

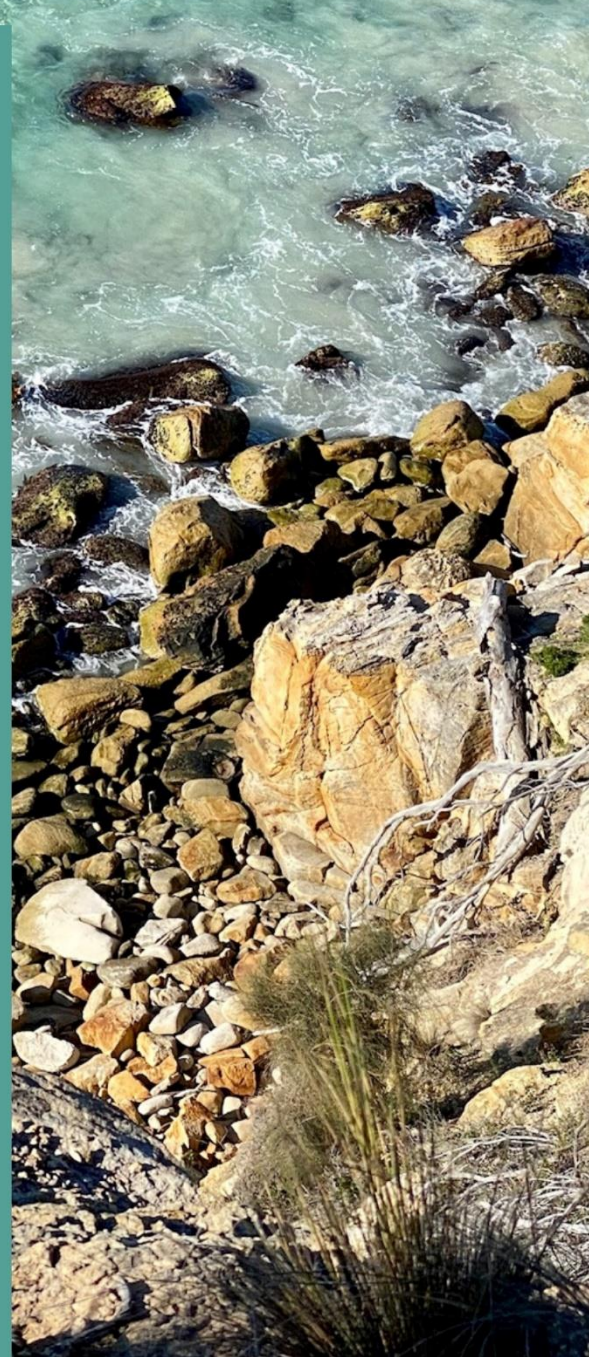


GLAMORGAN SPRING BAY COUNCIL

Information Briefing Document



JULY | AUGUST | SEPTEMBER | 2023



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GOVERNANCE & COUNCIL MEETINGS

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

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

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

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

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

During the period July to September 2023 inclusive, there were 616 views of the audio/visually recorded Council meetings via the YouTube platform.

MAYORAL ACTIVITIES

The Mayor attends numerous engagements each month. This is a list of the recent activities undertaken by Mayor Cheryl Arnol for July, August and September including:

- Attended meeting with Minister Guy Barnett
- Attended meeting with Mayor Mick Tucker and Break O'Day Council General Manager, John Brown
- Attended meeting with Area Connect
- Attended meeting with cohealth
- Attended meeting with TasWater
- Attended meeting with Sustainable Timber
- Attended a site meeting with General Manager, Greg Ingham and ratepayers of Swansea.
- Attended Southern Tasmanian Councils Authority meeting
- Presented books to Triabunna District School for Book Week Assembly
- Attended South East Regional Development Association (SERDA) meeting
- Presented books to Orford Primary School for Book Week Assembly
- Attended the Future of Local Government Review South-East Catchment Hearing
- Attended Coles Bay Bushfire Community Drop-in session
- Attended South East Regional Development Association (SERDA) meeting

MEDICAL SERVICES - TRIABUNNA & BICHENO

Both medical centres are in the process of changing management from Glamorgan Spring Bay Council to CoHealth as per Council's recent resolution. This should take effect on Monday 16 October 2023.

Bicheno

Staff are currently organising the Bone Bus to go to Bicheno to allow patients to have a bone mineral density scan. Clinical staff are arranging referrals now for patients to attend. Karadi Aboriginal Corporation is beginning to work out of a room at BGP to offer help, support and guidance to people who identify as Aboriginal.

Triabunna

Staff are working on arranging a diabetic educator or dietitian to come to East Coast Health once a month to offer services to our community.

The Practice Manager is currently in the process of getting ready for accreditation. Self-assessment has been reviewed and feedback has been given. Main assessment is booked for the end of November. Clinical staff are focusing on team care arrangements and health assessments for patients to be able to access allied health services within the community.

Podiatry services at East Coast Health have increased due to a high demand, and a third doctor is currently in the process of obtaining the appropriate paperwork, to hopefully begin working out of the medical centre by the end of the year.

CORPORATE & COMMUNITY

Finance activities for this period included the processing of the annual rates notices, development of the rates information sheet and communicating with ratepayers queries. There were no more enquiries this year than other years.

The annual renewals of Marina leases were distributed to berth holders. Dog licences and food vendor licences were also renewed and issued.

This quarter was dominated by completing obligations for the Tasmanian Audit Office for the financial statements 2022/23 audit. Unfortunately, the appointed auditor staff were changed part way through the process requiring considerable additional provision of low-level information that extended the duration of the process. This has involved considerable effort by the small finance team of four, who were very well prepared and conducted the process very professionally.

The Audit Panel also met during this period, providing external review, expertise and advice on the oversight of Council finances. The Audit Panel was pleased to note the ongoing improvement in Councils organisational financial controls towards the resulting positive financial audit results.

Community Grants were provided to six groups benefitting East Coast Anglican Church, East Coast Regional Development Organisation, Freycinet Volunteer Marine Rescue Association inc, Spring Bay Yoga and the Triabunna Trivoli Theatre group.

The corporate team provided substantial support to the upgrading of the medical services capability for the community through Councils' engagement of cohealth pty ltd, a rural health specialist. There were considerable and complex contractual arrangements with East Coast Health and Bicheno General Practice and the transitional arrangements with cohealth which drew on this department's human resource capabilities. This will see strengthening of existing medical services and expansion of other allied health services that are to be provided to our community over the coming years.

The Council museum at Swansea continues to evolve through targeted engagement with interest groups for viewing and enjoyment of museum exhibits and the extension of connections with other museums that share exhibits. The museum is developing some exciting new projects that will connect with other areas of interest across our towns in the coming months.

Council representatives visited the Tassal Okehampton farm and processing plant to better understand the operations and people involved who are working in our community.

Council representatives met with the State Grants Commission to further discuss the inequitable allocation of base grants across Councils resulting in Glamorgan Spring Bay receiving the least amount of all councils. The Commission is currently reviewing several components of the calculations following these and other discussions.

Cyber security remains a serious issue to be across for the protection of information and funds for everyone including Council. Council continues to develop protection processes and training for staff and transacting relationship.

There was one Citizenship ceremonies in the period welcoming four new members to our community. The ceremony presented our new residents with their official certificates, welcome gifts and a native bouquet from our local suppliers. The ceremony was attended by the General Manager and Councillors.

PROPERTY SETTLEMENT CERTIFICATES

	2017/18		2018/19		2019/20		2020/21		2021/22		2022/23		2023/24	
	132	337	132	337	132	337	132	337	132	337	132	337	132	337
July	47	18	64	25	42	17	65	35	57	24	58	16	33	12
August	58	28	60	37	31	13	65	24	58	27	29	15	30	14
September	51	27	46	19	56	31	74	38	60	26	24	8	43	42
October	57	37	48	22	54	25	62	31	56	26	34	16		
November	60	32	47	18	53	31	77	34	60	32	36	15		
December	38	18	40	19	36	17	99	50	58	27	20	10		
January	59	29	61	24	47	23	69	37	50	25	24	12		
February	51	20	49	30	37	18	79	36	63	37	53	25		
March	53	23	45	16	61	26	71	43	64	30	48	26		
April	61	31	50	27	15	7	70	27	46	28	29	14		
May	56	31	40	17	16	8	53	29	39	25	46	24		
June	38	21	27	17	23	14	31	23	36	28	21	13		
TOTAL	629	315	577	271	471	230	815	407	634	329	422	194	106	68
TOTAL	944		848		664		1,222		963		616		174	

Section 132 Certificate of Liabilities

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

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

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

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

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

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

(b) an occupier of the land;

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

Section 337 Council land information certificate

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

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

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

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

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

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

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

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

(9) In this section –

land includes –

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

(b) land covered with water; and

(c) water covering land; and

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

USE OF COUNCIL SEAL

Date	Details	Signature
17/07/2023	Final Plan - Council Approval page - SA 2022/048	General Manager
20/07/2023	Final Plan - Council Approval page - SA 2022/042	General Manager
27/07/2023	Blank Instrument Form - Amendment to DA2022/238	General Manager
3/08/2023	Final Plan - Council Approval page - SA 2022/016	General Manger
10/08/2023	Final Plan - Council Approval page - SA 2021/011	General Manager
16/08/2023	Final Plan - Council Approval page - SA 2023/002	General Manager
16/08/2023	Final Plan - Council Approval page - SA 2022/038	General Manager
21/08/2023	Final Plan - Council Approval page - SA 2021/026	Acting General Manager
21/08/2023	Part 5 Agreement SA2021/026	Acting General Manager
31/08/2023	Final Plan - Council Approval page - SA 2022/030	General Manager
31/08/2023	Final Plan - Council Approval page - SA 2023/008	General Manager
31/08/2023	Final Plan - Council Approval page - SA 2021/005	General Manager
4/09/2023	Final Plan - Council Approval page - SA 2022/039	General Manager
11/09/2023	Glamorgan Spring Bay Council & Cohealth Ltd - Management Services Agreement	Geneal Manager
13/09/2023	Final Plan - Council Approval page - SA 2023/013	General Manager
13/09/2023	Contract for supply of goods and services - Priority Weed Program 2023/24	General Manager
26/09/2023	Licence Agreement - Glamorgan Spring Bay Council & Glamorgan Spring Bay Historical Society Inc (22 Franklin Street, Swansea)	General Manager
26/09/2023	Lease Agreement - Glamorgan Spring Bay Council & Thrive Group Tasmania Inc - 38 Melbourne Street, Triabunna	General Manager
26/09/2023	Lease - Glamorgan Spring Bay Council & Cohealth Ltd - 94-96 Foster Street, Bicheno	General Manager
26/09/2023	Lease - Glamorgan Spring Bay Council & Cohealth Ltd - 1 Victoria Street, Triabunna	General Manager

COMMUNITY SMALL GRANTS PROGRAMME

Name	Amount donated \$	Date Approved
Spring Bay Yoga	\$1,000	25 July 2023
East Coast Regional Development Organisation (ERDO)	\$1,000	25 July 2023
Freycinet Volunteer Marine Rescue Association Inc	\$823	22 August 2023
Triabunna Tivoli Theatre	\$1,000	26 September 2023

EVENT SUPPORT / ASSISTANCE

Event Name	In-kind Assistance	Amount donated \$	Date Approved
Bicheno Food & Wine Festival Association	<ol style="list-style-type: none"> 1. The provision, delivery and collection of 12 rubbish bins (red lid) and 12 recycling bins (yellow lid) and bin liners for the event, and 2. The collection of any recycle bags for disposal from the event location, on Monday 20 November 2023, and provision of a lifting machine to transport these to the Bicheno Waste Transfer Station for recycling, and 3. Provide a \$2,000 cash contribution towards the cost of waste management and hire of a traffic controller to implement the road closure for the event. 	\$2,000	25 July 2023
East Coast Wine Trail	-	\$1,000	25 July 2023
Freycinet Challenge	<ol style="list-style-type: none"> 1. The provision, delivery and collection of rubbish bins and bin liners for the event. 2. The collection of rubbish bins post event. 3. \$1,500 cash towards the costs of three safety boats for the event. 	\$1,500	22 August 2023
Tasmanian Landcare Conference	\$2,000 cash towards the 2023 Landcare Tasmania Conference.	\$2,000	26 September 2023

SOCIAL MEDIA STATISTICS



The internet YouTube platform is used to publish live Ordinary Council meetings each month to assist those in the community to view proceedings when they cannot attend themselves. There are currently 169 Subscribers.

	July - September	October – December	January – March	April - June
YouTube Subscribers	169	-	-	-
YouTube Views	616	-	-	-



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

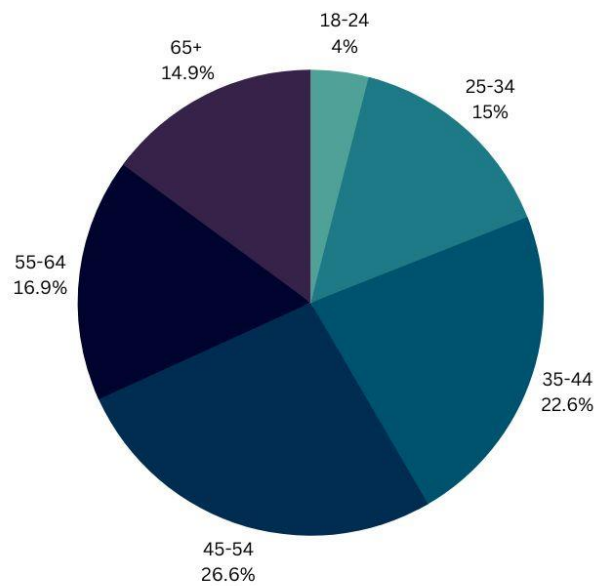
	July - September	October – December	January – March	April - June
Facebook Page reach	16,067 – 21.8% Increase	-	-	-
Facebook Page new likes	58	-	-	-
Facebook Page Followers	1,138	-	-	-

GENDER OF FACEBOOK FOLLOWERS

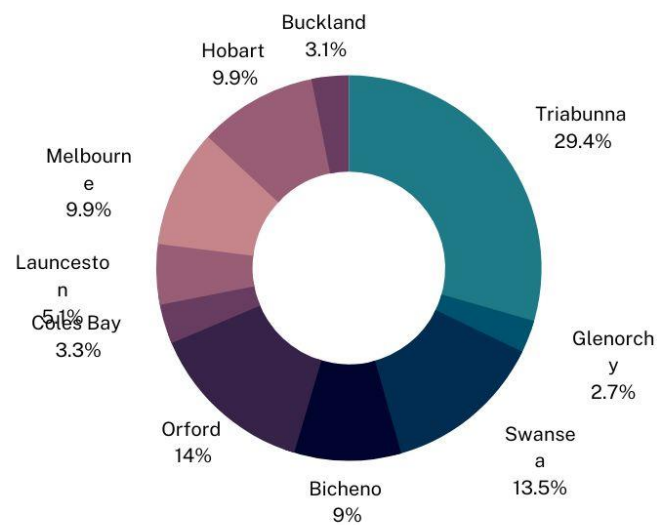


70.5% FEMALE | 29.5 % MALE

AGE OF FACEBOOK FOLLOWERS



LOCATION OF FACEBOOK FOLLOWERS



PLANNING & DEVELOPMENT STATISTICS

PLANNING STATISTICS

	July - September	Total
Development Applications Received:		
No Permit Required, Permitted, Discretionary	65	65
Subdivisions	6	6
Development Applications Approved:		
No Permit Required	7	7
Permitted	13	13
Discretionary	17	17
Subdivisions	1	1
Applications Refused	0	0
Applications Withdrawn	3	3

BUILDING AND PLUMBING STATISTICS

	July - September	Total
Building Permits Approved	7	7
Plumbing Permits Approved	17	17
Notifiable Building Work Approved	34	34
Notifiable Plumbing Work Approved	25	25
Low Risk Building Work	1	1
Low Risk Plumbing Work	2	2
Permit of Substantial Compliance	0	0
Building Certificates	0	0

COMPLIANCE STATISTICS

	July - September	Total
Building Notices issued	1	1
Building Orders issued	5	5
Planning Enforcement Notices Issued	0	0

ENVIRONMENTAL HEALTH STATISTICS

	July - September	Total
Immunisations	0	0
Food & Public Health Act Registrations	124	124
Food & Public Health Inspections	23	23
23Notifiable Diseases	0	0
Sampling	0	0
Public Health/Environmental Health Complaints	5	5
On-site Wastewater Assessments/Permits	16	16
Form 49 & 50 Assessments/Inspections	1	0
New Food Business Enquiries	5	5
Development Application Assessments	2	2

ANIMAL CONTROL STATISTICS

	July - September	Total
Dogs Registered	484	1076
Kennel Licenses Issued/Renewed	10	10
Dogs Impounded	2	2
Dog Attacks	3	3
Dogs Seized	3	3
Dogs Surrendered	1	1
Dogs Euthanized	1	1
Dogs at Large	13	13
Dogs placed with Dogs' Homes of Tasmania	1	1
Caution Notices Issued	12	12
Complaints	7	7
Infringements	17	17
Lost Dog calls	1	1
Other	0	0
Fire Abatement Enquires/Complaints	12	12
Cat Enquires/Complaints	3	3
Livestock Enquires/Complaints	2	2

FINANCIAL REPORTING

Profit and Loss

Glamorgan Spring Bay Council

For the 3 months ended 30 September 2023

Account	YTD Actual	YTD Budget	Budget Var	Var %	2023/24 Budget	Notes
Trading Income						
Rate Revenue	13,008,549	12,954,680	53,869	0%	12,954,680	
Statutory Charges	224,862	168,249	56,613	34%	691,962	1
User Charges	386,923	390,582	(3,659)	-1%	980,956	
Grants	610,852	1,705,688	(1,094,836)	-64%	1,863,715	2
Interest & Investment Revenue	187,042	132,100	54,942	42%	611,200	3
Contributions	237,997	46,251	191,746	415%	185,004	4
Other Revenue	851,021	623,999	227,022	36%	1,825,339	5
Total Trading Income	15,507,246	16,021,549	(514,303)	-3%	19,112,856	
Gross Profit	15,507,246	16,021,549	(514,303)	-3%	19,112,856	
Capital Grants						
Grants Commonwealth Capital - Other	551,149	0	551,149	0%	632,443	6
Grants Commonwealth Capital - Roads to Recovery	0	0	0	0%	31,510	
Grants State Capital - Other	49,366	187,500	(138,134)	-74%	757,500	7
Total Capital Grants	600,515	187,500	413,015	220%	1,421,453	
Other Income						
Net Gain (Loss) on Disposal of Assets	43,175	0	43,175	0%	0	
Total Other Income	43,175	0	43,175	0%	0	
Operating Expenses						
Employee Costs	1,187,172	1,480,901	(293,729)	-20%	5,703,604	8
Materials & Services	2,576,288	2,583,283	(6,995)	0%	8,038,110	
Depreciation	879,857	863,997	15,860	2%	3,430,537	
Interest	(18,172)	26,402	(44,574)	-169%	189,543	
Other Expenses	59,923	46,821	13,102	28%	219,284	
Total Operating Expenses	4,685,067	5,001,404	(316,337)	-6%	17,581,078	
Net Profit	10,822,179	11,020,145	(197,966)	-2%	1,531,778	
Total Comprehensive Result (incl Capital Income)	11,465,869	11,207,645	258,224	2%	2,953,231	

NOTES OF BUDGET VARIANCES > \$50k and 10%.

- Higher than expected revenue generated from BCI Training Levy, Building Permit Levy and Plumbing Permit Applications.
- July budget expected \$1.397m for 100% of Federal Assistance Grant, however was received at end of June. Opportunistic not budgeted Primary Health Tasmania Grant of \$27k expected in June, received in July. Black Summer grant funds \$259k received in 2022/23 for Telstra works, estimate to complete in June didn't occur; to be reforecast in adjusted 2023/24 budget.
- Higher than expected interest income due to increasing interest rates.
- Public Open space contribution \$134k, Subdivision contribution \$7k and Stormwater contribution \$50k higher than budget.
- Medical turnover higher than estimate from higher patient throughput.
- Black Summer grant funds \$172k received in 2022/23 for helipad and road accessibility estimate for works in June didn't occur, to be reforecast in adjusted 2023/24 budget. Local Roads & Community Infrastructure Grant of \$379k received earlier than expected. Originally projected to be received in January 2024.
- Emergency management funds for stormwater damage of \$187,500 not yet received. Saltworks grant funds \$172k received in 2022/23 works didn't occur, to be reforecast in adjusted 2023/24 budget.
- Temporary variance due to end of year fortnightly pay cycle split across end of June and beginning of July and staff vacancies.

Profit and Loss Summary - Governance

Glamorgan Spring Bay Council

For the 3 months ended 30 September 2023

Department is Governance.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2023/24 Budget	Notes
Trading Income						
Statutory Charges	45	0	45	0%	0	
Total Trading Income	45	0	45	0%	0	
Gross Profit	45	0	45	0%	0	
Operating Expenses						
Employee Costs	85,014	132,168	(47,154)	-36%	528,672	
Materials & Services	15,926	23,629	(7,703)	-33%	93,316	
Depreciation	5,642	10,621	(4,979)	-47%	40,277	
Other Expenses	36,713	37,821	(1,108)	-3%	151,284	
Total Operating Expenses	143,295	204,239	(60,944)	-30%	813,549	
Net Profit	(143,251)	(204,239)	60,988	-30%	(813,549)	
Total Comprehensive Result (incl Capital Income)	(143,251)	(204,239)	60,988	-30%	(813,549)	

Profit and Loss Summary - Works & Services

Glamorgan Spring Bay Council

For the 3 months ended 30 September 2023

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

Account	YTD Actual	YTD Budget	Budget Var	Var %	2023/24 Budget	Notes
Trading Income						
Rate Revenue	1,957,685	1,945,616	12,069	1%	1,945,616	
User Charges	32,037	66,313	(34,276)	-52%	208,691	
Grants	580,897	1,521,456	(940,559)	-62%	1,675,928	1
Other Revenue	53,667	0	53,667	0%	0	2
Total Trading Income	2,624,286	3,533,385	(909,099)	-26%	3,830,235	
Gross Profit	2,624,286	3,533,385	(909,099)	-26%	3,830,235	
Capital Grants						
Grants Commonwealth Capital - Other	446,013	0	446,013	0%	632,443	3
Grants Commonwealth Capital - Roads to Recovery	0	0	0	0%	31,510	
Grants State Capital - Other	0	187,500	(187,500)	-100%	507,500	4
Total Capital Grants	446,013	187,500	258,513	138%	1,171,453	
Other Income						
Net Gain (Loss) on Disposal of Assets	43,175	0	43,175	0%	0	
Total Other Income	43,175	0	43,175	0%	0	
Operating Expenses						
Employee Costs	467,306	604,953	(137,647)	-23%	2,419,812	5
Materials & Services	917,426	999,805	(82,379)	-8%	3,960,962	
Depreciation	627,071	621,906	5,165	1%	2,462,174	
Other Expenses	0	2,000	(2,000)	-100%	2,000	
Total Operating Expenses	2,011,803	2,228,664	(216,861)	-10%	8,844,948	
Net Profit	612,483	1,304,721	(692,238)	-53%	(5,014,713)	
Total Comprehensive Result (incl Capital Income)	1,101,671	1,492,221	(390,550)	-26%	(3,843,260)	

NOTES OF BUDGET VARIANCES > \$50k and 10%

1. July budget expected \$1.2m for 100% of Federal Assistance Grant, however was received at end of June. Black Summer grant funds \$259k received in 2022/23 for Telstra works, estimate to complete in June didn't occur; to be reforecast in adjusted 2023/24 budget.
2. Extra unbudgeted funds received of \$50k from Department of Defence for Sand River Road, Buckland.
3. Black Summer grant funds \$66k received in 2022/23 for road accessibility estimate for works in June didn't occur, to be reforecast in adjusted 2023/24 budget. Local Roads & Community Infrastructure Grant Round 4 of \$379k received earlier than expected. Originally projected to be received in January 2024.
4. Emergency management funds for stormwater damage of \$187,500 not yet received.
5. Temporary variance due to end of year fortnightly pay cycle split across end of June and beginning of July and staff vacancies.

Profit and Loss Summary - Corporate Services

Glamorgan Spring Bay Council

For the 3 months ended 30 September 2023

Department is Corporate Services.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2023/24 Budget	Notes
Trading Income						
Rate Revenue	10,484,094	10,448,994	35,100	0%	10,448,994	
Statutory Charges	13,056	24,999	(11,943)	-48%	99,996	
Grants	2,455	184,232	(181,777)	-99%	184,232	1
Interest & Investment Revenue	186,663	132,000	54,663	41%	610,800	2
Other Revenue	298,910	293,999	4,911	2%	305,996	
Total Trading Income	10,985,178	11,084,224	(99,046)	-1%	11,650,018	
Gross Profit	10,985,178	11,084,224	(99,046)	-1%	11,650,018	
Operating Expenses						
Employee Costs	198,512	187,545	10,967	6%	750,180	
Materials & Services	907,071	906,417	654	0%	1,632,267	
Depreciation	10,462	11,062	(600)	-5%	43,639	
Interest	3,349	7,800	(4,451)	-57%	15,600	
Other Expenses	23,210	7,000	16,210	232%	66,000	
Total Operating Expenses	1,142,604	1,119,824	22,780	2%	2,507,686	
Net Profit	9,842,574	9,964,400	(121,826)	-1%	9,142,332	
Total Comprehensive Result (incl Capital Income)	9,842,574	9,964,400	(121,826)	-1%	9,142,332	

NOTES OF BUDGET VARIANCES > \$50k and 10%

1. July budget expected \$184k for 100% of Federal Assistance Grant, however was received at end of June.
2. Higher than expected interest income due to increasing interest rates.

Profit and Loss Summary - Development Services

Glamorgan Spring Bay Council

For the 3 months ended 30 September 2023

Department is Development Services.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2023/24 Budget	Notes
Trading Income						
Statutory Charges	206,191	141,249	64,942	46%	583,962	1
User Charges	18,863	20,794	(1,931)	-9%	22,963	
Contributions	237,997	46,251	191,746	415%	185,004	2
Other Revenue	891	2,001	(1,110)	-55%	8,004	
Total Trading Income	463,942	210,295	253,647	121%	799,933	
Gross Profit	463,942	210,295	253,647	121%	799,933	
Operating Expenses						
Employee Costs	170,333	231,867	(61,534)	-27%	927,468	3
Materials & Services	179,382	159,865	19,517	12%	640,253	
Depreciation	5,702	5,924	(222)	-4%	23,389	
Total Operating Expenses	355,417	397,656	(42,239)	-11%	1,591,110	
Net Profit	108,525	(187,361)	295,886	-158%	(791,177)	
Total Comprehensive Result (incl Capital Income)	108,525	(187,361)	295,886	-158%	(791,177)	

NOTES OF BUDGET VARIANCES > \$50k and 10%

1. Higher than expected revenue generated from BCI Training Levy, Building Permit Levy and Plumbing Permit Applications.
2. Public Open space contribution \$134k, Subdivision contribution \$7k and Stormwater contribution \$50k higher than budget.
3. Temporary variance due to end of year fortnightly pay cycle split across end of June and beginning of July and 1 staff vacancy.

Profit and Loss Summary - Tourism and Economic Development

Glamorgan Spring Bay Council

For the 3 months ended 30 September 2023

Department is Tourism & Economic Development.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2023/24 Budget	Notes
Gross Profit	0	0	0	0%	0	
Operating Expenses						
Materials & Services	60,000	60,000	0	0%	65,000	
Total Operating Expenses	60,000	60,000	0	0%	65,000	
Net Profit	(60,000)	(60,000)	0	0%	(65,000)	
Total Comprehensive Result (incl Capital Income)	(60,000)	(60,000)	0	0%	(65,000)	

Profit and Loss Summary - Community Development

Glamorgan Spring Bay Council

For the 3 months ended 30 September 2023

Department is Community Development.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2023/24 Budget	Notes
Trading Income						
Grants	0	0	0	0%	3,555	
Interest & Investment Revenue	379	100	279	279%	400	
Other Revenue	4,187	0	4,187	0%	0	
Total Trading Income	4,567	100	4,467	4467%	3,955	
Gross Profit	4,567	100	4,467	4467%	3,955	
Operating Expenses						
Employee Costs	39,137	54,234	(15,097)	-28%	216,936	
Materials & Services	16,843	17,966	(1,123)	-6%	74,414	
Depreciation	12,982	10,940	2,042	19%	43,520	
Total Operating Expenses	68,962	83,140	(14,178)	-17%	334,870	
Net Profit	(64,395)	(83,040)	18,645	-22%	(330,915)	
Total Comprehensive Result (incl Capital Income)	(64,395)	(83,040)	18,645	-22%	(330,915)	

Profit and Loss Summary - Building & Facilities

Glamorgan Spring Bay Council

For the 3 months ended 30 September 2023

Department is Buildings & Facilities.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2023/24 Budget	Notes
Trading Income						
Other Revenue	24,055	27,999	(3,944)	-14%	80,096	
Total Trading Income	24,055	27,999	(3,944)	-14%	80,096	
Gross Profit						
	24,055	27,999	(3,944)	-14%	80,096	
Capital Grants						
Grants Commonwealth Capital - Other	105,136	0	105,136	0%	0	1
Grants State Capital - Other	49,366	0	49,366	0%	250,000	
Total Capital Grants	154,502	0	154,502	0%	250,000	
Operating Expenses						
Employee Costs	8,743	17,937	(9,194)	-51%	71,748	
Materials & Services	44,969	60,637	(15,668)	-26%	244,645	
Depreciation	145,603	129,219	16,384	13%	516,876	
Total Operating Expenses	199,315	207,793	(8,478)	-4%	833,269	
Net Profit	(175,260)	(179,794)	4,534	-3%	(753,173)	
Total Comprehensive Result (incl Capital Income)	(20,758)	(179,794)	159,036	-88%	(503,173)	

NOTES OF BUDGET VARIANCES > \$50k and 10%

1. Black Summer grant funds \$105k received in 2022/23 for helipad estimate for works in June didn't occur, to be reforecast in adjusted 2023/24 budget.

Profit and Loss Summary - Building & Facilities

Glamorgan Spring Bay Council

For the 3 months ended 30 September 2023

Department is Buildings & Facilities.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2023/24 Budget	Notes
Trading Income						
Other Revenue	24,055	27,999	(3,944)	-14%	80,096	
Total Trading Income	24,055	27,999	(3,944)	-14%	80,096	
Gross Profit						
	24,055	27,999	(3,944)	-14%	80,096	
Capital Grants						
Grants Commonwealth Capital - Other	105,136	0	105,136	0%	0	1
Grants State Capital - Other	49,366	0	49,366	0%	250,000	
Total Capital Grants	154,502	0	154,502	0%	250,000	
Operating Expenses						
Employee Costs	8,743	17,937	(9,194)	-51%	71,748	
Materials & Services	44,969	60,637	(15,668)	-26%	244,645	
Depreciation	145,603	129,219	16,384	13%	516,876	
Total Operating Expenses	199,315	207,793	(8,478)	-4%	833,269	
Net Profit	(175,260)	(179,794)	4,534	-3%	(753,173)	
Total Comprehensive Result (incl Capital Income)	(20,758)	(179,794)	159,036	-88%	(503,173)	

NOTES OF BUDGET VARIANCES > \$50k and 10%

1. Black Summer grant funds \$105k received in 2022/23 for helipad estimate for works in June didn't occur, to be reforecast in adjusted 2023/24 budget.

Profit and Loss Summary - Animal Control

Glamorgan Spring Bay Council

For the 3 months ended 30 September 2023

Department is Animal Control.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2023/24 Budget	Notes
Trading Income						
Statutory Charges	5,570	2,001	3,569	178%	8,004	
User Charges	15,087	15,194	(107)	-1%	29,318	
Total Trading Income	20,657	17,195	3,462	20%	37,322	
Gross Profit	20,657	17,195	3,462	20%	37,322	
Operating Expenses						
Employee Costs	22,317	22,047	270	1%	88,188	
Materials & Services	2,187	1,575	612	39%	9,090	
Depreciation	1,933	1,989	(56)	-3%	7,892	
Total Operating Expenses	26,437	25,611	826	3%	105,170	
Net Profit	(5,780)	(8,416)	2,636	-31%	(67,848)	
Total Comprehensive Result (incl Capital Income)	(5,780)	(8,416)	2,636	-31%	(67,848)	

Profit and Loss Summary - Medical Services

Glamorgan Spring Bay Council

For the 3 months ended 30 September 2023

Department is Medical Centres.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2023/24 Budget	Notes
Trading Income						
Rate Revenue	566,770	560,070	6,700	1%	560,070	
Grants	27,500	0	27,500	0%	0	
Other Revenue	450,030	300,000	150,030	50%	1,200,000	1
Total Trading Income	1,044,300	860,070	184,230	21%	1,760,070	
Gross Profit	1,044,300	860,070	184,230	21%	1,760,070	
Operating Expenses						
Employee Costs	119,498	136,781	(17,283)	-13%	547,124	
Materials & Services	384,237	286,726	97,511	34%	1,141,958	2
Depreciation	11,898	16,951	(5,053)	-30%	59,194	
Total Operating Expenses	515,633	440,458	75,175	17%	1,748,276	
Net Profit	528,667	419,612	109,055	26%	11,794	
Total Comprehensive Result (incl Capital Income)	528,667	419,612	109,055	26%	11,794	

NOTES OF BUDGET VARIANCES > \$50k and 10%

1. Medical turnover higher than estimate from higher patient throughput.
2. Higher doctors fees due to the increased activity at the medical practices.

Profit and Loss Summary - Prosser Plains Raw Water Scheme

Glamorgan Spring Bay Council

For the 3 months ended 30 September 2023

Department is Prosser Plains Raw Water Scheme.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2023/24 Budget	Notes
Trading Income						
User Charges	55,871	50,001	5,870	12%	200,004	
Other Revenue	0	0	0	0%	231,243	
Total Trading Income	55,871	50,001	5,870	12%	431,247	
Gross Profit	55,871	50,001	5,870	12%	431,247	
Operating Expenses						
Employee Costs	0	1,815	(1,815)	-100%	7,260	
Materials & Services	6,467	15,898	(9,431)	-59%	65,792	
Depreciation	26,942	27,015	(73)	0%	107,179	
Interest	(13,252)	18,602	(31,854)	-171%	122,535	
Total Operating Expenses	20,157	63,330	(43,173)	-68%	302,766	
Net Profit	35,715	(13,329)	49,044	-368%	128,481	
Total Comprehensive Result (incl Capital Income)	35,715	(13,329)	49,044	-368%	128,481	

Capital Works Detail
Glamorgan Spring Bay Council
For the period 1 July 2023 to 30 September 2023

	total value new projects	work done on all	Yet to be done value	Cost YTD	% cost spent	Status	Carry Fwd Last Year	Renewal Works	New Works	Budget 2023/24	Council Funded	External Funded	External Funding Source	Details	Notes
Roads, Footpaths, Kerbs															
Road accessibility (Black Summer)				-	0%	In progress	60,000			60,000		60,000	Black summer bushfire recovery		1
Wielangta Road Corner Stabilisation		332,746	232,746	332,746	333%	In progress	100,000			100,000	50,000	50,000	Emergency management fund		
Swansea Main Street Paving		1,602	198,398	1,602	1%	In progress	200,000			200,000		200,000	Community Development Grant		
Sand River Road Buckland		39,226	774	39,226	98%	In progress	40,000			40,000	-	40,000	Defence Contribution		
Resheet Program	150,000	62,318	87,682	62,318	42%	In progress		150,000		150,000	150,000	150,000			
Reseal Program	628,300	2,674	625,626	2,674	0%	In progress	628,300			628,300	596,790	31,510	Roads to Recovery		
Pavement renewal Program	365,000	-	365,000	-	0%	Not started	365,000			365,000	133,644	231,356	Community Development Grant		
Rheban Road Reinstatement	401,000	18,162	382,838	18,162	5%	In progress	151,000	250,000		401,000		401,000	Community Development Grant		
Footpath and disability compliance renewal	150,000	-	150,000	-	0%	Not started	150,000			150,000	150,000	150,000			
Kerb & Channel Renewal	100,000	-	100,000	-	0%	Not started	100,000			100,000	100,000	100,000			
Storm Damage Projects 2022	250,000	9,667	240,333	9,667	4%	In progress	125,000	125,000	125,000	250,000	62,500	187,500	Emergency management fund		
Design 2023-24	30,000	-	30,000	-	0%	Not started	30,000			30,000	30,000	30,000			
Contingency		-		-	0%	Not started	40,000			40,000	40,000	40,000			
Total Roads, Footpaths, Kerbs	2,074,300	92,821	1,981,479	466,396	-	-	400,000	1,739,300	375,000	2,514,300	1,312,934	1,201,366			
Bridges, Culverts															
Bridge - 17 Acre Creek Bridge Wielangta Rd				-	0%	Not started		400,000		400,000	80,000	320,000	Bridge renewal program	Subject to grant approval	Subject to grant approval Subject to grant approval Subject to grant approval Subject to grant approval
Bridge - 24 Ferndale Rd				-	0%	Not started		150,000		150,000	50,000	100,000	Bridge renewal program		
Bridge - 47 Griffiths Rivulet Wielangta Rd				-	0%	Not started		51,000		51,000	21,000	30,000	Bridge renewal program		
Rosedale Rd 30% deck renewal				-	0%	Not started		90,000		90,000	20,000	70,000	Bridge renewal program		
Total Bridges, Culverts				-	-	-	-	691,000	-	691,000	171,000	520,000			
Parks, Reserves, Walking Tracks, Cemeteries															
Bicheno Triangle	2,145		497,855	2,145	0%	In progress	500,000			500,000		500,000	Community Development Grant		2
Bicheno Gulch	8,718		1,291,283	8,718	1%	In progress	1,300,000			1,300,000		1,300,000	Community Development Grant		
Coles Bay Foreshore	75,845		524,155	75,845	13%	In progress	600,000			600,000		600,000	Community Development Grant		
Playground Renewals	-		115,507	-	0%	Not started		115,507		115,507	115,507				
Walking/Cycling strategy	-		20,000	-	0%	Not started			20,000	20,000		20,000	Department of Health	Carry over, reprioritise.	
Walking bridge Bicheno (timber)	25,596		-	25,596	0%	Complete				-					
Total Parks, Reserves, Walking Tracks, Cemeteries				112,304	-	-	2,400,000	115,507	20,000	2,535,507	115,507	2,420,000			
Stormwater & Drainage															
Pit and Pipe infill works				-	0%	In progress	60,000			60,000	60,000				150,000
49 Rheban Rd design to West Shelley Bch Nautilus Detention Basin				-	0%	In progress	35,000			35,000	35,000				
Holkham Court				-	0%	In progress	40,000			40,000	40,000				
Pit and Pipe Renewal Program		7,689	142,311	7,689	5%	In progress		150,000		150,000	150,000				
System Upgrade				-	0%	Not started		20,237	20000	40,237	40,237				
Total Stormwater & Drainage				7,689	-	-	135,000	170,237	20,000	325,237	325,237	-			
Building															
Heli-pad Swansea Emergency Services		1,005	105,995	1,005	1%	In progress	107,000			107,000		107,000	Black summer bushfire recovery		3
Triabunna Depot kitchen bathroom		-	15,000	-	0%	In progress	15,000			15,000		15,000	Black summer bushfire recovery		
													Community Infrastructure Round 3 & Tasmania Community Fund		
Coles Bay Hall Annexe		6,868	423,132	6,868	2%	In progress		215,000	215,000	430,000		430,000			
Spring Beach Toilet Refurbishment		2,666	2,666	2,666	#DIV/0!	In progress								Carry over, reprioritise	
Public Amenities		-		-	0%	Not started		100,000		100,000	100,000				
Triabunna Depot		-		-	0%	Not started		65,000		65,000	65,000				
Total Building				10,539	-	-	122,000	380,000	215,000	717,000	165,000	552,000			

Capital Works Detail
Glamorgan Spring Bay Council
For the period 1 July 2023 to 30 September 2023

	total value new projects	work done on all	Yet to be done value	Cost YTD	% cost spent	Status	Carry Fwd Last Year	Renewal Works	New Works	Budget 2023/24	Council Funded	External Funded	External Funding Source	Details	Notes
Marine Infrastructure															
Saltworks Toilet	-	0%	In progress	100,000						100,000			100,000	Community Infrastructure Round 3	
Saltworks Boat Ramp Upgrade	-	0%	In progress	99,123						99,123			99,123	State Grant MAST	
Triabunna Marina Car Park Upgrade	-	0%	Not started					25,000		25,000	25,000				
Total Marine Infrastructure	-	-		199,123			25,000	-		224,123	25,000		199,123		
Sewerage															
Swanwick Waste Water Driveway Seal	-	#DIV/0!	Not started											Needs budget	4
Total Sewerage	-	-		-			-	-		-	-		-		
Plant & Equipment															
IT Computer Equipment	-	0%	Not started				10,000			10,000	10,000				
General Equipment	2,163	22%	In progress				10,000			10,000	10,000				
F90LR BT-50 crew cab swansea	-	0%	Not started				45,000			45,000	45,000				
MUX i62BW	-	0%	Not started				45,000			45,000	45,000				
H52ME BT50 dual cab	-	0%	Not started				45,000			45,000	45,000				
Backhoe Bicheno 4x4 JCB DH9566	155,357	97%	Completed				160,000			160,000	160,000				
Kubota Rear Discharge Plus Mower	26,750	#DIV/0!	Completed							-	-			Carry over, reprioritise	5
Plant Replacements	22,702	#DIV/0!	In progress							-	-				6
Total Plant & Equipment	206,972	-		315,000			-			315,000	315,000		-		
Total Capital Works	803,899	11%		3,256,123	3,436,044	630,000	7,322,167	2,429,678	4,892,489						

Notes:

- 1 June 2023 expectation for spending was short by \$80k which will now be spent in 2023-24. Funds remain available, current year budget amounts should be adjusted to reflect further \$80k.
- 2 Expected to be complete in June 2023, so no budget in 2023-24. The final \$24k has come through into 2023-24. Current year budget amounts to be adjusted to reflect \$24k carryover.
- 3 Expected to be complete in June 2023, so no budget in 2023-24. Current year budget amounts to be adjusted to reflect the carryover amount.
- 4 This item for \$10,000 needs to be added to the 2023-24 budget.
- 5 Item was ordered in prior year, instead of replacing light vehicle. 2023-24 budget to be adjusted to reprioritise this item with available budget.
- 6 Replacement of stolen plant from the Swansea Depot. Insurance payments will be received to cover this capital expenditure.

CORPORATE CALENDAR

Document / Item	LGA Act Reference or Other as Stipulated	Statutory Y/N	Date Last Updated	Responsible Officer	Review Cycle	Comments
Annual Plan & Budget Estimates	S82, S70G	Yes	Jul-23	Director Corporate & Community	Annual	Adopted July 2023. Commence in March each year
Annual Report	S72	Yes	Sep-22	General Manager	Annual	Commence in July each year
Applying for Grants on Council Land Policy	Various	No	Apr-21	Director Planning & Development	4 years	
Asset Management Policy	S70E, 70C	Yes	Oct-20	Director Works & Infrastructure	4 years	
Audit Panel Charter	S85, S85A, S85B	Yes	Apr-20	Director Corporate & Community	4 years	
Australian Citizenship Ceremony Dress Code	S70E, S70G,	Yes	Feb-20	Director Corporate & Community	4 years	
Budget	S82	Yes	Jun-23	Director Corporate & Community	Annual	Adopted June 2023. Commence in March each year
Business Continuity Plan	S70E & Various	Yes	Mar-21	General Manager	2 years	
Car Parking Cash-In-Lieu Contribution Policy	S70E, S70G	No	Sep-22	Director Planning & Development	4 years	
Coastal Erosion & Inundation Policy	S70E	No	New	Director Planning & Development	4 years	To be developed
Code for Tenders and Contracts	S333B, S70E, S70G	Yes	Feb-22	Director Works & Infrastructure	2 years	
Code of Conduct	S28E (2) c	Yes	Feb-19	N/A	4 years	Every new term of Council
Communications & Engagement Framework	S70E	Yes	Apr-22	Director Corporate & Community	4 years	
Community Recovery Plan	S70E & Various	Yes	Feb-21	Director Works & Infrastructure	4 years	
Community Small Grant Policy	S70E, S70G	No	Sep-10	Director Corporate & Community	4 years	In progress
Community Strategic Plan	S66	Yes	Mar-20	General Manager	4 years	
Conservation Covenant Rebate Policy	S129	Yes	May-19	Director Corporate & Community	2 years	
Corporate Branding Policy	S70E, S70G	No	New	General Manager	4 years	To be developed
Corporate Credit Card Policy	S70E, S70G	No	Apr-20	Director Corporate & Community	4 years	
Council Advertising Policy	S70E, S70G	No	Jan-22	General Manager	4 years	
Council Meetings - Audio/Visual Recording	R33 LG(MP) Regs 2015	Yes	Aug-22	General Manager / Executive Officer	As required	
Council owned vehicles Policy	S70E, S70G	No	Sep-19	Director Works & Infrastructure	4 years	
Council Workshop Policy	Various	No	Jan-23	General Manager	4 years	
Councillor Allowances & Expense Reimbursement Policy	S70E, S70G, R42 LG(Gen) Regs	Yes	Jul-22	General Manager / Executive Officer	4 years	
COVID Safe Plans	S70E & Various	Yes	May-22	General Manager	As required	
Customer Service Charter	339F, S70E, S70G	Yes	Sep-23	Director Corporate & Community	4 years	Reviewed and adopted at 26 September 2023 Ordinary Council Meeting
Debt Collection Procedure	S70E, S70G + Various Legislation	Yes	New	Director Corporate & Community	4 years	In progress
Delegation Register	S64	Yes	Apr-22	General Manager	As required	Reviewed and adopted at 26 September 2023 Ordinary Council Meeting.
Dog Management Policy 2019-2025	S7 (Dog Control Act)	Yes	Jan-20	Director Planning & Development	4 years	Initial consultation has commenced with key stakeholders. Broader community consultation to occur following adoption of Orford Foreshore MasterPlan.
Employee Code of Conduct Policy - Staff	Various	No	Mar-22	General Manager	4 years	
Enterprise Agreement	Various	Yes	Jul-22	General Manager / Internal Review Committee	3 years	
Environmental Bylaw	S145 LGA + Various	Yes	May-20	Director Planning & Development	4 years	Gazetted 23 May 2020
Fees & Charges Register	s206	Yes	Jun-23	Director Corporate & Community	Annual	Commence in March each year
Financial Hardship Assistance Policy	Part 9 (Rates & Charges), S70E, S70G	No	Apr-20	Director Corporate & Community	4 years	
Financial Management Strategy	S70, S70F, S70G	Yes	Jul-21	Director Corporate & Community	2 years	Review as required
Financial Reserves Policy	S70E, S70G	Yes	Apr-20	Director Corporate & Community	As required	
Flora & Fauna Plans	Threatened Species Act 1995/Nature Conservation Act 2002/EPBC Act 1999/Forest Practices Regulations 2005	Yes	2014	Director Planning & Development	4 years	Review placed on hold for the next financial year. The current F&F plans still remain current until the review takes place.
Fraud Control Policy	S70E, S70G + Various Legislation	Yes	Apr-20	Director Corporate & Community	2 years	
Gifts & Donations Policy	S56A, S56B, 70E, 70G, LG(Gen) Regs 2015	Yes	Aug-21	General Manager /Executive Officer	3 years	
Implementation of Records Management System	S70E, S70G & State Archives Act	Yes	Jun-21	Director Corporate & Community	Complete	SharePoint
Information Management Policy	S70E, Archives Act & Various	Yes	Jul-21	Director Corporate & Community	4 years	In progress

Document / Item	LGA Act Reference or Other as Stipulated	Statutory Y/N	Date Last Updated	Responsible Officer	Review Cycle	Comments
Investment Policy	S70E, S70G + Various Legislation	Yes	Aug-15	Director Corporate & Community	As required	In progress
Leasing & Licensing of Council Owned & Managed Property	Various	No	Mar-23	Director Planning & Development	March 2024, thereafter 4 years	Adopted in April 2023.
Long Term Financial Management Plan	S70, S70F, S70G	Yes	Dec-21	Director Corporate & Community	Updates as required	In progress for March 2023
Media Policy	S70E, S70G	No	Mar-23	General Manager / Executive Officer	4 years	
Mobile Food Vans, Pop-up Stalls & Kerbside Vending Policy	S70E, S70G	No	Oct-19	Director Planning & Development	4 years	
Municipal Emergency Management Plan	Emergency Management Act	Yes	Sep-23	Director Works & Infrastructure	2 years	Complete
Pandemic Plan	S70E & Various	Yes	May-23	Director Works & Infrastructure	2 years	Incorporated in Municipal Emergency Management Plan
Personal and Private information Policy	S70E, S70G + Various Legislation	Yes	Oct-21	General Manager	2 years	
Planning & Building Fees Policy	S70E, S70G, S205, S206	Yes	Aug-19	Director Planning & Development	4 years	
Priority Projects 2022	N/A	No	Jan-23	General Manager	Annual	
Private Works Policy	S70E, S70G	No	Jun-20	Director Works & Infrastructure	4 years	
Public Art and Memorial Policy	Various	No	Sep-22	Director Works & Infrastructure	4 years	
Public Land Register	S177A (2)	Yes	New	Director Planning & Development	4 years	To be developed 2022/23
Public Open Space Contribution Policy	Various	No	Feb-21	Director Planning & Development	4 years	
Rate Relief for Community Groups Policy	S129	Yes	Sep-23	Director Corporate & Community	4 years	
Rate Relief for Religious Organisations Policy	S129	Yes	Apr-20	Director Corporate & Community	4 years	
Rates and Charges Policy	Various	Yes	Jun-21	Director Corporate & Community	4 years	
Rates Resolution	S90	Yes	Jun-23	Director Corporate & Community	Annual	Commence in April each year
Recognition of continuous years of service - Councillors and Staff Policy	S70E, S70G	No	Sep-19	Director Corporate & Community	As required	
Recruitment Policy	S70E, S70G, Antidiscrimination Act	No	Feb-22	General Manager	4 years	
Related Party Disclosure Policy	Various	Yes	Jan-21	Director Corporate & Community	3 years	
Risk Management Policy	S70E, S70G + Various Legislation	Yes	Jun-20	Director Corporate & Community	Annual	
Risk Management Strategy	S70E, S70G + Various Legislation	Yes	Jun-20	Director Corporate & Community	2 years	
Risk Register	Various	Yes	Jun-22	General Manager	Annual	In progress
S24 Review	S24, S70E, S70G	No	Oct-20	General Manager	4 years	In progress
Strategic Asset Management Plan	S70B, S70F, S70G	Yes	May-21	Director Works & Infrastructure	2 years	Preliminary works commenced
Tree Management Policy	S70E, S70G	No	Sep-22	Director Works & Infrastructure	4 years	
Triabunna Marina and Wharf Precinct Policy	S70E, S70G	No	Jul-22	Manager Facilities & Marina	4 years	
Unsealed Roads Policy	Various	No	Aug-21	Director Works & Infrastructure	4 years	
Use of Council Logo Policy	S70E, S70G	No	Sep-19	General Manager / Executive Officer	4 years	Review in progress.
Use of Council's Common Seal Policy	S70E, S70G	No	Sep-23	General Manager / Executive Officer	4 years	Reviewed and adopted at 26 September 2023 Ordinary Council Meeting
Use of Electronic Devices	S70E, S70G	No	Nov-19	Director Corporate & Community	4 years	To be reviewed by no later than 2022 and thereafter, every four years. Policy review in progress
Volunteer Policy	S70E, S70G + Various Legislation	No	Sep-19	Director Corporate & Community	4 years	
Waste Management Policy	S70E, S70G	No	Apr-20	Director Works & Infrastructure	4 years	
Weed Management Plan	Weed Management Act 1999	Yes	Jan-23	Director Works & Infrastructure	5 years	Draft developed

COUNCIL MOTION TRACKING DOCUMENT

MEETING DATE	ITEM NO.	DECISION NO.	TITLE	ACTION OFFICER	DECISION	STATUS
30 Apr 2019	6.1	82/19	Policy for Users of Hall Facilities	GM	Council to formulate and implement a Policy of Acceptable Practices and Requirements for users of Council Hall facilities.	In progress. Policy to be developed and workshopped.
27 Aug 2019	7.5	144/19	Holkham Court, Orford – Stormwater Assessment	GM	Works are implemented as outlined in the report.	Subdivision work that included stormwater impact complete. Culvert upgrade complete. Works in private land to follow on in consultation with land owners.
17 Dec 2019	8.6	246/19	Training Wall Lease – Prosser River Mouth Advisory Group	GM	Council defers Agenda Item 8.6 to the January 2020 meeting or to a Special Meeting of Council earlier in the month if the matter is deemed too urgent to wait until the 28 th of January 2020.	A Master Planning process commenced in September 2021 and will include community consultation. This Master Plan will address tenure issues and site issues.
17 Dec 2019	8.7	248/19	The Prosser River Mouth (Spit) Fencing & Signage Proposal	GM	Council endorses placing the Prosser River Mouth Master Plan Advisory Group Section 24 Committees proposed plan in relation to the Orford Spit, lagoon and nearby recreational beach area out for public consultation by 10 January 2020 until 7 February 2020. Following consultation Council will consider feedback and make a decision at an Ordinary Meeting of Council.	A Master Planning process commenced in September 2021 and will include community consultation. This Master Plan will address tenure issues and site issues.
28 Jan 2020	7.4	22/20	Re-endorsement of the Dog Management Policy and associated Declared Areas including Dog Exercise Yards	DPD	That: a) the date on which the Declared areas in the re-endorsed dog policy and the new declared dog exercise areas take effect, and b) the period during which the declaration remains in force.	A report was presented to Council in December to form a Dog Management Policy Working Group. This was endorsed unanimously, and the group is continuing to meet and prepare a draft document.
24 Mar 2020	7.4	83/20	Kerbside Vendor Location	DPD / EHO	That Council defers a decision on Paddy's Potatoes and any further request for food vendors to trade from the Triabunna Marina and wharf area until: 1. Confirmation of the appropriateness of the Council Kerbside Vendor Policy has been provided by the General Manager. 2. A strategic review of the area is completed by Council in respect to any additional food vendors and what process would be undertaken for expressions of interest. 3. A risk assessment is carried out in respect to pedestrian/user safety.	The food vendor licence policy is dependent on the By-Law review. It is recommended to pause work on the By-Law until the Future of Local Government Review is completed.
23 June 2020	7.1	210/20	The funding and prioritising of Projects in the Coming Year and the Need for Long Term Financial and Asset Planning to inform Decision Making	GM	That Council for the next financial year at least, in general only fund: Asset renewal projects; Asset upgrades and new assets that address community safety needs; and That this position be reviewed in 12 months' time.	Complete. Long term plans in place.
25 May 2021	8.2	85/21	Petition to Amend Sealed Plan - 14 French Street, Orford	DPD	1. Receive the above report and note that a decision was not made at the 23 March 2021 Council Meeting for the Petition to Amend Sealed Plan at 14 French Street, Orford, as the motion was lost and an alternate motion was not put. 2. Resolve that an additional report be presented to Council at a future meeting and that the applicant be provided with an opportunity to provide submissions in support of the petition to amend the Sealed Plan 168707 as applied for under SA 2020/11.	Applicant had requested that this item be considered at the September 2021 Council Meeting. Still awaiting instruction from applicant. Suggest removal of this item as it is now for a future decision.
28 September 2021	8.3	167/21	Swanwick Foreshore Erosion	MB&MI	that Council: 1. Ceases any further involvement in coastal erosion mitigation at the Swanwick Drive vicinity, and elsewhere in the municipality and; 2. Develops a Policy on coastal erosion and inundation.	Complete. Policy development under investigation.
22 February 2022	8.4	36/22	Glamorgan Spring Bay Council Section 24 Special Committees	GM	That Council: 1. Endorses a review of the Guidelines for Section 24 Special Committees of Council. 2. Endorses a review process for each individual Section 24 Special Committee.	In progress. Committees have been advised of the Council decision and that a Council Officer will be in contact in due course to work collaboratively with the Committee on the review.
22 February 2022	8.5	37/22	March 2021 Storm Damage	DWI	That Council progress with the emergency repairs and allocate identified funds from the additional income sources to commence works on the outstanding repairs identified under this TRRA grant submission this financial year.	Works completed on Rosedale Road and Bridge clearance works commenced. Planning underway for other sites. First claim approved. Projects in 2022-23 capital program have been programmed and constructed. Wielangta Road corner rehabilitation complete. All complete.
22 March 2022	8.8	62/22	Swansea Helipad Proposal	DWI	That Council endorse the proposal to develop land, within planning and statutory confinements and in conjunction with other emergency management stakeholder agencies at 76 Maria Street Swansea for emergency preparedness and response purposes; that being the development of helicopter staging infrastructure through grant funding and inter-agency cooperation.	Ongoing liaison for the planning of the project through June. Propose to commence design in July 2022. Further survey to inform design underway.
26 April 2022	8.8	83/22	Bicheno Triangle Final Design for Tender	DWI	That council endorse the proposed design and authorise officers to proceed to tendering with a view to construction.	Scope reduced. Developing smaller tender packages – seeking quotes.
25 October 2022	8.2	222/22	Marine Infrastructure Committee	DWI	That council delay the disbanding of the Section 24 Marine Infrastructure Committee until such time that council can undertake future investigation into a government mechanism that allows input and engagement from the users of Glamorgan Spring Bay marine infrastructure.	Referred to ongoing review of S24 Committees. Complete
25 October 2022	8.3	223/22	Orford Foreshore Masterplan		That Council: 1. Endorse the Orford Foreshore Masterplan in the form of Attachment 1. 2. Does not agree to enter into a lease/licence for the Prosser River Training Wall (sandbags), nor accept responsibility for any maintenance or management of this infrastructure. 3. Review the outcomes and time-frames on a regular basis with the aim to have the implementation of the management plan finalised within 5 years.	Ongoing discussion with Parks and Wildlife, awaiting their sign off.
25 October 2022	8.4	224/22	Mulching Green Waste	DWI	That council advise the public that a coarse mulch is available to pick up in domestic quantities from the Orford Transfer Station at the collector's risk and from time to time at no cost.	Process and timing for public notification and dispersal being developed. Other mulching options being investigated to see if better quality can be produced.
22 November	8.11	251/22	Late Agenda Report – Stormwater Management	DWI	That Council considers the identified needs for stormwater system improvements in an upcoming review of the long-term financial	Information gathered to inform the report included in briefing

2022			Plan update		plan, in order to provide effective stormwater drainage to urban areas.	papers to inform budget considerations in new calendar year. Complete
13 December 2022	8.1	271/22	Request for Event Support – Pangea	DWI	That Council approve the application for event assistance and provide in-kind assistance as resources permit to the Pangaea Festival 2023.	Complete
28 March 2023	8.8	63/23	Late Agenda Report - Limited Extension of Financial Delegation for General Manager	DWI	That Council increases the delegation limit of the General Manager from \$250,000 to satisfy the Black Summer Bushfire Recovery Grant deed requirements for Telstra invoice values for design of \$269,159, for building \$358,878 and finalisation of \$269,159.	In progress
18 April 2023	9.1	87/23	Notice of Motion - Deputy Mayor Michael Symons	GM	1. That Glamorgan Spring Bay Council write to the Health Minister to raise council and community concerns over the Department's choice of 60 A Burgess Street as a preferred site for Bicheno's new ambulance station. 2. That Council requests a meeting with the Health Minister's representatives for the purpose of discussing those concerns and to give Council an opportunity to put forward potential alternative sites.	Letter sent to Minister for Health. Meeting schedule with Deputy Mayor and Health Minister Representatives for June 2023.
23 May 2023	8.2	106/23	Swansea Loo with a View Future	DWI	That: 1. Council remove the existing turpentine piles and offer them for sale 2. Council install the second toilet pod at a suitable distance on the northern side of the existing toilet to enable the utilisation of existing sewer and water connections.	Investigation and design for new location to be progressed.
23 May 2023	8.5	109/23	New Street Names - Subdivisions Swansea, Spring Beach and Bicheno	DWI	That Council resolve to support the proposed street names Syntax Drive, Swansea; Cumming's Place, Spring Beach; and Shale Way, Bicheno and submits the names to Placenames Tasmania for approval.	New road names accepted by PlaceNames and have been adopted. Cumming's Place was required to remove the apostrophe so it became Cummings Place.
27 June 2023	8.4	135/23	Community Small Grant Application - East Coast Anglican	DCC	That Council approve the application for Community Small Grant funding of \$1,500 to the East Coast Anglican Church to support the Lunch with Mates Program.	Acceptance Letter sent to applicant. complete
6 July 2023	2.1	142/23	Draft - 2023/2024 Annual Plan	EO	That Council adopts the 2023/24 Annual Plan as attached to this report.	Complete
25 July 2023	8.1	157/23	Local Government Reform	GM	That: 1. The General Manager provides a further report on the completed community survey at the next Council meeting. and; 2. Considering the complexity that Glamorgan Spring Bay Council has with options that include a possible North/South split, that a stage 2 response to the Local Government Review Board (due August 2, 2023) will be necessarily brief. and; 3. The response will indicate that GSBC will be willing to continue to engage with the Tasmanian Government and neighbouring Councils to identify reforms that will meet the principles of the Local Government review and be to the benefit of the communities concerned. and; 4. That the Tasmanian Government be requested to fund and model any potential Local Government reform identified in point 3 above for consideration by Council and community before any final decisions are made.	Ongoing
25 July 2023	8.2	158/23	Request for Event Support - Great East Wine Trail	DCC	That Council provides an event grant of \$1,000 to East Coast Wine Trail Association towards the 2023 East Coast Wine Trail festival for promotion and marketing.	Complete
25 July 2023	8.3	159/23	Request for Event Support - Bicheno Food & Wine Festival	DCC	That Council provides to Bicheno Food & Wine Festival association for the Bicheno Food & Wine Festival to be held on 18 November 2023 the following event grant funding and support: 1.The provision, delivery and collection of 12 rubbish bins (red lid) and 12 recycling bins (yellow lid) and bin liners for the event, and 2.The collection of any recycle bags for disposal from the event location, on Monday 20 November 2023, and provision of a lifting machine to transport these to the Bicheno Waste Transfer Station for recycling, and 3.Provide a \$2,000 cash contribution towards the cost of waste management and hire of a traffic controller to implement the road closure for the event.	Outstanding
25 July 2023	8.4	160/23	Community Small Grant Application - East Coast Regional Development Organisation (ERDO)	DCC	That Council approve the application for Community Small Grant funding of \$1,000 to East Coast Regional Development Organisation Inc to support the Art Hub Workshops.	Complete
25 July 2023	8.5	161/23	Community Small Grant Application - Spring Bay Yoga	DCC	That Council approve the application for Community Small Grant funding of \$1,000 to Spring Bay Yoga for installation of a ballet barre in the Triabunna Community Hall.	Complete
22 August 2023	8.1	179/23	Request for Event Support - Freycinet Challenge 2023	DCC	That Council approves the application for event support from Jamset Pty Ltd for the Freycinet Challenge event, to be held on 7 & 8 October 2023, of \$1,500 cash towards the costs of three safety boats for the event, and in-kind support as resources permit.	Acceptance Letter sent to applicant requesting bank details and information for in-kind support.
22 August 2023	8.2	180/23	Community Small Grant Application - Freycinet Volunteer Marine Rescue Association Inc	DCC	That Council approve the application for Community Small Grant funding of \$823 to Freycinet Volunteer Marine Rescue Association Incorporated (trading as Freycinet Marine Safety) for a contribution towards the service costs of 10 Stormy Life Jackets and a laminating machine.	Complete
26 September 2023	8.1	209/23	Review of Delegation Register	EO	That Council endorses the revised Delegations Register as attached to this report item.	Complete
26 September 2023	8.2	210/23	Review of Use of Council's Common Seal Policy	EO	That Council adopts the Use of Council's Common Seal Policy as attached to this report item, effective 26 September 2023.	Complete
26 September 2023	8.3	211/23	Review of Rate Relief for Community Groups Policy	EO	That Council adopts the Rate Relief for Community Groups Policy as attached to this report item effective 26 September 2023.	Complete
26 September 2023	8.4	212/23	Review of Customer Service Charter Policy	DCC	That Council adopts the Customer Service Charter Policy as attached to this report item effective 26 September 2023.	Complete
26 September 2023	8.6	214/23	Draft Natural Resource & Climate Resilience Strategy	DPD	That Council adopt the Draft Natural Resource Climate Resilience Strategy and associated documentation.	Complete
26 September 2023	8.7	215/23	Our Park Orford community Response to survey	DWI	That Council refers the proposals associated with this report to a future workshop to consider how the Park may be developed to promote the interests of the community.	Underway
26 September 2023	8.8	216/23	Request for Event Support - Landcare Tasmania Inc (Tasmanian Community Landcare Conference)	DCC	That Council approves the application for event support of \$2,000 from Landcare Tasmania Inc for the 2023 Landcare Tasmania Conference.	Underway
26 September 2023	8.9	217/23	Community Small Grant Application - Triabunna Tivoli Theatre	DCC	That Council approve the application for Community Small Grant funding of \$1,000 to Triabunna Tivoli Theatre for a contribution towards the monthly cinema nights at the Triabunna Hall.	Underway

ANNUAL PLAN PERFORMANCE REPORT

FOCUS AREA	ACTION	RESPONSIBLE OFFICER	PROGRESS
Planned asset renewal expenditure based on agreed asset management plans.	Deliver capital works program	Director Works and Infrastructure	Capital program delivery progressing. Tenders called and contracts being awarded. Projects being delivered. Ongoing.
	Prepare capital works program for 2023-24 based on Asset Management Plans and Long Term Financial Management Plan.		
Implement a dedicated process to ensure rates and other fees are collected in a timely manner.	Track and chase-up outstanding rates and fees regularly.	Director Corporate and Community	Ongoing
Manage cash flow tightly to ensure current liabilities can be paid from unrestricted (available) cash.	Ensure unrestricted cash balance and appropriate current liability targets are approved at the time of the annual Rates approval.	Director Corporate and Community	Completed with the budget.
Set realistic budgets and monitor income and expenditure closely.	Budgets are set to accommodate agreed services levels for each of the 21 functional departments that adequately acknowledge the current economic conditions.	Director Corporate and Community	Completed with the budget.
Advocate and lobby effectively on behalf of the community.	Represent community interests to State and Federal Governments and Agencies.	General Manager	Ongoing
Develop and foster a strong, supportive and respectful organisational culture.	Engage the Local Government Reform agenda to lead staff positively and productively through the process.	All Departments	Monitoring needs. Considering required actions.
Support and facilitate social and community events that promote community health and wellbeing	Provide budget allowances that continue to support activities and events in the community.	Director Corporate and Community	Completed with the budget.
Work with health professionals to enhance the physical and mental health of ageing people.	Work with successful tenderer on the transfer of medical centres.	Director Planning and Development	Completed. Handover occurred on the 16 th October 2023.
Advocate for reasonable access to primary, secondary and tertiary education.	Represent community interests to State and Federal Governments and Agencies.	Director Corporate and Community	Ongoing
Advocate for adequate healthcare professionals/ providers.	Work with consortium members on the Primary Care Rural Innovative Multidisciplinary Models (PRIMM) grant.	Director Planning and Development	Work continuing.
Advocate for access and coordination of reasonable transport services.	Engage with LGAT and State Growth on provision of Bus Stop infrastructure	Director Works and Infrastructure	Ongoing
Encourage and support the arts, cultural activities, programs and events.	Continue to support the small community grants program and events	Director Corporate and Community	Ongoing management of the Community Small Grant and Event Grant processes.
Create an informed and involved community by developing relevant and accessible communication channels.	Engage various communication formats when sharing information with the community in order to try to accommodate as many groups as possible.	Director Corporate and Community	Continual development to website, social and print media, public surveys, public meetings etc to communicate relevant issues to the community.
Show personal appreciation for good performance and/or positive behaviours.	Create opportunities for training and career programs	All Departments	Performance and development reviews occur. Training opportunities being identified, booked and completed.
	Ensure annual performance reviews are undertaken with staff.		
Define and embed a clear set of organisational Values and Behaviours.	Develop a set of shared organisational values.	General Manager	Active demonstration of proactive and positive leadership and values of fairness and equity.
Create a psychologically safe environment where people feel they can share ideas and raise and resolve issues or concerns.	Work with staff and other stakeholders to manage the impacts of Local Government Reform	All Departments	Monitoring needs.
Invest in relevant training or professional development to equip managers and staff to perform their roles.	Implement programs / training / counselling as necessary to manage transitional arrangements associated with Local Government Reform.	All Departments	Ongoing.
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.	All Departments	Performance and development reviews occur. Training opportunities being identified, booked and completed

Carry out annual staff engagement survey and address key findings.	Identify funding for appropriate programs to assist Local Government Reform Transitions.	All Departments	Ongoing
Complete all asset management plans and policies for Council infrastructure (including assessment of condition) in 2020.	Continue to update Asset Management Plans	Director Works and Infrastructure	Ongoing.
Sustain a safe and well-maintained road network across the municipality.	Implement Capital Works Program	Director Works and Infrastructure	Capital works programmed, planned and delivered. Schedules for grading developed and implemented. Ongoing.
	Schedule operational maintenance grading and associated programs		
Maintain public amenities and recreational facilities.	Manage contracts and schedules for services and monitor performance	Director Works and Infrastructure	Upgrades being delivered in capital program.
	Commence implementation of the actions identified in the Orford Foreshore Masterplan	Director Works and Infrastructure / Director Planning and Development	
Advocate for improved access and speeds of telecommunications services.	Identify opportunities as they arise	All Departments	Monitoring opportunities and initiating or responding as and when they arise.
Address and update complaints management system in 2020.	Review and upgrade Council's complaints management process to ensure that complaints are actioned in accordance with Council's Customer Service Charter	Director Corporate and Community	
Set clear annual budget priorities to meet needs and community expectations in consultation with the community.	Develop budget and deliver services within adopted budget parameters.	Director Works and Infrastructure	Budget adjustments to service levels implemented. Revised maintenance schedules communicated.
Apply for relevant grant applications and aim to achieve at least 50% success rate.	Monitor Grant opportunities and make applications as relevant to support identified programs and asset plans	Director Works and Infrastructure	Grants identified and applied for as applicable to criteria.
Inspect all Council owned buildings annually.	Establish formal reporting	Director Works and Infrastructure	In progress.
Develop plans, policies and guidelines for built assets.	Service level document ongoing development	Director Works and Infrastructure	Service level documentation ongoing
	Develop Public Toilet Strategy	Director Planning and Development	Progressing
	Commence work on the walking and cycling strategy and look for additional funding sources.	Director Planning and Development	Progressing
Review and update existing Council strategies and plans	Plans reviewed and updated as they fall due	Director Works and Infrastructure / Director Planning and Development	Ongoing
	Update Draft Dog Management Policy	Director Planning and Development	Progressing
	Update Structure Plans for Bicheno, Coles Bay, Swansea and Triabunna/Orford	Director Planning and Development	Progressing
Involve, engage and equip groups and individuals in Natural Resource Management.	Support Landcare volunteers and provide supervision and direction as necessary	Director Works and Infrastructure	Engagement continues but limited due to staff change
Invest in external expertise and capacity to complement GSBC resources.	Uphold Councils' requirements in the MOU with the Landscape Recovery Foundation	Director Works and Infrastructure / Director Planning and Development	Ongoing Development of Climate Change Strategy advancing



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