



Meander Valley Council
Working Together

ORDINARY AGENDA

COUNCIL MEETING

Tuesday 8 October 2019

COUNCIL MEETING VISITORS

Visitors are most welcome to attend Council meetings.

Visitors attending a Council Meeting agree to abide by the following rules:-

- Visitors are required to sign the Visitor Book and provide their name and full residential address before entering the meeting room.
- Visitors are only allowed to address Council with the permission of the Chairperson.
- When addressing Council the speaker is asked not to swear or use threatening language.
- Visitors who refuse to abide by these rules will be asked to leave the meeting by the Chairperson.

SECURITY PROCEDURES

- Council staff will ensure that all visitors have signed the Visitor Book.
- A visitor who continually interjects during the meeting or uses threatening language to Councillors or staff, will be asked by the Chairperson to cease immediately.
- If the visitor fails to abide by the request of the Chairperson, the Chairperson shall suspend the meeting and ask the visitor to leave the meeting immediately.
- If the visitor fails to leave the meeting immediately, the General Manager is to contact Tasmania Police to come and remove the visitor from the building.
- Once the visitor has left the building the Chairperson may resume the meeting.
- In the case of extreme emergency caused by a visitor, the Chairperson is to activate the Distress Button immediately and Tasmania Police will be called.



Meander Valley Council

Working Together

PO Box 102, Westbury,
Tasmania, 7303

Dear Councillors

I wish to advise that an ordinary meeting of the Meander Valley Council will be held at the Westbury Council Chambers, 26 Lyall Street, Westbury, on **Tuesday 8 October 2019 at 4.00pm.**

Jonathan Harmey
ACTING GENERAL MANAGER

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Evacuation and Safety:

At the commencement of the meeting the Mayor will advise that,

- Evacuation details and information are located on the wall to his right;
- In the unlikelyhood of an emergency evacuation an alarm will sound and evacuation wardens will assist with the evacuation. When directed, everyone will be required to exit in an orderly fashion through the front doors and go directly to the evacuation point which is in the car-park at the side of the Town Hall.

Agenda for an Ordinary Meeting of the Meander Valley Council to be held at the Council Chambers Meeting Room, 26 Lyall Street, Westbury, on Tuesday 8 October 2019 at 4.00pm.

PRESENT:**APOLOGIES:****IN ATTENDANCE:****CONFIRMATION OF MINUTES:**

Councillor xx moved and Councillor xx seconded, ***“that the minutes of the Ordinary Meeting of Council held on Tuesday 10 September, 2019, be received and confirmed.”***

COUNCIL WORKSHOPS HELD SINCE THE LAST MEETING:

Date :	Items discussed:
24 September	<ul style="list-style-type: none"> • New Council website update • Northern Prison announcement outcomes • New land purchase options – Council Depot • Community Plan 2020-30 process • School intake areas update • Draft Cat Management Amendment Bill – Open for Public Comment • Review of Policy No. 34 – Real Estate Advertising Signage • Review of Council Policies No. 45 – Information Management and No. 86 – Industrial Development Incentive • Kerbside recycling collection and disposal service • GM Recruitment elected member discussion

ANNOUNCEMENTS BY THE MAYOR:

10 September 2019

Council Meeting – Westbury

13 September 2019

Queen's Birthday Honours Function – Government House, Hobart

17 September 2019

Meeting with Deloraine football Club – Deloraine

20 September 2019

Farewell to General Manager – Westbury

Deloraine Football Club Annual Dinner – Deloraine

21 September 2019

Opening of Westbury Garden Club Spring Flower Show – Westbury

24 September 2019

Council Workshop - Westbury

30 September 2019

Northern Prison Announcement – Westbury

5 October 2019

NTFA Annual Dinner & B& F - Launceston

ANNOUNCEMENTS BY COUNCILLORS

DECLARATIONS OF INTEREST:

TABLING AND ACTION ON PETITIONS:

PUBLIC QUESTION TIME

General Rules for Question Time:

Public question time will continue for no more than thirty minutes for 'questions on notice' and 'questions without notice'.

At the beginning of public question time, the Chairperson will firstly refer to the questions on notice. The Chairperson will ask each person who has a question on notice to come forward and state their name and where they are from (suburb or town) before asking their question(s).

The Chairperson will then ask anyone else with a question without notice to come forward and give their name and where they are from (suburb or town) before asking their question.

If called upon by the Chairperson, a person asking a question without notice may need to submit a written copy of their question to the Chairperson in order to clarify the content of the question.

A member of the public may ask a Council officer to read their question for them.

If accepted by the Chairperson, the question will be responded to, or, it may be taken on notice as a 'question on notice' for the next Council meeting. Questions will usually be taken on notice in cases where the questions raised at the meeting require further research or clarification. These questions will need to be submitted as a written copy to the Chairperson prior to the end of public question time.

The Chairperson may direct a Councillor or Council officer to provide a response.

All questions and answers must be kept as brief as possible.

There will be no debate on any questions or answers.

In the event that the same or similar question is raised by more than one person, an answer may be given as a combined response.

Questions on notice and their responses will be minuted.

Questions without notice raised during public question time and the responses to them will be minuted with exception to those questions taken on notice for the next Council meeting.

Once the allocated time period of thirty minutes has ended, the Chairperson will declare public question time ended. At this time, any person who has not had the opportunity to put forward a question will be invited to submit their question in writing for the next meeting.

Notes

- Council officers may be called upon to provide assistance to those wishing to register a question, particularly those with a disability or from non-English speaking cultures, by typing their questions.
- The Chairperson may allocate a maximum time for each question, depending on the complexity of the issue, and on how many questions are asked at the meeting. The Chairperson may also indicate when sufficient response to a question has been provided.

- Limited Privilege: Members of the public should be reminded that the protection of parliamentary privilege does not apply to local government, and any statements or discussion in the Council Chamber or any document, produced are subject to the laws of defamation.

For further information please telephone 6393 5300 or visit www.meander.tas.gov.au

PUBLIC QUESTION TIME

1. PUBLIC QUESTIONS TAKEN ON NOTICE – SEPTEMBER 2019

2. PUBLIC QUESTIONS WITH NOTICE – OCTOBER 2019

3. PUBLIC QUESTIONS WITHOUT NOTICE – OCTOBER 2019

COUNCILLOR QUESTION TIME

1. COUNCILLOR QUESTIONS TAKEN ON NOTICE – SEPTEMBER 2019

1.1 Councillor John Temple

1. Within tourism circles in Europe, is a World Heritage Listed Site said to be worth a million tourists a year?

Response by Acting General Manager, Jonathan Harmey

There are likely to be many claims in European tourism promotion, this could certainly be one saying.

2. Does the Meander Valley Municipality have more natural World Heritage Listed Sites than any other municipality in either Australia, the Southern Hemisphere or the World?

Response by Acting General Manager, Jonathan Harmey

The Meander Valley Council area is well represented in the "Tasmanian Wilderness" World Heritage Listing, I cannot categorically confirm that it has more natural World Heritage Listed Sites than any other municipality in the World.

3. If so, (re question 2) why does the Meander Valley Municipality not market itself to tourism as having a wealth beyond measure in natural World Heritage Listed Sites?

Response by Acting General Manager, Jonathan Harmey

The Meander Valley municipality has many tourism operators that adopt a range of marketing strategies for their businesses. In 2015 the Great Western Tiers Tourism Association identified a strategy of "A drive of History and Mystery". In 2017 the Great Western Tiers and Meander Valley Destination Plan identified a strategy to "position the Meander Valley as the short walk destination of Tasmania".

4. Did the United States of America purchase, acquire, Louisiana from France in 1803; California, Nevada, Utah, Arizona and parts Wyoming, Colorado and New Mexico from Mexico in 1848; and Alaska from Russia in 1867?
5. If so, (re question 4) why would anyone be surprised when the U.S.A. expressed an interest in purchasing Greenland from Denmark last month?
6. Is it unlikely, but remotely possible, that we could wake up one morning and find that the U.S.A. is interested in purchasing the Meander Valley Municipality?
7. If the Meander Valley Municipality was sold to the United States, would we become the 51st State of the Union (we are approximately 20% larger than the State of Rhode Island), with our residents being dual citizens and Mayor Wayne Johnston being our first Governor?

Response by Acting General Manager, Jonathan Harmey

The above questions include opinion from the writer rather than questions that relate to the activities of Council.

8. Would the future Westbury International Airport have daily direct Boeing 787 "Dreamliner" flights to and from Los Angeles and San Francisco whereby the Meander Valley would benefit from a tourism boom?

Response by Acting General Manager, Jonathan Harmey

Council is not aware of any proposed Westbury International Airport.

9. Would our out of season fresh produce be on sale in Los Angeles and San Francisco? (re question 8)

10. With the strength of the U.S. National Parks Service behind us, would a road be put through to a point within reasonable walking distance of Meander Falls and would the Kubla Khan Cave be open to the public and become one of the world's "must see" caves?
11. Would there be an Air Base here and for us to no longer rely on, is it Darwin for our defence?
12. Would there be hard customs borders between us and neighbouring municipalities?
13. If we know the answer to that question (question 12), could we perhaps advise Great Britain on Brexit?
14. What are the extra, good new things we can do for ourselves in the event that we are not sold to the U.S.A.?

Response by Acting General Manager, Jonathan Harmey

The above questions include opinion from the writer rather than questions that relate to the activities of Council.

2. COUNCILLOR QUESTIONS WITH NOTICE – OCTOBER 2019

2.1 Councillor John Temple

1. Is Council aware that since the television news item several weeks ago regarding a potential prison that an average of six ratepayers a day have visited my gallery to talk about a potential prison of which only two have been in support and one even handed, the rest being totally negative?

Response by Acting General Manager, Jonathan Harmey

Council is now aware of the visitation to Councillor's Temple's gallery; I note these comments were made by Councillor Temple to the Examiner newspaper in the edition 1 October 2019.

2. Has the direction of Council ever gone beyond the minute of December 2017 namely; "that Meander Valley Council write to the State Government to express interest for a Northern Correctional Centre to be built next to Ashley Detention Centre"?

Response by Acting General Manager, Jonathan Harmey

In late 2017 the State Government announced that they were committed to finding an appropriate site for a new correctional facility in the north of the

state. On 12 December 2017 Council decided to write to the State Government to express interest for a Northern Correctional Centre to be built next to Ashley Detention Centre. The Mayor formalised this letter to the Premier in February 2018. Council has not considered the Northern Prison process at a formal Council meeting since December 2017 but has continued communication on the matter since this time, as outlined in the answer to question 3.

3. Under whose direction did the then General Manager meet with DOJ in May last year, then prepare the EOI and to target some specific sites, then approach the landowner in September last year and to then have been working closely with them through the EOI assessment and due diligence process as first advised to Councillors on 12/09/19?

Response by Acting General Manager, Jonathan Harmey

It is common for Council employees to support private residents where they may need assistance in working toward, and through, regulatory processes. The General Manager was contacted by the State Government in September 2018 due to the previous decision of Council and letter from the Mayor, as outlined in the answer to question 2. Correspondence from the State Government (including Expression of Interest (EOI) details) were provided to the elected members in confidential Weekly Correspondence on 26 September 2018 and 15 October 2018. The project was noted in confidential Briefing Reports on 22 November 2018. The General Manager sent an email to all elected members on 27 September 2018 which provided an update on the Northern Prison project and noted he would approach private land owners in the municipality to see if they would like to submit an EOI. The General Manager discussed the EOI process with a number of land owners. The General Manager briefed the new Mayor on the project following his election in early November 2018. The EOI process closed on 22 November 2018. The General Manager sent an email to all elected members on 22 November 2018 notifying them of the EOI applications that had been submitted on behalf of land owners, with the assistance of the General Manager. The General Manager attached the submitted EOI documents to that email so that the elected members were aware of the land owners that were assisted through the EOI documentation.

4. Will the Meander Valley Council contact other councils in regional and rural Australia where prisons have been constructed to learn of their experiences?

Response by Acting General Manager, Jonathan Harmey

The Mayor and Acting General Manager attended the public announcement on the State Government's preferred Northern Prison site in Valley Central, just

outside of Westbury, on 30 September 2019. Council is yet to determine any actions subsequent to the State Government announcement.

5. Will the State Government have a formal Community Consultation Process and if so in what form will this take?

Response by Acting General Manager, Jonathan Harmey

Yes, the State Government have advised in their media statements that community consultation has commenced on 30 September 2019. Council has not been provided with details of their community consultation process, it is noted that a dedicated website has been set up (<https://www.justice.tas.gov.au/strategic-infrastructure-projects/new-northern-prison>) which provides opportunity to ask questions at email: northern.prison@justice.tas.gov.au, and phone: 0417 529 826.

6. What is the role of Council during the State Government's Community Consultation Process?

Response by Acting General Manager, Jonathan Harmey

Council will assist in creating awareness of the State Government process and assisting members of the community with providing their feedback to the State Government. Council is yet to determine any further consultation actions subsequent to the State Government announcement.

7. What is the role for Councillors during the State Government's Community Consultation Process?

Response by Acting General Manager, Jonathan Harmey

It is expected that Councillors will assist in creating awareness of the State Government process and assisting members of the community with providing their feedback to the State Government.

8. Will the Meander Valley Council have its own Community Consultation Process and if so in what form will this take?

Response by Acting General Manager, Jonathan Harmey

Council is yet to determine any actions subsequent to the State Government announcement. The Northern Prison is a State Government project and they will be conducting community consultation.

9. What is the role for Councillors during the Meander Valley Council's Community Consultation Process?

***Response by Acting General Manager, Jonathan Harmey
Council is yet to determine any actions subsequent to the State Government announcement and no Meander Valley Council's Community Consultation Process is currently planned. Councillors are aware however that they will have a role as members of the Planning Authority for any development application.***

3. COUNCILLOR QUESTIONS WITHOUT NOTICE – OCTOBER 2019

DEPUTATIONS BY MEMBERS OF THE PUBLIC

CERTIFICATION

"I certify that with respect to all advice, information or recommendation provided to Council with this agenda:

1. the advice, information or recommendation is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation, and
2. where any advice is given directly to Council by a person who does not have the required qualifications or experience that person has obtained and taken into account in that person's general advice the advice from an appropriately qualified or experienced person."



Jonathan Harmey
ACTING GENERAL MANAGER

"Notes: S65(1) of the Local Government Act requires the General Manager to ensure that any advice, information or recommendation given to the Council (or a Council committee) is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation. S65(2) forbids Council from deciding any matter which requires the advice of a qualified person without considering that advice."

COMMUNITY AND DEVELOPMENT SERVICES 1

Reference No. 179/2019

POLICY REVIEW NO. 34 – REAL ESTATE ADVERTISING SIGNS

AUTHOR: Lynette While
Director Community and Development Services

1) Recommendation

It is recommended that Council confirm the continuation of Policy No. 34, with the suggested amendment as follows:

Policy Number: 34

Real Estate Advertising Signs

Purpose:

The purpose of this Policy is to outline Council's position on the erection of real estate advertising signs on council property.

Department:

Community and Development Services

Author:

Lynette While, Director

Council Meeting Date:

~~12 September 2017~~ 8 October 2019

Minute Number:

~~196/2017~~ xx/2019

Next Review Date:

~~July 2018~~ September 2022

POLICY

1. Definitions

2. Objective

The objective of this policy is to prohibit the erection of real estate advertising signs on Council property and Council managed land, ensuring visual amenity is maintained and to remove any risk of injury to persons as a result of the erection of such signage on said land.

3. Scope

The policy shall apply to all Council property and Council managed land other than property or land that Council is intentionally selling, leasing or letting.

4. Policy

It is policy that:

- Council not permit real estate advertising signs to be erected on Council property or Council managed land such as nature strips, reserves, etc,
- Council employees are authorised to remove any such signs illegally erected or placed on Council property or Council managed land.

5. Legislation

Land Use Planning and Approval Act 1993

6. Responsibility

Responsibility for the operation of this policy rests with the Director Community Development Services.

2) Officers Report

This policy states a position that real estate advertising signs are not permitted on Council property unless the sign is specifically for the purpose of selling, leasing or letting council property. This policy review was discussed at the Council Workshop on 24 September 2019.

3) Council Strategy and Policy

The Policy was due for review in July 2018 but has been on hold in expectation that the new State Planning Provision would be in place. As this has not occurred and a date for this is unknown, the Policy is brought to Council.

4) Legislation

Consideration of the Policy is relevant to the Land Use Planning and Approval Act 1993.

5) Risk Management

Not applicable.

6) Government and Agency Consultation

Not applicable.

7) Community Consultation

Not applicable.

8) Financial Consideration

Not applicable.

9) Alternative Recommendations

Council can elect to discontinue or make further amendments to the existing policy.

10) Voting Requirements

Simple Majority

DECISION:

COMMUNITY AND DEVELOPMENT SERVICES 2

Reference No. 180/2019

2019-2020 COMMUNITY INCENTIVE GRANTS APPLICATION ASSESSMENTS ROUND 2 – SEPTEMBER 2019

AUTHOR: Patrick Gambles
Community Development Manager

1) Recommendation

It is recommended that Council endorse the recommendations of the Community Grants Committee and approves the following allocations:

Organisation	Project	Grant Recommended
Aged Care Deloraine Auxiliary	Kanangra barbeque	\$2,500
Deloraine District Pony Club	Showground arena upgrade	\$3,000
Deloraine Football Club	Fitness equipment	\$2,000
Deloraine House	MV Christmas Relief Appeal	\$700
Lions Club of Deloraine	Bike Park concept drawing	\$2,750
Meander Valley Community Radio	Conference & training	\$300
Meander Valley Suns FC	Trophy sponsorship	\$121
Rotary Club of Deloraine	Function Centre lighting	\$2,500
Tas. Country Music Foundation	Microphones & leads	\$2,110
Tas. Mountain Cattlemen's Association	Tiered outdoor seating	\$2,000
Westbury Cricket Club	Pitch roller	\$2,000
Westbury Pistol Club	Road & car parking upgrade	\$2,000
Westbury RSL Sub Branch	Enriching our historical archive	\$2,000
		\$23,981

2) Officers Report

The total Grants allocation for the year is \$101,800 (1% of the General Rate). \$5,000 of this sum is reserved for Council's policy for refunding regulatory fees to community groups and \$5,000 is earmarked for individual sponsorships and establishment grants. This leaves a balance of \$91,800 for community grants. With four (4) rounds each year, the Grants Committee aims to work to an amount of 25% of the balance each quarter. For 2019-20, this is \$22,950. Round 1 was under budget by \$9,319.

Councillor Stephanie Cameron, Councillor Tanya King, Jonathan Harmeay (Acting General Manager) and Neville Scott (General Inspector) met on 24 September 2019 to consider the applications received. They were supported by Patrick Gambles (Community Development Manager) and Holly Bean (Administrative Trainee). Merrilyn Young (Grants Administrator) was an apology.

Regulatory Fees Refund Scheme

There have been no requests for fee refunds during the period July-September 2019.

Individual Sponsorship Requests

The following requests have been approved by the General Manager during the period July-September 2019:

Individual	Location	Purpose	Amount
Jai Waterhouse	Hadspen	Little Athletics Nationals - ACT	\$150
Ryan Drake	Chudleigh	School Sports Australia AFL - TAS	\$150
Joel Fenton	Blackstone Heights	Interdisciplinary Festival of Embodiment - Malaysia	\$300
Michael Kennedy	Chudleigh	La Vallee Electrique 2019 - France	\$300
Conall McCormack	Prospect Vale	School Sports Australia AFL - TAS	\$150
John Rowbottom	Prospect Vale	Darts Australia Championship - NSW	\$150
Oliver Atkins	Needles	School Sports Australia AFL - WA	\$150
Ali Reynolds	Prospect Vale	School Sports Australia Touch Football - ACT	\$150
Ruth Saltmarsh	Meander	Australian Indoor Bias Bowls	\$150

		Championships - SA	
Haylie Lehner	Prospect Vale	School Sports Australia Touch Football - ACT	\$150
Natalie McCullagh	Blackstone Heights	School Sports Australia Swimming - VIC	\$150
Stephanie McCullagh	Blackstone Heights	School Sports Australia Swimming - VIC	\$150
Jack Morrison	Carrick	School Sports Australia Touch Football - ACT	\$150
Lachlan Gleeson	Montana	World Junior Darts Champs - Gibraltar	\$300
Briella Moore	Hadspen	School Sports Australia Touch Football - ACT	\$150
Brooke Hanham	Bracknell	Pony Club Australia National Championship - NSW	\$150
Jack Heathcote	Reedy Marsh	Bruce Cup - National Primary Schools Championships - WA	\$150
			\$3,000

Townscape Incentive Grants Program

There have been no requests for Townscape Incentive Grants during the period July-September 2019.

Grant Applications from Organisations

Thirteen community grant applications were received for the round, totalling requests of \$27,931. A range of factors were considered to achieve a fair distribution. The recommended outcomes are indicated in the final column of the following table:

Organisation	Project	Project Cost	Grant Requested	Grant Recommended
Aged Care Deloraine Auxillary	Kanangra barbeque	\$2,824	\$2,500	\$2,500
Deloraine District Pony Club	Showground arena upgrade	\$4,711	\$3,000	\$3,000
Deloraine Football Club	Fitness equipment	\$2,736	\$2,250	\$2,000
Deloraine	MV Christmas	\$5,700	\$700	\$700

House	Relief Appeal			
Lions Club of Deloraine	Bike Park concept drawing	\$2,750	\$2,750	\$2,750
Meander Valley Community Radio	Conference & training	\$1,500	\$1,000	\$300
Meander Valley Suns FC	Trophy sponsorship	\$121	\$121	\$121
Rotary Club of Deloraine Inc	Function Centre lighting	\$5,126	\$3,000	\$2,500
Tas. Country Music Foundation	Microphones & leads	\$2,110	\$2,110	\$2,110
Tas. Mountain Cattlemen's Association	Tiered outdoor seating	\$2,753	\$2,500	\$2,000
Westbury Cricket Club	Pitch roller	\$23,788	\$2,000	\$2,000
Westbury Pistol Club	Road & car parking upgrade	\$8,635	\$3,000	\$2,000
Westbury RSL Sub Branch	Enriching our historical archive	\$3,000	\$3,000	\$2,000
		\$65,754	\$27,931	\$23,981

Thirteen allocations equalling \$23,981 are recommended for approval by Council. These have a total project cost of \$65,754 and associated voluntary labour estimated in excess of \$18,000. The \$3,000 grant to the Deloraine & District Pony Club includes an allocation of \$1,000 in-kind work by Council.

3) Council Strategy and Policy

Further the objectives of the Council's Community Strategic Plan 2014 to 2024:

- Future Direction (3): Vibrant and engaged communities
- Future Direction (4): A healthy and safe community

The Grants assessment process was undertaken in accordance with the guidelines attached to the Community Incentive Grants Policy No 82.

4) Legislation

Local Government Act 1993: Section 77 – Grants and Benefits

5) Risk Management

Not applicable.

6) Government and Agency Consultation

Not applicable.

7) Community Consultation

Advice and assistance is provided to applicants on request. The Community Grants program is communicated through community networks and the media. An Information and Guidelines Kit is available from the Council website with hard copies on hand at Council reception. A Grants Information Forum is held annually in May.

8) Financial Consideration

The awarding of grants is made within the limits of the annual budget allocation which is spread over four rounds throughout the year.

9) Alternative Recommendations

Council can amend or elect not to approve the Committee's recommendations.

10) Voting Requirements

Simple Majority

DECISION:

CORPORATE SERVICES 1

Reference No. 181/2019

FINANCIAL REPORTS TO 30 SEPTEMBER 2019

AUTHOR: Justin Marshall
Senior Accountant

1) Recommendation

It is recommended that Council receive the following financial reports for the period ended 30 September 2019:

- 1. Consolidated operating statement with accompanying operating statements for the key operational areas of Council.***
- 2. Capital works project expenditure to date.***
- 3. Capital resealing project expenditure to date.***
- 4. Capital gravelling project expenditure to date.***
- 5. A summary of rates outstanding.***
- 6. Cash reconciliation & investments summary.***

2) Officers Report

An analysis of exceptions and developing trends in the financial performance has not been provided for the first quarter of the financial year. The first three months are not considered a long enough period to recognise trends that will provide meaningful information for the full year.

3) Council Strategy and Policy

The Annual Plan requires the financial reports to September 2019 be presented at the October 2019 Council meeting.

Further the objectives of Council's Community Strategic Plan 2014 to 2024:

- Future direction (5) - Innovative leadership and community governance.

4) Legislation

Not applicable.

5) Risk Management

Not applicable.

6) Government and Agency Consultation

Not applicable.

7) Community Consultation

Not applicable.

8) Financial Consideration

Not applicable.

9) Alternative Recommendations

Not applicable.

10) Voting Requirements

Simple Majority.

DECISION:



Meander Valley Council

2020 Operating Statement as at 30-Sep-2019

	Actual 2020	Budget 2020	% of Budget
Total Council Operations			
Operating Revenue			
Rate Revenue	12,664,336	12,966,400	97.67%
Fees & User Charges	341,533	1,255,000	27.21%
Contributions & Donations	34,128	351,500	9.71%
Interest	179,106	835,600	21.43%
Grants & Subsidies	832,036	5,825,500	14.28%
Sale of Assets	193,684	216,000	89.67%
Other Revenue	51,296	748,700	6.85%
Total Operating Revenue	\$ 14,296,117	\$ 22,198,700	64.40%
Operating Expenditure			
Departments			
Governance	295,952	1,360,600	21.75%
Corporate Services	595,053	2,193,000	27.13%
Infrastructure Services	589,405	3,123,300	18.87%
Works	880,576	3,911,100	22.51%
Community & Development Services	616,632	2,637,600	23.38%
Maintenance & Working Expenses	\$ 2,977,618	\$ 13,225,600	22.51%
Interest	52,830	266,000	19.86%
Depreciation	1,272,000	5,088,000	25.00%
Payments to Government Authorities	-	1,264,900	0.00%
Administration Allocated	-	-	
Other Payments	45,547	286,800	15.88%
Total Operating Expenditure	\$ 4,347,995	\$ 20,131,300	21.60%
Operating Surplus/(Deficit)	\$ 9,948,123	\$ 2,067,400	



Meander Valley Council

2020 Operating Statement as at 30-Sep-2019

	Actual 2020	Budget 2020	% of Budget
General Administration			
Operating Revenue			
Rate Revenue	-	-	
Fees & User Charges	52,029	193,500	26.89%
Contributions & Donations	809	2,400	33.71%
Interest	-	-	
Grants & Subsidies	-	-	
Sale of Assets	-	-	
Other Revenue	3,110	2,300	135.21%
Total Operating Revenue	\$ 55,948	\$ 198,200	28.23%
Operating Expenditure			
Departments			
Governance	255,114	1,081,300	23.59%
Corporate Services	487,470	1,795,700	27.15%
Infrastructure Services	37,073	233,500	15.88%
Works	95	2,000	4.77%
Community & Development Services	28,512	119,900	23.78%
Maintenance & Working Expenses	\$ 808,265	\$ 3,232,400	25.01%
Interest	-	-	
Depreciation	54,500	218,000	25.00%
Payments to Government Authorities	-	-	
Administration Allocated	(8,925)	(86,900)	10.27%
Other Payments	21,560	34,300	62.86%
Total Operating Expenditure	\$ 875,400	\$ 3,397,800	25.76%
Operating Surplus/(Deficit)	(\$ 819,452)	(\$ 3,199,600)	25.61%



Meander Valley Council

2020 Operating Statement as at 30-Sep-2019

	Actual 2020	Budget 2020	% of Budget
Roads Streets and Bridges			
Operating Revenue			
Rate Revenue	-	-	
Fees & User Charges	-	64,800	0.00%
Contributions & Donations	-	200,000	0.00%
Interest	-	-	
Grants & Subsidies	573,315	3,369,900	17.01%
Sale of Assets	-	-	
Other Revenue	-	-	
Total Operating Revenue	\$ 573,315	\$ 3,634,700	15.77%
Operating Expenditure			
Departments			
Governance	-	-	
Corporate Services	-	-	
Infrastructure Services	43,123	130,600	33.02%
Works	541,819	2,257,500	24.00%
Community & Development Services	-	-	
Maintenance & Working Expenses	\$ 584,942	\$ 2,388,100	24.49%
Interest	-	-	
Depreciation	743,750	2,975,000	25.00%
Payments to Government Authorities	-	-	
Administration Allocated	-	-	
Other Payments	-	124,200	0.00%
Total Operating Expenditure	\$ 1,328,692	\$ 5,487,300	24.21%
Operating Surplus/(Deficit)	(\$ 755,377)	(\$ 1,852,600)	40.77%



Meander Valley Council

2020 Operating Statement as at 30-Sep-2019

	Actual 2020	Budget 2020	% of Budget
Health and Community and Welfare			
Operating Revenue			
Rate Revenue	2,778,292	2,789,100	99.61%
Fees & User Charges	90,617	428,900	21.13%
Contributions & Donations	3,200	122,000	2.62%
Interest	54,507	218,000	25.00%
Grants & Subsidies	-	8,600	0.00%
Sale of Assets	-	-	
Other Revenue	20,470	85,900	23.83%
Total Operating Revenue	\$ 2,947,086	\$ 3,652,500	80.69%
Operating Expenditure			
Departments			
Governance	40,838	279,300	14.62%
Corporate Services	83,906	356,200	23.56%
Infrastructure Services	375,067	2,009,000	18.67%
Works	201,599	1,027,500	19.62%
Community & Development Services	229,056	1,006,900	22.75%
Maintenance & Working Expenses	\$ 930,466	\$ 4,678,900	19.89%
Interest	52,830	266,000	19.86%
Depreciation	196,050	784,200	25.00%
Payments to Government Authorities	-	1,264,900	0.00%
Administration Allocated	8,925	86,300	10.34%
Other Payments	21,521	86,600	24.85%
Total Operating Expenditure	\$ 1,209,792	\$ 7,166,900	16.88%
Operating Surplus/(Deficit)	\$ 1,737,294	(\$ 3,514,400)	-49.43%



Meander Valley Council

2020 Operating Statement as at 30-Sep-2019

	Actual 2020	Budget 2020	% of Budget
Land Use Planning and Building			
Operating Revenue			
Rate Revenue	-	-	
Fees & User Charges	131,710	380,100	34.65%
Contributions & Donations	-	-	
Interest	-	-	
Grants & Subsidies	-	-	
Sale of Assets	-	-	
Other Revenue	13,355	53,800	24.82%
Total Operating Revenue	\$ 145,065	\$ 433,900	33.43%
Operating Expenditure			
Departments			
Governance	-	-	
Corporate Services	-	-	
Infrastructure Services	47,981	222,600	21.55%
Works	-	-	
Community & Development Services	244,722	1,105,700	22.13%
Maintenance & Working Expenses	\$ 292,704	\$ 1,328,300	22.04%
Interest	-	-	
Depreciation	6,375	25,500	25.00%
Payments to Government Authorities	-	-	
Administration Allocated	-	-	
Other Payments	-	-	
Total Operating Expenditure	\$ 299,079	\$ 1,353,800	22.09%
Operating Surplus/(Deficit)	(\$ 154,014)	(\$ 919,900)	16.74%



Meander Valley Council

2020 Operating Statement as at 30-Sep-2019

	Actual 2020	Budget 2020	% of Budget
Recreation and Culture			
Operating Revenue			
Rate Revenue	-	-	
Fees & User Charges	67,177	187,700	35.79%
Contributions & Donations	30,119	27,100	111.14%
Interest	-	-	
Grants & Subsidies	-	240,000	0.00%
Sale of Assets	193,684	216,000	89.67%
Other Revenue	551	-	
Total Operating Revenue	\$ 291,530	\$ 670,800	43.46%
Operating Expenditure			
Departments			
Governance	-	-	
Corporate Services	23,674	33,800	70.04%
Infrastructure Services	68,721	519,900	13.22%
Works	194,611	990,100	19.66%
Community & Development Services	114,341	411,600	27.78%
Maintenance & Working Expenses	\$ 401,348	\$ 1,955,400	20.53%
Interest	-	-	
Depreciation	175,925	703,700	25.00%
Payments to Government Authorities	-	-	
Administration Allocated	-	-	
Other Payments	2,464	41,700	5.91%
Total Operating Expenditure	\$ 579,737	\$ 2,700,800	21.47%
Operating Surplus/(Deficit)	(\$ 288,206)	(\$ 2,030,000)	14.20%



Meander Valley Council

2020 Operating Statement as at 30-Sep-2019

	Actual 2020	Budget 2020	% of Budget
Unallocated and Unclassified			
Operating Revenue			
Rate Revenue	9,886,044	10,177,300	97.14%
Fees & User Charges	-	-	
Contributions & Donations	-	-	
Interest	124,599	617,600	20.17%
Grants & Subsidies	258,720	2,207,000	11.72%
Sale of Assets	-	-	
Other Revenue	13,811	606,700	2.28%
Total Operating Revenue	\$ 10,283,173	\$ 13,608,600	75.56%
Operating Expenditure			
Departments			
Governance	-	-	
Corporate Services	3	7,300	0.04%
Infrastructure Services	17,439	7,700	226.48%
Works	(57,548)	(366,000)	15.72%
Community & Development Services	-	(6,500)	0.00%
Maintenance & Working Expenses	(\$ 40,106)	(\$ 357,500)	11.22%
Interest	-	-	
Depreciation	95,400	381,600	25.00%
Payments to Government Authorities	-	-	
Administration Allocated	-	600	0.00%
Other Payments	2	-	
Total Operating Expenditure	\$ 55,296	\$ 24,700	223.87%
Operating Surplus/(Deficit)	\$ 10,227,878	\$ 13,583,900	75.29%

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Administration

100 - Administration

	<i>Prior Year Expenditure</i>	<i>Current Year Expenditure</i>	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>
5043 Council Chambers - Office Expansion & Foyer Refurbishment	\$354	\$11,557	\$11,911	\$250,000	-\$238,089	4.76%
5101 Workstations and Peripherals	\$0	\$0	\$0	\$29,000	-\$29,000	0.00%
5102 Network Infrastructure	\$0	\$0	\$0	\$60,400	-\$60,400	0.00%
5109 Networked Copiers and Printers	\$0	\$0	\$0	\$17,000	-\$17,000	0.00%
5111 Software and Upgrades	\$0	\$0	\$0	\$84,500	-\$84,500	0.00%
5115 Conquest Software Upgrade 14/15	\$6,908	\$0	\$6,908	\$45,000	-\$38,092	15.35%
5127 MVC Website Upgrade 17/18	\$15,211	\$0	\$15,211	\$15,000	\$211	101.41%
5129 Municipal Revaluation 18/19	\$0	\$3,641	\$3,641	\$67,000	-\$63,359	5.43%
5130 Great Western Tiers Websites Upgrade 18/19	\$6,250	\$6,050	\$12,300	\$15,000	-\$2,700	82.00%
100 - Administration Sub Total	\$28,724	\$21,248	\$49,972	\$582,900	-\$532,928	8.57%
100 - Administration Sub Total	\$28,724	\$21,248	\$49,972	\$582,900	-\$532,928	8.57%

Roads Streets and Bridges

201 - Roads and Streets

5620 Whiteleys Rd - Meander 18/19	\$0	\$0	\$0	\$30,500	-\$30,500	0.00%
5692 Gibsons Rd - Selbourne	\$0	\$7,705	\$7,705	\$15,000	-\$7,295	51.37%
5802 Louisa St - Bracknell	\$0	\$0	\$0	\$40,000	-\$40,000	0.00%
5810 Elizabeth St - Bracknell	\$0	\$0	\$0	\$20,000	-\$20,000	0.00%
5825 Emu Bay Rd - Deloraine	\$0	\$0	\$0	\$60,000	-\$60,000	0.00%
5829 Morrison St - Deloraine 17/18	\$0	\$0	\$0	\$45,600	-\$45,600	0.00%
5851 Moriarty St - Deloraine	\$0	\$1,647	\$1,647	\$20,000	-\$18,353	8.24%
5855 Westbury Pl East - Deloraine	\$0	\$25,343	\$25,343	\$60,000	-\$34,657	42.24%
5857 East Church St - Deloraine 18/19	\$5,660	\$18,512	\$24,172	\$24,600	-\$428	98.26%

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	<i>Prior Year Expenditure</i>	<i>Current Year Expenditure</i>	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>	
5860	Beefeater St - Deloraine 18/19	\$4,157	\$0	\$4,157	\$57,000	-\$52,843	7.29%
5880	Foote St - Hadspen	\$0	\$0	\$0	\$15,000	-\$15,000	0.00%
5888	Winifred Jane Cres - Hadspen	\$0	\$0	\$0	\$25,000	-\$25,000	0.00%
5894	Country Club Av - Prospect Vale 18/19	\$7,635	\$264	\$7,899	\$80,000	-\$72,101	9.87%
5930	Chris St Clifton To End - Prospect Vale	\$0	\$0	\$0	\$65,000	-\$65,000	0.00%
5958	Kelsey Rd - Blackstone Heights	\$0	\$6,032	\$6,032	\$45,000	-\$38,968	13.40%
5983	Old Bass Highway, Westbury 16/17	\$0	\$24,484	\$24,484	\$250,000	-\$225,516	9.79%
5984	Old Bass Highway - Carrick 18/19	\$10,787	\$741	\$11,528	\$180,000	-\$168,472	6.40%
6102	Blackstone Rd - Blackstone Heights 16/17	\$7,737	\$1,137	\$8,874	\$110,000	-\$101,126	8.07%
6141	Dunorlan Rd - Dunorlan	\$0	\$10,704	\$10,704	\$61,100	-\$50,396	17.52%
6149	R2R 2020 Beveridges Ln - Emu Plains	\$0	\$3,505	\$3,505	\$120,000	-\$116,495	2.92%
6198	R2R 2020 Osmaston Rd - Osmaston	\$0	\$33,586	\$33,586	\$715,000	-\$681,414	4.70%
6219	Pateena Rd - Travellers Rest	\$0	\$325	\$325	\$40,000	-\$39,675	0.81%
6228	Dexter St- Jones To Five Acre - Westbury 18/19	\$680	\$8,702	\$9,382	\$55,000	-\$45,618	17.06%
6229	Marriott St Moore To Lyttleton St 18/19	\$1,160	\$103	\$1,263	\$55,000	-\$53,737	2.30%
6234	King St Mary To Marriott St - Westbury	\$0	\$3,445	\$3,445	\$35,000	-\$31,555	9.84%
6259	R2R 2020 Railton Rd - Kimberley	\$0	\$0	\$0	\$200,000	-\$200,000	0.00%
6276	Westbury Rd - Prospect: Transport Study Projects	\$0	\$0	\$0	\$459,500	-\$459,500	0.00%
6283	Westbury Rd - Cycling Lanes 13/14	\$21,055	\$0	\$21,055	\$50,000	-\$28,945	42.11%
6284	New Footpath Developments - Westbury 15/16	\$0	\$0	\$0	\$30,700	-\$30,700	0.00%
6285	New Footpath Developments - Blackstone 17/18	\$108,993	\$358,559	\$467,552	\$884,000	-\$416,448	52.89%
6288	Westbury Rd - PVP Entrance Roundabout 15/16	\$94,701	\$71,534	\$166,234	\$1,200,000	-\$1,033,766	13.85%
6289	Mt Leslie Rd - St Patricks Parking Improvements 16/17	\$60,297	\$14,928	\$75,225	\$215,000	-\$139,775	34.99%
6695	Nutt Street - Deloraine	\$0	\$1,565	\$1,565	\$60,000	-\$58,435	2.61%
201 - Roads and Streets Sub Total		\$322,861	\$592,820	\$915,681	\$5,323,000	-\$4,407,319	17.20%

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	<i>Prior Year Expenditure</i>	<i>Current Year Expenditure</i>	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>
210 - Bridges						
5249 Warners Creek Sugarloaf Road	\$51	\$747	\$798	\$240,000	-\$239,202	0.33%
5277 Burnies Creek Sugarloaf Road	\$39	\$760	\$798	\$240,000	-\$239,202	0.33%
5278 Spearhill Creek Quamby Brook Road	\$129	\$38,587	\$38,716	\$38,800	-\$84	99.78%
5283 Bluff Creek Bogan Road	\$0	\$13	\$13	\$22,400	-\$22,387	0.06%
5294 Jackeys Creek Williams Road	\$39	\$760	\$798	\$240,000	-\$239,202	0.33%
5297 Leiths Creek Barbers Road 18/19	\$7,647	\$146,009	\$153,656	\$160,000	-\$6,344	96.04%
5320 Brady Creek Tribulet Maloneys Road	\$39	\$488	\$526	\$190,000	-\$189,474	0.28%
5322 Limestone Creek Walters Road 18/19	\$106,478	\$78,152	\$184,630	\$200,000	-\$15,370	92.32%
5342 Chittys Creek Barbers Road	\$39	\$500	\$539	\$190,000	-\$189,461	0.28%
5352 Ritchies Creek Botts Road 18/19	\$4,928	\$105,016	\$109,944	\$160,000	-\$50,056	68.72%
5358 Reids Creek Rayey Road	\$26	\$40,306	\$40,332	\$235,000	-\$194,668	17.16%
5363 Allsops Creek Bankton Road	\$0	\$84	\$84	\$1,900	-\$1,816	4.42%
5364 Dalebrook River Bankton Road	\$0	\$71	\$71	\$100	-\$29	71.08%
5365 Western Creek Bankton Road	\$0	\$71	\$71	\$9,500	-\$9,429	0.75%
5369 Myrtle Creek Myrtle Creek Road	\$0	\$193	\$193	\$0	\$193	0.00%
5440 Liffey River Bennetts Road	\$0	\$13	\$13	\$50,700	-\$50,687	0.03%
210 - Bridges Sub Total	\$119,413	\$411,770	\$531,183	\$1,978,400	-\$1,447,217	26.85%
200 - Roads Streets and Bridges Sub Total	\$442,275	\$1,004,590	\$1,446,865	\$7,301,400	-\$5,854,535	19.82%

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	<i>Prior Year Expenditure</i>	<i>Current Year Expenditure</i>	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>
Health and Community Welfare						
315 - Cemeteries						
6302 Deloraine Lawn Cemetery Concrete Slabs	\$0	\$6,897	\$6,897	\$5,000	\$1,897	137.94%
6308 Deloraine Lawn Cemetery Shelter 16/17	\$1,273	\$15,087	\$16,359	\$43,700	-\$27,341	37.43%
315 - Cemeteries Sub Total	\$1,273	\$21,984	\$23,256	\$48,700	-\$25,444	47.75%
316 - Community Amenities						
6526 Hagley Rec Ground - Replace Septic Tank & Pump	\$0	\$2,656	\$2,656	\$20,000	-\$17,344	13.28%
316 - Community Amenities Sub Total	\$0	\$2,656	\$2,656	\$20,000	-\$17,344	13.28%
321 - Tourism & Area Promotion						
7801 GWTVIC - Ground works 18/19	\$0	\$0	\$0	\$15,000	-\$15,000	0.00%
7831 Folk Museum - Rising Damp Corrective Works 17/18	\$58,679	\$287	\$58,965	\$100,000	-\$41,035	58.97%
321 - Tourism & Area Promotion Sub Total	\$58,679	\$287	\$58,965	\$115,000	-\$56,035	51.27%
335 - Household Waste						
6602 Westbury Land fill Site - Cell Expansion	\$33,857	\$0	\$33,857	\$160,800	-\$126,943	21.06%
6605 Mobile Garbage Bins	\$0	\$40,220	\$40,220	\$41,400	-\$1,180	97.15%
6611 Mobile Organics Bins	\$0	\$0	\$0	\$300,000	-\$300,000	0.00%
335 - Household Waste Sub Total	\$33,857	\$40,220	\$74,076	\$502,200	-\$428,124	14.75%
351 - Storm Water Drainage						
6436 Panorama Rd Blackstone Stormwater 18/19	\$8,178	\$806	\$8,984	\$150,000	-\$141,016	5.99%
6470 William St Westbury - Stormwater	\$0	\$490	\$490	\$120,000	-\$119,510	0.41%
6483 Taylor St, Westbury Stormwater 18/19	\$3,103	\$815	\$3,919	\$130,000	-\$126,081	3.01%
6495 Urban Stormwater Drainage – Program Budget	\$0	\$0	\$0	\$93,300	-\$93,300	0.00%

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	<i>Prior Year Expenditure</i>	<i>Current Year Expenditure</i>	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>
6496 Open Drain Program, Blackstone Heights 15/16	\$0	\$0	\$0	\$34,000	-\$34,000	0.00%
6497 Open Drain Program, Carrick	\$0	\$0	\$0	\$30,000	-\$30,000	0.00%
6498 Open Drain Program, Westbury	\$0	\$0	\$0	\$23,500	-\$23,500	0.00%
6499 Open Drain Program, Bracknell	\$0	\$0	\$0	\$30,000	-\$30,000	0.00%
6855 Open Drain Program, Meander	\$0	\$0	\$0	\$50,000	-\$50,000	0.00%
6856 Mary St, Westbury - Stormwater 18/19	\$0	\$0	\$0	\$70,000	-\$70,000	0.00%
6860 Peyton St, Westbury - Stormwater	\$0	\$4,414	\$4,414	\$0	\$4,414	0.00%

351 - Storm Water Drainage Sub Total	\$11,282	\$6,526	\$17,807	\$730,800	-\$712,993	2.44%
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300 - Health and Community Welfare Sub Total	\$105,090	\$71,671	\$176,761	\$1,416,700	-\$1,239,939	12.48%
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Recreation and Culture

505 - Public Halls

7428 Bracknell Hall - Bracing Building Structure 16/17	\$14,731	\$1,400	\$16,132	\$435,000	-\$418,868	3.71%
7444 Mole Creek Hall - Reseal Carpark	\$0	\$0	\$0	\$15,000	-\$15,000	0.00%

505 - Public Halls Sub Total	\$14,731	\$1,400	\$16,132	\$450,000	-\$433,868	3.58%
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515 - Swimming Pools and Other

8817 Deloraine Pool - Chlorine Dosing & Heating Unit	\$0	\$343	\$343	\$42,000	-\$41,657	0.82%
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515 - Swimming Pools and Other Sub Total	\$0	\$343	\$343	\$42,000	-\$41,657	0.82%
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	<i>Prior Year Expenditure</i>	<i>Current Year Expenditure</i>	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>
525 - Recreation Grounds & Sports Facilities						
7616 Deloraine Rec Ground - Drainage	\$0	\$0	\$0	\$25,000	-\$25,000	0.00%
7668 Westbury Rec Ground - Building Design & Upgrade 14/15	\$670,484	\$495,958	\$1,166,442	\$2,086,900	-\$920,458	55.89%
7671 PVP Development Plan - Future Projects	\$0	\$0	\$0	\$326,500	-\$326,500	0.00%
7688 Deloraine Community Complex - Female Changeroom Refurb.	\$5,038	\$0	\$5,038	\$110,000	-\$104,962	4.58%
7690 Deloraine Community Complex - Netball Courts	\$0	\$21,045	\$21,045	\$14,300	\$6,745	147.17%
7691 Westbury Rec Ground - Cricket Block Renewal	\$0	\$0	\$0	\$50,000	-\$50,000	0.00%
7693 PVP New Pathway	\$0	\$1,544	\$1,544	\$25,000	-\$23,456	6.18%
7694 DCC & Deloraine Football Club - Grease Trap Installation	\$0	\$287	\$287	\$35,000	-\$34,714	0.82%
525 - Recreation Grounds & Sports Facilities Sub Total	\$675,522	\$518,834	\$1,194,356	\$2,672,700	-\$1,478,344	44.69%
545 - Sundry Cultural Activities						
7908 MVPAC Roof Renewal	\$0	\$31,670	\$31,670	\$95,000	-\$63,330	33.34%
7909 MVPAC Foyer Improvements 18/19	\$6,409	\$4,698	\$11,108	\$145,000	-\$133,892	7.66%
545 - Sundry Cultural Activities Sub Total	\$6,409	\$36,368	\$42,777	\$240,000	-\$197,223	17.82%
565 - Parks and Reserves						
8020 Bordin St Reserve - Park Improvements 18/19	\$5,715	\$7,936	\$13,651	\$10,000	\$3,651	136.51%
8023 Las Vegas Drive Reserve - Playground Renewal	\$0	\$115	\$115	\$10,000	-\$9,885	1.15%
8044 Blackstone Park - Playground Equipment 18/19	\$51,308	\$3,182	\$54,490	\$100,000	-\$45,510	54.49%
8053 Blackstone Park - Sale of Public Land 16/17	\$6,190	\$0	\$6,190	\$0	\$6,190	0.00%
8054 Mace St Reserve - Disposal Costs 14/15	\$53,768	\$1,952	\$55,720	\$0	\$55,720	0.00%
8059 Winifred Jane Cres Hadspen - Playground Upgrade 18/19	\$247	\$0	\$247	\$10,000	-\$9,753	2.47%
8079 Hadspen Lions Park - Erosion Control & Landscaping 17/18	\$43,042	\$0	\$43,042	\$50,000	-\$6,958	86.08%
8097 Kimberley Township Improvements 18/19	\$2,345	\$0	\$2,345	\$10,000	-\$7,655	23.45%
8098 Coronea Court, Hadspen - Renew Playground 18/19	\$17,322	\$737	\$18,059	\$35,000	-\$16,941	51.60%
8099 Poets Place Reserve, Hadspen - Divest Land 18/19	\$190	\$0	\$190	\$5,000	-\$4,810	3.79%
8100 Hadspen Bull Run - Seating & Shade 18/19	\$1,363	\$2,979	\$4,343	\$25,000	-\$20,657	17.37%

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	<i>Prior Year Expenditure</i>	<i>Current Year Expenditure</i>	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>
8101 Chris St Reserve, Prospect - Divest Land 18/19	\$59	\$0	\$59	\$5,000	-\$4,941	1.18%
8102 Blackstone Park Drive - Install Speed Humps	\$0	\$0	\$0	\$15,000	-\$15,000	0.00%
565 - Parks and Reserves Sub Total	\$181,548	\$16,901	\$198,449	\$275,000	-\$76,551	72.16%
500 - Recreation and Culture Sub Total	\$878,210	\$573,846	\$1,452,056	\$3,679,700	-\$2,227,644	39.46%
Unallocated and Unclassified						
625 - Management and Indirect O/Heads						
8803 Minor Plant Purchases	\$0	\$5,970	\$5,970	\$40,900	-\$34,931	14.60%
8818 Works Depot Land Purchase	\$0	\$0	\$0	\$750,000	-\$750,000	0.00%
625 - Management and Indirect O/Heads Sub Total	\$0	\$5,970	\$5,970	\$790,900	-\$784,931	0.75%
655 - Plant Working						
8724 Ute Replacement (Plant 209)	\$0	\$0	\$0	\$25,000	-\$25,000	0.00%
8734 Backhoe Replacement (No. 310) 18/19	\$0	\$124,290	\$124,290	\$110,000	\$14,290	112.99%
8762 Tip Truck (No. 910)	\$0	\$0	\$0	\$105,000	-\$105,000	0.00%
8763 Mower (No. 626)	\$0	-\$5,000	-\$5,000	\$30,000	-\$35,000	-16.67%
655 - Plant Working Sub Total	\$0	\$119,290	\$119,290	\$270,000	-\$150,710	44.18%
675 - Other Unallocated Transactions						
8707 Fleet Vehicle Purchases	\$0	\$0	\$0	\$116,700	-\$116,700	0.00%
675 - Other Unallocated Transactions Sub Total	\$0	\$0	\$0	\$116,700	-\$116,700	0.00%
600 - Unallocated and Unclassified Sub Total	\$0	\$125,260	\$125,260	\$1,177,600	-\$1,052,341	10.64%
Total Capital Project Expenditure	\$1,454,298	\$1,796,615	\$3,250,914	\$14,158,300	-\$10,907,386	22.96%

Capital Resealing Report

2020 Financial Year



30-Sep-2019 20:06:09

	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>
Roads Streets and Bridges				
201 - Roads and Streets				
5894 Country Club Av - Prospect Vale 18/19	\$401	\$0	\$401	0.00%
5905 Jupiter Ct - Prospect Vale	\$280	\$0	\$280	0.00%
5909 Angela Ct - Prospect Vale	\$510	\$0	\$510	0.00%
5926 Richard St - Prospect Vale	\$1,997	\$0	\$1,997	0.00%
5951 Crockford Ct - Prospect Vale	\$328	\$0	\$328	0.00%
6194 Railton Main Road - Moltema	\$133,244	\$0	\$133,244	0.00%
6198 R2R 2020 Osmaston Rd - Osmaston	\$7,922	\$0	\$7,922	0.00%
6299 Reseals General Budget Allocation	\$0	\$1,320,200	-\$1,320,200	0.00%
201 - Roads and Streets Sub Total	\$144,682	\$1,320,200	-\$1,175,518	10.96%
Capital Resealing Projects - Grand Total	\$144,682	\$1,320,200	-\$1,175,518	10.96%

Capital Gravelling Report

2020 Financial Year

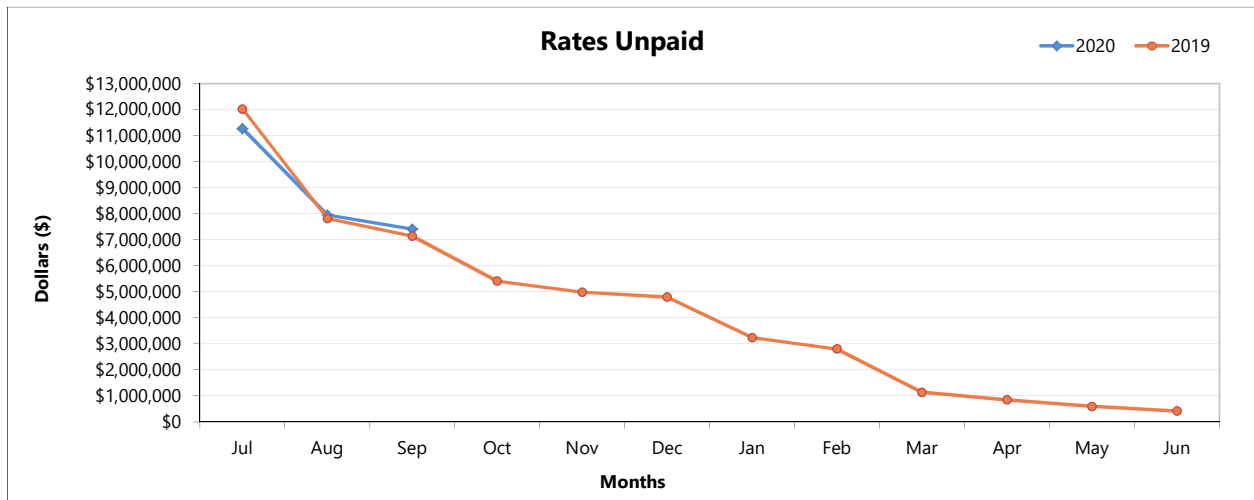


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	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>
Roads Streets and Bridges				
201 - Roads and Streets				
5585	\$19,961	\$0	\$19,961	0.00%
5586	\$49,012	\$0	\$49,012	0.00%
5651	\$14,551	\$0	\$14,551	0.00%
5653	\$34,638	\$0	\$34,638	0.00%
5799	\$0	\$267,300	-\$267,300	0.00%
201 - Roads and Streets Sub Total	\$118,162	\$267,300	-\$149,138	44.21%
Capital Gravelling Expenditure Total	\$118,162	\$267,300	-\$149,138	44.21%

Meander Valley Rates Report as at 30/09/2019

	2020	2019
Rate Balance Carried Forward from previous Year	\$ 418,300	\$ 377,074
2019/20 Rates Raised	\$ 12,889,479	\$ 12,424,896
Interest	\$ 3,795	\$ 6,355
Rates Adjustments	\$ 7,850	\$ 6,408
Payments Received	-\$ 5,906,012	-\$ 5,676,871
Rates Control Account Balance	<u><u>\$ 7,413,412</u></u>	<u><u>\$ 7,137,861</u></u>
% of Rates Unpaid	55.69%	55.73%



Meander Valley Council Cash Reconciliation as at 30-September-2019

	2019-20	2018-19
Balance Carried Forward from previous Year	\$ 24,549,378	\$ 23,554,799
Add Deposits	\$ 8,171,155	\$ 7,622,824
Less Payments	-\$ 6,824,384	-\$ 5,050,320
Balance as per Bank Account	\$ 25,896,149	\$ 26,127,303

Made up of:	Amount	Interest Rate
Cash at Bank	294,437	0.25%
Westpac Bank Cash Management Account	1,370,246	1.50%
Commonwealth Bank at Call Account	100	0.00%
National Bank	6,069,821	2.00-2.71%
Macquarie Bank	3,000,000	1.70-1.80%
Bendigo Bank	1,269,543	2.75%
Defence Bank	1,056,592	2.75%
MyState Financial	5,335,411	1.90-2.80%
Bank of Us	2,500,000	2.35-2.95%
Bank of Sydney	1,000,000	2.20%
Bank of Queensland	1,000,000	2.05%
Australian Military Bank	1,000,000	2.17%
Police Credit Union SA	2,000,000	2.12%

\$ 25,896,149

Less expenditure commitments:

2020 Operating expenditure outstanding	-11,967,305
2020 Capital expenditure outstanding	-12,232,042

Add assets:

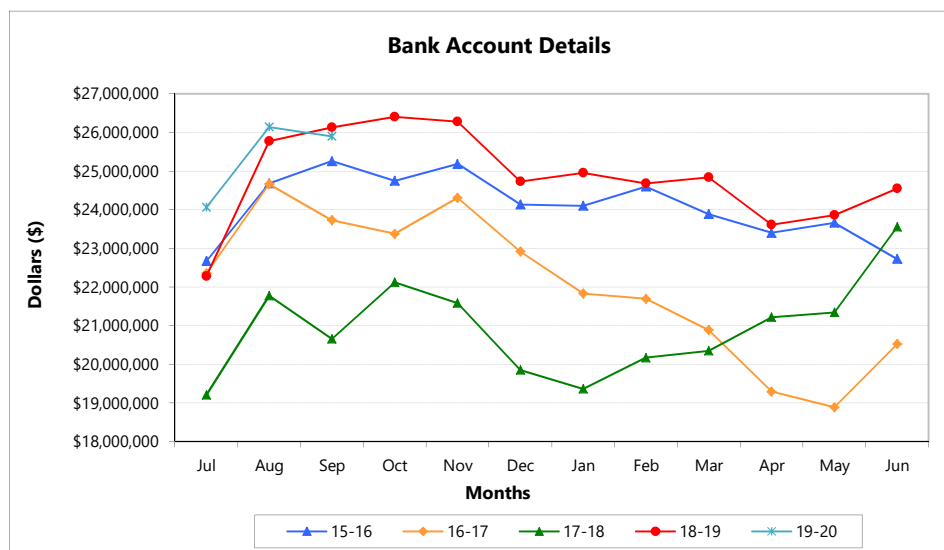
2020 Operating income outstanding	7,902,583
2020 Estimated rate debtors outstanding	7,413,412
Part 5 agreement amounts receivable	879,530
2019 Audited loans receivable	3,600,000

Less liabilities:

2019 Audited tip rehabilitation	-4,117,984
2019 Audited employee leave provisions	-1,761,476
2019 Audited loans payable	-3,600,000

Adjusted Cash Balance

\$ 12,012,868



Date: 30-September-2019

Institution	Deposit	Rate %	Entered	Due
Bank of Us	1,000,000	2.35%	04/07/2019	03/10/2019
National Australia Bank	1,000,000	2.53%	08/04/2019	08/10/2019
Bank of Sydney	1,000,000	2.20%	24/07/2019	22/10/2019
National Australia Bank	1,069,821	2.71%	29/10/2018	29/10/2019
National Australia Bank	1,000,000	2.45%	08/05/2019	07/11/2019
Bank of Queensland	1,000,000	2.05%	24/06/2019	21/11/2019
Bank of Us	1,500,000	2.95%	28/11/2018	28/11/2019
MyState Financial	1,056,270	2.45%	12/06/2019	12/12/2019
MyState Financial	1,056,270	2.45%	15/06/2019	15/12/2019
Bendigo Bank	1,269,543	2.75%	17/12/2018	17/12/2019
National Australia Bank	1,000,000	2.05%	24/06/2019	24/12/2019
Macquarie Bank	1,000,000	1.80%	05/09/2019	03/01/2020
Australian Military Bank	1,000,000	2.17%	02/07/2019	07/01/2020
Police Credit Union SA	2,000,000	2.12%	15/07/2019	13/01/2020
National Australia Bank	1,000,000	2.00%	19/07/2019	18/01/2020
MyState Financial	1,027,000	2.80%	02/03/2019	02/03/2020
Macquarie Bank	1,000,000	1.70%	24/09/2019	23/03/2020
Macquarie Bank	1,000,000	1.75%	04/09/2019	31/03/2020
Defence Bank	1,056,592	2.75%	08/04/2019	08/04/2020
National Australia Bank	1,000,000	2.50%	24/04/2019	24/04/2020
MyState Financial	1,195,871	1.90%	28/08/2019	28/08/2020
MyState Financial	1,000,000	1.90%	04/09/2019	04/09/2020

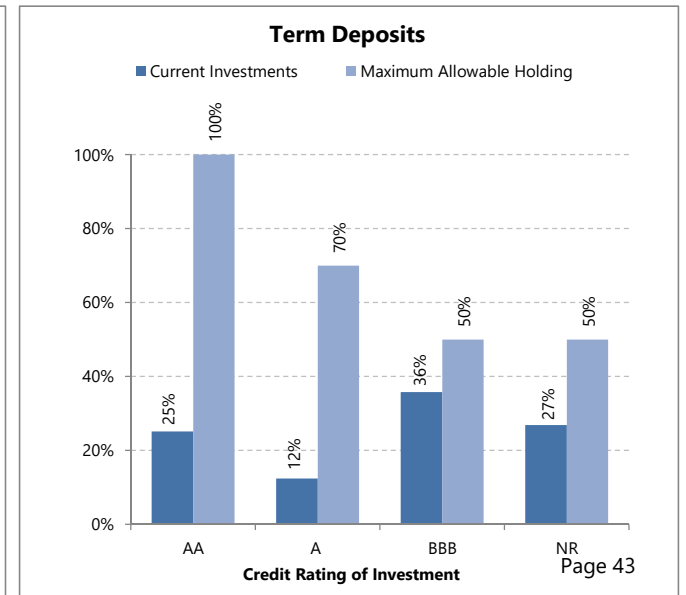
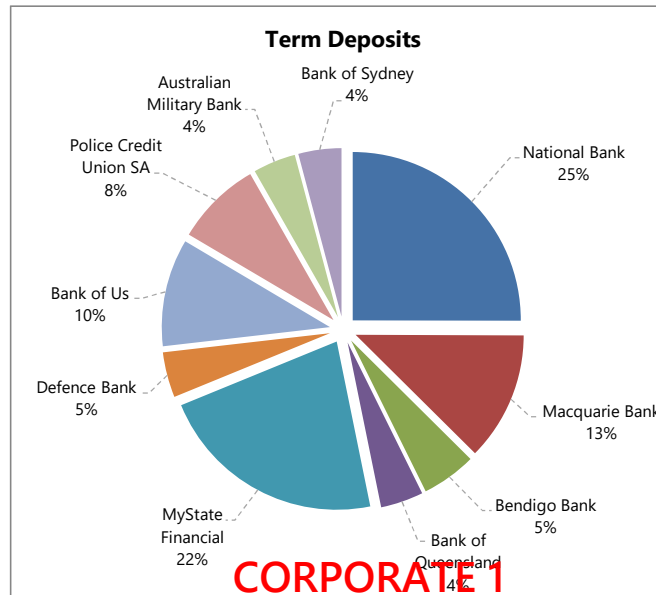
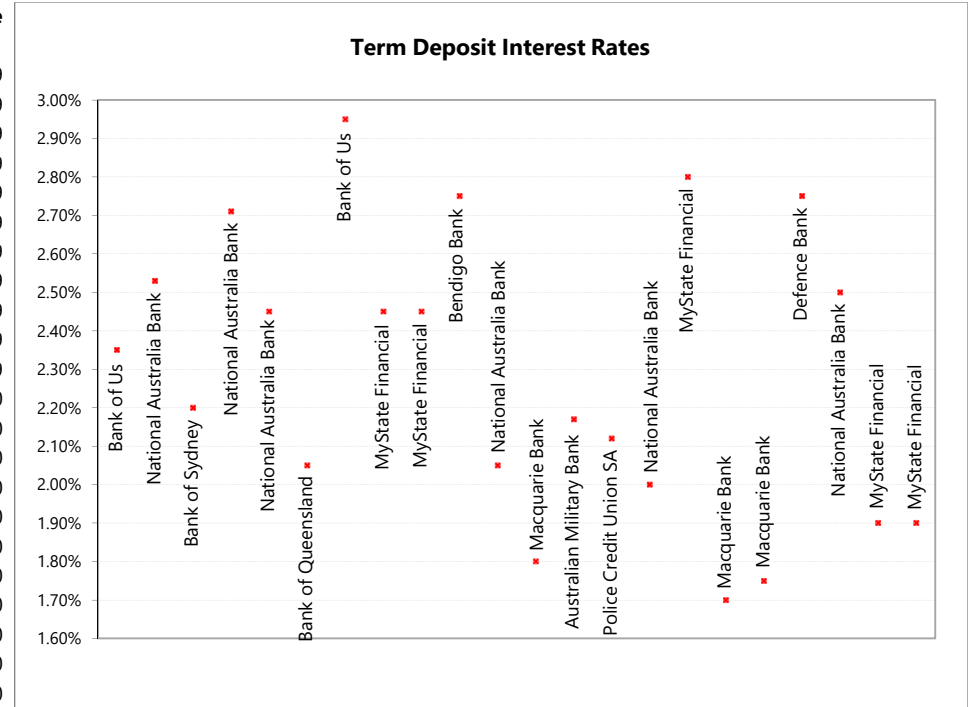
\$ 24,231,367

Average Interest Rate 2.29%

Term Deposits with institutions

Institution	Credit Rating	Amount
National Bank	AA	6,069,821
Macquarie Bank	A	3,000,000
Bendigo Bank	BBB	1,269,543
Bank of Queensland	BBB	1,000,000
MyState Financial	BBB	5,335,411
Defence Bank	BBB	1,056,592
Bank of Us	NR	2,500,000
Police Credit Union SA	NR	2,000,000
Australian Military Bank	NR	1,000,000
Bank of Sydney	NR	1,000,000

Meander Valley Council Ordinary Agenda - October 2019
\$ 24,231,367



CORPORATE SERVICES 2

Reference No. 181/2019

AUDIT REPORT - 2019 FINANCIAL YEAR

AUTHOR: Justin Marshall
Senior Accountant

1) Recommendation

It is recommended that Council receive the Delegate of the Auditor-General's independent audit report on the 2019 Financial Report.

2) Officers Report

Council's financial report was prepared and submitted to the Tasmanian Audit Office on 13 August 2019.

A copy of the Audit report is attached along with the following statements:

- Statement of Comprehensive Income
- Statement of Financial Position
- Statement of Changes in Equity
- Statement of Cash Flows

These are the major statements from the financial report that will appear in Council's annual report for presentation at the Annual General Meeting.

The Tasmanian Audit Office has found that Council's financial report presents fairly in accordance with the Local Government Act 1993 and Australian Accounting Standards.

The operating activities for the 2019 financial year resulted in a net profit of \$3,156,497 however after removing capital, non-recurrent items and the prepaid Financial Assistance Grant for 2020 (50%) the underlying surplus was \$803,346.

A full overview of Council's financial performance will be provided in the 2019 Annual Report.

3) Council Strategy and Policy

The Annual Plan requires that Council's Financial Report is produced in the September 2019 quarter.

Further the objectives of Council's Community Strategic Plan 2014 to 2024:

- Future direction (5) - Innovative leadership and community governance.

4) Legislation

Section 84 (Financial Statements) of the Local Government Act 1993 applies.

5) Risk Management

Not applicable.

6) Government and Agency Consultation

Not applicable.

7) Community Consultation

Council's Annual General Meeting provides the opportunity for community comment on the Annual Report and Financial Statements.

8) Financial Consideration

Not applicable.

9) Alternative Recommendations

Not applicable.

10) Voting Requirements

Simple Majority.

DECISION:

Independent Auditor's Report

To the Councillors of Meander Valley Council

Report on the Audit of the Financial Report

Opinion

I have audited the financial report of Meander Valley Council (Council), which comprises the statement of financial position as at 30 June 2019 and statements of comprehensive income, changes in equity and cash flows for the year then ended, notes to the financial statements, including a summary of significant accounting policies, other explanatory notes and the statement of certification by the General Manager.

In my opinion the accompanying financial report:

- (a) presents fairly, in all material respects, Council's financial position as at 30 June 2019 and its financial performance and its cash flows for the year then ended
- (b) is in accordance with the *Local Government Act 1993* and Australian Accounting Standards.

Basis for Opinion

I conducted the audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report. I am independent of Council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code.

The *Audit Act 2008* further promotes the independence of the Auditor-General. The Auditor-General is the auditor of all Tasmanian public sector entities and can only be removed by Parliament. The Auditor-General may conduct an audit in any way considered appropriate and is not subject to direction by any person about the way in which audit powers are to be exercised. The Auditor-General has for the purposes of conducting an audit, access to all documents and property and can report to Parliament matters which in the Auditor-General's opinion are significant.

My audit responsibility does not extend to the budget figures included in the financial report and the asset renewal funding ratio disclosed in note 43(f) to the financial report and accordingly, I express no opinion on them. Furthermore, I express no opinion on the General Manager's determination that Council did not have any Significant Business Activities for inclusion in the financial report as required by Section 84(2)(da) of the *Local Government Act 1993*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Key Audit Matters

Key audit matters are those matters that, in my professional judgement, were of most significance in my audit of the financial report of the current period. These matters were addressed in the context of my audit of the financial report as a whole, and in forming my opinion thereon, and I do not provide a separate opinion on these matters.

Why this matter is considered to be one of the most significant matters in the audit	Audit procedures to address the matter included
<p>Land, buildings and infrastructure assets <i>Refer to note 7, 32 and 44</i></p> <p>At 30 June 2019 Council’s assets included land, buildings, heritage, computer software, valuations and infrastructure assets including roads, streets, bridges and stormwater and other structures assets totalling \$230.09m. The fair values of land and buildings are derived from observable market information while the fair values of infrastructure assets are based on current written down replacement cost. Council undertakes formal revaluations on a regular basis to ensure valuations represent fair value.</p> <p>In 2018-19, Council revalued its road and street assets using written down replacement costs determined by Council’s internal expert. The valuations are highly dependent upon a range of assumptions, including estimated unit rates.</p> <p>The calculation of depreciation requires estimation of asset useful lives, which involves a high degree of subjectivity. Changes in assumptions and depreciation policies can significantly impact the depreciation charged.</p> <p>Capital expenditure in 2018–19 totalled \$7.35m on a number of significant programs to upgrade and maintain assets. Capital projects can contain a combination of enhancement and maintenance activity which are not distinct and therefore the allocation of costs between capital and operating expenditure is inherently judgemental.</p>	<ul style="list-style-type: none"> • Evaluating the appropriateness of the valuation methodology applied to determine the fair values. • Assessing assumptions and other key inputs in the valuation model. • Testing, on a sample basis, the mathematical accuracy of the valuation model’s calculations. • Evaluating management’s assessment of the useful lives. • Performing substantive analytical procedures on depreciation expenses. • Testing, on a sample basis, significant expenditure on maintenance and capital works to corroborate appropriate treatment. • Testing, on a sample basis, capital work-in-progress to ensure that active projects will result in usable assets and that assets commissioned are transferred in a timely manner. • Evaluating the adequacy of disclosures made in the financial report, including those regarding key assumptions used.

Responsibilities of the General Manager for the Financial Report

The General Manager is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the *Local Government Act 1993* and for such internal control as determined necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the General Manager is responsible for assessing Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless Council is to be dissolved by an Act of Parliament or the Councillors intend to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the General Manager.
- Conclude on the appropriateness of the General Manager's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusion is based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause Council to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the General Manager regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

From the matters communicated with the General Manager, I determine those matters that were of most significance in the audit of the financial report of the current period and are therefore the key audit matters. I describe these matters in my auditor's report unless law or regulation precludes public disclosure about the matter or when, in extremely rare circumstances, I determine that a matter should not be communicated in my report because the adverse consequences of doing so would reasonably be expected to outweigh the public interest benefits of such communication.



Leigh Franklin
Assistant Auditor-General, Financial Audit Services
Delegate of the Auditor-General

Tasmanian Audit Office

26 September 2019
Hobart

**Statement of Comprehensive Income
For the Year Ended 30 June 2019**

	Notes	Budget 2019 \$	Actual 2019 \$	Actual 2018 \$
INCOME FROM CONTINUING OPERATIONS				
Recurrent Income				
Rates and Charges		12,465,800	12,591,692	11,957,560
Interest	3	785,400	1,000,469	894,043
Reimbursements and Contributions Monetary Assets		227,000	393,962	563,092
User Fees and Charges		1,228,300	1,332,370	1,321,321
Operational Grants	4	4,602,400	4,873,148	4,534,639
Investment Revenue from Water Corporation		556,000	556,000	834,000
		<u>19,864,900</u>	<u>20,747,641</u>	<u>20,104,655</u>
Capital & Non-Recurrent Income				
Capital Grants	4	1,569,200	1,824,620	2,396,861
Natural Disaster Relief Funding	4	550,000	258,574	3,180,466
Subdivision Assets Taken Over		300,000	140,914	837,143
Contributions Monetary Assets		22,500	16,905	-
Vested Sale of Land for Unpaid Rates		-	96,707	-
		<u>2,441,700</u>	<u>2,337,720</u>	<u>6,414,470</u>
TOTAL INCOME FROM CONTINUING OPERATIONS		22,306,600	23,085,361	26,519,125
EXPENSES FROM CONTINUING OPERATIONS				
Recurrent Expenditure				
Employee Costs	5	6,663,500	6,425,753	6,303,149
Materials and Contracts	6	7,597,200	8,188,265	7,177,458
Depreciation and Amortisation	7	5,135,500	4,868,786	4,931,099
Finance Costs	8	236,500	226,406	313,324
Other Expenses	9	174,700	149,267	136,189
(Profit)/Loss on Disposal of Assets	10	(116,000)	70,387	(27,765)
		<u>19,691,400</u>	<u>19,928,864</u>	<u>18,833,454</u>
Capital & Non-Recurrent Expenditure				
Disaster Recovery Remediation Costs		-	-	83,095
Construction Contracts	11	-	-	397,122
		<u>-</u>	<u>-</u>	<u>480,217</u>
TOTAL EXPENSES FROM CONTINUING OPERATIONS		19,691,400	19,928,864	19,313,671
OPERATING RESULT FROM CONTINUING OPERATIONS	2(a)	2,615,200	3,156,497	7,205,454
OPERATING RESULT FROM DISCONTINUED OPERATIONS		-	-	-
NET OPERATING RESULT FOR THE YEAR		2,615,200	3,156,497	7,205,454

**Statement of Comprehensive Income (Cont.)
For the Year Ended 30 June 2019**

	Notes	Budget 2019 \$	Actual 2019 \$	Actual 2018 \$
OTHER COMPREHENSIVE INCOME				
Items that may be reclassified subsequently to surplus or deficit				
Financial Assets Available for Sale Reserve				
Fair Value Adjustment on Available for Sale Assets	18	-	-	621,281
Items that will not be reclassified to surplus or deficit				
Fair value adjustments on equity investment assets	18	-	7,102,181	-
Revaluation Increment/(Decrement) for Roads & Streets	35	-	1,822,916	-
Revaluation Increment/(Decrement) for Land	35	-	-	725,966
Revaluation Increment/(Decrement) for Bridges	35	-	-	2,354,412
TOTAL OTHER COMPREHENSIVE INCOME		-	8,925,097	3,701,659
TOTAL COMPREHENSIVE RESULT		2,615,200	12,081,594	10,907,113

Statement of Financial Position
As at 30 June 2019

	Notes	Actual 2019 \$	Actual 2018 \$
CURRENT ASSETS			
Cash and Cash Equivalents	12	11,606,587	10,459,360
Trade and Other Receivables	13	974,685	739,042
Financial Assets	14	13,035,496	13,363,443
Other	15	282,084	261,949
Total Current Assets	2(b)	25,898,852	24,823,794
NON-CURRENT ASSETS			
Investment in Water Corporation	18	55,591,754	48,489,573
Loans and Other Receivables	19	4,626,816	4,570,875
Work in Progress	20	1,642,466	727,656
Land	21	8,518,455	8,518,455
Land Under Roads	22	26,169,270	26,169,270
Land Improvements	23	7,778,692	6,889,787
Buildings	24	18,392,042	18,640,034
Roads and Streets	25	118,199,041	116,221,404
Bridges	26	27,910,212	26,771,637
Stormwater	27	19,876,162	19,770,109
Plant and Equipment	28	3,006,141	3,245,770
Heritage	29	19,765	20,046
Computer Software	30	84,600	78,405
Valuations	31	132,878	29,626
Total Non-Current Assets	2(b)	291,948,294	280,142,647
TOTAL ASSETS		317,847,146	304,966,441
CURRENT LIABILITIES			
Trade and Other Payables	16	1,603,818	1,270,807
Provisions	17	1,437,767	1,324,411
Total Current Liabilities		3,041,585	2,595,218
NON-CURRENT LIABILITIES			
Borrowings	33	3,600,000	3,600,000
Provisions	34	4,376,575	4,023,831
Total Non-Current Liabilities		7,976,575	7,623,831
TOTAL LIABILITIES		11,018,160	10,219,049
NET ASSETS		306,828,986	294,747,392
EQUITY			
Accumulated Surplus		212,679,204	209,522,707
Reserves	35	94,149,782	85,224,685
TOTAL EQUITY		306,828,986	294,747,392

**Statement of Changes in Equity
For the Year Ended 30 June 2019**

2019	Notes	Total	Accumulated	Asset	Fair Value
		2019	Surplus	Revaluation Reserves	Reserve
		\$	\$	\$	\$
Balance at beginning of the financial year		294,747,392	209,522,707	88,422,187	(3,197,502)
Surplus/(Deficit) for the year		3,156,497	3,156,497	-	-
Other Comprehensive Income:					
Fair Value adjustment to Investment in Water Corp.	18	7,102,181	-	-	7,102,181
Net asset revaluation increment/(decrement)	35	1,822,916	-	1,822,916	-
Balance at the end of the financial year		306,828,986	212,679,204	90,245,103	3,904,679

2018		Total	Accumulated	Asset	Fair Value
		2018	Surplus	Revaluation Reserves	Reserve
		\$	\$	\$	\$
Balance at beginning of the financial year		283,840,279	202,317,253	85,341,809	(3,818,783)
Surplus/(Deficit) for the year		7,205,454	7,205,454	-	-
Other Comprehensive Income:					
Fair Value adjustment to Investment in Water Corp.	18	621,281	-	-	621,281
Net asset revaluation increment/(decrement)	35	3,080,378	-	3,080,378	-
Balance at the end of the financial year		294,747,392	209,522,707	88,422,187	(3,197,502)

Statement of Cash Flows
For the Year Ended 30 June 2019

	Notes	Actual 2019 \$ Inflows (Outflows)	Actual 2018 \$ Inflows (Outflows)
Cash Flows from Operating Activities			
Receipts			
Rates and Charges		12,504,043	11,952,840
Interest		951,703	776,185
Reimbursements and Contributions		393,962	563,092
User Fees and Charges		1,373,351	1,767,697
Operational Grants		4,873,148	4,534,639
Distributions from Water Corporation		556,000	834,000
Refunds from Australian Tax Office		1,065,762	1,195,447
		21,717,969	21,623,900
Payments			
Employee Costs		(6,299,366)	(6,673,486)
Materials and Contracts		(9,251,915)	(9,597,374)
Other Expenses		(149,267)	(136,189)
		(15,700,548)	(16,407,049)
Net cash provided by Operating Activities	39	6,017,421	5,216,851
Cash Flows from Investing Activities			
Proceeds from			
Sale of Property, Plant and Equipment		53,091	208,092
Loaned Funds Repayments		-	542,856
Capital Grants		2,083,194	5,577,327
Capital Contributions		16,905	-
Investments		327,947	(3,110,430)
		2,481,137	3,217,845
Payments for			
Property, Plant and Equipment		(7,351,331)	(8,422,254)
Disaster Recovery Remediation Costs		-	(83,095)
		(7,351,331)	(8,505,349)
Net cash used in Investing Activities		(4,870,194)	(5,287,504)
Net Increase/(Decrease) in cash held		1,147,227	(70,653)
Cash at the beginning of the year		10,459,360	10,530,013
Cash and Cash Equivalents at end of the financial year	12	11,606,587	10,459,360

CORPORATE SERVICES 3

Reference No. 182/2019

POLICY REVIEW NO. 45 – INFORMATION MANAGEMENT

AUTHOR: Jonathan Harmey
Acting General Manager

1) Recommendation

It is recommended that Council Confirms the continuation of Policy No.45 – Information Management with amendments as follows.

POLICY MANUAL

Policy Number: 45

Information Management

Purpose:

To outline the objectives, responsibilities and principles for managing corporate information in accordance with agreed standards and as required by law.

Department:

Corporate Services

Author:

Jonathan Harmeey ~~Malcolm Salter~~, Director

Council Meeting Date:

~~13 October 2015~~ 8 October 2019

Minute Number:

~~423/2015~~ x/2019

Next Review Date:

~~September 2019~~ **October 2023**

POLICY

1. Definitions

Corporate Information – is information that is required for business use by Council and/or information which affects the business of Council.

Examples ~~are~~ include:

- agendas and minutes
- information prepared on behalf of Council
- formal communication ~~and media releases~~
- ~~complaint correspondence~~
- ~~contracts and agreements~~
- final versions of reports
- ~~management system documentation policies and guidelines~~
- ~~personnel documentation~~
- any material that reflects the substantive business of Council

Examples ~~are~~ do not include:

- advertising material
- junk emails
- rough notes and working papers

2. Objective

To be proactive in ~~information~~ the management of Corporate Information and to ensure that the collection, storage, usage, disposal and disclosure of information will comply with Council's legislative, statutory, corporate obligations and meet the needs of stakeholders.

3. Scope

This policy applies to all employees or consultants whom:

- Create Corporate Information
- Have access to Corporate Information;
- Have any responsibilities for Corporate Information for example, storage, or maintenance responsibilities;
- Have management responsibilities for officers who carry out any of these tasks;
- Manage or have input into Information Technology Infrastructure design or software selection.

4. Policy

The collection, storage, usage and disclosure of information will comply with Council's statutory and corporate obligations.

It is the responsibility of all officers employed at Council to identify any information that forms part of the "corporate memory" and to manage that information with Council's electronic systems and/or physical storage areas.

Information defined as "corporate" is not to be stored in personal localised systems or departmental areas, unless designated otherwise.

Information management procedures and systems used will ensure that Corporate Information resources are kept in an accessible, authentic, accurate, complete, meaningful and secure manner.

Responsibilities

Council will:

- provide the support and basis in which the Information Management Policy can be implemented including the provision of up to date records management software (currently Technology One ECM); and
- provide adequate budgetary provision for the maintenance of this policy; and

- ensure any confidential records received in performing their role are treated in a confidential manner and are secure from public view (i.e. files are not left on building sites and the public cannot inadvertently view a file which may contain personal information); and
- ensure that minutes of Council decisions are complete and accurate.

The General Manager will:

- recognise, actively encourage and adopt Information Management as a key function of the organisation; and
- ensure all information is managed in accordance with the Australian Standard AS ISO 15489, legislation and Council policy.

Managers and Supervisors will:

- maintain overall responsibility for the effective management of Council's Corporate Information.

Employees will:

- ensure they are familiar ~~familiarise themselves~~ with council's Information Management Policy, principles and procedures;
- adhere to the procedures regarding information management including capturing documents in a timely manner;
- ensure any confidential records taken from the records management software are treated in a confidential manner and are secure from public view (i.e. files are not left on building sites and the public cannot inadvertently view a file which may contain personal information); and
- not make improper use of any information they acquire as an employee. Improper use includes gaining directly or indirectly, an advantage or to avoid, directly or indirectly, a disadvantage for themselves, a member of their family or close associate or to cause any loss or damage to council or any other person. Employees using computers are issued with user IDs and asked to generate passwords. They recognise it is essential that these remain confidential, as employees are responsible for the work performed and communications made under the personal identification code.

Principles

Council's organisational values apply to all activities. In particular, the following principles will apply to the disclosure of information:

- Public access to Council's Corporate Information is based on the principles of the ~~Freedom of Information Act 1991~~ Right to Information Act 2009 and the Personal Information Protection Act 2004;

- Corporate Information that relates to the public business and is not restricted by the Local Government Act 1993, the ~~Freedom of Information Act 1991~~ Right to Information Act 2009, the Personal Information Protection Act 2004 or the Commonwealth Privacy Act 1988, is accessible to the public;-
- Access to corporate information by elected members is in accordance with the above disclosure principles and established Council policies;
and
- Corporate Information will be registered in accordance with this policy and guidance will be provided to employees to ensure effective administration.

References

AS ISO 15489 Records Management

5. Legislation & Associated Council Policies

Archives Act 1983

Commonwealth Privacy Act 1988

Crimes Act 1914

Environmental Management Pollution Control Act 1994

Evidence Act 2001

Land use Planning and Approvals Act 1993

Limitation Act 1974

Local Government Act 1993

Personal Information Protection Act 2004

Right to Information Act 2009

Council Policy No 67 – Personal Information Protection

6. Responsibility

Responsibility for the operation of this policy rests with the ~~Director Corporate Services. General Manager.~~ Director Corporate Services.

2) Officers Report

The purpose of the Information Management Policy is to outline the objectives, responsibilities and principles for managing information. It provides a guide for Council's information management practices.

The current policy has been reviewed and its purpose remains relevant in its current form. There are a small number of changes that reflect changes in legislation or in Council's management practices. It is recommended for continuation.

The policy review was considered at Council Workshop on 24 September 2019.

3) Council Strategy and Policy

Furthers the objectives of Council's Community Strategic Plan 2014 to 2024:

- Future direction (5) - Innovative leadership and community governance

4) Legislation

The Policy specifies the related legislation.

5) Risk Management

The continuation of the Policy will limit Council's exposure to risk through ensuring that the collection, storage, usage and disclosure of information will comply with Council's legislative, statutory and corporate obligations. The policy's clearly defined responsibilities and principles are aimed at reducing the risk of incorrect storage and use of corporate information.

6) Government and Agency Consultation

Not applicable.

7) Community Consultation

Not applicable.

8) Financial Consideration

Continuation of the Policy confirms Council's commitment to information management and the funding thereof as part of its core business practice. The

budget estimates adopted in June 2019 provided funding to maintain the current information management practices.

9) Alternative Recommendations

Council can elect to confirm the continuation of the Policy with further amendments.

10) Voting Requirements

Simple majority

GOVERNANCE 1

Reference No. 184/2019

2019-2020 ANNUAL PLAN – QUARTERLY REVIEW – SEPTEMBER 2019

AUTHOR: Jonathan Harmey
Acting General Manager

1) Recommendation

It is recommended that Council receive and note the Annual Plan review for the September 2019 quarter as attached.

2) Officers Report

Section 71 of the Local Government Act 1993 requires Council to prepare an Annual Plan. This plan provides details of the works and programs to be undertaken by Council and is the organisation's commitment to both Councillors and the community that these works and programs will be delivered.

In the September quarter there were 71 targets.

Of these targets – 67 were achieved, 2 were in progress and 2 were deferred.

Directorate: Community & Development Services
Program 4.9: Recreation Facilities Management
Activity 4.9.3: Produce a User Guide for individual facilities
Target: Draft Guide Format
Comment: Deferred due to focus to address cleaning and slip issues at facilities.

Directorate: Community & Development Services
Program 4.10: Business Engagement
Activity 4.10.1: Establish a Small Business Directory
Target: Present at Council Workshop
Comment: Deferred due to other items prioritised for Workshop.

3) Council Strategy and Policy

This performance report relates directly to the achievement of the Annual Plan.

4) Legislation

It is a requirement of the Local Government Act 1993 that Council prepares and approves an Annual Plan.

5) Risk Management

Not applicable.

6) Government and Agency Consultation

Not applicable.

7) Community Consultation

Not applicable.

8) Financial Consideration

Not applicable.

9) Alternative Recommendations

Not applicable.

10) Voting Requirements

Simple Majority

DECISION:



Meander Valley Council
Working Together

2019-2020

ANNUAL PLAN


Community
Vision



Community
Strategic Plan



Annual Plan



Our six future directions:

**A sustainable natural
& built environment**

A thriving local economy

**Vibrant & engaged
communities**

**A healthy & safe
community**

**Innovative leadership
& community governance**

**Planned infrastructure
services**



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Annual Plan Overview

Our Annual Plan must state the manner in which we will meet the goals and objectives of our Strategic Plan. The Annual Plan outlines the programs and services Council intends to deliver throughout the financial year. Preparation of the Annual Plan is informed by the strategic objectives of the Meander Valley Community Strategic Plan 2014 to 2024, the activities required to undertake the day-to-day operations and the management of regulatory responsibilities.

This document is important as a key strategic focal point for the organisation’s departments and is used as an integral part of the Council’s corporate reporting system to the Councillors and the community.

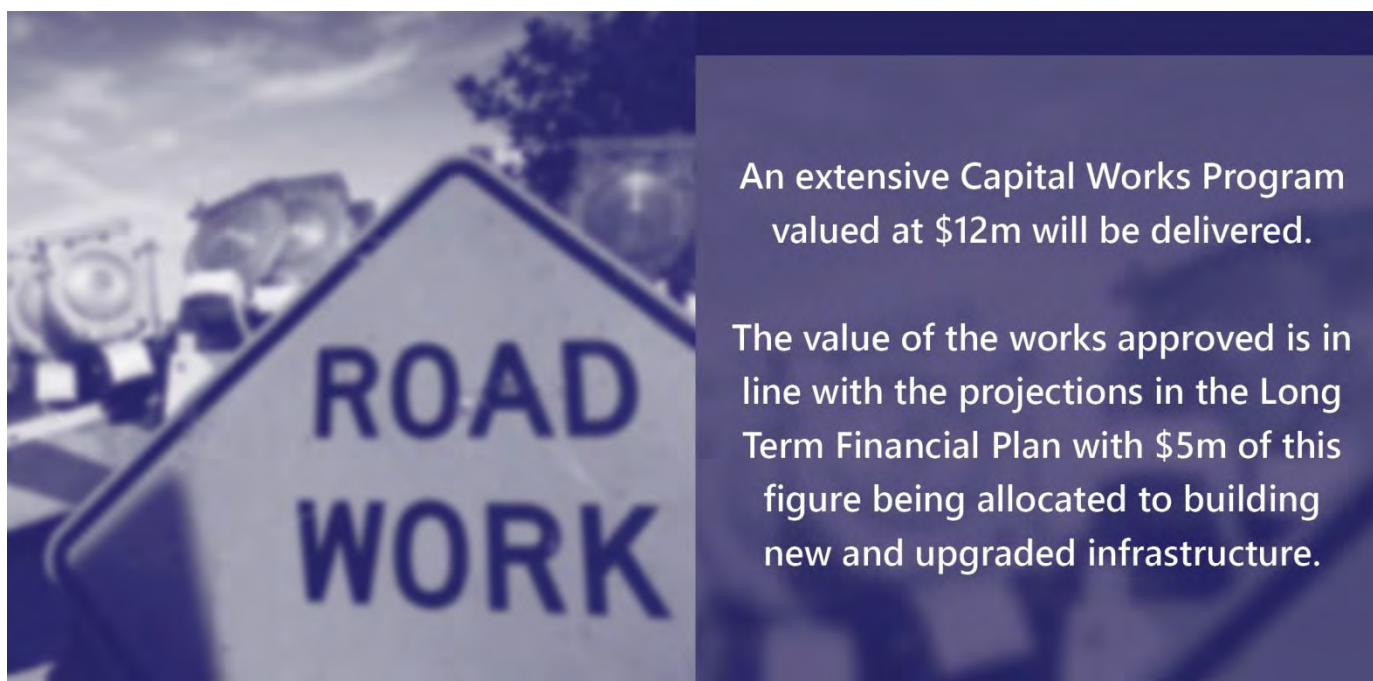
Link to Community Strategic Plan 2014 to 2024

The Community Strategic Plan 2014 to 2024 outlines the vision of the community. Council works to implement the vision through six future direction statements that are aligned with key strategic outcomes. These strategic outcomes guide the development of projects and programs. The diagram below depicts the current strategic planning framework of Meander Valley Council:



The coming year will see Council deliver the following projects –

- Completion of Westbury Recreation Ground Change Rooms Upgrade
- Implementation of Waste Management Strategy Action Plan
- Completion of Urban Stormwater System Management Plans
- Upgrade of Railton Road
- Upgrade of Council Chambers
- Rehabilitation of Osmaston Road
- Replacement of six Rural Bridges
- Upgrade of Meander Valley Performing Arts Centre Foyer



Rates and Charges

The following rates and charges will apply for 2019-20:

General Rate	All rateable properties are applied a General Rate of 5.682 cents in the \$ of AAV with a minimum charge of \$170.
Waste Management	For properties without a kerbside collection service the charge is \$56. For each separate service where kerbside garbage and/or green-waste and recycling collection is provided the charge is \$184 for the standard collection of one 80L mobile garbage bin and one mobile recycling bin or \$210 for the extra capacity collection of one 140L mobile garbage bin and one mobile recycling bin or \$364 for one 240L mobile garbage and one mobile recycling bin.
Fire Levies	All properties within the municipal area are rated based on the income requirements of the State Fire Commission. Properties within the Launceston Permanent Brigade District are applied a rate of 1.468 cents in the \$ of AAV with a minimum of \$41. Properties within the Volunteer Brigade Districts are applied a rate of 0.373 cents in the \$ of AAV with a minimum of \$41. All other properties are applied a rate of 0.335 cents in the \$ of AAV with a minimum of \$41.
Payment Method	Ratepayers are provided with the option of paying their rates in full, with no discount for early payment, or paying their rates in four approximately equal instalments due on 30 August 2019, 31 October 2019, 31 January 2020 and 31 March 2020.
Penalties for late payment	Any late payment of rates and charges will be subject to daily interest at a rate equivalent to 8.10% per annum (2.2192c per \$100 per day).

Council's Rating Policy No 77 is available on the website www.meander.tas.gov.au

Policy Review

Policy For Review	28 June Audit Panel	30 Sept. Council	30 Sept. Audit Panel	31 Dec. Council	31 Dec. Audit Panel	31 March Council	31 March Audit Panel	30 June Council
Governance								
Policy 49: Media Communications								
Policy 87: Hadspen Urban Growth Area								
Corporate Services								
Policy 45: Information Management								
Policy 71: Investment of Surplus Funds								
Infrastructure Services								
Policy 13: Subdivision Servicing								
Policy 14: Fencing Council Owned Land								
Policy 78: New and Gifted Assets								
Community and Development Services								
Policy 34: Real Estate Advertising Signs (due in August 2018)								
Policy 65: Staged Development Schemes under Strata Titles Act 1998								

Policy 73: Managing Public Appeals									
Policy 89: Undocumented Building Works									
Policy 86: Industrial Development Incentive									
Works	Nil								

Program Activity

Governance

Directorate	1. Governance	Program number and title	1.1 Secretarial and Administrative support
Program Objective	To undertake functions to ensure compliance with legislative requirements		
Link to Community Strategic Plan 2014 to 2024	Future Direction (5) - Innovative Leadership and Community Governance <i>5.1 Meander Valley Council programs are regularly reviewed to support the achievement of the Community Strategic Plan</i> <i>5.6 Meander Valley Council is recognised as a responsibly managed organisation.</i>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Deliver Annual Plan Responsible Officer: Executive Assistant	5.1	Prepare quarterly review Achieved	Prepare quarterly review	Prepare quarterly review	Prepare quarterly review. Prepare 2020/21 Annual Plan
2	Prepare Annual Report & Conduct Annual General Meeting (AGM) Responsible Officer: Executive Assistant	5.6	Complete draft for printing Achieved	Complete report and present at AGM. Advertise and conduct AGM		
3	Review the Community Strategic Plan 2014 to 2024 Responsible Officer: General Manager	5.1	Complete Project Planning Achieved	Undertake Community Consultation	Draft updated document completed	Adopted by Council
4	Investigate the development of a Community Consultation Policy	5.1	Achieved	Workshop with Council	Prepare Draft Policy	Adopted by Council

Action Performance Targets

No.	Performance target
2	AGM held and Annual Report adopted by Council
3	Community Strategic Plan reviewed and updated if required
4	Council decision on development of Policy

Directorate	1. Governance	Program number and title	1.2 Risk Management
Program Objective	Minimise risk to our people and the public		
Link to Community Strategic Plan 2014 to 2024	Future Direction (5) - Innovative leadership and community governance <i>5.4 Meander Valley Councilors and employees have the knowledge, skills and attitude to responsibly undertake community governance and operational responsibilities.</i> <i>5.6 Meander Valley Council is recognised as a responsibly managed organisation.</i>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Implement Risk Management Framework Responsible Officer: General Manager	5.6	Review the framework Achieved	Action the framework	Action the framework	Action the framework
2	Implement the Internal Audit Program Responsible Officer: Risk & Safety Officer	5.4	Review of Audit outcomes Achieved		Review of Audit outcomes	

Action Performance Targets

No.	Performance target
1	Review Completed and Update endorsed by Audit Panel
2	Audit Recommendations implemented

Action Performance Targets

N/A

Directorate	1. Governance	Program number and title	1.3 Employee Health and Safety Management
Program Objective	To provide a safe place of work for our people and to measure and monitor our employer obligations.		
Link to Community Strategic Plan 2014 to 2024	Future Direction (5)- Innovative leadership and community governance <i>5.6 Meander Valley Council is recognised as a responsibly managed organisation.</i>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Health and Safety Committee Responsible Officer: Health & Safety Officer	5.6	Conduct quarterly meeting Achieved	Conduct quarterly meeting	Conduct quarterly meeting	Conduct quarterly meeting

Action Performance Targets

No.	Performance target
1	Conduct meetings and implement improvement initiatives

Action Performance Targets

N/A

Directorate	1. Governance	Program number and title	1.4 Other Governance Functions
Program Objective	To provide good governance		
Link to Community Strategic Plan 2014 to 2024	<p>Future direction (2) - A thriving local economy</p> <p><i>2.1 The strengths of Meander Valley attract investment and provide opportunities for employment.</i></p> <p><i>2.2 Economic development in Meander Valley is planned, maximising existing assets and investment in infrastructure</i></p> <p><i>2.3 People are attracted to live in the townships, rural and urban areas of Meander Valley.</i></p> <p>Future Direction (6) - Planned infrastructure services</p> <p><i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i></p> <p><i>6.3 The Meander Valley transport network meets the present and future needs of the community and business</i></p>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Promote investment in Meander Valley to support the growth of identified industry sectors Responsible Officer: General Manager	2.2	Identify opportunities and report on progress Achieved	Identify opportunities and report on progress	Identify opportunities and report on progress	Identify opportunities and report on progress
2	Signage Strategy	6.1, 6.3		Project Scope	Workshop draft Strategy	

Action Performance Targets

N/A

Corporate Services

Directorate	2. Corporate Services	Program number and title	2.1 Financial Services
Program Objective	Responsibly manage the Council's core financial activities		
Link to Strategic Plan	Future Direction (5) - Innovative leadership and community governance 5.2 Long term financial planning and asset management underpins the ongoing viability of Meander Valley 5.6 Meander Valley Council is recognised as a responsibly managed organisation		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Raise Rates & Regular Debtor accounts Responsible Officer: Director Corporate Services	5.2	Achieve activity performance target Achieved	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target
2	Complete State Government Authority returns Responsible Officer: Rates Officer	5.6	Initial State Fire and Treasury pensioner claims and Annual State Fire Levy data return Achieved			Final State Fire and Treasury pensioner claims
3	Issue Section 132 certificates (Property Rates) Responsible Officer: Rates Officer	5.6	Achieve activity performance target Achieved	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target
4	Arrange annual insurance renewals Responsible Officer: Director Corporate Services	5.6		Crime Insurance (Fidelity Guarantee renewal)		Annual insurance renewals incl. Public Liability, Property & Workers Comp.
5	Reconciliation of Control Accounts Responsible Officer: Senior Accountant	5.2	Achieve activity performance target Achieved	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target

Action Performance Targets

No.	Performance target
1	<ul style="list-style-type: none">▪ Issue Rates notices before 31st August 2019▪ Issue Sundry Debtor notices within 10 working days of receipt of request
3	<ul style="list-style-type: none">▪ Issue 98% of Section 132 Certificates within 3 working days of entry of request
5	<ul style="list-style-type: none">▪ Reconcile rates, sundry debtor and creditors control accounts within 10 working days of the month end▪ Reconcile Payroll within 5 working days of processing

Directorate	2. Corporate Services	Program number and title	2.2 Financial Management and Reporting
Program Objective	To comply with statutory requirements for Local Government Finance, State and Federal Taxation and to provide meaningful reports for internal financial management		
Link to Strategic Plan	Future Direction (5) - Innovative leadership and community governance 5.1 Meander Valley Council programs are regularly reviewed to support the achievement of the Community Strategic Plan 5.2 Long term financial planning and asset management underpins the ongoing viability of Meander Valley 5.3 Evidence based decision-making engages the community and is honest, open and transparent 5.6 Meander Valley Council is recognised as a responsibly managed organisation		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Review & present updated the Long Term Financial Plan (LTFP) to Council Responsible Officer: Senior Accountant	5.2				Review and present the LTFP to Council
2	Coordinate the development of Budget & Rating recommendations with statutory timeframes Responsible Officer: Director Corporate Services	5.2			Determine budget update program	Present budget, fees and charges to Council workshop
3	Annual external reporting Responsible Officer: Senior Accountant	5.6	Produce Statutory Accounts for Tas Audit Office Achieved	Produce Statutory KPI consolidated data sheets		Determine year end update program
4	Issue BAS, FBT and Payroll Tax returns within legislative timeframes Responsible Officer: Senior Accountant	5.6	Submit BAS and Payroll Tax returns Achieved	Submit BAS and Payroll Tax returns	Submit BAS and Payroll Tax returns	Submit BAS and Payroll Tax returns
5	Provide internal financial management reports on a timely basis for decision making Responsible Officer: Senior Accountant	5.3	Achieve activity performance target Achieved	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target

6	Monitor Council's short-term expenditure commitments & invest funds in accordance with Council's Investment Policy Responsible Officer: Senior Accountant	5.2	Review cash flow weekly Achieved	Review cash flow weekly	Review cash flow weekly	Review cash flow weekly
7	Co-ordinate functions of the Audit Panel Responsible Officer: Director Corporate Services	5.6	Conduct meeting as per Work Plan Achieved	Conduct meeting as per Work Plan	Conduct meeting as per Work Plan	Conduct meeting as per Work Plan

Action Performance Targets

No.	Performance target
5	<ul style="list-style-type: none"> ▪ Produce and distribute monthly project expenditure reports ▪ Provide financial reports for September, December and March quarters to Council in Oct 2019, Jan 2020 & April 2020 respectively

Directorate	2. Corporate Services	Program number and title	2.3 Information Technology
Program Objective	Provide reliable and effective information technology services for the organisation		
Link to Strategic Plan	Future Direction (5) - Innovative leadership and community governance 5.6 Meander Valley Council is recognised as a responsibly managed organisation		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Maintenance & upgrade of IT infrastructure Responsible Officer: IT Officer	5.6	Commence rolling replacement of PC's Achieved	Complete rolling replacement of PC's.		

Action Performance Targets

N/A

Directorate	2. Corporate Services	Program number and title	2.4 Information Management
Program Objective	Effectively manage and maintain Council's information resources		
Link to Strategic Plan	Future Direction (5) - Innovative leadership and community governance 5.1 Meander Valley Council programs are regularly reviewed to support the achievement of the Community Strategic Plan 5.6 Meander Valley Council is recognised as a responsibly managed organisation		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Maintenance of Council's cemetery records in accordance with the Cemeteries Act Responsible Officer: Information Management Officer	5.6	Maintain records in accordance with legislation Achieved	Maintain records in accordance with legislation	Maintain records in accordance with legislation	Maintain records in accordance with legislation
2	Annual Archive Disposal Responsible Officer: Information Management Officer	5.6	Arrange for removal of documents due for disposal Achieved			List documents due for disposal

Action Performance Targets

N/A

Directorate	2. Corporate Services	Program number and title	2.5 Human Resources
Program Objective	Effectively manage and support Council's human resources		
Link to Strategic Plan	Future Direction (5) - Innovative leadership and community governance 5.4 Meander Valley Councillors and employees have the knowledge, skills and attitude to responsibly undertake community governance and operational responsibilities. 5.6 Meander Valley Council is recognised as a responsibly managed organisation.		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Review 2019 Enterprise Agreement Responsible Officer: HR/Payroll Officer	5.6	Review increases and apply across new scale and allowances. Achieved			Review CPI percentage determine increase
2	Performance Review System Responsible Officers: HR/Payroll Officer & Directors	5.4	Coordinate inside employee performance reviews due for completion Achieved		Coordinate inside employee mini reviews & salary reviews due for completion	Coordinate outside employee performance reviews and salary reviews due for completion
3	Review of documentation including HR Policy manual, employee information manual & LGAT Policies Responsible Officer: HR/Payroll Officer	5.6			Review, update & consolidate draft HR policy manual	Adopt revised HR policy manual

Action Performance Targets

N/A

Directorate	2. Corporate Services	Program number and title	2.6 Great Western Tiers Visitor Information Centre
Program Objective	Effectively manage and maintain Council's Visitor Information Centre		
Link to Strategic Plan	Future Direction (2) - A thriving local economy 2.4 A high level of recognition and demand for Great Western Tiers products and experiences.		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Advise elected members of monthly visitation statistics Responsible Officer: Director Corporate Services	2.4	Provide statistics in the Briefing Report Achieved	Provide statistics in the Briefing Report	Provide statistics in the Briefing Report	Provide statistics in the Briefing Report

Action Performance Targets

N/A

Infrastructure Services

Directorate	3. Infrastructure Services	Program number and title	3.1 Emergency Services
Program Objective	To build capacity and resilience in the community and ensure Council is prepared to assist with emergency services in the response to emergencies and lead in the recovery		
Link to Community Strategic Plan 2014 to 2024	Future Direction (4) - A healthy and safe community <i>4.4 Prepare and maintain emergency management plans and documents and work with our communities to educate and plan for emergencies.</i>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Co-ordinate the Municipal Emergency Management and Recovery Committee (MEMRC) Responsible Officer: Director Infrastructure	4.4	Chair six-monthly meeting Achieved		Chair six-monthly meeting	
2	Support the operation of the Meander Valley SES unit through ongoing management of the MOU Responsible Officer: Director Infrastructure	4.4	Report to Council in Annual Plan Review Achieved			
3	Conduct emergency management training exercise facilitated by Red Cross Responsible Officer: Administration Officer Infrastructure Services	4.4			Conduct training	

Action Performance Targets

No.	Performance target
1	Meetings held
2	Obtain activities report from Deloraine SES and provide information to Council on a 12 monthly basis in Briefing Reports
3	Complete exercise training for MVC officers

Directorate	3. Infrastructure Services	Program number and title	3.2 Transport
Program Objective	To maintain the serviceability and integrity of Council's transport network.		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.3 The Meander Valley transport network meets the present and future needs of the community and business</i>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Deliver the bridge inspection and maintenance program Responsible Officer: Senior Technical Officer	6.1, 6.3		Contractor engaged for maintenance works	Prepare maintenance budget items for 2020-2021	Maintenance works completed
2	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2019-20 Capital Works Program Responsible Officer: Director Infrastructure	6.1, 6.3	Report to program in Annual Plan Review Achieved	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review
3	Undertake footpath proactive defect inspections Responsible Officers: Director Works & Asset Management Coordinator	6.1			Undertake required inspections	Undertake required inspections

Action Performance Targets

No.	Performance target
1	Quarterly tasks achieved. Contractor performance assessed
2	Completion of projects in line with project plan requirements
3	Meet timeframes set out by Conquest

Directorate	3. Infrastructure Services	Program number and title	3.3 Property Services
Program Objective	Operate property services in a safe and effective manner to satisfy public demand.		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (6) - Planned infrastructure services</p> <p><i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i></p> <p><i>6.4 Open space, parklands, recreation facilities, cemeteries and public buildings are well utilized and maintained.</i></p> <p><i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i></p>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Operate Deloraine Swimming Pool and provide support to community swimming pool at Caveside Responsible Officer: Property Management Officer	6.4, 6.6	Review and extend existing contract Achieved	Undertake pre-opening inspection and required maintenance. Open pool 1 December	Operate pool to 1 March	
2	Co-ordinate building maintenance – general, reactive and programed Responsible Officer: Property Management Officer	6.1	Undertake required maintenance Achieved	Undertake required maintenance	Undertake required maintenance	Undertake required maintenance
3	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2019-20 Capital Works Program Responsible Officer: Property Management Officer	6.1	Report to program Achieved	Report to program	Report to program	Report to program

Action Performance Targets

No.	Performance target
1	Review and document Contractor's compliance with the contract
2	Meet timeframes set out by Conquest
3	Completion of projects in line with project plan requirements

Directorate	3. Infrastructure Services	Program number and title	3.4 Parks & Recreation
Program Objective	To provide and maintain parks and recreation facilities throughout the Local Government Area.		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Undertake inspections and condition assessments of all equipment and facilities Responsible Officer: Director Works & Project Manager Infrastructure	6.1, 6.6		Undertake required inspections	Undertake required inspections	Undertake required inspections
2	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2019-20 Capital Works Program Responsible Officer: Project Manager Infrastructure	6.1	Report to program in Annual Plan Review Achieved	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review

Action Performance Targets

No.	Performance target
1	Meet timeframes set out by Conquest. Annual comprehensive inspection completed by December 31
2	Completion of projects in line with project plan requirements

Directorate	3. Infrastructure Services	Program number and title	3.5 Asset Management and GIS
Program Objective	Provision of Asset and GIS services to assist the operations of Council.		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.3 The Meander Valley transport network meets the present and future needs of the community and business.</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Co-ordinate Asset Management Group and Strategic Asset Management Plan Improvement Plan actions <ul style="list-style-type: none"> - Review Strategic Asset Management Plan - Review Asset Management Plans Responsible Officer: Asset Management Coordinator	6.1, 6.6	Chair meeting and action improvement program Achieved	Chair meeting and action improvement program	Chair meeting and action improvement program	Chair meeting and action improvement program
2	Prepare 2020-2021 Capital Works Program and Forward Works Program Responsible Officer: Asset Management Coordinator	6.1, 6.3, 6.6		Update Proposed Projects list	Prioritise and undertake further design and cost estimation	Annual program prepared for approval by Council
3	Update asset information including <ul style="list-style-type: none"> - capitalisation of assets in Conquest - undertake building and storm water revaluation Responsible Officer: Asset Management Coordinator	6.1	Capitalisation of assets and recording in Conquest and GIS Achieved	Capitalisation of assets and recording in Conquest and GIS	Capitalisation of assets and recording in Conquest and GIS	Capitalisation of assets and recording in Conquest and GIS

Action Performance Targets

No.	Performance target
1	Meetings held
2	To prepare annual Capital Works Program for approval in June Quarter
3	Capitalisation of assets prior to finalisation of 2019-2020 Statutory Reporting.

Directorate	3. Infrastructure Services	Program number and title	3.6 Waste Management and Resource Recovery
Program Objective	To provide adequate, efficient, and affordable waste services within Meander Valley Local Government Area		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Provision of kerbside collection contracts to existing urban areas for waste, recyclables and organics Responsible Officer: Senior Technical Officer	6.6	Manage Contract Achieved	Manage Contract	Manage Contract	Manage Contract
2	Provision of landfill, waste transfer stations and resource recovery operations contract Responsible Officer: Senior Technical Officer	6.6	Manage Contract Achieved	Manage Contract	Implement contract extension or issue new tender for services.	Manage Contract
3	Provision of hard waste collection Responsible Officer: Senior Technical Officer	6.6		Undertake collection	Report to Council in Annual Plan Review	
4	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2019-2020 Capital Works Program Responsible Officer: Director Infrastructure	6.1	Report to program in Annual Plan Review Achieved	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review
5	Operational compliance with Environment Protection Notice for Westbury and Deloraine landfill sites. Responsible Officer: Senior Technical Officer	6.6	Ground and surface water monitoring. Annual Report to EPA Achieved		Ground and surface water monitoring	

Action Performance Targets

No.	Performance target
1	Supervise and review contract
2	Supervise and review contract. Existing contract to be extended or retendered and approval of new contract by Council by 31 March
3	Report to Council by March 31 on collection results
4	Completion of projects in line with project plan requirements
5	Complete reporting requirements for EPA in line with license requirements

Directorate	3. Infrastructure Services	Program number and title	3.7 Stormwater Management
Program Objective	<p>To minimize the risk of flooding and provide clean water into the region's waterways. Council through the Urban Drains Act and the Local Government (Highways) Act aims to provide piped stormwater networks in line with current local government standards and major stormwater networks (overland flows and roads) capable of meeting a 1% AEP.</p> <p>Water quality is managed through Water Sensitive Urban Design (WSUD) principles where appropriate.</p>		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i></p>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Develop stormwater system management plans in line with legislation Responsible Officer: Director Infrastructure	6.1				Complete program by 30 June
2	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2019-2020 Capital Works Program Responsible Officer: Director Infrastructure	6.1	Report to program in Annual Plan Review Achieved	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review

Action Performance Targets

No.	Performance target
1	Complete all lower risk catchments by June 2020
2	Completion of projects in line with project plan requirements

Directorate	3. Infrastructure Services	Program number & title	3.8 Sustainable Development
Program Objective	Develop sustainable practices within our organisation and community through leading, supporting and encouraging staff, contractors and community to use energy, water and non-renewable resources more productively. Promote and support sustainable economic development initiatives.		
Link to Community Strategic Plan 2014 to 2024	Future Direction (1) - A sustainable natural and built environment <i>1.1 Contemporary planning supports and guides growth and development across Meander Valley</i> Future Direction (2) - A thriving local economy <i>2.2 Economic development in Meander Valley is planned, maximizing existing assets and investment in infrastructure.</i>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Westbury Residential Rezoning Responsible Officer: Senior Strategic Planner	1.1		Rezoning approved		
2	Undertake projects to support implementation of the Prospect Vale Blackstone Heights structure Plan	1.1				PVBH Specific Area Plan approved
3	Support the progress of land developments including Valley Central and the Hadspen Urban Growth Area Responsible Officer: Sustainable Development Project Manager	2.2	Report in Annual Plan Review Achieved	Report in Annual Plan Review	Report in Annual Plan Review	Report in Annual Plan Review

Action Performance Targets

No.	Performance target
1	Complete rezoning process in the December quarter.
2	Progress Westbury Road Activity Centre Project and complete PVBH Specific Area Plan in June quarter.
3	Further feasibility work for the bioenergy project subject to grant funding

Community and Development Services

Directorate	4. Community and Development Services	Program number and title	4.1 Land Use and Planning
Program Objective	To carry out planning duties and prepare policies for the sustainable development of the local government area		
Link to Community Strategic Plan 2014 to 2024	Future Direction (1) - A sustainable natural and built environment. <i>1.1 Contemporary planning supports and guides growth and development across Meander Valley.</i> <i>1.2 Liveable townships, urban and rural areas across the local government area with individual character.</i> <i>1.3 The natural, cultural and built heritage of Meander Valley is protected and maintained.</i>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Process development applications in accordance with delegated authority Responsible Officer: Coordinator Development Services	1.1, 1.2, 1.3	Performance Target Achieved	Performance Target	Performance Target	Performance Target
2	Process Planning Scheme Amendments Responsible Officer: Director Community & Development Services	1.1, 1.2, 1.3	Performance Target Achieved	Performance Target	Performance Target	Performance Target

Action Performance Targets

No.	Performance target
1	Within Statutory time frames, 100% Conformance
2	Within Statutory time frames, 100% Conformance

Directorate	4. Community and Development Services	Program number and title	4.2 Building, Plumbing and Permit Authority 2016
Program Objective	To carry out statutory responsibilities for the administration and enforcement of the Building Act 2016 and the Tasmanian Building Regulations 2016.		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (1) - A sustainable natural and built environment.</p> <p><i>1.1 Contemporary planning supports and guides growth and development across Meander Valley.</i></p> <p><i>1.2 Liveable townships, urban and rural areas across the local government area with individual character.</i></p> <p><i>1.3 The natural, cultural and built heritage of Meander Valley is protected and maintained.</i></p> <p><i>1.4 Public health and the environment is protected by the responsible management of liquid and solid waste at a local and regional level.</i></p> <p>Future Direction (3) Vibrant and engaged communities.</p> <p><i>3.2 Successful local events enhance community life.</i></p> <p>Future Direction (4) A healthy and safe community.</p> <p><i>4.3 Public health and safety standards are regulated, managed and maintained.</i></p> <p>Future direction (5) Innovative leadership and community governance</p> <p><i>5.5 Councils in the region collaborate and share resources for the collective good of their communities</i></p>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Permit Authority – Issue Permits for Category 4 Building works Responsible Officer: Coordinator Development Services	1.1, 1.2, 1.3	Performance Target Achieved	Performance Target	Performance Target	Performance Target
2	Permit Authority – Process Notifiable Building Works (Category 3) Responsible Officer: Coordinator Development Services	1.1, 1.2, 1.3	Performance Target Achieved	Performance Target	Performance Target	Performance Target
3	Permit Authority – Manage outstanding Building Completions and Illegal Works Responsible Officer: Coordinator Development Services	1.1, 1.2, 1.3	Achieved			Reduce outstanding completions

4	Coordinate Major Events applications Responsible Officer: 337 Officers	3.2	Performance Target Achieved	Performance Target	Performance Target	Performance Target
5	Permit Authority – Issue Permits for Category 4 Plumbing works Responsible Officer: Coordinator Development Services	1.4, 4.3, 5.5	Performance Target Achieved	Performance Target	Performance Target	Performance Target
6	Permit Authority – Issue Notifiable Plumbing Works (Category 3) Responsible Officer: Coordinator Development Services	1.4, 4.3, 5.5	Performance Target Achieved	Performance Target	Performance Target	Performance Target

Action Performance Targets

No.	Performance target
1	Issue Building Permits within 7 working days from the date all other permits and documents as required by the Building Act, are received by Council.
2	Notifiable Building works processed in a timely manner
3	Outstanding building completions and illegal works reduced to meet transitional requirements of Building Act 2016
4	Respond to applications within 7 working days
5	Process plumbing permit applications within 7 days of receipt of all information
6	Process notifiable plumbing works within 21 days of receipt of all information

Directorate	4. Community and Development Services	Program number and title	4.3 Environmental Health
Program Objective	Manage Council's statutory obligations in relation to Environmental Protection and Preventative Health		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (1) - A sustainable natural and built environment. <i>1.5 Public health and the environment is protected by the responsible management of liquid and solid waste at a local and regional level.</i></p> <p>Future Direction (4)- A healthy and safe community. <i>4.1 The health and wellbeing needs of all sectors in the community are planned, met and managed.</i> <i>4.3 Public health and safety standards are regulated, managed and maintained.</i></p>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Monitor and sample water quality of recreational waters Responsible Officer: Environmental Health Officer	1.5, 4.1	Record Results Achieved	Record Results	Record Results	Record Results
2	Inspect and register food premises annually Responsible Officer: Environmental Health Officer	4.1, 4.3	Issue annual registration for all premises Achieved	Inspections as per Schedule	Inspections as per Schedule	Inspections as per Schedule
3	Co-ordinate immunisation clinics Responsible Officer: Environmental Health Officer	4.1, 4.3		Complete Annual Immunisation Program		

Action Performance Targets

No.	Performance target
1	Respond to non-conformances within 48 hours
2	Conduct inspections as per program
3	Provide school based immunisations as per program (usually March and September)

Directorate	4. Community and Development Services	Program number and title	4.4 General Inspector
Program Objective	To carry out statutory responsibilities for the administration and enforcement of the Dog Control Act 2000, Fire Services Act 1979 and the Local Government Act 1993.		
Link to Community Strategic Plan 2014 to 2024	Future direction (4) - A healthy and safe community. <i>4.3 Public health and safety standards are regulated, managed and maintained.</i>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Annual Audit of Dog Registrations Responsible Officer: General Inspector	4.3	Prepare for Audit Achieved	Conduct Audit		
2	Fire Abatement Management Responsible Officer: General Inspector	4.3		Issue Notices	Issue Notices	
3	Investigate incidents and complaints regarding animal control Responsible Officer: General Inspector	4.3	Performance Target Achieved	Performance Target	Performance Target	Performance Target

Action Performance Targets

No.	Performance target
1	Audit conducted as scheduled (potentially October)
2	Notices issued as required
3	Investigate all cases and complaints within 10 days

Directorate	4. Community and Development Services	Program number and title	4.5 Natural Resource Management
Program Objective	Facilitate Natural Resource Management for Council and Community		
Link to Community Strategic Plan 2014 to 2024	Future Direction (1) - A sustainable natural and built environment. <i>1.3 The natural, cultural and built heritage of Meander Valley is protected and maintained.</i> <i>1.4 Meander Valley is environmentally sustainable</i> <i>1.6 Participate and support programs that improve water quality in our waterways.</i>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Review and implement NRM strategies Responsible Officer: NRM Officer	1.3, 1.4, 1.6	Review and prioritize Council based activities Achieved	Implement activities	Implement activities	Implement activities
2	Monitor and assess implementation of the Town Common Management Plan Responsible Officer: NRM Officer	1.3, 1.4, 1.6	Performance target Achieved	Performance target	Performance target	Performance target

Action Performance Targets

No.	Performance target
1	Complete actions within timeframes and within budget
2	Consistent with management plan

Directorate	4. Community and Development Services	Program number and title	4.6 Community Development
Program Objective	Working with the community for the benefit of all		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (3) - Vibrant and engaged communities. <i>3.1 Creativity and learning are art of daily life across the communities of Meander Valley.</i> <i>3.2 Successful local events enhance community life.</i> <i>3.4 Meander Valley communities have the resilience and capacity to address and overcome life's challenges and emergencies.</i></p> <p>Future Direction (4) - A healthy and safe community. <i>4.1 The health and wellbeing needs of all sectors of the community are planned, met and managed.</i> <i>4.3 Public health and safety standards are regulated, managed and maintained</i></p>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Facilitate the operation of Council Community Forums Responsible Officer: Community Development Manager	3.4, 4.1.	Conduct Forum and report outcomes Achieved	Conduct Forum and report outcomes	Conduct Forum and report outcomes	Conduct Forum and report outcomes
2	Deliver the Community Grants Program Responsible Officer: Community Development Manager	3.1, 3.2, 3.4, 4.1.	Acquit Round 1 and advertise Achieved	Acquit Round 2 and advertise	Acquit Round 3 and advertise	Acquit Final Round and advertise Conduct Grants Information Forum
3	Conduct GWTTA Art Exhibition Responsible Officer: Community Development Manager	3.1, 3.2	Establish event, promotion and procedures Achieved	Promote participation	Conduct exhibition	Review exhibition
4	Conduct a Festival of Small Halls concert Responsible Officer: Community Development Manager	3.1, 3.2,	Establish event venue, format and partnership Achieved	Promote event and sell tickets	Conduct event	Review event outcomes
5	Produce a user-friendly Event Management Guide Responsible Officer: Community Development Manager	3.2, 4.1, 4.3	Draft Guide Achieved	Launch Guide		

Action Performance Targets

No.	Performance target
1	Meetings held and goals achieved
2	Number and range of grant applications
3	Number of artists participating
4	Audience number and event finances
5	Guide produced

Directorate	4. Community and Development Services	Program number and title	4.7 Services to Young People
Program Objective	To address and support the needs of young people through responsive and participatory approaches		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (3) - Vibrant and engaged communities</p> <p>3.1 Creativity and learning are part of daily life across the communities of Meander Valley.</p> <p>3.2 Successful local events enhance community life.</p> <p>3.3 Educations and training opportunities are available to everyone across the local government areas.</p> <p>3.4 Meander Valley communities have the resilience and capacity to address and overcome life's challenges and emergencies.</p> <p>3.5 Young people have the opportunity to be engaged in community life.</p> <p>Future Direction (4) - A healthy and safe community.</p> <p>4.1 The health and wellbeing needs of all sectors in the community are planned, met and managed.</p> <p>4.2 Infrastructure, facilities and programs encourage increased participation in all forms of active and passive recreation.</p>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Conduct School Holiday Program Responsible Officer: Community Officer	3.1, 3.2, 3.3, 3.4, 3.5, 4.1, 4.2	Conduct and report Achieved		Conduct and report	Conduct and report. Evaluate overall outcomes
2	Conduct Stepping Stones Camps Responsible Officer: Community Officer	3.1, 3.3, 3.4, 4.1, 4.2.		Conduct and report	Conduct and report	Conduct and report. Evaluate overall outcomes
3	Conduct 'National Youth Week' Event Responsible Officer: Community Officer	3.1, 3.2, 3.5, 4.1.			Prepare and advertise event	Conduct event and report outcomes
4	Conduct Youth Liaison workshop with Council Responsible Officer: Community Officer	3.4, 3.5	Prepare, conduct workshop and report outcomes Achieved			

Action Performance Targets

No.	Performance target
1	Programs conducted and evaluated
2	Program conducted and evaluated
3	Event conducted and evaluated
4	Workshop conducted and evaluated

Directorate	4. Community and Development Services	Program number and title	4.9 Recreation Facilities Management
Program Objective	To provide indoor facilities for recreational, social and community based activities that are safe, comfortable and fit for purpose		
Link to Community Strategic Plan 2014 to 2024	<p>Future direction (1) - A sustainable natural and built environment. <i>1.1 Contemporary planning supports and guides growth and development across Meander Valley.</i></p> <p>Future Direction (3) - Vibrant and engaged communities. <i>3.3 Education and training opportunities are available to everyone across the local government area.</i> <i>3.5 Young people have the opportunity to be engaged in community life.</i></p> <p>Future Direction (4) -A healthy and safe community. <i>4.1 The health and wellbeing needs of all sectors in the community are planned, met and managed.</i> <i>4.2 Infrastructure facilities and programs encourage increased participation in all forms of active and passive recreation.</i></p> <p>Future direction (6) - Planned infrastructure services. <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.4 Open space, parklands, recreation facilities, cemeteries and public buildings are well utilised and maintained.</i></p>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Review of Sport and Recreation Plan Responsible Officer: Recreation Coordinator	1.1, 4.1, 4.2, 6.1, 6.4	Draft Final Plan In Progress	Seek endorsement of Plan	Report on progress	Report on progress
2	Implement promotion and marketing of indoor recreation facilities to current and prospective users Responsible Officer: Recreation Coordinator	3.5, 4.1, 4.2, 6.4.	Promote facilities Achieved	Promote facilities	Promote facilities	Review and assess promotion strategies
3	Produce a User Guide for individual indoor facilities Responsible Officer: Sport Facility & Development Officer	4.1,4.2, 6.4	Draft Guide format Deferred	Complete Guide	Report on progress	

Action Performance Targets

No.	Performance target
1	Plan endorsed and progress reported
2	Promotion implemented and progress reviewed
4	Guides produced and progress reported

Directorate	4. Community and Development Services	Program number and title	4.10 Business Engagement
Program Objective	Working with the small business community to increase participation, innovation and partnership		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (2) – A thriving local economy</p> <p><i>2.1 The strengths of Meander Valley attract investment and provide opportunities for employment</i></p> <p><i>2.3 people are attracted to live in the townships, rural and urban areas of Meander Valley</i></p> <p><i>2.4 A high level of recognition and demand for Great Western Tiers products and experiences</i></p> <p><i>2.5 Current and emerging technology is available to benefit both business and community</i></p> <p>Future Direction (3) - Vibrant and engaged communities.</p> <p><i>3.2 Successful local events enhance community life</i></p> <p><i>3.3. Education and training opportunities are available to everyone across the local government area</i></p>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Establish a Small Business Directory Responsible Officer: Business Engagement Officer	2.1, 2.3, 2.4, 2.5,	Present at Council workshop Deferred	Launch Directory site with promotion strategy	Report on progress	Report on progress
2	Produce a regular Small Business Bulletin Responsible Officer: Business Engagement Officer	2.1, 2.4, 2.5, 3.3	Compile and distribute Achieved	Compile and distribute	Compile and distribute	Compile and distribute
3	Support the establishment of a 'Chamber of Commerce' for Meander Valley Responsible Officer: Business Engagement Officer	2.1,2.2. 2.3,2.4,2.5, 3.2,3.3,	Report on progress Achieved	Report on progress	Report on progress	Report on progress

Action Performance Targets

No.	Performance target
1	Directory established and promoted
2	Bulletin established and distributed
3	Chamber of Commerce progressed

Works

Directorate	5. Works	Program number and title	5.1 Roads
Program Objective	To construct and maintain a safe and effective road network to meet the needs of road users and the community.		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (6) - Planned infrastructure services</p> <p><i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i></p> <p><i>6.3 The Meander Valley transport network meets the present and future needs of the community and business</i></p> <p><i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i></p>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Undertake maintenance works that achieve the Program Objective Responsible Officer: Works Supervisors & Works Officers	6.1, 6.3, 6.6	Report to Annual Plan Review Achieved	Report to Annual Plan Review	Report to Annual Plan Review	Report to Annual Plan Review
2	Plan and deliver capital work projects Responsible Officer: Works Director, Works Supervisors & Works Officers	6.3, 6.6	Report to Annual Plan Review Achieved	Report to Annual Plan Review	Report to Annual Plan Review	Report to Annual Plan Review

Action Performance Targets

No.	Performance target
1	Provide Customer Service Request statistics and budget updates in Briefing Report
2	Provide program, project and budget updates in Briefing Report

Directorate	5. Works	Program number and title	5.2 Urban Storm water
Program Objective	To provide and maintain an effective urban storm water drainage system.		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6)- Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.5 Storm water and flooding cause no adverse impacts.</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Undertake maintenance works that achieve the Program Objective Responsible Officer: Works Supervisors & Works Officers	6.1, 6.5, 6.6	Report to Annual Plan review Achieved	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review
2	Plan and deliver capital work projects Responsible Officer: Works Director, Works Supervisors & Works Officers	6.1, 6.6	Report to Annual Plan review Achieved	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review

Action Performance Targets

No.	Performance target
1	Provide Customer Service Request statistics and budget updates in Briefing Report
2	Provide program, project and budget updates in Briefing Report

Directorate	5. Works	Program number and title	5.3 Parks, Reserves, Sports Grounds and Cemeteries
Program Objective	To ensure that Councils parks, reserves, cemeteries and sports grounds are suitably maintained to provide a safe, clean and inviting experience to community and sporting organisations.		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.4 Open space, parklands, recreation facilities, cemeteries and public buildings are well utilized and maintained.</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Undertake maintenance works that achieve the Program Objective Responsible Officers: Works Supervisors and Works Officers	6.1, 6.4, 6.6	Report to Annual Plan review Achieved	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review
2	Plan and deliver capital work projects Responsible Officer: Works Director, Works Supervisors & Works Officers	6.1, 6.6	Report to Annual Plan review Achieved	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review

Action Performance Targets

No.	Performance target
1	Provide Customer Service Request statistics and budget updates in Briefing Report
2	Provide program, project and budget updates in Briefing Report

Directorate	5. Works	Program number and title	5.4 Toilets, Street Cleaning and Litter Collection
Program Objective	To ensure public toilets and streets are presented in a clean and tidy condition and meet the needs of the community.		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.4 Open space, parklands, recreation facilities, cemeteries and public buildings are well utilized and maintained.</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Undertake maintenance works that achieve the Program Objective Responsible Officers: Works Supervisors & Works Officers	6.1, 6.4, 6.6	Report to Annual Plan review Achieved	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review

Action Performance Targets

No.	Performance target
1	Provide Customer Service Request statistics and budget updates in Briefing Report

Directorate	5. Works	Program number and title	5.5 Plant
Program Objective	To provide plant and equipment that suits Councils activities and is financially sustainable.		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Manage plant to achieve the Program Objective Responsible Officers: Works Director and Works Supervisors	6.1, 6.6			Complete major plant annual review	
2	Undertake plant purchases in accordance with the approved budget Responsible Officer: Works Director	6.1, 6.6	Report to Annual Plan review Achieved	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review

Action Performance Targets

No.	Performance target
1	Review plant utilization and hire rates, and update 10 year Plant Replacement Program
2	Provide program, project and budget updates in Briefing Report

Public Health Goals and Objectives

Meander Valley Council is committed to protecting and promoting the health of its residents and visitors. The Council's Environmental Health team and General Inspector is responsible for ensuring the statutory obligations under the Public Health Act 1997, Environmental Management and Pollution Control Act 1994, Food Act 2003, Dog Control Act 2000 and Local Government Act 1993 are met. As part of Meander Valley's public health goals and objectives, in 2019-20 the Health and Compliance Department will seek to:

- Review the public health statement/report provided in the Annual Report;
- Improve public awareness with regards to responsible dog ownership and the provisions of our Dog Management Policy;
- Improve public awareness with regards to wood smoke and Burn Brighter initiatives;
- Undertake Immunisation programs in the local schools;
- Conduct food handling training for local food businesses and community groups
- Ensure on site waste water treatment systems are installed in accordance with regulations
- Monitor water quality at public recreation sites

Budget Estimates

	2018-19	2019-20
Revenue		
Rate Revenue	12,465,800	12,966,400
Fees and User Charges	1,228,300	1,255,000
Contributions and Donations	46,500	51,500
Interest	785,400	835,600
Grants and Subsidies	4,602,400	4,441,200
Other Revenue	736,500	748,700
Total Operating Revenue	19,864,900	20,298,400
Operating Expenditure		
Employee Costs	6,659,300	6,798,100
Maintenance and Working Expenses	6,409,300	6,427,500
Borrowing Costs	236,500	266,000
Depreciation	5,135,500	5,088,000
Payments to Government Authorities	1,192,000	1,264,900
Other Payments	274,700	286,800
Total Operating Expenditure	19,907,300	20,131,300
Underlying Surplus/(Deficit)	204,400	167,100
Net Operating Surplus/(Deficit)including capital and abnormal items	2,657,700	1,900,300
Capital Expenditure	13,753,100	11,978,100
Repayment of Loans	-	-
Asset Sales	216,000	216,000
Closing Cash Balance	15,899,100	15,767,800
Net Assets	295,743,892	295,910,992

GOVERNANCE 2

Reference No. 185/2019

POLICY REVIEW NO. 86 – INDUSTRIAL DEVELOPMENT INCENTIVE

AUTHOR: Jonathan Harmey
Acting General Manager

1) Recommendation

It is recommended that Council Confirms the continuation of Policy No.86 – Industrial Development Incentive with amendments as follows.

POLICY MANUAL

Policy Number: 86	Industrial Development Incentive
Purpose:	To establish guidelines for the provision of an incentive to support industrial development in key strategic locations.
Department:	Economic Development & Sustainability Governance
Author:	Rick Dunn, Director General Manager
Council Meeting Date:	13 October 2015 8 October 2019
Minute Number:	418/2015 x/2019
Next Review Date:	October 2019 October 2023

POLICY

1. Definitions

- a) Industrial ~~P~~precincts: - means the ~~Valley Central or East Deloraine industrial precincts~~-industrial precincts at Birralee Rd, Westbury and East Goderich St, Deloraine.
- b) Eligible ~~D~~development:
- Means new **business** development that establishes in the industrial precincts, or the relocation of an existing Meander Valley business to the industrial precincts, And;
 - Employs three (3) or more full time equivalent employees for the entire term of the industrial development incentive period.
- c) Eligible ~~R~~recipient: - means the owner of the title.

2. Objective

The objective of this policy is to provide the parameters for Council to apply a financial incentive for the establishment of **E**eligible ~~D~~development in the **I**industrial ~~P~~precincts.

3. Scope

This Policy applies specifically to the establishment of new **E**eligible ~~D~~development in the **I**industrial ~~P~~precincts.

4. Policy

a) Background

The ~~Industrial Precincts~~ have been deemed as strategically important in accommodating industrial development as new development at these sites will avoid conflict with other uses and relocation of industry will assist in reducing conflict where there have been historical land use incompatibilities.

Whilst the ~~establishment of an~~ industrial development incentive (IDI) will be unlikely to be the deciding factor for the location or relocation of an enterprise, it does however send a clear message to industry that Meander Valley Council is "open for business" and is serious about supporting business growth and the creation of local employment opportunities.

b) IDI Period

The IDI period applies for three (3) years from the date of the commencement of operation of the ~~initial Eligible De~~velopment.

c) IDI Calculation

The IDI will be based on the General Rate component of the annual Rates and Charges levied on an ~~Eligible De~~velopment and will be applied in the following manner.

- An eligible recipient must apply annually and in writing to Council.
- An eligible recipient will receive a grant equivalent to 100% the General Rate for the first ~~financial~~ year of operation
- An eligible recipient will receive a grant equivalent to 50% of the General Rate for the second ~~financial~~ year of operation.
- An eligible recipient will receive a grant equivalent to 25% of the General Rate for the third ~~financial~~ year of operation.
- Grants ~~will~~ ~~may~~ be calculated on a proportional basis where an operational year crosses over from one financial year to the next financial year.

5. Legislation

Local Government Act 1993

6. Responsibility

Responsibility for the operation of the policy rests with the General Manager.

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 - Employs three (3) or more full time equivalent employees for the entire term of the industrial development incentive period.
- c) Eligible ~~R~~recipient: - means the owner of the title.

2. Objective

The objective of this policy is to provide the parameters for Council to apply a financial incentive for the establishment of **Eligible ~~D~~development** in the **Industrial ~~P~~precincts**.

3. Scope

This Policy applies specifically to the establishment of new **Eligible ~~D~~development** in the **Industrial ~~P~~precincts**.

4. Policy

a) Background

The ~~Industrial Precincts~~ have been deemed as strategically important in accommodating industrial development as new development at these sites will avoid conflict with other uses and relocation of industry will assist in reducing conflict where there have been historical land use incompatibilities.

Whilst the ~~establishment of an~~ industrial development incentive (IDI) will be unlikely to be the deciding factor for the location or relocation of an enterprise, it does however send a clear message to industry that Meander Valley Council is "open for business" and is serious about supporting business growth and the creation of local employment opportunities.

b) IDI Period

The IDI period applies for three (3) years from the date of the commencement of operation of the ~~initial Eligible De~~velopment.

c) IDI Calculation

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- An eligible recipient must apply annually and in writing to Council.
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- Grants ~~will~~ ~~may~~ be calculated on a proportional basis where an operational year crosses over from one financial year to the next financial year.

5. Legislation

Local Government Act 1993

6. Responsibility

Responsibility for the operation of the policy rests with the General Manager.

2) Officers Report

The Industrial Development Incentive will not be the deciding factor for the location or relocation of an enterprise, however it does send a clear message to industry that Meander Valley Council is 'open for business' and is serious about supporting business growth and the creation of local employment opportunities.

The policy review was considered at Council Workshop on 24 September 2019.

3) Council Strategy and Policy

Furthers the objectives of Council's Community Strategic Plan 2014 to 2024:

- Future Direction (2) - A thriving local economy
- Future direction (5) - Innovative leadership and community governance

4) Legislation

The Local Government Act 1993, Section 77 (Grants and Benefits) will apply to this Policy. Any eligible development incentive would be provided by way of a grant and reported in Council's Statutory Accounts.

5) Risk Management

Not applicable.

6) Government and Agency Consultation

Not applicable.

7) Community Consultation

Not applicable.

8) Financial Consideration

The budget estimates adopted in June 2019 included funding of \$4,000 to cover anticipated incentive grants under the Policy.

9) Alternative Recommendations

Council can elect to confirm the continuation of the Policy with further amendments.

10) Voting Requirements

Simple majority

ITEMS FOR CLOSED SECTION OF THE MEETING:

Councillor xx moved and Councillor xx seconded ***“that pursuant to Regulation 15(2) of the Local Government (Meeting Procedures) Regulations 2015, Council close the meeting to the public to discuss the following items.”***

Voting Requirements

Absolute Majority

Council moved to Closed Session at x.xxpm

GOVERNANCE 3 CONFIRMATION OF MINUTES

(Reference Part 2 Regulation 34(2) Local Government (Meeting Procedures) Regulations 2015)

Confirmation of Minutes of the Closed Session of the Ordinary Council Meeting held on 10 September, 2019.

GOVERNANCE 4 LEAVE OF ABSENCE

(Reference Part 2 Regulation 15(2)(h) Local Government (Meeting Procedures) Regulations 2015)

INFRASTRUCTURE 1 DESIGN & CONSTRUCTION OF BRIDGES – JACKEYS MARSH AREA

(Reference Part 2, Section 15(2)(d) Local Government (Meeting Procedures) Regulations 2015)

Council returned to Open Session at x.xxpm

Cr xxx moved and Cr xxx seconded ***“that the following decisions were taken by Council in Closed Session and are to be released for the public’s information.”***

The meeting closed at

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Wayne Johnston

Mayor