



# Information Briefing Document

as at 31 December 2021

(for the October/November/December reporting period)

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## GOVERNANCE & COUNCIL MEETINGS

Glamorgan Spring Bay Council (Council) was pleased to advise that members of the public will be able to attend Council Meetings in person once again, starting June 2021. Due to maximum density limits associated with COVID-19, Council is able to accommodate for a maximum of 6 visitors in the Council Meeting.

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

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

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

Council meetings will be conducted monthly with special meetings being called by the Mayor or Councillors when required. In 2021 Council meetings will usually be held on the fourth Tuesday of the month commencing at 2.00pm.

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

During the period October to December 2021 inclusive, there were 275 views of the audio/visually recorded Council meetings via the YouTube platform.

## MAYORAL ACTIVITIES

### MAYOR ROBERT YOUNG

The Mayor attends numerous engagements each month. This is a list of the recent activities undertaken by Mayor Robert Young for October, November & December 2021, including:

MONTH	DAY	DESCRIPTION
OCTOBER	8	Attended SERDA meeting at Sorell
	15	Attended online meeting with Director of Local Government
	25	Attended meeting with FAI and other community members in Coles Bay
	29	ABC radio Mayoral Moments interview
NOVEMBER	4	Attended LGAT Special Meeting in Devonport
	11	Attended Remembrance Day Ceremony at Triabunna RSL
	12	Attended opening of Triabunna Barracks
	29	Citizenship Ceremony
DECEMBER	1	Coles Bay & Bicheno Community Connect
	2	Mayors Professional Development
	3	LGAT General Meeting
	8	Swansea & Triabunna Community Connect
	10	Orford Primary School Presentation Awards



## MEDICAL SERVICES – EAST COAST HEALTH (ECH)

In late 2021 Council was approached by a party interested in operating the medical practices. Initial discussions have been held with the party and Officers are currently working through a concept proposal for consideration. It is intended that if an adequate proposal is obtained this will be presented to Council in the near future.

Both Practices are currently facing a significant increase in costs for equipment, services and unfilled positions. These increased costs are due to changes in the market which appear to be driven by the pandemic and the shortage of equipment and personnel.

All practices in our municipality have offered COVID vaccination clinics to patients and have successfully achieved one of the highest vaccination rates in Tasmania. Council continues to lobby the State and Federal Government for more medical support for the East Coast. Requests have been made to hold testing and vaccination clinics at various locations in the municipality.

## HUMAN RESOURCES

A new team member was appointed during the quarter to the position of Compliance Trainee.

## CORPORATE SERVICES

Council has 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.



# 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	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	
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	G.I	DUE 2022											Start		
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. Plan to be reviewed following 2022 Local Government Elections.	General Manager	G.I	DUE 2022											Start		
3	Long Term Financial Management Plan	Yes	S70, S70F, S70G	2021	Adopted by Council 23 March 2021	Adopted by Council 23 March 2021. Review annually.	Contract Accountant	E.B	MEDIUM	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.	Adopted by Council 27 July 2021	Contract Accountant	E.B	AS REQUIRED													
5	Strategic Asset Management Plan	Yes	S70B, S70F, S70G	May 2021	Adopted by Council 25 May 2021	Review Annually	Asset Management Engineer	P.P	AS REQUIRED													
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	E.B	DUE 2024													
7	Annual Plan & Budget Estimates	Yes	S82, S70G	Mar 2020	Adopted by Council 27 July 2021	Adopted by Council 27 July 2021. Commence in May each year	General Manager / Contract Accountant	G.I	MEDIUM			Start			Finish							
8	Rates Resolution	Yes	S90	June 2020	Commence in April each year	2021/22 rates resolution endorsed by Council June 2021.	Contract Accountant	E.B	MEDIUM		Start				Finish							
9	Fees & Charges Register	Yes	s206	April 2020	Commence in April each year	2021/22 fees and charges adopted by Council June 2021. Commence in May each year.	General Manager/Manager input	E.B	MEDIUM			Start		Finish								
10	Budget	Yes	S82	Feb 2020	Commence in Feb/March each year	2021/22 Budget endorsed by Council June 2021.	General Manager / Contract Accountant	E.B	MEDIUM			Start			Finish							
11	S24 Review	No	S24, S70E, S70G	Oct 2020	Reviewed October 2020.	All section 24 Committees TOR to be reviewed post 2022 Local Government elections.	General Manager / Executive Officer	G.I	AS REQUIRED													
12	Annual Report	Yes	S72	December 2021	Commence in August each year - Developed by GM/Executive Officer with final financial statements provided by TAO and checked by Accountant	Adopted 14 December 2021	General Manager / Managers / Executive Officer	G.I	MEDIUM									Start				Finish
13	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 2022.	Director Planning & Development	A.W	HIGH		Finish											
14	Environmental Bylaw	Yes	S145 LGA + Various	May 2020	Reviewed Sept 2019. Signed by Mayor & AGM Apr 2020	Gazetted 23 May 2020	Director Planning & Development	A.W	AS REQUIRED													
15	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	E.B	DUE 2023													
16	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 in once new By-Law is in place.	Director Planning & Development	A.W	MEDIUM				Finish									
17	Car Parking Cash-In-Lieu Contribution Policy	No	S70E, S70G	July 2016	Last reviewed 23/08/16 (115/16). Requires review 2020.	Reviewed and adopted by Council April 2021. Due for review April 2022.	Director Planning & Development	A.W	MEDIUM			Start			Finish							
18	Policy 1.6 - Council Advertising	No	S70E, S70G	June 2019	Reviewed & Adopted by Council January 2022	To be reviewed 2026	General Manager / Executive Officer	G.I	DUE 2026													
19	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.	Initial consultation has commenced with key stakeholders. Broader community consultation to occur following adoption of Orford Foreshore MasterPlan.	Director Planning & Development	A.W	MEDIUM				Finish									
20	Policy 1.8 - Planning & Building Fees	Yes	S70E, S70G, S205, S206	Aug 2019	Reviewed & adopted by Council Aug 2019 (Dec. 141/19).	Reviewed and adopted by Council in June 2021. Complete.	Director Planning & Development	A.W	DUE 2023													
21	Policy 2.2 - Waste Management	No	S70E, S70G	July 2016	Adopted by Council 27 July 2021	To be reviewed in April 2024	Works Manager	P.P	DUE 2024													
22	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	P.P	LOW	Start					Finish							
23	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	Review commenced September 2021. To be workshopped and submitted to Council	Manager Building & Marine Infrastructure	A.O	LOW				Finish									
25	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.	Director Corporate & Community	E.B	MEDIUM		Start		Finish									
26	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	E.B	LOW			Finish										
27	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	E.B	DUE 2024													
28	Policy 3.8 - Rate Relief for Religious Organisations	Yes	S129	Apr 2020	Reviewed and adopted by Council 28 April 2020 (Dec. 133/20).	Due for review 2022.	Contract Accountant	E.B	MEDIUM		Start			Finish								
29	Policy 3.9 - Financial Reserves	Yes	S70E, S70G	Apr 2020	Reviewed and adopted by Council 28 April 2020 (Dec. 82/20).	Due for review 2023.	Contract Accountant	E.B	DUE 2023													
30	Policy 3.10 - Asset Management	Yes	S70C, S70Em S70G	Apr 2020	Reviewed and adopted by Council 28 April 2020 (Dec 132/20).	Due for review 2024.	Contract Accountant	E.B	DUE 2024													
31	Policy 3.11 - Customer Service Charter	Yes	339F, S70E, S70G	Sept 2019	Reviewed and adopted by Council 24 Sept 2019 (Dec. 160/19).	Due for review 2023.	General Manager / Executive Officer	G.I	DUE 2023													

32	Policy 3.12 - Fraud Control	Yes	S70E, S70G + Various Legislation	Apr 2020	Reviewed and adopted by Council 28 April 2020 (Dec. 131/20).	Due for review April 2022.	Audit Committee	E.B	MEDIUM				Start		Finish						
33	Policy 3.13 - Investment	Yes	S70E, S70G + Various Legislation	Aug 2015	Approved 11.08.15 (110/15) Overdue for review.	To be reviewed 2020, workshopped and submitted to Council.	Contract Accountant	E.B	MEDIUM			Start			Finish						
34	Policy 3.14 Financial Hardship Assistance Policy	No	Part 9 (Rates & Charges), S70E, S70G	Apr 2020	Reviewed and adopted by Council 28 April 2020 (Dec. 1520)	Due for review 2022.	Contract Accountant	E.B	MEDIUM		Start				Finish						
35	Policy 4.1 - Provision of communication equipment to Councillors	No	S70E, S70G	Mar 2009	Approved 23.03.09 (064/09) Overdue for review.	To be reviewed 2020, workshopped and submitted to Council.	General Manager / Executive Officer	G.I	LOW						Finish						
36	Policy 4.2 - Payment of allowances, expenses and provision of facilities for Councillors	Yes	S70E, S70G & R42 LG(Gen) Regs	Mar 2009	Approved 23.03.09 (064/09) Review as required - Review overdue	To be reviewed 2020, workshopped and submitted to Council.	General Manager / Contract Accountant	G.I	LOW						Finish						
37	Policy 4.3 - Recognition of continuous years of service - Councillors and Staff	No	S70E, S70G	Sept 2019	Reviewed and adopted by Council 24 Sept 2019 (Dec. 161/19).	Due for review 2023.	General Manager / Executive Officer	E.B	DUE 2023												
38	Media Policy 4.5 - Media statements	No	S70E, S70G	Feb 2019	Reviewed and adopted by Council 18 Feb 2019 (Dec. 19/19).	Due to review 2023.	General Manager / Executive Officer	E.B	DUE 2023												
39	Policy 4.6 - Use of Council logo	No	S70E, S70G	Sept 2019	Reviewed and adopted by Council 24 Sept 2019 (Dec. 162/19).	Due for review 2023.	General Manager / Executive Officer	E.B	DUE 2023												
40	Policy 4.7 - Council owned vehicles	No	S70E, S70G	Sept 2019	Reviewed and adopted by Council 24 Sept 2019 (Dec. 163/19)	Due for review 2023.	Director Works & Infrastructure	P.P	DUE 2023												
41	Policy 4.8 - Code for tenders and contracts	Yes	S333B, S70E, S70G	May 2016	Approved 24.05.16 (73/16) Review Feb 18 Review Overdue	To be reviewed 2020, workshopped and submitted to Council.	Contract Accountant	E.B	MEDIUM		Finish										
42	Policy 4.9 - Volunteer Policy	No	S70E, S70G + Various Legislation	Sept 2019	Reviewed and adopted by Council 24 Sept 2019 (Dec. 164/19)	Due for review 2023.	Director Corporate & Community	E.B	DUE 2023												
43	Policy 5.1 - Community Small Grant Fund	No	S70E, S70G	Sept 2010	Approved 28.09.10 (173/10) Review Overdue	To be reviewed 2020, workshopped and submitted to Council.	Director Corporate & Community /Contract Accountant	E.B	MEDIUM	Start					Finish						
44	Policy 6.1 - Corporate Credit Card	No	S70E, S70G	Apr 2020	Reviewed and adopted by Council 28 April 2020 (Dec. 130/20)	Due for review 2024.	Director Corporate & Community	E.B	DUE 2024												
45	Policy 6.2 - Council Meetings - Audio/Visual Recording	Yes	R33 LG(MP) Regs 2015	Apr 2020	Updated, reviewed and adopted by Council 28 April to incorporate special provision (COVID-19) (Dec. 138/20) - To be reviewed as required	To be reviewed in accordance with COVID-19 distancing regulations.	General Manager / Executive Officer	J.M	AS REQUIRED												
46	Policy 6.3 - Personal and private information	Yes	S70E, S70G + Various Legislation	Aug 2018	Approved 26 October 2021. Review required September 2023.	Due for review September 2023	General Manager	E.B	DUE SEPTEMBER 2023												
47	Policy 6.6 - Recruitment Policy	No	S70E, S70G, Antidiscrimination Act	Apr 2020	New Policy adopted by Council 28 April 2020 (Dec. 129/20).	Due for review 2022	General Manager	G.I	MEDIUM				Start		Finish						
48	Australian Citizenship Ceremony Dress Code	Yes	S70E, S70G,	Feb 2020	New Code adopted by Council 25 Feb 2020 (Dec. 52/20).	As required	Director Corporate & Community	E.B	AS REQUIRED												
49	Risk Management Policy	Yes	S70E, S70G + Various Legislation	June 2020	Developed, workshopped and adopted by Council June 2020.	Due for review 2023.	Director Corporate & Community	E.B / P.P	DUE 2023												
50	Risk Management Strategy	Yes	S70E, S70G + Various Legislation	To be developed	Developed, workshopped and adopted by Council June 2020.	Due for review 2023.	Director Corporate & Community	E.B / P.P	DUE 2023												
51	Debt Collection Policy	Yes	S70E, S70G + Various Legislation	To be developed	Requires development.	To be developed 2020, workshopped and submitted to Council.	Director Corporate & Community	E.B	MEDIUM						Finish						
52	Corporate Branding Policy	No	S70E, S70G	To be developed	Requires development.	Draft developed January 2021. To be workshopped and submitted to Council.	Director Corporate & Community	E.B	LOW				Finish								
53	Risk Register	Yes	Various	March 2021	Regularly Reviewed & Updated	Ongoing	General Manager (ILT assistance)	E.B	MEDIUM	Ongoing											
54	Gifts & Benefits Policy	Yes	S56A, S56B, 70E, 70G, LG(Gen) Regs 2015	August 2021	Adopted by Council 24 August 2021	Due for review 2024.	General Manager /Executive Officer	J.M	DUE 2024												
55	Municipal Emergency Management Plan	Yes	Emergency Management Act	2018	To be reviewed 2020 by the Emergency Management Committee (EMC) every two years. Review overdue.	Adopted by Council September 2020. To be reviewed 2022.	Director Works & Infrastructure	P.P	DUE SEPTEMBER 2022												
56	Community RecoveryPlan	Yes	S70E & Various	Feb-21	Regularly Reviewed & Updated	Complete	Director Works & Infrastructure	P.P	DUE 2023												
57	Employee Code of Conduct Policy - Staff	No	Various	July 2014	Due for review June 2016 - Requires review 2020.	Internal review (operational Policy)	General Manager / Internal Review Committee	G.I	MEDIUM						Finish						



58	Enterprise Agreement	Yes	Various	Feb 2019	Approved by Fair Work Commissioner February 2019.	Enterprise Agreement negotiations completed June 2021. Negotiations to commence again in early 2022.	General Manager / Internal Review Committee	G.I	<b>DUE 2022</b>		Start				Finish					
59	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	J.M	<b>DUE 2023</b>											
60	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.	Director Corporate & Community	E.B	<b>MEDIUM</b>			Finsih								
61	Information Management Policy	Yes	S70E, Archives Act & Various	Jul-21	Adopted by Council 27 July 2021	Due for review July 2022	Director Corporate & Community	E.B	<b>MEDIUM</b>					Start		Finish				
62	Asset Management Policy	Yes	S70E, 70C	October 2020	Developed October 2020	Adopted by Council October 2020	General Manager	G.I	<b>DUE 2024</b>											
63	Flora & Fauna Plans	Yes	Threatened Species Act 1995/Nature Conservation Act	2014	First review since endorsement.	Review placed on hold for the next financial year. The current F&F plans still remain current until the review takes place.	Director Planning & Development	A.W	<b>LOW</b>							Finsih				
64	Weed Management Plan	Yes	Weed Management Act 1999	Jan 2016	Every 5 years	Review to be undertaken by sub committee of NRM. Review placed on hold pending annual plan review. The current plan still remain current until the review takes place.	Director Works & Infrastructure	P.P	<b>LOW</b>							Finsih				
65	Business Continuity Plan	Yes	S70E & Various	March 2021	Developed March 2021	Developed 2021	General Manager	G.I	<b>AS REQUIRED</b>											
66	Pandemic Plan	Yes	S70E & Various	May 2020	Developed April 2020.	Developed, workshopped and adopted by Council April 2020. To be reviewed as required.	Director Works & Infrastructure	P.P	<b>AS REQUIRED</b>											
67	COVID Safe Plans	Yes	S70E & Various	April 2020	Regularly Reviewed & Updated	Ongoing	General Manager	P.P	<b>MEDIUM</b>	Ongoing										
68	Communications Strategy	Yes	S70E	To be developed	Requires development.	To be developed 2020, workshopped and submitted to Council.	Director Corporate & Community	E.B	<b>MEDIUM</b>							Finsih				
69	Communications Policy	Yes	S70E	To be developed	Requires development.	To be developed 2020, workshopped and submitted to Council.	Director Corporate & Community	E.B	<b>MEDIUM</b>							Finsih				
70	Public Open Space Contribution Policy	No	Various	February 2021	Developed February 2021	Adopted February 2021	Director Planning & Development	A.W	<b>DUE 2022</b>											
71	Council Workshop Policy	No	Various	January 2022	Developed January 2022	Adopted January 2022	General Manager	G.I	<b>DUE 2023</b>											



# PROPERTY SETTLEMENT CERTIFICATES A/A

## 31 DECEMBER 2021

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

### Section 132 Certificate of Liabilities

- (1) A person referred to in subsection (2) may apply to the general manager for a certificate stating-
- 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;
  - any amount received on account of rates that is held in credit against future liabilities for rates in relation to the land; and
  - the amount of any charge on the land recoverable by the council.
- (2) The following persons may apply for a certificate under subsection (1) :
- the owner of a registered estate or interest in the land;
  - an occupier of the land;
  - a person who has entered or proposes to enter into a contract to purchase the land;
  - a mortgagee or prospective mortgagee of the land;
  - 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

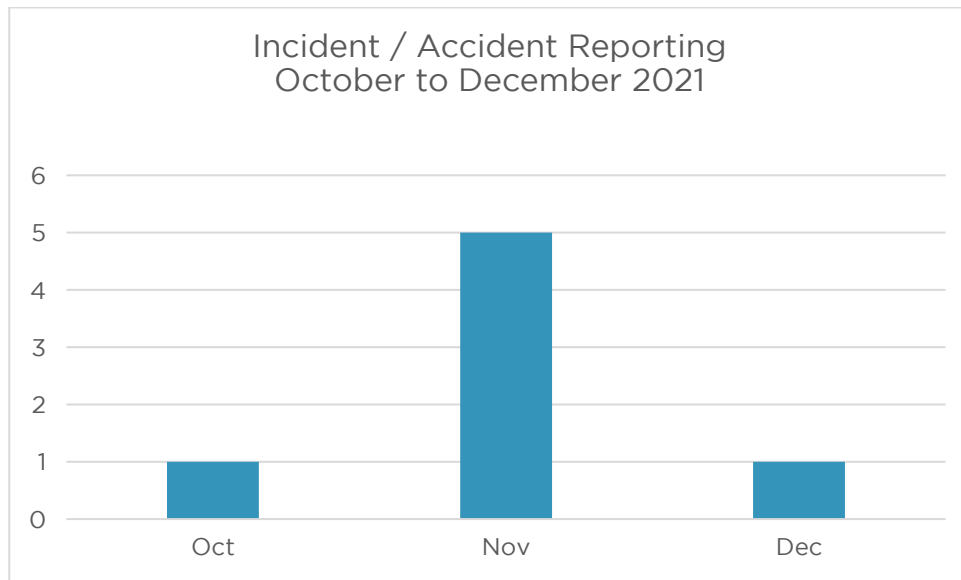
- (1) A person may apply in writing to the general manager for a certificate in respect of information relating to land specified and clearly identified in the application.
- (2) The general manager, on receipt of an application made in accordance with subsection (1), is to issue a certificate in the 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 -
- any buildings and other structures permanently fixed to land; and
  - land covered with water; and
  - water covering land; and
  - any estate, interest, easement, privilege or right in or over land.





# WORK HEALTH AND SAFETY

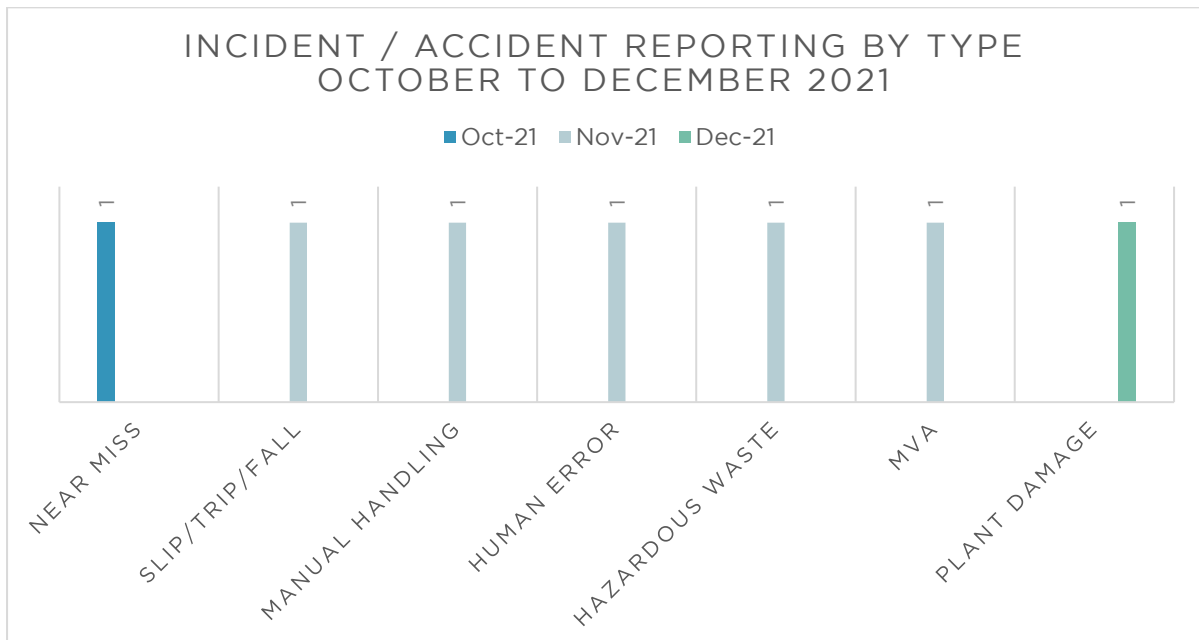
## Incident/Accident Reporting Numbers October to December 2021



**Analysis:**

Seven Incident/Accidents have been reported for the October to December 2021 quarter.

## Incident / Accident Reporting by type October to December 2021



**Analysis:**

No identifiable trends have been reported in 2021, muscle strain is the main Incident/Accident/Near Miss



## USE OF COUNCIL SEAL

DATE	DETAILS	SIGNATURE
6/10/2021	Final Plan - Council Approval Page - SA 2020 / 30	General Manager
7/10/2021	Grant Deed - Spring Bay Recreation Ground	General Manager
25/10/2021	Medical Practice Agreement between GSBC & Doctor	General Manager
27/10/2021	Application for New Certificate of Title	General Manager
29/10/2021	Surrender and Lease of Crown Land at Franklin & Wellington Street, Swansea	General Manager
3/11/2021	Final Plan - Council Approval Page - SA 2019 / 07	General Manager
9/11/2021	Final Plan - Council Approval Page - SA 2019 / 25	General Manager
16/11/2021	Licence of Crown Land at 108 Foster Street, Bicheno	General Manager
17/11/2021	Final Plan - Council Approval Page - SA 2021 / 12	General Manager
29/11/2021	Final Plan - Council Approval Page - SA 2021 / 14	General Manager
2/12/2021	Final Plan - Council Approval Page - SA 2021 / 16	General Manager
7/12/2021	Final Plan - Council Approval Page - SA 2021 / 16	General Manager
8/12/2021	Grant Deed - Yellow Sandbanks (Dolphin Sands) Jetty Repairs	General Manager
10/12/2021	Adhesion Order - SA 2003 /01	General Manager

## COMMUNITY SMALL GRANTS PROGRAMME

NAME	AMOUNT DONATED \$	COUNCIL DECISION NO.	DATE APPROVED
Swansea Community & Men's Shed	\$1,000	189/21	26/10/2021
Orford Primary School Association	\$1,000	210/21	23/11/2021
Raspins Beach Surf Lifesaving Club	\$1,000	211/21	23/11/2021
Triabunna District School Association	\$1,000	212/21	23/11/2021
Maria Voices	\$1,000	235/21	14/12/2021



# PLANNING & DEVELOPMENT STATISTICS

## Planning Statistics as at 31 December 2021

PLANNING	OCTOBER - DECEMBER	YTD*
Development Applications Received (Total)	96	387
Development Applications Approved	61	239
Development Applications Refused	0	0
Development Applications Withdrawn	1	1
<i>*Calendar Year</i>		

## Building Statistics as at 31 December 2021

BUILDING & PLUMBING	OCTOBER - DECEMBER	YTD*
Building Permits Approved	12	68
Plumbing Permits Approved	22	57
Notifiable Building Work Approved	46	143
Notifiable Plumbing Work Approved	34	117
Low Risk Building Work	1	25
Low Risk Plumbing Work	10	28
Permit of Substantial Compliance	1	1
Building Certificates	0	0
<i>*Calendar Year</i>		

## Compliance Statistics as at 31 December 2021

COMPLIANCE	OCTOBER - DECEMBER	YTD*
Building Notices issued	0	0
Building Orders issued	0	5
Planning Complaints Received	4	39
Building and Plumbing Complaints Received	2	15
Environmental Health Complaints Received	5	16
Planning Enforcement Notices Issued	0	6
<i>*Calendar Year</i>		



## Environmental Health Statistics as at 31 December 2021

ENVIRONMENTAL HEALTH	OCTOBER - DECEMBER	YTD*
Immunisations	0	51
Food & Public Health Act Registrations	3	137
Food & Public Health Inspections	25	98
Notifiable Diseases	2	7
Sampling	10	25
Public Health/Environmental Health Complaints	8	26
On-site Wastewater Assessments/Permits	22	69
Form 49 & 50 Assessments/Inspections	3	13
New Food Business Enquiries	5	22
Development Application Assessments	6	24
<i>*Calendar Year</i>		

## Animal Control Statistics as at 31 December 2021

ANIMAL CONTROL	OCTOBER - DECEMBER	YTD*
Dogs Registered	106	1101
Kennel Licenses Issued/Renewed	1	5
Dogs Impounded	5	9
Dog Attacks	1	3
Dogs Seized	0	0
Dogs Surrendered	0	0
Dogs Euthanized	0	0
Dogs at Large	9	15
Dogs placed with Dogs' Homes of Tasmania	0	0
Caution Notices Issued	19	23
Complaints	16	26
Infringements	5	6
Lost Dog calls	4	6
Other	0	0
Fire Abatement Enquires/Complaints	53	56
Cat Enquires/Complaints	17	19
Livestock Enquires/Complaints	6	8



# FINANCIAL REPORTING

## PROFIT AND LOSS – GOVERNANCE

For the 6 months ended 31 December 2021

Account	YTD Actual	YTD Budget	Budget Var	Var %	2021/22 Budget	Notes
<b>Trading Income</b>						
Statutory Charges	83	0	83	0%	0	
Other Revenue	55	0	55	0%	0	
Net Gain/Loss Assets - Gross sales revenue of asset	18,920	0	18,920	0%	0	1
<b>Total Trading Income</b>	<b>19,057</b>	<b>0</b>	<b>19,057</b>	<b>0%</b>	<b>0</b>	
<b>Gross Profit</b>	<b>19,057</b>	<b>0</b>	<b>19,057</b>	<b>0%</b>	<b>0</b>	
<b>Operating Expenses</b>						
Employee Costs	194,860	177,342	17,518	10%	354,684	
Materials & Services	72,646	64,290	8,356	13%	130,024	
Depreciation	25,049	25,002	47	0%	50,000	
Other Expenses	68,306	77,748	(9,442)	- 12%	155,505	
<b>Total Operating Expenses</b>	<b>360,860</b>	<b>344,382</b>	<b>16,478</b>	<b>5%</b>	<b>690,213</b>	
<b>Net Profit</b>	<b>(341,803)</b>	<b>(344,382)</b>	<b>2,579</b>	<b>-1%</b>	<b>(690,213)</b>	

### Notes

1. Disposal of Mayor vehicle



# PROFIT AND LOSS - WORKS

For the 6 months ended 31 December 2021

Account	YTD Actual	YTD Budget	Budget Var	Var %	2021/22 Budget	Notes
<b>Trading Income</b>						
Rate Revenue	1,193,035	1,186,581	6,454	1%	1,186,581	
User Charges	81,504	57,996	23,508	41%	116,000	
Grants	274,286	276,760	(2,475)	-1%	1,107,672	
Other Revenue	8,712	1,500	7,212	481%	3,000	
<b>Total Trading Income</b>	<b>1,557,536</b>	<b>1,522,837</b>	<b>34,699</b>	<b>2%</b>	<b>2,413,253</b>	
<b>Gross Profit</b>	<b>1,557,536</b>	<b>1,522,837</b>	<b>34,699</b>	<b>2%</b>	<b>2,413,253</b>	
<b>Capital Grants</b>						
Grants Commonwealth Capital - Other	0	1,500,000	(1,500,000)	-100%	4,100,000	
Grants Commonwealth Capital - Roads to Recovery	262,978	202,000	60,978	30%	506,087	
Grants State Capital - Other	75,000	450,000	(375,000)	-83%	675,000	
<b>Total Capital Grants</b>	<b>337,978</b>	<b>2,152,000</b>	<b>(1,814,022)</b>	<b>-84%</b>	<b>5,281,087</b>	1
<b>Other Income</b>						
Net Gain/Loss on Disposal of Assets	26,572	0	26,572	0%	0	
<b>Total Other Income</b>	<b>26,572</b>	<b>0</b>	<b>26,572</b>	<b>0%</b>	<b>0</b>	
<b>Operating Expenses</b>						
Employee Costs	1,021,573	1,066,008	(44,435)	-4%	2,132,009	2
Materials & Services	1,639,465	1,600,506	38,959	2%	3,182,457	
Depreciation	984,584	984,582	2	0%	1,969,168	
Interest	1,712	1,931	(219)	-11%	1,931	
Internal Plant Hire	(49,270)	(125,706)	76,436	-61%	(226,209)	
<b>Total Operating Expenses</b>	<b>3,598,065</b>	<b>3,527,321</b>	<b>70,744</b>	<b>2%</b>	<b>7,059,356</b>	
<b>Net Profit</b>	<b>(2,013,956)</b>	<b>(2,004,484)</b>	<b>(9,472)</b>	<b>0%</b>	<b>(4,646,103)</b>	

Notes:

1. Capital grants are down forecast due to the payment of grants being tied to project milestones, and works are delayed due to contractors shortages.

2. Employee costs down on forecast due to some retirements within the team.



## CAPITAL WORKS AS AT 31 DECEMBER 2021

New Capital	Actual YTD	2021/22 Budget	Government Funding	Council Funding	Project Progress	Details	Government Funding
<b>Roads, Footpaths, Kerbs</b>							
Freycinet Drive - Kerb at Kayak Rental to stop flooding	32,695	30,000	30,000		Complete	Carried Forward from 2020/21	Community Infrastructure Fund - Round 2
Strip Rd Little Swanport - concrete overlay to hardstand floodway	-	30,000	30,000		Design progressing	Carried Forward from 2020/21	Community Infrastructure Fund - Round 2
R2R - Nugent Rd Seal - Carry forward from 2019/20 + EMF	-	50,000	40,775	9,225	Complete		
Bicheno walkway	285,262	403,000	403,000		99% complete	Carried Forward from 2020/21	Drought Relief
DRG Swanwick Rd Footpath	-				Complete stage 1		
CDG Dolphin Sands Road shared pathway	-				Retention paid		
Triabunna Road Realignment re Cenotaph/RSL corner	9,553	115,000	115,000		Tenders closed - evaluating.	Carried Forward from 2020/21	Drought Relief
Swansea Main Street Paving	51,229	1,000,000	1,000,000		Design progressing		Fed Grant Funding
<b>Total Roads, Footpaths, Kerbs</b>	<b>378,739</b>	<b>1,628,000</b>	<b>1,618,775</b>	<b>9,225</b>			
<b>Parks, Reserves, Walking Tracks, Cemeteries</b>							
Swansea Cricket Practice Nets	-						Community Infrastructure Fund - Round 2
Swansea Boat Trailer Parking	168,292	450,000	500,000		Complete	Carried Forward from 2020/21	DPIPWE Funds
Bicheno Triangle	28,962	580,000	600,000		Design continuing		Fed Grant Fund
Bicheno Gulch	58,355	1,490,000	1,500,000		Design continuing		Fed Grant Fund
Coles Bay Foreshore	47,115	950,000	1,000,000		Design continuing		Fed Grant Fund
Jetty Rd Bicheno - Beach Access, timber walkway installation	13,771	10,500	10,500		Complete	Carried Forward from 2020/21	Community Infrastructure Fund - Round 2
Buckland Walk - rehabilitation	-	60,000	-	60,000		Carried Forward from 2020/21	
<b>Total Parks, Reserves, Walking Tracks, Cemeteries</b>	<b>316,495</b>	<b>3,540,500</b>	<b>3,610,500</b>	<b>60,000</b>			
<b>Stormwater &amp; Drainage</b>							
Holkham Crt Flood Mitigation	27,860				Culvert Design Received	Carried Forward from 2020/21	
Freycinet Drive CB Rock Line drain and culvert	18,728				complete	Carried Forward from 2020/21	
Triabunna Yacht club main install	24,521				Complete	Carried Forward from 2020/21	
Bicheno Esplanade install new mains to 3 houses	-					Carried Forward from 2020/21	
49 Rheban Rd to West Shelley Beach instal	-				commenced	Carried Forward from 2020/21	
Holkham Court	-	265,000	-	265,000			
<b>Total Stormwater &amp; Drainage</b>	<b>71,108</b>	<b>265,000</b>	<b>-</b>	<b>265,000</b>			
<b>Plant &amp; Equipment</b>							
Crane Gantry Swansea - safe water tank removal	6,723	20,000	-	20,000	complete		
<b>Total Plant &amp; Equipment</b>	<b>6,723</b>	<b>20,000</b>	<b>-</b>	<b>20,000</b>			
<b>Total New Capital</b>	<b>773,065</b>	<b>5,453,500</b>	<b>5,229,275</b>	<b>354,225</b>			

152,000



<b>Renewal of Assets</b>	<b>Actual YTD</b>	<b>2021/22 Budget</b>	<b>Government Funding</b>	<b>Council Funding</b>	<b>Project Progress</b>	<b>Details</b>	<b>Government Funding</b>
<b>Roads, Footpaths, Kerbs</b>							
RTR - RSPG Rheban Rd Resheeting / realignment for bridge	-	100,000	50,000	50,000	complete	Carried Forward from 2020/21	RTR
Resheet - Old Coach Rd 3km	58,311	50,000		50,000	complete		
Resheet - Sally Peak Rd 1km	16,053	17,000		17,000	Complete		
Resheet - Sand River Rd 1km	15,000	17,000		17,000	Complete		
Resheet - Seaford Rd 1km	17,450	34,000		34,000	complete		
Resheet - Strip Rd 2km	-	34,000		34,000			
Resheet - Bresnehans Rd 0.5km	642	8,500		8,500	commenced		
Resheet - Medora St Pontypool 1km	-	17,000		17,000			
Resheet Nugent Rd	17,216	16,000		16,000	Complete		
Reseal	5,066	443,300		443,300	commenced		
Resheet - Mt Murray Rd	29,775	-		-	complete		
Emergency repairs Wielangta Rd	-				barrier hire		
Community Infrastructure Fund - Round 3	-	221,174	301,174		awaiting confirmation of projects		Community Infrastructure Fund - Round 3
Redesign and relocation of the Triabunna School crossing	4,880	31,000	31,000		consulting school on design		Community Infrastructure Fund - Round 3
Design	-	29,200		29,200			
Contingency	-	40,000		40,000	council contribution west shelly		
<b>Total Roads, Footpaths, Kerbs</b>	<b>164,392</b>	<b>1,058,174</b>	<b>382,174</b>	<b>756,000</b>			
<b>Parks, Reserves, Walking Tracks, Cemeteries</b>							
Bicheno BMX track refurbishment	18,080	20,000	20,000		complete	Carried Forward from 2020/21	Community Infrastructure Fund - Round 2
<b>Total Parks, Reserves, Walking Tracks, Cemeteries</b>	<b>18,080</b>	<b>20,000</b>	<b>20,000</b>	<b>-</b>			
<b>Stormwater, Drainage</b>							
Alma Rd and Fieldwick Lane - Rockline drain and culvert improvement	74,273	125,000	125,000		90% complete	Carried Forward from 2020/21	Community Infrastructure Fund - Round 2
Stormwater management planning, investigation & design	38,601	100,000		100,000	continued	Carried Forward from 2020/21	
39 West Shelley Beach Orford Main Upgrade	64,469				Materials procured	Carried Forward from 2020/21	
Stormwater and drainage to be allocated	-	77,000		-		Carried Forward from 2020/21	
<b>Total Stormwater, Drainage</b>	<b>177,343</b>	<b>302,000</b>	<b>125,000</b>	<b>100,000</b>			
<b>Buildings &amp; Facilities</b>							
Triabunna Marina Area Shelter	-				Complete		Community Infrastructure Fund - Round 2
Swansea Child Care Fencing	220				Complete		Community Infrastructure Fund - Round 2
RSL Cenotaph - new memorial c/fw project	-	10,000		10,000	Waiting on streetworks	Carried Forward from 2020/21	
Triabunna Medical Centre - Car Park reseal and line mark	25,658	45,000	45,000		Complete	Carried Forward from 2020/21	Community Infrastructure Fund - Round 2
Bicheno Medical Centre - Car Park reseal and line mark	25,596	55,000	55,000		Complete	Carried Forward from 2020/21	Community Infrastructure Fund - Round 2
Triabunna Marina - improve public facilities and shelters	40,016	40,863	40,863		Complete	Carried Forward from 2020/21	Community Infrastructure Fund - Round 2
Coles Bay Tennis Courts - Basketball hoop installation	1,365	3,000	3,000		Complete	Carried Forward from 2020/21	Community Infrastructure Fund - Round 2
Buckland Community Hall - ramp access	3,770	45,000	45,000		In progress	Carried Forward from 2020/21	Community Infrastructure Fund
Buckland Community Hall - stairs	51,230	55,000	55,000		In progress	Carried Forward from 2020/21	Drought Relief
Bicheno Medical Centre - Refurb Treatment Room	25,000	25,000	25,000		In progress	Carried Forward from 2020/21	Community Infrastructure Fund
Swansea SES CCTV	1,163	3,000			Complete		Community Infrastructure Fund - Round 2
Swansea Courthouse Drainage Works	-	10,000	25,000		Complete	Carried Forward from 2020/21	Community Infrastructure Fund
Swansea Courthouse - refurbish toilet and install disabled/unisex toilet	-	60,000	60,000		Concept		Community Infrastructure Fund - Round 3
Coles Bay Community Hall - Replacement of Annex, Medical Room, Kitchen and Library	1,450	180,000	180,000		Design progressing		Community Infrastructure Fund - Round 3
Swansea Community Hall - Toilet Refurbishment	53,705	40,000			Complete	Carried Forward from 2020/21	Community Infrastructure Fund
Spring Beach Toilet Refurbishment	-	65,000	65,000		Sched 2022		Community Infrastructure Fund - Round 3
<b>Total Buildings &amp; Facilities</b>	<b>229,172</b>	<b>636,863</b>	<b>598,863</b>	<b>10,000</b>			





<b>Marine Infrastructure</b>	<b>Actual YTD</b>	<b>2021/22 Budget</b>	<b>Government Funding</b>	<b>Council Funding</b>	<b>Project Progress</b>	<b>Details</b>	<b>Government Funding</b>
Pylon Replacement - Marina	49,875	100,000		100,000	In progress		
Saltworks Toilet	-	245,000	245,000		Design progressing		Community Infrastructure Fund - Round 3
Saltworks Jetty Upgrade	-	100,000	100,000		Design progressing	Carried Forward from 2020/21	State Grant
<b>Total Marine Infrastructure</b>	<b>49,875</b>	<b>445,000</b>	<b>345,000</b>	<b>100,000</b>			
<b>Bridges, Culverts</b>							
Orford Bridge Replacement	-				revegetation complete	Contract Complete. Rehabilitation to finalise project	\$1.02m project started May 2019. Fully Federal Grant funded
Holkham Crt Culvert	-	50,000	56,087		Draft Design received	Carried Forward from 2020/21	Community Infrastructure Fund
RTR - EMF Rheban Rd Griffith River Bridge	295,370	280,000	300,000		bridge 99%	Carried Forward from 2020/21	RTR 25% EMF75%
<b>Total Bridges, Culverts</b>	<b>295,370</b>	<b>330,000</b>	<b>356,087</b>	<b>-</b>			
<b>Plant &amp; Equipment</b>							
IT Computer Equipment	15,411	30,000		30,000			
Medical Equipment	-	20,000		20,000			
Replace Ute x 2 (2007/2008)	55,365	57,000		57,000	complete		
Replace Mayor Vehicle (2016)	-	37,000		37,000	Complete		
Replace Tipper Truck (2014)	-	80,000		80,000	complete		
Replace Medium Truck (2014)	-	80,000		80,000	Procurement commenced		
Replace Toro Groundmaster (2014)	27,995	40,000		40,000	complete		
Replace Tandem Trailer	4,883	6,000		6,000	complete		
<b>Total Plant &amp; Equipment</b>	<b>103,654</b>	<b>350,000</b>	<b>-</b>	<b>350,000</b>			
<b>Total Renewal Capital</b>	<b>1,037,886</b>	<b>3,142,037</b>	<b>1,827,124</b>	<b>1,316,000</b>			
<b>Total Capital Works</b>	<b>1,810,951</b>	<b>8,595,537</b>	<b>7,056,399</b>	<b>1,670,225</b>			

1,810,951 Xero balance  
- 0 check

**Note: carried forward amounts for existing projects from previous financial year will be updated in future reports**



## PROFIT AND LOSS – CORPORATE SERVICES

For the 6 months ended 31 December 2021

Account	YTD Actual	YTD Budget	Budget Var	Var %	2021/22 Budget	Notes
<b>Trading Income</b>						
Rate Revenue	8,094,555	8,078,397	16,158	0%	8,135,020	
Statutory Charges	46,076	60,000	(13,924)	-23%	120,000	
Grants	53,502	48,436	5,066	10%	193,744	
Interest & Investment Revenue	217,942	11,218	206,724	#####	229,642	1
Other Revenue	297,329	304,398	(7,069)	-2%	323,800	
<b>Total Trading Income</b>	<b>8,709,404</b>	<b>8,502,449</b>	<b>206,955</b>	<b>2%</b>	<b>9,002,206</b>	
<b>Gross Profit</b>	<b>8,709,404</b>	<b>8,502,449</b>	<b>206,955</b>	<b>2%</b>	<b>9,002,206</b>	
<b>Operating Expenses</b>						
Employee Costs	355,945	417,360	(61,415)	-15%	834,717	2
Materials & Services	1,103,789	1,126,919	(23,130)	-2%	1,765,198	3
Depreciation	24,903	30,000	(5,097)	-17%	60,000	
Interest	3,354	3,900	(546)	-14%	7,800	
Other Expenses	38,180	38,000	180	0%	70,000	
<b>Total Operating Expenses</b>	<b>1,526,171</b>	<b>1,616,179</b>	<b>(90,008)</b>	<b>-6%</b>	<b>2,737,715</b>	
<b>Net Profit</b>	<b>7,183,232</b>	<b>6,886,270</b>	<b>296,962</b>	<b>4%</b>	<b>6,264,491</b>	

### Notes

- Interest and investment revenue is up on forecast due to early receipt of TasWater dividend payments which not included in the budget until February 2022.
- Employee costs are below forecast due to extended period of short staffing caused by unfilled corporate roles.
- Materials & Services are behind on budget due to insurance costs being charged quarterly instead of annually for some policies.



# PROFIT AND LOSS – DEVELOPMENT

For the 6 months ended 31 December 2021

Account	YTD Actual	YTD Budget	Budget Var	Var %	2021/22 Budget	Notes
<b>Trading Income</b>						
Statutory Charges	381,609	301,018	80,591	27%	602,013	1
User Charges	18,603	10,350	8,253	80%	10,350	
Grants	50,000	0	50,000	0%	50,000	2
Contributions	70,370	70,002	368	1%	140,000	
Other Revenue	10,971	0	10,971	0%	0	
<b>Total Trading Income</b>	<b>531,553</b>	<b>381,370</b>	<b>150,183</b>	<b>39%</b>	<b>802,363</b>	
<b>Gross Profit</b>	<b>531,553</b>	<b>381,370</b>	<b>150,183</b>	<b>39%</b>	<b>802,363</b>	
<b>Operating Expenses</b>						
Employee Costs	442,203	471,456	(29,253)	-6%	942,915	
Materials & Services	327,000	245,586	81,414	33%	493,168	3
Depreciation	14,675	15,000	(325)	-2%	30,000	
Interest	312	530	(218)	-41%	530	
<b>Total Operating Expenses</b>	<b>784,190</b>	<b>732,572</b>	<b>51,618</b>	<b>7%</b>	<b>1,466,613</b>	
<b>Net Profit</b>	<b>(252,637)</b>	<b>(351,202)</b>	<b>98,565</b>	<b>-28%</b>	<b>(664,250)</b>	

## Notes

1. Statutory charges are up on forecast due to higher volume of development, health/food and plumbing applications received.
2. Grants are up on budget due to unspent grant funds carried forward from last year.
3. Services exceed forecast by \$20K for building and construction levies and \$49K for consultants due to planning resolutions requiring more than usual engagement.



## PROFIT AND LOSS – COMMUNITY DEVELOPMENT

For the 6 months ended 31 December 2021

Account	YTD Actual	YTD Budget	Budget Var	Var %	2021/22 Budget	Notes
<b>Trading Income</b>						
Statutory Charges	330	0	330	0%	0	
Interest & Investment Revenue	317	0	317	0%	0	
Other Revenue	18,930	20,724	(1,794)	-9%	41,462	
<b>Total Trading Income</b>	<b>19,577</b>	<b>20,724</b>	<b>(1,147)</b>	<b>-6%</b>	<b>41,462</b>	
<b>Gross Profit</b>	<b>19,577</b>	<b>20,724</b>	<b>(1,147)</b>	<b>-6%</b>	<b>41,462</b>	
<b>Operating Expenses</b>						
Employee Costs	71,048	72,120	(1,072)	-1%	144,229	
Materials & Services	34,895	64,938	(30,043)	-46%	125,345	1
Depreciation	25,815	5,910	19,905	337%	11,824	
Internal Plant Hire	500	0	500	0%	0	
<b>Total Operating Expenses</b>	<b>132,258</b>	<b>142,968</b>	<b>(10,710)</b>	<b>-7%</b>	<b>281,398</b>	
<b>Net Profit</b>	<b>(112,682)</b>	<b>(122,244)</b>	<b>9,562</b>	<b>-8%</b>	<b>(239,936)</b>	

### Notes

1. Lower than expected small grants claims from the community and impacts of Covid deferring or cancelling public events including the Seafarers memorial.



## PROFIT AND LOSS – BUILDINGS & FACILITIES

For the 6 months ended 31 December 2021

Account	YTD Actual	YTD Budget	Budget Var	Var %	2021/22 Budget	Notes
<b>Trading Income</b>						
Grants	636	0	636	0%	0	
Other Revenue	11,861	14,082	(2,221)	-16%	28,160	
<b>Total Trading Income</b>	<b>12,498</b>	<b>14,082</b>	<b>(1,584)</b>	<b>-11%</b>	<b>28,160</b>	
<b>Gross Profit</b>	<b>12,498</b>	<b>14,082</b>	<b>(1,584)</b>	<b>-11%</b>	<b>28,160</b>	
<b>Capital Grants</b>						
Grants Commonwealth Capital - Other	371,428	633,863	(262,435)	-41%	1,362,080	1
Grants State Capital - Other	49,123	0	49,123	0%	100,000	2
<b>Total Capital Grants</b>	<b>420,551</b>	<b>633,863</b>	<b>(213,312)</b>	<b>-34%</b>	<b>1,462,080</b>	
<b>Operating Expenses</b>						
Employee Costs	33,305	32,274	1,031	3%	64,548	
Materials & Services	153,415	122,154	31,261	26%	246,203	3
Depreciation	233,097	165,000	68,097	41%	330,000	4
Interest	312	530	(218)	-41%	530	
<b>Total Operating Expenses</b>	<b>420,130</b>	<b>319,958</b>	<b>100,172</b>	<b>31%</b>	<b>641,281</b>	
<b>Net Profit</b>	<b>(407,632)</b>	<b>(305,876)</b>	<b>(101,756)</b>	<b>33%</b>	<b>(613,121)</b>	

### Notes

1. Grants Commonwealth Capital is down on forecast due to timing delays of Local LRCI grants payments
2. Grants State Capital is up on forecast due to early receipt of 50% of the Saltworks Jetty project. The balance is due on completion of project.
3. Materials & Services \$31K above forecast due to additional maintenance on properties
4. Increase in depreciation due to revaluations occurring following end of year financial audit.



## PROFIT AND LOSS – MARINA & WHARF

For the 6 months ended 31 December 2021

Account	YTD Actual	YTD Budget	Budget Var	Var %	2021/22 Budget	Notes
<b>Trading Income</b>						
User Charges	272,864	229,758	43,106	19%	459,508	1
User Charges - Marina Fees Permanent - Eco Berth	1,132	0	1,132	0%	0	
User Charges - Marina Hardstand Facilities	2,100	0	2,100	0%	0	
<b>Total Trading Income</b>	<b>276,096</b>	<b>229,758</b>	<b>46,338</b>	<b>20%</b>	<b>459,508</b>	
<b>Gross Profit</b>	<b>276,096</b>	<b>229,758</b>	<b>46,338</b>	<b>20%</b>	<b>459,508</b>	
<b>Operating Expenses</b>						
Employee Costs	16,352	17,256	(904)	-5%	34,523	
Materials & Services	55,204	52,717	2,487	5%	89,319	
Depreciation	62,128	69,708	(7,580)	-11%	139,422	
Interest	32,896	38,000	(5,104)	-13%	87,436	
<b>Total Operating Expenses</b>	<b>166,580</b>	<b>177,681</b>	<b>(11,101)</b>	<b>-6%</b>	<b>350,700</b>	
<b>Net Profit</b>	<b>109,516</b>	<b>52,077</b>	<b>57,439</b>	<b>110%</b>	<b>108,808</b>	

### Notes

1. User charges is up on forecast due to many customers paying berth fees upfront instead of quarterly.



## PROFIT AND LOSS – NRM

For the 6 months ended 31 December 2021

Account	YTD Actual	YTD Budget	Budget Var	Var %	2021/22 Budget	Notes
<b>Trading Income</b>						
Grants	215,685	114,000	101,685	89%	114,000	1
Other Revenue	82	0	82	0%	0	
<b>Total Trading Income</b>	<b>215,767</b>	<b>114,000</b>	<b>101,767</b>	<b>89%</b>	<b>114,000</b>	
<b>Gross Profit</b>	<b>215,767</b>	<b>114,000</b>	<b>101,767</b>	<b>89%</b>	<b>114,000</b>	
<b>Operating Expenses</b>						
Employee Costs	24,270	7,374	16,896	229%	14,750	2
Materials & Services	66,363	59,628	6,735	11%	119,250	
Depreciation	3,870	0	3,870	0%	0	
<b>Total Operating Expenses</b>	<b>94,503</b>	<b>67,002</b>	<b>27,501</b>	<b>41%</b>	<b>134,000</b>	
<b>Net Profit</b>	<b>121,264</b>	<b>46,998</b>	<b>74,266</b>	<b>158%</b>	<b>(20,000)</b>	

### Notes

1. Grants revenue is up on forecast due to carry forward of amounts from prior year.
2. Employee costs is up on budget due to engagement of staff instead of contractors.



# PROFIT AND LOSS – ANIMAL CONTROL

For the 6 months ended 31 December 2021

Account	YTD Actual	YTD Budget	Budget Var	Var %	2021/22 Budget	Notes
<b>Trading Income</b>						
Statutory Charges	1,347	1,002	345	34%	2,000	
User Charges	14,800	788	14,012	1778%	11,288	1
Other Revenue	132	0	132	0%	0	
<b>Total Trading Income</b>	<b>16,279</b>	<b>1,790</b>	<b>14,489</b>	<b>809%</b>	<b>13,288</b>	
<b>Gross Profit</b>	<b>16,279</b>	<b>1,790</b>	<b>14,489</b>	<b>809%</b>	<b>13,288</b>	
<b>Operating Expenses</b>						
Employee Costs	356	14,754	(14,398)	-98%	29,500	2
Materials & Services	2,218	11,328	(9,110)	-80%	22,647	
Depreciation	8,177	6,000	2,177	36%	12,000	
<b>Total Operating Expenses</b>	<b>10,751</b>	<b>32,082</b>	<b>(21,331)</b>	<b>-66%</b>	<b>64,147</b>	
<b>Net Profit</b>	<b>5,528</b>	<b>(30,292)</b>	<b>35,820</b>	<b>-118%</b>	<b>(50,859)</b>	

## Notes

1. Higher than expected user charges incurred partially due to engagement of dedicated officer.
2. Costs show below budget as they are jointly allocated between this department and the compliance works within Development Services Department.





## PROFIT AND LOSS – MEDICAL CENTRES

For the 6 months ended 31 December 2021

Account	YTD Actual	YTD Budget	Budget Var	Var %	2021/22 Budget	Notes
<b>Trading Income</b>						
Rate Revenue	547,351	546,030	1,321	0%	546,030	
Other Revenue	670,668	874,998	(204,330)	-23%	1,750,000	1
<b>Total Trading Income</b>	<b>1,218,019</b>	<b>1,421,028</b>	<b>(203,009)</b>	<b>-14%</b>	<b>2,296,030</b>	
<b>Gross Profit</b>	<b>1,218,019</b>	<b>1,421,028</b>	<b>(203,009)</b>	<b>-14%</b>	<b>2,296,030</b>	
<b>Operating Expenses</b>						
Employee Costs	217,264	198,534	18,730	9%	397,058	
Materials & Services	683,694	909,234	(225,540)	-25%	1,820,856	2
Depreciation	29,632	27,498	2,134	8%	55,000	
Interest	195	245	(50)	-20%	245	
<b>Total Operating Expenses</b>	<b>930,785</b>	<b>1,135,511</b>	<b>(204,726)</b>	<b>-18%</b>	<b>2,273,159</b>	
<b>Net Profit</b>	<b>287,234</b>	<b>285,517</b>	<b>1,717</b>	<b>1%</b>	<b>22,871</b>	

### Notes

1. Other revenue is down on forecast due to less doctor services available than expected.
2. Materials and services costs are down on forecast due to lower than expected locum doctor services delivered and unfilled support role vacancies.



# PROFIT AND LOSS – PROSSER PLAINS RAW WATER SCHEME

For the 6 months ended 31 December 2021

Account	YTD Actual	YTD Budget	Budget Var	Var %	2021/22 Budget	Notes
<b>Trading Income</b>						
User Charges	137,853	29,508	108,345	367%	59,010	1
Other Revenue	0	0	0	0%	128,634	
<b>Total Trading Income</b>	<b>137,853</b>	<b>29,508</b>	<b>108,345</b>	<b>367%</b>	<b>187,644</b>	
<b>Gross Profit</b>	<b>137,853</b>	<b>29,508</b>	<b>108,345</b>	<b>367%</b>	<b>187,644</b>	
<b>Other Income</b>						
Other Income - PPRWS Reimbursement of Principal Loan	0	0	0	0%	102,609	
<b>Total Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>102,609</b>	
<b>Operating Expenses</b>						
Employee Costs	767	0	767	0%	0	
Materials & Services	24,919	29,554	(4,635)	-16%	59,010	
Depreciation	54,031	53,640	391	1%	107,278	
Interest	29,848	46,000	(16,152)	-35%	128,634	
<b>Total Operating Expenses</b>	<b>109,564</b>	<b>129,194</b>	<b>(19,630)</b>	<b>-15%</b>	<b>294,922</b>	
<b>Net Profit</b>	<b>28,289</b>	<b>(99,686)</b>	<b>127,975</b>	<b>-128%</b>	<b>(4,669)</b>	

## Notes

1. User services above forecast allowing for water charges due to favourable rainfall



## COUNCIL MOTION TRACKING DOCUMENT AS AT 31 DECEMBER 2021

MEETING DATE	ITEM NO.	DECISION NO.	TITLE	ACTION OFFICER	DECISION	STATUS
30 Apr 2019	6.1	82/19	Policy for Users of Hall Facilities	GM	Council to formulate and implement a Policy of Acceptable Practices and Requirements for users of Council Hall facilities.	In progress.  Policy to be developed and workshopped.
27 Aug 2019	7.5	144/19	Holkham Court, Orford – Stormwater Assessment	GM	Works are implemented as outlined in the report.	Subdivision work that included stormwater impact nearing completion.
16 Oct 2019	2.6	180/19	Dog Management Policy	DPD	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.	Work has commenced on the review of the Dog Management Policy. Initial consultation has commenced with key stakeholders, A draft policy will be put for broad community consultation following the completion of the Orford Foreshore Masterplan.
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 <sup>th</sup> of January 2020.	A Master Planning process commenced in September 2021 and will include community consultation. This Master Plan will address tenure issues and site issues.
17 Dec 2019	8.7	248/19	The Prosser River Mouth (Spit) Fencing & Signage Proposal	GM	Council endorses placing the Prosser River Mouth Master Plan Advisory Group Section 24 Committees proposed plan in relation to the Orford Spit, lagoon and nearby recreational beach area out for public consultation by 10 January 2020 until 7 February 2020. Following consultation Council will consider feedback and make a decision at an Ordinary Meeting of Council.	A Master Planning process commenced in September 2021 and will include community consultation. This Master Plan will address tenure issues and site issues.
28 Jan 2020	7.3	21/20	Position of the (second) 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.	Toilet location has been incorporated into the Swansea Main Street Development project.
28 Jan 2020	7.4	22/20	Re-endorsement of the Dog Management Policy and associated Declared Areas including Dog Exercise Yards	DPD	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.	Initial consultation has commenced with key stakeholders. Broader community consultation to occur following the completion of the Orford Foreshore Masterplan.
28 Jan 2020	8.1	30/20	Notice of Motion – Triabunna District School – School Crossing	DWI & 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.  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.	Under early investigation. Sate Growth not involved with crossings on Council roads – officers to review standards. June 2021: included in capital works program for delivery in 2021-22. September 2021: school consulted on concept and supportive. Detailed design commenced. December 2021: Detailed design complete and forwarded to school for endorsement.
25 Feb 2020	6.4	48/20	Triabunna Recreation Ground Section 24 Minutes – 2 October 2019	DPD	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.	Actioned.
24 Mar 2020	7.4	83/20	Kerbside Vendor Location	DPD / EHO	That Council defers a decision on Paddy's Potatoes and any further request for food vendors to trade from the Triabunna Marina and wharf area until:  1. Confirmation of the appropriateness of the Council Kerbside Vendor Policy has been provided by the General Manager.  2. A strategic review of the area is completed by Council in respect to any additional food vendors and what process would be undertaken for expressions of interest.  3. A risk assessment is carried out in respect to pedestrian/user safety.	The food vendor licence policy is dependent on the By-Law review. This process is likely to take at least 6 months and will commence in 2022.
24 Mar 2020	7.7	86/20	Water Management Plan for the Swan River	DWI	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.  June 2021:referred action to motion 104/21
24 Mar 2020	7.10	89/20	Late Agenda Report – Delivery of Land Transport Infrastructure Projects on Local Roads	DWI	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:  1. Stage 1 – gateway to avenue section (Vicary Street) – Triabunna Tomorrow Streetscape Concept - \$606,000; and	Complete  In progress. Kit Own Creek Bridge work complete. Saggy Creek Bridge work complete. Streetscape detailed design for Vicary at RSL underway.



MEETING DATE	ITEM NO.	DECISION NO.	TITLE	ACTION OFFICER	DECISION	STATUS
					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.	Vicary RSL section agreed location of Cenotaph with RSL representatives and forwarded advice to consultant. December 21 – enough tender documentation received to go to tender in January 22 for stage 1 – intersection of Vicary and Esplanade.
26 May 2020	7.12	185/20	Application for Grant Funding – Roads and Bridges	DWI	That Council authorise the Acting General Manager to:  1. Submit an application for funding as follows: - \$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.	In progress.  Application submitted and Council notified in January 2021 that the application was unsuccessful. Completed December 2020.  In progress.  September 2021: Funding as per budget. Tender for construction approved. Refer to capital program and reporting. Complete
26 May 2020	7.13	186/20	Rain Storm – Flooding, Responsibilities and Actions	DWI	1. That the Glamorgan Spring Bay Council provide/acquire funds to a value of up to \$500,000 to: (i) allow preparation of a Stormwater Management Plan in accordance with the Urban Drainage Act 2013 (for the defined Urban areas). (ii) allow onsite inspections that may identify simple or low cost solutions for inclusion on an immediate action plan. (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). (iv) implement the immediate action plan. 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 practitioners to assist in preparation of the SMP. 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.	In progress.  Affected residents advised of Council's decision via correspondence.  Respective engagement made.  Residents contacted by consultant engineer and areas and extent of inundation identified.  Flood maps being developed and solutions being devised for review. Additional projects approved by council to progress the plans.  June 2021: Resolution effectively actioned and complete with items included in capital works program for 2021-22. Refer to Capital works for further update.  Complete.
26 May 2020	7.15	188/20	Councillor Allowances	GM /DCC	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 Information Briefing Document.
23 June 2020	7.1	210/20	The funding and prioritising of Projects in the Coming Year and the Need for Long Term Financial and Asset Planning to inform Decision Making	GM	That Council for the next financial year at least, in general only fund: - Asset renewal projects; - Asset upgrades and new assets that address community safety needs; and - That this position be reviewed in 12 months' time.	Ongoing.
23 June 2020	7.13	222/20	Bicheno Skateboard Park (Crown Land, Tasman Hwy, Bicheno)	DWI	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.  June 2021: Project included in 2021-22 annual plan actions.  September: Council approved location. Advice provided to BCDA. Funding application made to Tas Community Fund. Application successful.  Complete.



MEETING DATE	ITEM NO.	DECISION NO.	TITLE	ACTION OFFICER	DECISION	STATUS
28 July 2020	7.2	256/20	Transfer of Land to Centacare Evolve Housing	DPD /GM	In accordance with s.177 of the Local Government Act 1993, 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 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.	See decision 238/21
25 Aug 2020	7.3	301/20	Tasmanian Weed Action Fund Project for Drought Effectuated Farmers	DWI	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.  June 2021: Refer to Infrastructure Report updates for further advice on the program.  Complete
22 Sep 2020	7.2	320/20	Road Names	DPD	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.
23 Feb 2021	7.2	22/21	Buckland Walking Trail	DWI	a) That the works that have been undertaken for Stage 1 of the Buckland Walking Trail be abandoned and the related land vegetation and flora be reinstated as near as practicable to its original condition.  b) That a future walking trail at Buckland be considered in the context of a local precinct plan or an overall municipal strategic plan.	Scope of works being developed for reinstatement.  June: Carried forward to 2021-22 for completion. Refer to capital works reports for further progress.  Complete
27 Apr 2021	8.1	60/21	Triabunna School Crossings	DWI	That Council refer the project, with scope as described in the consultant's report recommendations, for consideration in the upcoming budget preparation for the capital works program for 2021-22.	Project included in 2021-22 Capital works Program. Refer to capital works reports for further progress.  Complete
27 Apr 2021	8.2	61/21	Shea's Bridge	DWI	1. Council resolves to keep Shea's bridge as a Council asset.  2. That Council request that DSG vary their contract for demolition to enable the retention of the structure.	May: Request made to State Growth. State Growth assessing the request in accord with current bridge renewal plan.  State Growth advised unviability. Bridge demolished.  Complete
25 May 2021	8.1	84/21	Notice of Motion - Review of Planning Delegations	DPD	1. Receive and note the attached report on the Notice of Motion - Review of Planning Delegations, and  2. Resolve to retain the current planning delegations and for a monthly update to be provided to Councillors commencing June 2021, and  3. The delegation to be reviewed on an annual basis.	Ongoing reports now being provided.
25 May 2021	8.2	85/21	Petition to Amend Sealed Plan - 14 French Street, Orford	DPD	1. Receive the above report and note that a decision was not made at the 23 March 2021 Council Meeting for the Petition to Amend Sealed Plan at 14 French Street, Orford, as the motion was lost and an alternate motion was not put.  2. Resolve that an additional report be presented to Council at a future meeting and that the applicant be provided with an opportunity to provide submissions in support of the petition to amend the Sealed Plan 168707 as applied for under SA 2020/11.	Applicant had requested that this item be considered at the September 2021 Council Meeting.  Still awaiting instruction from applicant.
27 July 2021	8.4	130/21	Coles Bay Drinking Fountains	DWI	that Council advise the FAI that the units may be installed subject to any plumbing or development processes required.	FAI advised. Project referred to staff to monitor through to finalisation. Fountains installed in December 2021.  Complete
24 August 2021	4.2	143/21	Request to amend Southern Tasmanian Regional Land Use Strategy	DPD	a) submit a request to the Minister for Planning to amend the <i>Southern Tasmania Regional Land Use Strategy (2010-2035)</i> under 5A of the <i>Land Use Planning and Approvals Act 1993</i> by making the following changes to <i>Table 3 Growth Management Strategies</i> at page 89 for Orford:  i. Growth Strategy be changed from LOW to HIGH;	Work is ongoing. All information has been provided to the Tasmanian Planning Commission and is currently being assessed.



MEETING DATE	ITEM NO.	DECISION NO.	TITLE	ACTION OFFICER	DECISION	STATUS
					<ul style="list-style-type: none"> <li>ii. Growth Scenario be changed from CONSOLIDATION to MIXED; and</li> <li>iii. Add a new footnote to Orford: Note 1: refer to the <i>Triabunna/Orford Structure Plan 2014</i> and 2021 addendum.</li> <li>b) notify the other Planning Authorities in the Southern Region of the amendment and seek their advice on whether they support the proposed amendment within 28 days; and</li> <li>c) notify relevant statutory agencies (as advised for the Local Provisions Schedule) of the amendment and seek their advice on whether they support the proposed amendment within 28 days; and</li> <li>d) provide delegation under section 6(3) of the Land Use Planning and Approvals Act 1993 to the General Manager and Director Planning and Development (or person acting in that position), to submit the amendment to the Tasmanian Planning Commission and any further information that is required to satisfy section 5A of the <i>Land Use Planning and Approvals Act 1993</i>.</li> </ul>	
24 August 2021	4.3	144/21	Request to amend Triabunna Orford Structure Plan 2014	DPD	<p>that the Planning Authority make the following amendments to the Triabunna Orford Structure Plan 2014:</p> <ul style="list-style-type: none"> <li>a) insert a new Attachment 1, being the 14 July 2021 Statement - <i>Addendum to Triabunna/Orford Structure Plan 2014</i> and the associated document <i>Orford Residential Capacity and Demand Analysis, final</i>, January 2021, SGS Economics and Planning</li> <li>b) Page 74 - include additional reference: SGS Economics and Planning 2021, Orford Residential Capacity and Demand Analysis, final, January 2021</li> <li>c) Page 63 - revise recommended action 9.2.2 point 3 to support rezoning land south of Orford to Residential in the short term rather than long term; and</li> <li>d) Page iii - include Attachment 1 Statement and <i>Orford Residential Capacity and Demand Analysis, final</i>, January 2021, SGS Economics and Planning; include a new endorsement to the Inner Cover Amendment 1, August 2021 - insert Attachment 1 and associated document <i>Orford Residential Capacity and Demand Analysis, final</i>, January 2021, SGS Economics and Planning</li> </ul>	Work is ongoing. Notifications have been sent to other planning authorities and stakeholders.
24 August 2021	4.4	145/21	Report on Representations to Substantial Modifications of the Draft Glamorgan Spring Bay Council Local Provisions Schedule	DPD	that the Planning Authority endorse Attachment 1 'Planning Authority Report under Section 35F of the Land Use Planning and Approvals Act 1993 - Consideration of Representations to the draft Glamorgan Spring Bay Local Provisions Schedule, August 2021' as its report pursuant to Section 35F of the Act and forward to the Tasmanian Planning Commission.	Completed
24 August 2021	8.3	151/21	Southern Recycling Tender and Joint Authority	DWI	<p>that:</p> <ol style="list-style-type: none"> <li>1. The update on the Council's arrangements for the acceptance and processing of its co-mingled recyclable materials be received and noted.</li> <li>2. Authority be provided to the General Manager to proceed with the procurement of a new contract for the processing of co-mingled recyclable materials. <ul style="list-style-type: none"> <li>(i) In doing so, the General Manager be authorised to work with other councils in Southern Tasmania to develop specifications, call tenders and award the tender in accordance with the assessment of the submissions received by the Tender Review Committee.</li> <li>(ii) The General Manager be authorised to work with other councils in Southern Tasmania to secure ACCC approval to proceed with a joint tender.</li> </ul> </li> <li>3. In accordance with Section 30 of the Local Government Act 1993, the Council resolve to establish a Joint Authority with other Southern Tasmanian councils to progress waste related issues. <ul style="list-style-type: none"> <li>(i) The General Manager be authorised to work with other councils in Southern Tasmania to progress the establishment of a new Joint Authority including the development of rules and governance arrangements for the new Joint Authority.</li> </ul> </li> <li>4. A further report be provided to the Council detailing the outcome of the tender process and seeking formal approval of the membership of the Joint Authority, within the next 6-months.</li> </ol>	<p>LGAT advised of council's decision. Officers awaiting the next stages to progress the initiative.</p> <p>December 2021: details received from LGAT to enable a report to council January meeting for next stage.</p>
28 September 2021	8.3	167/21	Swanwick Foreshore Erosion	MB&MI	<p>that Council:</p> <ol style="list-style-type: none"> <li>1. Ceases any further involvement in coastal erosion mitigation at the Swanwick Drive vicinity, and elsewhere in the municipality and;</li> <li>2. Develops a Policy on coastal erosion and inundation.</li> </ol>	<p>Complete.</p> <p>Policy development under investigation.</p>



MEETING DATE	ITEM NO.	DECISION NO.	TITLE	ACTION OFFICER	DECISION	STATUS
28 September 2021	8.4	168/21	Bicheno Food and Wine Festival Request for Assistance	DCC / DWI	that Council approve the application for event assistance of \$2,000 and provide the assistance in signage, waste removal and bin provision as requested.	Funding Complete Works underway Complete.
26 October 2021	8.2	184/21	Proposed Council Office Closure - 2021 Christmas / New Year Holiday Period	EO	that Council endorses the closure of the Triabunna Council Offices from 12.00pm Friday 17 December 2021 to re-open Tuesday 4 January 2022 at 9.00am.	Complete
26 October 2021	8.3	185/21	Proposed Schedule - 2022 Ordinary Meetings of Council	EO	1. Adopts the following schedule of dates for the 2022 Ordinary Meetings of Council to commence at 2.00pm in the Council Chambers; and 2. That the 2022 Annual General Meeting of the Glamorgan Spring Bay Council be held on Tuesday 13 December 2022 commencing at 5.30pm; and 3. That Special Meetings of Council can be held at any time from 2:00pm.	Complete
26 October 2021	8.4	186/21	Draft Personal and Private Information Policy	EO	that Council adopts the Personal and Private Information Policy as attached to this report.	Complete
26 October 2021	8.6	188/21	Vehicle Loading Crane Replacement	DWI	that the budget for Plant and Equipment be adjusted to include the replacement of the Vehicle Loading Crane without amending the total allocated budget value.	Budget amended; Vehicle Loading Crane purchased. Complete
26 October 2021	8.7	189/21	Community Small Grant Application - Swansea Community & Men's Shed	DCC	that Council approve the application for Small Grant funding of \$1,000 to Swansea Community & Men's Shed.	Complete
26 October 2021	8.8	190/21	Report on request to support deferral of decision on Local Provisions Schedule to enable determination of Tempus Planning Scheme Amendment and Planning Approval - 12371 Tasman Highway, Swansea (Part Of)	DPD	that Council write to the Minister for Planning and the Tasmanian Planning Commission to support the request to defer commencement of the Local Provisions Schedule to <b>31 March 2022</b> , to allow determination of the Tempus Amendment (AM2021-01).	Completed.
23 November 2021	8.1	210/21	Community Small Grant Application - Orford Primary School Association	DCC	that Council approve the application for Small Grant funding of \$1,000 for the Orford Primary School Association.	Complete
23 November 2021	8.2	211/21	Community Small Grants Application - Raspins Beach Surf Lifesaving Club	DCC	that Council approve the application for Small Grant funding of \$1,000 to be paid to Surf Lifesaving Tasmania for the purposes of the Raspins Beach Surf Lifesaving Club Little Nippers Training Program	Complete
23 November 2021	8.3	212/21	Community Small Grants Application - Triabunna District School Association	DCC	that Council approve the application for Small Grant funding of \$1,000 for the Triabunna District School Association	Complete
23 November 2021	8.4	213/21	Gordon Street Boat Ramp - Swansea	MBMI	that Council: 1. Approve the modification and repair works to go ahead at the Swansea Gordon Street boat ramp and; 2. Does not accept liability for any damage to vessels using the Gordon Street boat ramp and; 3. Does not accept responsibility for any hazard caused, or for the removal of, any rocks or other materials that may be displaced at the Gordon Street rock groyne facility and; 4. Informs Marine and Safety Tasmania in writing of the above decision of Council.	Complete
23 November 2021	8.5	214/21	DSRA Endemic Display Garden	DWI	that Council supports the proposal of the DSRA and through the General Manager and Council's Biodiversity Officer, provide guidance and direction as necessary to the group to bring the project deliverables to fruition. The work is to be carried out with minimal disturbance to existing native vegetation.	DSRA advised. Works to be programmed in conjunction with DSRA. Complete
23 November 2021	8.6	214/21	Multiple Road Failures	DWI	that Council redistributes funds within the LRCIP Grant Round 3 to allocate \$301,174 to pavement renewal and sealing works on Charles Street Orford, Alma Road Orford and Nugent Road Buckland; \$35,000 to Cricket practice nets at Swansea; \$15,000 to a shelter at the Triabunna Marina and	December 2021: Advice provided to Federal Grant provider - staff await confirmation of projects.



MEETING DATE	ITEM NO.	DECISION NO.	TITLE	ACTION OFFICER	DECISION	STATUS
					increases the allocation for Swansea Courthouse to \$75,000 and decreases the allocation for Saltworks to fund a toilet block for \$100,000.	
30 November 2021 (Special Meeting)	2.1	223/21	Development Application 2021/282 - 1130 Dolphin Sands Road, Dolphin Sands - CT54666/175	DPD	That pursuant to Section 57 of the Land Use Planning and Approvals Act 1993 and the Glamorgan Spring Bay Pursuant to Section 57 of the Land Use Planning and Approvals Act 1993 and the Glamorgan Spring Bay Interim Planning Scheme 2015, Development Application 2021/282, at 1130 Dolphin Sands Road, Dolphin Sands (CT54666/175) for the construction of a dwelling to be used for visitor accommodation be refused.	Appeal ongoing.
14 December 2021	4.1	229/21	Development Application - 2021/26 - 44 Burgess Street, Bicheno	DPD	Pursuant to Section 57 of the Land Use Planning and Approvals Act 1993 and the Glamorgan Spring Bay Interim Planning Scheme 2015, Subdivision application 2021/26 be approved for reasons outlined in the officers report, subject to conditions 1 to 31 and advice that follows.	Complete
14 December 2021	8.1	235/21	Community Small Grant Application - Maria Voices	DCC	that Council approve the application for Small Grant funding of \$1,000 for Maria Voices.	Complete
14 December 2021	8.2	236/21	Coles Bay Maintenance Services Contract	DWI	that Council award the contract for Coles Bay Maintenance Services to "Leave It To Me", Mowing Maintenance and Cleaning	Contractor advised - contract documentation to be completed.
14 December 2021	8.3	238/21	Disposal of land - Spencer Street, Triabunna	DPD	that Council:  1. NOTE the Council report and Officers Comments, specifically that If Council votes in the affirmative of the Officers recommendation, this will overturn the decision 256/20 made on 28 July 2020.  2. RESOLVE to overturn decision 256/20, made at the 28 July 2020 ordinary Council meeting to authorise the Acting General Manager, to develop a contract to transfer lots CT62-72/55156 and CT98/55156 to Centacare Evolve Housing for a proposed unit development in return for development of lots CT25-28/55156 into fully serviced (power, water and sewer) lots with road 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.	Sale process has commenced and will be finalised shortly,
14 December 2021	8.3	240/21	Disposal of land - Spencer Street, Triabunna	DPD	that Council RESOLVE to direct the General Manager to develop a contract with the Director of Housing Tasmania to sell lots in Spencer Street (CT62-72/55156 and CT98/55156) for an amount of \$375,000.	Sale process has commenced and will be finalised shortly,
14 December 2021	8.4	241/21	Revised Budget 2021/22	DCC	that Council approve the Revised Budget 21/22 as presented in the attachments.	Complete

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





## ANNUAL PLAN PERFORMANCE REPORT AS AT 31 DECEMBER 2021

FOCUS AREA	ACTION	RESPONSIBLE OFFICER	PROGRESS
Planned asset renewal expenditure based on agreed asset management plans.	Deliver Capital Works Program for the 2021/22 financial year.	Director Works & Infrastructure	Delivery of projects on target.
Planned asset renewal expenditure based on agreed asset management plans.	Develop the Capital Works Program for the 2022/23 financial year.	Manager Buildings & Marine Infrastructure	In progress
Implement a dedicated process to ensure rates and other fees are collected in a timely manner.	Review the debt collection policy to ensure fit-for-purpose.	Director Corporate & Community	To do
Manage cash flow tightly to ensure current liabilities can be paid from unrestricted (available) cash.	Review cash position at regular intervals to ensure adequate actions are taken to manage variations to budget.	Director Corporate & Community	Underway
Set realistic budgets and monitor income and expenditure closely.	Set realistic budgets and monitor income and expenditure to ensure adequate actions are taken to manage variations to budget.	Director Corporate & Community	Complete
Advocate and lobby effectively on behalf of the community.	Represent community interests to State and Federal Governments and Agencies.	General Manager	Ongoing. Council advocate and lobbies for funding in several areas including infrastructure, community services and medical practices.
Develop and foster a strong, supportive and respectful organisational culture.	Ensure Council's WHS system delivers continuous improvement.	Director Works & Infrastructure	Continuous improvement initiatives being collected, evaluated and implemented through Observation / Intervention / Compliance / Collaboration system. Reports being provided monthly to MANEX
Develop and foster a strong, supportive and respectful organisational culture.	Develop a set of shared organisational values	General Manager	Code of Conduct training and awareness. Workplace behaviour toolkit implemented.
Support and facilitate social and community events that promote community health and wellbeing	Develop a program of community events for 2021/22.	Director Corporate & Community	Underway, including Festival of voices, Seafarers Memorial festival, Swansea 200 year festival, Bicheno Food and Wine festival, Bicheno Beams
Work with health professionals to enhance the physical and mental health of ageing people.	Consult with any health professionals to identify initiatives to enhance the physical and mental health of ageing people.	Director Planning & Development	Business Process Review being investigated for East Coast Health (ECH) to look for improvements in service deliver and financial management. Dr Ayati has commenced at Triabunna practice.
Advocate for reasonable access to primary, secondary and tertiary education.	Represent community interests to State and Federal Governments and Agencies.	Director Corporate & Community	Ongoing
Advocate for adequate healthcare professionals/ providers	Undertake an Expression of Interest (EOI) process for the management of the Triabunna, Swansea and Bicheno Medical Practices.	Director Planning & Development	Expression Of Interest (EOI) for the management of Health Services developed and released for submissions. Sent to over 600 organisations across Australia. Nil responses received. Ongoing discussions are being sought with the State Government. Other opportunities will be investigated as they arise.
Advocate for access and coordination of reasonable transport services.	Represent community interests to State Governments and Agencies.	Director Corporate & Community	To do
Encourage and support the arts, cultural activities, programs and events.	Develop a program of community events for 2021/22.	Director Corporate & Community	Underway, including Festival of voices, Seafarers Memorial festival, Swansea 200 year festival, Bicheno Food and Wine festival, Bicheno Beams
Create an informed and involved community by developing relevant and accessible communication channels.	Develop a Communication Strategy for Council.	Director Corporate & Community	Underway, including Skills Expo, launch of Council Facebook
Show personal appreciation for good performance and/or positive behaviours.	Create opportunities for staff recognition.	General Manager	Formal and informal recognition is undertaken regularly. Positive feedback and long service awards. Performance Review process recognises individual exceptional performance.
Show personal appreciation for good performance and/or positive behaviours.	Ensure annual performance reviews are undertaken with staff.	General Manager	Ongoing. Performance reviews have been undertaken in 2021 and will continue to be done annually.
Define and embed a clear set of organisational Values and Behaviours.	Develop a set of shared organisational values	General Manager	Code of Conduct training and awareness. Workplace behaviour toolkit implemented.
Create a psychologically safe environment where people feel they can share ideas and raise and resolve issues or concerns.	Implement a recognisable and transparent system for continuous improvement initiatives from staff.	General Manager	EBA strongly promoted. Managers through team meetings and one on ones.
Invest in relevant training or professional development to equip managers and staff to perform their roles.	Develop training plans for all staff which consider WHS compliance, professional development, vocational and trade development and accreditation.	Director Works & Infrastructure	Performance reviews conducted for all outdoor staff. Training plan being developed from this process. Training being identified, scheduled and completed by staff. Internal staff reviews commencing Jan 2022
Ensure that regular performance reviews and plans are in place for all staff and that managers are supported to conduct them.	Program and deliver performance reviews for all staff.	General Manager	Performance reviews have been undertaken in 2021 and will continue to be done annually.



FOCUS AREA	ACTION	RESPONSIBLE OFFICER	PROGRESS
Carry out annual staff engagement survey and address key findings.	Carry out annual staff engagement survey and address key findings.	General Manager	Staff culture survey to be undertaken in early 2022.
Complete all asset management plans and policies for Council infrastructure (including assessment of condition) in 2020.	Implement Asset Improvement Plans for all asset classes.	Director Works & Infrastructure	Asset Management plans consulted in forward works and maintenance programs for all asset classes. Annual plan actions incorporated into departmental plan.
Sustain a safe and wellmaintained road network across the municipality.	Consult Asset Management Plans including data sets for development of asset maintenance and renewal programs.	Director Works & Infrastructure	Asset Management plans consulted in forward works and maintenance programs for all asset classes. Programs for maintenance being developed and executed.
Sustain a safe and wellmaintained road network across the municipality.	Maintain Hydraulic Infrastructure.	Director Works & Infrastructure	Ongoing. Identification program for unknown infrastructure continues with mapping of discovered assets. Hot spot flood areas identified and serviced ahead of rainfall events.
Maintain public amenities and recreational facilities.	Establish a program for parks maintenance works.	Director Works & Infrastructure	Information being gathered to inform plans.
Maintain public amenities and recreational facilities.	Establish a program for town maintenance activities.	Director Works & Infrastructure	Information being gathered to inform plans.
Maintain public amenities and recreational facilities.	Develop a Walking and Cycling Strategy.	Director Works & Infrastructure	Opportunities for funding being investigated and grant opportunities explored.
Maintain public amenities and recreational facilities.	Develop Bicheno skate park	Director Works & Infrastructure	Liaison with BCDA ongoing. Grant funds approved for skate bowl through Tas Community Fund by BCDA. Location approved by council.
Advocate for improved access and speeds of telecommunications services.	Engage with relevant stakeholders	Director Works & Infrastructure	Telecommunications provider liaison ongoing. Inclusion of improved service included in grant Black Summer application.
Advocate for improved access and speeds of telecommunications services.	Continue to advocate for improved telecommunication services.	Director Works & Infrastructure	Telecommunications provider liaison ongoing
Address and update complaints management system in 2020.	Upgrade Council's management platform and complaints management system to ensure that complaints are actioned in accordance with Council's Customer Service Charter	Director Corporate & Community	Underway, designing new mechanism for recording and tracking requests.
Set clear annual budget priorities to meet needs and community expectations in consultation with the community.	Conduct biennial community survey.	General Manager	Community survey will be undertaken in 2022.
Apply for relevant grant applications and aim to achieve at least 50% success rate.	Make relevant grant applications to secure and deliver key projects for the community	General Manager	Ongoing. \$8.5m key projects 2021.
Inspect all Council owned buildings annually.	Complete regular inspections of Council's buildings & facilities	Manager Buildings & Marine Infrastructure	Ongoing
Develop plans, policies and guidelines for built assets.	Review existing plans guidelines and policies for built assets.	Director Corporate & Community	To do
Review and update existing Council strategies and plans	Update the Dog Management Policy.	Director Planning & Development	Initial key stakeholder consultation has occurred via a brief survey. Officers have engaged with BirdLife Tasmania to review current data. Parks & Wildlife Tasmania will be meeting with Officers to review the Policy and make recommendations. Further consultation will occur following the completion of the Orford Foreshore Masterplan as this is a key area in the Dog Management Policy.
Review and update existing Council strategies and plans	Review GSBC Weed Management Plan	Director Works & Infrastructure	Not yet commenced.
Review and update existing Council strategies and plans	Support the Southern Tasmania Regional Cat Management Strategy	Director Planning & Development	Officers continue to attend regular meetings and provide relevant information through communication channels. Council endorsed the support the of the strategy at a meeting in 2021.
Involve, engage and equip groups and individuals in Natural Resource Management.	Encourage access to and appreciation of natural areas through the engagement of community groups in our municipal area	Director Works & Infrastructure	Numerous activities conducted with Friends of and other community groups at various locations throughout the district. Ongoing.
Involve, engage and equip groups and individuals in Natural Resource Management.	Support community groups and other stakeholders in rewilding initiatives in the municipal area	Director Works & Infrastructure	Numerous activities conducted by staff with "Friends of" and other community groups at various locations throughout the district. Ongoing.
Invest in external expertise and capacity to complement GSBC resources.	Work with Parks and Wildlife Services to develop a Masterplan for the Prosser River Estuary and associated foreshore	Director Planning & Development	Requests for quotes were called for the development of this Masterplan in June 2021 and was subsequently awarded to Inspiring Place. A Draft has been developed will be presented to Council in February/March prior to going out to wide community consultation.

