



Information Briefing Document

as at 31 December 2020

(for the November/December 2020 reporting period)

This document is made publicly available via Council's website:

www.gsbc.tas.gov.au

Contents

Governance & Council Meetings	3
Human Resources	3
Corporate Calendar.....	4
Property Settlement Certificates a/a 31 December 2020	7
Rates Balance Sheet a/a 31 December 2020	8
Health, Safety, Other	9
Use of Council Seal.....	11
Community Small Grants Programme	11
Planning Statistics as at 31 December 2020	12
Statutory Building as at 31 December 2020	12
Environmental Health Statistics as at 31 December 2020.....	12
Animal Control Statistics as at 31 December 2020.....	13
Profit and Loss - Governance	14
Profit and Loss - Works	15
Capital Works as at 31 December 2020.....	16
Profit and Loss – Corporate Services	19
Profit and Loss – Development.....	20
Profit and Loss – Community Development	21
Profit and Loss – Buildings & Facilities.....	22
Profit and Loss – Marina & Wharf.....	23
Profit and Loss – NRM.....	24
Profit and Loss – Animal Control.....	25
Profit and Loss – Medical Centres.....	26
Profit and Loss – Visitor Information Centres.....	27
Profit and Loss – Tourism & Economic Development.....	28
Profit and Loss – Prosser Plains Raw Water Scheme	29
2020-2021 Annual Plan Actions – Update as at 31 October 2020.....	30
Council Motion Tracking Document as at 31 December 2020	30

Governance & Council Meetings

Council meetings will be conducted monthly with special meetings being called by the Mayor or Councillors when required. In 2020 Council meetings will usually be held on the fourth Tuesday of the month commencing at 2.00pm.

Until further notice and in response to COVID-19 social gathering regulations, members of the public will be unable to attend the meetings however questions on notice (to be submitted seven days prior to the ordinary meeting) and questions without notice (to be submitted by 12 noon the day prior to the ordinary meeting) can still be addressed through public question time. Questions can be lodged via email to admin@freycinet.tas.gov.au, in person at the Council Chamber or by mail to PO Box 6, Triabunna, 7190.

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

During the period November to December 2020 inclusive, there were 347 views of the audio/visually recorded Council meetings via the YouTube platform.

Medical Services

Council operates medical services under the banner of East Coast Health.

Corporate Services

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

Human Resources

Council appointed a new Director of Works and Infrastructure and Works Manager, both starting in January 2021.

Council's new Director of Planning and Development starts in February 2021.

Three positions within the NRM team were declared redundant or staff offered to take a redundancy.



Corporate Calendar

Item No.	Document / Item	Statutory - Y/N?	LGA Act Reference Or Other as Stipulated	Date When Last Updated	Review History	Review Status/Comments	Responsible Officer / External Resource	Lead Officer	Priority	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
1	Code of Conduct	Yes	S28E (2) c	Feb 2019	Every new term of Council (every 4 years)	GSBC Model Code of Conduct endorsed by new Council 26/02/19	N/A	GM	DUE 2022															
2	Community Strategic Plan	Yes	S66	Mar 2020	Submissions reviewed at the May 2020 Council Workshop with the final Plan adopted at the May 2020 Ordinary Council Meeting.	Plan developed, workshopped & adopted by Council May 2020. Council's mission-critical priorities for 2020/21 to be reviewed in January 2021.	General Manager	GM	DUE 2021										Start		Finish			
3	Long Term Financial Management Plan	Yes	S70, S70F, S70G	2017	GM to work with Accountant and Senior Finance Officer to provide draft to Council. Obtain best practice template.	*10 yr plan - Consistent with Strategic Plan & Long-term Strategic Asset Plan. Consult with DLG and Auditor General. Workshoped with Council in November 2020.	Contract Accountant	CA	HIGH	Start											Finish			
4	Financial Management Strategy	Yes	S70, S70F, S70G	2015	GM to work with Accountant and Senior Finance Officer to provide draft to Council. Obtain best practice template.	*10 yr plan - Consistent with Strategic Plan, refer to the Long-term Strategic Asset Management Plan	Contract Accountant	CA	MEDIUM							Start		Finish						
5	Strategic Asset Management Plan	Yes	S70B, S70F, S70G	2014 (Asset Management Strategy Only)	To be developed - Previously existing 'Asset Managment Strategy' was last reviewed in 2014.	*10 yr + plan - Relates to all assets under 70F(3). This document covers both the requirements of a 'Long-Term Strategic Asset Management Plan' and an 'Asset Management Strategy' and is to be developed in conjunction with the Long Term Financial Plan (in progress)	Asset Management Engineer	AME	HIGH													Start	Finish	
6	Audit Charter	Yes	S85, S85A, S85B	Apr 2020	Reviewed and adopted by Council 28 April 2020 (Dec. 140/20).	Council's Audit Panel Charter to be reviewed 2024	Audit Committee	CA	DUE 2024															
7	Annual Plan & Budget Estimates	Yes	S82, S70G	Mar 2020	Budget estimates endorsed 25/6/19. 2019-2020 Annual Plan produced and adopted by Council 24/3/20 (Dec. 80/20).	Budget Estimates 2020/21 adopted 23 June 2020. 2020/21 Annual Plan adopted by Council September 2020	General Manager / Contract Accountant	GM	DUE 2021												Start			
8	Rates Resolution	Yes	S90	June 2020	Commence in April each year	2020/21 rates resolution endorsed by Council.	Contract Accountant	CA	DUE 2021													Start		Finish
9	Fees & Charges Register	Yes	s206	April 2020	Commence in April each year	2020/21 fees and charges adopted by Council May 2020.	Contract Accountant/General Manager/Manager input	CA	DUE 2021													Start	Finish	
10	Budget	Yes	S82	Feb 2020	Commence in Feb/March each year	2020/21 Budget endorsed by Council June 2020	General Manager / Contract Accountant	CA	DUE 2021													Start		Finish
11	Generate departmental Budgets with external funding details	No	S82	Feb 2020	To be provided by Department Managers with rationale - To Council Workshops		Contract Accountant / Managers	CA	HIGH													Start		Finish
12	S24 Review	No	S24, S70E, S70G	Oct 2020	Reviewed October 2020.	Adopted by Council October 2020	General Manager / Executive Officer	GM	AS REQUIRED															
13	Annual Report	Yes	S72	Dec 2019	Developed by GM/Executive Officer with final financial statements provided by TAO and checked by Accountant	Draft 2020 Annual Report in progress. To be workshopped and submitted to Council.	General Manager / Managers / Executive Officer	GM	HIGH					Start			Finish							
14	Public Land Register	Yes	S177A (2)	To be developed	Not currently compliant. To be developed 2020. List of Council land is held in asset register, needs to be available for public viewing and in map form.	Whilst developing compliant register, check any land that Council wishes to lease or dispose of does qualify as public land under the LGA and must be disposed of according to process in LGA. To be developed 2020.	Contract Accountant / Infrastructure Manager	CA	HIGH								Start		Finish					
15	Environmental Bylaw	Yes	S145 LGA + Various	May 2020	Reviewed Sept 2019. Signed by Mayor & AGM Apr 2020	Gazetted 23 May 2020	General Manager / Executive Officer	GM	AS REQUIRED															
16	Policy - Private Works	No	S70E, S70G	June 2020	Policy developed. Requires review 2023	Policy developed and reviewed at Council workshop June 2020. Adopted by Council June 2020.	Contract Accountant	CA	DUE 2023															
17	Policy 1.1 - Regulation of Stalls and Kerbside Vendors	No	S70E, S70G	Oct 2019	Reviewed and adopted by Council October 2019 (Dec. 175/19)	Requires further review. To be workshopped 2020.	Manager Building & Marine Infrastructure / EHO / Planning / Compliance	MB&MI	MEDIUM					Start		Finish								
18	Policy 1.3 - Development Assistance - Parking in Lieu	No	S70E, S70G	July 2016	Last reviewed 23/08/16 (115/16). Requires review 2020.	To be reviewed 2020, workshopped and submitted to Council.	Works Manager & Contract Planner	WM	LOW					Start		Finish								
19	Policy 1.6 - Council Advertising	No	S70E, S70G	June 2019	Reviewed & Adopted by Council June 2019 (Dec. 116/19).	To be reviewed 2022.	General Manager / Executive Officer	GM	DUE 2022															
20	Policy 1.7 - Dog Management 2019-2025	Yes	S7 (Dog Control Act)	Jan 2020	Re-endorsed by Council Jan 2020 (Dec. 22/20). To be reviewed in accordance with the finalisation of the Dog Control Act 2000 amendments.	The Policy review is on hold pending the approval of the proposed draft Dog Control Regulations 2020. The Policy will need to be re-workshopped and submitted to Council prior to calling for public comment.	TBA	EMD	HIGH			Start				Finish								
21	Policy 1.8 - Planning & Building Fees	Yes	S70E, S70G, S205, S206	Aug 2019	Reviewed & adopted by Council Aug 2019 (Dec. 141/19).	To be reviewed 2023.	TBA	EMD	DUE 2023															
22	Policy 2.2 - Waste Management	No	S70E, S70G	July 2016	Approved 23.08.16 (116/16) Review as required but no later than 2020	To be reviewed 2020, workshopped and submitted to Council.	Works Manager	WM	LOW						Start		Finish							
23	Policy 2.3 - Tree Management	No	S70E, S70G	Sept 2016	Approved 27.09.16 (127/1) Review as required but no later than 2020. Em'd to GM 16.08.19 for staff review.	To be reviewed 2020, workshopped and submitted to Council.	Works Manager	WM	LOW						Start		Finish							
24	Policy 2.7 - Marina and Wharf Precinct	No	S70E, S70G	Oct 2016	Approved 25.10.16 (143/16) Review as required but no later than 2020	To be reviewed 2020, workshopped and submitted to Council.	Manager Building & Marine Infrastructure	MB&MI	LOW						Start		Finish							
25	Policy 3.1 - Grants Auspiced by Council	No	S70E, S70G	Oct 2020	Rescinded by Council 27 October 2020 (Dec 339/20)	N/A	Contract Accountant	MCD & MNRM	N/A															
26	Policy 3.2 - Use of Electronic Devices	No	S70E, S70G	Nov 2019	Reviewed and adopted by Council 26 Nov 2019 (Dec. 217/19)	Due for review 2022.	Executive Officer	EO	DUE 2022															
27	Policy 3.3 - Conservation Covenant Rebate	Yes	S129	May 2019	Reviewed and adopted by Council 28 May 2019 (Dec. 104/19)	Due for review 2021.	Contract Accountant	CA	LOW													Start		Finish
28	Policy 3.7 - Rate Relief for Community Groups	Yes	S129	Apr 2020	Reviewed and adopted by Council 28 April 2020 (Dec. 134/20).	Due for review 2024.	Contract Accountant	CA	DUE 2024															



60	Use of Council's Common Seal Policy 6.5	No	S70E, S70G	Apr 2020	Reviewed and adopted by Council 28 April 2020 (Dec. 142/20).	Due for review 2023.	General Manager / Executive Officer	EO	DUE 2023																
61	Implementation of Records Management System	Yes	S70E, S70G & State Archives Act	To be implemented	Requires implementation	Currently in final stages. A specialist has been contracted to bring to completion and roll out.	Corporate Services	SFO	HIGH	Start									Finish						
62	Records Management Policy	Yes	S70E, Archives Act & Various	to be developed	Requires development.	Draft developed November 2020. To be workshopped.	Corporate Services	SFO	MEDIUM				Start				Finish								
63	Asset Management Policy	Yes	S70E, 70C	October 2020	Developed October 2020	Adopted by Council October 2020	General Manager	GM	DUE 2024																
64	Flora & Fauna Plans	Yes	Threatened Species Act 1995/Nature Conservation Act	2014	First review since endorsement.	Review to be undertaken by Biodiversity Officer	Manager NRM	MNRM	LOW																Start
65	Weed Management Plan	Yes	Weed Management Act 1999	Jan 2016	Every 5 years	Review to be undertaken by sub committed of NRM	Manager NRM	MNRM	LOW												Start				
66	Business Continuity Plan	Yes	S70E & Various	To be developed	Requires development.	To be developed 2020.	General Manager	GM	DUE 2024																
67	Pandemic Plan	Yes	S70E & Various	May 2020	Developed April 2020.	Developed, workshopped and adopted by Council April 2020. To be reviewed as required.	General Manager	EM&RPO	DUE AUGUST 2021																
68	COVID Safe Plans	Yes	S70E & Various	April 2020	Regularly Reviewed & Updated	Ongoing	General Manager	EM&RPO	MEDIUM	Ongoing															
69	Communications Strategy	Yes	S70E	To be developed	Requires development.	To be developed 2020, workshopped and submitted to Council.	General Manager	GM	MEDIUM							Start				Finish					
70	Communications Policy	Yes	S70E	To be developed	Requires development.	To be developed 2020, workshopped and submitted to Council.	General Manager	GM	MEDIUM							Start				Finish					



Property Settlement Certificates a/a 31 December 2020

	<u>2016/17</u>		<u>2017/18</u>		<u>2018/19</u>		<u>2019/20</u>		<u>2020/21</u>	
	132	337	132	337	132	337	132	337	132	337
July	42	18	47	18	64	25	42	17	65	35
August	50	26	58	28	60	37	31	13	65	24
September	43	20	51	27	46	19	56	31	74	38
October	37	18	57	37	48	22	54	25	62	31
November	53	30	60	32	47	18	53	31	77	34
December	35	17	38	18	40	19	36	17	99	50
January	46	23	59	29	61	24	47	23		
February	72	33	51	20	49	30	37	18		
March	87	41	53	23	45	16	61	26		
April	48	21	61	31	50	27	15	7		
May	50	27	56	31	40	17	16	8		
June	31	16	38	21	27	17	23	14		
Total	594	290	629	315	577	271	471	230	442	212
TOTAL		884		944		848		664		836

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.



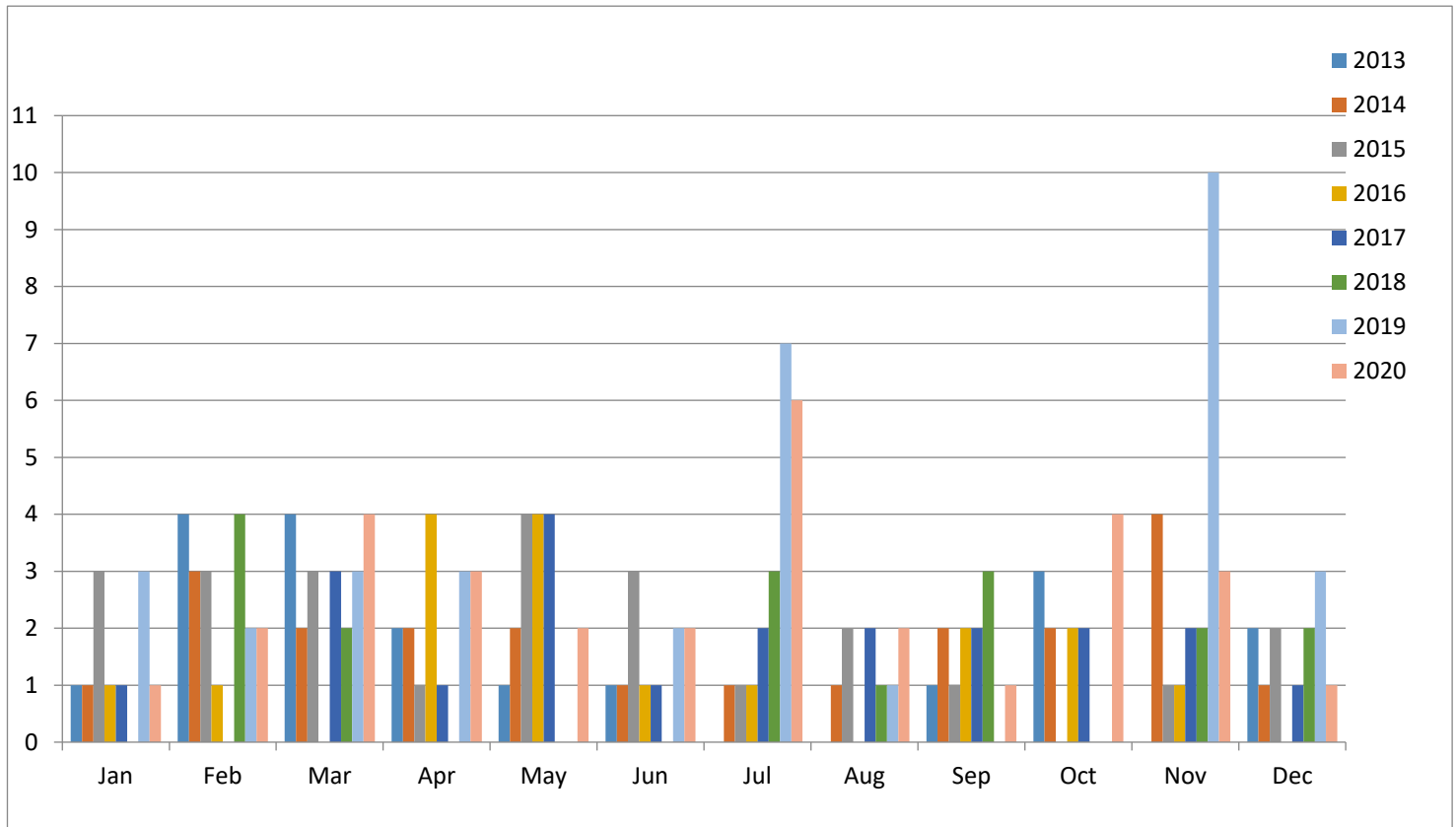
Rates Balance Sheet a/a 31 December 2020

Brought Forward Debit Total		\$275,825.08
Brought Forward Credit Total		-\$156,919.12
BALANCE BROUGHT FORWARD		\$118,905.96
PLUS		
Interest Charged		\$6,480.89
Penalty Charged		\$0.00
Rates Levied		\$8,758,388.43
Debit Journals	\$37,388.26 (less \$796.69 being since undone)	\$36,591.57
DEBIT TOTAL		\$8,801,460.89
LESS		
Receipts		\$5,393,014.59
Receipts Undone		-\$1,728.73
Discounts		\$0.00
Pension Rebates		\$281,640.07
Credits Journals	\$72,605.01 (less \$927.65 being since undone)	\$71,677.36
Supplementary Credits		\$27,551.32
Other Credits		\$0.00
CREDIT TOTAL		\$5,772,154.61
THIS YEAR'S BALANCE		\$3,029,306.28
RATES BALANCE		\$3,148,212.24



Health, Safety, Other

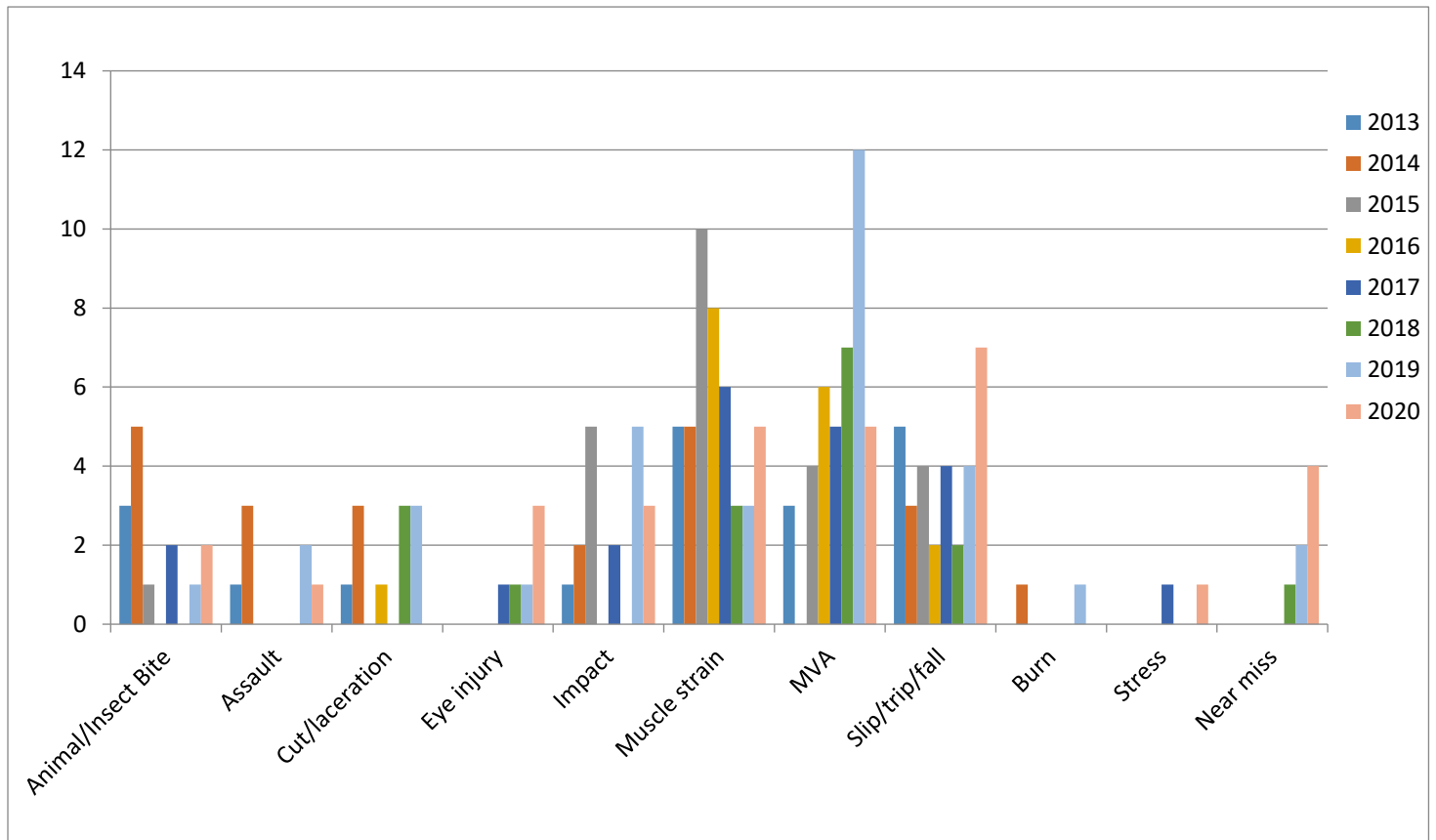
Incident/Accident Reporting Numbers November 2013 until December 2020



Analysis: Thirty-one Incident / Accident / Near Miss have been reported in the 2020 calendar year.



Incident / Accident Reporting by type 2013 until December 2020



Analysis: No identifiable trends have been reported in 2020, slip/trip/falls and MVA remain the min Incident / Accident / Near Miss area.



Motor Vehicle Reports in 2019 and 2020

Date	Details	Risk Level
31/1/2019	Drove car over piece of concrete, damage to vehicle	Low
5/2/2019	Rock hit windscreen from passing vehicle	Low
15/2/2019	Travelling with concrete in front bucket piece went through gear box	Low
26/3/2019	Mower slipped into culvert and hit rock retaining wall	Low
14/4/2019	Right hand side of vehicle hit a kangaroo, damage to vehicle	Medium
25/4/2019	Reversed truck into ute	Medium
11/7/2019	Hit other vehicle damage to right hand side mirror at low speed	Low
30/7/2019	Stone chip in windscreen	Low
31/7/2019	Reversing vehicle hit gate	Low
7/11/2019	Stone chip in windscreen	Low
11/11/2019	Reversed 10 yard truck into excavator damaging cab	Medium
19/11/2019	Stone chip in windscreen	Low
18/2/2020	Damage to passenger side front panel	Low
29/4/2020	Stone chip in windscreen	Low
16/7/2020	Cracked mirror	Low
30/7/2020	Truck hit some scrub on the side of the road damaged indicator	Low
17/8/2020	Loading truck with excavator, door opened and hit tray of truck	Low

Use of Council Seal

Date	Details	Signature
02/11/2020	Instrument of Delegations to General Manager	Mayor & Deputy Mayor
11/11/2020	Council Approval – SA 2020 / 08	General Manager
13/11/2020	Council Approval - SA 2019 / 27	General Manager
13/11/2020	Council Approval – SA 2006/01 & 2007 / 34	General Manager
29/11/2020	Council Approval – SA 2014 / 01	General Manager
29/11/2020	Part 5 Agreement – SA 2014 / 01	General Manager
08/12/2020	Consulting Agreement	General Manager
16/12/2020	Council Approval – SA 2018 / 15	General Manager
18/12/2020	Council Approval – SA 2016 / 19	General Manager

Community Small Grants Programme

Name	Amount Donated \$	Council Decision No.
Freycinet Volunteer Marine Rescue Association	1,000	263/20



Planning Statistics as at 31 December 2020

PLANNING	Nov - Dec	YTD*
Development Applications Received (Total)	67	353
Development Applications Approved	66	295
Development Applications Refused	2	3
Development Applications Withdrawn	1	14
*Calendar Year		

Statutory Building as at 31 December 2020

BUILDING & PLUMBING	Nov - Dec	YTD*
Building Permits Approved	09	82
Plumbing Permits Approved	02	41
Notifiable Building Work Approved	18	74
Notifiable Plumbing Work Approved	10	77
Low Risk Building Work	06	24
Low Risk Plumbing Work	02	26
Permit of Substantial Compliance	0	2
Building Certificates	0	2
*Calendar Year		

COMPLIANCE	Nov - Dec	YTD
Building Notices issued	0	0
Building Orders issued	0	0
Planning Compliance	0	0
Planning – Notice Of Suspected Contravention	0	0

Environmental Health Statistics as at 31 December 2020

ENVIRONMENTAL HEALTH	Nov - Dec	YTD
Immunisations	0	11
Food & Public Health Act Registrations	133	271
Food & Public Health Inspections	15	70
Notifiable Diseases	0	0
Sampling	7	10
Public Health/Environmental Health Complaints	4	15
On-site Wastewater Assessments/Permits	2	12
Form 49 & 50 Assessments/Inspections	0	0
New Food Business Enquiries	3	19
Development Application Assessments	2	19



Animal Control Statistics as at 31 December 2020

ANIMAL CONTROL	Nov - Dec	YTD
Dogs Registered	16	968
Kennel Licences Issued/Renewed	0	1
Dogs Impounded	2	2
Dogs Seized	0	0
Dogs Surrendered	0	0
Dogs Euthanized	0	0
Dogs at Large	0	0
Dogs placed with Dogs' Homes of Tasmania	0	0
Caution Notices Issued	0	0
Complaints	0	0
Infringements	0	0
Lost Dog calls	2	2
Other	27	27
Fire Abatement Enquires/Complaints	52	52
Cat Enquires/Complaints	0	0
Livestock Enquires/Complaints	0	0



Profit and Loss - Governance

Glamorgan Spring Bay Council

For the 6 months ended 31 December 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget	Notes
Trading Income						
Statutory Charges	162	0	162	0%	0	
Total Trading Income	162	0	162	0%	0	
Gross Profit	162	0	162	0%	0	
Operating Expenses						
Employee Costs	135,965	209,014	(73,049)	-35%	419,277	1
Materials & Services	160,422	86,238	74,184	86%	139,739	2
Depreciation	19,998	19,998	0	0%	40,000	
Other Expenses	69,820	81,218	(11,398)	-14%	162,429	
Total Operating Expenses	386,204	396,468	(10,264)	-3%	761,445	
Net Profit	(386,042)	(396,468)	10,426	-3%	(761,445)	

Notes

1. Employee costs down \$73k on budget YTD due to GM vacancy during the first quarter, offset by contractor costs for Acting GM.
2. Materials & Services up \$74k on budget due to contractor Acting GM in first quarter, offset savings in Employee Costs for this period.



Profit and Loss - Works

Profit and Loss - Works

Glamorgan Spring Bay Council

For the 6 months ended 31 December 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget	Notes
Trading Income						
Rate Revenue	1,087,292	1,090,555	(3,263)	0%	1,090,555	
User Charges	46,430	22,800	23,630	104%	47,600	
Grants	251,529	249,336	2,193	1%	1,035,677	
Other Revenue	20,729	4,326	16,403	379%	8,650	
Net Gain/Loss Assets - Gross sales revenue of asset	16,387	0	16,387	0%	0	
Total Trading Income	1,422,367	1,367,017	55,350	4%	2,182,482	
Gross Profit	1,422,367	1,367,017	55,350	4%	2,182,482	
Capital Grants						
Grants Commonwealth Capital - Other	1,800,543	2,500,000	(699,457)	-28%	4,394,337	
Grants Commonwealth Capital - Roads to Recovery	222,723	301,734	(79,011)	-26%	601,631	
Grants State Capital - Other	146,000	500,000	(354,000)	-71%	500,000	
Total Capital Grants	2,169,266	3,301,734	(1,132,468)	-34%	5,495,968	1
Operating Expenses						
Employee Costs	922,180	955,186	(33,006)	-3%	1,915,456	
Materials & Services	1,301,359	1,335,142	(33,783)	-3%	2,706,368	
Depreciation	819,654	819,654	0	0%	1,639,315	
Interest	5,441	5,502	(61)	-1%	11,004	
Internal Plant Hire	(138,880)	(109,782)	(29,098)	27%	(174,554)	
Total Operating Expenses	2,909,754	3,005,702	(95,948)	-3%	6,097,589	
Net Profit	(1,487,387)	(1,638,685)	151,298	-9%	(3,915,107)	

Notes

1. Capital Grant income is down \$1.1m across the board due to the timing of grant payments and project milestones.



Capital Works as at 31 December 2020

Budget Capital Works Detail

Glamorgan Spring Bay Council
as at 31 December 2020

New Capital	Actual YTD	2020/21 Revised Budget	Government Funding	Council Funding	Project Progress
Roads, Footpaths, Kerbs					
Swanwick Rd, Swanwick - Swanwick Dr to Hazards View Dr - Concrete Footpath approx. 400m. Southern side.	-	95,000	95,000		Procurement in Progress Drought Relief Grant
Wellington St, Swansea - Noyes St to Victoria St - Concrete Footpath approx. 220m. Southern side.	302	60,000	60,000		Procurement in Progress Drought Relief Grant
Noyes St, Swansea - Franklin St to Wellington St - Concrete Footpath approx. 200m. Eastern side	-	65,000	65,000		Procurement in Progress Drought Relief Grant
Elizabeth St, Orford - Charles St to Gore St - Concrete Footpath approx. 220m Northern Side	35,500	54,000	54,000		Complete Drought Relief Grant
Charles St, Triabunna - Rec Ground entrance - Concrete Footpath approx 400m. Western Side	104,350	103,000	103,000		Complete Drought Relief Grant
Vicary St, Triabunna - Esplanade intersection - Realignment and paving RSL cenotaph	-	115,000	115,000		Procurement in Progress Drought Relief Grant
Tasman Highway, Bicheno - Harvey's Farm Rd to Douglas St - Concrete footpath approx. 1200m. Eastern side.	2,501	403,000	403,000		Project manager & designer awarded Drought Relief Grant
Friendly Beaches - Reconstruct & Seal 700m, incl Pullout Bay	103,537	100,000	100,000		Complete Community Infrastructure Fund
R2R - Nugent Rd Seal - Carry forward from 2019/20 + EMF	50,000	50,000	40,775	9,225	Complete \$12,775, RTR + EMF \$28k
Dolphin Sands Share Pathway	257,345	374,608	374,608		95% Complete Fed Grant Fund (\$1.0m commenced 19/20)
Swansea Main Street Upgrade	10,760	400,000	400,000		Project manager & designer awarded, Fed Grant Funding in 21/22
Total Roads, Footpaths, Kerbs	564,294	1,819,608	1,810,383	9,225	
Parks, Reserves, Walking Tracks, Cemeteries					
Coles Bay Trailer Parking - c/fwd project	150,505	155,462	155,462		Complete DPIPWE Funds
Swansea Boat Trailer Parking	4,719	500,000	500,000		Detailed design underway & Crown land approvals in progress. DPIPWE Funds
Bicheno Triangle	5,983	600,000	600,000		Project manager & designer being awarded, Fed Grant Fund
Bicheno Gulch	3,362				Project manager & designer being awarded, Fed Grant Fund
Coles Bay Foreshore	7,165	800,000	800,000		Project manager & designer awarded Fed Grant Fund
Buckland Recreation Ground - Installation of cricket practice nets, pitch with synthetic surface	-	25,000	25,000		Procurement in progress Drought Relief Grant
Triabunna Recreation Ground - Installation of cricket practice nets, pitch with synthetic surface	12,288	25,000	25,000		Procurement in progress Drought Relief Grant
Buckland Walk	-	60,000	-	60,000	Community Consultation underway Pending Council decision
Total Parks, Reserves, Walking Tracks, Cemeteries	184,022	2,165,462	2,105,462	60,000	
Plant & Equipment					
Small plant	-	31,000		31,000	Ordered
Skidsteer	41,500	41,000		41,000	Waiting delivery
New Vehicle GM	44,568	45,000		45,000	Complete
IT Computer Equipment	8,567	30,000		30,000	29%
Total Plant & Equipment	94,635	147,000	-	147,000	
Total New Capital	842,951	4,132,070	3,915,845	216,225	



Renewal of Assets	Actual YTD	2020/21 Revised Budget	Government Funding	Council Funding	Project Progress	Government Funding
Roads, Footpaths, Kerbs						
RTR - RSPG Rheban Rd Resheeting / realignment for bridge Resheeting	-	100,000	50,000	50,000		RTR 50% Safety & Productivity Grant 50% (to be confirmed)
Emergency Repairs - Old Coach Rd Resheet	16,423	210,000	157,500	52,500		8% 75% funded by EMF
Emergency Repairs - McNiels Rd Resheet 3.1km	-	60,000	45,000	15,000		75% funded by EMF
Emergency Repairs - Wielangta Rd Resheet 7km	3,680	125,000	100,000	25,000		75% funded by EMF
Emergency Repairs - Springs & Crossins Rd Resheet	7,581	17,000	12,750	4,250		75% funded by EMF
Emergency Repairs - Rosedale Rd Resheet 4.4km	93,711	80,000	60,000	20,000	Complete	75% funded by EMF
Emergency Repairs - Nugent Rd Resheet	18,070	45,000	30,000	15,000		75% funded by EMF
Resheet - to be allocated	-	59,025		59,025		
R2R - Wielangta Road resheet southern end	62,944				Commenced	R2R project reallocation
R2R - Charles St Orford 150m Reconstruction, Reseal, Kerb, Channel & Footpath (Henry St to Elizabeth St)	2,667	150,000	150,000		Investigations for design started	
R2R - Charles St Triabunna (Vicary to Espl. W. Waterfront Drive), reconstruct, Reseal & Streetscape	-	326,631	326,631			May need additional funds in 21/22 RTR allocation
Total Roads, Footpaths, Kerbs	205,075	1,172,656	931,881	240,775		
Parks, Reserves, Walking Tracks, Cemeteries						
Bicheno Walk - Bridge replacement - carried forward from 2019/20	701	30,000	20,000	10,000	Procurement in Progress	Community Infrastructure Fund
Total Parks, Reserves, Walking Tracks, Cemeteries	701	30,000	20,000	10,000		
Stormwater, Drainage						
Mount St Orford - Kerb & channel	10,135				In progress	
Nailer Ave & Gamble St Bicheno - New culvert	270				In progress	
Address stormwater infrastructure issues - projects to be determined and approved by Council	96,031	500,000		500,000		19%
Total Stormwater, Drainage	106,436	500,000	-	500,000		
Council Buildings						
Triabunna Depot - Dog Pound Upgrades - carried forward from 2019/20	-	11,000		11,000		
Swansea Depot - Dog Pound Upgrades - carried forward from 2019/20	544	7,000		7,000		
Bicheno Depot - Dog Pound Upgrades - carried forward from 2019/20	-	7,000		7,000		
RSL Cenotaph - new memorial and relocate plaques - c/fw project	1,182	35,000		35,000	Plaques removed from old memorial and procurement in progress	
Buckland Community Hall - replacement of steps to the entrance	-	55,000	55,000			Drought Relief Grant
Buckland Community Hall - ramp access	-	45,000	45,000		Programmed Approved by Fed Gov't	Community Infrastructure Fund
Coles Bay Tennis Courts - Resurface/Reconstruct+B19	-	65,000	65,000		Programmed Approved by Fed Gov't	Community Infrastructure Fund
Replace Fencing, paving & awning Swansea Child Care Centre	-	25,000	25,000		Programmed Approved by Fed Gov't	Community Infrastructure Fund
Bicheno Medical Centre - Refurb Treatment Room	-	25,000	25,000		Programmed Approved by Fed Gov't	Community Infrastructure Fund
Swansea Courthouse Drainage Works	-	25,000	25,000		Programmed Approved by Fed Gov't	Community Infrastructure Fund
Swansea Community Hall - Toilet Refurbishment	-	40,000	40,000		Programmed Approved by Fed Gov't	Community Infrastructure Fund
Total Council Buildings	1,726	340,000	280,000	60,000		
Bridges, Culverts						
Orford Bridge Replacement	561,566	990,840	990,840		50% Complete, bridge works done. Road works commenced.	\$1.02m project started May 2019. Fully Federal Grant funded
Holkham Crt Culvert	29,700	56,087	56,087		Design commenced	Community Infrastructure Fund
RTR - BRP Rheban Rd Griffith River Bridge	17,069	300,000	300,000		Commenced preliminaries	RTR/BRP 50% EMF50% (to be confirmed)
Total Bridges, Culverts	608,335	1,346,927	1,346,927	-		



Plant & Equipment	Actual YTD	2020/21 Revised Budget	Government Funding	Council Funding	Project Progress	Government Funding
Wheel loader (replace backhoe)	121,996	122,000		122,000	Complete	
Replace Animal Control Vehicle	31,635	35,000		35,000	Complete	
Plant replacement - replace 3 utes/works vehicles	-	109,230		109,230	Ordered Nov	
Total Plant & Equipment	153,631	266,230	-	266,230		
Total Renewal Capital	1,075,903	3,655,813	2,578,808	1,077,005		
Total Capital Works	1,918,854	7,787,883	6,494,653	1,293,230		



Profit and Loss - Corporate Services

Glamorgan Spring Bay Council

For the 6 months ended 31 December 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget	Notes
Trading Income						
Rate Revenue	7,094,490	7,037,408	57,082	1%	7,037,408	1
Statutory Charges	53,186	34,998	18,188	52%	70,000	
Grants	51,638	64,556	(12,918)	-20%	255,990	
Interest & Investment Revenue	9,474	4,326	5,148	119%	15,200	
Other Revenue	258,623	283,065	(24,442)	-9%	303,000	
Total Trading Income	7,467,410	7,424,353	43,057	1%	7,681,598	
Gross Profit	7,467,410	7,424,353	43,057	1%	7,681,598	
Capital Grants						
Grants Commonwealth Capital - Other	200,000	200,000	0	0%	200,000	
Total Capital Grants	200,000	200,000	0	0%	200,000	
Operating Expenses						
Employee Costs	333,149	373,876	(40,727)	-11%	729,400	
Materials & Services	1,035,930	1,065,578	(29,648)	-3%	1,705,222	
Depreciation	31,608	31,608	0	0%	63,213	
Interest	(2,210)	150	(2,360)	1574%	5,000	
Other Expenses	30,010	25,000	5,010	20%	65,000	
Total Operating Expenses	1,428,487	1,496,212	(67,725)	-5%	2,567,835	
Net Profit	6,038,923	5,928,141	110,782	2%	5,113,763	

Notes

1. Rate revenue is up \$57k on budget YTD due to supplementary rates.



Profit and Loss - Development Services

Glamorgan Spring Bay Council

For the 6 months ended 31 December 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget	Notes
Trading Income						
Rate Revenue	9,430	0	9,430	0%	0	
Statutory Charges	286,674	198,182	88,492	45%	376,549	1
User Charges	545	0	545	0%	0	
Contributions	62,339	14,998	47,341	316%	30,000	
Other Revenue	790	0	790	0%	50	
Total Trading Income	359,778	213,180	146,598	69%	406,599	
Gross Profit	359,778	213,180	146,598	69%	406,599	
Operating Expenses						
Employee Costs	302,988	336,550	(33,562)	-10%	675,500	
Materials & Services	425,836	292,413	133,423	46%	586,800	2
Depreciation	8,298	8,298	0	0%	16,600	
Interest	706	0	706	0%	1,000	
Total Operating Expenses	737,827	637,261	100,566	16%	1,279,900	
Net Profit	(378,049)	(424,081)	46,032	-11%	(873,301)	

Notes

1. Statutory charges income is up \$88k on budget YTD due to higher than expected level of development applications.

2. Materials & services are up \$133k on budget YTD primarily due to higher level of contractor costs (\$100k), legal fees (\$18k) and other costs related to development applications; this is offset by additional related income. With the employment of additional planning staff, the need for consultants in this area has significantly reduced.



Profit and Loss – Community Development

Profit and Loss - Community Development

Glamorgan Spring Bay Council

For the 6 months ended 31 December 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget
Trading Income					
Grants	1,000	0	1,000	0%	0
Interest & Investment Revenue	515	1,326	(811)	-61%	2,650
Other Revenue	21,748	19,722	2,026	10%	41,705
Total Trading Income	23,263	21,048	2,215	11%	44,355
Gross Profit	23,263	21,048	2,215	11%	44,355
Operating Expenses					
Employee Costs	106,352	82,632	23,720	29%	165,265
Materials & Services	29,601	64,508	(34,907)	-54%	126,851
Depreciation	15,000	15,000	0	0%	30,000
Total Operating Expenses	150,953	162,140	(11,187)	-7%	322,116
Net Profit	(127,690)	(141,092)	13,402	-9%	(277,761)



Profit and Loss – Buildings & Facilities

Profit and Loss - Buildings & Facilities

Glamorgan Spring Bay Council

For the 6 months ended 31 December 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget	Notes
Trading Income						
Other Revenue	21,920	11,160	10,760	96%	22,320	
Total Trading Income	21,920	11,160	10,760	96%	22,320	
Gross Profit	21,920	11,160	10,760	96%	22,320	
Capital Grants						
Grants State Capital - Other	0	100,000	(100,000)	-	100,000	1
Total Capital Grants	0	100,000	(100,000)	-	100,000	
Operating Expenses						
Employee Costs	30,478	36,200	(5,722)	-16%	72,400	
Materials & Services	76,362	121,768	(45,406)	-37%	245,481	
Depreciation	107,502	107,502	0	0%	215,000	
Interest	706	564	142	25%	1,128	
Total Operating Expenses	215,048	266,034	(50,986)	-19%	534,009	
Net Profit	(193,128)	(254,874)	61,746	-24%	(511,689)	

Notes

1. State Capital Grant income is down \$100k due to the grant for Saltworks Jetty not yet received. The project is currently under assessments due to complications with site and obtaining approvals from Parks & Wildlife without expanding the scope of works.



Profit and Loss - Marina & Wharf

Glamorgan Spring Bay Council

For the 6 months ended 31 December 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget	Notes
Trading Income						
User Charges	231,460	270,300	(38,840)	-14%	363,700	
Total Trading Income	231,460	270,300	(38,840)	-14%	363,700	
Gross Profit	231,460	270,300	(38,840)	-14%	363,700	
Operating Expenses						
Employee Costs	17,240	15,000	2,240	15%	30,000	
Materials & Services	44,540	62,578	(18,038)	-29%	107,150	
Depreciation	51,096	51,096	0	0%	102,188	
Interest	37,230	43,578	(6,348)	-15%	87,150	
Total Operating Expenses	150,105	172,252	(22,147)	-13%	326,488	
Net Profit	81,355	98,048	(16,693)	-17%	37,212	



Profit and Loss - NRM

Glamorgan Spring Bay Council

For the 6 months ended 31 December 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget	Notes
Trading Income						
User Charges	14,864	0	14,864	0%	0	1
Grants	306,220	174,000	132,220	76%	174,000	
Other Revenue	3,508	0	3,508	0%	0	
Net Gain/Loss Assets - Gross sales revenue of asset	50	0	50	0%	0	
Total Trading Income	324,641	174,000	150,641	87%	174,000	
Gross Profit	324,641	174,000	150,641	87%	174,000	
Operating Expenses						
Employee Costs	150,690	130,641	20,049	15%	130,641	2
Materials & Services	56,216	139,500	(83,284)	-60%	279,000	
Internal Plant Hire	26	0	26	0%	0	
Total Operating Expenses	206,933	270,141	(63,208)	-23%	409,641	
Net Profit	117,709	(96,141)	213,850	- 222%	(235,641)	

Notes

1. Grant revenue is up for the YTD due to the carried forward amount of grants unspent at the previous year end.
2. Materials & services are down \$140k on budget YTD due to the level progress on grant projects.



Profit and Loss - Animal Control

Glamorgan Spring Bay Council

For the 6 months ended 31 December 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget
Trading Income					
Statutory Charges	352	500	(148)	-30%	2,000
User Charges	9,379	13,000	(3,621)	-28%	13,500
Total Trading Income	9,731	13,500	(3,769)	-28%	15,500
Gross Profit	9,731	13,500	(3,769)	-28%	15,500
Operating Expenses					
Employee Costs	4,747	27,284	(22,537)	-83%	55,270
Materials & Services	16,878	7,902	8,976	114%	16,510
Depreciation	7,998	7,998	0	0%	16,000
Internal Plant Hire	70	0	70	0%	0
Total Operating Expenses	29,693	43,184	(13,491)	-31%	87,780
Net Profit	(19,962)	(29,684)	9,722	-33%	(72,280)



Profit and Loss - Medical Centres

Glamorgan Spring Bay Council

For the 6 months ended 31 December 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget	Notes
Trading Income						
Rate Revenue	536,677	535,500	1,177	0%	535,500	1
Other Revenue	616,030	495,000	121,030	24%	1,000,000	
Total Trading Income	1,152,708	1,030,500	122,208	12%	1,535,500	
Gross Profit	1,152,708	1,030,500	122,208	12%	1,535,500	
Operating Expenses						
Employee Costs	310,080	290,528	19,552	7%	581,750	2
Materials & Services	562,392	421,658	140,734	33%	851,005	
Depreciation	45,498	45,498	0	0%	91,000	
Interest	583	648	(65)	-10%	1,300	
Total Operating Expenses	918,553	758,332	160,221	21%	1,525,055	
Net Profit	234,155	272,168	(38,013)	-14%	10,445	

Notes

1. Medical income is up \$121k on budget YTD due to higher level of patient income and having additional locum doctors available.

2. Materials & services are up \$140k primarily due to the cost locum doctors, largely offset by additional patient income.



Profit and Loss – Visitor Information Centres

Profit and Loss - Visitor Information Centres

Glamorgan Spring Bay Council

For the 6 months ended 31 December 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget
Trading Income					
User Charges	19,884	0	19,884	0%	0
Other Revenue	12,909	0	12,909	0%	0
Total Trading Income	32,793	0	32,793	0%	0
Gross Profit	32,793	0	32,793	0%	0
Operating Expenses					
Employee Costs	115,481	163,000	(47,519)	-29%	163,000
Materials & Services	34,716	38,367	(3,651)	-10%	38,367
Depreciation	4,025	4,025	0	0%	4,025
Other Expenses	1,459	0	1,459	0%	0
Total Operating Expenses	155,681	205,392	(49,711)	-24%	205,392
Net Profit	(122,888)	(205,392)	82,504	-40%	(205,392)



Profit and Loss – Tourism & Economic Development

Profit and Loss - Tourism & Economic Development

Glamorgan Spring Bay Council

For the 6 months ended 31 December 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget
Gross Profit	0	0	0	0%	0
Operating Expenses					
Materials & Services	60,000	55,000	5,000	9%	110,000
Total Operating Expenses	60,000	55,000	5,000	9%	110,000
Net Profit	(60,000)	(55,000)	(5,000)	9%	(110,000)



Profit and Loss – Prosser Plains Raw Water Scheme

Profit and Loss - Prosser Plains Raw Water Scheme

Glamorgan Spring Bay Council

For the 6 months ended 31 December 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget	Notes
Trading Income						
User Charges	0	0	0	0%	193,500	
User Charges - Variable Water Charge	59,979	0	59,979	0%	0	1
Grants	0	0	0	0%	50,000	
Other Revenue	0	65,777	(65,777)	100%	131,553	1
Total Trading Income	59,979	65,777	(5,798)	-9%	375,053	
Gross Profit	59,979	65,777	(5,798)	-9%	375,053	
Other Income						
Other Income - PPRWS Reimbursement of Principal Loan	0	0	0	0%	99,690	
Total Other Income	0	0	0	0%	99,690	
Operating Expenses						
Materials & Services	23,291	26,754	(3,463)	-13%	53,500	
Depreciation	70,002	70,002	0	0%	140,000	
Interest	25,901	66,136	(40,235)	-61%	131,553	
Total Operating Expenses	119,194	162,892	(43,698)	-27%	325,053	
Net Profit	(59,215)	(97,116)	37,900	-39%	149,690	

Notes

1. Charges for water consumption are being charged as a volumetric user charge rather than the budgeted line item of other revenue (reimbursement of borrowing costs). An adjustment will occur at year end to recognise the component of revenue relate to the reimbursement of borrowing costs (principal and interest).



2020-2021 Annual Plan Actions – Update as at 31 December 2020

Strategic Foundation

1. Our Governance and Finance

Sound governance and financial management that shows Council is using ratepayer funds to deliver best value and impact for the GSBC community.

Action Item No.	Action 2020/21	SP Reference	Function	Progress
AP202021.01	Budget review completed for 2020/21	Set realistic budgets and monitor income and expenditure closely	Corporate Services	To commence after 31 December 2020
AP202021.02	Rates modelling completed	Raising revenue to enable Council to perform its key functions	Corporate Services	Not yet started
AP202021.03	Records Management System implementation project completed	Sound governance (records management)	Corporate Services	95% Complete
AP202021.04	Develop Risk Register	Sound governance (risk management)	Corporate Services	60% Complete
AP202021.05	Develop Business Continuity Plan	Sound governance (risk management)	Corporate Services	70% Complete



Action Item No.	Action 2020/21	SP Reference	Function	Progress
AP202021.06	IT backups monitored & checked	Sound governance (risk management)	Corporate Services	Occurring daily
AP202021.07	Cyber security – training for key users	Sound governance (risk management)	Corporate Services	Not yet commenced
AP202021.08	Disaster recovery quarterly testing of IT backups	Sound governance (risk management)	Corporate Services	Occurring
AP202021.09	Implement new payroll system	Sound governance and financial management	Corporate Services	In progress
AP202021.10	Develop budget for 2021/22	1. Set realistic budgets and monitor income and expenditure closely 2. Set clear annual budget priorities to meet needs of community expectations in consultation with the community 3. Planned asset renewal expenditure based on agreed asset management plans 4. Manage cash flow tightly to ensure that	Corporate Services	Due to commence Feb/March 2021



Action Item No.	Action 2020/21	SP Reference	Function	Progress
		current liabilities can be paid from unrestricted (available) cash		
AP202021.11	Rates resolution reviewed and updated for 2021/22	Raising revenue to enable Council to perform its key functions	Corporate Services	Due to commence May/June 2021
AP202021.12	Fees & charges register reviewed and updated for 2021/22	Raising revenue to enable Council to perform its key functions	Corporate Services	Due to commence April/May 2021
AP202021.13	Gifts & benefits policy reviewed	Refresh and update Council policies, strategies & plans	Governance	Commenced
AP202021.14	Payment of Councillor Allowances & expenses policy reviewed	Refresh and update Council policies, strategies & plans	Governance	Commenced
AP202021.15	Provision of Councillor equipment policy reviewed	Refresh and update Council policies, strategies & plans	Governance	Commenced



Action Item No.	Action 2020/21	SP Reference	Function	Progress
AP202021.16	Records Management Policy developed	Refresh and update Council policies, strategies & plans	Corporate Services	Commenced
AP202021.17	Personal & Private Information Policy reviewed	Refresh and update Council policies, strategies & plans	Corporates Service / Governance	Commenced
AP202021.18	Long Term Finance Plan developed	Refresh and update Council policies, strategies & plans	Corporate Services	Commenced
AP202021.19	Code of Tenders & Contracts reviewed	Refresh and update Council policies, strategies & plans	Corporate Services	In progress
AP202021.20	Purchasing Policy developed	Refresh and update Council policies, strategies & plans	Corporate Services	In progress
AP202021.21	Finance Strategy	Refresh and update Council policies, strategies & plans	Corporate Services	Not yet commenced
AP202021.22	Investment policy reviewed	Refresh and update Council policies, strategies & plans	Corporate Services	Not yet commenced
AP202021.23	Debt Collection Policy developed	Implement a dedicated process to ensure rates & other	Corporate Services	Not yet commenced



Action Item No.	Action 2020/21	SP Reference	Function	Progress
		fees are collected in a timely manner		
AP202021.24	Review Operational Activities and Structure	Identify current activities that are non-core to Council and develop plans to manage, exit or outsource them	Governance	Commenced

Strategic Foundation

2. Our Community's Health & Wellbeing

Cohesive, inclusive and resilient communities that work together across the region to make the most of our collective talents, skills and resources and help and support each other.

Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.25	Australia Day Awards & Celebrations	Encourage and support the arts, cultural activities, programs and events	Community Development	Cancelled, no nominations received.
AP202021.26	Manage the Australian Citizenship Ceremonies and provide support to the Mayor	Attract and welcome people of all backgrounds, cultures and ages to live in our region	Community Development	Ongoing



Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.27	Manage the Spring Bay Eldercare Units in Triabunna	Attract and welcome people of all backgrounds, cultures and ages to live in our region	Community Development	Ongoing
AP202021.28	Manage Small Grants Program	Encourage and support the arts, cultural activities, programs and events	Community Development	Ongoing
AP202021.29	Facilitate Seniors' Week Events with emphasis on zero waste, in collaboration with NRM Sustainability Officer	1. Support and facilitate social and community events that promote community health and wellbeing 2. Encourage and support the arts, cultural activities, programs and events	Community Development	Completed
AP202021.30	Develop and implement programs that promote community health & wellbeing	Support and facilitate social and community events that promote community health & wellbeing	Community Development	Ongoing Dementia friendly Bicheno event planned for November



Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.31	Hold Seniors Morning/Afternoon tea sessions with guest speakers addressing mental health issues	Work with health professionals to enhance the physical and mental health of ageing people	Community Development	Complete
AP202021.32	Work in partnership with Festival of Voices to organize the annual Festival of Voices Coastal event at the Tasmanian Bushland Garden (subject to COVID-19 restrictions)	1. Support and facilitate social and community events that promote community health & wellbeing 2. Encourage and support the arts, cultural activities, programs and events	Community Development	Event planned for June
AP202021.33	Support Festival of Small Halls (subject to COVID-19 restrictions)	1. Support and facilitate social and community events that promote community health & wellbeing 2. Encourage and support the arts, cultural activities, programs and events	Community Development	Possibly held in February, still under review due to COVID restrictions



Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.34	Submit entries for our towns in the Keep Australia Beautiful Tasmania Sustainable Communities Awards in collaboration with NRM Sustainability Officer	1. Support and facilitate social and community events that promote community health & wellbeing 2. Encourage and support the arts, cultural activities, programs and events	Community Development Natural Resource Management	Complete Award ceremony planned for 6 November
AP202021.35	Support May Shaw Health Centre Inc. by organizing some entertainment events for residents at various times throughout the year	Support and facilitate social and community events that promote community health & wellbeing	Community Development	Planned for December, dependent on COVID restrictions
AP202021.36	Organise various events for seniors, including bus trips, concerts, live theatre, choral events, cooking classes, etc. (subject to COVID-19 restrictions)	1. Support and facilitate social and community events that promote community health & wellbeing 2. Encourage and support the arts,	Community Development	Play to be held in November for Swansea



Action Item	Action 2020/21	SP Reference	Function	Progress
		cultural activities, programs and events		
AP202021.37	Support second-year UTAS medical students during their annual visit to Triabunna for Rural Week.	1. Support and facilitate social and community events that promote community health and wellbeing 2. Work with health professionals to enhance the physical and mental health of ageing people	Community Development	Waiting on advice from UTAS
AP202021.38	Youth Activities – Support Reclink Football Program	Support and facilitate social and community events that promote community health & wellbeing	Community Development	Cancelled
AP202021.39	Facilitate and support our local school choirs in participating in the annual Festival of Voices – Tasmania Sings	1. Support and facilitate social and community events that promote community health & wellbeing	Community Development	Planned for May/June



Action Item	Action 2020/21	SP Reference	Function	Progress
		2. Encourage and support the arts, cultural activities, programs and events		
AP202021.40	Support our local schools in attending the annual Youth Leadership Conference in Huonville	1. Support and facilitate social and community events that promote community health & wellbeing 2. Encourage and support the arts, cultural activities, programs and events	Community Development	Planned for March/April
AP202021.41	Support the Glamorgan Spring Bay Youth Council	1. Support and facilitate social and community events that promote community health & wellbeing 2. Encourage and support the arts, cultural activities, programs and events	Community Development	Not yet commenced



Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.42	Organise Youth Week activities	1. Support and facilitate social and community events that promote community health & wellbeing 2. Encourage and support the arts, cultural activities, programs and events	Community Development	Planned for April
AP202021.43	Coordinate Annual Photography Competition	Encourage and support the arts, cultural activities, programs and events	Community development	Planned for March
AP202021.44	Produce and distribute 2021 calendar.	Encourage and support the arts, cultural activities, programs and events	Community development	Complete
AP202021.45	Facilitate at least one major Community Event during the year (subject to and in line with COVID restrictions)	Encourage and support the arts, cultural activities, programs and events	Community Development	Not yet commenced



Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.46	SeaSpeak newsletter published annually distributed with rates notices. Quarterly SeaSpeak distributed via email, local businesses and post offices	<p>1. Communicate and explain Council's decisions and reasons in an open and timely manner</p> <p>2. Create an informed and involved community by developing relevant and accessible communication channels</p>	Governance/ Community Development	Annual one sent with rates notice in July. September quarter printed and distributed
AP202021.47	Hold regular community connect sessions throughout the municipality	<p>1. Draw on the knowledge and expertise of local people and communities in shaping and delivering our initiatives and plans - listening to and taking account of ideas and feedback from residents, businesses and ratepayers</p> <p>2. Communicate and explain Council's decisions and reasons</p>	Governance	On hold until further notice due to COVID-19 restrictions.



Action Item	Action 2020/21	SP Reference	Function	Progress
		in an open and timely manner 3. Create an informed and involved community by developing relevant and accessible communication channels		
AP202021.48	Commence development of Community Recovery Plan	Refresh and update Council policies, strategies & plans	Emergency & Risk Management / Community Development	Commenced
AP202021.49	Review environmental by-law	Council policies, strategies & plans	Development Services	Commenced
AP202021.50	Review policy for stalls and kerbside vendors	Council policies, strategies & plans	Development Services	Commenced
AP202021.51	Review Dog Management Policy	Council policies, strategies & plans	Development Services	Policy review is on hold pending the approval of the proposed draft <i>Dog Control Regulations 2020</i> .
AP202021.52	Community Small Grants Program reviewed	Council policies, strategies & plans	Community Development	Not yet commenced



Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.53	Community Small Grants Policy reviewed	Council policies, strategies & plans	Community Development	Not yet commenced
AP202021.54	Corporate branding/style guide developed	Council policies, strategies & plans.	Governance	Commenced
AP202021.55	Communication strategy developed	Develop and implement Council communication strategy & plan	Governance	Not yet commenced
AP202021.56	Communications plan developed	Develop and implement Council communication strategy & plan	Governance	Not yet commenced
AP202021.57	Economic Development Plan commenced	Commence development of an Economic Plan for the GSB region	Development Services	Not yet commenced



Strategic Foundation

3. Our People

Creating a positive working environment where elected members, staff and volunteers can give their best in performing their roles for Council and community.

Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.58	Annual staff engagement survey developed and completed	Carry our annual staff engagement survey and address key findings	Governance	Not yet commenced
AP202021.59	Enterprise Agreement negotiated	Creating a positive work environment	Corporate Services/Governance	Not yet commenced
AP202021.60	Define organisational Values & Behaviours	Define & embed a clear set of organisational Values & Behaviours	Governance	Not yet commenced
AP202021.61	Pandemic Plan Review	Refresh and update Council policies, strategies & plans	Emergency & Risk Management	Completed
AP202021.62	Outbreak Plan Developed	Refresh and update Council policies, strategies & plans	Emergency & Risk Management	Completed



Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.63	COVID Safe Plans Review and Update as needed	Refresh and update Council policies, strategies & plans	Emergency & Risk Management	Ongoing
AP202021.64	Employee code of conduct reviewed	Refresh and update Council policies, strategies & plans	Governance	Commenced

Strategic Foundation

4. Infrastructure and Services

Delivering high quality, cost-effective infrastructure and services that meet the needs of our communities, residents and visitors.

Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.65	Website Forms reviewed	Address and upgrade complaints management system in 2020	Corporate Services/Works & Infrastructure	Investigations commenced
AP202021.66	Commence upgrade to new cloud version of Property Wise (Council Wise) including implementation of Customer Request Management module	Address and upgrade complaints management system in 2020	Corporate Services	Due to commence March



Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.67	Road condition assessments completed	Complete all asset management plans & policies for Council Infrastructure (including assessment of condition) in 2020	Works & Infrastructure	Completed
AP202021.68	Audit of critical assets completed	Complete all asset management plans & policies for Council Infrastructure (including assessment of condition) in 2020	Works & Infrastructure	Commenced.
AP202021.69	Long Term Asset Management Plan	Complete all asset management plans & policies for Council Infrastructure (including assessment of condition) in 2020	Works & Infrastructure	50% Completed
AP202021.70	Asset Management Strategy	Complete all asset management plans & policies for Council Infrastructure (including assessment of condition) in 2020	Works & Infrastructure	Commenced



Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.71	Asset Management Policy	Complete all asset management plans & policies for Council Infrastructure (including assessment of condition) in 2020	Works & Infrastructure	Completed
AP202021.72	Condition assessment of Playground equipment	Complete all asset management plans & policies for Council Infrastructure (including assessment of condition) in 2020	Buildings & Facilities	Completed
AP202021.73	Condition assessment of Buildings	Complete all asset management plans & policies for Council Infrastructure (including assessment of condition) in 2020	Buildings & Facilities	Completed
AP202021.74	Condition assessment of Marine Infrastructure	Complete all asset management plans & policies for Council Infrastructure (including assessment of condition) in 2020	Buildings & Facilities	Commenced
AP202021.75	Asbestos register	Complete all asset management plans &	Buildings & Facilities	Not yet commenced



Action Item	Action 2020/21	SP Reference	Function	Progress
		policies for Council Infrastructure (including assessment of condition) in 2020		
AP202021.76	Investigate upgrade from Exponare to new web based version. Add asset information to GIS	Delivering high quality, cost effective infrastructure and services that meet the needs of our communities, residents and visitors	Works & Infrastructure	Investigation complete, proceeding with upgrade waiting on confirmation for timeframes
AP202021.77	Dial before you dig upgrade (DBYD) link to GIS system to protect Council's assets.	Delivering high quality, cost effective infrastructure and services that meet the needs of our communities, residents and visitors	Works & Infrastructure	Enquiries commenced
AP202021.78	Triabunna Depot - Dog Pound Upgrades	Delivering high quality, cost effective infrastructure and services that meet the needs of our communities, residents and visitors	Buildings & Facilities	Commenced
AP202021.79	Swansea Depot - Dog Pound Upgrades	Delivering high quality, cost effective	Buildings & Facilities	Commenced



Action Item	Action 2020/21	SP Reference	Function	Progress
		infrastructure and services that meet the needs of our communities, residents and visitors		
AP202021.80	Bicheno Depot - Dog Pound Upgrades	Delivering high quality, cost effective infrastructure and services that meet the needs of our communities, residents and visitors	Buildings & Facilities	Commenced
AP202021.81	RSL Cenotaph - new memorial and relocate plaques	Delivering high quality, cost effective infrastructure and services that meet the needs of our communities, residents and visitors	Buildings & Facilities	Cenotaph ordered; Building Approval required
AP202021.82	Replace Fencing, paving & awning Swansea Child Care Centre	Delivering high quality, cost effective infrastructure and services that meet the needs of our communities, residents and visitors	Buildings & Facilities	Not yet commenced, project now approved under grant program, waiting for quotes.



Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.83	Bicheno Medical Centre - Refurb Treatment Room	Delivering high quality, cost effective infrastructure and services that meet the needs of our communities, residents and visitors	Buildings & Facilities	Not yet commenced, project now approved under grant program, waiting for quotes.
AP202021.84	Swansea Courthouse Drainage Works	Delivering high quality, cost effective infrastructure and services that meet the needs of our communities, residents and visitors	Buildings & Facilities	In progress Contractor chosen & work order generated.
AP202021.85	Complete regular inspections of buildings & facilities	Inspect Council owned buildings annually	Buildings & Facilities	Ongoing
AP202021.86	Bicheno Walk - Bridge replacements	Maintain public amenities and recreational facilities	Works & Infrastructure	Planning continued
AP202021.87	Buckland Community Hall - replacement of steps to the entrance	Maintain public amenities and recreational facilities	Buildings & Facilities	In Progress Engineering design completed, waiting for drawing to lodge permit applications



Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.88	Buckland Community Hall - ramp access	Maintain public amenities and recreational facilities	Buildings & Facilities	In Progress Engineering design completed, waiting for drawing to lodge permit applications
AP202021.89	Coles Bay Tennis Courts - Resurface/Reconstruct	Maintain public amenities and recreational facilities	Buildings & Facilities	In progress Contractor chosen & work order generated
AP202021.90	Swansea Community Hall - Toilet Refurbishment	Maintain public amenities and recreational facilities	Buildings & Facilities	In progress
AP202021.91	Buckland Recreation Ground - Installation of cricket practice nets, pitch with synthetic surface	Maintain public amenities and recreational facilities	Buildings & Facilities	In progress Work order generated
AP202021.92	Triabunna Recreation Ground - Installation of cricket practice nets, pitch with synthetic surface	Maintain public amenities and recreational facilities	Buildings & Facilities	In progress Concrete slab complete Fencing ordered
AP202021.93	Bicheno Triangle project	Planning and creating recreational spaces and facilities	Works & Infrastructure	Preliminary design commenced



Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.94	Commence Coles Bay Foreshore walkway project	Planning and creating recreational spaces and facilities	Works & Infrastructure	Preliminary design commenced, site survey completed
AP202021.95	Swanwick Rd, Swanwick - Swanwick Dv to Hazards View Dr - Construct concrete footpath approx. 400m. Southern side	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Site issues under investigation
AP202021.96	Wellington St, Swansea - Noyes St to Victoria St - Construct concrete footpath approx. 220m. Southern side	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Construction commenced
AP202021.97	Noyes St, Swansea - Franklin St to Wellington St - footpath upgrade - Eastern side	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Tree issues under investigation
AP202021.98	Elizabeth St, Orford - Charles St to Gore St - Concrete footpath approx. 220m Northern Side	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Complete



Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.99	Charles St, Triabunna - Rec Ground entrance - Concrete footpath approx 400m. Western Side	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Works being finalized
AP202021.100	Vicary St, Triabunna - Esplanade intersection - Realignment and paving RSL cenotaph	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Project planning commenced
AP202021.101	Tasman Highway, Bicheno - Harvey's Farm Rd to Douglas St - Construct concrete footpath approx. 1200m. Eastern side	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Detailed design commenced
AP202021.102	Friendly Beaches - Reconstruct & Seal 700m, incl Pullout Bay	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Complete
AP202021.103	Nugent Rd Seal complete - Roads to Recovery project	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Complete



Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.104	Dolphin Sands Share Pathway complete final section of project CH1500 TO CH2500	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Complete
AP202021.105	Commence Swansea Main Street Upgrade	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Design commenced
AP202021.106	Rheban Rd Resheeting / realignment for bridge	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Not yet commenced
AP202021.107	Old Coach Rd Resheet	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Not yet commenced
AP202021.108	McNiels Rd Resheet 3.1km	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Not yet commenced



Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.109	Wielangta Rd Resheet 7km	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Complete
AP202021.110	Springs & Crossins Rd Resheet	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Not yet commenced
AP202021.111	Rosedale Rd Resheet 4.4km	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Complete
AP202021.112	Nugent Rd Resheet	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Commenced
AP202021.113	Charles St Orford 150m Reconstruction, Reseal, Kerb, Channel & Footpath (Henry St to Elizabeth St)	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Procurement underway



Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.114	Charles St Triabunna (Vicary to Espl. W. Waterfront Drive), commence design, reconstruct, reseal & streetscape	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Not yet commenced
AP202021.115	Complete Coles Bay Trailer Parking project	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Construction works completed. Tree planting still to finalise
AP202021.116	Swansea Boat Trailer Parking	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Crown approval provided Detailed design commenced
AP202021.117	Rheban Road, Orford Rivulet Bridge Replacement	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Bridge in place, practical completion Road works commenced November
AP202021.118	Holkham Crt Replace Culverts	Providing direct, essential council services in accordance	Works & Infrastructure	Detailed design commenced



Action Item	Action 2020/21	SP Reference	Function	Progress
		with local government legislation		
AP202021.119	Rheban Rd Griffith River Bridge replacement	Providing direct, essential council services in accordance with local government legislation	Works & Infrastructure	Geotech and survey complete. Grant application not successful.
AP202021.120	Municipal Emergency Management Plan Review	Refresh and update Council policies, strategies & plans	Emergency & Risk Management	Complete
AP202021.121	Dolphin Sands EMP review and update	Refresh and update Council policies, strategies & plans	Emergency & Risk Management	Complete
AP202021.122	Waste Management Policy reviewed	Refresh and update Council policies, strategies & plans	Works & Infrastructure	Not yet commenced
AP202021.123	Tree Management Policy reviewed	Refresh and update Council policies, strategies & plans	Works & Infrastructure / NRM	Not yet commenced
AP202021.124	Marina & Wharf Precinct Policy reviewed	Refresh and update Council policies, strategies & plans	Buildings & Facilities	Not yet commenced



Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.125	Review Parking in Lieu Policy	Refresh and update Council policies, strategies & plans	Development Services	Draft prepared, ready for Council workshop
AP202021.126	Commence development of Township plan for Coles Bay (incl Swanwick)	Facilitate the development of a Town/Community Plan for Coles Bay (including Swanwick)	Development Services	Existing township plan to be reviewed
AP202021.127	Local Provisions Schedule (LPS) – review and consider representations and submit to Tasmanian Planning Commission.	Draw on the knowledge and expertise of local people and communities in shaping and delivering our initiatives and plans - listening to and taking account of ideas and feedback from residents, businesses and ratepayers	Development Services	Completed. Hearings to be held and review by TPC



Strategic Foundation

5. Our Environment

Collaborating with our communities to value, manage and improve our natural resources.

Action Item	Action 2020/21	SP Reference	Function	Progress
AP202021.128	Weed management plan reviewed	Review and update existing Council strategies and plans for our environment	NRM	Not yet commenced
AP202021.129	No Spray Policy developed	Review and update existing Council strategies and plans for our environment	NRM / Works & Infrastructure	Not yet commenced
AP202021.130	Illegal Vegetation Removal Policy developed	Review and update existing Council strategies and plans for our environment	NRM / Works & Infrastructure / Development Services	Not yet commenced
AP202021.131	Offsets Policy developed	Review and update existing Council strategies and plans for our environment	NRM / Development Services	Commenced
AP202021.132	Support for community environment/sustainability events (at least two given Covid restrictions) such as National Tree Day, Clean	Involve, engage and equip groups and individuals in Natural Resource Management	NRM	Ongoing



Action Item	Action 2020/21	SP Reference	Function	Progress
	Up Australia Day, Garage Sale Trail etc.			
AP202021.133	Support for environmental community group activities on Council managed and other public land	Involve, engage and equip groups and individuals in Natural Resource Management	NRM	Ongoing Eg. Support for Friends Of Triabunna Reserves (replacing Native Grassland signage / supporting working bee at Triabunna Gatehouse) / Orford Community Group (ongoing support for landscaping and revegetation at Raspins Beach) / Friends Of Bicheno Penguins (seed collection, plant propagation and revegetation on Bicheno foreshore to improve penguin habitat) / Pulchella Community Nursery Landcare Group (seed collection and plant propagation to support community projects on Council managed land
AP202021.134	Continue to seek grant funding to support NRM outcomes across land tenure in partnership with key stakeholders	Invest in external expertise and capacity to complement GSBC resources	NRM	On hold
AP202021.135	Continue to support the Natural Resource Management Committee	Involve, engage and equip groups and individuals in Natural Resource Management	NRM	Ongoing
AP202021.136	A NRM/Environment Communication Plan	Involve, engage and equip groups and	NRM	On hold



Action Item	Action 2020/21	SP Reference	Function	Progress
		individuals in Natural Resource Management		
AP202021.137	Participation in Climate Change actions in collaboration with the Regional Climate Change Initiative (RCCI) of the Southern Tasmanian Councils Authority	Invest in external expertise and capacity to complement GSBC resources	All functions	Ongoing
AP202021.138	Deliver existing grant funds including Round 1 & 2 Community Combating Pests and Weed Impacts during Drought Program and the Tasmanian Government Weed Action Fund Drought Weed grant	Invest in external expertise and capacity to complement GSBC resources	NRM	Round 1 complete and reporting underway Round 2 underway Weed Action Fund underway. Initial four projects in train



Council Motion Tracking Document as at 31 December 2020

Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
26 Mar 2019	7.3	66/19	Renaming of Esplanades	MDC	Council to consult with affected residents.	In progress.
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	7.2	140/19	Seaweed Odours Swansea – An Issues Paper	GM	Council to appoint “suitably qualified technician” to prepare a scoping report. Brief to be provided to Council at a workshop.	In progress. Consultant engaged. Community consultation has concluded. Report to Council in the coming months.
27 Aug 2019	7.5	144/19	Holkham Court, Orford – Stormwater Assessment	GM	Works are implemented as outlined in the report. Letter to Minister for Infrastructure Re: Priority works for Tasman Hwy.	In progress.
16 Oct 2019	2.6	180/19	Dog Management Policy	GM	3. That Council commits to conducting a further review of the new Dog Management Policy within 12 months of the <i>Dog Management Act 2000</i> amendments being finalised.	The Policy review is on hold pending the approval of the proposed draft <i>Dog Control Regulations 2020</i>
22 Oct 2019	7.2	197/19	Instrument of Delegation to General Manager	GM	Further Acts to be considered by Council for inclusion in Instrument of Delegation at a future date.	Complete.



Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
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.	MAST to address structure issues since recent flooding/storm events. Waiting on further response from Crown Land Services.
17 Dec 2019	8.7	248/19	The Prosser River Mouth (Spit) Fencing & Signage Proposal	MNR	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.	Draft EOI for the development of a Masterplan by a suitability qualified consultant has been sent to PWS for review.
28 Jan 2020	7.3	21/20	Position of the Loo with a View – Swansea	GM	That Council defer to community consultation and for further investigation in conjunction with the boat trailer parking funding at Jetty Road Swansea.	To be considered during the design phase for the Swansea Trailer Parking and consultation completed during 2020/21. Works to be budget for in 2021/22.
28 Jan 2020	7.4	22/20	Re-endorsement of the Dog Management Policy and associated Declared Areas including Dog Exercise Yards	AMRS	That: 3. 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.	In progress. Waiting for the State Dog Regulations to be approved.
28 Jan 2020	8.1	30/20	Notice of Motion – Triabunna District School – School Crossing	MW	1. That Council employs a suitably qualified person to assess both the Melbourne Street and Vicary Street Triabunna school crossings to determine their compliance with the current Australian Standards for School Crossings.	Under early investigation. Sate Growth not involved with crossings on Council roads – officers to review standards.



Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					2. That, in the event, that either or both crossings are assessed as deficient Council take steps to immediately rectify the deficiency to ensure the safety of students at Triabunna District School.	
25 Feb 2020	6.2	46/20	Statement of Expectations Committee – Adviser’s Reports	GM	That: 2. The Council requests the General Manager to provide a report detailing how the recommendations will be addressed, funded and prioritised with this report being presented to Council at its March 2020 Ordinary Council Meeting.	In progress. Corporate Calendar developed and received by Council May 2020. The Corporate Calendar addresses a number of the recommendations from the Adviser’s Reports.
25 Feb 2020	6.4	48/20	Triabunna Recreation Ground Section 24 Minutes – 2 October 2019	GM	That: 1. The Triabunna Recreation S24 Committee meeting minutes be received and noted. 2. The committee be advised that under Council’s kerbside Vendor Policy there is no need to obtain approval from the S24 committee. 3. Council are provided with a copy of the landscape plans and the Council recommendation referred to in the minutes at dot point 3 under New Business.	Policy to be reviewed in respect to control of kerbside vendors and submitted to the September Council workshop. Plans and copy of decision to be circulated to Councillors.
25 Feb 2020	7.3	51/20	Sale of Public Land, 2A Davidson Place, Triabunna	GM	That the proposed Sale of the Public Land 2A Davidson Place, Triabunna is deferred to the March 2020 Ordinary Council Meeting or a Special Meeting of Council to allow for further advice to be provided to Council as a matter of urgency and	Complete. Transfer of Land Approved at July OCM. Contract of Sale being drawn up.



Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					that immediate discussions with CentaCare be commenced in relation to alternate sites.	
24 Mar 2020	7.4	83/20	Kerbside Vendor Location	AMRS / EHO	<p>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:</p> <ol style="list-style-type: none"> 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. 	<p>Council Kerbside Vendor Policy is being reviewed. Waiting further information from Crown Land Services.</p> <p>Resource allocation required.</p> <p>Resource allocation required.</p>
24 Mar 2020	7.7	86/20	Water Management Plan for the Swan River	MNRM	That the matter of a request to the Minister for funding and resources to develop and implement a water management plan for the Swan, Apsley and Prosser Rivers, a review of the Little Swanport Water Management Plan 2006, metering, monitoring and enforcement on all irrigation license offtakes on all east coast waterways being progressed, is deferred to a workshop for a thorough briefing including the presentation of a report on these matters and Council's involvement there in.	This was deferred due to the preparation on the submission to DPIPW on the Rural Water Use Strategy Position Paper.
24 Mar 2020	7.8	87/20	Dog Exercise area in Buckland	MBMI/ AMRS	<p>That Council agree with the following terms put forward by the Buckland Cricket Club, so Council can construct the dog exercise areas in Buckland:</p> <p>Council maintains the dog exercise areas.</p>	<p>Complete.</p> <p>A lease agreement as per Council decision has been prepared by Council staff.</p>



Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					<p>Council provides appropriate insurance cover.</p> <p>Council constructs the exercise areas within the prescribed area of 48m x 50m.</p> <p>Council constructs the additional fence as requested.</p> <p>Council pays the equivalent to the Buckland Cricket Club of their GSBC annual rates and charges.</p> <p>Council prepares a lease for signature by both parties.</p>	
24 Mar 2020	7.10	89/20	Late Agenda Report – Delivery of Land Transport Infrastructure Projects on Local Roads	GM	<p>That Council retrospectively endorses the following projects as submitted to the Department for Infrastructure, Transport and Regional Development for consideration of funding through the Infrastructure Investment Program:</p> <ol style="list-style-type: none"> 1. Stage 1 – gateway to avenue section (Vicary Street) – Triabunna Tomorrow Streetscape Concept - \$606,000; and 2. Stage 2 – main street (Vicary Street) – Triabunna Tomorrow Streetscape Concept - \$632,000; and 3. Stage 3 – waterfront drive (Charles Street) – Triabunna Tomorrow Streetscape Concept - \$589,000; and 4. Renewal of Bridge deck – Saggy Creek Bridge - \$32,500; and 5. Renewal of Bridge deck – Kit Own Creek Bridge - \$28,600. 	In progress.



Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
24 Mar 2020	8.2	91/20	Notice of Motion – Cllr Annie Browning	WS	<ol style="list-style-type: none"> 1. That Council endorse the placement of a memorial seat as requested by Mrs Dalla-Vacchia on the Esplanade at Swansea; and 2. Mrs Dalla_Vacchia is invoiced for all works associated with the memorial seat; and 3. The Works Supervisor liaises with Cllr Browning in relation to the location and style of the seat including the plaque wording and that these works are completed as a matter of urgency. 	In progress.
26 May 2020	7.5	178/20	Proposed new road name off Holkham Court, Orford	Planner	That Council as the road authority chooses the name Mace Court for the new subdivision road off Holkham Court, Orford.	Complete.
26 May 2020	7.12	185/20	Application for Grant Funding – Roads and Bridges	GM	<p>That Council authorise the Acting General Manager to:</p> <ol style="list-style-type: none"> 1. Submit an application for funding as follows: <ul style="list-style-type: none"> - \$130,000 grant to replace Rheban Rd Bridge under the Commonwealth Bridge Replacement Program. - \$125,000 to resheet a portion of Rheban Rd under the Commonwealth Heavy Vehicle Safety and Productivity Program. 2. Execute any forthcoming grant deeds in line with applications for funding in this Agenda item 7.12 of the 26 May 2020 Agenda. 	<p>In progress.</p> <p>Application submitted and Council notified in January 2021 that the application was unsuccessful.</p> <p>Completed December 2020.</p> <p>In progress.</p>
26 May 2020	7.13	186/20	Rain Storm – Flooding, Responsibilities and Actions	WM	<ol style="list-style-type: none"> 1. That the Glamorgan Spring Bay Council provide/acquire funds to a value of up to \$500,000 to: 	<p>In progress.</p> <p>Affected residents advised of Council's decision via correspondence.</p>



Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					<p>(i) allow preparation of a Stormwater Management Plan in accordance with the Urban Drainage Act 2013 (for the defined Urban areas).</p> <p>(ii) allow onsite inspections that may identify simple or low cost solutions for inclusion on an immediate action plan.</p> <p>(iii) also allow identification/confirmation of key causes of the flooding and solutions (or where the technical solution not immediately obvious then identification of further analysis and design) to be considered for prioritisation and inclusion into a long-term stormwater improvement plan (as part of the Stormwater Management Plan mentioned above).</p> <p>(iv) implement the immediate action plan.</p> <p>2. That for the preparation of the Stormwater Management Plan that the template and resources of the Local Government Association of Tasmania (LGAT) and Institute of Public Works Engineering of Australia (IPWEA) be utilised including seconding an experienced local government</p>	<p>Respective engagement made.</p> <p>Residents contacted by consultant engineer and areas and extent of inundation identified.</p> <p>Flood maps being developed and solutions being devised for review.</p>



Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					<p>practitioners to assist in preparation of the SMP.</p> <p>3. That to undertake the onsite inspections (to facilitate 1(i) and 1(ii) above) that a consultant, with direct experience in local government stormwater management, be engaged.</p>	
26 May 2020	7.15	188/20	Councillor Allowances	GM SFO	Elected Members of the Glamorgan Spring Bay Council do not wish to take the automatic increase to the Councillor Allowances for the Mayor, Deputy Mayor and Councillors on the 1 November 2020 for the 2020/2021 period.	In place.
26 May 2020	7.16	189/20	Corporate Calendar	ALL	That Council receives and notes the Corporate Calendar as attached to this report.	Ongoing. Progress report to be provided in the Briefing Papers.
26 May 2020	7.17	190/20	Buckland Walk Trail	WM	That item 7.17 Buckland Walk Trail be deferred until further information from a qualified Engineer is obtained in regards to the Buckland Walk Trail.	In progress. Report Received. See 260/20.
23 June 2020	6.1	207/20	Recommendation from the Statement of Expectations Committee meeting held 15 June 2020	GM	<p>That the Committee recommends to Council that the Acting General Manager:</p> <ol style="list-style-type: none"> Investigate the provision of training providers for: <ol style="list-style-type: none"> Body language Personality definition Invite Mayor Kristie Johnson to speak with Council and the Acting General Manager regarding the Glenorchy City Council Statement of Expectations. 	Statement of Expectations Committee disbanded at December Ordinary Council Meeting (Dec. 380/20)



Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
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: <ul style="list-style-type: none"> - Asset renewal projects; - Asset upgrades and new assets that address community safety needs; and - That this position be reviewed in 12 months' time. 	Ongoing.
23 June 2020	7.3	212/20	Budget 2020/2021	GM	That by absolute majority, Council endorse the 2020/2021 Budget Estimates as attached to Agenda item 7.3 of the Ordinary Meeting of Council 23 June 2020. That the operational budget be reviewed no later than the ordinary council meeting September 2020.	In progress. To be reviewed.
23 June 2020	7.9	218/20	Public Question Time Procedures	AGM EO	That Council adopts the revised "Public Question Time – How do I ask a question?" procedures as attached to this report effective 23 June 2020.	Complete.
23 June 2020	7.12	221/20	Swansea Community Hub	AGM	That Council: <ol style="list-style-type: none"> 1. Investigates community interest in the future uses and management options for the Community Hub in Swansea, to include the PCYC, a Community Room, the Community Shed, a Re-use Shed and a Re-use Shop; and 2. Authorises Mayor Wisby, Cllrs Browning, Breheny and Churchill to undertake the preliminary tasks of consultation with interested persons in the community; and 	Complete.



Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status		
					3. That Mayor Wisby, Clrs Browning, Breheny and Churchill report back through the General Manager to the August 2020 Ordinary Council Meeting, to enable Council to determine how to proceed with the project and its ongoing management.			
23 June 2020	7.13	222/20	Bicheno Skateboard Park (Crown Land, Tasman Hwy, Bicheno)	AGM PLANNER	That Council lays the project on the table for reconsideration pending the completion of the Glamorgan Spring Bay Council Long Term Financial Plan and the Long Term Asset Management Plan.	Further discussion required in regards to Skateboard Park location.		
28 July 2020	4.3	250/20	Report to Planning Authority: Delegations to determine development applications in specific circumstances	Planner	<div>That the Planning Authority, pursuant to section 6 of the <i>Land Use Planning and Approvals Act 1993</i>, delegate the following powers to the Executive Manager Development and General Manager upon the recommendation of a planner:</div> <table><tr><td>Section 57</td><td>To approve or refuse an application, with or without conditions, where no more than two representations are lodged against the application</td></tr></table> <div>And review the instrument of delegations accordingly.</div>	Section 57	To approve or refuse an application, with or without conditions, where no more than two representations are lodged against the application	Complete.
Section 57	To approve or refuse an application, with or without conditions, where no more than two representations are lodged against the application							
28 July 2020	7.2	256/20	Transfer of Land to Centacare Evolve Housing	AGM	In accordance with <i>s.177 of the Local Government Act 1993</i> , that Council by absolute majority authorise the Acting General Manager, to develop a contract to transfer lots 62-72/55156 and 98/55156 to Centacare Evolve Housing for a proposed unit development in return for development of lots 25-28/55156 into fully serviced (power, water and sewer) lots with road	Contract being developed.		



Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					access in Spencer St formed to a standard acceptable by Council's engineer, from the Boyle Street intersection past the access to lot 28. With a condition that the transfer of ownership being subject to the Development Application for the community housing units being approved.	
28 July 2020	7.5	260/20	Buckland Walk	WM	That Council undertake community consultation with the residents and ratepayers of Buckland in relation to the Buckland Walk.	Report to go to February Council Meeting.
28 July 2020	7.10	265/20	Glamorgan Spring Bay Park Names not entered into Placenames Tasmania	Planner	That Council: 1. Recognises the existing names: a) Gordon Street Reserve b) Rita & Doris Reserve; and 2. Authorise the Acting General Manager to lodge the name/s with Placenames Tasmania (and in the process exchanging the word 'reserve' with 'park' for Gordon Street and that the name Rita & Doris Reserve be retained due to the historical value of the area).	Complete.
25 Aug 2020	6.1	294/20	Statement of Expectations Committee Report to Council, August 2020	GM	a. That a new General Manager be asked to sign a statement committing to the standards of behaviour in the Statement of Expectations at the first ordinary Council Meeting following appointment; and b. That such a commitment remain in place until the retirement or resignation of the General Manager.	Complete.
25 Aug 2020	6.1	295/20	Statement of Expectations Report to Council, August 2020	GM	a. That all Councillors be asked to sign a statement committing to the standards of behaviour in the Statement of Expectations	Complete.



Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					<p>(SoE) at the first Council meeting following election; and</p> <p>b. That such a commitment remain in place for the term of that Council; or</p> <p>c. That such a commitment remain in place until the Councillor formally requests that their signature be removed from the SoE.</p>	
25 Aug 2020	6.2	298/20	Establishment of a Swansea Community Hub Section 24 Special Committee of Council	GM	<p>1. That Council resolves to endorse the establishment of a Swansea Community Hub Section 24 Special Committee in accordance with section 24 of the Local Government Act 1993 and the Glamorgan Spring Bay Council 2019 Guidelines for Section 24 Special Committees of Council, including the development of the terms of reference to be endorsed by Council at a future Council meeting; and</p> <p>2. Appoints the following seven (7) community representatives as Committee members on the Swansea Community Hub Section 24 Special Committee:</p> <ul style="list-style-type: none"> • Heather Groombridge • Tracey Kean • Pia Bartlett • Colin Stevenson • Tony Rigby • Steve Barrett; and • Craig Vermey; and <p>3. Appoints Cllr Keith Breheny and Cllr Annie Browning as Council representatives on the</p>	Complete.



Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					Swansea Community Hub Section 24 Special Committee.	
25 Aug 2020	7.2	300/20	Appointment of Emergency Management Coordinator	GM	That Council: 1. Nominate Ms Beverley Allen as the Municipal Emergency Management Coordinator, with her name to be forwarded to the Minister for Police and Emergency Management via the State Emergency Management Controller as per section 23(1) of the <i>Emergency Management Act 2006</i> . 2. Recommends the appointment to be for a period of three years as per section 23(4) of the <i>Emergency Management Act 2006</i> .	Complete.
25 Aug 2020	7.3	301/20	Tasmanian Weed Action Fund Project for Drought Effectuated Farmers	MNR	That Council endorse the attached Grant Guidelines & Eligibility document and (draft) Grant Application Form, and the technical committee together with the NRM team to commence roll out of the project in September 2020.	The project has commenced with the first round of projects approved and in train. Additional projects will involve a targeted approach.
25 Aug 2020	7.4	302/20	Swansea Courthouse Management Committee Inc.	MCD	That Council approves a grant of \$1,000 to the Swansea Courthouse Management Committee Inc. towards the cost of sanding and sealing the room in the Courthouse which was formerly used as Council offices.	Complete.
25 Aug 2020	7.5	303/20	Late Report Item – Capital Works Budget Allocation	WM	That by absolute majority Council adopts the revised Capital Works Budget for 2020/2021 as attached to this item.	Complete.



Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
22 Sep 2020	6.4	318/20	Independent Report on the Implementation of the 2020 Glamorgan Spring Bay Council Statement of Expectations	EO	That Council endorses the Independent Report on the Implementation of the 2020 Glamorgan Spring Bay Council Statement of Expectations.	Complete.
22 Sep 2020	7.1	319/20	Petition to Amend Sealed Plan 174663	Planner	That in accordance with <i>Section 103 of the Local Government (Building and Miscellaneous Provisions) Act 1993</i> , Council directs the General Manager to sign and seal an 'Instrument Form' agreeing to the requested amendment, and for that form to be lodged at the Land Titles Office together with the amended Schedule of Easements	Complete.
22 Sep 2020	7.2	320/20	Road Names	Planner	That Council: 1) Agrees to the approach recommended by Aboriginal Heritage Tasmania of referring requests for place or road names as they are required. Agrees to request a list of names pertaining to the un-named road off Strip Road Little Swanport from Aboriginal Heritage Tasmania for consideration at a subsequent Council meeting.	Awaiting response from Aboriginal Heritage.
22 Sep 2020	7.3	321/20	Proposed Freycinet Sculpture Trail	EMDS	That Council consents to the lodging of the Development Application Proposed Freycinet Sculpture Trail.	Complete.
22 Sep 2020	7.4	322/20	2020-2021 Annual Plan	EO	That Council adopts the 2020-2021 Annual Plan	Complete.
22 Sep 2020	7.5	323/20	Local Government Participation in the National Redress Scheme	EO	That Council enters into the Memorandum of Understanding in recognition of the importance of the National Redress Scheme for Institutional Child Sexual Abuse and authorises the Mayor to sign the Memorandum of Understanding as	Complete.



Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					presented on behalf of the Glamorgan Spring Bay Council.	
22 Sep 2020	7.6	324/20	Municipal Emergency Management Plan	EM&R	That Council endorse the revised and updated Municipal Emergency Management Plan (Issue 10, 2020) and that the plan be forwarded to the State Emergency Management Controller for sign off and authorisation.	Complete. Signed and approved by State Controller 8.10.2020
27 Oct 2020	7.1	335/20	Instrument of Delegation – Council to General Manager	GM/EO	That Council: a) Delegates the powers and functions contained within the Instrument of Delegation to the General Manager; and b) Authorises the Mayor and Deputy Mayor to sign and affix the Council seal on the Instrument of Delegation.	Complete.
27 Oct 2020	7.3	338/20	Revised Draft Asset Management Policy No. 3.10	EO	That Council adopts the revised Asset Management Policy No. 3.10 as attached to this report effective 27 October 2020.	Complete.
27 Oct 2020	7.4	339/20	Request to Rescind – Grants Auspiced by Council Policy No. 3.1	EO	That Council rescinds the Grants Auspiced by Council Policy 3.1 effective 27 October 2020.	Complete.
27 Oct 2020	7.5	340/20	Kerbside Vendor Application	EMDS	That Council issues a Kerbside Vendor / Stallholder licence to Ben and Emelie Fleming (Governörs Bicheno), to trade from Waubs Bay, next to the Surf Life Saving Club.	Complete.
27 Oct 2020	7.6	341/20	Application under the Community Small Grants Program – Bicheno Community Development Association Incorporated.	MCD	That Council approves a grant of \$1,600 to the Bicheno Community Development Association towards the cost of staging project “Wanda	Complete.



Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					Round” – an artist residency, to be held in Bicheno in January 2021	
27 Oct 2020	7.6	342/20	Application under the Community Small Grants Program – Lions Club of Spring Bay	MCD	That Council approves a grant of \$1,000 to the Lions Club of Spring Bay towards the staging of the 2020 Christmas Parade in Triabunna.	Complete.
24 Nov 2020	7.5	361/20	Appointment of Committee Members – S.24 Special Committee of Council – Coles Bay Hall Committee	EO	<p>a) Accepts and endorses the following four community members to sit on the Section 24 Special Committee of Council – Coles Bay Community Hall:</p> <ul style="list-style-type: none"> • Kerrie Dean • Kathryn Whitchurch • Barbara Barrett • Kristin Hoerlein; and <p>b) Accepts and endorses the Expression of Interest received from Mr Nigel Carins and acknowledges his appointment as Chair on the Section 24 Special Committee of Council – Coles Bay Community Hall; and</p> <p>c) The General Manager writes to the individuals outlined above thanking them for their interest and commitment to the Coles Bay community.</p>	Complete.
24 Nov 2020	7.5	362/20	Late Report Item – Council Representative – East Coast Tasmania Board	EO	That Council appoints Clr Rob Churchill as Glamorgan Spring Bay Council’s representative on the East Coast Tourism Board effective 23 November 2020.	Complete.



Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
24 Nov 2020	7.7	362/20	Late Report Item – Appointment of Independent Audit Panel Member	EO	That Council appoints Ms Heather Salisbury as an independent member to sit on the Glamorgan Spring Bay Council Audit Panel effective January 1, 2021 for a period of three years.	Complete.
24 Nov 2020	8.1	365/20	Notice of Motion – Cllr Michael Symons	MB & MI	That Council: a) Approve in principle the request by Marine and Safety Tasmania to extend each jetty at the Bicheno boat ramp as per item 7.11 on the 23 June 2020 Meeting and for these works to proceed; and b) Agrees to lodge and cover the costs for the Planning application to extend the jetties.	
15 Dec 2020	7.1	376/20	Asset Management Plan – Buildings	WM	That Council adopt the Asset Management Plan – Buildings and recognise this as a key document in achieving sustainable management of Council's assets. Once adopted the plan will be published on Council's website	Complete
15 Dec 2020	7.2	377/20	Asset Management Plan – Road Infrastructure	WM	That Council adopt the Asset Management Plan – Road Infrastructure and recognise this as a key document in achieving sustainable management of Council's assets. Once adopted the plan will be published on Council's website.	Complete
15 Dec 2020	7.3	378/20	Renewal of Glamorgan Spring Bay Council Audit Panel Agreements	SFO	That Council: a) Appoints Mr Derbyshire to continue as Chair of the Glamorgan Spring Bay Council Audit Panel for a period of three years effective from 1st January 2021 and;	Complete



Meeting Date	Item No.	Decision Number	Title	Action Officer	Decision	Status
					<p>b) That Council agrees to a remuneration rate of \$1,110 for the Chair for each Audit Panel meeting chaired and;</p> <p>c) That Council agrees to a remuneration rate of \$495 for each meeting attended by the independent member.</p>	

LEGEND:	
AGM = Acting General Manager	MB&MI = Manager Building & Marine
EMDS = Executive Manager – Development Services	MCD = Manager Community Development
WM = Works Manager Infrastructure	MNR = Manager Natural Resources
EO = Executive Officer	SFO = Senior Finance Officer
EM&R = Emergency Management & Risk Project Officer	

