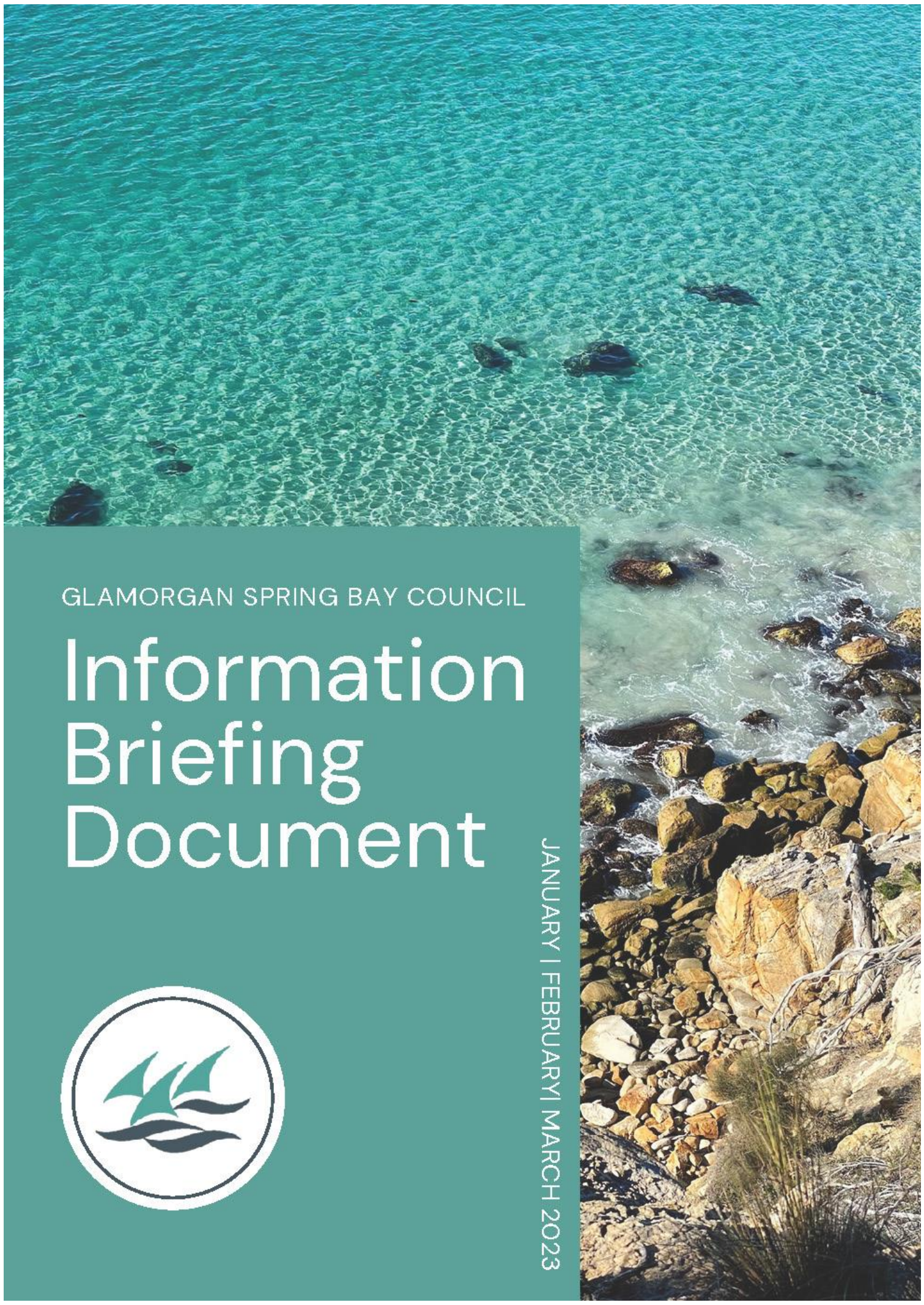


GLAMORGAN SPRING BAY COUNCIL

Information Briefing Document



JANUARY | FEBRUARY | MARCH 2023



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GOVERNANCE & COUNCIL MEETINGS

Council meetings will be conducted monthly with special meetings being called by the Mayor or Councillors when required. In 2023 Council meetings will usually be held on the fourth Tuesday of the month commencing at 2.00pm.

Members of the public are able to register to attend Council Meetings in person. Registrations open on the Thursday prior to the scheduled monthly Council Meeting and close by 12 noon the day before the meeting. Once the maximum numbers have been reached, no further registrations will be accepted and only members of the public who have registered for the meeting will be able to attend.

To register your attendance, please use the following link <https://gsbc.tas.gov.au/council/council-meeting-agendas-minutes/> or contact Council's Executive Officer on 6256 4777.

If you have a question to ask during Public Question Time and are unable to attend the meeting, Council will allow questions to be provided by written notice up until 12 noon the day before the Council Meeting by either emailing general.manager@freycinet.tas.gov.au or alternatively questions can be left in the post box outside the Council Chambers located at 9 Melbourne Street, Triabunna.

Workshops are scheduled for the second Tuesday of each month unless otherwise required.

During the period January to March 2023 inclusive, there were 183 views of the audio/visually recorded Council meetings via the YouTube platform.

MAYORAL ACTIVITIES

The Mayor attends numerous engagements each month. This is a list of the recent activities undertaken by Mayor Cheryl Arnol for January, February and March 2023 including:

- Attended meeting with Sustainable Timber
- Attended/Hosted Australia Day Awards
- Attended meeting with Minister Nic Street
- Attended The Future of Local Government - Review Local Government Engagement Opportunities - Elected Member Session
- Attended Southern Tasmanian Council's Authority (STCA) Workshop & Board Meeting
- Attended South East Regional Development Association (SERDA) General Meeting
- Attended May Shaw's Beach Wheelchair Project
- Attended meeting with cohealth
- Attended Marine Infrastructure Committee Meeting
- Attended Local Government Association of Tasmania (LGAT) Mayor's Workshop
- Attended LGAT General Meeting
- Attended Dolphin Sands Community Group Annual General Meeting
- Attended meeting with State Grants Commission
- Attended Relay for Life event in Triabunna and cut ribbon to officially open the event

MEDICAL SERVICES - TRIABUNNA & BICHENO

The tender for the Provision of Primary Health Care Services to operate and manage both the Bicheno and Triabunna Practices has now been released and will close 12:00pm on May 17, 2023. Following the closure of the tender, an independent, suitably qualified panel will assess the submissions and make recommendations to Council at a future meeting.

The Practices are also currently working on re-obtaining accreditation against the Royal Australian College of General Practitioners (RACGP) Standards for general practices. Accreditation means a practice is meeting minimum safety and quality standards. It is for general practices who are recognised for their commitment to safety, quality and continuous improvements.

Council continues to lobby the State and Federal Government for more medical support for the East Coast. Meetings are being held with all levels of government to seek support in this vital area.

HUMAN RESOURCES

Council has seen stable period for the current complement of staff during the period. There are still several skilled role vacancies that have not been filled which are not helped by shortages in accommodation in the area and the changes in the employment supply dynamics in the economy. Efforts continue to recruit suitable candidates for these roles.

The risk of cyber crime continues to be evident in the way that people communicate through email and internet. Council is now continually addressing these risks through heightened security measures to control access to council data including targeted training for staff to assist in detection of unusual activity.

This period Council hosted an international post graduate student for work experience for 12 weeks. Recently qualified with a Masters in Information Technology, Council provided experience of working in professional office environment, learning typical activities that help make such an environment operate.

CORPORATE SERVICES

The Corporate Calendar below details the legislative reports, plans and Council policies that are to be developed or updated over the next 12 months. Refer attached.

CORPORATE CALENDAR

Document / Item	LGA Act Reference or Other as Stipulated	Statutory Y/N	Date Last Updated	Responsible Officer	Review Cycle	Comments
Code of Conduct	S28E (2) c	Yes	Feb-19	N/A	4 years	Every new term of Council
Policy - Marina and Wharf Precinct	S70E, S70G	No	Jul-22	Manager Facilities & Marina	4 years	
Gifts & Benefits Policy	S56A, S56B, 70E, 70G, LG(Gen) Regs 2015	Yes	Aug-21	General Manager /Executive Officer	4 years	
Enterprise Agreement	Various	Yes	Jul-22	General Manager / Internal Review Committee	3 years	
Policy - Council Meetings - Audio/Visual Recording	R33 LG(MP) Regs 2015	Yes	Aug-22	General Manager / Executive Officer	As required	
Policy - Councillor Allowances & Expense Reimbursement Policy	S70E, S70G, R42 LG(Gen) Regs	Yes	Jul-22	General Manager / Executive Officer	4 years	
Use of Council's Common Seal Policy	S70E, S70G	No	Apr-20	General Manager / Executive Officer	4 years	
Policy - Use of Council logo	S70E, S70G	No	Sep-19	General Manager / Executive Officer	4 years	Review in progress.
Media Policy - Media statements	S70E, S70G	No	Mar-23	General Manager / Executive Officer	4 years	Updated March 2023.
Employee Code of Conduct Policy - Staff	Various	No	Mar-22	General Manager	4 years	
Risk Register	Various	Yes	Jun-22	General Manager	annual	In progress
COVID Safe Plans	S70E & Various	Yes	May-22	General Manager	as required	
Policy - Personal and private information	S70E, S70G + Various Legislation	Yes	Oct-21	General Manager	4 years	
Policy - Recruitment Policy	S70E, S70G, Antidiscrimination Act	No	Feb-22	General Manager	4 years	
Policy - Council Advertising	S70E, S70G	No	Jan-22	General Manager	4 years	
Community Strategic Plan	S66	Yes	Mar-20	General Manager	4 years	
Council Workshop Policy	Various	No	Jan-23	General Manager	4 years	
Policy - Recognition of continuous years of service - Councillors and Staff	S70E, S70G	No	Sep-19	Director Corporate & Community	4 years	
Business Continuity Plan	S70E & Various	Yes	Mar-21	General Manager	2 years	
S24 Review	S24, S70E, S70G	No	Oct-20	General Manager	4 years	In progress
Annual Report	S72	Yes	Sep-22	General Manager	annual	Commence in July each year
Policy - Tree Management	S70E, S70G	No	Sep-22	Director Works & Infrastructure	4 years	Complete
Policy - Code for tenders and contracts	S333B, S70E, S70G	Yes	Feb-22	Director Works & Infrastructure	4 years	Complete
Policy - Waste Management	S70E, S70G	No	Jul-21	Director Works & Infrastructure	4 years	
Community RecoveryPlan	S70E & Various	Yes	Feb-21	Director Works & Infrastructure	4 years	
Asset Management Policy	S70E, 70C	Yes	Oct-20	Director Works & Infrastructure	4 years	Commenced
Policy - Private Works	S70E, S70G	No	Jun-20	Director Works & Infrastructure	4 years	
Policy - Council owned vehicles	S70E, S70G	No	Sep-19	Director Works & Infrastructure	4 years	
Municipal Emergency Management Plan	Emergency Management Act	Yes	Sep-20	Director Works & Infrastructure	2 years	Complete - sent to commissioner for signature
Pandemic Plan	S70E & Various	Yes	May-20	Director Works & Infrastructure	2 years	Incorporated in Municipal Emergency Management Plan
Weed Management Plan	Weed Management Act 1999	Yes	Jan-16	Director Works & Infrastructure	5 years	In progress
Strategic Asset Management Plan	S70B, S70F, S70G	Yes	May-21	Director Works & Infrastructure	2 years	Preliminary works commenced
Public Land Register	S177A (2)	Yes	New	Director Planning & Development	4 years	To be developed 2022/23
Coastal Erosion & Indundation Policy	S70E	No	New	Director Planning & Development	4 years	To be developed
Policy - Planning & Building Fees	S70E, S70G, S205, S206	Yes	Jun-21	Director Planning & Development	4 years	
Car Parking Cash-In-Lieu Contribution Policy	S70E, S70G	No	Apr-21	Director Planning & Development	4 years	
Public Open Space Contribution Policy	Various	No	Feb-21	Director Planning & Development	4 years	
Environmental Bylaw	S145 LGA + Various	Yes	May-20	Director Planning & Development	4 years	Gazetted 23 May 2020
Policy - Dog Management 2019-2025	S7 (Dog Control Act)	Yes	Jan-20	Director Planning & Development	4 years	Initial consultation has commenced with key stakeholders. Broader community consultation to occur following adoption of Orford Foreshore MasterPlan.
Policy - Regulation of Stalls and Kerbside Vendors	S70E, S70G	No	Oct-19	Director Planning & Development	4 years	
Flora & Fauna Plans	Threatened Species Act 1995/Nature Conservation Act 2002/EPBC Act 1999/Forest Practices Regulations 2005	Yes	2014	Director Planning & Development	4 years	Review placed on hold for the next financial year. The current F&F plans still remain current until the review takes place.
Communications & Engagement Framework	S70E	Yes	Apr-22	Director Corporate & Community	4 years	
Policy - Corporate Credit Card	S70E, S70G	No	Apr-20	Director Corporate & Community	4 years	
Debt Collection Procedure	S70E, S70G + Various Legislation	Yes	New	Director Corporate & Community	4 years	In progress
Corporate Branding Policy	S70E, S70G	No	New	General Manager	4 years	To be developed
Policy - Community Small Grant Fund	S70E, S70G	No	Sep-10	Director Corporate & Community	4 years	In progress
Policy - Investment	S70E, S70G + Various Legislation	Yes	Aug-15	Director Corporate & Community	4 years	In progress
Information Management Policy	S70E, Archives Act & Various	Yes	Jul-21	Director Corporate & Community	4 years	In progress
Risk Management Policy	S70E, S70G + Various Legislation	Yes	Jun-20	Director Corporate & Community	4 years	
Audit Charter	S85, S85A, S85B	Yes	Apr-20	Director Corporate & Community	4 years	
Policy - Rate Relief for Community Groups	S129	Yes	Apr-20	Director Corporate & Community	4 years	
Policy - Rate Relief for Religious Organisations	S129	Yes	Apr-20	Director Corporate & Community	4 years	
Policy - Financial Reserves	S70E, S70G	Yes	Apr-20	Director Corporate & Community	4 years	
Policy - Fraud Control	S70E, S70G + Various Legislation	Yes	Apr-20	Director Corporate & Community	4 years	
Financial Hardship Assistance Policy	Part 9 (Rates & Charges), S70E, s70G	No	Apr-20	Director Corporate & Community	4 years	
Australian Citizenship Ceremony Dress Code	S70E, S70G,	Yes	Feb-20	Director Corporate & Community	4 years	
Policy - Use of Electronic Devices	S70E, S70G	No	Nov-19	Director Corporate & Community	4 years	In progress
Policy - Customer Service Charter	339F, S70E, S70G	Yes	Sep-19	Director Corporate & Community	4 years	
Policy - Volunteer Policy	S70E, S70G + Various Legislation	No	Sep-19	Director Corporate & Community	4 years	
Policy - Conservation Covenant Rebate	S129	Yes	May-19	Director Corporate & Community	4 years	
Risk Management Strategy	S70E, S70G + Various Legislation	Yes	Jun-20	Director Corporate & Community	2 years	
Implementation of Records Management System	S70E, S70G & State Archives Act	Yes	Jun-21	Director Corporate & Community	Complete	Sharepoint
Financial Management Strategy	S70, S70F, S70G	Yes	Jul-21	Director Corporate & Community	2 years	Review as required
Long Term Financial Management Plan	S70, S70F, S70G	Yes	Dec-21	Director Corporate & Community	Updates as required	In progress for March 2023
Fees & Charges Register	s206	Yes	Jun-22	Director Corporate & Community	annual	Commence in March each year
Budget	S82	Yes	Jun-22	Director Corporate & Community	annual	Commence in March each year
Annual Plan & Budget Estimates	S82, S70G	Yes	Jul-22	Director Corporate & Community	annual	Commence in March each year
Rates Resolution	S90	Yes	Jul-22	Director Corporate & Community	annual	Commence in April each year

PROPERTY SETTLEMENT CERTIFICATES

	2016/17		2017/18		2018/19		2019/20		2020/21		2021/22		2022/23	
	132	337	132	337	132	337	132	337	132	337	132	337	132	337
July	42	18	47	18	64	25	42	17	65	35	57	24	58	16
August	50	26	58	28	60	37	31	13	65	24	58	27	29	15
September	43	20	51	27	46	19	56	31	74	38	60	26	24	8
October	37	18	57	37	48	22	54	25	62	31	56	26	34	16
November	53	30	60	32	47	18	53	31	77	34	60	32	36	15
December	35	17	38	18	40	19	36	17	99	50	58	27	20	10
January	46	23	59	29	61	24	47	23	69	37	50	25	24	12
February	72	33	51	20	49	30	37	18	79	36	63	37	53	25
March	87	41	53	23	45	16	61	26	71	43	64	30	48	26
April	48	21	61	31	50	27	15	7	70	27	46	28		
May	50	27	56	31	40	17	16	8	53	29	39	25		
June	31	16	38	21	27	17	23	14	31	23	36	28		
TOTAL	594	290	629	315	577	271	471	230	815	407	634	329	326	143
TOTAL	884		944		848		664		1,222		963		469	

Section 132 Certificate of Liabilities

(1) A person referred to in subsection (2) may apply to the general manager for a certificate stating—

(a) the amount of any liability for rates, whether due or not on the land and outstanding interest or penalty payable in relation to the land;

(b) any amount received on account of rates that is held in credit against future liabilities for rates in relation to the land; and

(c) the amount of any charge on the land recoverable by the council.

(2) The following persons may apply for a certificate under subsection (1) :

(a) the owner of a registered estate or interest in the land;

(b) an occupier of the land;

(c) a person who has entered or proposes to enter into a contract to purchase the land; (d) a mortgagee or prospective mortgagee of the land; (e) a person authorized to act on behalf of any person referred to in paragraph (a),(b) , (c) or (d) .

Section 337 Council land information certificate

(1) A person may apply in writing to the general manager for a certificate in respect of information relating to land specified and clearly identified in the application.

(2) The general manager, on receipt of an application made in accordance with subsection (1) , is to issue a certificate in the prescribed form with answers to prescribed questions that are attached to the certificate.

(3) A certificate under subsection (2) relates only to information that the council has on record as at the date of issue of the certificate.

(4) A prescribed fee is payable in respect of the issue of a certificate.

(5) The general manager, on request, may provide in or with the certificate any other information or document relating to the land that the general manager considers relevant.

(6) A council does not incur any liability in respect of any information provided in good faith from sources external to the council.

(7) A person, with the consent of the occupier or owner of specified land, may request in writing to the general manager that an inspection be carried out of that land to obtain supplementary information relevant to that land.

(8) If the general manager agrees to a request under subsection (5) or (7), the general manager may impose any reasonable charges and costs incurred.

(9) In this section –
land includes –

(a) any buildings and other structures permanently fixed to land; and

(b) land covered with water; and

(c) water covering land; and

(d) any estate, interest, easement, privilege or right in or over land.

USE OF COUNCIL SEAL

Date	Details	Signature
19/01/2023	Final Plan - Council Approval Page - SA2022/041	General Manager
23/01/2023	Land Titles Office - Blank Instrument Form DA2022/306	General Manager
7/02/2023	Final Plan - Council Approval Page - SA2021/036	General Manager
8/02/2023	Final Plan - Council Approval Page - SA2018/006	General Manager
14/02/2023	Grant Deed - Coles Bay Hall Annexe Extension Project	General Manager
23/02/2023	Final Plan - Council Approval page - SA 2022/032	General Manager
30/03/2023	Instrument of Certification - Draft Amendment AM 2023/01	General Manager

COMMUNITY SMALL GRANTS PROGRAMME

Name	Amount donated \$	Date Approved
Bicheno Surf Lifesaving Club Inc	\$1,000	24 January 2023
Rural Alive & Well Inc	\$935	24 January 2023
Maria Voices	\$1,000	28 January 2023
Landscape Recovery Foundation	\$1,000	28 March 2023

EVENT SUPPORT / ASSISTANCE

Name	In-kind Assistance	Amount donated \$	Date Approved
Coles Bay Half Triathlon	<p>In kind support valued at \$1,000:</p> <ul style="list-style-type: none"> to supply wheelie bins and liners and arrange for bin collection after the event on Tuesday 28 March 2023; to waive the advertising fee for road closure to provide free access to power at Muir's Beach on the grassed area opposite Iluka. Use of council land at the Esplanade Coles Bay. 	\$1,500 cash for media and marketing cost support.	28 February 2023
ECHO Festival	<p>In kind support valued at \$250:</p> <ul style="list-style-type: none"> to supply wheelie bins and liners and arrange for bin collection after the event. 	\$1,000 cash organising towards festival expenses.	28 March 2023



SOCIAL MEDIA STATISTICS

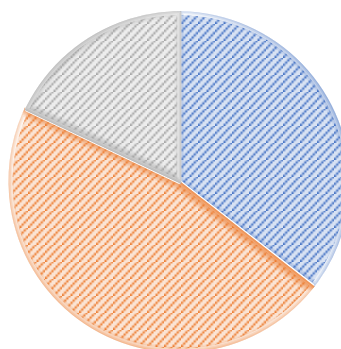
YOUTUBE

The internet YouTube platform is used to publish live Ordinary Council meetings each month to assist those in the community to view proceedings when they cannot attend themselves. There are currently 160 Subscribers.

	July - September	October – December	January – March	April - June
YouTube Subscribers	156	156	160	-
YouTube Views	362	474	183	-

YOUTUBE VIEWS

 July - September
  October - November
  January - March



FACEBOOK

Facebook is used by Council to communicate a narrow range of activities, primarily current events that have a safety or hazard awareness message, such as flooding, infrastructure damage, weather events and so on.

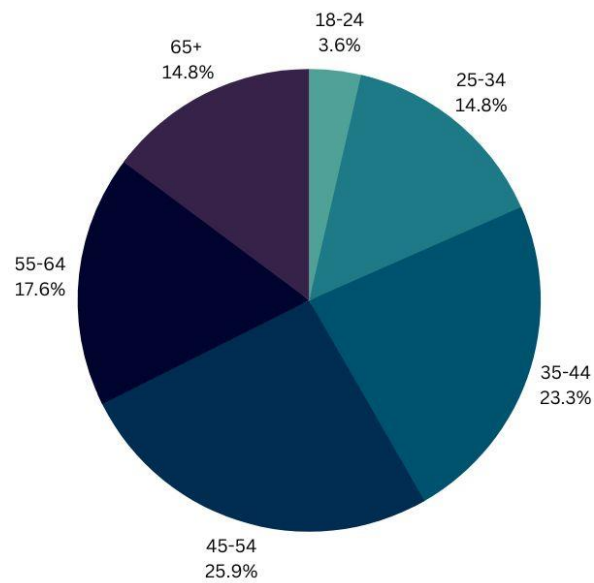
	July - September	October – December	January – March	April - June
Facebook Page reach	11,588 – 9.6% Increase	15,064 - 31.3% Increase	32,450 – 42.7% Increase	-
Facebook Page visits	663 – 1.5 % Increase	3,076 -393.7% Increase	3,080 – 14.8% Decrease	-
Facebook Page new likes	48 – 40% decrease	50 – 6.4% Increase	42 – 28.8% Decrease	-
Facebook Page Followers	785	874	984	-

GENDER OF FACEBOOK FOLLOWERS

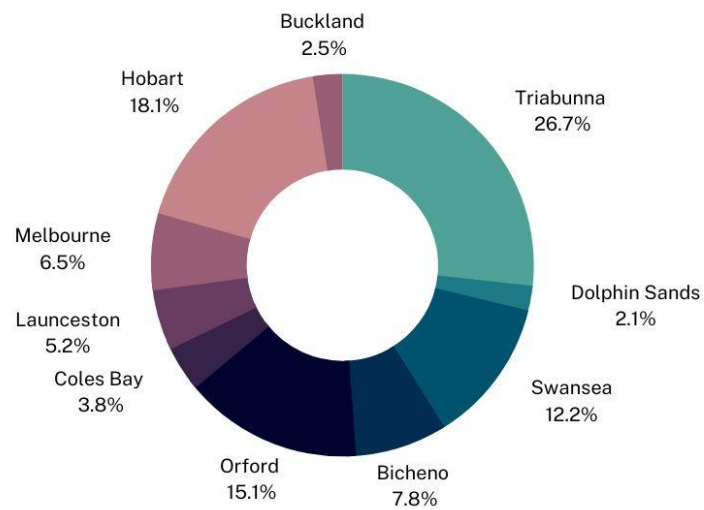


70% FEMALE | 30 % MALE

AGE OF FACEBOOK FOLLOWERS



LOCATION OF FACEBOOK FOLLOWERS



PLANNING & DEVELOPMENT STATISTICS

PLANNING STATISTICS

	January - March	Total
Development Applications Received		
No Permit Required, Permitted, Discretionary	71	236
Subdivisions	6	33

	January - March	Total
Development Applications Approved		
No Permit Required	20	73
Permitted	9	37
Discretionary	36	106
Subdivisions	3	29
Applications Refused	0	4
Applications Withdrawn	2	16

BUILDING AND PLUMBING STATISTICS

	January - March	Total
Building Permits Approved	7	24
Plumbing Permits Approved	13	44
Notifiable Building Work Approved	25	102
Notifiable Plumbing Work Approved	12	58
Low Risk Building Work	1	9
Low Risk Plumbing Work	8	29
Permit of Substantial Compliance	1	1
Building Certificates	0	1

COMPLIANCE STATISTICS

	January - March	Total
Building Notices issued	2	4
Building Orders issued	2	3
Planning Enforcement Notices Issued	0	1

ENVIRONMENTAL HEALTH STATISTICS

	January - March	Total
Immunisations	30	30
Food & Public Health Act Registrations	6	139
Food & Public Health Inspections	21	69
Notifiable Diseases	3	4
Sampling	22	31
Public Health/Environmental Health Complaints	4	15
On-site Wastewater Assessments/Permits	13	29
Form 49 & 50 Assessments/Inspections	2	2
New Food Business Enquiries	6	15
Development Application Assessments	2	9

ANIMAL CONTROL STATISTICS

	January - March	Total
Dogs Registered	37	1012
Kennel Licenses Issued/Renewed	0	10
Dogs Impounded	7	12
Dog Attacks	4	6
Dogs Seized	1	1
Dogs Surrendered	0	3
Dogs Euthanized	1	1
Dogs at Large	7	17
Dogs placed with Dogs' Homes of Tasmania	0	3
Caution Notices Issued	0	3
Complaints	8	22
Infringements	50	61
Lost Dog calls	2	5
Other	0	3
Fire Abatement Enquires/Complaints	18	31
Cat Enquires/Complaints	2	9
Livestock Enquires/Complaints	1	1

FINANCIAL REPORTING

Profit and Loss

Glamorgan Spring Bay Council

For the 9 months ended 31 March 2023

Account	YTD Actual	YTD Budget	Budget Var	Var %	2022/23 Budget	Notes
Trading Income						
Rate Revenue	11,280,415	11,114,746	165,669	1%	11,114,746	1
Statutory Charges	524,578	587,519	(62,941)	-11%	777,716	2
User Charges	761,412	724,248	37,164	5%	999,658	
Grants	1,254,767	1,107,521	147,246	13%	1,845,049	3
Interest & Investment Revenue	437,378	326,466	110,912	34%	518,088	4
Contributions	558,546	154,329	404,217	262%	185,772	5
Other Revenue	1,645,636	968,788	676,848	70%	1,304,595	6
Total Trading Income	16,462,732	14,983,617	1,479,115	10%	16,745,624	
Gross Profit	16,462,732	14,983,617	1,479,115	10%	16,745,624	
Capital Grants						
Grants Commonwealth Capital - Other	935,832	1,383,883	(448,051)	-32%	5,756,383	7
Grants Commonwealth Capital - Roads to Recovery	354,587	300,816	53,771	18%	401,088	8
Grants State Capital - Other	215,381	49,123	166,258	338%	260,123	9
Total Capital Grants	1,505,799	1,733,822	(228,023)	-13%	6,417,594	
Other Income						
Net Gain (Loss) on Disposal of Assets	(15,731)	25,000	(40,731)	-163%	53,000	
Total Other Income	(15,731)	25,000	(40,731)	-163%	53,000	
Operating Expenses						
Employee Costs	3,718,768	3,898,322	(179,554)	-5%	5,234,096	10
Materials & Services	5,990,913	6,600,326	(609,413)	-9%	8,289,660	11
Depreciation	2,387,474	2,397,042	(9,568)	0%	3,196,056	
Interest	89,721	90,120	(399)	0%	213,820	
Other Expenses	163,996	159,507	4,489	3%	212,676	
Total Operating Expenses	12,350,871	13,145,317	(794,446)	-6%	17,146,308	
Net Profit	4,111,862	1,838,300	2,273,562	124%	(400,684)	
Total Comprehensive Result (incl Capital Income)	5,601,930	3,597,122	2,004,808	56%	6,069,910	

NOTES OF BUDGET VARIANCES > \$50k.

1. Additional unbudgeted revenue from significant supplementary rate revaluations on individual properties due to ownership transfers occurring post 30 June 2022 property ratings.
2. Lower than budgeted Development Applications, Plumbing Permit Applications and 132/337 Certificates.
3. 2021/22 carry over unspent Parks grant funds \$93k not forecast. Federal Assistance Grants \$50k above forecast.
4. Higher than expected interest income due to increasing interest rates.
5. Public Open space contribution \$286k (increase of \$155k) and Subdivision contribution \$141k (increase of \$22k) higher than budget. Stormwater contribution budgeted of (\$25k) will not occur as developers are funding their own solution.
6. Medical income \$465k (increase of \$118k) higher than estimate from high patient throughput eg winter demand, additional locum (ie 5 doctors) on board and covid vaccinations income. Received bank fees refund \$100k in September not budgeted.
7. Works budgeted but not complete Local Roads & Community Infrastructure Grant; for Buildings: [Courthouse amenities, Coles Bay Annexe, Swansea Cricket nets, Spring Bay toilets, Saltworks toilet] \$455k below forecast due to delay in getting works underway; for Marine: [Triabunna Marine shelter] \$15k below forecast due to delays in getting works underway.
8. Roads to Recovery instalments received are \$50k more than expected through March 2023.
9. Carry forward unspent grant funds, not forecast: Spring Bay Recreation Ground \$137k work delayed. Received \$29k payment from State Emergency Services grant funding for Holkum Court works completed last year.
10. Staff vacancies and unplanned covid leave reflecting shortfall in capacity of available staff.
11. Black Summer Bushfire Recovery Grant for Telstra works received and being held to pay to Telstra when required (\$417k). Contractor costs and materials (\$402k) and (\$303) less than forecast indicating delays in market availability. Doctors expenses and Locum costs over budget by \$159k and \$180k.

Profit and Loss Summary - Governance

Glamorgan Spring Bay Council

For the 9 months ended 31 March 2023

Department is Governance.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2022/23 Budget	Notes
Trading Income						
Statutory Charges	85	0	85	0%	0	
Total Trading Income	85	0	85	0%	0	
Gross Profit	85	0	85	0%	0	
Other Income						
Net Gain (Loss) on Disposal of Assets	364	0	364	0%	0	
Total Other Income	364	0	364	0%	0	
Operating Expenses						
Employee Costs	224,652	283,779	(59,127)	-21%	378,372	1
Materials & Services	130,919	156,354	(25,435)	-16%	192,542	
Depreciation	30,413	38,700	(8,287)	-21%	51,600	
Other Expenses	111,282	110,007	1,275	1%	146,676	
Total Operating Expenses	497,265	588,840	(91,575)	-16%	769,190	
Net Profit	(497,180)	(588,840)	91,660	-16%	(769,190)	
Total Comprehensive Result (incl Capital Income)	(496,817)	(588,840)	92,023	-16%	(769,190)	

NOTES:

1. Staff vacancies and unplanned covid leave reflecting shortfall in staff availability.

Profit and Loss Summary - Works & Services

Glamorgan Spring Bay Council

For the 9 months ended 31 March 2023

Department is Bridges & Culverts, Emergency Management, Parks & Reserves, Plant Costs & Recoveries, Private Works, Roads & Footpaths, Sewer, Stormwater & Drainage, Town Maintenance, Waste Management.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2022/23 Budget	Notes
Trading Income						
Rate Revenue	1,289,736	1,268,629	21,107	2%	1,268,629	
User Charges	168,487	180,469	(11,982)	-7%	215,585	
Grants	1,186,702	1,017,393	169,309	17%	1,634,541	1
Contributions	2,000	0	2,000	0%	0	
Other Revenue	12,809	0	12,809	0%	0	
Total Trading Income	2,659,735	2,466,491	193,244	8%	3,118,755	
Gross Profit	2,659,735	2,466,491	193,244	8%	3,118,755	
Capital Grants						
Grants Commonwealth Capital - Other	828,832	806,883	21,949	3%	5,179,383	
Grants Commonwealth Capital - Roads to Recovery	354,587	300,816	53,771	18%	401,088	2
Grants State Capital - Other	166,651	0	166,651	0%	161,000	3
Total Capital Grants	1,350,069	1,107,699	242,370	22%	5,741,471	
Other Income						
Net Gain (Loss) on Disposal of Assets	11,229	25,000	(13,771)	-55%	53,000	
Total Other Income	11,229	25,000	(13,771)	-55%	53,000	
Operating Expenses						
Employee Costs	1,502,607	1,732,666	(230,059)	-13%	2,296,888	4
Materials & Services	2,636,504	3,406,215	(769,711)	-23%	4,330,320	5
Depreciation	1,702,330	1,721,061	(18,731)	-1%	2,294,748	
Total Operating Expenses	5,841,441	6,859,942	(1,018,501)	-15%	8,921,956	
Net Profit	(3,181,706)	(4,393,451)	1,211,745	-28%	(5,803,201)	
Total Comprehensive Result (incl Capital Income)	(1,820,408)	(3,260,752)	1,440,344	-44%	(8,730)	

NOTES:

- Operating grants: Federal Assistant Grant for roads received above budget \$38k for roads, \$32k for bridges. Carry over unspent Parks grant funds not budgeted \$98k.
- Roads to Recovery instalments received are \$50k more than expected through March 2023.
- Carry forward unspent grant funds not forecast, Spring bay recreation ground \$137k work delayed. Received \$29k payment from State Emergency Services grant funding for Holkum Court works completed last year.
- Staff vacancies and unplanned covid leave reflecting shortfall in staff availability.
- Black Summer Bushfire Recovery Grant pass through cost unspent funds in anticipated for (\$417k) billing from Telstra. Contractor costs and materials (\$222k) and (\$284k) less than forecast indicating delays in availability.

Profit and Loss Summary - Corporate Services

Glamorgan Spring Bay Council

For the 9 months ended 31 March 2023

Department is Corporate Services.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2022/23 Budget	Notes
Trading Income						
Rate Revenue	9,430,311	9,295,047	135,264	1%	9,295,047	1
Statutory Charges	49,236	77,211	(27,975)	-36%	102,948	
Grants	14,509	40,128	(25,619)	-64%	160,508	
Interest & Investment Revenue	437,053	326,466	110,587	34%	518,088	2
Other Revenue	486,408	298,711	187,697	63%	305,545	3
Total Trading Income	10,417,517	10,037,563	379,954	4%	10,382,136	
Gross Profit	10,417,517	10,037,563	379,954	4%	10,382,136	
Other Income						
Net Gain (Loss) on Disposal of Assets	(27,324)	0	(27,324)	0%	0	
Total Other Income	(27,324)	0	(27,324)	0%	0	
Operating Expenses						
Employee Costs	468,339	617,554	(149,215)	-24%	823,072	4
Materials & Services	1,338,389	1,426,945	(88,556)	-6%	1,681,429	5
Depreciation	32,496	33,885	(1,389)	-4%	45,180	
Interest	11,149	11,100	49	0%	15,600	
Other Expenses	52,713	49,500	3,213	6%	66,000	
Total Operating Expenses	1,903,086	2,138,984	(235,898)	-11%	2,631,281	
Net Profit	8,514,431	7,898,579	615,852	8%	7,750,855	
Total Comprehensive Result (incl Capital Income)	8,487,107	7,898,579	588,528	7%	7,750,855	

NOTES:

1. Additional unbudgeted revenue from significant supplementary rate revaluations on individual properties due to ownership transfers occurring post 30 June property ratings.
2. Higher than expected interest income due to increasing interest rates.
3. Received bank fees refund \$100k in September, pension remissions received \$13k higher than budgeted, rental income \$19k higher than budgeted, training subsidies received of \$37k and interest reimbursements of \$16k.
4. Staff vacancies and unplanned covid leave reflecting shortfall in staff availability.
5. Lower than budgeted spending on bank charges, IT support, contractors, insurance and materials.

Profit and Loss Summary - Development Services

Glamorgan Spring Bay Council

For the 9 months ended 31 March 2023

Department is Development Services.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2022/23 Budget	Notes
Trading Income						
Statutory Charges	463,089	510,308	(47,219)	-9%	674,768	
User Charges	23,286	19,507	3,779	19%	20,014	
Grants	50,000	50,000	0	0%	50,000	
Contributions	556,546	154,329	402,217	261%	185,772	1
Other Revenue	4,360	1,350	3,010	223%	1,800	
Total Trading Income	1,097,281	735,494	361,787	49%	932,354	
Gross Profit	1,097,281	735,494	361,787	49%	932,354	
Operating Expenses						
Employee Costs	583,803	694,935	(111,132)	-16%	926,580	2
Materials & Services	424,186	481,026	(56,840)	-12%	631,368	3
Depreciation	17,449	19,449	(2,000)	-10%	25,932	
Total Operating Expenses	1,025,438	1,195,410	(169,972)	-14%	1,583,880	
Net Profit	71,843	(459,916)	531,759	-116%	(651,526)	
Total Comprehensive Result (incl Capital Income)	71,843	(459,916)	531,759	-116%	(651,526)	

NOTES:

1. Public Open space contribution \$286k and Subdivision contribution \$141k more than budget. Stormwater contribution budgeted of (\$25k) will not occur as developers are funding their own solution.
2. Staff vacancies and unplanned covid leave reflecting shortfall in staff availability.
3. Lower than budgeted spending on contractors.

Profit and Loss Summary - Tourism and Economic Development

Glamorgan Spring Bay Council

For the 9 months ended 31 March 2023

Department is Tourism & Economic Development.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2022/23 Budget	Notes
Gross Profit	0	0	0	0%	0	
Operating Expenses						
Materials & Services	60,000	65,000	(5,000)	-8%	72,500	
Total Operating Expenses	60,000	65,000	(5,000)	-8%	72,500	
Net Profit	(60,000)	(65,000)	5,000	-8%	(72,500)	
Total Comprehensive Result (incl Capital Income)	(60,000)	(65,000)	5,000	-8%	(72,500)	

Profit and Loss Summary - Community Development

Glamorgan Spring Bay Council

For the 9 months ended 31 March 2023

Department is Community Development.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2022/23 Budget	Notes
Trading Income						
Grants	3,555	0	3,555	0%	0	
Interest & Investment Revenue	325	0	325	0%	0	
Other Revenue	27,125	25,155	1,970	8%	33,540	
Total Trading Income	31,005	25,155	5,850	23%	33,540	
Gross Profit	31,005	25,155	5,850	23%	33,540	
Operating Expenses						
Employee Costs	87,532	112,851	(25,319)	-22%	150,468	
Materials & Services	40,926	49,777	(8,851)	-18%	66,136	
Depreciation	32,775	38,169	(5,394)	-14%	50,892	
Total Operating Expenses	161,233	200,797	(39,564)	-20%	267,496	
Net Profit	(130,228)	(175,642)	45,414	-26%	(233,956)	
Total Comprehensive Result (incl Capital Income)	(130,228)	(175,642)	45,414	-26%	(233,956)	

Profit and Loss Summary - Building & Facilities

Glamorgan Spring Bay Council

For the 9 months ended 31 March 2023

Department is Buildings & Facilities.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2022/23 Budget	Notes
Trading Income						
Other Revenue	17,294	13,572	3,722	27%	18,096	
Total Trading Income	17,294	13,572	3,722	27%	18,096	
Gross Profit	17,294	13,572	3,722	27%	18,096	
Capital Grants						
Grants Commonwealth Capital - Other	107,000	577,000	(470,000)	-81%	577,000	1
Grants State Capital - Other	48,730	49,123	(393)	-1%	99,123	
Total Capital Grants	155,730	626,123	(470,393)	-75%	676,123	
Operating Expenses						
Employee Costs	43,426	48,519	(5,093)	-10%	64,692	
Materials & Services	178,960	192,490	(13,530)	-7%	255,720	
Depreciation	346,780	314,082	32,698	10%	418,776	
Interest	0	450	(450)	-100%	600	
Total Operating Expenses	569,166	555,541	13,625	2%	739,788	
Net Profit	(551,872)	(541,969)	(9,903)	2%	(721,692)	
Total Comprehensive Result (incl Capital Income)	(396,142)	84,154	(480,296)	-571%	(45,569)	

NOTES:

1. Budgeted but not received Local Roads & Community Infrastructure Grant round 3 Courthouse amenities, Coles Bay Annexe, Swansea Cricket nets, Spring Bay toilets, saltworks toilet \$455k, Triabunna Marine shelter \$15k.

Profit and Loss Summary - Marina & Wharf

Glamorgan Spring Bay Council

For the 9 months ended 31 March 2023

Department is Marina & Wharf.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2022/23 Budget	Notes
Trading Income						
User Charges	441,251	357,344	83,907	23%	484,611	1
Total Trading Income	441,251	357,344	83,907	23%	484,611	
Gross Profit	441,251	357,344	83,907	23%	484,611	
Operating Expenses						
Employee Costs	20,692	32,355	(11,663)	-36%	43,140	
Materials & Services	76,310	68,250	8,060	12%	85,080	
Depreciation	93,718	94,797	(1,079)	-1%	126,396	
Interest	30,560	30,560	(0)	0%	71,993	
Total Operating Expenses	221,280	225,962	(4,682)	-2%	326,609	
Net Profit	219,971	131,382	88,589	67%	158,002	
Total Comprehensive Result (incl Capital Income)	219,971	131,382	88,589	67%	158,002	

NOTES:

1. User charges above budget due to payment of outstanding Ferry fees in Aug 2022.

Profit and Loss Summary - Animal Control

Glamorgan Spring Bay Council

For the 9 months ended 31 March 2023

Department is Animal Control.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2022/23 Budget	Notes
Trading Income						
Statutory Charges	12,168	0	12,168	0%	0	
User Charges	19,920	16,928	2,992	18%	16,928	
Total Trading Income	32,088	16,928	15,160	90%	16,928	
Gross Profit	32,088	16,928	15,160	90%	16,928	
Operating Expenses						
Employee Costs	46,781	58,311	(11,530)	-20%	77,748	
Materials & Services	9,970	8,168	1,802	22%	9,600	
Depreciation	5,925	11,700	(5,775)	-49%	15,600	
Total Operating Expenses	62,676	78,179	(15,503)	-20%	102,948	
Net Profit	(30,588)	(61,251)	30,663	-50%	(86,020)	
Total Comprehensive Result (incl Capital Income)	(30,588)	(61,251)	30,663	-50%	(86,020)	

Profit and Loss Summary - Medical Services

Glamorgan Spring Bay Council

For the 9 months ended 31 March 2023

Department is Medical Centres.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2022/23 Budget	Notes
Trading Income						
Rate Revenue	560,367	551,070	9,297	2%	551,070	
User Charges	0	35,000	(35,000)	-100%	56,000	
Other Revenue	1,095,749	630,000	465,749	74%	840,000	1
Total Trading Income	1,656,117	1,216,070	440,047	36%	1,447,070	
Gross Profit	1,656,117	1,216,070	440,047	36%	1,447,070	
Operating Expenses						
Employee Costs	368,567	356,694	11,873	3%	475,592	
Materials & Services	1,046,939	690,541	356,398	52%	891,813	2
Depreciation	45,169	44,370	799	2%	59,160	
Total Operating Expenses	1,460,675	1,091,605	369,070	34%	1,426,565	
Net Profit	195,442	124,465	70,977	57%	20,505	
Total Comprehensive Result (incl Capital Income)	195,442	124,465	70,977	57%	20,505	

NOTES:

1. Medical income \$466k higher than estimate from high patient throughput eg winter demand, additional locum (ie 5 doctors) on board and covid vaccinations income.

2. Doctor expenditure above budget \$159k, Contractor expenses \$180k over budget.

Profit and Loss Summary - Prosser Plains Raw Water Scheme

Glamorgan Spring Bay Council

For the 9 months ended 31 March 2023

Department is Prosser Plains Raw Water Scheme.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2022/23 Budget	Notes
Trading Income						
User Charges	108,468	115,000	(6,532)	-6%	206,520	
Other Revenue - PPRWS Reimbursement of Principal Loan	0	0	0	0%	105,614	
Total Trading Income	108,468	115,000	(6,532)	-6%	312,134	
Gross Profit	108,468	115,000	(6,532)	-6%	312,134	
Operating Expenses						
Employee Costs	464	5,094	(4,630)	-91%	6,792	
Materials & Services	28,578	55,574	(26,996)	-49%	73,172	
Depreciation	80,459	80,829	(370)	0%	107,772	
Interest	48,012	48,010	2	0%	125,627	
Total Operating Expenses	157,513	189,507	(31,994)	-17%	313,363	
Net Profit	(49,045)	(74,507)	25,462	-34%	(1,229)	
Total Comprehensive Result (incl Capital Income)	(49,045)	(74,507)	25,462	-34%	(1,229)	

COUNCIL MOTION TRACKING DOCUMENT

MEETING DATE	ITEM NO.	DECISION NO.	TITLE	ACTION OFFICER	DECISION	STATUS
30 Apr 2019	6.1	82/19	Policy for Users of Hall Facilities	GM	Council to formulate and implement a Policy of Acceptable Practices and Requirements for users of Council Hall facilities.	In progress. Policy to be developed and workshopped.
27 Aug 2019	7.5	144/19	Holkham Court, Orford – Stormwater Assessment	GM	Works are implemented as outlined in the report.	Subdivision work that included stormwater impact nearing completion. Culvert upgrade underway. Works in private land to follow on in consultation with land owners.
17 Dec 2019	8.6	246/19	Training Wall Lease – Prosser River Mouth Advisory Group	GM	Council defers Agenda Item 8.6 to the January 2020 meeting or to a Special Meeting of Council earlier in the month if the matter is deemed too urgent to wait until the 28 th of January 2020.	A Master Planning process commenced in September 2021 and will include community consultation. This Master Plan will address tenure issues and site issues.
17 Dec 2019	8.7	248/19	The Prosser River Mouth (Spit) Fencing & Signage Proposal	GM	Council endorses placing the Prosser River Mouth Master Plan Advisory Group Section 24 Committees proposed plan in relation to the Orford Spit, lagoon and nearby recreational beach area out for public consultation by 10 January 2020 until 7 February 2020. Following consultation Council will consider feedback and make a decision at an Ordinary Meeting of Council.	A Master Planning process commenced in September 2021 and will include community consultation. This Master Plan will address tenure issues and site issues.
28 Jan 2020	7.4	22/20	Re-endorsement of the Dog Management Policy and associated Declared Areas including Dog Exercise Yards	DPD	That: a) the date on which the Declared areas in the re-endorsed dog policy and the new declared dog exercise areas take effect, and b) the period during which the declaration remains in force.	A report was presented to Council in December to form a Dog Management Policy Working Group. This was endorsed unanimously, and the group is continuing to meet and prepare a draft document.
24 Mar 2020	7.4	83/20	Kerbside Vendor Location	DPD / EHO	That Council defers a decision on Paddy's Potatoes and any further request for food vendors to trade from the Triabunna Marina and wharf area until: 1. Confirmation of the appropriateness of the Council Kerbside Vendor Policy has been provided by the General Manager. 2. A strategic review of the area is completed by Council in respect to any additional food vendors and what process would be undertaken for expressions of interest. 3. A risk assessment is carried out in respect to pedestrian/user safety.	The food vendor licence policy is dependent on the By-Law review. It is recommended to pause work on the By-Law until the Future of Local Government Review is completed.
23 June 2020	7.1	210/20	The funding and prioritising of Projects in the Coming Year and the Need for Long Term Financial and Asset Planning to inform Decision Making	GM	That Council for the next financial year at least, in general only fund: Asset renewal projects; Asset upgrades and new assets that address community safety needs; and That this position be reviewed in 12 months' time.	Ongoing.
25 May 2021	8.2	85/21	Petition to Amend Sealed Plan - 14 French Street, Orford	DPD	1. Receive the above report and note that a decision was not made at the 23 March 2021 Council Meeting for the Petition to Amend Sealed Plan at 14 French Street, Orford, as the motion was lost and an alternate motion was not put. 2. Resolve that an additional report be presented to Council at a future meeting and that the applicant be provided with an opportunity to provide submissions in support of the petition to amend the Sealed Plan 168707 as applied for under SA 2020/11.	Applicant had requested that this item be considered at the September 2021 Council Meeting. Still awaiting instruction from applicant. Suggest removal of this item as it is now for a future decision.
28 September 2021	8.3	167/21	Swanwick Foreshore Erosion	MB&MI	that Council: 1. Ceases any further involvement in coastal erosion mitigation at the Swanwick Drive vicinity, and elsewhere in the municipality and; 2. Develops a Policy on coastal erosion and inundation.	Complete. Policy development under investigation.
14 December 2021	8.3	240/21	Disposal of land – Spencer Street, Triabunna	DPD	that Council RESOLVE to direct the General Manager to develop a contract with the Director of Housing Tasmania to sell lots in Spencer Street (CT62-72/55156 and CT98/55156) for an amount of \$375,000.	Complete
22 February 2022	8.4	36/22	Glamorgan Spring Bay Council Section 24 Special Committees	GM	That Council: 1. Endorses a review of the Guidelines for Section 24 Special Committees of Council. 2. Endorses a review process for each individual Section 24 Special Committee.	In progress. Committees have been advised of the Council decision and that a Council Officer will be in contact in due course to work collaboratively with the Committee on the review.
22 February 2022	8.5	37/22	March 2021 Storm Damage	DWI	That Council progress with the emergency repairs and allocate identified funds from the additional income sources to commence works on the outstanding repairs identified under this TRRA grant submission this financial year.	Works completed on Rosedale Road and Bridge clearance works commenced. Planning underway for other sites. First claim approved. Projects in 2022-23 capital program and being programmed and constructed.
22 March 2022	8.8	62/22	Swansea Helipad Proposal	DWI	That Council endorse the proposal to develop land, within planning and statutory confinements and in conjunction with other emergency management stakeholder agencies at 76 Maria Street Swansea for emergency preparedness and response purposes; that being the development of helicopter staging infrastructure through grant funding and inter-agency cooperation.	Ongoing liaison for the planning of the project through June. Propose to commence design in July 2022. Progressing to DA.
26 April 2022	8.8	83/22	Bicheno Triangle Final Design for Tender	DWI	That council endorse the proposed design and authorise officers to proceed to tendering with a view to construction.	Project tendered. Reviewing the way forward.
26 April 2022	8.10	85/22	Community Small Grant Application - Friends of Orford Bird Sanctuary	DCC	That Council approve the application for Community Small Grant funding to the Friends of Orford Bird Sanctuary for \$1,000 for two (2) representatives to attend the BirdLife Australia's National Beach-nesting Birds Conference in Moonta, South Australia from 13th-15th of May 2022.	Complete

MEETING DATE	ITEM NO.	DECISION NO.	TITLE	ACTION OFFICER	DECISION	STATUS
26 July 2022	8.8	155/22	Bicheno Electric Vehicle Charging Station	DWI	That Council resolves to establish an Electric vehicle charging station within the car park on the southwest corner of the intersection of Burgess and Foster Streets Bicheno.	Complete
23 August 2022	8.5	1790/22	Community Small Grant - Swansea Community Christmas	DCC	That Council approve the application for Community Small Grant funding of \$1,000 to 'Swansea Community Events Committee' to support the Swansea Christmas Parade and Festivities for 2022.	Complete
23 August 2022	8.6	180/22	Community Small Grant Application - Eastcoast Regional Development Organisation Inc.	DCC	That Council approve the application for Community Small Grant funding of \$1,000 to East Coast Regional Development Organisation Inc to support the Gardening Together Project at the Village Triabunna that will create compacted gravel walkways suitable for wheelchairs and other mobility aids to enable access to the raised community vegetable beds.	Complete
27 September 2022	8.6	206/22	Community Small Grant Application - Swansea Community & Men's Shed Inc.	DCC	That Council approve the application for Community Small Grant funding of \$915 to 'Swansea Community & Men's Shed' for a defibrillator.	Complete
27 September 2022	8.8	208/22	Squid Festival 2022 (Spring Bay Mill)	DCC	That Council approve the application for event assistance of \$2000 and provide in-kind assistance as resources permit to the Spring Bay Squid Festival event.	Complete
25 October 2022	8.2	222/22	Marine Infrastructure Committee	DWI	That council delay the disbanding of the Section 24 Marine Infrastructure Committee until such time that council can undertake future investigation into a government mechanism that allows input and engagement from the users of Glamorgan Spring Bay marine infrastructure.	Referred to ongoing review of S24 Committees. Complete
25 October 2022	8.3	223/22	Orford Foreshore Masterplan	DPD	That Council: 1. Endorse the Orford Foreshore Masterplan in the form of Attachment 1. 2. Does not agree to enter into a lease/licence for the Prosser River Training Wall (sandbags), nor accept responsibility for any maintenance or management of this infrastructure. 3. Review the outcomes and time-frames on a regular basis with the aim to have the implementation of the management plan finalised within 5 years.	Ongoing discussion with Parks and Wildlife, awaiting their sign off.
25 October 2022	8.4	224/22	Mulching Green Waste	DWI	That council advise the public that a coarse mulch is available to pick up in domestic quantities from the Orford Transfer Station at the collector's risk and from time to time at no cost.	Process and timing for public notification and dispersal being developed.
22 November 2022	8.11	251/22	Late Agenda Report – Stormwater Management Plan update	DWI	That Council considers the identified needs for stormwater system improvements in an upcoming review of the long-term financial plan, in order to provide effective stormwater drainage to urban areas.	Information gathered to inform the report included in briefing papers to inform budget considerations in new calendar year.
13 December 2022	8.1	271/22	Request for Event Support – Pangea	DWI	That Council approve the application for event assistance and provide in-kind assistance as resources permit to the Pangaea Festival 2023.	In progress.
13 December 2022	8.2	272/22	Swansea - Loo with a view survey results	DWI	That council notes the survey results and comments provided by survey respondents and seek a further report from the General Manager proposing alternative plans for the structure.	Report to be drafted.
24 January 2023	8.2	15/23	Review of Council Workshop Policy	EO	That Council adopts the Council Workshop Policy as attached to this report item, effective 24 January 2023.	Complete.
24 January 2023	8.3	16/23	Coles Bay Foreshore Path	DWI	That council notes the information and seeks a further report from the General Manager on the outcome of the tender process.	Complete
24 January 2023	8.5	18/23	Parks and Recreation Asset Management Plan Review	DWI	That council adopts the Parks and Recreation Asset Management Plan 2023 and considers the implications of the funding shortfall in the review of the Long-Term Financial Plan and 2023-24 budget development.	Complete.
24 January 2023	8.6	19/23	Community Small Grant Application - Rural Alive & Well	DCC	That Council approve the application for Community Small Grant funding of \$935.00 to Rural Alive & Well.	Complete
24 January 2023	8.7	20/23	Community Small Grant Application - Bicheno Surf Life Saving Club	DCC	That Council approve the application for Community Small Grant funding of \$1,000 to the Bicheno Surf Life Saving Club Inc for the First Aid Kit, Trauma Kit, and Mobile Whiteboard.	Complete
24 January 2023	8.8	21/23	Revised Budget 2022/23	DCC	That Council approves the Revised Budget for 2022/2023 as presented in the attached revised Profit and Loss, Statement of Financial Position and Statement of Cashflows and Capital Works Detail reports.	Complete
28 February 2023	8.2	34/33	Request for Event Support - Coles Bay Triathlon 2023	DCC	That Council: 1. Notes the partial road closure of The Esplanade, Coles Bay, between Coles Bay Road and Jetty Road between 9.00am and 3.00pm on Saturday the 25 March 2023 for the organiser, Atlas Events Pty Ltd, to conduct the Coles Bay Half Marathon event, and that Council advertise the road closure in accordance with policy. and	Complete

MEETING DATE	ITEM NO.	DECISION NO.	TITLE	ACTION OFFICER	DECISION	STATUS
					2. Approves provision of support for the application from Atlas Events Pty Ltd for the Coles Bay Half triathlon event to the value of: <ul style="list-style-type: none"> • \$1,500 cash for media and marketing cost support • In kind support valued at \$1,000: <ul style="list-style-type: none"> o to supply wheelie bins and liners and arrange for bin collection after the event on Tuesday 28 March 2023; o to waive the advertising fee for road closure o to provide free access to power at Muir's Beach on the grassed area opposite Iluka. o Use of council land at the Esplanade Coles Bay. 	
28 February 2023	8.3	35/23	Coastal Infrastructure Asset Management Plan Review	DWI	That Council adopt the revised version of the Coastal Infrastructure Asset Management Plan.	Complete.
28 February 2023	8.4	36/23	Buildings Asset Management Plan Review	DWI	That council adopts the revised version of the Buildings Asset Management plan and considers the implications in the upcoming review of the Long-Term Financial Plan	Complete
28 February 2023	8.5	37/23	Hydraulic Infrastructure Asset Management Plan	DWI	That council adopts the Hydraulic Infrastructure Asset Management Plan 2023 and considers the implications of the funding shortfall in the review of the Long-Term Financial Plan and 2023-24 budget development.	Complete
28 February 2023	8.6	38/23	Community Small Grant Application - Maria Voices	DCC	That Council approve the application for Community Small Grant funding of \$1,000 to Maria Voices Inc.	Underway
28 March 2023	4.2	48/23	Draft Amendment AM2022-02 – Glamorgan Spring Bay Local Provisions Schedule – Subdivision of additional lots under the Dolphin Sands Particular Purpose zone	DPD	That Council defers this Agenda item 4.2 Draft Amendment AM 2022-02 until the April Meeting to allow for clarification on a number of matters in question.	Complete.
28 March 2023	8.2	57/23	Review of Council Media Policy	EO	That Council adopts the updated Council Media Policy as attached to this report item effective 28 March 2023.	Complete.
28 March 2023	8.4	59/23	Memorial Seat Request	DWI	That council acknowledges the loss felt by members of the Bicheno community and approves the application for a memorial plaque for Julia Lord and seat in the vicinity of the proposed area.	Complete.
28 March 2023	8.6	61/23	Request for Event Support - East Coast Harvest Odyssey (ECHO) Festival	DCC	That Council: <ol style="list-style-type: none"> 1. Provides a grant of \$1000 from the Event Budget to the festival’s organising body towards festival expenses, and; 2. Provides wheelie bins to assist with waste management for the event. 	Complete.
28 March 2023	8.7	62/23	Community Small Grant Application - Landscape Recovery Foundation	DCC	That Council approve the application for Community Small Grant funding of \$1,000 to the Landscape Recovery Foundation.	Complete.
28 March 2023	8.8	63/23	Late Agenda Report - Limited Extension of Financial Delegation for General Manager	DWI	That Council increases the delegation limit of the General Manager from \$250,000 to satisfy the Black Summer Bushfire Recovery Grant deed requirements for Telstra invoice values for design of \$269,159, for building \$358,878 and finalisation of \$269,159.	In progress

LEGEND	
GM = General Manager	DPD = Director Planning & Development
AGM = Acting General Manager	MB&MI = Manager Building & Marine
DWI = Director Works & Infrastructure	DCC = Director Corporate & Community
EO = Executive Officer	WM = Works Manager

ANNUAL PLAN PERFORMANCE REPORT

FOCUS AREA	ACTION	RESPONSIBLE OFFICER	PROGRESS
Implement a dedicated process to ensure rates and other fees are collected in a timely manner.	Review the debt collection processes to ensure fit-for-purpose.	Director Corporate & Community	Complete. Debtors are reviewed regularly as part of each end of month process. Also presented to Audit Panel quarterly.
Manage cash flow tightly to ensure current liabilities can be paid from unrestricted (available) cash.	Review cash position at regular intervals to ensure adequate actions are taken to manage variations to budget.	Director Corporate & Community	Complete. Cashflow is reviewed weekly. Balance sheet and cashflow statement is published monthly.
Set realistic budgets and monitor income and expenditure closely.	Produce regular income and expenditure reporting for review to ensure adequate actions are taken to manage variations to budget.	Director Corporate & Community	Complete.
Advocate and lobby effectively on behalf of the community.	Represent community interests to State and Federal Governments and Agencies.	General Manager	Ongoing important aspect of the General Manager and Councils role. Example: <ul style="list-style-type: none">- State Grants Commission- Major Projects- Roads to Recovery
Develop and foster a strong, supportive and respectful organisational culture.	Develop Benchmarks for measuring Councils WHS performance.	Director Works & Infrastructure	Benchmarks established.
	Lead by example in promoting Organisation values.	General Manager	Ongoing.
Support and facilitate social and community events that promote community health and wellbeing	Promote awareness of funding opportunities provided by Council for community health and wellbeing activities.	Director Corporate & Community	Complete. Provision of online Community events calendar on GSBC website is updated regularly. Includes activities to encourage community engagement for education, recreation and enjoyment, visiting events and local festivals, national ceremonies etc.
Advocate for reasonable access to primary, secondary and tertiary education.	Represent community interests to State and Federal Governments and Agencies.	Director Corporate & Community	Ongoing.
Advocate for access and coordination of reasonable transport services.	Represent community interests to State Governments and Agencies.	Director Corporate & Community	Ongoing.
Encourage and support the arts, cultural activities, programs and events.	Create and promote an online date-book for cultural activities, programs and events to advertise what is occurring in the community.	Director Corporate & Community	Ongoing. Continually facilitating new events and alliances, utilising GSBC network and media channels.
Create an informed and involved community by developing relevant and accessible communication channels.	Conduct a community survey to determine what communication channels are relevant and preferred.	Director Corporate & Community	Regular engagement via GSBC website, facebook, media, community discussions, forums, workshops.

Address and update complaints management system.	Review and upgrade Council’s complaints management process to ensure that complaints are actioned in accordance with Council’s Customer Service Charter	Director Corporate & Community	Ongoing. There are ongoing efforts from administration to improve Councils complaints management process recognising the fact that this is a very important aspect of our remit.
Work with health professionals to enhance the physical and mental health of ageing people.	Consult with any health professionals to identify initiatives to enhance the physical and mental health of ageing people.	Director Planning & Development	<p>The Practices are also currently working on re-obtaining accreditation against the Royal Australian College of General Practitioners (RACGP) Standards for general practices. Accreditation means a practice is meeting minimum safety and quality standards. It is for general practices who are recognised for their commitment to safety, quality and continuous improvements.</p> <p>Council continues to lobby the State and Federal Government for more medical support for the East Coast. Meetings are being held with all levels of government to seek support in this vital area.</p>
Advocate for adequate healthcare professionals/ providers	Explore opportunities with third parties to improve medical services in the area.	Director Planning & Development	The tender for the Provision of Primary Health Care Services to operate and manage both the Bicheno and Triabunna Practices has now been released and will close 12:00pm on May 17, 2023. Following the closure of the tender, an independent, suitably qualified panel will assess the submissions and make recommendations to Council at a future meeting.
Ensure that regular performance reviews and plans are in place for all staff and that managers are supported to conduct them.	Program and deliver performance reviews for all staff.	General Manager	Performance reviews have been undertaken annually across all departments.
Invest in external expertise and capacity to complement GSBC resources.	Work with other organisations to develop grant and funding submissions for the development of a Walking and Cycling Strategy.	Director Planning & Development	Council has been successful in obtaining an initial \$20k grant to develop a walking and cycling strategy. Further funding opportunities are being sought to undertake this work during 2023/24.
Planned asset renewal expenditure based on agreed asset management plans.	Deliver Capital Works Program for the 2022/23 financial year.	Director Works & Infrastructure	Program well underway. Resheeting program complete. Resealing and pavement renewal program completed. Other tenders being developed. Swansea street scape progressing. Wielangta Road tender awarded.
	Develop the Capital Works Program for the 2023/24 financial year.	Manager Buildings & Marine Infrastructure	Will be developed during the budget process, February to April 2023
Invest in relevant training or professional development to equip managers and staff to perform their roles.	Develop and deliver training plans for all staff which consider WHS compliance, professional development, vocational and trade development and accreditation.	Director Works & Infrastructure	Performance reviews being programmed and conducted. Training options being identified and staff completing as necessary.
Complete all asset management plans and policies for Council infrastructure (including assessment of condition) in 2020.	Implement Asset Improvement Plans for all asset classes.	Director Works & Infrastructure	Improvement plans in progress. Review of Asset Management Plans per class complete. Strategic AMP review commenced.
Sustain a safe and well maintained road network across the municipality.	Consult Asset Management Plans including data sets for development and review of asset maintenance and renewal programs.	Director Works & Infrastructure	AMP’s being consulted for plan and program development.
	Maintain Hydraulic Infrastructure. Develop and implement reseal and resheet programs for roads.		Infrastructure maintained to extent of budget. Programs developed and implemented or in the process. Cost effectiveness of methodologies and delivery options continually assessed for value to community.
Advocate for improved access and speeds of telecommunications services.	Engage with relevant stakeholders to identify opportunities for improvement to services	Director Works & Infrastructure	Networking opportunities taken as they present. Black Summer Grant incorporates network black spot reduction.
	Continue to advocate with levels of Government for improved telecommunication services.		
Maintain public amenities and recreational facilities.	Develop documented service levels for parks and reserves operational works	Director Works & Infrastructure	In progress. Walking and cycling strategy seed funding \$20k secured.
	Develop documented service levels for town maintenance operational works		
	Develop a Walking and Cycling Strategy		

Develop plans, policies and guidelines for built assets.	Review existing plans guidelines and policies for built assets.	Director Works & Infrastructure	In progress.
Review and update existing Council strategies and plans.	Integrate appropriate Natural Resources activities into parks and reserves operational schedules and plans	Director Works & Infrastructure	Reports provided to council – initiatives implemented.
	Update the Dog Management Policy.	Director Planning & Development	A report was presented to Council in December to form a Dog Management Policy Working Group. This was endorsed unanimously, and the group is continuing to meet and prepare a draft document.
	Update Council’s Environmental Health By-Law	Director Planning & Development	It is recommended to pause work on the By-Law until the Future of Local Government Review is completed.
Involve, engage and equip groups and individuals in Natural Resource Management.	Encourage access to and appreciation of natural areas through the engagement of community groups in our municipal area	Director Works & Infrastructure	Integration of activities continues. Dune rehabilitation Waub's Beach commenced in association with local network.
	Support community groups and other stakeholders in rewilding initiatives in the municipal area	Director Planning & Development	Support for Local community NR groups continued through the works department. Further, ongoing support is provided to the East Coast Catchments Committee.
Show personal appreciation for good performance and/or positive behaviours.	Create opportunities for staff recognition.	General Manager	Ongoing.
	Create opportunities for training and career programs		Glamorgan Spring Bay Council provides opportunities for career development.
	Ensure annual performance reviews are undertaken with staff.		Ongoing process with all departments.
Define and embed a clear set of organisational Values and Behaviours.	Develop a set of shared organisational values	General Manager	Ongoing.
Create a psychologically safe environment where people feel they can share ideas and raise and resolve issues or concerns.	Implement a recognisable and transparent system for continuous improvement initiatives from staff.	General Manager	A continuous improvement culture is fostered within the organisation championed by the General Manager.
Carry out annual staff engagement survey and address key findings.	Carry out annual staff engagement survey and address key findings.	General Manager	Staff cultural survey completed in May 2022. Further staff surveys will be undertaken.
Set clear annual budget priorities to meet needs and community expectations in consultation with the community.	Conduct biennial community survey.	General Manager	A community budget survey was undertaken in March 2023. Council subsequently conducted Community Connect sessions at Bicheno, Coles Bay, Swansea and Triabunna.
Apply for relevant grant applications and aim to achieve at least 50% success rate.	Make relevant grant applications to secure and deliver key projects for the community	General Manager	Council has successfully applied for several grants and will continue to do so recognising the importance of external funding assistance for our community. Coles Bay Walk, Bicheno Triangle, Bicheno Gulch, Swansea Main Street enhancement are examples of the more significant grants.
Inspect all Council owned buildings annually.	Complete regular inspections of Council’s buildings & facilities	Manager Buildings & Marine Infrastructure	Ongoing.



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