



Meander Valley Council  
Working Together

# **ORDINARY AGENDA**

**COUNCIL MEETING**

**Tuesday 18 January 2022**

# MEETING CONDUCT

Meetings of Meander Valley Council will be conducted in accordance with *Local Government (Meeting Procedures) Regulations 2015*.

## **COVID-19 Disease Emergency (Miscellaneous Provisions) Act 2020.**

1. Council Meetings are currently being undertaken in accordance with the *COVID-19 Disease Emergency (Miscellaneous Provisions) Act 2020*. Meeting arrangements may change at short or without notice in order to comply with directives issued by the Tasmanian Government.
2. COVID restrictions mean that public attendance at meetings is currently restricted, and that meetings may be held virtually, and individual Councillors may participate remotely via online channels.
3. The current COVID-19 circumstance in Tasmania enables Council to conduct face-to-face meetings at the Council Chambers in Westbury with some restrictions.
4. Council seeks to enable access to Council meetings, while also managing and protecting the health of the public, Councillors and staff. Due to prevailing social distancing and other COVID requirements the following arrangements apply to public attendance:
  - a. Numbers are restricted in the public gallery area of the Council Chamber (denoted by markers on the floor at the rear of the room) to **seven members** of the public (including media or other representatives), with attendance prioritised as follows:
    - First priority is to any person making representations to the Council, typically on planning applications. If more than seven representors have an interest in an Agenda item, some may be asked to leave the meeting room after their representation to allow others to make their representation to Council.
    - Second priority is to members of the public. Members of the public are asked to be flexible with their attendance for the entire meeting and when asked, consider vacating the meeting to permit others to attend. If more than seven members of the public register to attend a Council Meeting, priority will be given to those first to register but in line with the order of priority assigned to representors, public and then media.
    - Third priority is to members of the media.
    - At the sole discretion of the Chairperson, attendees may be asked to leave the meeting at the conclusion of an Agenda item. Members of the media may be asked to leave the meeting room to allow other higher priority persons to attend.
    - Where more than seven people are in attendance, the Chairperson may (at their absolute discretion) consent to the Council Chamber doors remaining open to enable additional persons to listen to proceedings.

- b. All persons attending must comply with Council's COVID Safety Plan and the directions of Council officers. For the health and safety of all present at Council meetings, any person experiencing symptoms associated with COVID-19 should not enter Council premises. Attendees presenting with suspected symptoms will not be permitted to remain on the premises.
- c. Any member of the public or media is to pre-register their interest in attending with Council's Customer Service Centre by phoning (03) 6393 5300. Council reserves its discretion to refuse or reprioritise entry to anyone not pre-registered.
- d. Immediately on arrival, attendees must check in via the 'Check in TAS" mobile phone application, or by providing their name, address and contact number in the register provided.
- e. To enable those not attending a meeting to review proceedings, Council will, within the limits of available technology, ensure meeting Agendas, Minutes and audio recordings of meetings are available. Information and recordings will be posted on Council's website as soon as practicable after the meeting. Council will not provide individual copies of recordings.

### **General Standards of Conduct and Behaviour**

1. Council provides a safe workplace for Councillors, Council staff, visitors and the public and has a zero tolerance policy for all forms of aggression, harassment, bullying, encroachment on personal space, inappropriate gesturing, or discrimination which may be associated with a person's sex, race, disability, or other protected attributes.
2. Any person who hinders or disrupts a meeting is liable to a penalty under section 41 of the *Local Government (Meeting Procedures) Regulations 2015*. The Chairperson may also take reasonable steps to remove the person from the meeting or closed meeting, including requesting the assistance of a police officer in removing the person.
3. Under the *Work Health and Safety Act 2012* the General Manager of Council is the person conducting the business of Council and is obligated to provide a safe working environment for staff, Councillors and those attending the workplace. The General Manager may, through the Chairperson or directly, take action to ensure the safety and wellbeing of all persons in attendance.

### **Access and Inclusion of People with a Disability**

Where a person has a disability or requests assistance in accessing or participating in a meeting, Council will make reasonable adjustments to accommodate and support the person's participation in the meeting.

Any needs should be discussed with Council's Customer Service Centre by phoning (03) 6393 5300 as soon as possible before the scheduled day of the meeting.

# SECURITY PROCEDURES

At the commencement of the meeting the Chairperson will advise that:

- Evacuation details and information are located on the wall near the entry to Chambers.
- 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 via the reception area and go directly to the evacuation point which is in the car park at the side of the Town Hall.



Meander Valley Council  
Working Together

PO Box 102, Westbury,  
Tasmania, 7303

Notice is hereby given that an Ordinary Meeting of the Meander Valley Council will be held at the Westbury Council Chambers, 26 Lyall Street, Westbury, on **Tuesday 18 January, 2022, commencing at 3.00pm.**

In accordance with Section 65 of the *Local Government Act 1993*, I certify that with respect to all advice, information or recommendations 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.

John Jordan  
**GENERAL MANAGER**

## Table of Contents

CONFIRMATION OF MINUTES .....	7
COUNCIL WORKSHOPS HELD SINCE THE LAST MEETING.....	7
ANNOUNCEMENTS BY THE MAYOR .....	8
ANNOUNCEMENTS BY COUNCILLORS.....	8
DECLARATIONS OF INTEREST .....	8
TABLING AND ACTION ON PETITIONS.....	8
PUBLIC QUESTION TIME .....	10
COUNCILLOR QUESTION TIME .....	10
DEPUTATIONS BY MEMBERS OF THE PUBLIC .....	10
CORPORATE SERVICES 1 .....	11
CORPORATE SERVICES 2 .....	29
COMMUNITY WELLBEING 1.....	36
GOVERNANCE 1 .....	42
<b>ITEMS FOR CLOSED SECTION OF THE MEETING:</b>	
GOVERNANCE 2 CONFIRMATION OF MINUTES.....	58
GOVERNANCE 3 LEAVE OF ABSENCE.....	58

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 18 January 2022 at 3.00pm.

Business is to be conducted at this meeting in the order in which it is set out in this agenda, unless the Council by Absolute Majority determines otherwise.

## **PRESENT**

## **APOLOGIES**

## **IN ATTENDANCE**

## **CONFIRMATION OF MINUTES**

(Reference No. 1/2022)

Councillor xx moved and Councillor xx seconded, ***“that the minutes of the Ordinary Meeting of Council held on Tuesday 14 December 2021, be received and confirmed.”***

## **COUNCIL WORKSHOPS HELD SINCE THE LAST MEETING**

(Reference No. 2/2022)

Date	Items discussed:
Tuesday 21 December 2021	<ul style="list-style-type: none"><li>• Attraction and Retention Strategy</li><li>• Proposed Software Upgrades – Councillor Document Access and Agenda Software</li><li>• Deloraine Recreation Precinct Master Planning</li><li>• Hadspen Urban Growth Development Shared Road Infrastructure Update</li></ul>

## **ANNOUNCEMENTS BY THE MAYOR**

(Reference No. 3/2022)

### **15 December 2021**

Ashley Youth Detention Centre Christmas Dinner

### **18 December 2021**

Launceston Carols by Candlelight at Country Club

### **17 December 2021**

Meeting with Minister Richard Colbeck

## **ANNOUNCEMENTS BY COUNCILLORS**

(Reference No. 4/2022)

Nil

## **DECLARATIONS OF INTEREST**

(Reference No. 5/2022)

## **TABLING AND ACTION ON PETITIONS**

(Reference No. 6/2022)

## **PUBLIC QUESTION TIME**

### **General Rules for Question Time**

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

At the beginning of public question time, the Chairperson will firstly refer to any questions with notice. The Chairperson will ask each person who has a question with notice if they would like to ask their question. If they accept, they will 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 request a Councillor or Council officer to provide a response. A Councillor or Council officer who is asked a question without notice at a meeting may decline to answer the question.

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.

If the Chairperson refuses to accept a question from a member of the public, they will provide reasons for doing so.

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, or maximum number of questions per visitor, depending on the complexity of the issue, and on how many questions are anticipated to be 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 documents produced are subject to the laws of defamation and may be made public or be discoverable under the *Right to Information Act 2009* and other legislation.

## **PUBLIC QUESTION TIME**

(Reference No. 7/2022)

### **1. PUBLIC QUESTIONS TAKEN ON NOTICE – DECEMBER 2021**

### **2. PUBLIC QUESTIONS WITH NOTICE – JANUARY 2022**

### **3. PUBLIC QUESTIONS WITHOUT NOTICE – JANUARY 2022**

## **COUNCILLOR QUESTION TIME**

(Reference No. 8/2022)

### **1. COUNCILLOR QUESTIONS TAKEN ON NOTICE – DECEMBER 2021**

### **2. COUNCILLOR QUESTIONS WITH NOTICE – JANUARY 2022**

### **3. COUNCILLOR QUESTIONS WITHOUT NOTICE – JANUARY 2022**

## **DEPUTATIONS BY MEMBERS OF THE PUBLIC**

(Reference No. 9/2022)

# **CORPORATE SERVICES 1**

(Reference No. 10/2022)

## **COUNCIL FINANCIAL REPORT TO 31 DECEMBER 2021**

**AUTHOR:** Justin Marshall  
Team Leader Finance

---

### **1) Recommendation**

***It is recommended that Council receive the attached financial report for the period ended 31 December 2021.***

### **2) Officer's Report**

The attached financial report is provided for the period 1 July 2021 to 31 December 2021. The financial performance for the first six months of the financial year is discussed in the Exception and Trends Report section of the attached financial report.

Revenue and expenditure are currently in line with management expectations. Revenue is lower than budget with a number of Government Grants outstanding at this point, these are due to be received across the roads, bridges and recreation areas. Expenditure is expected to be closer to budget at the end of the financial year. Some one off expenditure items are due to be incurred in the second half of the year which includes \$180,000 in road safety improvements and \$343,500 on road intersection planning and design at Meander Valley Road, Hadspen.

### **3) Council Strategy and Policy**

Further the objectives of the 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

Working Together

## **FINANCIAL REPORT TO 31 DECEMBER 2021**

1. Introduction.....	2
2. Consolidated Operating Statement.....	3
3. Exception & Trends Report.....	4
4. Capital Project Report.....	7
5. Capital Resealing Report.....	13
6. Capital Gravelling Report.....	14
7. Rates Revenue Reconciliation .....	15
8. Cash & Investment Reconciliation .....	16



## 1. Introduction

Council's Financial Report provides an overview of our financial performance for the current financial year. The report compares revenue and expenditure areas actual results against the set budget estimates. The report provides an overview of Council's financial position as at 31 December 2021.

The Operating Statement for the first six months of the financial year is within management's forecasts. Grants & Subsidies revenue is below budget to December, due to the timing of the Financial Assistance Grants allocation and also some Grants anticipated in the Recreation & Culture functional area. Operating Expenditure overall is within budget to December, however expenditure in Infrastructure Services is below budget primarily due to the timing of contract services and consultants. There are other exceptions from Council's budget adopted in July 2021 which are discussed further in the Exception and Trends report.

The following information is contained in the Financial Report:

- Consolidated Operating Statement – This report provides a summary of operational revenue and expenditure for the period to date compared to the annual budget estimates.
- Exceptions and Trends Report – This report contains explanation for material revenue and expenditure variations to budget, as well as an analysis of revenue and expenditure by Council in a number of functional areas.
- Capital Expenditure Reports – These reports provide a list of all approved capital projects with their allocated budget, expenditure carried forward from the previous financial year and current year to date expenditure.
- Rates Revenue Report – This report provides a summary of rates raised for the financial year, interest charged on overdue rates and total rates outstanding as at 31 December 2021.
- Cash & Investment Reconciliation – This report shows Council's total cash balance as at 31 December 2021, including funds held in At Call accounts and Term Deposits. Also included is an adjusted cash balance, taking into account estimated future revenue, expenditure and liabilities.



## 2. Consolidated Operating Statement - 31 December 2021

	Actual 2022	Budget 2022	% of Budget
<b>Total Council Operations</b>			
<b>Operating Revenue</b>			
Rate Revenue	14,579,201	14,641,800	99.57%
Fees & User Charges	668,845	1,279,500	52.27%
Contributions & Donations	72,669	671,200	10.83%
Interest	215,896	420,700	51.32%
Grants & Subsidies	1,862,008	9,732,100	19.13%
Sale of Assets	-	-	
Other Revenue	358,541	853,700	42.00%
<b>Total Operating Revenue</b>	<b>\$ 17,757,159</b>	<b>\$ 27,599,000</b>	<b>64.34%</b>
<b>Operating Expenditure</b>			
<b>Departments</b>			
Governance	1,179,138	2,522,600	46.74%
Corporate Services	1,011,750	1,995,400	50.70%
Infrastructure Services	1,726,037	4,451,100	38.78%
Works	2,090,560	3,911,700	53.44%
Development & Regulatory Services	1,034,404	2,254,600	45.88%
<b>Maintenance &amp; Working Expenses</b>	<b>\$ 7,041,888</b>	<b>\$ 15,135,400</b>	<b>46.53%</b>
Interest	105,660	248,800	42.47%
Depreciation	2,700,200	5,400,400	50.00%
Payments to Government Authorities	323,663	1,294,700	25.00%
Administration Allocated	-	-	
Other Payments	76,601	250,800	30.54%
<b>Total Operating Expenditure</b>	<b>\$ 10,248,012</b>	<b>\$ 22,330,100</b>	<b>45.89%</b>
<b>Operating Surplus/(Deficit)</b>	<b>\$ 7,509,147</b>	<b>\$ 5,268,900</b>	



### 3. Exception & Trends Report

This report contains explanations for any material income and expenditure variations to budget for the financial year to date, as well as an analysis of income and expenditure by Council functional area.

#### REVENUE

**Rate Revenue** – All Rate Revenue is recognised for the year with only additional rates received on supplementary valuations between now and the financial year end to be included. The rate debtor balances outstanding at 31 December 2021 appears in the Rates Revenue Reconciliation report.

**Fees & User Charges** – Is within budget expectations for the year to date and is expected to remain within budget by year end.

**Contributions & Donations** – Is well below budget however when new subdivision assets taken over by Council are recognised at financial year end, is expected to be within budget.

**Interest** – Is within budget and is expected to remain within budget by year end. Interest rates have improved slightly during the current financial year.

**Grants & Subsidies** – Is below budget expectations, due primarily to the timing of grant receipts and the prepayment of 50% of the 2021-22 Financial Assistance Grants allocation in 2020-21. This is expected to be within budget by year end.

**Other Revenue** – Relates primarily to TasWater distributions and is expected to be within budget at year end.

#### EXPENSES

##### Departments

<b>Governance</b>	within budget expectations
<b>Corporate Services</b>	within budget expectations
<b>Infrastructure Services</b>	below budget expectations
<b>Works</b>	within budget expectations
<b>Development &amp; Regulatory Services</b>	within budget expectations

**Interest** – Two of the four annual Tascorp loan interest instalments have been incurred. The annual recognition for unwinding of the Westbury and Deloraine tip rehabilitation provisions will be accounted for at year end which has caused this item to be slightly under budget.

**Depreciation** – Is accurately calculated and accounted for at year end however a proportionate amount (50%) of the budget has been allocated for the purposes of the Operating Statement.

**Payments to Government Authorities** – One of the four annual instalments for the Fire Levy have been incurred to December.





**Other Payments** – Is below budget. This item is largely notional accounting values of infrastructure assets written off upon reconstruction or disposal, this is accounted for as part of the year end procedures. The Tasmanian Audit Office fees and Community Grants are also recognised in Other Payments. This item is expected to be within budget at year end.

## ANALYSIS BY FUNCTION

### Administration

<b>Revenue</b>	<b>\$ 90,089</b>	<b>50.11 %</b>
<b>Expenses</b>	<b>\$ 1,904,186</b>	<b>50.37 %</b>

Revenue is within budget to December, primarily due to the level of property sales related activities including the 337 property certificate fees income being in line with expectations to date.

Administration expenditure is within budget expectations to this point of the year. Expenses for *Development & Regulatory Services* include employee expenses required to prepare the 337 certificates. Expenses for *Governance* include the annual LGAT subscription and contribution to Northern Tasmania Development Corporation. Expenses for *Corporate Services* include annual support fees for Technology One, annual insurance premiums and IT and Workplace Health & Safety consultants' costs.

### Roads, Streets and Bridges

<b>Revenue</b>	<b>\$ 838,577</b>	<b>18.41 %</b>
<b>Expenses</b>	<b>\$ 2,799,603</b>	<b>50.35 %</b>

Grants & Subsidies is under budget primarily due to the prepayment of 50% of the 2021-22 Grants Commission allocation in 2020-21. Contributions & Donations budget includes subdivision road assets taken over from developers and is expected to be in line with budget when accounted for at year end.

Roads & Streets maintenance expenditure is within budget to December and expected to remain within budget by year end. Bridge maintenance expenditure is below budget expectations for the year but expected to be within budget by year end. Other Payments are budgeted amounts for road and bridge infrastructure that is written off upon reconstruction or disposal, this will be accounted for at financial year end.

### Health, Community and Welfare

<b>Revenue</b>	<b>\$ 4,342,174</b>	<b>91.03 %</b>
<b>Expenses</b>	<b>\$ 3,572,946</b>	<b>41.05 %</b>

Revenue overall is well above budget to date, due to the full recognition of all Waste Management Service Charges and Fire Levies for the year. Contributions & Donations income will increase to be within budget once stormwater infrastructure assets from new subdivisions are recognised and contributions from community cars are accounted for at year end. Interest income includes two quarterly interest payments received from Aged Care Deloraine. A corresponding expense is shown in interest expenses for Council's funds on paid to Tascorp. Grants & Subsidies revenue is funding received for the Meander Valley Short Walks project.



## ANALYSIS BY FUNCTION

Expenditure is slightly below budget expectations to this point of the year. *Governance* is below budget primarily due to staff movements in the Business and Economic Recovery and Community Development areas. *Infrastructure* is below budget, primarily due to the timing of tip management fees, street lighting charges and expenditure on the redesign of Meander Valley Road at Hadspen.

Payments to Government Authorities is the State Fire Levy, one of the four instalments have been paid up to December. Interest Expense is payments to Tascorp as described above however also includes a budget for the accounting transactions of unwinding the liability for Council to rehabilitate tip sites at Cluan and Deloraine, which will be calculated at year end.

### Land Use Planning & Building

<b>Revenue</b>	<b>\$ 362,492</b>	<b>63.21 %</b>
<b>Expenses</b>	<b>\$ 710,304</b>	<b>42.82 %</b>

Fees & User Charges are development approval and building approval fees which have exceeded expectations to date. Other Revenue includes plumbing surveying services provided to Northern Midlands Council, which are within budget expectations.

*Development & Regulatory Services* expenditure is slightly below budget to December but is expected to be within budget by year end.

### Recreation and Culture

<b>Revenue</b>	<b>\$ 413,918</b>	<b>11.03 %</b>
<b>Expenses</b>	<b>\$ 1,199,934</b>	<b>45.88 %</b>

Revenue is well below budget to December, due to the timing of Grants not yet received. The Grant received to date of \$250,000 is for the Deloraine Pump Track project. Significant grants are yet to be received for the Deloraine Squash Courts, Deloraine Recreation Ground and Bracknell Hall capital projects.

Overall expenditure is slightly below budget. *Infrastructure* expenditure is below budget to December, primarily due to the timing of Swimming Pool management fees and expenditure on Public Halls and Parks & Reserves being less than expected to date.

### Unallocated & Unclassified

<b>Revenue</b>	<b>\$ 11,709,910</b>	<b>85.06 %</b>
<b>Expenses</b>	<b>\$ 61,038</b>	<b>530.77 %</b>

Rate Revenue is the general rates component of the rates raised for the year. Interest income is within budget expectations. The first two instalments of Financial Assistance Grants from the State Grants Commission have been received; however this is significantly below budget due to the prepayment of 50% of the 2021-22 Grants allocation in 2020-21. Other Revenue includes distributions received from TasWater for the year to date of \$278,000.

Departmental expenditure is principally accounting entries to balance depreciation across the functions of Council and gravel inventory allocations. This expenditure will trend closer to budget at year end.



## 4. Capital Project Report

### 2022 Financial Year

07-Jan-2022 03:00:24

	<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>
<b>Administration</b>						
<b>100 - Administration</b>						
5101 Workstations and Peripherals	\$0	\$20,570	\$20,570	\$30,000	-\$9,430	68.57%
5102 Network Infrastructure	\$0	\$25,525	\$25,525	\$40,000	-\$14,475	63.81%
5109 Networked Copiers and Printers	\$0	\$0	\$0	\$42,000	-\$42,000	0.00%
5111 Software and Upgrades	\$0	\$33,677	\$33,677	\$45,000	-\$11,323	74.84%
5118 Council Chambers - Fire Detection System	\$374	\$51,176	\$51,550	\$70,000	-\$18,450	73.64%
5133 Core Enterprise Software Replacement	\$0	\$0	\$0	\$450,000	-\$450,000	0.00%
100 - Administration Sub Total	\$374	\$130,948	\$131,321	\$677,000	-\$545,679	19.40%
<b>100 - Administration Sub Total</b>	<b>\$374</b>	<b>\$130,948</b>	<b>\$131,321</b>	<b>\$677,000</b>	<b>-\$545,679</b>	<b>19.40%</b>

### Roads Streets and Bridges

#### 201 - Roads and Streets

5653 Long Ridge Rd - Montana	\$0	\$24,939	\$24,939	\$35,000	-\$10,061	71.25%
5802 Louisa St - Bracknell	\$0	\$321	\$321	\$0	\$321	0.00%
5810 Elizabeth St - Bracknell 20/21	\$154	\$4,933	\$5,086	\$9,200	-\$4,114	55.29%
5812 Henrietta St - Bracknell	\$0	\$0	\$0	\$40,000	-\$40,000	0.00%
5828 Barrack St West - Deloraine	\$0	\$0	\$0	\$6,000	-\$6,000	0.00%
5829 Morrison St - Deloraine 17/18	\$0	\$0	\$0	\$45,600	-\$45,600	0.00%
5845 Alveston Dr - Deloraine	\$0	\$46,343	\$46,343	\$95,000	-\$48,657	48.78%
5859 Parsonage St - Deloraine	\$0	\$3,763	\$3,763	\$70,000	-\$66,237	5.38%
5877 Rutherglen Rd - Hadspen 20/21	\$0	\$0	\$0	\$15,000	-\$15,000	0.00%
5887 Scott St - Hadspen	\$0	\$7,096	\$7,096	\$135,000	-\$127,904	5.26%
5894 Country Club Av - Prospect Vale	\$0	\$9,483	\$9,483	\$40,000	-\$30,517	23.71%
5899 Mace St - Prospect Vale 20/21	\$0	\$2,403	\$2,403	\$80,000	-\$77,597	3.00%
5978 Franklin St - Westbury	\$0	\$4,684	\$4,684	\$75,000	-\$70,316	6.25%



## 2022 Financial Year

07-Jan-2022 03:00:24

	<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>
6102 Blackstone Rd - Blackstone Heights	\$0	\$135	\$135	\$10,000	-\$9,865	1.35%
6110 Bridgenorth Rd - Bridgenorth	\$0	\$166,124	\$166,124	\$170,000	-\$3,876	97.72%
6112 Bishopsbourne Rd - Carrick	\$134	\$2,204	\$2,337	\$0	\$2,337	0.00%
6138 Lansdowne Pl - Deloraine 20/21	\$0	\$0	\$0	\$20,000	-\$20,000	0.00%
6176 LRCI Grant Meander Main Rd - Meander 20/21	\$10,416	\$68,628	\$79,044	\$78,100	\$944	101.21%
6245 R2R 2022 Westwood Rd - Westwood	\$0	\$394,834	\$394,834	\$885,000	-\$490,166	44.61%
6259 Railton Rd - Kimberley	\$0	\$37,428	\$37,428	\$78,000	-\$40,572	47.98%
6272 East Barrack St - Deloraine 20/21	\$7,876	\$133,652	\$141,528	\$238,000	-\$96,472	59.47%
6276 Westbury Rd - Prospect: Transport Study Projects	\$0	\$0	\$0	\$388,500	-\$388,500	0.00%
6284 New Footpath Developments - Westbury 15/16	\$0	\$0	\$0	\$30,700	-\$30,700	0.00%
6285 New Footpath Developments - Blackstone 17/18	\$857	\$0	\$857	\$7,000	-\$6,143	12.24%
6288 Westbury Rd - PVP Entrance Roundabout 15/16	\$48,770	\$6,295	\$55,065	\$16,000	\$39,065	344.16%
6354 New Footpath Developments - Carrick	\$0	\$0	\$0	\$90,000	-\$90,000	0.00%
6355 River Reserve Rd - Bracknell	\$0	\$0	\$0	\$20,000	-\$20,000	0.00%
6356 Traffic Calming - Prospect Vale	\$0	\$0	\$0	\$10,000	-\$10,000	0.00%
6358 Westbury Rd, Prospect Vale - Crossing Improvements Vale !	\$0	\$394	\$394	\$15,000	-\$14,606	2.62%
6359 Main St, Hadspen - Wombat Crossing 20/21	\$127	\$1,044	\$1,171	\$30,000	-\$28,829	3.90%
6694 Footpath Renewals - Bracknell, Deloraine, Carrick	\$0	\$0	\$0	\$135,000	-\$135,000	0.00%
<b>201 - Roads and Streets Sub Total</b>	<b>\$68,332</b>	<b>\$914,702</b>	<b>\$983,034</b>	<b>\$2,867,100</b>	<b>-\$1,884,066</b>	<b>34.29%</b>
<b>210 - Bridges</b>						
5211 R2R 2022 Drain Cheshunt Road	\$0	\$2,916	\$2,916	\$200,000	-\$197,084	1.46%
5225 Meander River Main Road Meander	\$0	\$33,262	\$33,262	\$33,300	-\$38	99.89%
5255 R2R 2022 Meander River Selbourne Rd	\$5,105	\$33,608	\$38,713	\$525,750	-\$487,037	7.36%
5361 Mole Creek Den Road	\$0	\$0	\$0	\$30,000	-\$30,000	0.00%
5370 Bradys Creek Tribulet Davies Road	\$0	\$1,135	\$1,135	\$215,000	-\$213,865	0.53%
5409 Un-Named Drain Harveys Road	\$0	\$0	\$0	\$10,000	-\$10,000	0.00%
5448 R2R 2022 Irrigation Channel Cheshunt Road	\$0	\$2,916	\$2,916	\$200,000	-\$197,084	1.46%
<b>210 - Bridges Sub Total</b>	<b>\$5,105</b>	<b>\$73,836</b>	<b>\$78,940</b>	<b>\$1,214,050</b>	<b>-\$1,135,110</b>	<b>6.50%</b>
<b>200 - Roads Streets and Bridges Sub Total</b>	<b>\$73,437</b>	<b>\$988,537</b>	<b>\$1,061,974</b>	<b>\$4,081,150</b>	<b>-\$3,019,176</b>	<b>26.02%</b>



## 2022 Financial Year

07-Jan-2022 03:00:24

	<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>
<b>Health and Community Welfare</b>						
<b>315 - Cemeteries</b>						
6302 Deloraine Lawn Cemetery Concrete Slabs	\$0	\$5,177	\$5,177	\$5,000	\$177	103.55%
6310 Deloraine Lawn Cemetery Land Purchase 20/21	\$600	\$4,691	\$5,291	\$210,000	-\$204,709	2.52%
6311 Deloraine Lawn Cemetery Landscaping, Access Road & Fenc	\$0	\$8,402	\$8,402	\$20,000	-\$11,598	42.01%
315 - Cemeteries Sub Total	\$600	\$18,270	\$18,870	\$235,000	-\$216,130	8.03%
<b>316 - Community Amenities</b>						
6529 Carrick Rec Ground - Public Toilets	\$0	\$970	\$970	\$100,000	-\$99,030	0.97%
6530 Egmont Reserve - Public Toilets	\$0	\$6,038	\$6,038	\$6,000	\$38	100.63%
316 - Community Amenities Sub Total	\$0	\$7,008	\$7,008	\$106,000	-\$98,992	6.61%
<b>321 - Tourism &amp; Area Promotion</b>						
7833 Bass Highway Signage - Westbury	\$0	\$0	\$0	\$50,000	-\$50,000	0.00%
321 - Tourism & Area Promotion Sub Total	\$0	\$0	\$0	\$50,000	-\$50,000	0.00%
<b>335 - Household Waste</b>						
6602 Westbury Land fill Site - Cell Expansion	\$341,519	\$54,838	\$396,358	\$430,800	-\$34,442	92.01%
6605 Mobile Garbage Bins	\$0	\$0	\$0	\$195,000	-\$195,000	0.00%
6611 Mobile Organics Bins	\$0	\$0	\$0	\$300,000	-\$300,000	0.00%
6616 Landfill Sites Capacity Expansion 20/21	\$1,381	\$0	\$1,381	\$40,000	-\$38,619	3.45%
6617 Cluan Landfill Site Access Road	\$0	\$0	\$0	\$50,000	-\$50,000	0.00%
6618 Landfill Sites Land Purchase	\$0	\$0	\$0	\$250,000	-\$250,000	0.00%
6619 Deloraine Landfill Site Improvements	\$1,881	\$4,648	\$6,529	\$450,000	-\$443,471	1.45%
335 - Household Waste Sub Total	\$344,781	\$59,486	\$404,267	\$1,715,800	-\$1,311,533	23.56%



## 2022 Financial Year

07-Jan-2022 03:00:24

	<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>
<b>351 - Storm Water Drainage</b>						
6400 Various Locations - Stormwater Improvement Program	\$0	\$0	\$0	\$65,100	-\$65,100	0.00%
6404 East St, Carrick Stormwater	\$0	\$0	\$0	\$10,000	-\$10,000	0.00%
6431 Dexter St, Westbury - Stormwater	\$0	\$0	\$0	\$10,000	-\$10,000	0.00%
6450 West Parade Deloraine Stormwater	\$0	\$0	\$0	\$10,000	-\$10,000	0.00%
6470 William St Westbury - Stormwater 19/20	\$6,818	\$5,965	\$12,783	\$123,200	-\$110,417	10.38%
6483 Taylor St, Westbury Stormwater	\$0	\$96,211	\$96,211	\$100,000	-\$3,789	96.21%
6496 Open Drain Program, Blackstone Heights 15/16	\$0	\$0	\$0	\$34,000	-\$34,000	0.00%
6498 Open Drain Program, Westbury	\$0	\$0	\$0	\$117,500	-\$117,500	0.00%
6861 Main Rd, Meander - Stormwater	\$0	\$25,861	\$25,861	\$43,600	-\$17,739	59.31%
6866 Jones St, Westbury - Stormwater	\$0	\$26	\$26	\$100,000	-\$99,974	0.03%
6867 Bartley St, Hadspen - Stormwater	\$0	\$1,460	\$1,460	\$50,000	-\$48,540	2.92%
<b>351 - Storm Water Drainage Sub Total</b>	<b>\$6,818</b>	<b>\$129,524</b>	<b>\$136,341</b>	<b>\$663,400</b>	<b>-\$527,059</b>	<b>20.55%</b>
<b>300 - Health and Community Welfare Sub Total</b>	<b>\$352,199</b>	<b>\$214,287</b>	<b>\$566,487</b>	<b>\$2,770,200</b>	<b>-\$2,203,713</b>	<b>20.45%</b>

## Recreation and Culture

### 505 - Public Halls

7411 Chudleigh Hall - Carpark Improvements	\$0	\$294	\$294	\$14,000	-\$13,706	2.10%
7428 Bracknell Hall - Bracing Building Structure 16/17	\$106,821	\$23,873	\$130,694	\$1,235,000	-\$1,104,306	10.58%
7448 Mole Creek Hall - Roof Replacement 20/21	\$1,766	\$28,985	\$30,751	\$50,000	-\$19,249	61.50%
7454 Weegen Hall - Floor Replacement	\$0	\$0	\$0	\$50,000	-\$50,000	0.00%
7455 Caveside Hall - Floor Replacement	\$0	\$0	\$0	\$50,000	-\$50,000	0.00%
<b>505 - Public Halls Sub Total</b>	<b>\$108,587</b>	<b>\$53,152</b>	<b>\$161,739</b>	<b>\$1,399,000</b>	<b>-\$1,237,261</b>	<b>11.56%</b>



## 2022 Financial Year

07-Jan-2022 03:00:24

	<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>
<b>525 - Recreation Grounds &amp; Sports Facilities</b>						
7611 Deloraine Rec Ground Precinct Design	\$0	\$11,847	\$11,847	\$100,000	-\$88,154	11.85%
7613 Hadspen Recreation Ground Tennis Court	\$0	\$8,867	\$8,867	\$10,000	-\$1,133	88.67%
7614 Hagley Rec Ground - Building Works	\$200	\$24,880	\$25,081	\$60,000	-\$34,919	41.80%
7616 Deloraine Rec Ground - Ground Upgrades & Lighting	\$57,477	\$238,044	\$295,521	\$625,000	-\$329,479	47.28%
7634 Whitmore Rec Ground - Tennis Courts Drainage	\$0	\$7,902	\$7,902	\$15,000	-\$7,098	52.68%
7665 Hadspen Memorial Centre Extension 20/21	\$334	\$119,209	\$119,543	\$180,000	-\$60,457	66.41%
7671 PVP Development Plan - Future Projects	\$0	\$0	\$0	\$62,500	-\$62,500	0.00%
7678 PVP Ring Road & Main Access	\$0	\$416	\$416	\$20,000	-\$19,584	2.08%
7695 Deloraine Community Complex - Squash Courts 20/21	\$84,373	\$73,989	\$158,362	\$2,000,000	-\$1,841,638	7.92%
7696 Deloraine Pump Track 19/20	\$30,125	\$5,081	\$35,207	\$328,500	-\$293,293	10.72%
525 - Recreation Grounds & Sports Facilities Sub Total	\$172,510	\$490,234	\$662,744	\$3,401,000	-\$2,738,256	19.49%
<b>545 - Sundry Cultural Activities</b>						
7910 MVPAC Little Theatre Heating 20/21	\$2,562	\$391	\$2,953	\$106,000	-\$103,047	2.79%
545 - Sundry Cultural Activities Sub Total	\$2,562	\$391	\$2,953	\$106,000	-\$103,047	2.79%
<b>565 - Parks and Reserves</b>						
8002 Deloraine Steel Arch Footbridge	\$0	\$673	\$673	\$345,000	-\$344,327	0.20%
8023 Las Vegas Drive Reserve - Playground Renewal	\$0	\$58,669	\$58,669	\$210,000	-\$151,331	27.94%
8053 Blackstone Park - Sale of Public Land 16/17	\$10,852	\$0	\$10,852	\$0	\$10,852	0.00%
8071 Willow Lane Reserve - Playground Renewal	\$0	\$12,247	\$12,247	\$30,000	-\$17,753	40.82%
8085 Bimbimbi Ave, Prospect - Renew Fitness Equipment	\$0	\$7,833	\$7,833	\$20,000	-\$12,167	39.17%
8099 Poets Place Reserve, Hadspen - Divest Land 18/19	\$190	\$0	\$190	\$5,000	-\$4,810	3.79%
8101 Chris St Reserve, Prospect - Divest Land 18/19	\$59	\$0	\$59	\$5,000	-\$4,941	1.18%
8104 Various Locations Dog Area Improvements 20/21	\$60,236	\$3,560	\$63,796	\$100,000	-\$36,204	63.80%
8105 Pioneer Drive, Mole Creek - Playground Equipment 20/21	\$4,182	\$51,729	\$55,911	\$55,000	\$911	101.66%
565 - Parks and Reserves Sub Total	\$75,519	\$134,713	\$210,232	\$770,000	-\$559,768	27.30%
<b>500 - Recreation and Culture Sub Total</b>	<b>\$359,177</b>	<b>\$678,490</b>	<b>\$1,037,667</b>	<b>\$5,676,000</b>	<b>-\$4,638,333</b>	<b>18.28%</b>



## 2022 Financial Year

07-Jan-2022 03:00:24

	<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>
<b>Unallocated and Unclassified</b>						
<b>625 - Management and Indirect O/Heads</b>						
8803 Minor Plant Purchases	\$0	\$2,739	\$2,739	\$30,000	-\$27,261	9.13%
8819 New Works Depot Design & Construction 20/21	\$6,012	\$1,653	\$7,665	\$1,543,000	-\$1,535,335	0.50%
8821 PVP Works Depot - Shed, Wash Down Bay & Roller Door 20	\$23,813	\$28,399	\$52,211	\$50,000	\$2,211	104.42%
625 - Management and Indirect O/Heads Sub Total	\$29,825	\$32,790	\$62,615	\$1,623,000	-\$1,560,385	3.86%
<b>655 - Plant Working</b>						
8701 Major Plant Replacements	\$0	\$0	\$0	\$33,000	-\$33,000	0.00%
8736 CSR Ute Replacement (No. 236)	\$0	\$0	\$0	\$26,000	-\$26,000	0.00%
8738 Dual Cab Ute (No.212)	\$0	\$0	\$0	\$26,000	-\$26,000	0.00%
8739 Tractor (No.805)	\$0	\$0	\$0	\$225,000	-\$225,000	0.00%
8741 Mower (No. 625)	\$0	\$22,800	\$22,800	\$35,000	-\$12,200	65.14%
8742 Mower (No. 635)	\$0	\$22,800	\$22,800	\$35,000	-\$12,200	65.14%
8767 New Forklift	\$0	\$0	\$0	\$25,000	-\$25,000	0.00%
8768 New Chipper	\$0	\$0	\$0	\$60,000	-\$60,000	0.00%
8769 New Verti-Drain	\$0	\$14,500	\$14,500	\$35,000	-\$20,500	41.43%
655 - Plant Working Sub Total	\$0	\$60,100	\$60,100	\$500,000	-\$439,900	12.02%
<b>675 - Other Unallocated Transactions</b>						
8707 Fleet Vehicle Purchases	\$0	\$57,314	\$57,314	\$262,500	-\$205,186	21.83%
675 - Other Unallocated Transactions Sub Total	\$0	\$57,314	\$57,314	\$262,500	-\$205,186	21.83%
<b>600 - Unallocated and Unclassified Sub Total</b>	<b>\$29,825</b>	<b>\$150,204</b>	<b>\$180,029</b>	<b>\$2,385,500</b>	<b>-\$2,205,471</b>	<b>7.55%</b>
<b>Total Capital Project Expenditure</b>	<b>\$815,012</b>	<b>\$2,162,466</b>	<b>\$2,977,478</b>	<b>\$15,589,850</b>	<b>-\$12,612,372</b>	<b>19.10%</b>





## 5. Capital Resealing Report

### 2022 Financial Year

06-Jan-2022 20:02:53

	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>
<b>Roads Streets and Bridges</b>				
<b>201 - Roads and Streets</b>				
5879 Coronea Ct - Hadspen	\$884	\$0	\$884	0.00%
5884 Bowdens Rd - Hadspen	\$751	\$0	\$751	0.00%
5901 Las Vegas Dr - Prospect Vale	\$1,609	\$0	\$1,609	0.00%
5917 Glen Eagles Way - Prospect Vale	\$1,377	\$0	\$1,377	0.00%
5928 St Andrews Circle - Prospect Vale	\$2,568	\$0	\$2,568	0.00%
5941 Pinehurst Ct - Prospect Vale	\$2,262	\$0	\$2,262	0.00%
5946 Buckingham Pl - Prospect Vale	\$1,235	\$0	\$1,235	0.00%
5948 Oakmont Way - Prospect Vale	\$1,255	\$0	\$1,255	0.00%
5954 Sherwood Cl - Prospect Vale	\$1,581	\$0	\$1,581	0.00%
5978 Franklin St - Westbury	\$57	\$0	\$57	0.00%
6110 Bridgenorth Rd - Bridgenorth	\$8,293	\$0	\$8,293	0.00%
6112 Bishopsbourne Rd - Carrick	\$1,613	\$0	\$1,613	0.00%
6177 Cheshunt Rd - Meander	\$43,442	\$0	\$43,442	0.00%
6185 Union Bridge Rd - Mole Creek	\$28,694	\$0	\$28,694	0.00%
6194 Railton Main Road - Moltema	\$810	\$0	\$810	0.00%
6195 Gannons Hill Rd - Moltema	\$602	\$0	\$602	0.00%
6198 Osmaston Rd - Osmaston	\$14,758	\$0	\$14,758	0.00%
6259 Railton Rd - Kimberley	\$28	\$0	\$28	0.00%
6299 Reseals General Budget Allocation	\$0	\$1,548,900	-\$1,548,900	0.00%
201 - Roads and Streets Sub Total	\$111,817	\$1,548,900	-\$1,437,083	7.22%
<b>Capital Resealing Projects Total</b>	<b>\$111,817</b>	<b>\$1,548,900</b>	<b>-\$1,437,083</b>	<b>7.22%</b>



## 6. Capital Graveling Report

### 2022 Financial Year

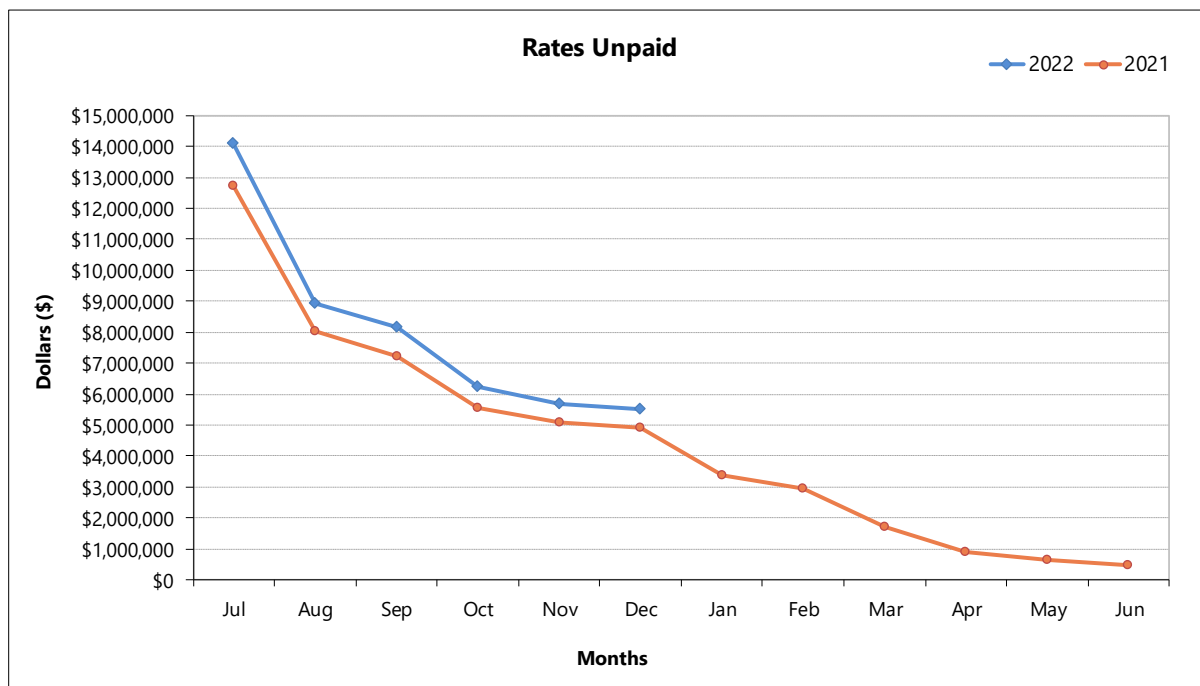
06-Jan-2022 20:02:20

	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>
<b>Roads Streets and Bridges</b>				
<b>201 - Roads and Streets</b>				
5539 West Goderich St - Deloraine	\$4,940	\$0	\$4,940	0.00%
5565 Mitchelsons Rd - Emu Plains	\$967	\$0	\$967	0.00%
5582 Mitchells - High Plains	\$25,200	\$0	\$25,200	0.00%
5602 Old Gads Hill Rd - Liena	\$32,904	\$0	\$32,904	0.00%
5621 East Meander Rd - Meander	\$18,391	\$0	\$18,391	0.00%
5658 Wattle Drive - Reedy Marsh	\$17	\$0	\$17	0.00%
5677 Morrison St - Kimberley	\$10,581	\$0	\$10,581	0.00%
5723 Five Acre Row - Westbury	\$34	\$0	\$34	0.00%
5799 Gravel Resheeting General Budget Alloc	\$0	\$327,400	-\$327,400	0.00%
5998 Moriarty Street	\$2,761	\$0	\$2,761	0.00%
6099 Whitchurch Lane - Weetah	\$1,439	\$0	\$1,439	0.00%
6249 Holyman Drive - Prospect Vale	\$1,287	\$0	\$1,287	0.00%
6374 Iona Homestead Lane - Meander	\$4,232	\$0	\$4,232	0.00%
201 - Roads and Streets Sub Total	\$102,753	\$327,400	-\$224,647	31.38%
<b>Capital Graveling Expenditure Total</b>	<b>\$102,753</b>	<b>\$327,400</b>	<b>-\$224,647</b>	<b>31.38%</b>



## 7. Rates Revenue Reconciliation - 31 December 2021

	2022	2021
<b>Rate Balance Carried Forward from previous Year</b>	\$ 485,982	\$ 380,117
<b>2021/22 Rates Raised</b>	\$ 14,600,907	\$ 13,041,575
<b>Interest</b>	\$ 29,950	\$ 22,554
<b>Plus Adjustments</b>	\$ 15,322	\$ 11,774
<b>Payments Received</b>	\$ (9,630,880)	\$ (8,528,892)
<b>Rates Control Account Balance</b>	<b>\$ 5,501,281</b>	<b>\$ 4,927,128</b>
<b>% of Rates Unpaid</b>	<b>36.39%</b>	<b>36.65%</b>





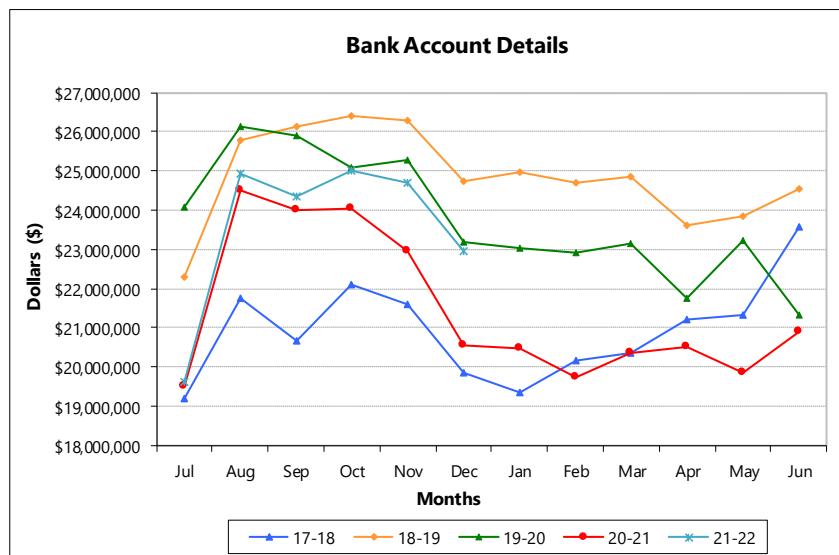
## 8. Cash & Investment Reconciliation - 31 December 2021

	2021-22	2020-21
<b>Balance Carried Forward from previous Year</b>	\$ 20,910,652	\$ 21,341,304
<b>Add Deposits</b>	\$ 13,590,983	\$ 12,517,002
<b>Less Payments</b>	-\$ 11,539,792	-\$ 13,291,936
<b>Balance as per Bank Account</b>	<b>\$ 22,961,844</b>	<b>\$ 20,566,370</b>

Made up of:	Amount	Interest Rate
Cash at Bank	126,732	0.00%
Westpac Bank Cash Management Account	2,107	0.05%
Commonwealth Bank at Call Account	1,430,916	0.20%
Term Deposits:		
Commonwealth Bank	6,000,000	0.40-0.77%
National Australia Bank	2,000,000	0.50%
Macquarie Bank	1,000,000	0.70%
MyState Financial	5,393,557	0.60-0.80%
Bank of Queensland	1,000,000	0.45%
ME Bank	1,000,000	0.45%
Judo Bank	3,008,532	0.65-0.86%
Bank of Sydney	2,000,000	0.55%
	<b>\$ 22,961,844</b>	

Less expenditure commitments:	
2022 Operating expenditure outstanding	-9,381,888
2022 Capital expenditure outstanding	-14,282,930
Add assets:	
2022 Operating income outstanding	9,841,841
2022 Estimated rate debtors outstanding	5,501,281
Part 5 agreement amounts receivable	913,720
2021 Audited Loans receivable	3,762,000
Less liabilities:	
2021 Audited Tip rehabilitation	-5,754,824
2021 Audited Employee leave provisions	-1,573,295
2021 Audited Loans payable	-3,600,000

**Adjusted Cash Balance** **\$ 8,387,749**



## **CORPORATE SERVICES 2**

(Reference No. 11/2022)

### **COUNCIL AUDIT PANEL: RECEIPT OF MEETING MINUTES**

**AUTHOR:** Jonathan Harmey  
Director Corporate Services

---

#### **1) Recommendation**

***It is recommended that Council receive the minutes of the Audit Panel meeting held on 14 December 2021.***

#### **2) Officer's Report**

The purpose of this report is for Council to receive the minutes of the Council Audit Panel meeting held on 14 December 2021. The meeting was the first for independent member Ken Clarke and Councillor Michal Frydrych following their appointments to the Audit Panel.

The minutes of the meeting held on 14 December have been reviewed and endorsed by the Council Audit Panel Chairperson and are provided for Council's information as required under its Audit Panel Charter.

#### **3) Council Strategy and Policy**

The recommendation fulfils the requirements outlined in Council's Audit Panel Charter confirmed at the October 2018 Council Meeting.

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

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

#### **4) Legislation**

Sections 85, 85A and 85B of the *Local Government Act 1993* and the *Local Government (Audit Panels) Orders*.

**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 approve the recommendation with amendment.

**10) Voting Requirements**

Simple Majority

**DECISION:**

<b>Meeting Time &amp; Date:</b> 9:00 am, 14 December 2021	<b>Venue:</b> Meander Valley Council Chambers
<b>Present:</b>	
Chairman Andrew Gray	Councillor John Temple
Mr Ken Clarke	Councillor Michal Frydrych
<b>In Attendance:</b>	
John Jordan, General Manager	Justin Marshall, Team Leader Finance
Dino De Paoli, Director Infrastructure Services	Stewart Johnson, Work Health & Safety Officer
Krista Palfreyman, Director Development & Regulatory Services	Susan Ellston, Finance Officer
Jon Harmey, Director Corporate Services	Malcolm Matthews, Partner – Audit & Assurance, Crowe Audit Australia
Chloe Bellchambers , Senior Financial Auditor, Tasmanian Audit Office	Stephen Morrison , Assistant Auditor-General – Audit, Tasmanian Audit Office
Jacqui Parker, Manager Governance & Performance	
<b>Apologies:</b>	
Melissa Lewarn, Director Community Wellbeing	David Bond, Tasmanian Audit Office
Matthew Millwood, Director Works	

## ORDER OF BUSINESS

### 11. Consider any available audit reports

Stephen Morrison provided an overview of the Audit of the Financial Report for the year ended 30 June 2021 and thanked all those that assisted leading to a smooth audit. No high risk findings were identified; however one moderate risk and two low risk audit findings were identified. No instances of non-compliance with applicable laws and regulations were observed that would have an impact on the financial report.

#### New Audit Findings

1. Provision for Aftercare of Tip Sites (*Moderate risk*) – Audits view is that Council should also be recognising a Provision for Aftercare, in order to capture the costs required to maintain the site during the aftercare period (typically 30 years).
2. Identifying and assessing business risks relevant to financial reporting objectives (*Low risk*) - There is an opportunity for Council to enhance its financial management control framework by undertaking a risk assessment to specifically assess business risks relevant to financial reporting objectives.
3. Documentation of financial procedures and control activities (*Low Risk*) – There is an opportunity to enhance the procedures by separately identifying key internal controls within those processes.

Previously reported audit findings

4. Recoverability of debt owed by Glen Avon Farms Pty Ltd (*Low risk*) - Audit have reviewed supporting documentation obtained by Council during the period to verify the recoverability of the loan. Overall no concerns have been identified by audit from review completed. Finding is considered RESOLVED.

Received and Noted.

**9. Consider any available audit reports**

Malcolm Matthews joined the meeting via telephone to present the Final Report from the Records Management Security Audit completed on in November 2021. He was impressed with what was discovered. Council’s employee is the driving force behind the success of the Records Management Security Audit. No high risk findings were identified; however one moderate risk audit finding was identified and two low risk audit findings were identified.

Findings and Recommendations

1. Personal Information Protection Act (PIPA) (Medium risk) – ECM does not delete or permanently de-identify any personal information. Documents can be hidden from users when no longer required but they are never deleted. Management should investigate with the software provider whether it is possible to amend the software to ensure compliance with the PIPA possible.
2. Improving Compliance (Low risk) – The wording in the Information Management Policy should be reviewed to provide greater clarity on identification of documents requiring registration.
3. ECM Security controls (Low risk) – Management should ensure that regular review of ECM rights is in sufficient detail and regularity to identify any issues arising on a timely basis.

Received and Noted.

ITEM	
1.	<b>Declaration of Pecuniary Interests/conflict of interest</b> Nil.
2.	<b>Adoption of Previous Minutes</b> It was resolved that the minutes of the meeting held on 21 September 2021 be received and confirmed.
3.	<b>Outstanding from previous meeting - Action Sheet</b> <b>3.1 – Policy No. 23</b> – Responsibilities of Council Representatives – <i>Further review required</i> <b>3.2 – Consider any available audit reports</b> – Request for information from Tasmanian Audit Office – General Manager Recruitment process. - <i>Final report provided</i> – Received and Noted. <b>3.3 – Policy No. 67</b> – Personal Information Protection - <i>Further review required</i> – <b>Policy No. 84</b> – Gifts and Benefits - <i>Further review required</i> <b>3.4</b> – Risk management framework – Discussed at Executive Management Committee Meeting. The more strategic Audits will be out sourced. Audits will consist of two external and four internal Audits per financial year. Received and Noted.
4.	<b>Review Annual Meeting Schedule and Work Plan</b> No matters for discussion.



## Governance and Strategy

### 5. Review policies and procedures

The following Policies were reviewed –  
*No Policies required to be reviewed by Audit Panel*

#### **Policies for Audit Panel reference purposes only**

**Policy No. 80** – Management of Public Art

Overdue February 2021

**Policy No. 89** – Camping on Council Reserves

Overdue November 2021

**Policy No. 37** – Vegetation Management

Due February 2022

### 6. Review performance of plans, strategies and policies including performance against identified benchmarks.

GM advised a draft Code of Conduct for staff and councillors to undergo consultation, to fall in line with the new Enterprise Agreement effective 1 July 2022.

The 2020-21 financial statements record achievement of all KPI benchmarks required by the Tasmanian Government, other than underlying surplus ration where Council recorded an underlying loss which was budgeted for and incurred to provided community support during the COVID pandemic.

Received and Noted.

## Financial and Management Reporting

### 7. Review most current results and report any relevant findings to Council

The October 2021 financial report was presented.

Report Received and Noted.

### 8. Review any business unit or special financial reports

Nothing to Report

## Internal Audit

### 9. Consider any available audit reports

Refer to Order or business at the start of the meeting.

Report Received and Noted.

### 10. Review management's implementation of audit recommendations

Refer to Order of business at the start of the meeting.

Reports Received and Noted.

## External Audit

### 11. Consider any available audit reports

The following reports were presented

1. Financial Report for the year ended 30 June 2021 – Tasmanian Audit Office.
2. Independent Auditor's Report - Tasmanian Audit Office.
3. Memorandum of audit findings for the year ended 30 June 2021- Tasmanian Audit Office.
4. Financial Statements 2021 – Meander Valley Council.
5. Roads to Recovery Annual Report - Tasmanian Audit Office.
6. Local Roads and Community Infrastructure Program (LRCI) – Phase 1 - Tasmanian Audit Office.

Refer to Order of business at the start of the meeting.

Reports Received and Noted.

### 12. Review management's implementation of audit recommendations

The recommendations in the Memorandum of Audit Findings are currently being considered.

Received and Noted.

### 13. Consider any performance audit reports that will be undertaken by the Tas Audit Office and address implications for the Council

Nothing to Report

## Risk Management and Compliance

### 14. Annual Review of risk management framework policies

Risk Management framework provided at the September 2021 audit panel meeting endorsed by the Executive Management team and will now be finalised including internal audit areas for the 2022 calendar year.

Suggestions from Panel regarding determination of Council's risk appetite and determination of residual risk rating for operational risks.

Received and Noted.

### 15. Receive material risk management reports (risk profile, risk management and treatment and periodical/rotational risk review)

Internal audits are undertaken quarterly with audit outcomes reported to the Audit Panel and corrective actions entered in the Corrective Actions Register. Upon receipt of an Incident Report Form a risk assessment is undertaken using the Incident Investigation Form.

Received and Noted.

### 16. Review Information and communications technology governance, including processes and controls for management and use of data, information and knowledge

Ongoing security awareness program in place for all users. Firewall requirements and end point protection software in place.

Received and Noted.

### 17. Review Business Continuity Plan

BCP Test scenario conducted 21 September, outcomes and updated documentation not yet distributed.

Received and Noted.	
<b>18. Review W H &amp; S Management process</b>	A new WHS Framework drafted and nearing completion and draft report presented to the Audit Panel. Suggestion to include definition of 'Consequences' to adjoin Risk Matrix. Suggestion to review section 14.6 Fall Arrest for static line. Suggestion for additional wording around Employee Induction and Contractor Management. New WHS compliance templates being piloted by Works crews. New WHS Officer commenced 6 December.
<b>19. Monitor any major claims or lawsuits by or against the Council and complaints against the Council</b>	None to report.
<b>20. Oversee the investigation of any instances of suspected cases of fraud or other illegal and unethical behaviour</b>	None to report.
<b>Audit Panel Performance</b>	
<b>21. Review Audit Panel Charter and make any recommendations for change to the Council for adoption (every 2nd year)</b>	Charter due for renewal October 2022.
<b>Other Business</b>	
Nil.	
<b>Meeting close</b>	
This meeting closed at 10:10 am.	
<b>Next Meeting</b>	
The next meeting is to be held on Tuesday 22 March 2022 at 10:00 am.	

# **COMMUNITY WELLBEING 1**

(Reference No. 12/2022)

## **2021-22 COMMUNITY GRANTS AND SPONSORSHIP FUND APPLICATION ASSESSMENTS - ROUND 3**

**AUTHOR:** Nate Austen  
Community Programs Officer

---

### **1) Recommendation**

***It is recommended that Council:***

- 1. Notes the recommendations of the Community Grants Committee;***
- 2. Approves community grants for 2021-22 Round 3, in accordance with Policy No. 82 Community Grants and Sponsorship Fund, as follows:***

<b>Community Grants</b>		
<b>Organisation</b>	<b>Project</b>	<b>Grant Recommended</b>
Arts Deloraine	Coordinated ARTS Community	\$750
Chudleigh Agricultural and Horticultural Society	Kid Friendly Zone – Chudleigh Show	*\$3,000
Deloraine Pony Club	Kitchen Upgrade	*\$3,000
Mole Creek Progress Association	Community PA system	\$1,479
Mole Creek Caving Club	Cave Rescue Equipment	\$3,000
Australian Italian Club – Tennis Club	Tennis Court Lighting	\$3,000
<b>Sub-total</b>		<b>\$14,229</b>

\*Recommend an allocation of up to \$3,000 with payment provisional on supply of confirmed updated budget.

**3. Approves sponsorship donations for individuals and organisations for 2021-22 Round 3, in accordance with Policy No. 82 Community Grants and Sponsorship Fund, as follows:**

Organisation	Project	Grant Recommended
Westbury Bowls Club	Meander Valley representation Municipal Bowls Championship	*\$150
Name	Event	Grant Recommended
Russell Murray	Veterans Cricket Australian Championships	\$150
<b>Total</b>		<b>\$300</b>

\*Recommend allocation upon confirmation of event detail and receipt of entry payments.

**4. Approves council fee reimbursement grants for 2021-22 Round 3, in accordance with Policy No. 82 Community Grants and Sponsorship Fund, as follows:**

Council Fee Reimbursement Grants		
Organisation	Project	Grant Recommended
Westbury Men's Shed	Change of Use	\$710
Westbury Preservation Association	Solar Install	\$270
<b>Sub-total</b>		<b>\$980</b>

## 2) Officer's Report

This is the third of four rounds of community grants and sponsorship assessments in 2021-22. The total Grants and Sponsorship budget allocation for the year is \$101,000. Council to date has approved funding of \$20,249 in Round 1 and \$28,306 in Round 2 leaving a balance of \$52,295 remaining for allocation across the remaining two rounds. Total grant and sponsorship requests for Round 3 are \$19,625.

The Community Grants Committee (the Committee) of Councillor Stephanie Cameron, Jonathan Harmey (Director Corporate Services) and Kris Eade (Facilities Team Leader) met remotely via Zoom on Tuesday 22 December 2021 to consider the grant applications received for Round 3. Councillor Tanya King provided written

recommendations via email prior to the meeting. The committee was supported by Nate Austen and Merrilyn Young (Community Programs Officers).

### Grant Applications from Organisations

Six (6) Community Grant applications were received for Round 3 with requests totalling \$18,345.

The Community Grant Guidelines state that grants are for projects that support the community to address needs, build local skills, attract participation and improve local lifestyle and for projects that support community events, community development, health and wellbeing activities and sport and recreation projects. They also state that applicants must demonstrate the benefits their projects will have to residents of the Meander Valley local government area.

Details of all grant applicants, the grant amounts requested and the grant amount recommended from the Committee are indicated in the following table:

<b>Community Grants</b>				
<b>Organisation</b>	<b>Project</b>	<b>Project Cost</b>	<b>Grant Requested</b>	<b>Grant Recommended</b>
Arts Deloraine	Coordinated ARTS Community	\$4,500	\$3,000	*\$750
Chudleigh Agricultural and Horticultural Society	Kid Friendly Zone – Chudleigh Show	\$3,000	\$3,000	*\$3,000
Deloraine Pony Club	Kitchen Upgrade	\$21,585	\$3,000	*\$3,000
Mole Creek Progress Association	Community PA system	\$1,479	\$1,345	*\$1,479
Mole Creek Caving Club	Cave Rescue Equipment	\$7,593	\$3,000	*\$3,000
Australian Italian Club – Tennis Club	Tennis Court Lighting	\$50,000	\$5,000	*\$3,000
<b>Total</b>		<b>\$88,157</b>	<b>\$18,345</b>	<b>\$14,229</b>

Two (2) Council fee reimbursement grant applications were received with request totalling \$980.

Details of the grant applicants, the grant amounts requested and the grant amount recommended from the Committee are indicated in the following table:

<b>Council Fee Reimbursement Grants</b>			
<b>Organisation</b>	<b>Project</b>	<b>Grant Requested</b>	<b>Grant Recommended</b>
Westbury Men's Shed	Change of Use	\$710	\$710
Westbury Preservation Association	Solar Install	\$270	\$270
<b>Total</b>		<b>\$980</b>	<b>\$980</b>

\* The following additional information was considered by the Committee:

- The Arts Deloraine project outlined a process of consultation among the various stakeholders within the Meander Valley arts community as well as the implementation of a shared dedicated website. The committee recommend that the consultation process should occur as a separate project before deciding on any collaborative outcome.
- Due to circumstances beyond their control, some changes to the proposed project expenses will be required from both the Chudleigh Agricultural and Horticultural Society and the Deloraine Pony Club. Therefore before allocation can be made, these groups will need to provide confirmation of any necessary expenditure changes.
- The Mole Creek Progress Association is not registered for GST and therefore a full payment for the project should be made.
- The Mole Creek Caving Club re-applied for a Cave Rescue Equipment project to support statewide cave rescue capacity. The club demonstrated capacity to deliver the whole project as they have been successful in obtaining other grant funds to secure the dedicated rescue trailer and specialised communication system. The also indicated that to complete the additional new equipment purchases required, any Meander Valley Council grant funding would be matched by other National Caving organisations.
- The Australian Italian Club Tennis Club submitted an application for an eligible project with a request for \$5,000, an amount larger than the maximum funding available as outlined in the community grant guidelines. The Tennis Club was not able to demonstrate 'exceptional circumstances' for the additional allocation. As such, the committee supported allocation of the maximum amount available, \$3,000.
- The Committee discussed the sponsorship request from the Westbury Bowls Club. It was recommended that allocation be dependent upon confirmation of the event

details including the nature of the event as clubs representing Local Government Areas. If accurate, sponsorship is to be provided upon receipt of entry payments.

If all recommendations are approved by Council the total allocation provided through Round 3 of the 2021-22 Community Grants and Sponsorship program will be \$15,509. This would leave a total of \$36,786 remaining for allocation in Round 4.

### **3) Council Strategy and Policy**

Furthers 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 Community Grants and Sponsorship Fund 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 and Sponsorship program is communicated through community networks and the media. Guidelines and application forms are available to prospective applicants via Council's website and on request.

### **8) Financial Consideration**

The total Grants and Sponsorship budget allocation for the 2021-22 financial year is \$101,000.



## **9) Alternative Recommendations**

Council can elect to approve with amendment.

## **10) Voting Requirements**

Simple Majority

## **DECISION:**

# **GOVERNANCE 1**

(Reference No. 13/2022)

## **ANNUAL PLAN – DECEMBER QUARTERLY REPORT**

**AUTHOR:** Jacqui Parker  
Manager, Governance and Performance

---

### **1) Recommendation**

***It is recommended that Council receives and notes the Annual Plan report for the December 2021 quarter, as attached.***

### **2) Officer's Report**

Council's 2021-22 Annual Plan contains 63 operational activities which are executed across each of our business areas, in line with the organisation's strategic objectives.

Working to the targets set by the Annual Plan ensures Council continually progresses, improves and achieves its stated strategic objectives.

Each activity listed in the Annual Plan is carefully planned out over the course of the financial year, forming the basis of a transparent and accountable performance assessment and reporting mechanism.

To summarise the attached December 2021 report regarding Council's performance for the second quarter of this financial year against its Annual Plan targets:

28 activities were *achieved*

Activities *achieved* are those with an inherent and identifiable quarterly goal, which has been attained to the high quality standards that are expected.

21 activities are *progressing*

Activities that are *progressing* are those with substantial work underway, where it can be demonstrated that Council is on track to achieve its projected Annual Plan target within the financial year. Details of Council's specific progress against each individual activity is noted within the attachment.

14 activities are *pending*

Activities that are *pending* involve tasks that either cannot be commenced in the current quarter (due to their inherent nature or timing) or tasks which have been the subject of an intervening delay that cannot be resolved by Council (generally, this refers to external factors beyond Council's span of control).

### **3) Council Strategy and Policy**

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

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

### **4) Legislation**

*Local Government Act 1993* (ss. 71-72, which outline Council's responsibility to prepare an Annual Plan and report on its performance against the Plan once per annum. Council exceeds its statutory obligation by reporting directly to the community each quarter.)

### **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

# Annual Plan 2021-22

December Quarter



# 1. A sustainable natural and built environment

Operational Activity		Department Lead
1.1, 1.2	Implement the new Tasmanian Planning Scheme - State Planning Provisions and the Meander Valley Local Provisions Schedule. <b>Dec 2021: Achieved</b> <ul style="list-style-type: none"> <li>All planning applications now assessed under Tasmanian Planning Scheme – Meander Valley.</li> </ul>	Development & Regulatory Services
1.1, 1.2, 1.3	Progress regional land use planning in conjunction with neighbouring councils. <b>Dec 2021: Progressing</b> <ul style="list-style-type: none"> <li>Council continues to work with other northern councils in the regional land use planning forum to achieve coordinated amendments.</li> <li>A <i>Northern Tasmania Residential Demand &amp; Supply Study</i> tender was released in Q2. This will provide an evidence-based assessment of demand for housing in the Northern region and support RLUS amendments. Tenders are being assessed with a preferred consultant to be appointed early in Q3.</li> </ul>	Development & Regulatory Services
1.1, 1.2, 1.3	Support the review of the Prospect Vale - Blackstone Heights Structure Plan. <b>Dec 2021: Progressing</b> <ul style="list-style-type: none"> <li>In progress with a focus on managing Harrison and Country Club amendments and the review of the Structure Plan in relation to landscape management. Resulting documentation has been provided to the Tasmanian Planning Commission and awaiting decision.</li> </ul>	
1.1, 1.2, 1.3	Process planning applications in accordance with delegated authority and statutory timeframes. <b>Dec 2021: Achieved</b> <ul style="list-style-type: none"> <li>91 planning applications were received in Q2. 100% of planning applications were determined in accordance with delegated authority and within statutory timeframes or within agreed extension of time.</li> </ul>	
1.5	Ensure environmental health monitoring is compliant and incidents effectively managed. <b>Dec 2021: Achieved</b> <ul style="list-style-type: none"> <li>Recreational water sampling to commence 1 December.</li> <li>16 samples were taken during this period and no advisory or warning signage required.</li> </ul>	
1.4,1.5	Progress the Meander Valley Council Waste Management Strategy. <b>Dec 2021: Achieved</b> <ul style="list-style-type: none"> <li>The Kerbside Collection contract was awarded to JJ Richards &amp; Sons for a contract period of seven years.</li> <li>The new cell at Cluan has opened for public and kerbside waste disposal.</li> <li>New Environmental Permit Notice for Cluan Landfill to be finalised in Q3.</li> <li>Design work for the upgrade of Deloraine waste transfer station is progressing.</li> </ul>	Infrastructure

1.4, 1.5	<p>Manage the Westbury Town Common in line with the Management Plan.</p> <p><b>Dec 2021: Achieved</b></p> <ul style="list-style-type: none"> <li>Routine mowing, slashing and other maintenance operations undertaken</li> </ul>	Works
1.3,1.4, 1.6	<p>Participate in the Tamar Estuary and Esk Rivers Program (NRM North)</p> <p><b>Dec 2021: Progressing</b></p> <ul style="list-style-type: none"> <li>NRM North consulted regarding input into NRM Strategy relevant to the Meander Valley municipality. Tamar Estuary and Esk Rivers Program forms a key part of this strategy.</li> </ul>	Community Wellbeing & Lifestyle and Development & Regulatory Services
1.1, 1.2, 1.3	<p>Collaborate through regional and state initiatives to understand and respond to the local impacts of climate change.</p> <p><b>Dec 2021: Progressing</b></p> <ul style="list-style-type: none"> <li>Council to consider partnering with NRM North to address climate change issues within the municipality (particularly asset management). Discussions to continue in Q3.</li> <li>Participation in northern regional collaboration coordinated by University of Tasmania, focusing on climate change planning (mitigation and adaptation).</li> </ul>	

## 2. A thriving local economy

Operational Activity		Department Lead
2.1, 2.2	<p>Work with State Development to renew and release regional prospectus.</p> <p><b>Dec 2021: Pending</b></p> <ul style="list-style-type: none"> <li>Draft prospectus submitted and remains with Department of State Development.</li> </ul>	Community Wellbeing & Lifestyle
2.1, 2.3, 2.4, 2.5	<p>Deliver a new economic development and business support strategy.</p> <p><b>Dec 2021: Pending</b></p> <ul style="list-style-type: none"> <li>No action due to vacancy of Manager, Economy, Business and Tourism role. Consideration will be given to outsourcing this work in Q3/Q4.</li> </ul>	
2.1, 2.4, 2.5	<p>Deliver business information forums covering key economic indicators and major issues.</p> <p><b>Dec 2021: Pending</b></p> <ul style="list-style-type: none"> <li>Meander Valley local government area specific information prepared by Manager, Economy, Business &amp; Tourism role. Business information session to be rescheduled to Q3, subject to COVID.</li> </ul>	
2.1, 2.2, 2.3, 2.4, 2.5	<p>Develop an incentives program to support business relocation and growth in Meander Valley.</p> <p><b>Dec 2021: Pending</b></p> <ul style="list-style-type: none"> <li>Pending delivery of the pre-requisite economic development and business support strategy.</li> </ul>	
2.1, 2.3, 2.4, 2.5	<p>Lobby for increased and accelerated regional infrastructure investment to sustain growth.</p> <p><b>Dec 2021: Achieved</b></p> <ul style="list-style-type: none"> <li>Meander Valley Council priority projects included in regional priority projects prospectus coordinated through NTDC.</li> <li>GM participated in meetings with local elected representatives and candidates for Labor and Liberal National Party.</li> <li>Concept design for renewal of Deloraine Racetrack precinct delivered by ARTAS to support funding pitches.</li> </ul>	Community Wellbeing & Lifestyle and Governance
2.4	<p>Deliver year one milestones for the short walks project.</p> <p><b>Dec 2021: Progressing</b></p> <ul style="list-style-type: none"> <li>Established community steering committee and engaged project manager at Visit Northern Tasmania (VNT) to undertake a trail infrastructure and facilities audit.</li> <li>Council to advertise for a new project manager following VNT engagement, to deliver final milestones exploring feasibility of a visitor walking experience centre.</li> </ul>	Community Wellbeing & Lifestyle
2.1, 2.2	<p>Develop and cost a branding and marketing strategy to support promotion of Meander Valley as a lifestyle, tourism and investment destination.</p> <p><b>Dec 2021: Pending</b></p> <ul style="list-style-type: none"> <li>Deferred due to vacancy of Manager, Economy, Business and Tourism role and delivery of the economic development and business support strategy.</li> </ul>	

2.1, 2.2, 2.3, 2.4, 2.5	<p>Progress feasibility assessment and financial model to achieve bioenergy / biowaste facility in Meander Valley.</p> <p><b>Dec 2021: Pending</b></p> <ul style="list-style-type: none"> <li>• Draft prospectus prepared in Q1 to support industry consultation.</li> <li>• Project potential included as regional priority project by NTDC ahead of upcoming federal election.</li> <li>• Discussion with elected members scheduled for upcoming Workshop early in 2022.</li> </ul>	Infrastructure
----------------------------	---	----------------



### 3. Vibrant and engaged communities

Operational Activity		Department Lead
3.1, 3.2, 3.3, 3.4,3.5, 4.1	<p>Complete consultation and drafting of the Community Strategic Plan.</p> <p><b>Dec 2021: Progressing</b></p> <ul style="list-style-type: none"> <li>Council planned to bring forward the CSP for review in early 2022. However, it was determined to keep to the original 2024 timeline and undertake “grass roots” community engagement in Q3.</li> </ul>	Community Wellbeing & Lifestyle
3.1, 3.2, 3.3, 3.4,3.5, 4.1	<p>Review and update Council’s community program.</p> <p><b>Dec 2021: Progressing</b></p> <ul style="list-style-type: none"> <li>Considerable work has been done to review and update Council’s community program which involved consultation with key staff and stakeholders.</li> <li>An initial program plan was developed and work is underway to develop a high-level strategic plan focusing on key areas of delivery and resources required to achieve milestones, with delivery expected in Q3.</li> </ul>	
3.1, 3.2, 3.4 4.1	<p>Deliver the grants and sponsorship program to enable community initiatives.</p> <p><b>Dec 2021: Achieved</b></p> <ul style="list-style-type: none"> <li>Council’s provided \$25,591 to a total of 11 of recipients through its Grants and Sponsorship Fund in Q2.</li> <li>Post funding follow-ups with successful grantees included provision of sponsorship logos, and in-kind equipment support such as marquees and PAs. Consultation with recipients is ongoing as projects progress and Council receives engagement around Round 3 funding opportunities.</li> </ul>	
3.4, 4.1	<p>Deliver online and print versions of the Valley News.</p> <p><b>Dec 2021: Achieved</b></p> <ul style="list-style-type: none"> <li>Digital edition of Valley News delivered to 263 subscribers in November 2021, featuring a mixture of dynamic community news, information about Council projects, and engaging content relevant to Council’s regulatory role.</li> </ul>	Governance
3.1, 3.2, 3.4 4.1	<p>Deliver Council events program including the Australia Day awards and quarterly citizenship ceremonies.</p> <p><b>Dec 2021: Achieved</b></p> <ul style="list-style-type: none"> <li>Successful Citizenship Ceremony on 23 November at Westbury Function Centre. This was the first time Council used the function centre for this purpose and it proved ideal. Around 60 people attended, with the Mayor conferring 22 new Australian citizenships.</li> </ul>	Community Wellbeing & Lifestyle
3.4, 4.1	<p>Develop a volunteer framework to promote and support volunteering in the community.</p> <p><b>Dec 2021: Progressing</b></p> <ul style="list-style-type: none"> <li>This is one of the key focus areas for the new program going forward. The Community Programs Officer has spent considerable time working with Volunteering Tasmania to investigate co-design options and will develop this work further in Q3.</li> </ul>	

3.1,3.2,3.4	<p>Implement measures to acknowledge Indigenous Australians.</p> <p><b>Dec 2021: Achieved</b></p> <ul style="list-style-type: none"> <li>• Council's first Indigenous Recognition policy was adopted at the December 2021 Ordinary Meeting.</li> </ul>	Governance and Community Wellbeing & Lifestyle
3.1, 3.5	<p>Collaborate to support young people in the community.</p> <p><b>Dec 2021: Achieved</b></p> <ul style="list-style-type: none"> <li>• Community Programs continue to stay aligned with youth activity and youth service providers within the region. In Q2, energy focused on supporting development of innovative local initiatives, including inclusion programs for young people with disabilities. Council supported Project You(th) to attend Deloraine Show to promote the program and raise funds for ongoing delivery of their activities.</li> </ul>	Community Wellbeing & Lifestyle
3.3, 3.4	<p>Collaborate with not for profit and volunteer groups to support wellbeing and life-long learning across the community.</p> <p><b>Dec 2021: Progressing</b></p> <ul style="list-style-type: none"> <li>• While some initial discussions have been undertaken, Council will engage further with groups in Q3 to develop a needs analysis for volunteering in the community. This work will also explore the establishment of a volunteering network and a Council staff volunteering program.</li> </ul>	

## 4. A healthy and safe community

Operational Activity		Department Lead
4.1	<p>Progress delivery of new community facilities including Bracknell Memorial Hall, Deloraine Squash Courts and Deloraine AFL lighting Upgrade.</p> <p><b>Dec 2021: Progressing</b></p> <ul style="list-style-type: none"> <li>• Planning permits received for Bracknell Hall and Squash projects.</li> <li>• Building approval in progress for Bracknell hall project.</li> <li>• Council received delivery of Deloraine AFL pole and lights, with procurement of contractor in progress, to commence installation in 2022.</li> </ul>	Infrastructure
4.1,4.2	<p>Deliver planned and reactive maintenance of community facilities to ensure safe, well used facilities.</p> <p><b>Dec 2021: Achieved</b></p> <ul style="list-style-type: none"> <li>• Updated Evacuation Plans have been lodged for facilities.</li> <li>• Installation of a safety access ramp completed at Deloraine Community Complex north-west entry to stadium.</li> </ul>	
4.4	<p>Review and test the municipal emergency management and social recovery functions of Council in line with legislation.</p> <p><b>Dec 2021: Pending</b></p> <ul style="list-style-type: none"> <li>• The emergency training exercise was postponed by Red Cross from December 2021 until Q3.</li> </ul>	
4.4	<p>Support the operation of the Meander Valley SES unit through ongoing management of the Memorandum of Understanding (MoU).</p> <p><b>Dec 2021: Pending</b></p> <ul style="list-style-type: none"> <li>• Awaiting comments from SES on amended MOU.</li> </ul>	
4.1, 1.5	<p>Manage public health risk through monitoring and sampling of recreational water.</p> <p><b>Dec 2021: Progressing</b></p> <ul style="list-style-type: none"> <li>• 29 pool/spa samples taken, 9 private water suppliers sampled and 1 water carter inspection.</li> </ul>	Development & Regulatory Services
4.1, 4.3	<p>Promote safe food practices; ensure inspection and registration of food premises in accordance with the Food Act 2003.</p> <p><b>Dec 2021: Achieved</b></p> <ul style="list-style-type: none"> <li>• 56 food premises inspected and 4 new food businesses registered.</li> </ul>	
4.1, 4.3	<p>Coordinate the school based immunisation as part of the National Immunisation Program.</p> <p><b>Dec 2021: Achieved</b></p> <ul style="list-style-type: none"> <li>• 36 immunisations administered in the final round for 2021 program.</li> </ul>	
4.3	<p>Complete a review of dog management policy and practice.</p> <p><b>Dec 2021: Pending</b></p> <ul style="list-style-type: none"> <li>• Review to commence in Q3.</li> </ul>	

4.3	<p>Complete annual fire abatement inspections and investigate complaints.</p> <p><b>Dec 2021: Achieved</b></p> <ul style="list-style-type: none"> <li>• 26 Customer service requests for fire hazards/overgrown properties reported and investigated. No fire abatement notices issued.</li> </ul>	Development & Regulatory Services
4.3	<p>Investigate incidents and complaints regarding animal control.</p> <p><b>Dec 2021: Achieved</b></p> <ul style="list-style-type: none"> <li>• 13 Customer service requests for dogs at large, and 1 for livestock at large reported and investigated, 3 dog attacks investigated and 10 barking complaints investigated.</li> </ul>	
4.1, 6.4	<p>Renew operating contract for the Deloraine Swimming Pool and enable continuing community management of the Caveside Pool.</p> <p><b>Dec 2021: Achieved</b></p> <ul style="list-style-type: none"> <li>• The Deloraine Swimming Pool facility management contract was awarded to Aquatic Management Services and will run until 2023. The pool re-opened for the 2021-22 summer season on 1 December 2021.</li> <li>• The Caveside swimming pool re-opened for the 2021-22 summer season on 14 December 2021 following the installation of pool safety equipment as recommended by Royal Life Saving Society Australia.</li> </ul>	Infrastructure
6.4	<p>Review and update booking processes and user guides for indoor facilities.</p> <p><b>Dec 2021: Progressing</b></p> <ul style="list-style-type: none"> <li>• The preferred online booking system to manage bookings across a 12 month period is currently being trialed by regular users of the Deloraine Community Complex.</li> <li>• Improvements to Council's Hire Agreement Forms are in progress.</li> </ul>	

## 5. Innovative leadership and community governance

Operational Activity		Department Lead
5.1, 5.6	<p>Negotiate and renew Council's Enterprise Agreement.</p> <p><b>Dec 2021: Progressing</b></p> <ul style="list-style-type: none"> <li>Staff were notified of the upcoming Enterprise Agreement negotiation process during Q2. The established timeline for this process will see internal consultation commence within Q3.</li> <li>This round of negotiations will incorporate a significant overhaul of agreed conditions, with a focus on achieving fair, efficient and effective terms that address existing labour market conditions and support Council's status as an Employer of Choice.</li> <li>This process is on track for finalisation within the financial year, as per agreed timeframes.</li> </ul>	Governance
5.1, 5.6	<p>Deliver Annual Plan, Annual Report and Annual General Meeting.</p> <p><b>Dec 2021: Achieved</b></p> <ul style="list-style-type: none"> <li>Council's Annual Report (2020-21) reflected on the many successes and challenges of the last financial year. The report was published to high professional standards in both design and content.</li> <li>Our future-facing 2021-22 Annual Plan was refurbished to more succinct and contemporary business standards. Council endorsed the Plan at its October 2021 meeting.</li> <li>The Annual Report was tabled at our Annual General Meeting conducted in December 2021.</li> </ul>	
5.1, 5.2, 5.6	<p>Develop 2022-23 budget including a review of long-term financial review and forward estimates to align with renewal of the Community Strategic Plan.</p> <p><b>Dec 2021: Pending</b></p> <ul style="list-style-type: none"> <li>No actions required in Q2.</li> </ul>	Corporate Services
5.4, 5.6	<p>Complete a workplace culture "health check" and review measures to promote and maintain a healthy and positive workplace.</p> <p><b>Dec 2021: Progressing</b></p> <ul style="list-style-type: none"> <li>Discussions with consultants underway. Project expected to commence February 2022.</li> </ul>	
5.1, 5.3, 5.6	<p>Renew the Customer Service Charter and a roadmap to refine systems, reporting and processes to enhance customer outcomes.</p> <p><b>Dec 2021: Progressing</b></p> <ul style="list-style-type: none"> <li>Finalised recruitment of a new role in Business Improvement designed to support a full review of Council's customer service standards and identify process and technology upgrades needed to identify opportunities that enhance Council's customer service experience.</li> <li>Work and consultation commenced for an enhanced customer focus for Council Meetings, through redesign and content of Meeting Agendas, Minutes, and associated web updates and Fact Sheets.</li> </ul>	Governance

5.1, 5.2	<p>Develop a digital transformation and modernisation of services roadmap.</p> <p><b>Dec 2021: Progressing</b></p> <ul style="list-style-type: none"> <li>A Request for Tender for digital transformation of Council's information communication systems was progressed and is now approved for release early in Q3.</li> </ul>	Governance
5.3, 5.5	<p>Develop a communication strategy and implement measures to enhance community information and engagement.</p> <p><b>Dec 2021: Progressing</b></p> <ul style="list-style-type: none"> <li>798 residents submitted information or accessed Council's services online in Q2. This reflects Council's increasing adoption of online forms (change of address, dog registration, hard waste registration, community engagement, etc.)</li> <li>Council's Facebook reach was 22,380, reflecting an increase of 68.7% in Q3. There are now 2,800 total page followers.</li> <li>Strategy to be finalised by the conclusion of the financial year.</li> </ul>	Governance and Community Wellbeing & Lifestyle
5.4	<p>Refresh and promote "Good Governance" program for staff and councillors.</p> <p><b>Dec 2021: Achieved</b></p> <ul style="list-style-type: none"> <li>All new employees engaged in focus sessions addressing matters of integrity, fraud prevention and good ethics in decision-making.</li> <li>Restructured governance department to create Manager, Governance &amp; Performance, restructured Executive Assistant role and new Business Improvement Officer position. This team prioritises delivery of increasingly robust governance structures and leads engagement and support for Council's executive, to deliver on higher level strategic outcomes and improved organisational performance.</li> </ul>	Governance
5.1, 5.2, 5.6	<p>Renew workplace health and safety systems and implement measures to monitor compliance and achieve a 'zero harm' culture.</p> <p><b>Dec 2021: Progressing</b></p> <ul style="list-style-type: none"> <li>Draft WHS framework developed for adoption and aspects being field tested in Works Department.</li> </ul>	Corporate Services
5.1, 5.2, 5.6	<p>Renew the risk management framework and review risks and mitigations.</p> <p><b>Dec 2021: Pending</b></p> <ul style="list-style-type: none"> <li>Following consideration of Council's resources and commitments over the coming year, and considering the need for specialised expertise in evaluating corporate risk over a short but routine timeframe, it was determined that Council's Risk Register will be externally reviewed and updated at least annually.</li> <li>Work to engage and progress this agenda will commence in Q3.</li> </ul>	Governance
5.1, 5.2, 5.6	<p>Progress planning and procurement to upgrade Council's Enterprise Resource Planning (ERP) Systems.</p> <p><b>Dec 2021: Achieved</b></p> <ul style="list-style-type: none"> <li>Draft ERP request for proposal (RFP) document completed and approved to release to market in Q3 (January 2022).</li> </ul>	Corporate Services

5.1, 5.2,5.6	<p>Plan and progressively upgrade operating systems to support contemporary software and service delivery solutions.</p> <p><b>Dec 2021: Progressing</b></p> <ul style="list-style-type: none"> <li>Draft Enterprise Resource Planning Request for Tender completed.</li> </ul>	Corporate Services
5.4, 5.5, 5.6	<p>Introduce contemporary software solutions to better support Council Meetings, record keeping and public information.</p> <p><b>Dec 2021: Progressing</b></p> <ul style="list-style-type: none"> <li>Procured new software for implementation in Q3. During this period, the Governance team will consult on and deliver a more efficient and higher quality meeting governance system for Council Meetings (DocAssembler and Docs on Tap), with a view to further rollout in other business areas.</li> </ul>	Governance

## 6. Planned infrastructure services

Operational Activity	Department Lead
6.1, 6.4 Complete proactive inspections of footpaths, parks and recreation assets and rail interfaces. <b>Dec 2021: Progressing</b> <ul style="list-style-type: none"> <li>Scheduled asset category inspections completed (8 of 15). There are 5 category inspections due in Q3.</li> </ul>	Infrastructure
5.2, 6.1, 6.3, 6.6 Update asset information and road asset re-valuation data. <b>Dec 2021: Progressing</b> <ul style="list-style-type: none"> <li>Commenced 2021-22 capital project and subdivision capitalisation.</li> <li>Commenced review of seal and pavement unit rates and pavement construction methodology.</li> <li>Road condition data capture is programmed for Q3.</li> <li>Footpath condition assessments are programmed for Q3.</li> </ul>	
5.2, 6.1, 6.3, 6.4, 6.6 Review Strategic Asset Management and Asset Management Plans. <b>Dec 2021: Pending</b> <ul style="list-style-type: none"> <li>Amendments to management plans to be completed in Q4.</li> </ul>	
6.1, 6.3, 6.4, 6.5, 6.6 Deliver capital work projects in line with the 2021-22 programs. <b>Dec 2021: Progressing</b> <ul style="list-style-type: none"> <li>Delivered 18 projects to completion (16%), 13 projects currently under construction (12%). 109 projects in total currently in the capital works program.</li> </ul>	Infrastructure and Works
6.1, 6.3, 6.4, 6.5, 6.6 Plan the 2022-23 Capital Works and Forward Works programs. <b>Dec 2021: Progressing</b> <ul style="list-style-type: none"> <li>Draft Forward Works Program configured for 2022-23.</li> <li>Proposed projects are being reviewed and assessed for inclusion in the program and for further costing and scoping.</li> </ul>	
6.2, 6.3 Deliver the Hadspen Meander Valley Road intersection upgrades design and procurement documentation. <b>Dec 2021: Progressing</b> <ul style="list-style-type: none"> <li>Detailed design in progress; developer contribution negotiations continuing and request for additional funding submitted to candidates prior to the Federal election.</li> </ul>	Infrastructure
6.1, 6.3 Deliver the bridge inspection and maintenance program. <b>Dec 2021: Progressing</b> <ul style="list-style-type: none"> <li>Maintenance inspections on Meander River bridges on Westwood Road completed and updated Bridge Management System received from contractor.</li> <li>Maintenance program being informed by Bridge Management System.</li> </ul>	
6.6 Renew the kerbside collection contract for waste, recyclables and organics. <b>Dec 2021: Achieved</b> <ul style="list-style-type: none"> <li>The new kerbside collection contract was awarded to JJ Richards &amp; Sons until 2029.</li> </ul>	Infrastructure



1.4, 1.5, 6.1, 6.6	<p>Commission additional landfill cell capacity at Cluan.</p> <p><b>Dec 2021: Achieved</b></p> <ul style="list-style-type: none"> <li>The new cell at Cluan is accepting public and kerbside waste.</li> </ul>	
1.3, 1.4,1.5	<p>Obtain environmental approvals and decommission the existing landfill cell at Deloraine.</p> <p><b>Dec 2021: Pending</b></p> <ul style="list-style-type: none"> <li>Pending construction of new waste transfer station facilities at Deloraine.</li> </ul>	
6.6	<p>Progress land acquisition, EPA approvals and design for a new landfill cell at Deloraine.</p> <p><b>Dec 2021: Pending</b></p> <ul style="list-style-type: none"> <li>Awaiting formal response from landowner concerning potential acquisition.</li> </ul>	
6.6	<p>Design and construct new waste transfer station at Deloraine.</p> <p><b>Dec 2021: Progressing</b></p> <ul style="list-style-type: none"> <li>Council was awarded a \$100,000 grant from the NTWMG towards the development of the new waste transfer station at Deloraine.</li> <li>Council is currently assessing consultant submission for detailed design.</li> </ul>	

## **ITEMS FOR CLOSED SECTION OF THE MEETING:**

### **Motion to close the meeting**

Councillor xx moved and Councillor xx seconded ***“that pursuant to Regulation 15(1) of the Local Government (Meeting Procedures) Regulations 2015, the meeting is closed to the public to discussed matters that fall within the circumstances prescribed in regulation 15(2) .”***

### **Voting Requirements**

Absolute Majority

### **Actions and Statement from the Chairperson**

1. In line with Regulation 15(6), members of the public are asked by the Chairperson to leave the closed session of the meeting.
2. All attending the Closed Session are reminded of the confidential nature of discussions in Closed Session and the restrictions on disclosure under section 338A of the *Local Government Act 1993*, and also provisions relating to the misuse of information under section 339 of the *Local Government Act 1993*.

Council moved to Closed Session at x.xxpm

## **GOVERNANCE 2 CONFIRMATION OF MINUTES**

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

## **GOVERNANCE 3 LEAVE OF ABSENCE**

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

Council returned to Open Session at x.xxpm.

## Release of Information

1. In accordance with Regulation 15(8) of the *Local Government (Meeting Procedures) Regulations 2015*, Council is to consider whether any discussions, decisions, reports or documents relating to that Closed Session are to be kept confidential or released to the public, taking into account privacy and confidentiality issues in the context of the regulations.
2. Council will formally resolve upon any release of information, if considered appropriate. In the absence of any motion, all information is confidential and not for release.

Cr xxx moved and Cr xxx seconded "***that the following information from Council in Closed Session is to be released for the public's information.***"

The meeting closed at x.xxpm.

.....  
Wayne Johnston  
**Mayor**