

GLAMORGAN SPRING BAY COUNCIL

# Information Briefing Document



APRIL | MAY | JUNE | 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](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.

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

During the period April to June 2023 inclusive, there were 346 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 April to June including:

- Attended Community Connect Sessions – Coles Bay, Bicheno, Triabunna, Swansea
- Attended informal community meeting in Buckland
- Attended meeting with Rebecca White MP
- Attended East Coast Tourism & Tasmanian Premier's Lunch at Cranbrook
- Attended Council site visit to Sea Forest
- Hosted Premier Jeremy Rockliff, Minister Michael Ferguson and Jane Howlett MLC in their visit to Glamorgan Spring Bay
- Attended meeting with Senator Wendy Askew
- Attended Electric Vehicle Charger opening in Bicheno
- Attended meeting with Mayor Mick Tucker
- Attended Local Government Association of Tasmania (LGAT) Local Government Reform engagement session
- Attended meeting with Mayor Mick Tucker and Break O'Day Council General Manager, John Brown
- Attended meeting with John Tucker MP

## **MEDICAL SERVICES - TRIABUNNA & BICHENO**

At the Special Council meeting on the 6<sup>th</sup> July 2023, Council voted to accept a tender from cohealth Ltd, a non-for-profit organisation to take over the operation of the Medical Centres. This transfer of operation will see a higher-level of clinical governance, improved access to GP's and allied health professionals, reduced costs to our community, and affordable excellent healthcare. The contract and arrangements for this service are currently being worked through.

In June, the Bicheno General Practice obtained accreditation through The Royal Australian College of General Practitioners (RACGP). Accreditation is an integral part of safe and quality general practice in Australia. It is independent recognition that practices meet the requirements of the governing national industry Standards. This was a significant task, and the work of the Practice Manager and Bicheno Staff and Doctors should be commended. The Triabunna practice has now commenced the accreditation self-assessment and is due for assessment in August.

## **CORPORATE & COMMUNITY**

Council welcomed a new statutory planner to the team this period. We continue to invest in our trainee program where there are three staff engaged.

Councils' museum and war memorial is proud to have part of its collection on display at the Tasmanian Museum in Hobart for the Twist exhibition.

The elected members and senior officers conducted Community Connect sessions this period at Bicheno, Coles Bay, Swansea and Triabunna, discussing topics of interest from the audience on the planning for the annual budget.

A function was organised by East Coast Tourism at the Springvale winery in April where awards were presented to local businesses, and discussion on topical issues impacting the community was assisted by the attendance of the Premier and other dignitaries.

Council was invited to attend local businesses to view their operations through the period including Spring Bay Mill, SeaForest and Tassal. These provided firsthand education on the operation and more importantly the people involved.

A training refresher was conducted by the Integrity Commission for Councillors and staff to review the key focus areas for conduct of personnel working in Local Government.

The Red Cross provided a workshop for staff on Communications in Recovery, to provide a focus on the community needs in times of catastrophic events that may require Council personnel to assist.

Council officers are receiving recurring online training sessions to increase their skill level when exposed to online scam activity. These are focused on protection of Council records and elimination of instances of electronic fraud.

This period saw the corporate team produce the annual financial budget with specific focus on the prioritization of activities aligning with the adopted asset management plans and long term financial plans. Following several workshops, this budget was unanimously adopted by Council reinforcing the directives and focus within those strategic plans.

The portfolio of insurances for Council activities for the coming year were reviewed and renewed this period, absorbing a general premium increase of 10%.

## PROPERTY SETTLEMENT CERTIFICATES

	2016/17		2017/18		2018/19		2019/20		2020/21		2021/22		2022/23	
	132	337	132	337	132	337	132	337	132	337	132	337	132	337
July	42	18	47	18	64	25	42	17	65	35	57	24	58	16
August	50	26	58	28	60	37	31	13	65	24	58	27	29	15
September	43	20	51	27	46	19	56	31	74	38	60	26	24	8
October	37	18	57	37	48	22	54	25	62	31	56	26	34	16
November	53	30	60	32	47	18	53	31	77	34	60	32	36	15
December	35	17	38	18	40	19	36	17	99	50	58	27	20	10
January	46	23	59	29	61	24	47	23	69	37	50	25	24	12
February	72	33	51	20	49	30	37	18	79	36	63	37	53	25
March	87	41	53	23	45	16	61	26	71	43	64	30	48	26
April	48	21	61	31	50	27	15	7	70	27	46	28	29	14
May	50	27	56	31	40	17	16	8	53	29	39	25	46	24
June	31	16	38	21	27	17	23	14	31	23	36	28	21	13
<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>634</b>	<b>329</b>	<b>422</b>	<b>194</b>
<b>TOTAL</b>	<b>884</b>		<b>944</b>		<b>848</b>		<b>664</b>		<b>1,222</b>		<b>963</b>		<b>616</b>	

### 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
12/04/2023	Provision of Statutory Valuation Services	General Manager
13/04/2023	Final Plan - Council Approval page - SA 2022/036	General Manager
18/04/2023	Grant Deed - Structure Plans for Swansea, Coles Bay, Bicheno and Orford/ Triabunna	General Manager
18/04/2023	Final Plan - Council Approval Page - SA2021/018	General Manager
18/04/2023	Final Plan - Council Approval Page - SA2018/003	General Manager
18/04/2023	Final Plan - Council Approval Page - SA2022/007	General Manager
26/04/2023	Exchange of Letters - Walking and Cycling Strategy - GSBC	General Manager
8/05/2023	Final Plan - Council Approval page - SA 2022/011	General Manager
23/05/2023	Final Plan - Council Approval page - SA 2018/016	General Manager
30/05/2023	Waste Agreement - Glamorgan Spring Bay Council & Southern Waste Solutions	General Manager
14/06/2023	Final Plan - Council Approval page - SA 2022/37	General Manager
22/06/2023	Final Plan - Council Approval page - SA 2022/010	General Manager
27/06/2023	Lease - Swansea Waste Transfer Station Land & Glamorgan Spring Bay Council	General Manager

## COMMUNITY SMALL GRANTS PROGRAMME

Name	Amount donated \$	Date Approved
Families Tasmania	\$1,000	23 May 2023
East Coast Anglican Church	\$1,500	27 June 2023

## EVENT SUPPORT / ASSISTANCE

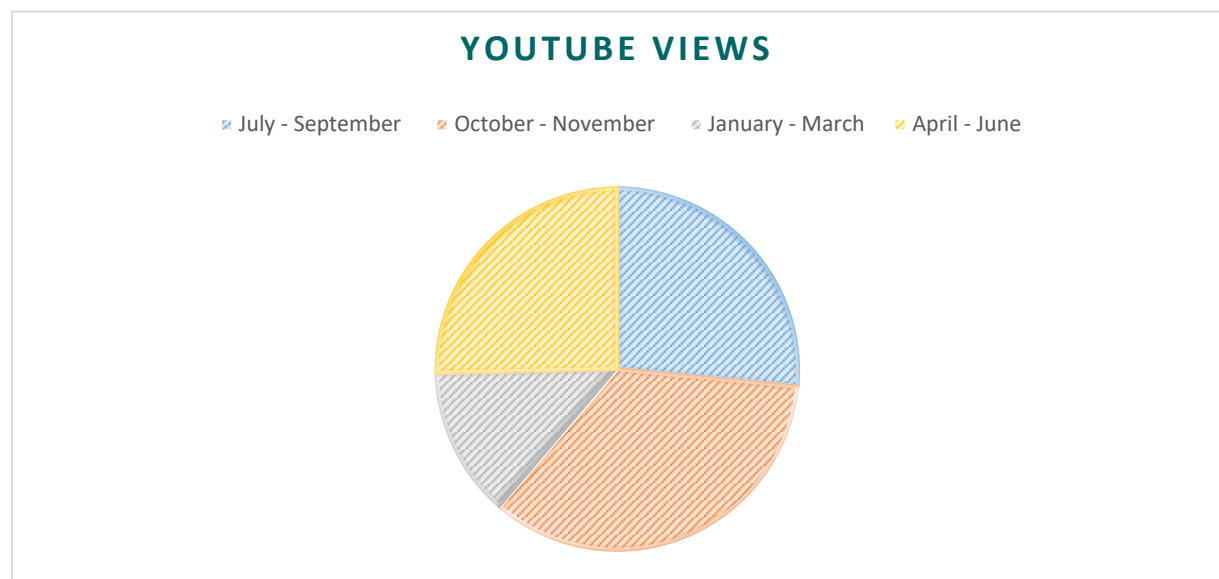
Name	In-kind Assistance	Amount donated \$	Date Approved
Bicheno Beams	<p>In kind support valued at \$2,500</p> <ul style="list-style-type: none"> <li>Provision of storage for the event's equipment at Council facilities, whilst not in use.</li> <li>Use of the Bicheno Lions Park</li> <li>Paid for permission to broadcast music via a copyright licence.</li> </ul>	\$2,500	18 April 2023

## SOCIAL MEDIA STATISTICS

### YOUTUBE

The internet YouTube platform is used to publish live Ordinary Council meetings each month to assist those in the community to view proceedings when they cannot attend themselves. There are currently 164 Subscribers.

	July - September	October – December	January – March	April - June
<b>YouTube Subscribers</b>	156	156	160	164
<b>YouTube Views</b>	362	474	183	346



### FACEBOOK

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

	July - September	October – December	January – March	April - June
<b>Facebook Page reach</b>	11,588 – 9.6% Increase	15,064 - 31.3% Increase	32,450 – 42.7% Increase	13,156 -59.5% Decrease
<b>Facebook Page visits</b>	663 – 1.5 % Increase	3,076 -393.7% Increase	3,080 – 14.8% Decrease	3,622 – 16.4% Increase
<b>Facebook Page new likes</b>	48 – 40% Decrease	50 – 6.4% Increase	42 – 28.8% Decrease	24 – 44.2% Decrease
<b>Facebook Page Followers</b>	785	874	984	1,040

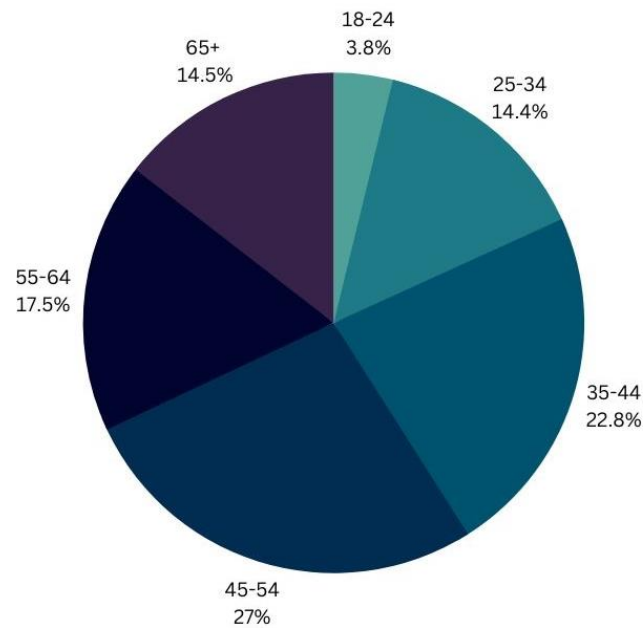


## GENDER OF FACEBOOK FOLLOWERS

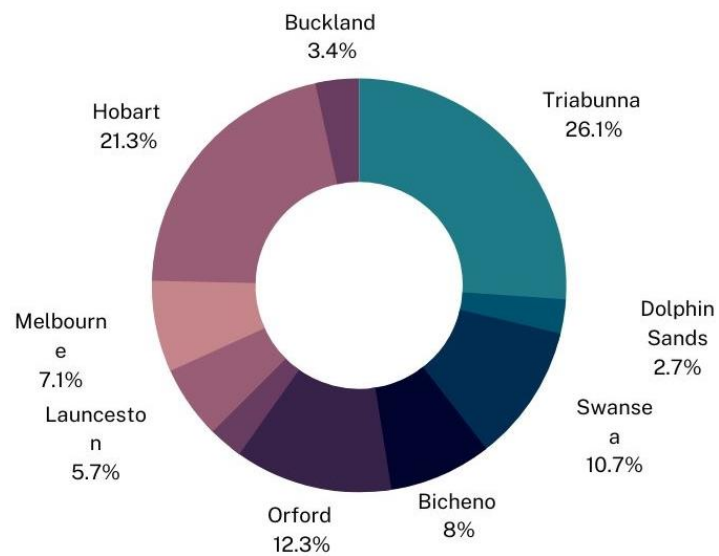


70.5% FEMALE | 29.5 % MALE

## AGE OF FACEBOOK FOLLOWERS



## LOCATION OF FACEBOOK FOLLOWERS



## PLANNING & DEVELOPMENT STATISTICS

### PLANNING STATISTICS

	April - June	Total
<b>Development Applications Received</b>		
No Permit Required, Permitted, Discretionary	74	310
Subdivisions	8	41

	April - June	Total
<b>Development Applications Approved</b>		
No Permit Required	19	92
Permitted	18	55
Discretionary	24	130
Subdivisions	4	33
Applications Refused	1	5
Applications Withdrawn	0	16

### BUILDING AND PLUMBING STATISTICS

	April - June	Total
Building Permits Approved	9	33
Plumbing Permits Approved	17	61
Notifiable Building Work Approved	41	143
Notifiable Plumbing Work Approved	34	92
Low Risk Building Work	15	24
Low Risk Plumbing Work	17	46
Permit of Substantial Compliance	0	1
Building Certificates	1	2

### COMPLIANCE STATISTICS

	April - June	Total
Building Notices issued	0	4
Building Orders issued	2	5
Planning Enforcement Notices Issued	0	1

## ENVIRONMENTAL HEALTH STATISTICS

	April - June	Total
Immunisations	0	30
Food & Public Health Act Registrations	22	161
Food & Public Health Inspections	20	89
Notifiable Diseases	1	5
Sampling	0	31
Public Health/Environmental Health Complaints	4	19
On-site Wastewater Assessments/Permits	15	44
Form 49 & 50 Assessments/Inspections	0	2
New Food Business Enquiries	2	117
Development Application Assessments	3	12

## ANIMAL CONTROL STATISTICS

	April - June	Total
Dogs Registered	597	1609
Kennel Licenses Issued/Renewed	0	10
Dogs Impounded	7	19
Dog Attacks	2	8
Dogs Seized	3	4
Dogs Surrendered	1	4
Dogs Euthanized	0	1
Dogs at Large	5	22
Dogs placed with Dogs' Homes of Tasmania	1	4
Caution Notices Issued	1	4
Complaints	1	23
Infringements	17	78
Lost Dog calls	3	8
Other	0	3
Fire Abatement Enquires/Complaints	2	33
Cat Enquires/Complaints	3	12
Livestock Enquires/Complaints	0	1

## FINANCIAL REPORTING



## Profit and Loss

Glamorgan Spring Bay Council

For the year ended 30 June 2023

Draft results subject to end of year adjustments and Audit.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2022/23 Budget	Notes
<b>Trading Income</b>						
Rate Revenue	11,281,279	11,114,746	166,533	1%	11,114,746	1
Statutory Charges	743,366	777,716	(34,350)	-4%	777,716	
User Charges	868,185	999,658	(131,473)	-13%	999,658	2
Grants	2,983,286	1,845,049	1,138,237	62%	1,845,049	3
Interest & Investment Revenue	700,484	518,088	182,396	35%	518,088	4
Contributions	678,518	185,772	492,746	265%	185,772	5
Other Revenue	2,302,394	1,304,595	997,799	76%	1,304,595	6
<b>Total Trading Income</b>	<b>19,557,512</b>	<b>16,745,624</b>	<b>2,811,888</b>	<b>17%</b>	<b>16,745,624</b>	
<b>Gross Profit</b>	<b>19,557,512</b>	<b>16,745,624</b>	<b>2,811,888</b>	<b>17%</b>	<b>16,745,624</b>	
<b>Capital Grants</b>						
Grants Commonwealth Capital - Other	1,485,832	5,756,383	(4,270,551)	-74%	5,756,383	7
Grants Commonwealth Capital - Roads to Recovery	491,545	401,088	90,457	23%	401,088	8
Grants State Capital - Other	218,381	260,123	(41,742)	-16%	260,123	
<b>Total Capital Grants</b>	<b>2,195,757</b>	<b>6,417,594</b>	<b>(4,221,837)</b>	<b>-66%</b>	<b>6,417,594</b>	
<b>Other Income</b>						
Net Gain (Loss) on Disposal of Assets	80,162	53,000	27,162	51%	53,000	
<b>Total Other Income</b>	<b>80,162</b>	<b>53,000</b>	<b>27,162</b>	<b>51%</b>	<b>53,000</b>	
<b>Operating Expenses</b>						
Employee Costs	5,067,248	5,234,096	(166,848)	-3%	5,234,096	9
Materials & Services	8,255,093	8,289,660	(34,567)	0%	8,289,660	
Depreciation	3,185,993	3,196,056	(10,063)	0%	3,196,056	
Interest	216,667	213,820	2,847	1%	213,820	
Other Expenses	224,725	212,676	12,049	6%	212,676	
<b>Total Operating Expenses</b>	<b>16,949,726</b>	<b>17,146,308</b>	<b>(196,582)</b>	<b>-1%</b>	<b>17,146,308</b>	
<b>Net Profit</b>	<b>2,607,786</b>	<b>(400,684)</b>	<b>3,008,470</b>	<b>-751%</b>	<b>(400,684)</b>	
<b>Total Comprehensive Result (incl Capital Income)</b>	<b>4,883,705</b>	<b>6,069,910</b>	<b>(1,186,205)</b>	<b>-20%</b>	<b>6,069,910</b>	

### NOTES OF BUDGET VARIANCES > \$50k.

1. Additional unbudgeted revenue from significant supplementary rate revaluations on individual properties due to ownership transfers occurring post 30 June 2022 property ratings.
2. Reallocation of Variable Water Charge from User Charges to Other Revenue as a result of final meter reading (\$170K).
3. Estimate of 2021/22 carry over unspent Parks grant funds \$93k not forecast, this did not materialise. Receipt of 100% allocation of 2023-24 Federal Assistance Grants, \$928k above forecast for 50%. Department of Health Grant of \$22k (Walking & Cycling Strategy) received not budgeted. Department of Premier and Cabinet Grant of \$80k (Structure Plans) received not budgeted.
4. Higher than expected interest income due to increasing interest rates.
5. Public Open space contribution \$328k (increase of \$14k) & Subdivision contribution \$188k (increase of \$29k) higher than budget. Stormwater contribution budgeted of (\$25k) will not occur as developers are funding their own solution.
6. Medical turnover higher than estimate from higher patient throughput eg winter demand, additional locum (ie 5 doctors) on board, covid vaccinations etc \$646k (increase of \$62k). Received bank fees unbudgeted refund \$100k in September, end of year water adjustment \$170k).
7. Works budgeted but not complete and delays in works creates delays in claiming revenue milestones: Community Development Grants for Roads \$600k below forecast due to delays [Swansea Main Street Paving]. Bridge Renewal Program for Bridges \$236k deferred due to not securing grant funding [17 Acre Creek Bridge]. Local Roads & Community Infrastructure Grant; for Parks \$2.9m below forecast due to delays in getting work underway [includes Bicheno Triangle, Bicheno Gulch, Coles Bay Foreshore]; for Buildings \$455k below forecast due to delay in getting works underway [includes Courthouse amenities, Coles Bay Annexe, Swansea Cricket nets, Spring Beach toilets, Saltworks toilet]; for Marine \$15k below forecast due to delays in getting works underway [includes Triabunna Marine shelter].
8. Roads to Recovery instalments received are \$90k more than expected due to work accelerated from future 2023-24 program for pavement and reseal works.
9. Staff vacancies and unplanned covid leave creating shortfall in staff capacity/availability.

## Profit and Loss Summary - Governance

Glamorgan Spring Bay Council

For the year ended 30 June 2023

Draft results subject to end of year adjustments and Audit.

Department is Governance.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2022/23 Budget	Notes
<b>Trading Income</b>						
Statutory Charges	85	0	85	0%	0	
<b>Total Trading Income</b>	<b>85</b>	<b>0</b>	<b>85</b>	<b>0%</b>	<b>0</b>	
<b>Gross Profit</b>	<b>85</b>	<b>0</b>	<b>85</b>	<b>0%</b>	<b>0</b>	
<b>Other Income</b>						
Net Gain (Loss) on Disposal of Assets	364	0	364	0%	0	
<b>Total Other Income</b>	<b>364</b>	<b>0</b>	<b>364</b>	<b>0%</b>	<b>0</b>	
<b>Operating Expenses</b>						
Employee Costs	345,638	378,372	(32,734)	-9%	378,372	
Materials & Services	144,421	192,542	(48,121)	-25%	192,542	
Depreciation	38,864	51,600	(12,736)	-25%	51,600	
Other Expenses	152,669	146,676	5,993	4%	146,676	
<b>Total Operating Expenses</b>	<b>681,591</b>	<b>769,190</b>	<b>(87,599)</b>	<b>-11%</b>	<b>769,190</b>	
<b>Net Profit</b>	<b>(681,506)</b>	<b>(769,190)</b>	<b>87,684</b>	<b>-11%</b>	<b>(769,190)</b>	
<b>Total Comprehensive Result (incl Capital Income)</b>	<b>(681,143)</b>	<b>(769,190)</b>	<b>88,047</b>	<b>-11%</b>	<b>(769,190)</b>	

## Profit and Loss Summary - Works & Services

Glamorgan Spring Bay Council

For the year ended 30 June 2023

Draft results subject to end of year adjustments and Audit.

Department is Bridges & Culverts, Emergency Management, Parks & Reserves, Plant Costs & Recoveries, Private Works, Roads & Footpaths,

Account	YTD Actual	YTD Budget	Budget Var	Var %	2022/23 Budget	Notes
<b>Trading Income</b>						
Rate Revenue	1,290,640	1,268,629	22,011	2%	1,268,629	
User Charges	233,442	215,585	17,857	8%	215,585	
Grants	2,595,699	1,634,541	961,158	59%	1,634,541	1
Contributions	2,000	0	2,000	0%	0	
Other Revenue	16,456	0	16,456	0%	0	
<b>Total Trading Income</b>	<b>4,138,237</b>	<b>3,118,755</b>	<b>1,019,482</b>	<b>33%</b>	<b>3,118,755</b>	
<b>Gross Profit</b>	<b>4,138,237</b>	<b>3,118,755</b>	<b>1,019,482</b>	<b>33%</b>	<b>3,118,755</b>	
<b>Capital Grants</b>						
Grants Commonwealth Capital - Other	1,378,832	5,179,383	(3,800,551)	-73%	5,179,383	2
Grants Commonwealth Capital - Roads to Recovery	491,545	401,088	90,457	23%	401,088	3
Grants State Capital - Other	169,651	161,000	8,651	5%	161,000	
<b>Total Capital Grants</b>	<b>2,040,027</b>	<b>5,741,471</b>	<b>(3,701,444)</b>	<b>-64%</b>	<b>5,741,471</b>	
<b>Other Income</b>						
Net Gain (Loss) on Disposal of Assets	107,123	53,000	54,123	102%	53,000	4
<b>Total Other Income</b>	<b>107,123</b>	<b>53,000</b>	<b>54,123</b>	<b>102%</b>	<b>53,000</b>	
<b>Operating Expenses</b>						
Employee Costs	2,054,088	2,296,888	(242,800)	-11%	2,296,888	5
Materials & Services	3,997,989	4,330,320	(332,331)	-8%	4,330,320	6
Depreciation	2,272,574	2,294,748	(22,174)	-1%	2,294,748	
<b>Total Operating Expenses</b>	<b>8,324,652</b>	<b>8,921,956</b>	<b>(597,304)</b>	<b>-7%</b>	<b>8,921,956</b>	
<b>Net Profit</b>	<b>(4,186,415)</b>	<b>(5,803,201)</b>	<b>1,616,786</b>	<b>-28%</b>	<b>(5,803,201)</b>	
<b>Total Comprehensive Result (incl Capital Income)</b>	<b>(2,039,265)</b>	<b>(8,730)</b>	<b>(2,030,535)</b>	<b>23259%</b>	<b>(8,730)</b>	

### NOTES OF BUDGET VARIANCES > \$50k.

- Operating grants: Receipt of 100% allocation of 2023-24 Federal Assistance Grants Assistant Grant instead of forecast for 50%; \$778k for roads, \$45k for bridges. Carry over unspent Parks grant funds not budgeted \$98k.
- Works budgeted but not complete creates delays in claiming revenue milestones: Community Development Grants for Roads [Swansea Main Street Paving] \$600k below forecast due to delays. Bridge Renewal Program [17 Acre Creek Bridge] \$236k deferred due to not securing grant funding. Local Roads & Community Infrastructure Grant; for Parks [Bicheno Triangle, Bicheno Gulch, Coles Bay Foreshore] \$2.9m below forecast due to delays in getting work underway including significant delays with obtaining Permits from Parks and Wildlife Services.
- Roads to Recovery instalments received \$90k more than expected due to work accelerated from future 2023-24 program for pavement & resal works.
- Gain on turnover of small assets higher than forecast.
- Staff vacancies and unplanned covid leave creating shortfall in staff capacity/availability.
- Black Summer Bushfire Recovery Grant unspent pass through funds Telstra works \$417k. Contractor costs above forecast by \$177k and materials \$218k less than forecast indicating delays in availability.

## Profit and Loss Summary - Corporate Services

Glamorgan Spring Bay Council

For the year ended 30 June 2023

Draft results subject to end of year adjustments and Audit.

Department is Corporate Services.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2022/23 Budget	Notes
<b>Trading Income</b>						
Rate Revenue	9,430,310	9,295,047	135,263	1%	9,295,047	1
Statutory Charges	71,531	102,948	(31,417)	-31%	102,948	
Grants	249,032	160,508	88,524	55%	160,508	2
Interest & Investment Revenue	699,784	518,088	181,696	35%	518,088	3
Other Revenue	506,173	305,545	200,628	66%	305,545	4
<b>Total Trading Income</b>	<b>10,956,830</b>	<b>10,382,136</b>	<b>574,694</b>	<b>6%</b>	<b>10,382,136</b>	
<b>Gross Profit</b>	<b>10,956,830</b>	<b>10,382,136</b>	<b>574,694</b>	<b>6%</b>	<b>10,382,136</b>	
<b>Other Income</b>						
Net Gain (Loss) on Disposal of Assets	(27,324)	0	(27,324)	0%	0	
<b>Total Other Income</b>	<b>(27,324)</b>	<b>0</b>	<b>(27,324)</b>	<b>0%</b>	<b>0</b>	
<b>Operating Expenses</b>						
Employee Costs	678,736	823,072	(144,336)	-18%	823,072	5
Materials & Services	1,548,936	1,681,429	(132,493)	-8%	1,681,429	6
Depreciation	42,803	45,180	(2,377)	-5%	45,180	
Interest	15,600	15,600	0	0%	15,600	
Other Expenses	69,723	66,000	3,723	6%	66,000	
<b>Total Operating Expenses</b>	<b>2,355,798</b>	<b>2,631,281</b>	<b>(275,483)</b>	<b>-10%</b>	<b>2,631,281</b>	
<b>Net Profit</b>	<b>8,601,032</b>	<b>7,750,855</b>	<b>850,177</b>	<b>11%</b>	<b>7,750,855</b>	
<b>Total Comprehensive Result (incl Capital Income</b>	<b>8,573,708</b>	<b>7,750,855</b>	<b>822,853</b>	<b>11%</b>	<b>7,750,855</b>	

### NOTES OF BUDGET VARIANCES > \$50k.

1. Additional unbudgeted revenue from significant supplementary rate revaluations on individual properties due to ownership transfers occurring post 30 June property ratings.
2. Receipt of 100% allocation of 2023-24 Federal Assistance Grants, \$88k above forecast for 50%
3. Higher than expected interest income due to increasing interest rates.
4. Received bank fees refund \$100k in September, pension remissions received \$16k higher than budgeted, rental income \$24k higher than budgeted, training subsidies received of \$37k and interest reimbursements of \$16k.
5. Staff vacancies and unplanned covid leave creating shortfall in staff capacity/availability.
6. Lower than budgeted spending on bank charges, IT support, contractors, insurance and materials.



## Profit and Loss Summary - Development Services

Glamorgan Spring Bay Council

For the year ended 30 June 2023

Draft results subject to end of year adjustments and Audit.

Department is Development Services.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2022/23 Budget	Notes
<b>Trading Income</b>						
Statutory Charges	657,371	674,768	(17,397)	-3%	674,768	
User Charges	63,656	20,014	43,642	218%	20,014	
Grants	130,000	50,000	80,000	160%	50,000	1
Contributions	676,518	185,772	490,746	264%	185,772	2
Other Revenue	4,897	1,800	3,097	172%	1,800	
<b>Total Trading Income</b>	<b>1,532,442</b>	<b>932,354</b>	<b>600,088</b>	<b>64%</b>	<b>932,354</b>	
<b>Gross Profit</b>	<b>1,532,442</b>	<b>932,354</b>	<b>600,088</b>	<b>64%</b>	<b>932,354</b>	
<b>Operating Expenses</b>						
Employee Costs	802,136	926,580	(124,444)	-13%	926,580	3
Materials & Services	601,776	631,368	(29,592)	-5%	631,368	
Depreciation	22,996	25,932	(2,936)	-11%	25,932	
<b>Total Operating Expenses</b>	<b>1,426,908</b>	<b>1,583,880</b>	<b>(156,972)</b>	<b>-10%</b>	<b>1,583,880</b>	
<b>Net Profit</b>	<b>105,534</b>	<b>(651,526)</b>	<b>757,060</b>	<b>-116%</b>	<b>(651,526)</b>	
<b>Total Comprehensive Result (incl Capital Income)</b>	<b>105,534</b>	<b>(651,526)</b>	<b>757,060</b>	<b>-116%</b>	<b>(651,526)</b>	

### NOTES OF BUDGET VARIANCES > \$50k.

1. Department of Premier and Cabinet Grant of \$80k (Structure Plans) received after budget approval.
2. Public Open space contribution \$328k and Subdivision contribution \$188k more than budget. Stormwater contribution budgeted of (\$25k) will not occur as developers are funding their own solution.
3. Staff vacancies and unplanned covid leave reflecting shortfall in staff availability.

## Profit and Loss Summary - Tourism and Economic Development

Glamorgan Spring Bay Council

For the year ended 30 June 2023

Draft results subject to end of year adjustments and Audit.

Department is Tourism & Economic Development.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2022/23 Budget	Notes
Gross Profit	0	0	0	0%	0	
<b>Operating Expenses</b>						
Materials & Services	60,000	72,500	(12,500)	-17%	72,500	
Total Operating Expenses	60,000	72,500	(12,500)	-17%	72,500	
Net Profit	(60,000)	(72,500)	12,500	-17%	(72,500)	
Total Comprehensive Result (incl Capital Income)	(60,000)	(72,500)	12,500	-17%	(72,500)	

## Profit and Loss Summary - Community Development

Glamorgan Spring Bay Council

For the year ended 30 June 2023

Draft results subject to end of year adjustments and Audit.

Department is Community Development.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2022/23 Budget	Notes
<b>Trading Income</b>						
Grants	8,555	0	8,555	0%	0	
Interest & Investment Revenue	700	0	700	0%	0	
Other Revenue	37,375	33,540	3,835	11%	33,540	
<b>Total Trading Income</b>	<b>46,630</b>	<b>33,540</b>	<b>13,090</b>	<b>39%</b>	<b>33,540</b>	
<b>Gross Profit</b>	<b>46,630</b>	<b>33,540</b>	<b>13,090</b>	<b>39%</b>	<b>33,540</b>	
<b>Operating Expenses</b>						
Employee Costs	132,280	150,468	(18,188)	-12%	150,468	
Materials & Services	51,410	66,136	(14,726)	-22%	66,136	
Depreciation	45,265	50,892	(5,627)	-11%	50,892	
<b>Total Operating Expenses</b>	<b>228,955</b>	<b>267,496</b>	<b>(38,541)</b>	<b>-14%</b>	<b>267,496</b>	
<b>Net Profit</b>	<b>(182,325)</b>	<b>(233,956)</b>	<b>51,631</b>	<b>-22%</b>	<b>(233,956)</b>	
<b>Total Comprehensive Result (incl Capital Income)</b>	<b>(182,325)</b>	<b>(233,956)</b>	<b>51,631</b>	<b>-22%</b>	<b>(233,956)</b>	

## Profit and Loss Summary - Building & Facilities

Glamorgan Spring Bay Council

For the year ended 30 June 2023

Draft results subject to end of year adjustments and Audit.

Department is Buildings & Facilities.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2022/23 Budget	Notes
<b>Trading Income</b>						
Other Revenue	17,294	18,096	(802)	-4%	18,096	
<b>Total Trading Income</b>	<b>17,294</b>	<b>18,096</b>	<b>(802)</b>	<b>-4%</b>	<b>18,096</b>	
<b>Gross Profit</b>	<b>17,294</b>	<b>18,096</b>	<b>(802)</b>	<b>-4%</b>	<b>18,096</b>	
<b>Capital Grants</b>						
Grants Commonwealth Capital - Other	107,000	577,000	(470,000)	-81%	577,000	1
Grants State Capital - Other	48,730	99,123	(50,393)	-51%	99,123	2
<b>Total Capital Grants</b>	<b>155,730</b>	<b>676,123</b>	<b>(520,393)</b>	<b>-77%</b>	<b>676,123</b>	
<b>Operating Expenses</b>						
Employee Costs	42,968	64,692	(21,724)	-34%	64,692	
Materials & Services	228,067	255,720	(27,653)	-11%	255,720	
Depreciation	465,288	418,776	46,512	11%	418,776	
Interest	0	600	(600)	-100%	600	
<b>Total Operating Expenses</b>	<b>736,323</b>	<b>739,788</b>	<b>(3,465)</b>	<b>0%</b>	<b>739,788</b>	
<b>Net Profit</b>	<b>(719,029)</b>	<b>(721,692)</b>	<b>2,663</b>	<b>0%</b>	<b>(721,692)</b>	
<b>Total Comprehensive Result (incl Capital Income)</b>	<b>(563,299)</b>	<b>(45,569)</b>	<b>(517,730)</b>	<b>1136%</b>	<b>(45,569)</b>	

### NOTES OF BUDGET VARIANCES > \$50k.

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



## Profit and Loss Summary - Marina & Wharf

Glamorgan Spring Bay Council

For the year ended 30 June 2023

Draft results subject to end of year adjustments and Audit.

Department is Marina & Wharf.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2022/23 Budget	Notes
<b>Trading Income</b>						
User Charges	502,195	484,611	17,584	4%	484,611	
<b>Total Trading Income</b>	<b>502,195</b>	<b>484,611</b>	<b>17,584</b>	<b>4%</b>	<b>484,611</b>	
<b>Gross Profit</b>	<b>502,195</b>	<b>484,611</b>	<b>17,584</b>	<b>4%</b>	<b>484,611</b>	
<b>Operating Expenses</b>						
Employee Costs	21,291	43,140	(21,849)	-51%	43,140	
Materials & Services	109,603	85,080	24,523	29%	85,080	
Depreciation	124,843	126,396	(1,553)	-1%	126,396	
Interest	77,610	71,993	5,617	8%	71,993	
<b>Total Operating Expenses</b>	<b>333,347</b>	<b>326,609</b>	<b>6,738</b>	<b>2%</b>	<b>326,609</b>	
<b>Net Profit</b>	<b>168,848</b>	<b>158,002</b>	<b>10,846</b>	<b>7%</b>	<b>158,002</b>	
<b>Total Comprehensive Result (incl Capital Income)</b>	<b>168,848</b>	<b>158,002</b>	<b>10,846</b>	<b>7%</b>	<b>158,002</b>	
Loan Repayments	152,000	152,000	0		152,000	
<b>Balance</b>	<b>16,848</b>	<b>6,002</b>	<b>10,846</b>	<b>181%</b>	<b>6,002</b>	

## Profit and Loss Summary - Animal Control

Glamorgan Spring Bay Council

For the year ended 30 June 2023

Draft results subject to end of year adjustments and Audit.

Department is Animal Control.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2022/23 Budget	Notes
<b>Trading Income</b>						
Statutory Charges	14,379	0	14,379	0%	0	
User Charges	35,164	16,928	18,236	108%	16,928	
<b>Total Trading Income</b>	<b>49,543</b>	<b>16,928</b>	<b>32,615</b>	<b>193%</b>	<b>16,928</b>	
<b>Gross Profit</b>	<b>49,543</b>	<b>16,928</b>	<b>32,615</b>	<b>193%</b>	<b>16,928</b>	
<b>Operating Expenses</b>						
Employee Costs	74,678	77,748	(3,070)	-4%	77,748	
Materials & Services	13,000	9,600	3,400	35%	9,600	
Depreciation	7,893	15,600	(7,707)	-49%	15,600	
<b>Total Operating Expenses</b>	<b>95,571</b>	<b>102,948</b>	<b>(7,377)</b>	<b>-7%</b>	<b>102,948</b>	
<b>Net Profit</b>	<b>(46,028)</b>	<b>(86,020)</b>	<b>39,992</b>	<b>-46%</b>	<b>(86,020)</b>	
<b>Total Comprehensive Result (incl Capital Income</b>	<b>(46,028)</b>	<b>(86,020)</b>	<b>39,992</b>	<b>-46%</b>	<b>(86,020)</b>	

## Profit and Loss Summary - Medical Services

Glamorgan Spring Bay Council

For the year ended 30 June 2023

Draft results subject to end of year adjustments and Audit.

Department is Medical Centres.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2022/23 Budget	Notes
<b>Trading Income</b>						
Rate Revenue	560,329	551,070	9,259	2%	551,070	
User Charges	0	56,000	(56,000)	-100%	56,000	1
Other Revenue	1,487,064	840,000	647,064	77%	840,000	2
<b>Total Trading Income</b>	<b>2,047,394</b>	<b>1,447,070</b>	<b>600,324</b>	<b>41%</b>	<b>1,447,070</b>	
<b>Gross Profit</b>	<b>2,047,394</b>	<b>1,447,070</b>	<b>600,324</b>	<b>41%</b>	<b>1,447,070</b>	
<b>Operating Expenses</b>						
Employee Costs	479,994	475,592	4,402	1%	475,592	
Materials & Services	1,456,230	891,813	564,417	63%	891,813	3
Depreciation	58,328	59,160	(832)	-1%	59,160	
Other Expenses	2,333	0	2,333	0%	0	
<b>Total Operating Expenses</b>	<b>1,996,885</b>	<b>1,426,565</b>	<b>570,320</b>	<b>40%</b>	<b>1,426,565</b>	
<b>Net Profit</b>	<b>50,509</b>	<b>20,505</b>	<b>30,004</b>	<b>146%</b>	<b>20,505</b>	
<b>Total Comprehensive Result (incl Capital Income)</b>	<b>50,509</b>	<b>20,505</b>	<b>30,004</b>	<b>146%</b>	<b>20,505</b>	

### NOTES OF BUDGET VARIANCES > \$50k.

1. User charges budgeted but accounted for under Other Revenue.
2. Medical income \$591k higher than estimate from high patient throughput eg winter demand, additional locum (ie 5 doctors) on board and covid vaccination income. Includes budgeted user charges of \$56k.
3. Doctor expenditure exceed budget \$301k, Contractor expenses exceed budget \$215k.

## Profit and Loss Summary - Prosser Plains Raw Water Scheme

Glamorgan Spring Bay Council

For the year ended 30 June 2023 Draft results subject to end of year adjustments and Audit.

Department is Prosser Plains Raw Water Scheme.

Account	YTD Actual	YTD Budget	Budget Var	Var %	2022/23 Budget	Notes
<b>Trading Income</b>						
User Charges	33,728	206,520	(172,792)	-84%	206,520	1
Other Revenue	231,243	105,614	125,629	119%	105,614	2
<b>Total Trading Income</b>	<b>264,971</b>	<b>312,134</b>	<b>(47,163)</b>	<b>-15%</b>	<b>312,134</b>	
<b>Gross Profit</b>	<b>264,971</b>	<b>312,134</b>	<b>(47,163)</b>	<b>-15%</b>	<b>312,134</b>	
<b>Operating Expenses</b>						
Employee Costs	464	6,792	(6,328)	-93%	6,792	
Materials & Services	37,525	73,172	(35,647)	-49%	73,172	
Depreciation	107,180	107,772	(592)	-1%	107,772	
Interest	123,457	125,627	(2,170)	-2%	125,627	
<b>Total Operating Expenses</b>	<b>268,626</b>	<b>313,363</b>	<b>(44,737)</b>	<b>-14%</b>	<b>313,363</b>	
<b>Net Profit</b>	<b>(3,654)</b>	<b>(1,229)</b>	<b>(2,425)</b>	<b>197%</b>	<b>(1,229)</b>	
<b>Total Comprehensive Result (incl Capital Incc</b>	<b>(3,654)</b>	<b>(1,229)</b>	<b>(2,425)</b>	<b>197%</b>	<b>(1,229)</b>	

### NOTES OF BUDGET VARIANCES > \$50k.

1. Reallocation of Variable Water Charge from User Charges to Other Revenue as a result of final meter reading \$172K.
2. Variance due to the above reallocation of Variable Water Charge as a result of final meter reading. Relates to principal and interest repayments of the

## 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	Commenced
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-19	Director Corporate & Community	4 years	In progress
Debt Collection Procedure	S70E, S70G + Various Legislation	Yes	New	Director Corporate & Community	4 years	In progress
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-22	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-20	Director Works & Infrastructure	2 years	Complete - sent to commissioner for signature
Pandemic Plan	S70E & Various	Yes	May-20	Director Works & Infrastructure	2 years	Incorporated in Municipal Emergency Management Plan
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	
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	Jun-21	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	Apr-20	General Manager / Executive Officer	4 years	
Use of Electronic Devices	S70E, S70G	No	Nov-19	Director Corporate & Community	4 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-16	Director Works & Infrastructure	5 years	In progress

## COUNCIL MOTION TRACKING DOCUMENT

MEETING DATE	ITEM NO.	DECISION NO.	TITLE	ACTION OFFICER	DECISION	STATUS
30 Apr 2019	6.1	82/19	Policy for Users of Hall Facilities	GM	Council to formulate and implement a Policy of Acceptable Practices and Requirements for users of Council Hall facilities.	In progress. Policy to be developed and workshopped.
27 Aug 2019	7.5	144/19	Holkham Court, Orford – Stormwater Assessment	GM	Works are implemented as outlined in the report.	Subdivision work that included stormwater impact nearing completion. Culvert upgrade underway. Works in private land to follow on in consultation with land owners.
17 Dec 2019	8.6	246/19	Training Wall Lease – Prosser River Mouth Advisory Group	GM	Council defers Agenda Item 8.6 to the January 2020 meeting or to a Special Meeting of Council earlier in the month if the matter is deemed too urgent to wait until the 28 <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	7.4	22/20	Re-endorsement of the Dog Management Policy and associated Declared Areas including Dog Exercise Yards	DPD	That: a) the date on which the Declared areas in the re-endorsed dog policy and the new declared dog exercise areas take effect, and b) the period during which the declaration remains in force.	A report was presented to Council in December to form a Dog Management Policy Working Group. This was endorsed unanimously, and the group is continuing to meet and prepare a draft document.
24 Mar 2020	7.4	83/20	Kerbside Vendor Location	DPD / EHO	That Council defers a decision on Paddy's Potatoes and any further request for food vendors to trade from the Triabunna Marina and wharf area until: 1. Confirmation of the appropriateness of the Council Kerbside Vendor Policy has been provided by the General Manager. 2. A strategic review of the area is completed by Council in respect to any additional food vendors and what process would be undertaken for expressions of interest. 3. A risk assessment is carried out in respect to pedestrian/user safety.	The food vendor licence policy is dependent on the By-Law review. It is recommended to pause work on the By-Law until the Future of Local Government Review is completed.
23 June 2020	7.1	210/20	The funding and prioritising of Projects in the Coming Year and the Need for Long Term Financial and Asset Planning to inform Decision Making	GM	That Council for the next financial year at least, in general only fund: Asset renewal projects; Asset upgrades and new assets that address community safety needs; and That this position be reviewed in 12 months' time.	Ongoing.
25 May 2021	8.2	85/21	Petition to Amend Sealed Plan - 14 French Street, Orford	DPD	1. Receive the above report and note that a decision was not made at the 23 March 2021 Council Meeting for the Petition to Amend Sealed Plan at 14 French Street, Orford, as the motion was lost and an alternate motion was not put. 2. Resolve that an additional report be presented to Council at a future meeting and that the applicant be provided with an opportunity to provide submissions in support of the petition to amend the Sealed Plan 168707 as applied for under SA 2020/11.	Applicant had requested that this item be considered at the September 2021 Council Meeting. Still awaiting instruction from applicant. Suggest removal of this item as it is now for a future decision.
28 September 2021	8.3	167/21	Swanwick Foreshore Erosion	MB&MI	that Council: 1. Ceases any further involvement in coastal erosion mitigation at the Swanwick Drive vicinity, and elsewhere in the municipality and; 2. Develops a Policy on coastal erosion and inundation.	Complete. Policy development under investigation.
22 February 2022	8.4	36/22	Glamorgan Spring Bay Council Section 24 Special Committees	GM	That Council: 1. Endorses a review of the Guidelines for Section 24 Special Committees of Council. 2. Endorses a review process for each individual Section 24 Special Committee.	In progress. Committees have been advised of the Council decision and that a Council Officer will be in contact in due course to work collaboratively with the Committee on the review.
22 February 2022	8.5	37/22	March 2021 Storm Damage	DWI	That Council progress with the emergency repairs and allocate identified funds from the additional income sources to commence works on the outstanding repairs identified under this TRRA grant submission this financial year.	Works completed on Rosedale Road and Bridge clearance works commenced. Planning underway for other sites. First claim approved. Projects in 2022-23 capital program and being programmed and constructed. Wielangta Road corner rehabilitation 50% 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.
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 2022	8.11	251/22	Late Agenda Report – Stormwater Management Plan update	DWI	That Council considers the identified needs for stormwater system improvements in an upcoming review of the long-term financial plan, in order to provide effective stormwater drainage to urban areas.	Information gathered to inform the report included in briefing papers to inform budget considerations in new calendar year. 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.	In progress.
13 December 2022	8.2	272/22	Swansea - Loo with a view survey results	DWI	That council notes the survey results and comments provided by survey respondents and seek a further report from the General Manager proposing alternative plans for the structure.	Complete.
28 February 2023	8.6	38/23	Community Small Grant Application - Maria Voices	DCC	That Council approve the application for Community Small Grant funding of \$1,000 to Maria Voices Inc.	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	8.1	83/23	Swansea Courthouse Management Committee - 2022 Annual Report	EO	That Council receives and notes the Swansea Courthouse Management Committee's 2022 Annual Report.	Complete.
18 April 2023	8.3	85/23	Leasing and Licensing of Council Owned and Managed Property Policy	DPD	That Council adopts the Leasing and Licensing of Council Owned and Managed Property Policy in the form of Attachment 1.	Complete.
18 April 2023	8.4	86/23	Request for Event Support - Bicheno Beams	DCC	That Council approve the application from Bicheno Community Development Association for \$2,500 towards Bicheno Beams 2023.	Complete
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	8.3	107/23	Nomination of Councillor to Municipal Emergency Management Committee	DWI	That Council appoint Mayor Cheryl Arnol to the Municipal Emergency Management Committee, effective 23 May 2023.	Complete
23 May 2023	8.4	108/23	Community Small Grant Application - Families Tasmania	DCC	That Council approve the application for Community Small Grant funding of \$1,000 to Families Tasmania to provide Baby and Child First Aid Sessions in Glamorgan Spring Bay.	Complete.
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	8.1	131/23	Budget Estimates and Rates Resolution 2023/24	DCC	That Council: 1. APPROVE the Glamorgan Spring Bay Council 2023/24 Budget Estimates as set out in Attachment 1, consisting of Profit and Loss Statement, Statement of Financial Position, Cash Flow Statement, Capital Works Detail and Loan Summary. 2. ADOPT the Rates Resolution for 2023/24 as set out in Attachment 2. 3. NOTE that the Long Term Financial Management Plan financial modelling for the next 10 years was reviewed during the development of the 2023/2024 Budget and shall be reviewed further to confirm strategic targets ahead of finalisation of the 2024/25 budget. 4. Give an undertaking to ratepayers that the mowing of grass verges throughout the municipality that have been removed, will be reviewed throughout the 2023/24 year and that the community will be consulted regarding the findings 5. That Council investigates insurance risks and liabilities and advises ratepayers regarding mowing of naturestrips.	Complete
27 June 2023	8.2	132/23	2023/24 Fees and Charges	DCC	That Council receive and adopt the fees and charges register in Attachment 1 to this report for the 2023/2024 financial year.	Complete.
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.
27 June 2023	8.5	136/23	Late Agenda Report - Insurance Renewal 2023-24 JLT	DCC	That Council: 1. Authorise the General Manager to accept the proposal from Jardine Lloyd Thompson for insurance policies renewal for 2023-24 to cover Community Liability, Councillor & officer liability, Motor Vehicle, Crime, Personal Accident, Corporate Travel, Workers Compensation and JLT Discretionary Trust, Cyber Liability and; 2. Authorise the General Manager to approve payment of the associated premium totaling \$416,504.25 for 2023-24.	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

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

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

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



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