



Meander Valley Council
Working Together

AGENDA

ORDINARY COUNCIL MEETING

Tuesday 18 April 2023

Time 3.00pm

Location Meander Valley Council Offices
26 Lyall Street
Westbury, Tasmania

Phone (03) 6393 5300

Our Values

Our seven values help guide our decisions and underpin all we do.

Respect, listen and care for one another

Be trustworthy, honest and tolerant

Be positive and receptive to new ideas

Be innovative, creative and learn

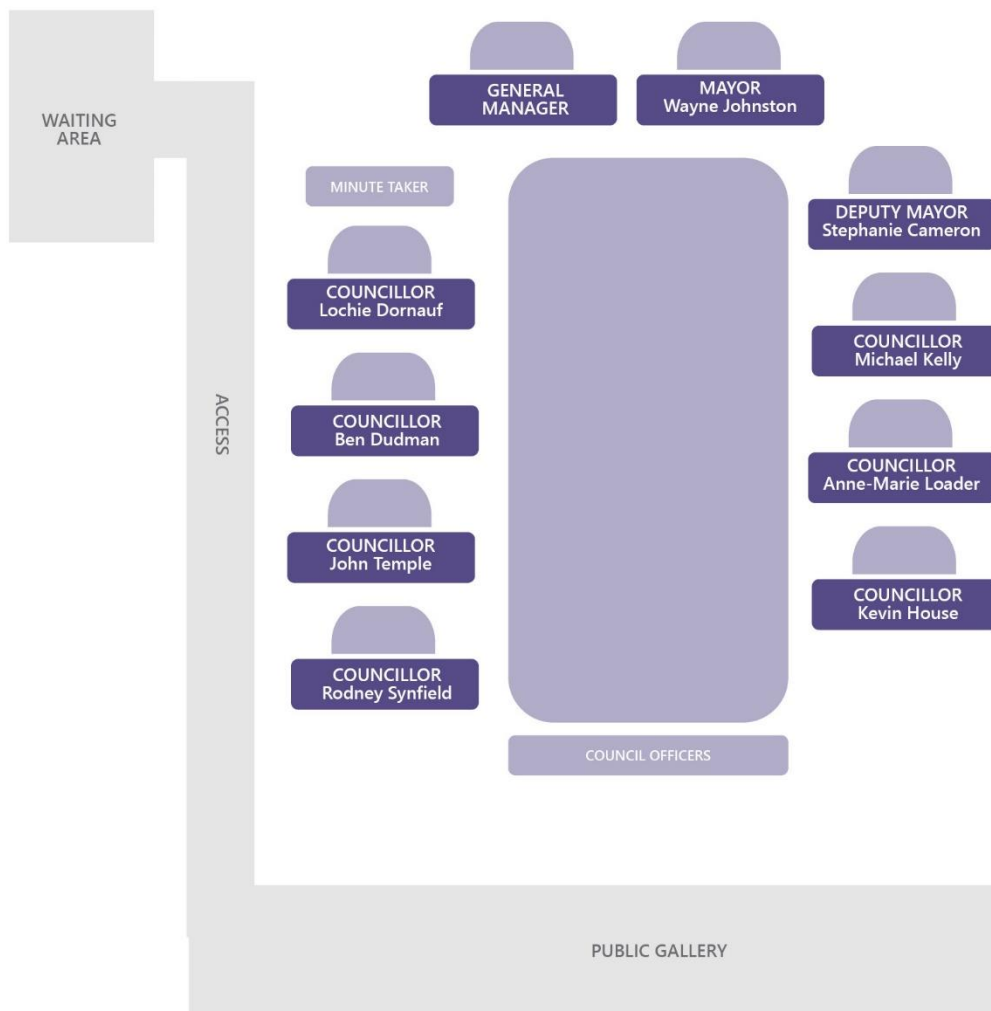
Take a fair, balanced and long term approach

Use sound business practices

Work together

Council Chambers

Seating Plan



Going to a Council Meeting

Members of the community are encouraged to engage with Council's monthly meetings. You can submit questions online or attend in person.

Our website offers handy fact sheets with information about what to expect at a Council Meeting, including how to participate in Public Question Time.

After the meeting, you'll find minutes and an audio recording online.

Hard copies of agendas and minutes are also available to view at the Council offices.

Learn more

Click here to find fact sheets about attending a Council meeting, or to submit a question online.

A copy of the latest agenda and minutes are available to view at the Council offices in Westbury. **Click here** to view agendas and minutes online, or listen to audio of our meetings.

You can also contact the Office of the General Manager by phone on (03) 6393 5317, or email ogm@mvc.tas.gov.au to submit a question or learn more about opportunities to speak at a Council Meeting.

Public Access to Chambers

Social distancing requirements have been relaxed and there is no longer a limit on the number of people that may attend the public gallery (beyond the practical limits of the room).

Where there is a need to manage demand, seating will be prioritised as follows:

For planning decisions: applicants and representors have first priority. A representor is a community member who writes to Council to object to or support a planning application (statutory timeframes apply for becoming a representor during the planning process).

For all decisions: Members of the media are welcome to take up any seats not in use by the public, or email ogm@mvc.tas.gov.au to request specific information about a Council decision. Media requests received by email before close of business (or the end of the meeting) will receive a same-day response.

Council operates under a COVID Safety Plan. If you are experiencing any symptoms associated with COVID-19, you are encouraged to stay home.

Conduct at Council Meetings

Visitors are reminded that Council Meetings are a place of work for staff and Councillors.

Council is committed to meeting its responsibilities as an employer and as host of this important public forum, by ensuring that all present meet expectations of mutually respectful and orderly conduct.

It is a condition of entry to the Council Chambers that you cooperate with any directions or requests from the Chairperson or Council officers.

The Chairperson is responsible for maintaining order at Council Meetings. The General Manager is responsible for health, wellbeing and safety of all present. The Chairperson or General Manager may require a person to leave Council premises following any behaviour that falls short of these expectations. It is an offence to hinder or disrupt a Council Meeting.

Access & Inclusion

Council supports and accommodates inclusion for all who seek participation in Council Meetings, as far as is practicable.

Any person with a disability or other specific needs is encouraged to contact Council before the meeting on (03) 6393 5300 or via email to ogm@mvc.tas.gov.au to discuss how we can best assist you with access.

Certificate of Qualified Advice

A General Manager must ensure any advice, information or recommendation is given to Council by a person with the necessary qualifications or experience: section 65, *Local Government Act 1993*.

Council must not decide on any matter without receiving qualified advice, or a certification from the General Manager.

Accordingly, I certify that, where required:

- (i) the advice of a qualified person was obtained in preparation of this Agenda; and
- (ii) this advice was taken into account in providing general advice to Meander Valley Council; and
- (iii) A copy of any such advice (or a written transcript or summary of oral advice) is included with the agenda item.



John Jordan
GENERAL MANAGER

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Meeting Open - Attendance & Apologies

Acknowledgment of Country

Council acknowledges the Pallitore and Panninher past peoples and the traditional owners and custodians of the land on which we gather for the Council Meeting, with respects paid to elders past and present and extended to all Aboriginal and Torres Strait Islander peoples present.

Confirmation of Minutes

Motion Receive and confirm minutes of the last Ordinary Council Meeting held 14 March 2023.

Vote Simple majority

Declarations of Interest

Nil received prior to agenda publication.

Council Workshop Report

Topics Discussed – 28 March 2023

Presentation: TasNetworks North West Transmission Developments
(*Damian Vermey – Project Director and Chris Warr - Community, Communications & Environment Lead*)

Community Wellbeing: Training and Events Calendar

Presentation: Update on the Northern Transformation Project in Launceston
(*Prof: Dominic Geraghty, UTAS*)

Presentation: Birralee Road Upgrades
(*Robyn Hawkins, Project Manager - Department of State Growth*)

Presentation: Roxford Road Bridge Renewal
(*Simon & Ian Gatenby - Landowners*)

Infrastructure: Deloraine Car Parking Improvements and Intersection Assessment

Infrastructure: Waste: Landfill and Tip Operations

Governance: General Discussion and Councillor Term Priorities 4-year plan discussion

Items for Noting

Governance: Acting General Manager Arrangements

Infrastructure: Bracknell Hall & Deloraine Squash Courts Projects - Status Update

Infrastructure: Bass Highway Tourist Sign - Status Update

Infrastructure: Contract for the Management and Operation of the Deloraine and Cluan Landfills and Mole Creek Transfer Station - Status Update

Mayor & Councillor Report

Councillor Official Activities and Engagements Since Last Meeting

16 March 2023

Meeting: LGAT Mayors Professional Development Workshop

Attended by: Mayor Wayne Johnston

17 March 2023

Meeting: LGAT General Meeting, Launceston

Attended by: Mayor Wayne Johnston

18 March 2023

Community Event: St Patrick's Festival, Westbury

Opened by: Mayor Wayne Johnston

Attended by:

Cr Kevin House

Cr Anne-Marie Loader

Community Event: Deloraine Football Club Gala Day, Deloraine

Attended by: Cr Kevin House

19 March 2023

Community Event: Tasmanian Garlic & Tomato Festival, Selbourne

Opened by: Mayor Wayne Johnston

Attended by:

Cr Anne-Marie Loader

21 March 2023

Meeting: Grants Committee

Attended by:

Deputy Mayor Stephanie Cameron

Cr Kevin House

23 March 2023

Meeting: TDIA Board Meeting

Attended by: Mayor Wayne Johnston

Council Event: Mayoral Northern Croquet Challenge, Launceston

Attended by: Mayor Wayne Johnston

24 March 2023

Community Event: Tasmanian Women in Agriculture Seat Unveiling, Deloraine

Attended by: Mayor Wayne Johnston

25 March 2023

Community Event: Italia 23, Prospect Vale

Opened by: Cr Kevin House

26 March 2023

Community Event: Building Together Lego Exhibition, Westbury

Attended by: Cr Kevin House

27 March 2023

Meeting: TasWater, Launceston

Attended by: Mayor Wayne Johnston

28 March 2023

Meeting: Audit Panel

Attended by: Cr Ben Dudman

30 March 2023

Community Event: Past the Post Regional Horse Racing Exhibition, Deloraine

Opened by: Mayor Wayne Johnston

Attended by:

Cr Ben Dudman

Cr Kevin House

Cr Anne-Marie Loader

31 March 2023

Community Event: Westbury Bicentenary Trivia Night, Westbury

Attended by: Cr Anne-Marie Loader

01 April 2023

Community Event: Western Tiers Cycle Challenge, Prospect Vale

Opened by: Cr Kevin House

02 April 2023

Community Event: Blackstone Heights Community News Easter Sausage Sizzle and Egg Hunt, Blackstone Heights

Attended by:

Cr Kevin House

Cr Anne-Marie Loader

04 April 2023

Meeting: Carrick Hall Committee, Carrick

Attended by:

Cr Kevin House

Cr Anne-Marie Loader

05 April 2023

Meeting: Great Western Tiers Tourism Association, Deloraine

Attended by: Cr Anne-Marie Loader

Meeting: Blackstone Heights Community News Meeting, Blackstone Heights

Attended by:

Cr Kevin House

Cr Anne-Marie Loader

Meeting: Prospect Ladies Probus Club, Prospect

Attended by: Cr Kevin House

Meeting: Northern Tasmania Development Corporation, Launceston

Attended by: Cr Kevin House

Petitions

Nil received prior to agenda publication.

For further information about petitions, refer to the *Local Government Act 1993*: ss57-60A.

Community Representations

Nil requests received.

Formerly referred to as "deputations", community representations are an opportunity for community members or groups to request up to three minutes to address Council on a topic of particular interest.

Requests received at least fourteen days prior to a Council Meeting will be considered by the Chairperson. For further information, contact the Office of the General Manager on (03) 6393 5317 or email ogm@mvc.tas.gov.au.

Public Question Time

Members of the public may ask questions in person or using our online form.

Thirty minutes is set aside for members of the public to ask questions provided with or without notice. Council will accept up to two questions "with notice" and two questions "without notice" per person, per meeting.

Click here to submit an online question.

Refer to pages 3 and 4 of this agenda for more information about attending a Council Meeting.

This Month's Public Questions With Notice

Question 1: *Emma Hamilton, Westbury (received via website)*

Does the Council consider it has been called into disrepute by being directly connected with such an inappropriate grant to the Bracknell Hall under the Local Communities Facilities Fund, particularly where the General Manager was directly involved in lobbying for the grant even after the initial application had been unsuccessful?

John Jordan, General Manager advised that he did not accept that Council's reputation was being challenged or that the grant was inappropriate. Both the Australian and Tasmanian Government's considered the project to have merit and provided funding. It is normal for local governments to lobby and pursue funding to the benefit of residents.

Question 2: *Emma Hamilton, Westbury (received via website)*

Could the General Manager indicate the nature of his relationship with Mr Mark Shelton, and specifically whether he has socialised with Mr Shelton other than at business functions?

John Jordan, General Manager advised that his interactions with Mark Shelton have been professional not social.

This Month's Public Questions Without Notice

Question 1: *Annette Camino, Hagley (received via email)*

Is there any progress to report on the Westbury Dump Point project?

Question 2: *Annette Camino, Hagley (received via email)*

Is a dump point likely to be installed at Westbury prior to the next tourist season? If not, what is the estimated time frame of completion?

Councillor Question Time

This Month's Councillor Questions With Notice

Nil received prior to agenda publication.

This Month's Councillor Questions Without Notice

Nil received prior to agenda publication.

Councillor Notices of Motion

Demonstration of support for the LGBTIQ+ people of the Meander Valley

Proponent Councillor Anne-Marie Loader

Decision Sought To purchase the Rainbow flag ready to fly it on 17 May 2023, International Day Against Homophobia, Biphobia and Transphobia (IDAHOBIT Day).

Vote Simple majority

Proposed Motion to Council (Councillor Anne-Marie Loader)

That Council approves:

1. Purchasing of a rainbow flag.
2. The flying of the rainbow flag on Wednesday 17 May 2023 (International Day Against Homophobia, Biphobia and Transphobia - IDAHOBIT Day) at the Council Chambers in Westbury to demonstrate that the Council opposes discrimination and supports equality for LGBTIQ+ people and that the Meander Valley community is welcoming and inclusive.
3. The flying of a rainbow flag each year on IDAHOBIT Day.

Comments (Councillor Anne-Marie Loader)

This motion is about showing respect and support for the LGBTIQ+ people of the Meander Valley.

Our Council is all about working together. Part of our values are to be trustworthy, honest and tolerant. One of our six future directions is to foster vibrant and engaged communities.

This motion says to everyone, that regardless of sexuality, you are welcome in the Meander Valley. To those who have experienced discrimination due to sexuality, it says we as a Council and leaders of the community, do not tolerate this. We welcome and

accept all. It says we want the Meander Valley to be a safe place, especially for our young people, to grow, thrive and contribute.

By flying the Rainbow flag on IDAHOBIT Day we join with other key leaders of communities throughout Tasmania to say we stand against discrimination and for equality.

Officer's Report (John Jordan, General Manager)

There is legislation (Australian Flag Act 1953) and the protocols for the flying of official flags and recognised 'special day' flags that may be flown next to the Australian Flag. Council's flying of the Aboriginal Flag, for example, follows this protocol which is also reflected in the Indigenous Recognition Policy. Council adopted this approach for consistency and to avoid a precedent of flying flags being seen as a political statement.

The rainbow flag is not afforded the same status as other 'officially recognised' flags. Notwithstanding the above, Council may consider, adopt by motion, and elect to fly the rainbow or any other flag.

Separate to the motion to recognise the International Day Against Homophobia, Biphobia and Transphobia (IDAHOBIT Day) by flying a flag, Council may wish to consider a broader policy that underpins the ideals and behaviours that achieve equality, anti-discrimination, respect for all in the community. It is suggested that such ideals are worthy of support by public authorities.

Either as an alternative recognition to flying the flag or as an additional measure (in the case that the motion is supported) Council may wish to develop a broader policy acknowledging the above ideals. Assuming a policy is adopted then it provides a basis to recognise certain events, days, causes across the year. The development of such a policy will also support a broader level of community consultation.

Attachments Nil

Strategy Furthers the objectives of Council's strategic future directions
3: vibrant and engaged communities; and
5: innovative leadership and community governance.

See Meander Valley Community Strategic Plan 2014-24. To view online, [click here](#).

Policy Not applicable

Legislation *Local Government Act 1993*
Australian Flag Act 1953

Consultation Broad community consultation has not been undertaken.

The motion was foreshadowed with Councillors present at the beginning of the 28 March 2023 Council workshop. Councillor Loader had discussions with members of the LGBTIQ+ community and Equality Tasmania. Councillor Loader has indicated all discussions have been positive from these groups.

Budget & Finance Cost of the flag.

Risk Management In the absence of broad consultation, there is a level of risk that certain groups within the community may oppose the act of flying the flag or have alternative views.

Alternative Motions Council may amend or approve an alternative motion.

Community Wellbeing

Community Grants and Sponsorship Fund Round 4, 2022-23

Report Author Nate Austen
Community Programs Officer

Authorised by John Jordan
General Manager

Decision Sought Approval of recommended grant and sponsorship funding allocations for Quarter 4, 2022-23 (March to June)

Vote Simple majority

Recommendation to Council

That Council:

1. Notes the recommendations of the Grants and Sponsorship Fund Committee (the Committee) as presented in the attachment titled - *Grant Round 4 2022-23 Grant and Sponsorship Fund – Application Review Summary*.
2. Approves grant and sponsorships as per the attachment titled – *Grant Round 4 2022-23 Grant and Sponsorship Fund - Application Review Summary*, to a total value of \$7,900, with the grant category totals as follows:
 - a. Community Grants equal to \$7,000 (Table 1).
 - b. Sponsorship Donations equal to \$900 (Table 2).
3. Notes that \$7,700 in grant and sponsorship approvals were made separate to the above amounts, leaving a balance of \$7,187 remaining in the annual grant and sponsorship fund budget of \$100,000.

Report

The Grants and Sponsorship Fund Committee (the Committee) met on 21 March 2023 to assess the fourth and final round of applications seeking support from the Grants and Sponsorship Fund. Applications were reviewed and assessed against the relevant guidelines.

The committee comprises Deputy Mayor Stephanie Cameron, Cr Kevin House, Jonathan Harmey (Director of Corporate Services) and Peter Denholm (Team Leader, Facilities).

Funds available for allocation in Round 4

From the annual \$100,000 budget, an amount of \$77,213 was committed after the first three rounds of the program through Council approval and/or General Manager decision. This left a balance of \$22,787.

Additional commitments, totaling \$7,700 (as shown in attachment 1), were made against the fund via General Manager delegation leaving a balance of \$15,087 remaining for allocation in this final round:

In approving funding for both the Meander Progress Association's community event 'Fireworks at Meander' and the Rural Youth Sponsorship, the General Manager noted the recurrent nature of the events and the suitability for these events to be considered for a three-year funding arrangement like that provided to support local show societies. This will be a consideration for the 2023-23 budget.

Summary of Round 4 assessments

Community Grants

Council received four applications which total \$9,800. One project request for \$3,000 from the Meander Hall Committee was referred to the General Manager for approval as sponsorship, given the event did not meet the Community Grants guidelines as it is an existing event, although the Committee was supportive of the project. The requests are therefore reduced to \$6,800 for Quarter 4, 2022-23 (March to June).

The details of all Round 4 community grants are in the attachment titled – Grant Round Four 2022-23, *Grants and Sponsorship Fund Committee Application Review Summary*, Table 1.

Two applications were received from different organisations seeking support for establishing Pickleball as an activity available within two different local communities (Deloraine and Westbury). Consideration was given to ensure equity across these two projects and for residents of these two communities. The recommended funding allocation represents the purchase of equivalent start up equipment for the two sites with no additional facility hire fee support.

Individual Sponsorship Donation

Seven individual sponsorship applications were received. The committee supported six applications to a total value of \$900. One application was not supported as the

individual had received a sponsorship in Round 1 of the program and was therefore ineligible for a second sponsorship within the year.

For detail of individual sponsorships see attachment titled – *Grant Round Four 2022-23, Grants and Sponsorship Fund Committee Application Review Summary, Table 2*).

Attachments 1. Grant Round Four 2022-23, Grants and Sponsorship Fund Committee Application Review Summary [12.1.1 - 4 pages]

Strategy Supports the objectives of Council’s strategic future directions 3: vibrant and engaged communities; and 4: a healthy and safe community.

See Meander Valley Community Strategic Plan 2014-24. [Click here](#) or visit www.meander.tas.gov.au/plans-and-strategies to view.

Policy Policy No. 82: Community Grants & Sponsorship Fund

Legislation *Local Government Act 1993: s77.*

Consultation The Community Grants and Sponsorship program is communicated through community networks and the media. Guidelines and applications are available from Council’s website and on request. Assistance is provided to applicants on request.

Budget & Finance There are sufficient funds to meet the recommendations of the committee. The total grants and sponsorship budget for the year is \$100,000.

The total of Round 1, 2 and 3 approved expenses was \$77,213 leaving a balance of \$22,787 for allocation in Round 4.

After inclusion of the additional commitments of \$7,700, determined by the General Manager as sponsorships (see Table A), a total of \$15,087 remains for allocation. The Grants Committee recommendations commit the following amounts:

- Community Grants \$7,000
- Individual Sponsorships \$900

Total: \$7,900

If these amounts are approved, the balance remaining in the grant and sponsorship fund annual budget will be \$7,187.

Risk Management Not applicable

Alternative Motions The Council may amend the recommendations or grant assistance amounts through an amended or alternative motion.

12.1.1 Grant Round Four 2022-23, Grants And Sponsorship Fund Committee Application Review Summary

Grant Round Three 2022-23 - Grants and Sponsorship Fund Committee (GSFC) Application Review Summary

Table 1: Community Grants

Applicant	Purpose	Project Cost	Grant Request	Grant Recommended	Comments
Launceston City Football Club	Club History Video Documentary	\$3,900	\$3,000	\$3,000	Supported.
Pickleball Association Tasmania Inc.	Pickleball Start-up Kits (Deloraine)	\$3,353	\$3,000	\$2,000	A grant amount of \$2,000 was recommended. This amount was less than requested and allocated to cover the start-up equipment required only and not the costs involved for use of Council's facility. Consideration was given to ensure equity with the Pickleball Support grant project for Westbury.
Meander Valley U3A Inc.	Pickleball Support (Westbury)	\$845	\$800	\$2,000	A grant amount of \$2,000 was recommended. This amount was more than requested and allocated to include the cost of dedicated pickleball nets. Covering the costs involved for the use of Council facilities was not requested. Consideration was given to ensure equity with the Pickleball Start-up kits grant project for Deloraine.
Sub-Total		\$8,098	\$6,800	\$7,000	

12.1.1 Grant Round Four 2022-23, Grants And Sponsorship Fund Committee Application Review Summary

Grant Round Three 2022-23 - Grants and Sponsorship Fund Committee (GSFC) Application Review Summary

General Manager Approvals (Round 4)					
Applicant	Purpose	Project Cost	Grant Request	Grant Recommended	Comments
Deloraine Amateur Basketball Association	2022-2023 Season Trophy Sponsorship	\$100	\$100	\$100	The General Manager approved a Sponsorship Donation for Schools and Sports Clubs of \$100 to the Deloraine Amateur Basketball Association (DABA) for their End of Season 2022-2023 Trophy presentations. Approval out of session was required to align with the date of the finals.
Meander Progress Association & Meander Hall Committee	Fireworks at Meander	\$4,100	\$3,000	\$3,000	This request was referred to the General Manager after committee review. It was approved by the GM with the following conditions: <i>a) That adequate public liability insurance is provided for the event and indicated by providing Council with the relevant Certificate(s) of Currency.</i>
Rural Youth of Tasmania	Young Farmer of the Year Award	\$4,000	\$4,000	\$4,000	The request needed to be considered outside of the eligibility guidelines as an Organisation Sponsorship has a maximum funding amount of \$500 and a community grant a maximum of \$3,000. Funding recurrent activities also falls outside of the policy guidelines. It was approved by the GM following email consultation with Council. Conditions of sponsorship include (but are not limited to) the purchase of vouchers from Meander Valley businesses and naming rights to two modules for the competition final.
Baker, O.	Montesilvano Futsal Cup – U/11 National Team	\$300	\$300	\$300	Sponsorship was approved out-of session by the General Manager for international representation.

12.1.1 Grant Round Four 2022-23, Grants And Sponsorship Fund Committee Application Review Summary

Grant Round Three 2022-23 - Grants and Sponsorship Fund Committee (GSFC) Application Review Summary

Clippingdale, Caitlan	2023 Mirror Dinghy World Championships – Republic of Ireland	\$300	\$300	\$300	Sponsorship was approved out-of session by the General Manager for international representation.
Sub-Total		\$8,800	\$7,700	\$7,700	
Round 4 Community Grant Totals		\$16,898	\$14,500	\$14,700	

12.1.1 Grant Round Four 2022-23, Grants And Sponsorship Fund Committee Application Review Summary

Grant Round Three 2022-23 - Grants and Sponsorship Fund Committee (GSFC) Application Review Summary

Table 2: Sponsorship Donations – Individuals & Organisations

Applicant	Purpose	Sponsorship Request	Sponsorship Recommended	Comments
Bloomfield, Deacon	U/23 Australian Men's and Mixed Netball Championship – Perth, WA	\$150	Nil	This request was ineligible against the sponsorship guidelines as only one sponsorship is permitted per year. Deacon was successful in a sponsorship request in Round 1 of the 2022-23 program.
Bloomfield, Laiden	U/23 Australian Men's and Mixed Netball Championship – Perth, WA	\$150	\$150	Supported.
Bramich, I.	U/17 Australian Men's and Mixed Netball Championship – Perth, WA	\$150	\$150	Supported.
King, G.	Man From Snowy River Junior Challenge – Corryong, Victoria	\$150	\$150	Supported.
King, M.	Man From Snowy River Striplings Challenge – Corryong, Victoria	\$150	\$150	Supported.
Piper, I	F1 in Schools National Final – Penrith, NSW	\$150	\$150	Supported.
Poke, H	U/17 Australian Men's and Mixed Netball Championship – Perth, WA	\$150	\$150	Supported.
Round 4 Sponsorship Donation Totals		\$900	\$900	

Corporate Services

Financial Report to 31 March 2023

Report Author Justin Marshall
Team Leader Finance

Authorised by Jonathan Harmey
Director Corporate Services

Decision Sought Council to receive the financial report for the period ended 31 March 2023.

Vote Simple majority

Recommendation to Council

That Council receives the attached financial report for the period ended 31 March 2023.

Report

The attached financial report is provided for the period 1 July 2022 to 31 March 2023.

The financial performance for the first nine months of the financial year is discussed in the Exception and Trends Report section of the attached financial report.

Revenue and expenditure overall are currently in line with management expectations. Revenue is lower than the budget with several Government Grants outstanding at this point, these are due to be received across the roads and recreation areas and may now be received in 2023-24 due to timing of works. Grant revenue is also impacted by the timing of Financial Assistance Grant instalments from the Commonwealth Government.

Expenditure is expected to be above budget at the end of the financial year. This is mostly due to the remediation costs incurred following the flood event in October. To the end of March, approximately \$2.0m has been expended on flood-related costs, the majority being in the Works department (\$1.7m) and on Roads and Street assets (\$1.4m).

It is anticipated that the total flood remediation costs that will be incurred by Council will be between \$2.5m and \$3m. Council will receive funding through the Natural Disaster Relief to Local Government Policy. Reimbursement will be claimed up to 75%

of costs incurred to remediate eligible essential public assets, once the relevant expenditure thresholds under the Policy have been met. Reimbursements will be claimed in a staged approach through until 30 June 2024.

Attachments 1. Financial Report 31 March 2023 [13.1.1 - 17 pages]

Strategy Supports the objectives of Council's strategic future direction 5: innovative leadership and community governance.

See Meander Valley Community Strategic Plan 2014-24. [Click here](#) or visit www.meander.tas.gov.au/plans-and-strategies to view.

Policy Not applicable

Legislation Not applicable

Consultation Not applicable

Budget & Finance The financial report assesses Council's performance against the Budget Estimates for the 2022-23 financial year.

Risk Management Not applicable

Alternative Motions Not applicable



Meander Valley Council

Working Together

FINANCIAL REPORT TO 31 MARCH 2023

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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 March 2023.

The Operating Statement for the first nine months of the financial year is overall within management's forecasts. Grants and Subsidies revenue is below budget to March, due to the timing of the Financial Assistance Grants allocation and some capital projects grants anticipated in the Roads & Streets and Recreation & Culture functional areas.

Operating Expenditure overall is within budget to March, however expenditure in Infrastructure Services, Development & Regulatory and Community Wellbeing departments are below budget primarily due to the timing of contract services and consultants and vacant staff positions not yet filled. Works department expenditure is significantly above budget to March, primarily due to the remediation costs incurred following the flood event in October. To the end of March, approximately \$2.0m has been expended on flood related costs, the majority being in the Works department (\$1.7m) and on Roads and Street assets (\$1.4m).

There are other exceptions from Council's budget adopted in June 2022 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 March 2023.
- Cash & Investment Reconciliation – This report shows Council's total cash balance as at 31 March 2023, 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 March 2023

	Actual 2023	Budget 2023	% of Budget
Total Council Operations			
Operating Revenue			
Rate Revenue	15,895,461	15,750,400	100.92%
Fees & User Charges	1,030,185	1,482,300	69.50%
Contributions & Donations	101,369	771,700	13.14%
Interest	431,060	595,700	72.36%
Grants & Subsidies	3,104,372	9,970,600	31.14%
Sale of Assets	35,721	-	
Other Revenue	554,666	872,200	63.59%
Total Operating Revenue	\$ 21,152,835	\$ 29,442,900	71.84%
Operating Expenditure			
Departments			
Governance	1,303,721	1,758,768	74.13%
Corporate Services	1,551,669	2,138,800	72.55%
Infrastructure Services	3,353,636	5,160,500	64.99%
Works	4,693,495	4,329,000	108.42%
Development & Regulatory Services	1,440,666	2,461,300	58.53%
Community Wellbeing	598,219	1,309,100	45.70%
Maintenance & Working Expenses	\$ 12,941,406	\$ 17,157,468	75.43%
Interest	158,490	251,700	62.97%
Depreciation	4,438,875	5,918,500	75.00%
Payments to Government Authorities	1,009,697	1,346,300	75.00%
Administration Allocated	-	-	
Other Payments	88,111	250,300	35.20%
Total Operating Expenditure	\$ 18,636,579	\$ 24,924,268	74.77%
Operating Surplus/(Deficit)	\$ 2,516,256	\$ 4,518,632	



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 March 2023 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 expectations for the year to date and is expected to remain within budget by year end. Interest rates on offer from financial institutions have improved further during the current financial year.

Grants & Subsidies – Is below budget expectations, due primarily to the timing of several significant capital project grant receipts and the prepayment of 70% of the 2022-23 Financial Assistance Grants allocation having been received in April 2022 and recognised in the 2021-22 financial year. 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

Governance	within budget expectations
Corporate Services	within budget expectations
Infrastructure Services	slightly below budget expectations
Works	above budget expectations
Development & Regulatory Services	below budget expectations
Community Wellbeing	below budget expectations

Interest – Three 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 (75%) of the budget has been allocated for the purposes of the Operating Statement.

Payments to Government Authorities – Three of the four annual instalments for the Fire Levy have been incurred to March.

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

Revenue	\$ 124,985	69.40 %
Expenses	\$ 3,045,042	72.76 %

Revenue is within budget to March, 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, contribution to Northern Tasmania Development Corporation, Councillor allowances and reimbursements and the 2022 Local Government Election costs. Expenses for *Corporate Services* include annual support fees for Technology One, annual insurance premiums and IT consultant costs.

Roads, Streets and Bridges

Revenue	\$ 1,367,987	30.05 %
Expenses	\$ 5,651,276	90.46 %

Grants & Subsidies is under budget primarily due to the prepayment of 70% of the 2022-23 Grants Commission allocation in 2021-22. 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 and Streets maintenance expenditure is significantly above the annual budget for the year. To the end of March, approximately \$1.4m has been incurred on remediation works to Council's Road and Street assets, following the flood event in October. This has caused the *Works* Department expenditure to be significantly over budget expectations for the financial year.

Health, Community and Welfare

Revenue	\$ 4,890,566	86.16 %
Expenses	\$ 6,495,843	64.57 %

Revenue overall is 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 three 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 Youth Participation Grant Program.

Expenditure overall is below budget expectations to this point of the year. *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. *Works* is below budget largely due to expenditure on stormwater maintenance and street cleaning. *Community Wellbeing* is below budget due to staff vacancies and timing of expenditure on the Short Walks project.

Payments to Government Authorities is the State Fire Levy, three of the four instalments have been paid up to March. 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.



ANALYSIS BY FUNCTION

Land Use Planning & Building

Revenue	\$ 455,558	70.16 %
Expenses	\$ 1,038,222	60.51 %

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

Development & Regulatory Services expenditure is below budget to March primarily due to vacant positions not yet being filled and the timing of expenditure on consultants for specific projects.

Recreation and Culture

Revenue	\$ 1,273,559	35.75 %
Expenses	\$ 2,135,993	78.82 %

Revenue overall is well below budget to March, due to the timing of Grants not yet received. Significant grants are yet to be received for the Deloraine Squash Courts, Deloraine Recreation Ground upgrades and Bracknell Hall capital projects.

Overall expenditure is within budget. *Infrastructure* expenditure is slightly below budget to March, largely due to expenditure on Public Halls and Parks & Reserves being less than expected to date. *Works* expenditure is above budget, due to flood remediation work required to Council's parks and reserves.

Unallocated & Unclassified

Revenue	\$ 13,040,180	87.98 %
Expenses	\$ 270,203	N/A

Rate Revenue is the general rates component of the rates raised for the year. Interest income is within budget expectations to March and expected to remain within budget by year end. The first three instalments of Financial Assistance Grants from the State Grants Commission have been received; however this is significantly below budget due to the prepayment of 70% of the 2022-23 Grants allocation in 2021-22. Other Revenue includes distributions received from TasWater for the year to date of \$417,000.

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

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Administration

100 - Administration

	<i>Prior Year Expenditure</i>	<i>Current Year Expenditure</i>	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>
5101 Workstations and Peripherals	\$0	\$34,678	\$34,678	\$31,000	\$3,678	111.86%
5102 Network Infrastructure	\$0	\$15,910	\$15,910	\$80,000	-\$64,090	19.89%
5111 Software and Upgrades	\$0	\$5,404	\$5,404	\$38,200	-\$32,796	14.15%
5115 Conquest Software Upgrade	\$0	\$0	\$0	\$10,500	-\$10,500	0.00%
5119 GIS Aerial Imagery Update	\$0	\$0	\$0	\$150,000	-\$150,000	0.00%
5133 Core Enterprise Software Replacement 21/22	\$0	\$504	\$504	\$658,000	-\$657,496	0.08%
100 - Administration Sub Total	\$0	\$56,495	\$56,495	\$967,700	-\$911,205	5.84%
100 - Administration Sub Total	\$0	\$56,495	\$56,495	\$967,700	-\$911,205	5.84%

Roads Streets and Bridges

201 - Roads and Streets

5550 Davies Rd - Parkham	\$0	\$2,246	\$2,246	\$16,000	-\$13,754	14.04%
5668 Maloneys Rd - Parkham	\$0	\$1,457	\$1,457	\$16,000	-\$14,543	9.10%
5802 Louisa St - Bracknell 21/22	\$20,226	\$52,835	\$73,061	\$70,000	\$3,061	104.37%
5817 Church St - Carrick	\$0	\$1,409	\$1,409	\$15,000	-\$13,591	9.39%
5820 Ashburner St - Carrick	\$0	\$3,602	\$3,602	\$0	\$3,602	0.00%
5827 Barrack St East - Deloraine	\$0	\$11,240	\$11,240	\$23,000	-\$11,760	48.87%
5828 Barrack St West - Deloraine 21/22	\$0	\$510	\$510	\$110,000	-\$109,490	0.46%
5845 Alveston Dr - Deloraine	\$0	\$16,725	\$16,725	\$46,600	-\$29,875	35.89%
5861 West Parade - Deloraine	\$0	\$5,232	\$5,232	\$150,000	-\$144,768	3.49%
5877 Rutherglen Rd - Hadspen 20/21	\$0	\$0	\$0	\$15,000	-\$15,000	0.00%
5894 Country Club Av - Prospect Vale 21/22	\$29,394	\$80,249	\$109,643	\$300,000	-\$190,357	36.55%
5895 Mt Leslie Rd - Prospect Vale	\$0	\$18,682	\$18,682	\$600,000	-\$581,318	3.11%
5896 Westbury Rd - Prospect Vale	\$0	\$0	\$0	\$15,000	-\$15,000	0.00%
5962 William St, Westbury	\$26	\$37,930	\$37,956	\$40,000	-\$2,044	94.89%
5978 Franklin St - Westbury	\$0	\$43,862	\$43,862	\$45,000	-\$1,138	97.47%
5980 Dexter St, Franklin St to William St - Westbury	\$26	\$40,551	\$40,577	\$40,000	\$577	101.44%

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	<i>Prior Year Expenditure</i>	<i>Current Year Expenditure</i>	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>
5983 Meander Valley Road, Westbury	\$0	\$0	\$0	\$10,000	-\$10,000	0.00%
5989 Pioneer Drive - Mole Creek	\$0	\$21,193	\$21,193	\$15,000	\$6,193	141.29%
6102 Blackstone Rd - Blackstone Heights 21/22	\$11,423	\$18,274	\$29,698	\$35,000	-\$5,302	84.85%
6125 Dairy Plains Rd - Western Creek	\$0	\$248,076	\$248,076	\$200,000	\$48,076	124.04%
6138 Lansdowne Pl - Deloraine 20/21	\$0	\$0	\$0	\$20,000	-\$20,000	0.00%
6194 Railton Main Road - Moltema	\$0	\$0	\$0	\$35,000	-\$35,000	0.00%
6214 R2R 2023 Selbourne Rd - Selbourne	\$0	\$159,841	\$159,841	\$200,000	-\$40,159	79.92%
6223 R2R 2023 Dynans Bridge Rd - Weeena	\$0	\$21,657	\$21,657	\$450,000	-\$428,343	4.81%
6228 Dexter St - Jones St To Franklin St - Westbury	\$26	\$43,766	\$43,792	\$45,000	-\$1,208	97.32%
6245 R2R 2023 Westwood Rd - Westwood	\$0	\$258,100	\$258,100	\$300,000	-\$41,900	86.03%
6256 East Parade - Deloraine	\$0	\$17,563	\$17,563	\$40,000	-\$22,437	43.91%
6259 Railton Rd - Kimberley 21/22	\$0	\$0	\$0	\$31,900	-\$31,900	0.00%
6272 East Barrack St - Deloraine 20/21	\$0	\$68,781	\$68,781	\$112,000	-\$43,219	61.41%
6273 Gulf Rd, Liffey - Landslip Works	\$0	\$2,845	\$2,845	\$0	\$2,845	0.00%
6276 Westbury Rd - Prospect: Transport Study Projects	\$0	\$0	\$0	\$388,500	-\$388,500	0.00%
6288 Westbury Rd - PVP Entrance Roundabout 15/16	\$59,618	\$5,165	\$64,783	\$16,000	\$48,783	404.90%
6354 New Footpath Developments - Carrick	\$184	\$0	\$184	\$144,000	-\$143,816	0.13%
6356 Traffic Calming - Prospect Vale 21/22	\$2,459	\$209	\$2,668	\$10,000	-\$7,332	26.68%
6358 Westbury Rd, Prospect Vale - Crossing Improvements Vale !	\$1,021	\$2,307	\$3,328	\$15,000	-\$11,672	22.19%
6362 Griffins Rd - Elizabeth Town	\$0	\$9,992	\$9,992	\$75,000	-\$65,008	13.32%
6363 Westwood Rd - Golf Course Area Design	\$0	\$0	\$0	\$10,000	-\$10,000	0.00%
6694 Footpath Renewals - Bracknell, Deloraine, Carrick	\$0	\$0	\$0	\$65,000	-\$65,000	0.00%
6697 Road Rehabilitation Program	\$0	\$0	\$0	\$81,000	-\$81,000	0.00%
201 - Roads and Streets Sub Total	\$124,404	\$1,194,299	\$1,318,703	\$3,800,000	-\$2,481,297	34.70%
210 - Bridges						
5335 Western Creek Montana Road	\$0	\$340,225	\$340,225	\$338,000	\$2,225	100.66%
5409 Un-Named Drain Harveys Road 21/22	\$0	\$0	\$0	\$25,000	-\$25,000	0.00%
210 - Bridges Sub Total	\$0	\$340,225	\$340,225	\$363,000	-\$22,775	93.73%
200 - Roads Streets and Bridges Sub Total	\$124,404	\$1,534,525	\$1,658,929	\$4,163,000	-\$2,504,071	39.85%

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	<i>Prior Year Expenditure</i>	<i>Current Year Expenditure</i>	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>
Health and Community Welfare						
315 - Cemeteries						
6302 Deloraine Lawn Cemetery Concrete Slabs	\$0	\$4,253	\$4,253	\$5,000	-\$747	85.07%
315 - Cemeteries Sub Total	\$0	\$4,253	\$4,253	\$5,000	-\$747	85.07%
316 - Community Amenities						
6516 Deloraine Train Park Toilets	\$0	\$0	\$0	\$10,000	-\$10,000	0.00%
6519 Hadspen Lions Park Toilets	\$0	\$656	\$656	\$10,000	-\$9,344	6.56%
6529 Carrick Rec Ground - Public Toilets 21/22	\$3,056	\$10,920	\$13,976	\$130,000	-\$116,024	10.75%
316 - Community Amenities Sub Total	\$3,056	\$11,576	\$14,633	\$150,000	-\$135,367	9.76%
321 - Tourism & Area Promotion						
7833 Bass Highway Signage - Westbury 21/22	\$0	\$2,386	\$2,386	\$50,000	-\$47,614	4.77%
321 - Tourism & Area Promotion Sub Total	\$0	\$2,386	\$2,386	\$50,000	-\$47,614	4.77%
335 - Household Waste						
6602 Westbury Land fill Site - Cell Expansion 21/22	\$0	\$1,874	\$1,874	\$504,100	-\$502,226	0.37%
6605 Mobile Garbage Bins	\$0	\$87,901	\$87,901	\$174,400	-\$86,499	50.40%
6611 Mobile Organics Bins	\$0	\$6,082	\$6,082	\$97,600	-\$91,518	6.23%
6616 Landfill Sites Capacity Expansion 20/21	\$1,381	\$0	\$1,381	\$40,000	-\$38,619	3.45%
6617 Cluan Landfill Site Access Road 21/22	\$0	\$0	\$0	\$50,000	-\$50,000	0.00%
6618 Landfill Sites Land Purchase 21/22	\$0	\$1,075	\$1,075	\$270,000	-\$268,925	0.40%
6619 Deloraine Landfill Site Improvements 21/22	\$27,783	\$79,710	\$107,494	\$450,000	-\$342,506	23.89%
335 - Household Waste Sub Total	\$29,164	\$176,643	\$205,807	\$1,586,100	-\$1,380,293	12.98%

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	<i>Prior Year Expenditure</i>	<i>Current Year Expenditure</i>	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>
351 - Storm Water Drainage						
6400 Various Locations - Stormwater Improvement Program	\$0	\$0	\$0	\$29,900	-\$29,900	0.00%
6404 East St, Carrick Stormwater 21/22	\$0	\$94,403	\$94,403	\$114,000	-\$19,597	82.81%
6431 Dexter St, Westbury - Stormwater 21/22	\$1,719	\$4,056	\$5,775	\$114,000	-\$108,225	5.07%
6450 West Parade Deloraine Stormwater 21/22	\$0	\$1,411	\$1,411	\$135,000	-\$133,590	1.04%
6460 Henrietta St Bracknell Stormwater	\$0	\$7,178	\$7,178	\$0	\$7,178	0.00%
6498 Open Drain Program, Westbury	\$0	\$0	\$0	\$102,500	-\$102,500	0.00%
6866 Jones St, Westbury - Stormwater 21/22	\$7,950	\$40,597	\$48,547	\$100,000	-\$51,453	48.55%
6869 Buell Drive, Prospect Vale - Stormwater	\$0	\$2,056	\$2,056	\$10,000	-\$7,944	20.56%
351 - Storm Water Drainage Sub Total	\$9,669	\$149,701	\$159,370	\$605,400	-\$446,030	26.32%
300 - Health and Community Welfare Sub Total	\$41,889	\$344,560	\$386,449	\$2,396,500	-\$2,010,051	16.13%

Recreation and Culture

505 - Public Halls

7428 Bracknell Hall - Building Replacement 16/17	\$190,174	\$265,490	\$455,665	\$1,235,000	-\$779,335	36.90%
7454 Weegenah Hall - Floor Replacement 21/22	\$85	\$1,364	\$1,449	\$50,000	-\$48,551	2.90%
7455 Caveside Hall - Floor Replacement 21/22	\$85	\$114	\$199	\$50,000	-\$49,801	0.40%
505 - Public Halls Sub Total	\$190,344	\$266,968	\$457,312	\$1,335,000	-\$877,688	34.26%

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	<i>Prior Year Expenditure</i>	<i>Current Year Expenditure</i>	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>
525 - Recreation Grounds & Sports Facilities						
7611 Deloraine Rec Ground Precinct 21/22	\$0	\$9,445	\$9,445	\$828,000	-\$818,555	1.14%
7616 Deloraine Rec Ground - Ground Upgrades & Lighting 21/22	\$341,597	\$119,154	\$460,750	\$625,000	-\$164,250	73.72%
7618 Westbury Sports Ctr - Change Room Upgrade	\$0	\$4,656	\$4,656	\$220,000	-\$215,344	2.12%
7678 PVP Ring Road & Main Access 21/22	\$1,861	\$1,819	\$3,680	\$82,500	-\$78,820	4.46%
7687 PVP Lighting Upgrade	\$0	\$0	\$0	\$10,000	-\$10,000	0.00%
7695 Deloraine Community Complex - Squash Courts 20/21	\$221,803	\$36,573	\$258,376	\$3,700,000	-\$3,441,624	6.98%
7696 Deloraine Pump Track 19/20	\$0	\$60,743	\$60,743	\$50,800	\$9,943	119.57%
8037 PVP - Ground Fencing & Safety Netting	\$0	\$95,482	\$95,482	\$100,000	-\$4,518	95.48%
525 - Recreation Grounds & Sports Facilities Sub Total	\$565,261	\$327,871	\$893,132	\$5,616,300	-\$4,723,168	15.90%
545 - Sundry Cultural Activities						
7910 MVPAC Little Theatre Heating 20/21	\$46,048	\$36,473	\$82,520	\$106,000	-\$23,480	77.85%
545 - Sundry Cultural Activities Sub Total	\$46,048	\$36,473	\$82,520	\$106,000	-\$23,480	77.85%
565 - Parks and Reserves						
8019 Westbury Village Green - Playground Renewal	\$59	\$57,231	\$57,289	\$57,000	\$289	100.51%
8023 Las Vegas Drive Reserve - Playground Renewal 21/22	\$78,997	\$100,275	\$179,272	\$210,000	-\$30,728	85.37%
8077 Various Locations - BBQ Replacements	\$0	\$19,720	\$19,720	\$20,000	-\$280	98.60%
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	\$63,796	\$0	\$63,796	\$175,000	-\$111,204	36.45%
8107 Wild Wood Reserve Land Purchase	\$0	\$12,820	\$12,820	\$20,000	-\$7,180	64.10%
565 - Parks and Reserves Sub Total	\$143,100	\$190,046	\$333,147	\$492,000	-\$158,853	67.71%
500 - Recreation and Culture Sub Total	\$944,753	\$821,358	\$1,766,111	\$7,549,300	-\$5,783,189	23.39%

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Unallocated and Unclassified

625 - Management and Indirect O/Heads

	<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>
8803 Minor Plant Purchases	\$4,500	\$23,271	\$27,771	\$42,900	-\$15,129	64.74%
8819 New Works Depot Design & Construction 20/21	\$38,040	\$27,078	\$65,117	\$4,543,000	-\$4,477,883	1.43%
625 - Management and Indirect O/Heads Sub Total	\$42,540	\$50,349	\$92,889	\$4,585,900	-\$4,493,011	2.03%

655 - Plant Working

8702 Backhoe Replacement (Plant 301)	\$0	\$0	\$0	\$130,000	-\$130,000	0.00%
8712 Mower Replacement (Plant 620)	\$0	\$0	\$0	\$35,000	-\$35,000	0.00%
8735 Mower Replacement (Plant 615)	\$0	\$0	\$0	\$35,000	-\$35,000	0.00%
8738 Dual Cab Ute (No.212) 21/22	\$0	\$18,052	\$18,052	\$26,000	-\$7,948	69.43%
8744 Depot Utility (No. 200)	\$0	\$0	\$0	\$25,000	-\$25,000	0.00%
8767 New Forklift 21/22	\$0	\$30,467	\$30,467	\$25,000	\$5,467	121.87%
8768 New Chipper 21/22	\$0	\$0	\$0	\$60,000	-\$60,000	0.00%
8771 Loader Replacement (No. 515)	\$0	\$0	\$0	\$159,000	-\$159,000	0.00%
8772 New Compactor Truck	\$0	\$0	\$0	\$95,000	-\$95,000	0.00%
655 - Plant Working Sub Total	\$0	\$48,519	\$48,519	\$590,000	-\$541,481	8.22%

675 - Other Unallocated Transactions

8707 Fleet Vehicle Purchases	\$0	\$0	\$0	\$166,000	-\$166,000	0.00%
8770 35 William St, Westbury - Divest Property	\$0	\$0	\$0	\$10,000	-\$10,000	0.00%
8773 416-418 Westbury Rd, PV - Divest Property	\$0	\$1,806	\$1,806	\$0	\$1,806	0.00%
675 - Other Unallocated Transactions Sub Total	\$0	\$1,806	\$1,806	\$176,000	-\$174,194	1.03%

600 - Unallocated and Unclassified Sub Total

600 - Unallocated and Unclassified Sub Total	\$42,540	\$100,674	\$143,214	\$5,351,900	-\$5,208,686	2.68%
Total Capital Project Expenditure	\$1,153,586	\$2,857,612	\$4,011,197	\$20,428,400	-\$16,417,203	19.64%



5. Capital Resealing Report

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	Total Expenditure	Total Budget	Variance Amount	Percentage of Total Budget
Roads Streets and Bridges				
201 - Roads and Streets				
5823 Glover Av - Blackstone Heights	\$147,918	\$0	\$147,918	0.00%
5828 Barrack St West - Deloraine 21/22	\$696	\$0	\$696	0.00%
5879 Coronea Ct - Hadspen	\$453	\$0	\$453	0.00%
5884 Bowdens Rd - Hadspen	\$829	\$0	\$829	0.00%
5924 Vale St - Prospect Vale	\$153,540	\$0	\$153,540	0.00%
5927 Cheltenham Way - Prospect Vale	\$45,372	\$0	\$45,372	0.00%
5954 Sherwood Cl - Prospect Vale	\$209	\$0	\$209	0.00%
5957 Columbus Dr - Blackstone Heights	\$30,017	\$0	\$30,017	0.00%
5962 William St, Westbury	\$77,976	\$0	\$77,976	0.00%
6101 Black Hills Rd - Black Hills	\$34,499	\$0	\$34,499	0.00%
6113 Caveside Rd - Caveside	\$360,533	\$0	\$360,533	0.00%
6114 Fernleigh - Caveside	\$416	\$0	\$416	0.00%
6131 Barra Rd - Deloraine	\$504	\$0	\$504	0.00%
6153 Glenore Rd - Glenore	\$36,066	\$0	\$36,066	0.00%
6214 R2R 2023 Selbourne Rd - Selbourne	\$7,562	\$0	\$7,562	0.00%
6226 Weetah Rd - Weetah	\$55,474	\$0	\$55,474	0.00%
6245 R2R 2023 Westwood Rd - Westwood	\$209	\$0	\$209	0.00%
6299 Reseals General Budget Allocation	\$0	\$1,501,800	-\$1,501,800	0.00%
201 - Roads and Streets Sub Total	\$952,273	\$1,501,800	-\$549,527	63.41%
Capital Resealing Expenditure Total	\$952,273	\$1,501,800	-\$549,527	63.41%



6. Capital Gravelling Report

2023 Financial Year

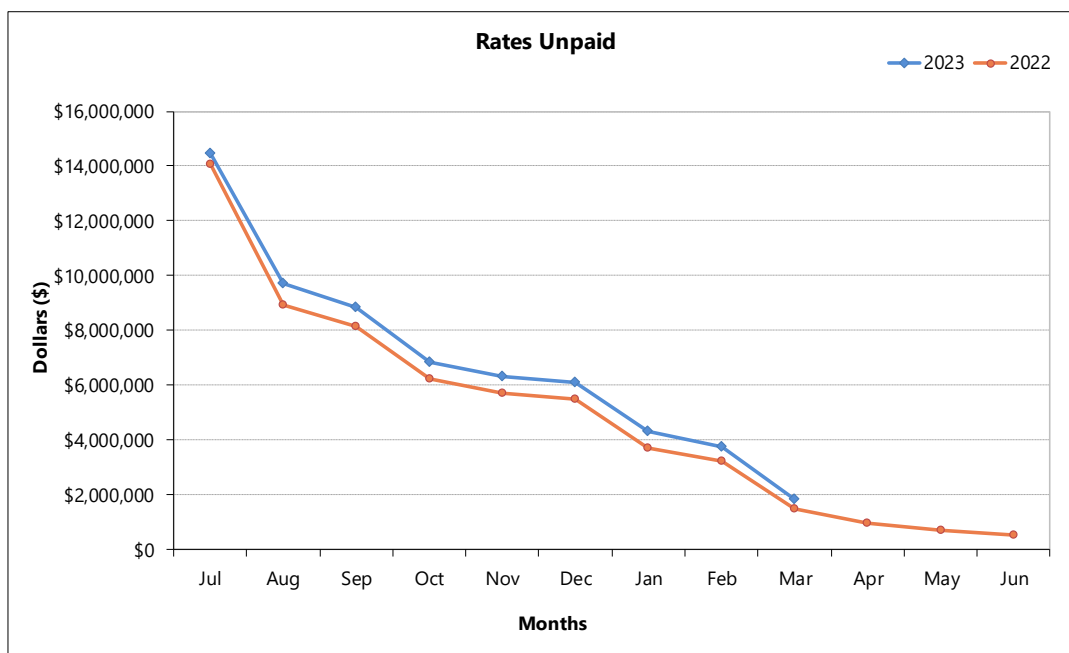
06-Apr-2023 12:32:26

	Total Expenditure	Total Budget	Variance Amount	Percentage of Total Budget
Roads Streets and Bridges				
201 - Roads and Streets				
5503 Denman Rd - Birralelee	\$5,954	\$0	\$5,954	0.00%
5506 Priestleys Lane - Birralelee	\$11,906	\$0	\$11,906	0.00%
5566 Mcgees Rd - Emu Plains	\$16,213	\$0	\$16,213	0.00%
5567 Black Lane - Emu Plains	\$29,396	\$0	\$29,396	0.00%
5605 Mallet & Mitchells - Liffey	\$12,890	\$0	\$12,890	0.00%
5606 Myrtle Creek Rd - Liffey	\$8,509	\$0	\$8,509	0.00%
5607 Gulf Rd - Liffey	\$2,453	\$0	\$2,453	0.00%
5670 Avenue - Parkham	\$4,252	\$0	\$4,252	0.00%
5682 Saddlers Run - Reedy Marsh	\$29,344	\$0	\$29,344	0.00%
5684 Wadleys Rd - Reedy Marsh	\$17,749	\$0	\$17,749	0.00%
5686 Larcombes Rd - Reedy Marsh	\$80,142	\$0	\$80,142	0.00%
5735 Fellows - Western Creek	\$4,595	\$0	\$4,595	0.00%
5743 Cunninghams - Western Creek	\$7,511	\$0	\$7,511	0.00%
5799 Gravel Resheeting General Budget Alloc	\$0	\$482,900	-\$482,900	0.00%
6361 Kellys Rd - Reedy Marsh	\$21,950	\$0	\$21,950	0.00%
201 - Roads and Streets Sub Total	\$252,865	\$482,900	-\$230,035	52.36%
Capital Gravelling Expenditure Total	\$252,865	\$482,900	-\$230,035	52.36%



7. Rates Revenue Reconciliation - 31 March 2023

	2023	2022
Rate Balance Carried Forward from previous Year	\$ 535,237	\$ 485,982
2022/23 Rates Raised	\$ 15,895,040	\$ 14,624,574
Interest	\$ 61,289	\$ 57,295
Rate Adjustments	\$ 25,643	\$ 23,762
Payments Received	-\$ 14,693,008	-\$ 13,710,063
Rates Control Account Balance	\$ 1,824,200	\$ 1,481,550
% of Rates Unpaid	11.06%	9.77%





8. Cash & Investment Reconciliation - 31 March 2023

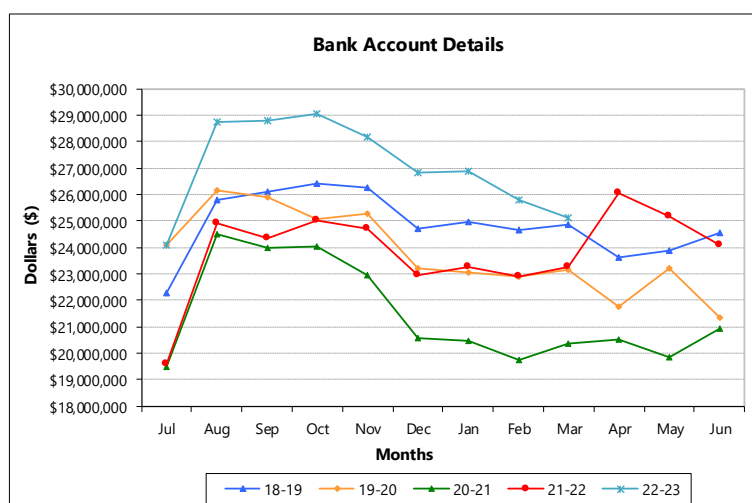
	2022-23	2021-22
Balance Carried Forward from previous Year	24,093,527	20,910,652
Add Deposits	21,663,477	20,027,324
Less Payments	- 20,624,669	- 17,695,353
Balance as per Bank Account	\$ 25,132,335	\$ 23,242,623

Made up of:	Amount	Interest Rate
Cash at Bank	558,356	3.51%
Westpac Bank Cash Management Account	2,150	3.55%
Commonwealth Bank At Call Account	1,280,652	3.70%
Term Deposits:		
Commonwealth Bank	13,050,811	2.40-4.93%
Westpac Bank	3,000,000	1.83-4.59%
Macquarie Bank	1,000,000	4.09%
MyState Financial	2,237,000	3.90-4.00%
Bank of Queensland	1,003,366	3.00%
Judo Bank	2,000,000	2.00%
Maitland Mutual	1,000,000	4.50%

\$ 25,132,335

Less expenditure commitments:	
2023 Operating expenditure outstanding	-4,808,064
2023 Capital expenditure outstanding	-17,277,315
Add assets:	
2023 Operating income outstanding	8,290,065
2023 Estimated rate debtors outstanding	1,824,200
2022 Loans receivable	3,762,000
Less liabilities:	
2022 Tip rehabilitation	-6,165,036
2022 Employee leave provisions	-1,681,956
2022 Loans payable	-3,600,000

Adjusted Cash Balance \$ 5,476,229 *



* Note the Adjusted Cash Balance does not take into account approved property sales (December 2022) or Disaster Recovery Funding reimbursement (Floods October 2022).



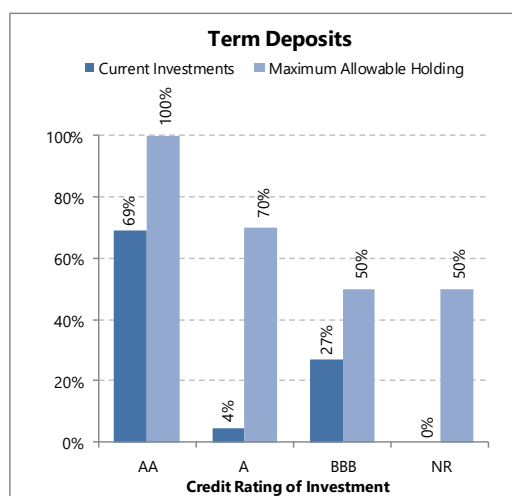
Term Deposits Summary - 31 March 2023

Institution	Deposit	Rate %	Entered	Due
Westpac Bank	1,000,000	1.83%	7/04/2022	6/04/2023
Judo Bank	2,000,000	2.00%	14/04/2022	14/04/2023
Commonwealth Bank	2,009,099	2.40%	22/04/2022	21/04/2023
Macquarie Bank	1,000,000	4.09%	25/01/2023	26/04/2023
Bank of Queensland	1,003,366	3.00%	17/05/2022	17/05/2023
MyState Financial	1,237,000	3.90%	28/08/2022	25/05/2023
MyState Financial	1,000,000	4.00%	30/06/2022	30/06/2023
Westpac Bank	1,000,000	4.03%	12/08/2022	14/08/2023
Commonwealth Bank	1,004,000	4.01%	18/08/2022	18/08/2023
Commonwealth Bank	2,000,000	4.15%	23/08/2022	23/08/2023
Commonwealth Bank	1,000,000	4.19%	30/08/2022	30/08/2023
Commonwealth Bank	2,000,000	4.16%	5/09/2022	5/09/2023
Maitland Mutual	1,000,000	4.50%	21/09/2022	21/09/2023
Westpac Bank	1,000,000	4.59%	21/10/2022	23/10/2023
Commonwealth Bank	1,000,000	4.43%	3/02/2023	31/10/2023
Commonwealth Bank	1,007,679	4.48%	1/11/2022	1/11/2023
Commonwealth Bank	2,030,033	4.63%	17/01/2023	17/01/2024
Commonwealth Bank	1,000,000	4.93%	16/02/2023	16/02/2024
23,291,177				

Average Interest Rate 3.85%

Term Deposits by institution

Institution	Credit Rating	Amount	Spread
Commonwealth Bank	AA	13,050,811	56.03%
Westpac Bank	AA	3,000,000	12.88%
Macquarie Bank	A	1,000,000	4.29%
Bank of Queensland	BBB	1,003,366	4.31%
MyState Financial	BBB	2,237,000	9.60%
Judo Bank	BBB	2,000,000	8.59%
Maitland Mutual	BBB	1,000,000	4.29%
23,291,177			



Infrastructure Services

Approval of Design for Bass Highway Tourist Sign

Report Author Linda Butler
Project Manager

Authorised by Dino De Paoli
Director Infrastructure Services

Decision Sought Council approval of the proposed design for the new tourist sign on the Bass Highway.

Vote Simple majority

Recommendation to Council

That Council approves a new tourist sign on the Bass Highway in line with design image one, noting local businesses and community feedback on the matter.

Report

Background and Context

The replacement of signage on the Bass Highway has been the subject of a number of design options and extensive consultation and discussion with Councillors over previous years.

The Department of State Growth (DoSG) made \$40,000 available to Council for the design, manufacture, and installation of a new tourist sign on the Bass Highway.

The Bass Highway Signage Project was created in 2021-22 with a \$10,000 contribution from Council and a total budget of \$50,000.

The DoSG has informed Council that there is no guarantee funding will be available in the 2023-24 financial year. This means that supplier invoices for the manufacture and installation costs need to be submitted to DoSG by the beginning of June 2023.

The proposed new sign will replace the "*Westbury Be Bowled Over*" signs currently in place on the eastern and western approaches to Westbury.

The sign will be 2200mm high and 4400mm wide. It will be installed on frangible posts and be set 2100mm above ground level.

The initial sign design was presented to Council at the January 2023 Workshop and a working group consisting of local Westbury Councillors was established to provide direction for a second design option.

The new design includes a clearer image of the Village Green and an interchangeable panel at the bottom of the sign to advise motorists of upcoming community events.

The new design (refer Option 1) as well as the original design (refer Option 2) have been approved by the DoSG.



Option 1 – New Design



Option 2 - Original Design

Stakeholder engagement entailed local business consultation where the above two designs were presented to 17 businesses in Westbury. Option 1 was the preferred design. A public survey on social media and Council’s website has also been undertaken with results also indicating Option 1 as being the most popular choice for members of the community. From 150 responses, 114 (76%) supported Option 1.

Approval of the preferred design by Council will allow Officers to proceed with the necessary regulatory approvals to secure the DoSG funding this financial year and allow for manufacture and construction in June 2023.

Attachments Nil

Strategy Supports the objectives of Council’s strategic future direction 6: planned infrastructure services.

See Meander Valley Community Strategic Plan 2014-24. [Click here](#) or visit www.meander.tas.gov.au/plans-and-strategies to view.

Policy Not applicable

Legislation *Land Use Planning and Approvals Act 1993*

Consultation Stakeholder consultation has been undertaken through direct engagement with local businesses and public survey to obtain community feedback on the design options.

Budget & Finance

Cost Estimate				
Manufacturing & Installation	Contingency (10%)	Council Overheads	Cost to Date	Total
\$16,332	\$1,632	\$6,490	\$2,199	\$26,653

Risk Management Grant funding is only secured for the current financial year. Invoices need to be submitted by June 2023 or Council risks forfeiting this funding.

Alternative Motions Councillors could elect to approve option 2 as the preferred design.

Infrastructure Services

Capital Works Program Budget Adjustment 2022-23

Report Author Dino De Paoli
Director Infrastructure Services

Decision Sought Council to approve receipt of capital grant funding from the Australian Government under the Community Development Grant program for the Deloraine Recreation Precinct project and the increase in the capital works program budget to acknowledge the grant funding.

Vote Absolute majority

Recommendation to Council

That Council:

1. Approves the receipt of \$3,350,000 in Capital Grant Funding from the Australian Government under the Community Development Grant program toward the Deloraine Recreation Precinct redevelopment project; and
2. Approves in line with Section 82(4) of the *Local Government Act 1993* a variation to the 2022-23 Capital Works Program of \$3,350,000 to the Deloraine Recreation Precinct, as per the details in this report noting an increase in the overall value of the program.

Report

The purpose of this report is to seek Council approval to vary the 2022-23 Capital Works program through the increase of funding to one project.

Section 82(4) of the *Local Government Act 1993* requires Council to approve by absolute majority any proposed alteration to Council's estimated capital works outside the limit of the General Manager's financial delegation of \$20,000.

Project budget allocations within the Capital Works Program that are submitted to Council for approval prior to the commencement of each financial year are prepared using a range of methods. In some instances and depending on the availability of resources and time constraints, projects can be thoroughly scoped and accurate

estimates prepared using available empirical or supplier information. Conversely, project cost estimates may only be general allowances prepared using the best information available at the time.

During the financial year, detailed design, adjustment to project scope and the undertaking of additional works during construction, results in project expenditure under and over approved budget amounts. New projects may also be requested for inclusion in the Program, or removal.

The overall financial objective in delivering the Capital Works Program is to have a zero net variation in the program budget. Project savings are generally used to offset project overruns and additional funding can be requested to assist with balancing the budget or to finance new projects.

On this occasion, there will be a significant variation and increase to the value of the Program because of \$3,350,000 in grant funding to be received from the Australian Government for the Deloraine Recreation Precinct redevelopment project.

As previously negotiated with the Australian Federal Government, the project will include flood modelling, consultation, upgraded road access and car parking, demolition of existing infrastructure, monument garden and art installations to reflect the racing history of the site, landscaping, creation of trails, lake viewing platforms, sports training surface, play space areas, picnic areas and seating.

It is noted the project will consider the siting of a new building to accommodate a new shared sports clubroom, changeroom and function room amenities, however, the design work that will be required for this facility is not included and will be considered separately.

Refer to the proposed adjustment in the table below.

Project No.	Project Name	Current Budget	Proposed Budget Variation	Revised Budget	Delegation
7611	Deloraine Recreation Ground Precinct	\$828,000	\$3,350,000	\$4,178,000	Council

In approving the recommendation Council will be making the decision to increase the scope of works planned at the Deloraine Recreation Precinct by \$3,350,000 in line with the grant deed. Council officers are continuing discussions with Community Development Grant program officers to finalise particulars in the grant deed documentation, and it is anticipated this will be executed prior to the end of April 2023.

Attachments Nil

Strategy Supports the objectives of Council's strategic future direction 6: planned infrastructure services.

See Meander Valley Community Strategic Plan 2014-24. [Click here](#) or visit www.meander.tas.gov.au/plans-and-strategies to view.

Policy Not applicable

Legislation *Local Government Act 1993: s82(4).*

Consultation The Council has undertaken public and key stakeholder consultation on concept plans for the Deloraine Recreation Precinct during 2022 with results of consultation discussed at Council Workshop.

Budget & Finance The recommendation is for the Council to receive \$3,350,000 in capital grant funding and deliver those funds in capital works expenditure, in accordance with the scope of works in an associated funding agreement. The total project budget will increase to \$4,178,000 which includes Council's contribution of \$828,000.

The allocation of \$3,350,000 towards new Council infrastructure will have the effect of increasing future operating expenditure including depreciation and maintenance, with those additional operating expenses required to be met by future operating budget estimates.

Risk Management Not applicable

Alternative Motions The Council could elect not to accept the capital grant funding and not approve the budget increase to capital works project for the Deloraine Recreation Precinct.

Governance

Review of Policy No. 23: Responsibilities of Council Representatives

Report Author Geoff Guiver
Business Improvement Officer

Authorised by John Jordan
General Manager

Decision Sought Councillors to approve Policy No. 23 regarding attendance and engagement with external or special committee meetings.

Vote Simple majority

Recommendation to Council

That Council confirms the continuation of Policy No. 23 - Responsibilities of Council Representatives as amended and presented as Attachment 1.

Report

In matters of community interest and regional significance, it is important to ensure that representation of Council and community perspectives is delivered effectively.

Policy No. 23 sets out the specific requirements of elected officials and Council officers who represent Council with various internal and external committees and organisations. At present, this includes:

Internal Representation – Meander Valley Council Committees

- Development Assessment Group
- Community Grants and Sponsorships Committee
- Australia Day Awards Committee
- Audit Panel (legislative requirement)
- Emergency Management and Community Recovery Committee (legislative requirement)

External Representation - Committees & Organisations with MVC Representatives

- TasWater (legislative requirement)
- Local Government Association of Tasmania
- City of Launceston Homelessness Advisory Committee
- Great Western Tiers Tourism Association
- Northern Tasmanian Development Corporation
- Tamar Fire Management Area Committee
- Central North Fire Management Area Committee

Special Committees (Generally no formal representation by Councillors/Staff)

Generally, elected and employed Council officials only serve on Special Committees of Council in their own personal capacity, and not as formal representatives appointed by Council. However, Councillors and staff do occasionally attend these meetings as guests or to provide information to the community on behalf of Council.

Policy No. 23 clarifies the responsibilities of any official who attends as a guest in an official capacity, and the responsibilities of any official who may wish to become a member or office-bearer in their own personal capacity.

Council currently has the following special committees under section 24 of the *Local Government Act 1993*:

- Birralee Memorial Hall Committee
- Bracknell Public Hall and Recreation Ground Committee
- Carrick Community Committee
- Caveside Recreation Committee
- Chudleigh Memorial Hall Committee
- Dairy Plains Memorial Hall Committee
- Deloraine Community Car Committee
- Meander Hall and Recreation Ground Committee
- Mole Creek Memorial Hall Committee
- Rosevale Memorial Hall and Recreation Ground Committee
- Selbourne Memorial Hall Committee
- Weegenah Hall Committee
- Westbury Community Car Committee
- Westbury & Districts Historical Society
- Whitemore Recreation Ground Committee

Summary of Policy updates

Councillors and staff accept appointments to committees on the basis that they will diligently perform their duties to a high professional standard.

Changes to the attached Policy are designed to provide clarity and a robust framework that supports effective and accurate representation and assists officials to manage any conflicts of interest or issues that may arise.

All recommended changes are displayed in the attachment as a marked-up version of the existing Policy.

Attachments 1. Review of Policy No 23 Council Representatives [15.1.1 - 4 pages]

Strategy Supports the objectives of Council's strategic future direction 3: vibrant and engaged communities.

See Meander Valley Community Strategic Plan 2014-24. [Click here](#) or visit www.meander.tas.gov.au/plans-and-strategies to view.

Policy Not applicable

Legislation *Local Government Act 1993: s123. Local Government (Meeting Procedures) Regulations 2015: s123, 456 and 789.*

Consultation Not applicable

Budget & Finance Adoption of the amended policy does not require additional budget or financial support.

Risk Management Not applicable

Alternative Motions The Council may seek to amend the Policy or recommendation.

POLICY MANUAL

Policy Number: 23

Responsibilities of Council Representatives

Purpose:

To ensure that there are set out adequate procedures and agreed expectations for Meander Valley Council representatives to effectively represent Council on external organisations.

Department:

Governance

Author:

John Jordan, General Manager

Council Meeting Date:

18 April 2023

Minute Number:

TBC/2023

Next Review Date:

April 2027 (as set, or every four years or as required)

POLICY

1. Definitions

"Organisation" includes joint authorities, incorporated associations, special committees of Council and working groups.

"Director" acting as a member of people that manages or oversees the affairs of a business or enterprise.

2. Objective

To provide guidance and direction for Councilors and staff attending external meetings as representatives of Council.

3. Scope

This policy applies to all persons appointed by Council to officially represent Council on organisations.

4. Policy

The General responsibilities of a Council-appointed representative in performing their duties: are as follows:

- To regularly attend the meetings of the organisation to which they have been appointed;
- To accurately represent the agreed collective policy positions views of the Council at any meetings of that organisation;
- To report to Council and the General Manager after each meeting attended, outlining on any relevant activities or issues being considered by the organisation that are relevant to Council operations or activities;

Policy Name: Responsibilities of Council Representatives

**Version 7
Page 1**

15.1.1 Review Of Policy No 23 Council Representatives

- To seek direction or advice on any issues from the Council or General Manager as appropriate, requiring Council consideration and to report back to the organisation accordingly on the outcomes of that consideration.

The Procedures and expectations for each of these points are outlined below:

Meeting Attendance

Appointed representatives are expected to:

- Make all reasonable efforts to ensure attendance at each scheduled meeting and ensure that the convener of the meeting is promptly made aware of attendance, apologies, and any proxy attendances as appropriate.
- Correspond with the convener of the meeting (or via the Office of the General Manager where appropriate) to ensure that all agendas, minutes, and other relevant materials are received with adequate time for review and preparation.
- Ensure that any proxy attendee is offered reasonable notice of any request to attend and is adequately briefed on the nature of business expected to be discussed at the meeting.

As an appointed representative it is expected that the representative will reasonably make arrangements to enable them to regularly attend the meetings of the organisation. Where the representative is unable to attend and there is a proxy representative, then reasonable efforts should be made to provide notice and a briefing on any relevant issues prior to the meeting.

Representing the views of the Council at any meeting

The purpose of the appointment of a representative on an external organisation is to act as a conduit between the Council and the external organisation and to promote the Council's objectives.

The expectation is that the representative will Councillors acting as representatives must understand and communicate the Council's view on an issue, notwithstanding that they may hold contrary personal views.

Where a representative is a Director, this expectation is lessened to Council officers acting as representatives are required them to act and express professional views impartially. Where a Council officer is obliged to express a professional view not currently supported by a decision or policy set down by the Council, the officer must ensure that the meeting is aware of this fact. Council officers, including executive staff, must refrain from expressing personal views in such instances, rather than be held to Council's view. This is to avoid the risk of Council becoming a shadow, Director.

15.1.1 Review Of Policy No 23 Council Representatives

Reporting to Council

For Councillors, the provision of regular verbal or written reports on the relevant activities and issues of the organisation, via the existing monthly briefing reporting process, will assist Council to improve its understanding and support of the activities of the organisations on which Council is represented, and enable it to be better responsiveness and lines of communication between agencies to the organization. It will also provide comfort to the organization in knowing that Council is being regularly informed.

For staff, a brief written report should be submitted to the relevant Director who will refer any relevant information sharing to the General Manager and Councillors, as required or appropriate.

Reports should be succinct, with contain enough information to enable the reader to gain an appreciation of the activity or issue. Where a Council Officer provides executive support on a working group, they will be responsible for the provision of such reports.

Seeking direction or advice on issues requiring Council consideration

Individual Councillors are not able to make any commitments on behalf of the Council. There will often be matters raised by an organisation that will require either a decision or direction by the Council or the General Manager. Where such a matter is raised it is expected that the representative will discuss this with the General Manager to determine if the matter needs to be considered by submitted to Council or whether an operational response is more appropriate. Council officers within the limits of their authority and delegation may make commitments that are consistent with Council policy and due process.

The representative is responsible for ensuring prompt and effective liaison and communication with the organisation when such matters arise.

Where a Council Officer provides executive support on a working group, they will be responsible for expediting the issue. A prompt response is to be provided to the organization by the representative, after the matter has been determined.

Directorships

To limit the risk of exposure of both individual elected members and the Council to potential claims against them, a representative is not to accept appointment as a Director or Officer Bearer of an external organisation, other than where specifically approved by Council or where such appointment is a requirement of being a representative.

This does not preclude a Councillor or employee being appointed as an individual, noting the requirement to manage any real or perceived conflict of interest.

5. Legislation

Policy Name: Responsibilities of Council Representatives

Version 7
Page 3

15.1.1 Review Of Policy No 23 Council Representatives

Local Government Act 1993

6. Responsibility

The responsibility for the operation of the policy rests jointly with the Mayor and General Manager.

Governance

Review of Policy No. 24: Councillor Expense Entitlements (Conferences and Training)

Report Author Geoff Guiver
Business Improvement Officer

Authorised by John Jordan
General Manager

Decision Sought Council confirms the continuation of Policy No.24 - Councillor Expense Entitlements, Attendance at Conferences with minor amendments as highlighted in the attached policy.

Vote Simple majority

Recommendation to Council

That Council approves the continuation of Policy No. 24 - Councillor Expense Entitlements, Attendance at Conferences and Training as amended in attachment 1.

Report

The objective of this policy is to ensure that Councillors are adequately reimbursed on a consistent basis for expenses incurred in carrying out their duties.

The amended policy (attached) has minor amendments highlighted in yellow. The policy was last reviewed in March 2019 where proposed amendments were endorsed by Council (Minute Ref: 49/2019). The policy is now due for review and is recommended for continuation.

Attachments 1. Policy No 24 Councillor Expense Entitlements (Conferences and Training) [15.2.1 - 5 pages]

Strategy Supports the objectives of Council's strategic future direction 5: innovative leadership and community governance.

See Meander Valley Community Strategic Plan 2014-24. [Click here](#) or visit www.meander.tas.gov.au/plans-and-strategies to view.

Policy Not applicable

Legislation Council allowances are provided in accordance with *Section 340A of the Local Government Act 1993* and *Section 42 of the Local Government (General) Regulations 2015*.

Consultation Not applicable

Budget & Finance Councillor Allowances are paid in accordance with the *Local Government Act 1993*. An allocation is made in the operating Budget Estimates each year for all associated costs.

Provision of a fully maintained Council vehicle for use by the Mayor is made as part of Council's Capital Works expenditure budget.

Risk Management Not applicable

Alternative Motions Council can elect to make further amendments.

15.2.1 Policy No 24 Councillor Expense Entitlements (Conferences And Training)

POLICY MANUAL

Policy Number: 24 **Councillor Expense Entitlements, Attendance at Conferences and Training**

Purpose: To provide guidelines for the reimbursement of Councillors expenses incurred in carrying out their duties.

Department: Governance
Author: John Jordan, General Manager

Council Meeting Date: 12 March 2019- 18 April 2023
Minute Number: 48/2019- TBA/2023

Next Review Date: ~~March 2023~~ **April 2027 (or every four years or as otherwise required)**

POLICY

1. Definitions

Councillors: All elected members of the Meander Valley Council including the Mayor and Deputy Mayor.

2. Objective

To ensure Councillors are adequately reimbursed on a consistent basis for expenses incurred in carrying out their duties including professional development and training.

3. Scope

This policy applies to all Councillors.

4. Policy

Allowances

The allowances for the Mayor, Deputy Mayor and Councillors are as outlined in the *Local Government (General) Regulations 2015* and *Section 340A of the Local Government Act 1993*. Allowances are paid monthly by direct deposit into the Councillor's nominated bank account.

If the Deputy Mayor is appointed to act in the role of Mayor for a period of 4 consecutive weeks or more, the Deputy Mayor is entitled to receive, for that period, the allowance payable to the Mayor.

Policy Name: Councillor Expense Entitlements

**Version 10
Page 1**

15.2.1 Policy No 24 Councillor Expense Entitlements (Conferences And Training)

Travelling and Carer Expenses

Councillors are entitled to reimbursement of travelling expenses and care of any child or dependent while carrying out the duties of office in the following situations: -

- To attend Council meetings, Council workshops, meetings of any committee of the Council and any other meeting where the Councillor has been delegated or authorized by Council to attend.
- Upon inspections or business within the Council area, provided such inspections or business is undertaken in compliance with a Council decision or Council meeting agenda item.
- To attend to business of the Council, outside the Council area, in compliance with a Council decision or Council meeting agenda item.
- Attendance at the Annual Conference of the Local Government Association of Tasmania or any meeting of a regional organisation or committee to which Council sends a delegate.
- Attend any conference, seminars, and training in compliance with the relevant section of this Policy.
- Travel must be taken in the shortest route practical.
- The travelling allowance for Councillors shall be paid in accordance with the Australian Taxation Office cents per kilometre rate set for that each financial year in which the travel occurred. For 2018-19 2022-23 this is the amount of 68 78 cents per kilometre.
- Reimbursement for Councillors other than the Mayor will be paid on a monthly or quarterly basis.
- Council is to make a fully maintained Mayoral vehicle available to the Mayor, when representing Council at meetings, functions, and other activities. The Mayoral vehicle will be managed in accordance with Council's vehicle policy as approved by the General Manager, with the classification being a private user. The allocated vehicle is for use by the Mayor when attending Council related activities and may also be used by the Mayor for private purposes.
- Carer expense claims need to provide sufficient evidence of the cost, net of any reimbursements received or due.

Telephones

Council will reimburse Councillors for the cost of telephone (including rentals, data, and calls) up to a maximum \$500 per 12 months. Claims need to provide include evidence of the costs incurred and sufficient information to show that it relates to the carrying out of the duties of office.

15.2.1 Policy No 24 Councillor Expense Entitlements (Conferences And Training)

Communication Equipment

For each term of office, Council will provide each Councillor with:

- Capital reimbursement up to maximum of \$3,000 for purchase of a mobile phone, tablet, a fax/printer/scanner, a computer (loaded with an appropriate operating system and office suite) and a filing cabinet to assist them in performing their duties.
- The capital reimbursement will be paid upon evidence of the purchase of the equipment.
- Council will reimburse Councillors for the cost of home internet up to a maximum \$500 per 12 months. Claims need to provide evidence of the costs incurred and sufficient information to show that it relates to the carrying out of the duties of office.

Should a Councillor resign or the term of office be terminated prior to the normal four year term, then all communication equipment will be returned to Council or a pro-rata refund of all communication equipment purchase costs will be payable by that Councillor (this shall be in the form of a cash refund or an equivalent deduction from any allowance payable to the Councillor as outlined in the *Local Government (General) Regulations 2015*).

Secretarial Assistance

Council will provide a reasonable level of word processing assistance to enable elected members to carry out their official duties. The General Manager will have discretion in determining the extent of assistance which can be provided.

Stationery

Council, shall upon request, provide Councillors with standard stationery held or obtained generally for the organisation's requirements.

Stationery may include but not necessarily limited to paper, business cards, writing implements, diaries, writing pads, facsimile paper, envelopes, and the like.

Requests for stationery will be by the way of the completion of a requisition presented to the General Manager.

Conferences, Seminars and Training

Council recognises the obligation on Councillors to be properly informed on matters relating to governance and Council decisions. The following guidelines apply to conference, seminars, and training:

- Council will provide an annual budget for conference, seminars, and training expenses for Councillors.

15.2.1 Policy No 24 Councillor Expense Entitlements (Conferences And Training)

- The Council and General Manager are to ensure that there is equity between Councillors in relation to attendance at conferences, seminars, and training courses.
- The Council is to ensure that conferences, seminars and training courses are relevant to the current activities of Council and the training and professional development needs of Councillors.
- Councillors attending a conference must submit a written report to the General Manager within 4 weeks of returning from the conference. This report should outline the conference program and benefits gained.
- Councillors attending a training course or seminar shall provide any course notes or **handouts** to the General Manager for distribution to other Councillors.
- Councillors who wish to attend a conference, seminar or training program must lodge a Training Registration Form with the General Manager. Details of the conference, seminar or training program must be attached to the Training Registration Form.
- Attendance, accommodation, airfares, and reasonable meal expenses will be arranged by Council or paid by reimbursement to the Councillors.

Where the total cost of registration, travel and expenses is likely to exceed \$2,500, the General Manager will refer the application to Council for consideration and approval.

Where the total cost of registration, travel and expenses is less than \$2,500, then the General Manager will have delegated authority to consider and approve the application.

If the General Manager refuses an application, a Councillor may submit an application in writing for consideration at a meeting of Council.

The Mayor and Deputy Mayor are Council's designated delegates to the LGAT Annual Conference. Other Councillors may attend by using the Councillor Training Registration Form.

Other Expenditure

Any expenditure not specified above as expenditure for which a Councillor is entitled to be reimbursed or paid by the Council shall be the responsibility of the Councillor, except where Council resolves otherwise.

General Provisions

The following general provisions apply to this policy wherever appropriate to determine the amount of out-of-pocket expenses that will be reimbursed to Councillors:

15.2.1 Policy No 24 Councillor Expense Entitlements (Conferences And Training)

- Councillors will not be reimbursed for time spent representing the community; this is taken into account in legislated Councillor Allowances.
- Councillors will be provided with name badges.
- Where travel is by flight the standard form of travel will be economy class.
- Travelling expenses, carer expenses and out of pocket expenses will, unless there are exceptional circumstances, be paid in arrears.
- Council will not reimburse claims later than 12 months after the claim has been incurred by the Councillor.
- Given that the Councillor Allowance is expected to be treated by the Australian Taxation Office as assessable income in the individual's hands, Councillors are encouraged to consider whether expenditure is deductible for taxation purposes as an expense necessarily and solely incurred in the carrying out of their Council duties. Prevailing taxation laws and substantiation requirements should be recognised and considered when maintaining records for deduction purposes.

5. Legislation & Related Standards

- *Local Government Act 1993*
- *Local Government (General) Regulations 2015*

6. Responsibility

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

Governance

Annual Plan Quarterly Report - March 2023

Report Author Geoff Guiver
Business Improvement Officer

Authorised by John Jordan
General Manager

Decision Sought Council to confirm its oversight of organisational performance through review of quarterly reporting information.

Vote Simple majority

Recommendation to Council

Council to receive and note the attached report of performance against the Annual Plan 2022-23 for the period from January to March (Quarter 3).

Report

Council's 2022-23 Annual Plan contains 103 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 March 2023 report regarding Council's performance for the third quarter of this financial year against its Annual Plan targets:

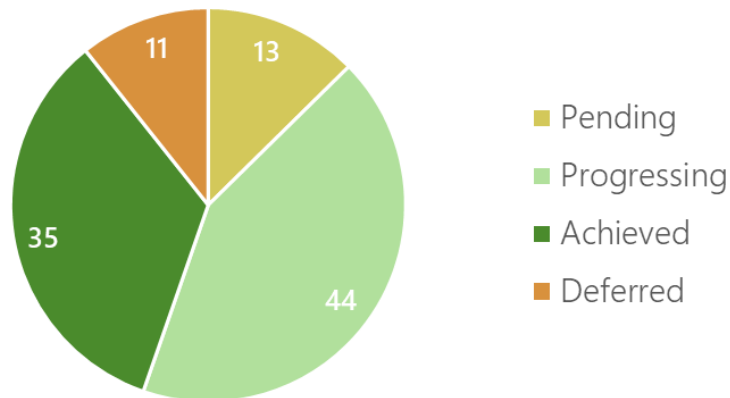


Figure 1 – Annual Plan activities by status – March, 2023

Achieved

35 activities have been achieved.

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

Progressing

44 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 are noted within the attachment.

Pending

13 activities are pending.

Activities that are pending are scheduled to commence work in a later quarter. This is generally due to an interdependency with another activity or to coincide with the planned availability of resources.

Deferred

11 activities are deferred.

Deferred activities are those that cannot be commenced in the current quarter due to an intervening delay that cannot be resolved by Council (this mostly refers to external

factors beyond Council's span of control, for example the October 2022 flood event will affect scheduled delivery of some activities).

Attachments 1. Annual Plan 2022 23 Activity Summary Q3 [15.3.1 - 17 pages]

Strategy Supports the objectives of Council's strategic future direction 5: innovative leadership and community governance.

See Meander Valley Community Strategic Plan 2014-24. [Click here](#) or visit www.meander.tas.gov.au/plans-and-strategies to view.

Policy Not applicable

Legislation *Local Government Act 1993: s71-72.*

Consultation Not applicable

Budget & Finance Not applicable

Risk Management Not applicable

Alternative Motions Not applicable

15.3.1 Annual Plan 2022 23 Activity Summary Q3

Community Strategic Plan Reference	Annual Plan Targets 2022-23	Target	Department	Scheduled Delivery Quarter				Qtr. 3 Status	Comment
				Sep	Dec	Mar	Jun		
Supporting our customers									
5.1, 5.3, 5.6	Renew the Customer Service Charter to ensure alignment to customer expectations and our capacity to deliver service outcomes	Review complete	Corporate Services		✓	✓	✓	Progressing	Internal review commenced and benchmarking being progressed.
5.4, 5.6	Develop a new customer feedback policy and automated customer survey tool to ensure we learn from our customers and respond to complaints	Feedback process in place	Corporate Services		✓	✓	✓	Deferred	Planning will commence in Q4.
5.1, 5.3, 5.6	Identify opportunities to provide customers with more control through online forms and self-service which leverages the new ERP system	Report complete	Corporate Services				✓	Pending	Scheduled to commence in Q4.
3.3, 3.4	Review and update Council's New Residents Kit to improve information on key services, events, dates for people new to our community	New kit available	Community Wellbeing		✓	✓		Progressing	Final proof in preparation for Council Workshop in Q4.
4.1, 6.4	Update information (web) and user guides for the use of indoor facilities	Revision complete	Infrastructure Services	✓	✓			Progressing	Q3 progressing. Expected completion in Q4.
4.1, 6.4	Simplify the booking process for Council facilities and assess feasibility of online booking systems and develop implementation plan if viable	System implemented	Infrastructure Services		✓	✓	✓	Progressing	Pilot system still under evaluation for Deloraine Community Complex. Expected completion in Q4.

15.3.1 Annual Plan 2022 23 Activity Summary Q3

Community Strategic Plan Reference	Annual Plan Targets 2022-23	Target	Department	Scheduled Delivery Quarter				Qtr. 3 Status	Comment
				Sep	Dec	Mar	Jun		
Managing our asset portfolio									
5.2, 6.1, 6.3	Complete a review of property assets – develop a divestment plan for surplus assets, and implement on approval from Council	Divestment Plan	Works		✓	✓		Achieved	Property valuations received. One property subject to sale contract. Update to be provided at April Workshop advising progress in accordance to Local Government Act and Council decision.
5.2, 6.1-6.6	Determine future of former landfill at Bracknell – lease renewal or sale	Lease or sale complete	Infrastructure Services	✓	✓	✓	✓	Achieved	Land advertised for sale. Expected completion in Q4.
6.2, 6.3	Progress the Hadspen Meander Valley Road intersection upgrades design and procurement documentation	Progressed to schedule	Infrastructure Services	✓	✓	✓	✓	Progressing	Consultant design work and service authority design reviews progressing. Project completion expected FY2023-24.
6.2, 6.3	Develop a level of service strategy and policy to inform the provision, replacement and upgrading of sport, recreation and public amenities	Strategy in place	Infrastructure Services			✓		Pending	Scheduled to commence in Q4 subject to completion of Northern Tasmania Sports Facility Plan.
6.2	Renew the Eastern Play Spaces Strategy 2020	Update complete	Infrastructure Services			✓		Progressing	Expected to present updated information to Council Workshop in Q4.
Investing in community facilities and infrastructure									
4.1, 6.4	Finalise electrical safety and asbestos audits and register and deliver program of rectification works	Works complete	Infrastructure Services	✓	✓	✓		Progressing	Program of works to be prepared in Q4.

15.3.1 Annual Plan 2022 23 Activity Summary Q3

Community Strategic Plan Reference	Annual Plan Targets 2022-23	Target	Department	Scheduled Delivery Quarter				Qtr. 3 Status	Comment
				Sep	Dec	Mar	Jun		
4.1, 6.4	Complete a review of all leases and agreements, develop a contemporary lease document and renew leases when due	Review complete	Infrastructure Services	✓	✓	✓		Progressing	Review of leases ongoing. Contemporary lease document to be developed in FY2023-24.
4.1, 6.4	Implement a program to renew and ensure currency of all leases and agreements	Program delivered to schedule	Infrastructure Services			✓	✓	Achieved	Expected completion in Q4.
4.1, 6.4	Secure lease over former Meander Primary School	Lease executed	Community Wellbeing		✓			Achieved	Lease signed and planning approvals progressing.
4.1, 6.4	Develop a community hall renewal policy, considering asset condition, utilisation rates, renewal and maintenance costs and service options	Review complete	Infrastructure Services			✓	✓	Deferred	Will not be completed. Anticipate commencement in Q1 FY2023-24.
4.1	Renew lease for the Meander River reserve areas in Deloraine	Complete	Infrastructure Services		✓	✓		Achieved	Executed lease documents received.
6.2, 6.3	Progress tendering and commence construction of the Deloraine Squash Courts	Progressed to schedule	Infrastructure Services	✓	✓	✓	✓	Progressing	Construction expected to commence in late Q4.
6.1, 6.3	Progress construction of Bracknell Hall	Progressed to schedule	Infrastructure Services	✓	✓	✓	✓	Achieved	Construction in progress. Anticipated completion in Q4.

15.3.1 Annual Plan 2022 23 Activity Summary Q3

Community Strategic Plan Reference	Annual Plan Targets 2022-23	Target	Department	Scheduled Delivery Quarter				Qtr. 3 Status	Comment
				Sep	Dec	Mar	Jun		
6.2, 6.3	Progress consultation, master planning and design of the Deloraine Recreation Precinct	Progressed to schedule	Infrastructure Services	✓	✓	✓	✓	Progressing	Grant deed with Aust Government to be finalised and executed. Survey and heritage consultants engaged. Request for proposal issued for flood modelling.
6.1, 6.3	Design and commence construction for new centralised Works Department depot at Valley Central	Progressed to schedule	Works	✓	✓	✓	✓	Progressing	Demerger within the design consultant business which delayed progress for Q3. New engagement contract currently being finalised. Detailed design and tender documentation to be complete by end Q4.
6.2, 6.3	Deliver lighting upgrades to Deloraine AFL oval	Completed	Infrastructure Services		✓	✓		Achieved	Light towers completed and in use. Final inspections and adjustment of lamps scheduled in early April.
6.2, 6.3	Implement a preferred project management methodology for major project delivery	Method implemented	Infrastructure Services			✓		Progressing	Expected completion in Q4.
6.2, 6.3	Develop and deliver maintenance schedules and improvement programs for civil and road related assets	Programs complete	Works		✓	✓	✓	Achieved	Q3 objectives achieved. Basic schedules developed and progressing to program for recurring maintenance work.
6.1, 6.3	Deliver operational programs to maintain Council owned public amenities, urban streetscapes, public land and public facilities	Progressed to schedule	Works	✓	✓	✓	✓	Achieved	Q3 objectives achieved. Operational maintenance progressing to program schedule.

15.3.1 Annual Plan 2022 23 Activity Summary Q3

Community Strategic Plan Reference	Annual Plan Targets 2022-23	Target	Department	Scheduled Delivery Quarter				Qtr. 3 Status	Comment
				Sep	Dec	Mar	Jun		
6.1, 6.3	Deliver capital and maintenance program for road and associated infrastructure	Progressed to schedule	Works	✓	✓	✓	✓	Achieved	Q3 objectives achieved. Operational maintenance progressing to schedule. Reduced capital works program completed due to works associated with remediation of flood impacted assets.
6.1, 6.3	Deliver the bridge inspection and maintenance program	Progressed to schedule	Infrastructure Services	✓	✓	✓	✓	Progressing	Inspection report received. Maintenance work to be scheduled in Q4.
6.1, 6.3	Deliver civil construction and infrastructure works for transport and recreation assets	Progressed to schedule	Infrastructure Services	✓	✓	✓	✓	Progressing	Status of capital works projects to be provided to Council at workshop in Q4.
6.2, 6.3	Plan, manage, construct and maintain bridges, culverts and other infrastructure	Progressed to schedule	Infrastructure Services	✓	✓	✓	✓	Progressing	Status of capital works projects to be provided to Council at workshop in Q4.
Making a positive contribution to community wellbeing									
3.1-3.5, 4.1	Deliver support to the Meander Valley Art Award	Exhibition held	Community Wellbeing	✓	✓	✓		Achieved	Successful event held at Westbury Town Hall with a two-week exhibit of 58 entries and attendance of 470 in September 2022.
3.1, 3.4, 4.1	Manage recurrent sponsorship funding to Deloraine Cup, Deloraine, Chudleigh and Westbury Show Societies	Payments made	Community Wellbeing	✓				Progressing	Sponsorship Agreements provided to Show Societies and pending signatures. Annual payment made for Deloraine Cup
3.3, 3.4	Deliver programmed activity and support for NAIDOC Week	Number of activities supported	Community Wellbeing	✓				Progressing	Consultation with local aboriginal leaders is continuing with intent to deliver an event in July 2023.

15.3.1 Annual Plan 2022 23 Activity Summary Q3

Community Strategic Plan Reference	Annual Plan Targets 2022-23	Target	Department	Scheduled Delivery Quarter				Qtr. 3 Status	Comment
				Sep	Dec	Mar	Jun		
3.1-3.5, 4.1	Deliver a community celebration and thank you event upon signing of a lease for the former Meander Primary School site	Event held	Community Wellbeing		✓			Achieved	Community BBQ and celebration event held for October 2022.
3.1-3.5, 4.1	Deliver programmed activity and support for Youth Week	Number of activities supported	Community Wellbeing				✓	Pending	Scheduled to commence in Q4. DPAC grant of \$50,000 received, with first milestone in Q4.
3.1-3.5, 4.1	Deliver programmed activity and support for Volunteer Week	Number of initiatives delivered	Community Wellbeing				✓	Pending	Scheduled to commence in Q4.
3.1, 3.4, 4.1	Deliver programmed activity and support for Seniors Week	Number of initiatives delivered	Community Wellbeing		✓			Achieved	Two events supported: <ul style="list-style-type: none"> University of the Third Age - (20 attendees) Westbury Health and Westbury Community Garden (40 attendees)
3.3, 3.4	Review legacy support arrangements and finalise agreements (church lighting)	Review complete	Community Wellbeing			✓		Deferred	Deferred to commence in Q4.
3.1-3.5, 4.1	Deliver community consultation on Deloraine Recreation Precinct.	Complete	Community Wellbeing	✓	✓	✓	✓	Progressing	Initial consultation and engagement stages completed; feedback presented to Council at November 2022 Workshop. Councillors received additional presentations from Deloraine AFL Clubs and Mr Tony Wadley at February 2023 workshop.

15.3.1 Annual Plan 2022 23 Activity Summary Q3

Community Strategic Plan Reference	Annual Plan Targets 2022-23	Target	Department	Scheduled Delivery Quarter				Qtr. 3 Status	Comment
				Sep	Dec	Mar	Jun		
3.1, 3.4,4.1	Undertake consultation and engagement to prepare inputs for Community Strategic Plan	Consultation completed	Community Wellbeing			✓	✓	Progressing	Community consultation will be undertaken in parallel with the 2023-24 Events Program commencing in Q4 (April).
3.1, 3.2, 3.4	Undertake needs analysis and review grant and sponsorship categories and funding amounts to ensure community needs are met	Complete	Community Wellbeing			✓		Progressing	Research and analysis in progress – to be completed in Q4.
3.2, 3.4, 3.5	Deliver community survey and drop-in sessions to determine community views on Council performance, services, and key issues of interest	Complete	Community Wellbeing	✓	✓			Progressing	Consultation program conducted throughout Q1-Q2 to inform future consultation on the Community Strategic Plan. Pending presentation to Council Workshop.
3.2, 3.4, 3.5	Review and update Council's Community Wellbeing Program and brief incoming Council	Council approved program	Community Wellbeing		✓	✓		Progressing	2023-24 Q1 and Q2 program developed and reviewed at March workshop. Full-year program to be finalised in-line with budget preparation.
3.2, 3.4, 3.5	Undertake consultation with key groups to identify the needs for volunteering in our community.	Findings report	Community Wellbeing	✓	✓			Progressing	Westbury volunteer surveys completed. Report preparation and review is in progress with completion expected in Q4.
3.2, 3.4, 3.5	Establish a staff community volunteering program	Number of participating staff	Community Wellbeing				✓	Pending	Enterprise Agreement including volunteer leave approved Dec 22. Balance scheduled to commence in Q4.

15.3.1 Annual Plan 2022 23 Activity Summary Q3

Community Strategic Plan Reference	Annual Plan Targets 2022-23	Target	Department	Scheduled Delivery Quarter				Qtr. 3 Status	Comment
				Sep	Dec	Mar	Jun		
3.2, 3.4, 3.5	Liaise with tourism and business operators to deliver in kind support to major events i.e., Deloraine Car Show, AgFest, Winterfire	Support delivered	Works	✓	✓	✓	✓	Achieved	Q3 support to Deloraine Car Show, Tasmania Tomato and Garlic Festival and St Patricks Festival.
Supporting economic growth, prosperity and the environment									
2.1, 2.2	Renew and release an updated Meander Valley regional prospectus to promote the region to potential businesses and people relocating	Prospectus promoted	Community Wellbeing			✓		Progressing	Updated wording and images provided in response to Department of State Growth request in Dec 2022. Coordinator General has advised this work is still pending (April 2023).
2.1, 2.2	Progress development of branding and marketing initiatives to establish Meander Valley as a lifestyle, tourism and investment destination	Progressed with key projects	Community Wellbeing			✓	✓	Progressing	Scheduled to commence in Q3 but preliminary work has commenced as part of Short Walks project.
2.1, 2.2	Assess the feasibility of electronic notice boards located at community hubs throughout the region to support Council and community messaging	Budget item for 2023-24	Community Wellbeing				✓	Pending	Scheduled to commence in Q4.
2.1, 2.2	Deliver business information and networking sessions (3) to business operators across Meander Valley	Delivered	Community Wellbeing		✓			Achieved	Three sessions held in November 2022, with delivery by Informed Decisions Consulting and guest speaker from the Project Lab.

15.3.1 Annual Plan 2022 23 Activity Summary Q3

Community Strategic Plan Reference	Annual Plan Targets 2022-23	Target	Department	Scheduled Delivery Quarter				Qtr. 3 Status	Comment
				Sep	Dec	Mar	Jun		
2.3, 2.5	Review services and attractions at the Great Western Tiers Visitor Centre to enhance customer service and tourist satisfaction	Review undertaken	Community Wellbeing			✓		Deferred	Deferred to commence in Q4 or as part of the feasibility assessment stage for the Short Walks project.
1.1, 1.2, 1.3	Deliver a climate change youth forum	Delivered	Community Wellbeing		✓			Achieved	Delivered in Q1 with presentation to Council Workshop in November (Q2).
Supporting community health outcomes, resilience and emergency management responses									
4.4	Review Municipal Emergency Management Plan in line with new SES regional template	Complete	Infrastructure Services		✓	✓		Deferred	Review to recommence in FY2023-24.
4.4	Complete logical test of Emergency Management Plan	Complete	Infrastructure Services			✓		Deferred	Review to recommence in FY2023-24.
Managing planning, development and regulation									
4.3	Finalise and implement the review of the Dog Management Policy	Policy approved	Development & Regulatory		✓			Achieved	Policy approved by Council in Oct 22.
1.1, 1.2, 1.3	Contribute to regional planning initiatives: Northern Tasmanian Regional Land Use Strategy Review	Participation	Development & Regulatory	✓	✓	✓	✓	Progressing	Regional demand and supply study completed. Strategic Alignment & Integration project commencing Q4.

15.3.1 Annual Plan 2022 23 Activity Summary Q3

Community Strategic Plan Reference	Annual Plan Targets 2022-23	Target	Department	Scheduled Delivery Quarter				Qtr. 3 Status	Comment
				Sep	Dec	Mar	Jun		
1.1, 1.2, 1.3	Contribute to the Greater Launceston Plan Review	Participation	Development & Regulatory		✓	✓		Progressing	Have Your Say on the Future of Greater Launceston survey developed and out for Community consultation. Results report to be reviewed in Q4.
1.2	Progress development of a Structure Plan for Carrick	Plan delivered	Development & Regulatory			✓	✓	Deferred	Scheduled to commence in Q4. Pending recruitment of Strategic Planner.
1.1, 1.2, 1.3	Complete the Prospect Vale - Blackstone Heights Structure Plan Review	Completed	Development & Regulatory		✓	✓		Progressing	Background work continuing Q3. Final reviewed document expected to commence consultation 23-24.
1.2	Complete implementation of an automated planning assessment tool and template report	Implemented	Development & Regulatory		✓			Progressing	Finalise template build and test phase expected completion in Q4.
Provide contemporary waste collection, disposal and recycling services and infrastructure									
1.1, 1.5	Review and update the Waste Management Strategy and model against long-term financial plan	Endorsed strategy	Infrastructure Services		✓	✓		Progressing	Further discussion at Workshop with Council. Strategy position expected to be determined in Q4.
6.1, 6.6	Complete feasibility assessment of new landfill cell at Deloraine	Feasibility assessed	Infrastructure Services		✓	✓		Achieved	Further discussion at Workshop with Council. Strategy position expected to be determined in Q4.
1.1, 1.5	Progress purchase of landfill land (Cluan)	Land purchased	Infrastructure Services		✓	✓	✓	Progressing	Council approval to progress purchase negotiations obtained Dec 22.

15.3.1 Annual Plan 2022 23 Activity Summary Q3

Community Strategic Plan Reference	Annual Plan Targets 2022-23	Target	Department	Scheduled Delivery Quarter				Qtr. 3 Status	Comment
				Sep	Dec	Mar	Jun		
1.5, 6.6	Design and commence construction a new transfer station at Deloraine	Progressed to schedule	Infrastructure Services	✓	✓	✓	✓	Achieved	Work continuing by consultant. Supply contract for weighbridge approved. Installation to commence Q4.
1.1, 1.5	Provide the annual Hard Waste Collection Service	Collection provided	Infrastructure Services		✓			Achieved	Completed in Q2. Report to Workshop in Q3.
1.1, 1.5	Assess the feasibility and deliver a program to promote voluntary car body removal in rural areas	Implemented if feasible	Infrastructure Services			✓	✓	Pending	Anticipated to commence in Q4.
1.5, 6.1, 6.6	Design and construct new landfill cell at Cluan	Progressed to schedule	Infrastructure Services			✓	✓	Pending	Consultant review of concept design in progress. Design and construction work expected in FY2023-24 subject to strategy decision.
1.1, 1.5	Select and implement operating model for Cluan and Deloraine landfills	New model implemented	Infrastructure Services		✓	✓		Progressing	Council to consider recommendation at April Council Meeting.
1.1, 1.5	Maintain planning and environmental approvals and compliance for landfill operations	Zero environmental issues	Infrastructure Services	✓	✓	✓	✓	Progressing	Operations manual and emergency management plan completed for Cluan landfill.
1.3, 1.4, 1.5	Achieve EPA approvals for increased height and manage land fill cell at Deloraine in accordance with approvals to provide for either continuing operation or close and capping	Approval obtained	Infrastructure Services		✓	✓	✓	Achieved	EPA comment received on Environmental effects report. Further consultant work in progress. Final approval anticipated in Q4.

15.3.1 Annual Plan 2022 23 Activity Summary Q3

Community Strategic Plan Reference	Annual Plan Targets 2022-23	Target	Department	Scheduled Delivery Quarter				Qtr. 3 Status	Comment
				Sep	Dec	Mar	Jun		
Provide a robust, reliable, secure and available ICT environment									
5.1, 5.2	Undertake a full review of ICT security arrangements to strengthen cyber security and data management, implement cyber security protection actions to mitigate risk of cyber attack	Plan and measures in place	Corporate Services		✓	✓		Achieved	Several security measures in place and provided engaged for email, security awareness program implemented for employees and elected members.
5.1, 5.2	Assess and implement as required upgrading of website enabling technology	Assessment complete	Corporate Services		✓	✓		Pending	Project involves implementing network and security arrangements for engagement platform. No decision has been made on the engagement platform at this point in time.
5.1, 5.2	Invest in the skills development of our ICT team to ensure they are able to address emerging ICT agendas	Skills development underway	Corporate Services		✓	✓		Progressing	Consultant engaged, work to be undertaken in Q4.
Modernising and digitising our systems and processes to increase our productivity and capabilities									
5.1, 5.2	Deliver upgrades to Microsoft licences and software to enhance access to better technology, security and remote working capabilities	Implemented	Corporate Services		✓	✓		Progressing	Licence upgrades completed in Q2. Additional software planned to occur in Q4.

15.3.1 Annual Plan 2022 23 Activity Summary Q3

Community Strategic Plan Reference	Annual Plan Targets 2022-23	Target	Department	Scheduled Delivery Quarter				Qtr. 3 Status	Comment
				Sep	Dec	Mar	Jun		
5.2, 5.3, 5.6	Establish the ERP System Upgrade Project (project plan, resourcing and financial plan, implementation staging, risk mitigation, governance)	GM approved plan	Corporate Services		✓			Progressing	ERP planning development and consultant engaged to inform information for elected members.
5.2, 5.3, 5.6	Commence implementation of the 2022-23 stages of the ERP System Upgrade Project including recruitment of resources	Progressed to schedule	Corporate Services		✓			Progressing	Microsoft licencing commenced, further stages dependent on adoption of ERP preferred vendor.
5.1, 5.2	Review technical software supporting GIS, engineering and other specialist software and implement updates as needed	Review complete	Infrastructure Services			✓	✓	Progressing	Engineering design software upgraded. Assessment of GIS software progressing.
5.1, 5.2	Undertake progressive improvement in records and data management to enable data migration to the new ERP solution	Measures implemented	Corporate Services			✓	✓	Progressing	Planning meetings commenced.
Deliver good governance and resilience through sound corporate and financial management									
5.4	Coordinate the 2022 Local Government election including new Councillor induction and training	Induction complete	Governance	✓	✓			Achieved	Fully reviewed induction program started in Q2 with ongoing support into Q3.

15.3.1 Annual Plan 2022 23 Activity Summary Q3

Community Strategic Plan Reference	Annual Plan Targets 2022-23	Target	Department	Scheduled Delivery Quarter				Qtr. 3 Status	Comment
				Sep	Dec	Mar	Jun		
5.4	Maintain General Manager's electoral roll	Role reviewed before election	Governance		✓			Achieved	General Manager's Roll reviewed and submitted to Tasmanian Electoral Commission in Q1.
5.4, 5.5, 5.6	Implement new software solutions to support Council Meetings, record keeping and public information.	Completed	Governance	✓	✓			Achieved	Core agenda & minutes software implemented. Ongoing staff training underway to improve customer service and performance reporting improvements.
5.4	Refresh and promote "Good Governance" program and induction for incoming Councillors	Completed	Governance		✓			Achieved	Initial program of induction completed with professional development scheduled for Quarter 4 and ongoing.
5.4	Develop a caretaker policy for the local government election period	Completed	Governance		✓			Achieved	Approved by Council 9 Aug 2022.
5.4, 5.6.	Review the risk management framework and mitigations to enhance responses to changing risk profiles	Six-month review complete	Governance	✓	✓	✓	✓	Progressing	Risk appetite study undertaken. Register review in progress.
5.1, 5.2, 5.6	Review corporate risk registers and implementation status of mitigation actions	Risk registers updated	Corporate Services		✓		✓	Progressing	Review of Risk Registers has commenced Q2.

15.3.1 Annual Plan 2022 23 Activity Summary Q3

Community Strategic Plan Reference	Annual Plan Targets 2022-23	Target	Department	Scheduled Delivery Quarter				Qtr. 3 Status	Comment
				Sep	Dec	Mar	Jun		
5.6	Conduct a review and annual test scenario and update the Business Continuity Plan	Annual test completed	Corporate Services		✓			Progressing	BCP document updated, test scenario to occur in Q4.
5.6	Update staff Code of Conduct and related policies, complete staff training	New code implemented	Corporate Services			✓	✓	Pending	Not yet started.
5.4, 5.6	Deliver staff training and development in Council's records management system	Delivered	Corporate Services	✓	✓	✓	✓	Achieved	All new employees have received induction training in records management.
5.6. 5.3	Deliver the Annual Plan for 2023-24	Delivered	Governance	✓	✓			Achieved	Endorsed by Council 11 October 2022.
5.1, 5.2, 5.3	Deliver the Annual Report for 2021-22	Delivered	Governance			✓		Achieved	Presented at Annual General Meeting 13 December 2022.
5.1, 5.2, 5.3	Deliver the Annual General Meeting	Delivered	Governance	✓	✓			Achieved	Held 13 December 2022.
5.1, 5.2, 5.3	Renew the Community Strategic Plan	Draft CSP prepared	Governance	✓	✓			Pending	To commence in Q3 (March 23).
5.4	Represent and respond to the Future of Local Government Review	Data and responses provided	Governance	✓	✓	✓	✓	Achieved	All data requests provided.
5.6	Review Council's administrative and legislative delegations	Internally consolidated	Governance	✓	✓	✓		Progressing	Review progressing. Delay to Q4 expected due to staff vacancy.
Managing our supply chain to procure goods and services									

15.3.1 Annual Plan 2022 23 Activity Summary Q3

Community Strategic Plan Reference	Annual Plan Targets 2022-23	Target	Department	Scheduled Delivery Quarter				Qtr. 3 Status	Comment
				Sep	Dec	Mar	Jun		
5.4, 5.6	Deliver training and ensure compliance with organisation wide procurement and contract policy and processes	Training delivered	Corporate Services	✓	✓	✓	✓	Achieved	All new employees have received induction training in accounts payable.
Informing and engaging our community									
5.1, 5.3	Develop and implement a Council Communication Strategy	Strategy implemented	Governance		✓	✓		Progressing	Contractor proposal presented to Jan workshop with appointment in March. Planned delivery expected to continue into 2023-24.
5.1, 5.3	Update Council's writing style guide, including writing for the web	Style guide updated	Governance		✓	✓		Deferred	Scheduled to commence in Q4.
5.1, 5.3	Update corporate photo library with new images.	Library renewed	Governance		✓	✓		Deferred	Contractor engaged with activity deferred to commence in June 2023.
5.1, 5.3	Develop a signage strategy to ensure all Council signage is cohesive	Visits to homepage	Governance	✓				Deferred	Delayed to Q4. Note measure is incorrect.
5.1, 5.3	Implement website functionality and content improvements	Updated website	Governance			✓	✓	Deferred	Deferred to Q4 to accommodate input from Communications Strategy.
Demonstrating a commitment to our people									
5.4, 5.6	Coordinate workplace culture "health check" and assistance with measures to promote a positive workplace	Survey and actions complete	Corporate Services	✓	✓	✓	✓	Achieved	Action plan finalised, further meetings to be scheduled with employees for familiarization.

15.3.1 Annual Plan 2022 23 Activity Summary Q3

Community Strategic Plan Reference	Annual Plan Targets 2022-23	Target	Department	Scheduled Delivery Quarter				Qtr. 3 Status	Comment
				Sep	Dec	Mar	Jun		
5.4, 5.6	Review the annual staff performance review process with management	Review findings implemented	Corporate Services				✓	Pending	Scheduled to commence in Q4.
5.4, 5.6	Develop a Workforce Strategy and Resourcing Plan, including overview of recruitment and induction processes	Strategy in place	Corporate Services			✓	✓	Pending	Not yet started.
5.4, 5.6	Deliver a new Enterprise Agreement to better meet the needs of employees and our organisation	New EA approved	Governance	✓	✓			Achieved	Approved by Fair Work Commission in Dec 22.

Governance

LGAT General Management Committee (GMC) Nominations

Report Author Geoff Guiver
Business Improvement Officer

Authorised by John Jordan
General Manager

Decision Sought Council to endorse the Mayor as a candidate for the position of Committee Member on the Local Government Association of Tasmania's (LGAT) General Management Committee.

Vote Simple majority

Recommendation to Council

That Council endorses the nomination of Mayor Wayne Johnston for the position of Committee Member for the Northern Electoral District on the LGAT General Management Committee.

Report

The Tasmanian Electoral Commission (TEC) has been asked to conduct the 2023 election of President and 6 members of the LGAT General Management Committee for a two-year term in accordance with the rules of the Local Government Association of Tasmania as adopted at the AGM (Annual General Meeting) of the Association on 30 June 2021.

Nominations have been invited from LGAT members effective 27 February 2023 and must be received by the returns officer of the TEC by 5:00 pm Wednesday 19 April 2023.

Meander Valley Council is entitled to nominate one councillor for the position of President and one for the position of Committee Member for the Northern Electoral District.

Meander Valley Council falls within the Northern Electoral District of members within the electoral district having a population of 20,000 or more. This groups Meander Valley with Launceston City Council and West Tamar Council.

It is important that Northern Tasmania is represented on the LGAT General Management Committee and nomination of the Mayor as a Committee Member will increase the chance that such representation will be achieved.

Attachments Nil

Strategy Supports the objectives of Council's strategic future direction 5: innovative leadership and community governance.

See Meander Valley Community Strategic Plan 2014-24. [Click here](#) or visit www.meander.tas.gov.au/plans-and-strategies to view.

Policy Not applicable

Legislation Not applicable

Consultation The LGAT 2023 General Management Committee election and call for nominations was discussed with Councillors at the 18 March 2023 workshop as part of general business.

Budget & Finance Not applicable

Risk Management Not applicable

Alternative Motions The Council can approve the nomination of an alternative candidate or decide not to provide a nomination for positions on the LGAT General Management Committee.

Governance

Acting General Manager Arrangements

Report Author John Jordan
General Manager

Decision Sought Council to approve specified arrangements to cover absences of the General Manager for a continuous period of not more than 30 days.

Vote Simple majority

Recommendation to Council

That Council:

1. Approve a standing appointment under section 61B(4) of the *Local Government Act (1993)*, of an Acting General Manager during unplanned absences of the incumbent General Manager of 30 days' duration or fewer, in order of succession as follows:
 - a) Jonathan Harmey, Director Corporate Services; and
 - b) Dino De Paoli, Director Infrastructure Services.
2. Approve a standing appointment under section 61B(4) of the *Local Government Act (1993)*, of an Acting General Manager during planned absences of the incumbent General Manager of 30 days' duration or fewer as follows:
 - a) Jonathan Harmey, Director Corporate Services;
 - b) Dino De Paoli, Director Infrastructure Services.
 - c) Krista Palfreyman, Director of Development and Regulatory Services; and
 - d) Matthew Millwood, Director of Works.
3. Approve during planned absences of the General Manager of 30 days' duration or fewer, the General Manager nominating for approval by the Mayor, from the pool of standing appointments under section 61B(4) of the *Local Government Act (1993)*, a person to act as General Manager.
4. That the above approvals under section 61B(4) of the *Local Government Act (1993)* will remain in place for a period not more than four years from the date resolved and are to be renewed within three months of a local government election or the appointment of a permanent General Manager.

Report

As well as being responsible for the strategic leadership and direction of the Council, the office of General Manager at a council entails several statutory and delegated powers. Effective and prudent conduct of Council business relies on the lawful exercise of these powers.

There are significant risks (including material monetary loss, significant litigation exposure and reputational damage) associated with Council failing to meet its statutory deadlines, or Council leadership failing to adequately respond to critical incidents and other emerging crises. Such events can occur during even short-term absences by the General Manager and are ideally managed through the appointment of an Acting General Manager who is able to step in under a clear instrument of appointment.

For these reasons, it is recommended that Council ensures ongoing coverage of the General Manager role through a standing arrangement for one or more executive officers to act as General Manager.

Relevant legislation

Section 61B of the Local Government Act 1993 provides for the appointment of an Acting General Manager.

Under *section 61B(4)*, the Council may appoint a person to act in the office of General Manager during every absence of the General Manager.

Under *section 61B(2)*, the Mayor may appoint a person if:

- "(a) the General Manager is absent and no person holds an appointment under [subsection \(4\)](#) ; or*
- (b) the General Manager is absent and the person appointed under [subsection \(4\)](#) is absent from duty or otherwise unavailable or unable to act in the office of general manager."*

An appointment ends when the first of the following occurs:

- "(a) the General Manager returns to duty;*
- (b) the term of the appointment expires;*
- (c) the Mayor or the council revokes the appointment;*
- (d) a person is appointed as General Manager under [section 61](#)."*

Previous Acting General Manager arrangements

At a Special Meeting convened 7 April 2020, Council determined a temporary Acting General Manager arrangement (minute reference 62/2020). The decision was based on the emergence of a global pandemic and the need to make emergency plans in the face of an unknown threat.

It was resolved "that Council:

1. Approves temporary succession arrangements for the conduct of Council business during the period of the declared COVID-19 Disease Emergency.
2. Approves, in circumstances where, under Section 61B(1) of the Local Government Act 1993 (the Act), the General Manager is absent from duty, the appointment under 61B(4) of the Act the following Council officers in order of succession:
 - a) Mr Jonathon Harmey, Director of Corporate Services.
 - b) Mr Dino De Paoli, Director of Infrastructure Services.
3. Approves the term of the above acting appointments to be for the period of any absence of the General Manager from duty or for a period otherwise determined by the Council or Mayor under Section 61B of the Act.
4. Notes that any succession or acting arrangements consequential to the COVID-19 Disease Emergency will end when the declared COVID-19 Disease Emergency is declared over."

Arrangements post COVID-19 Disease Emergency

At the Ordinary Council Meeting on 12 April 2022, with the COVID-19 pandemic progressively transitioning to a less urgent status, it was resolved "that Council":

1. Approve the standing appointment of an Acting General Manager during every absence of the incumbent General Manager of 30 days' duration or fewer, in order of succession as follows:
 - a) Jonathan Harmey, Director Corporate Services; and
 - b) Dino De Paoli, Director Infrastructure Services.
2. Confirm this standing appointment will remain valid for a period of up to five years from the date of decision or as otherwise required due to a change in personnel.

Arrangements Moving Forward

The standing arrangement provides for business continuity in the event of an unplanned absence of the General Manager. It also provides a practical response to short term planned absences during, for example, periods of planned leave by the General Manager.

Continuation of the standing arrangement is recommended but with a variation to provide for a discretion in periods of planned absences of the General Manager for the Mayor to approve an acting General Manager nominated by the General Manager in advance. This practice allows individual director work commitments at the time to be considered and for all directors to have opportunity to develop by acting in the General Manager role. The recommendations to Council reflect this approach.

Attachments Nil

Strategy Supports the objectives of Council's strategic future direction 5: innovative leadership and community governance.

See Meander Valley Community Strategic Plan 2014-24. [Click here](#) or visit www.meander.tas.gov.au/plans-and-strategies to view.

Policy Not applicable

Legislation *Local Government Act 1993*

Consultation Not applicable

Budget & Finance Not applicable

Risk Management The arrangements proposed seek to manage short term risks relating to the General Manager role being vacant.

Alternative Motions The Council may amend or change the recommendation.

Motion to Close Meeting

Motion Close the meeting to the public for discussion of matters in the list of agenda items below.

Refer to *Local Government (Meeting Procedures) Regulations 2015: s15(1)*.

Vote Absolute majority

Closed Session Agenda

Confirmation of Closed Minutes

Refer to *Local Government (Meeting Procedures) Regulations 2015: s34(2)*.

Leave of Absence Applications

Refer to *Local Government (Meeting Procedures) Regulations 2015: s15(2)(h)*.

Landfill Management & Contract No. 249-2022/23: Management and Operation of Deloraine and Cluan Refuse Disposal Sites and Mole Creek Transfer Station

Refer to *Local Government (Meeting Procedures) Regulations 2015: s15(2)(d)* regarding contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal.

Roxford Road Bridge Renewal

Refer to *Local Government (Meeting Procedures) Regulations 2015: s15(2)(f)* regarding proposals for the council to acquire land or an interest in land or for the disposal of land.

Refer to *Local Government (Meeting Procedures) Regulations 2015: s15(2)(i)* regarding matters relating to actual or possible litigation taken, or to be taken, by or involving the council or an employee of the council.

General Manager's Performance Review

Refer to *Local Government (Meeting Procedures) Regulations 2015: s15(2)(a)* regarding personnel matters, including complaints against an employee of the council and industrial relations matters.

Release of Public Information

Refer to *Local Government (Meeting Procedures) Regulations 2015: s15(8)*.

Meeting End
