



Meander Valley Council  
Working Together

# MINUTES

## ORDINARY COUNCIL MEETING

---

**Tuesday 17 January 2023**

**Time** 3.00pm

**Location** Council Chambers  
26 Lyall Street  
Westbury, Tasmania

**Phone** (03) 6393 5300

## Table of Contents

Meeting Open - Attendance & Apologies.....	3
Acknowledgment of Country.....	4
Confirmation of Minutes.....	4
Declarations of Interest.....	5
Council Workshop Report.....	5
Mayor & Councillor Report.....	6
Petitions.....	7
Community Representations.....	7
Public Question Time.....	7
Councillor Question Time.....	8
Planning Authority Reports.....	10
8 Davies Place, Deloraine.....	10
Community Grants and Sponsorship Fund - Round 3.....	14
Corporate Services.....	23
Financial Report to 31 December 2022.....	23
Governance.....	40
Appointment of Members to Special Committee of Council - Mole Creek Hall Committee.....	40
Quarterly Report - December 2022.....	41
2023 Council Meeting Dates.....	59
Motion to Close Meeting.....	61
Closed Session Agenda.....	62
Release of Public Information.....	62
Meeting End.....	62

## Meeting Open - Attendance & Apologies

Meeting opened at 3:05 pm.

**Chairperson** Mayor Wayne Johnston

**Councillors present** Deputy Mayor Stephanie Cameron  
Councillor Lochie Dornauf  
Councillor Ben Dudman  
Councillor Kevin House  
Councillor Michael Kelly  
Councillor Barry Lee  
Councillor Anne-Marie Loader  
Councillor John Temple

**Apologies** Nil

<b>Officers present</b>	John Jordan	General Manager
	Geoff Guiver	Business Improvement Officer (Minute-Taker)
	Dino De Paoli	Director Infrastructure Services
	Jonathan Harmey	Director Corporate Services
	Katie Proctor	Acting Director Development & Regulatory Services
	Justin Marshall	Team Leader Finance
	Nate Austen	Community Programs Officer
	Natasha Whiteley	Team Leader Town Planning
	George Walker	Town Planning Consultant

## 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 Tuesday 13 December 2022.

**Moved** Councillor Michael Kelly

**Seconded** Councillor Lochie Dornauf

**Votes for** Mayor Wayne Johnston  
Deputy Mayor Stephanie Cameron  
Councillor Lochie Dornauf  
Councillor Ben Dudman  
Councillor Kevin House  
Councillor Michael Kelly  
Councillor Barry Lee  
Councillor Anne-Marie Loader  
Councillor John Temple

**Votes against** Nil

**Abstained** Nil

To abstain from voting at a Council Meeting is to vote in the negative: *Local Government (Meeting Procedure) Regulations 2015: s28.*

**Motion carried by simple majority**

**Minute reference: 001/2023**

---

## Declarations of Interest

<b>Councillor</b>	Councillor Michael Kelly
<b>Agenda item</b>	Planning Authority Report 8 Davies Place, Deloraine
<b>Action</b>	Councillor elected to leave Chambers during discussion and voting on the agenda item.  Councillor Kelly disclosed that his daughter is an employee of Wilson Homes.

**Minute reference: 002/2023**

---

## Council Workshop Report

The Council Workshop originally scheduled for 20 December 2022 did not proceed due to illness and unavailability of several Councillors and other attendees.

**Minute reference: 003/2023**

---

# Mayor & Councillor Report

## Councillor Activities Since Last Meeting

13 Dec	<b>Council Event</b> Citizenship Ceremony, Westbury	<i>Attended by Mayor Johnston</i>
13 Dec	<b>Community Event</b> Deloraine Primary School Presentation Evening	<i>Attended by Mayor Johnston</i>
13 Dec	<b>Community Event</b> Deloraine Primary School End of year Assembly	<i>Attended by Cr Dudman</i>
14 Dec	<b>Community Event</b> Deloraine High School Presentation Evening	<i>Attended by Mayor Johnston</i>
14 Dec	<b>Community Event</b> Bracknell Primary School Presentation Evening	<i>Attended by Crs House &amp; Loader</i>
15 Dec	<b>Meeting</b> Great Western Tiers Tourism Association Meeting	<i>Attended by Cr Loader</i>
15 Dec	<b>Community Event</b> Mole Creek Primary School Presentation Evening	<i>Attended by Crs Cameron &amp; Loader</i>
18 Dec	<b>Community Event</b> Launceston Carols by Candlelight	<i>Opened by Mayor Johnston</i>
20 Dec	<b>Community Event</b> Hagley Farm School Presentations	<i>Attended by Mayor Johnston</i>
20 Dec	<b>Meeting</b> Audit Committee	<i>Attended by Cr House</i>
21 Dec	<b>Meeting</b> Grants Committee	<i>Attended by Crs Cameron &amp; House</i>
21 Dec	<b>Community Event</b> Carrick Hall Committee Christmas Dinner	<i>Attended by Cr House</i>
30 Dec	<b>Community Event</b> Carrick Park Pacing Club Race Meet	<i>Attended by Cr Dudman</i>
13 Jan	<b>Community Event</b> Westbury Community Tea	<i>Attended by Cr Dudman</i>

**Minute reference: 004/2023**

## Petitions

Nil.

**Minute reference: 005/2023**

---

## 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](mailto:ogm@mvc.tas.gov.au).

**Minute reference: 006/2023**

---

## Public Question Time

### This Month’s Public Questions With Notice

Nil.

**Minute reference: 007/2023**

---

### This Month’s Public Questions Without Notice

Nil.

**Minute reference: 008/2023**

---

# Councillor Question Time

## This Month's Councillor Questions With Notice

Nil.

**Minute reference: 009/2023**

---

## This Month's Councillor Questions Without Notice

*Question 1: Councillor Anne-Marie Loader*

*Cr Loader began by acknowledging the ongoing dedication of Council staff in respect of the flood recovery work, before asking the following:*

*In October 2022, once again Quamby Brook threatened to flood dwellings that border the Westbury Town Common (dwellings that were inundated in the 2016 floods). After the 2016 floods, Council cleared out the willows and bullrushes in the vicinity. After the 2022 floods, assurances were made to the residents that there will be more clearing of the willows and bullrushes when the weather is dry. The question from a resident is, "when is this clearing work planned to commence?" This resident has been corresponding with Council since February 2022. There is considerable angst around this issue and some assurances that the work will be done prior to winter 2023 would be welcomed.*

**Dino De Paoli, Director of Infrastructure Services advised that** he would take the question on notice and seek advice from the Director of Works who was not in attendance. A response will be tabled at the February Council meeting with a separate update sent to Councillors.

**John Jordan, General Manager** confirmed that officers would follow-up with the Director of Works when he returned from leave. The GM outlined some history of interaction on the issue, citing an exchange on 22 of February 2022 in which the Department of Natural Resources was contacted by the resident and a response provided by the department, with a copy to Council. The response indicated that the department intended to reach out to Meander Valley Council, TasWater and Crown Land Services as the three ownership entities involved. There was follow up communication on 2nd March 2022, and a further query from the resident on 20 Sept 2022 with records indicating the Director of Works had emailed the resident TasWater details. The GM suggested that it was likely that the October 2023 flood event would have overtaken further response at the time, but reaffirmed Council's commitment to investigate and provide a more complete response at the February Council meeting.



*Question 2: Councillor Anne-Marie Loader*

*Community Drop Ins and the MVC Community Strategic Plan:*

*What are the plans for the recommencement of the Community drop-in sessions? Given that there are five new councillors and that the previous drops in held in 2022 were not well attended (see Sept MVC minutes)\*, additional sessions in all areas of the Meander Valley, held at varying times and days, would be beneficial. Feedback that I've received suggests that digital and print advertising as well as printed invitations via letter box would be welcomed by rate payers and residents.*

*\* a total of 78 from Carrick, Bracknell, Mole Creek, Weegen, Hadspen and Prospect – Sept 2022 MVC Council Meeting Minutes – Minute reference 177/2022*

**John Jordan, General Manager** spoke to the promotion of the 'drop-in' sessions through newspaper advertising, website, and social media, etc. He suggested that a learning was that it was difficult getting people out and about in the dark and cold of winter, and that perhaps the sessions had been held at the wrong time of the year. The summer months provide a good opportunity to reengage with that initiative. The GM spoke to the engagement of the firm Timmons Ray to review Council's communications and engagement strategy. This would be considered at a future Council workshop. The GM also spoke to an online survey conducted as a companion activity to the community drop-in sessions. The survey was extended over the Christmas period but was now closed. The results of the survey are being collated and will help Council to understand the best ways to engage with the community across a range of issues, including the Community Strategic Plan.

*Question 3: Councillor John Temple*

*Have there been any developments regarding the proposed prison in Meander Valley?*

**Mayor Wayne Johnston advised that** he had no further update other than talking to some concerned landowners beside the Ashley site.

**John Jordan, General Manager Mayor Wayne Johnston advised that** Colin Shepherd [Project Director of the Northern Prison Project] was scheduled to present at Council's December workshop but unfortunately that workshop was cancelled due to several people being absent because of illness. Colin will be attending Council's January workshop to provide an update to Councillors.

**Minute reference: 010/2023**

---

*Councillor Michael Kelly left the meeting at 3:15 pm in relation to his Declaration of Interest.*

# Planning Authority Report

## 8 Davies Place, Deloraine

<b>Proposal</b>	Consolidation of lots (2 lots to 1 lot) and Multiple dwellings (5 units)
<b>Report Author</b>	George Walker Town Planning Consultant
<b>Authorised by</b>	Katie Proctor  Acting Director Development & Regulatory Services
<b>Application reference</b>	PA\23\0063

**Motion** Council receives the agenda report tabled for PA\23\0063 and resolves to approve the application.

Refer to "Details" below for further specification of Council's decision and any conditions or notes.

**Moved** Councillor Lochie Dornauf

**Seconded** Councillor Kevin House

**Votes for** Mayor Wayne Johnston  
Deputy Mayor Stephanie Cameron  
Councillor Lochie Dornauf  
Councillor Ben Dudman  
Councillor Kevin House  
Councillor Barry Lee  
Councillor Anne-Marie Loader

**Votes against** Councillor John Temple

**Abstained** Nil

To abstain from voting at a Council Meeting is to vote in the negative: *Local Government (Meeting Procedure) Regulations 2015: s28.*

## Motion carried by simple majority

### Minute reference: 011/2023

#### Details

Council must take qualified advice before making a decision, and ensure that its reasons for any planning decisions are (a) minuted and (b) based on the Planning Scheme.

*See Local Government Act 1993: s65, Local Government (Meeting Procedures) Regulations 2015: s25(2) and Land Use and Approvals Act 1993: ss57-59.*

After receiving qualified advice about this planning application and its compliance with the Planning Scheme, Council resolved as follows:

#### Recommendation

This application by JMG Engineers & Planners obo Housing Tasmania for Consolidation of lots (2 lots to 1 lot) and Multiple Dwellings (5 units) on land located at 8 Davies Place, Deloraine (CT 17637/3 & CT 30862/3), is recommended for approval generally in accordance with the Endorsed Plans, and recommended Permit Conditions and Notes.

#### Endorsed Plans

1. Unit Development - Drawn by Wilson Multi – Project ID 712975 – Dated 2/11/2022 – Sheets DA01 – DA20 (inclusive); and
2. Traffic Impact Assessment – Midson Traffic Pty Ltd – 8 Davies Place Deloraine – 25 November 2022 – Pages 14.

#### Permit Conditions

1. Covenants or similar restrictive controls must not be included on or otherwise imposed on the titles to the Lot created by the consolidation of Lots.
  - a. Such covenants or controls are expressly authorised by the terms of this permit; or
  - b. Such covenants or controls are expressly authorised by the consent in writing of Council.

2. Prior to the commencement of use the following must be completed to the satisfaction of Council:
  - a. The existing vehicle crossing must be widened in accordance with Tasmanian Standard Drawings TSD-R09 and R14 to the satisfaction of Council's Director Infrastructure Services. Refer to Note 1.
  - b. Kerb and footpath are to be reinstated in accordance with Tasmanian Standard Drawings TSD-R11 and R14 to the satisfaction of Council's Director Infrastructure Services. Refer to Note 1.
  - c. A 'Shared Zone' sign, or the like, is to be erected at the entrance to the property to identify to users that the driveway will be a shared zone for pedestrians and vehicles, to the satisfaction of Council's Town Planner.
  - d. A bollard, or the like, is to be installed to the northern corner of Unit 16 to prevent a vehicle from maneuvering into the building during the turning movement, to the satisfaction of Council's Town Planner.
  - e. The external car parking spaces allocated to Unit 12 are to be clearly delineated, such as line marking or signage, to identify that the spaces are for that dwelling, to the satisfaction of Council's Town Planner.
  - f. The visitor car parking spaces are to be clearly delineated, such as line marking or signage, to identify that the spaces are for visitor car parking, to the satisfaction of Council's Town Planner.
3. The applicant must manage and disperse stormwater runoff from the driveway area, road verge and new building areas so that concentrated, or nuisance flows do not cross the property boundaries to adjoining land.
4. The development must be in accordance with the Submission to Planning Authority Notice issued by TasWater (TWDA 2022/01485-MVC attached).

### Permit Notes

1. Works must be completed by a suitably qualified contractor. Prior to any construction being undertaken in the road reserve, separate consent is required by the Road Authority. An application for Works in Road Reservation form is enclosed. All enquiries should be directed to Council's Infrastructure Services Department on 6393 5312.
2. Council will not accept the adherence of the two lots to create a single lot. This is not consistent with Council's Policy Number 62 – Adhesion Orders and the *Local*

*Government (Building and Miscellaneous Provisions) Act 1993.*

3. Please consult with TasNetworks on 1300 137 008 prior to the commencement of works, including bitumen / carpark works that are within the Electricity Easement (underground low voltage cable).
4. Any other proposed development or use (including amendments to this proposal) may require separate planning approval. For further information, contact Council.
5. This permit takes effect after:
  - a. The 14-day appeal period expires; or
  - b. Any appeal to the Tasmanian Civil & Administrative Tribunal (TASCAT) is determined or abandoned; or
  - c. Any other required approvals under this or any other Act are granted.
6. Planning appeals can be lodged with TASCAT Registrar within 14 days of Council serving notice of its decision on the applicant. For further information, visit the TASCAT website.
7. This permit is valid for two years only from the date of approval. It will lapse if the development is not substantially commenced. Council has discretion to grant an extension by request.
8. All permits issued by the permit authority are public documents. Members of the public may view this permit (including the endorsed documents) at the Council Office on request.
9. If any Aboriginal relics are uncovered during works:
  - a. All works to cease within delineated area, sufficient to protect unearthed or possible relics from destruction;
  - b. Presence of a relic must be reported to Aboriginal Heritage Tasmania; and
  - c. Relevant approval processes for state and federal government agencies will apply.

---

*Councillor Michael Kelly returned to the meeting at 3:24 pm.*

## Community Wellbeing

### Community Grants and Sponsorship Fund - Round 3

**Report Author** John Jordan  
General Manager

**Motion** It is recommended that Council:

1. Notes the recommendations of the Grants and Sponsorship Fund Committee (GSFC) as presented in the attachment titled - *Grant Round Three 2022-23, Grants and Sponsorship Fund Committee Application Review Summary*.
2. Approves grants and sponsorships as per the attachment titled - *Grant Round Three 2022-23, Grants and Sponsorship Fund Committee Application Review Summary* to a total value of \$18,930, with grant category totals as follows:
  - a) Community grants totalling \$17,020 (Table 1)
  - b) Council Fee Reimbursement grants totalling \$740 (Table 2); and
  - c) Sponsorship donations totalling \$1,170 (Table 3).
3. Approves 2019/20 grant funding of \$1,500 provided to Westbury St. Patrick's Festival Steering Group Inc. which remains unspent due to COVID cancellation of the event be applied to the 2023 event, without setting a new precedent for future funding of the event.
4. Notes \$8,750 in grant and sponsorship approvals were made separate to the above amounts, leaving a balance of \$22,787 for allocation in the final grant round.

**Moved** Nil

**Seconded** Nil

[ Note: For completeness of the record the above motion was not moved/seconded and voted on, before consideration of the amended motion. Cr Cameron proposed an amending motion to include payment to Blackstone Community News Association Inc. on the basis it was within a day of the deadline.]

**Amending Motion**

It is recommended that Council:

1. Notes the recommendations of the Grants and Sponsorship Fund Committee (GSFC) as presented in the attachment titled - *Grant Round Three 2022-23, Grants and Sponsorship Fund Committee Application Review Summary*.
2. Approves grants and sponsorships as per the attachment titled - *Grant Round Three 2022-23, Grants and Sponsorship Fund Committee Application Review Summary* to a total value of \$19,280, with grant category totals as follows:
  - a) Community grants totalling \$17,370 (Table 1), inclusive of an additional \$350 grant to the Blackstone Community News Association Inc.
  - b) Council Fee Reimbursement grants totalling \$740 (Table 2); and
  - c) Sponsorship donations totalling \$1,170 (Table 3)
3. Approves 2019/20 grant funding of \$1,500 provided to Westbury St. Patrick's Festival Steering Group Inc. which remains unspent due to COVID cancellation of the event be applied to the 2023 event, without setting a new precedent for future funding of the event.
4. Notes \$8,750 in grant and sponsorship approvals were made separate to the above amounts, leaving a balance of \$22,437 for allocation in the final grant round.

**Moved** Deputy Mayor Stephanie Cameron

**Seconded** Councillor Ben Dudman

**Votes for** Mayor Wayne Johnston  
Deputy Mayor Stephanie Cameron  
Councillor Lochie Dornauf  
Councillor Ben Dudman  
Councillor Kevin House  
Councillor Michael Kelly  
Councillor Barry Lee  
Councillor Anne-Marie Loader  
Councillor John Temple

**Votes against** Nil

**Abstained** Nil

To abstain from voting at a Council Meeting is to vote in the negative: *Local Government (Meeting Procedure) Regulations 2015: s28.*

The original motion on the table was then put to the vote, as amended.

**Moved** Deputy Mayor Stephanie Cameron

**Seconded** Councillor Ben Dudman

**Votes for** Mayor Wayne Johnston  
Deputy Mayor Stephanie Cameron  
Councillor Lochie Dornauf  
Councillor Ben Dudman  
Councillor Kevin House  
Councillor Michael Kelly  
Councillor Barry Lee  
Councillor Anne-Marie Loader  
Councillor John Temple

**Votes against** Nil



**Abstained** Nil

To abstain from voting at a Council Meeting is to vote in the negative: *Local Government (Meeting Procedure) Regulations 2015: s28.*

**Motion carried by simple majority**

**Minute reference: 012/2023**

## 13.1.1 Grant Round Three 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
Australian Italian Club Inc.	Toilet Upgrade	\$5,745	\$3,000	\$1,500	The positive social benefits provided by the Australian Italian Club (AIC) to the local community supported the assessment to provide part funding to the application to upgrade the Club's toilet facilities. It is recommended that the AIC be encouraged to find alternative funding sources for any ongoing facility upgrades.
Blackstone Community News Assoc Inc.	Xmas Sausage Sizzle and Lolly Scramble	\$350	\$350	\$350	Community Grant guidelines exclude retrospective funding. As the event had already taken place on the 11 December 2022 it was initially not considered eligible to fund.  <i>However, an alternate motion was moved and approved at the 17 January 2023 Council meeting inclusive of this item.</i>
Deloraine Agricultural and Pastoral Society Inc	Re-roof Home Industries Building	\$39,595	\$3,000	\$1,300	A grant amount of \$1,300 was recommended. This amount was less than requested and allocated to complete a \$3,000 total allocation in consideration of the recent contribution of the annual \$1,700 sponsorship already paid.
Deloraine Districts Pony Club Inc	Ground Spirals	\$3,993	\$3,000	\$3,000	Funding supported but the GSFC recommended that funding be conditional on Council receiving an acquittal for their recently extended Round 3 2021-2022 Kitchen Upgrade project which has not been completed.

### 13.1.1 Grant Round Three 2022-23, Grants And Sponsorship Fund Committee Application Review Summary

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

Applicant	Purpose	Project Cost	Grant Request	Grant Recommended	Comments
Families Tasmania Inc	Westbury Play Gym	\$5,500	\$3,000	\$2,500	Funding the Families Tasmania, Westbury Play Gym project was supported but the GSFC recommended that this funding support should not continue beyond December 2023, noting that it is a recurring activity otherwise excluded under the grant policy.
Launceston Walking Club Inc	Walking Track Maintenance Meander Valley	\$3,598	\$3,000	\$3,000	Supported.
New Horizons Club Inc	Great Western Tiers Cycle Challenge	\$6,000	\$2,000	\$2,000	Supported.
Parkham Community Inc	Facia Project	\$8,310	\$3,000	Nil	The GSFC recommended that the application be resubmitted when they have completed the tree removal project funded from Round 2 2022-2023.
Westbury St Patrick's Festival Steering Group Inc	St Patrick's Festival	\$10,020	\$2,720	\$2,720	Supported. GM Note: WSPFSG still have a 2019-2020 grant of \$1,500 for the 2020 event which was cancelled because of COVID. Acquittal or roll over of this previous grant to support the 2023 event is required as a condition of the grant.
Tasmanian Mountain Cattlemen's Association Inc	Annual Get Together	\$27,710	\$3,000	\$1,000	An amount of \$1,000 was recommended for the Tasmanian Mountain Cattlemen Association's Annual Get Together to reflect the costs associated with the ground hire and to encourage it being held within the Meander Valley LGA.

### 13.1.1 Grant Round Three 2022-23, Grants And Sponsorship Fund Committee Application Review Summary

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

Applicant	Purpose	Project Cost	Grant Request	Grant Recommended	Comments
<b>Sub-Total</b>		<b>\$110,821</b>	<b>\$26,070</b>	<b>\$17,370</b>	
<b>General Manager Approvals (Round Three)</b>					
Hadspen Cricket Club	New Pitch Turf	\$7,194	\$3,000	\$2,000	Approved prior to meeting by GM due to timing issues with contractors and planned works.
Rotary Club of Deloraine Inc	Pool Hire: Learn to Swim Program	\$6,500	\$1,500	\$1,500	Supported by GSFC but approved by GM before Council January meeting due to timeframes.
<b>Sub-Total</b>		<b>\$13,694</b>	<b>\$4,500</b>	<b>\$3,500</b>	
<b>Round Three Community Grant Totals</b>		<b>\$124,515</b>	<b>\$30,570</b>	<b>\$20,520</b>	

## 13.1.1 Grant Round Three 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: Council Fee Reimbursement Grant**

Applicant	Purpose	Project Cost	Grant Request	Grant Recommended	Comments
Deloraine House	Discretionary Development	\$740	\$740	\$740	Supported.
<b>Round Three Council Fee Reimbursement Grant Totals</b>		<b>\$740</b>	<b>\$740</b>	<b>\$740</b>	

**Table 3: Sponsorship Donations – Individuals & Organisations**

Applicant	Purpose	Project Cost	Sponsorship Request	Sponsorship Recommended	Comments
Chilcott, Colby	U/23 Australian Men's and Mixed Netball Championship – Perth, WA	\$150	\$150	\$150	Supported.
Chilcott, Jaylen	U/23 Australian Men's and Mixed Netball Championship – Perth, WA	\$150	\$150	\$150	Supported.
Chilcott, Jett.	U/23 Australian Men's and Mixed Netball Championship – Perth, WA	\$150	\$150	\$150	Supported.

### 13.1.1 Grant Round Three 2022-23, Grants And Sponsorship Fund Committee Application Review Summary

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

Chilcott, Kye	U/23 Australian Men's and Mixed Netball Championship – Perth, WA	\$150	\$150	\$150	Supported.
Elias, Georgia	Inter-Pacific Exchange – International Horse Rally – Christchurch, New Zealand	\$300	\$300	\$300	Supported.
Arts Deloraine	Tasmanian Symphony Orchestra Live Stream Series	\$270	\$270	\$270	Supported.
<b>Round Three Council Sponsorship Totals</b>		<b>\$1,170</b>	<b>\$1,170</b>	<b>\$1,170</b>	

## Corporate Services

### Financial Report to 31 December 2022

**Report Author** Justin Marshall  
Team Leader Finance

**Authorised by** Jonathan Harmey  
Director Corporate Services

**Motion** That Council receives the attached financial report for the period ended 31 December 2022.

**Moved** Deputy Mayor Stephanie Cameron

**Seconded** Councillor Lochie Dornauf

**Votes for** Mayor Wayne Johnston  
Deputy Mayor Stephanie Cameron  
Councillor Lochie Dornauf  
Councillor Ben Dudman  
Councillor Kevin House  
Councillor Michael Kelly  
Councillor Barry Lee  
Councillor Anne-Marie Loader  
Councillor John Temple

**Votes against** Nil

**Abstained** Nil

To abstain from voting at a Council Meeting is to vote in the negative: *Local Government (Meeting Procedure) Regulations 2015: s28.*

**Motion carried by simple majority**

**Minute reference: 013/2023**



# Meander Valley Council

Working Together

## **FINANCIAL REPORT TO 31 DECEMBER 2022**

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





### 1. Introduction

Council's Financial Report provides an overview of our financial performance for the current financial year. The report compares revenue and expenditure areas actual results against the set budget estimates. The report provides an overview of Council's financial position as at 31 December 2022.

The Operating Statement for the first six months of the financial year is within management's forecasts. Grants and Subsidies revenue is below budget to December, 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 December, 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 December, primarily due to the remediation costs incurred following the flood event in October. To the end of December, approximately \$1.2m has been expended on flood related costs, the majority being in the Works department (\$1.1m) and on Roads and Street assets (\$900k).

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 December 2022.
- Cash & Investment Reconciliation – This report shows Council's total cash balance as at 31 December 2022, including funds held in At Call accounts and Term Deposits. Also included is an adjusted cash balance, taking into account estimated future revenue, expenditure and liabilities.



## 2. Consolidated Operating Statement - 31 December 2022

	Actual 2023	Budget 2023	% of Budget
<b>Total Council Operations</b>			
<b>Operating Revenue</b>			
Rate Revenue	15,825,617	15,750,400	100.48%
Fees & User Charges	683,947	1,482,300	46.14%
Contributions & Donations	62,837	771,700	8.14%
Interest	242,707	595,700	40.74%
Grants & Subsidies	1,915,738	9,970,600	19.21%
Sale of Assets	35,721	-	
Other Revenue	361,001	872,200	41.39%
<b>Total Operating Revenue</b>	<b>\$ 19,127,569</b>	<b>\$ 29,442,900</b>	<b>64.96%</b>
<b>Operating Expenditure</b>			
<b>Departments</b>			
Governance	833,879	1,758,768	47.41%
Corporate Services	1,108,732	2,138,800	51.84%
Infrastructure Services	1,991,067	4,728,800	42.11%
Works	2,986,655	4,329,000	68.99%
Development & Regulatory Services	933,215	2,456,300	37.99%
Community Wellbeing	396,102	1,286,100	30.80%
<b>Maintenance &amp; Working Expenses</b>	<b>\$ 8,249,649</b>	<b>\$ 16,697,768</b>	<b>49.41%</b>
Interest	105,660	251,700	41.98%
Depreciation	2,959,250	5,918,500	50.00%
Payments to Government Authorities	336,566	1,346,300	25.00%
Administration Allocated	-	-	
Other Payments	59,925	250,300	23.94%
<b>Total Operating Expenditure</b>	<b>\$ 11,711,050</b>	<b>\$ 24,464,568</b>	<b>47.87%</b>
<b>Operating Surplus/(Deficit)</b>	<b>\$ 7,416,519</b>	<b>\$ 4,978,332</b>	



### 3. Exception & Trends Report

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

#### REVENUE

**Rate Revenue** – All Rate Revenue is recognised for the year with only additional rates received on supplementary valuations between now and the financial year end to be included. The rate debtor balances outstanding at 31 December 2022 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 slightly below budget to December but is expected to be 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 June 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

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

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

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

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

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



## ANALYSIS BY FUNCTION

### Administration

<b>Revenue</b>	<b>\$ 86,903</b>	<b>48.25 %</b>
<b>Expenses</b>	<b>\$ 2,003,746</b>	<b>47.88 %</b>

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

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

### Roads, Streets and Bridges

<b>Revenue</b>	<b>\$ 971,609</b>	<b>21.34 %</b>
<b>Expenses</b>	<b>\$ 3,725,487</b>	<b>63.62 %</b>

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 above budget to December and expected to remain above budget by year end. To the end of December, approximately \$900,000 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 to date.

### Health, Community and Welfare

<b>Revenue</b>	<b>\$ 4,686,602</b>	<b>82.57 %</b>
<b>Expenses</b>	<b>\$ 3,846,376</b>	<b>38.25 %</b>

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

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



## ANALYSIS BY FUNCTION

### Land Use Planning & Building

<b>Revenue</b>	<b>\$ 336,559</b>	<b>51.83 %</b>
<b>Expenses</b>	<b>\$ 670,483</b>	<b>39.08 %</b>

Fees and User Charges are development approval and building approval fees which are slightly above 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 December primarily due to vacant positions not yet being filled and the timing of expenditure on consultants for specific projects.

### Recreation and Culture

<b>Revenue</b>	<b>\$ 599,115</b>	<b>16.82 %</b>
<b>Expenses</b>	<b>\$ 1,327,843</b>	<b>50.16 %</b>

Revenue is well below budget to December, 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 below budget to December, 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

<b>Revenue</b>	<b>\$ 12,446,781</b>	<b>83.97 %</b>
<b>Expenses</b>	<b>\$ 137,114</b>	<b>N/A</b>

Rate Revenue is the general rates component of the rates raised for the year. Interest income is below budget expectations to December but expected to be within budget by year end. The first two instalments of Financial Assistance Grants from the State Grants Commission have been received; however this is significantly below budget due to the prepayment of 70% of the 2022-23 Grants allocation in 2021-22. Other Revenue includes distributions received from TasWater for the year to date of \$278,000.

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



## 4. Capital Project Report

### 2023 Financial Year

05-Jan-2023 03:00:37

#### 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	\$0	\$0	\$31,000	-\$31,000	0.00%
5102 Network Infrastructure	\$0	\$2,512	\$2,512	\$80,000	-\$77,488	3.14%
5111 Software and Upgrades	\$0	\$0	\$0	\$38,200	-\$38,200	0.00%
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	\$3,016	\$3,016	\$967,700	-\$964,684	0.31%
<b>100 - Administration Sub Total</b>	<b>\$0</b>	<b>\$3,016</b>	<b>\$3,016</b>	<b>\$967,700</b>	<b>-\$964,684</b>	<b>0.31%</b>

#### Roads Streets and Bridges

##### 201 - Roads and Streets

5550 Davies Rd - Parkham	\$0	\$74	\$74	\$16,000	-\$15,926	0.47%
5668 Maloneys Rd - Parkham	\$0	\$0	\$0	\$16,000	-\$16,000	0.00%
5802 Louisa St - Bracknell 21/22	\$20,226	\$52,835	\$73,061	\$70,000	\$3,061	104.37%
5817 Church St - Carrick	\$0	\$1,077	\$1,077	\$15,000	-\$13,923	7.18%
5820 Ashburner St - Carrick	\$0	\$2,918	\$2,918	\$0	\$2,918	0.00%
5827 Barrack St East - Deloraine	\$0	\$5,315	\$5,315	\$23,000	-\$17,685	23.11%
5828 Barrack St West - Deloraine 21/22	\$0	\$0	\$0	\$110,000	-\$110,000	0.00%
5845 Alveston Dr - Deloraine	\$0	\$606	\$606	\$46,600	-\$45,994	1.30%
5861 West Parade - Deloraine	\$0	\$5,083	\$5,083	\$150,000	-\$144,917	3.39%
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	\$70,628	\$100,022	\$300,000	-\$199,978	33.34%
5895 Mt Leslie Rd - Prospect Vale	\$0	\$13,711	\$13,711	\$600,000	-\$586,289	2.29%
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%

## 14.1.1 Financial Report 31 December 2022



### 2023 Financial Year

05-Jan-2023 03:00:37

	<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>
5980 Dexter St, Franklin St to William St - Westbury	\$26	\$40,551	\$40,577	\$40,000	\$577	101.44%
5983 Meander Valley Road, Westbury	\$0	\$0	\$0	\$10,000	-\$10,000	0.00%
5989 Pioneer Drive - Mole Creek	\$0	\$0	\$0	\$15,000	-\$15,000	0.00%
6102 Blackstone Rd - Blackstone Heights 21/22	\$11,423	\$9,168	\$20,592	\$35,000	-\$14,408	58.83%
6125 Dairy Plains Rd - Western Creek	\$0	\$0	\$0	\$200,000	-\$200,000	0.00%
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	\$8,026	\$8,026	\$200,000	-\$191,974	4.01%
6223 R2R 2023 Dynans Bridge Rd - Weeena	\$0	\$15,147	\$15,147	\$450,000	-\$434,853	3.37%
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	\$2,468	\$2,468	\$300,000	-\$297,532	0.82%
6256 East Parade - Deloraine	\$0	\$0	\$0	\$40,000	-\$40,000	0.00%
6259 Railton Rd - Kimberley 21/22	\$0	\$0	\$0	\$31,900	-\$31,900	0.00%
6272 East Barrack St - Deloraine 20/21	\$0	\$2,751	\$2,751	\$112,000	-\$109,249	2.46%
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	\$3,938	\$63,556	\$16,000	\$47,556	397.22%
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	\$1,618	\$2,639	\$15,000	-\$12,361	17.59%
6362 Griffins Rd - Elizabeth Town	\$0	\$3,457	\$3,457	\$75,000	-\$71,543	4.61%
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	<b>\$124,404</b>	<b>\$365,138</b>	<b>\$489,542</b>	<b>\$3,800,000</b>	<b>-\$3,310,458</b>	<b>12.88%</b>
<b>210 - Bridges</b>						
5203 Western Creek Montana Road	\$0	\$121,003	\$121,003	\$338,000	-\$216,997	35.80%
5409 Un-Named Drain Harveys Road 21/22	\$0	\$0	\$0	\$25,000	-\$25,000	0.00%
210 - Bridges Sub Total	<b>\$0</b>	<b>\$121,003</b>	<b>\$121,003</b>	<b>\$363,000</b>	<b>-\$241,997</b>	<b>33.33%</b>
<b>200 - Roads Streets and Bridges Sub Total</b>	<b>\$124,404</b>	<b>\$486,140</b>	<b>\$610,544</b>	<b>\$4,163,000</b>	<b>-\$3,552,456</b>	<b>14.67%</b>

## 14.1.1 Financial Report 31 December 2022



### 2023 Financial Year

05-Jan-2023 03:00:37

### Health and Community Welfare

#### 315 - Cemeteries

	<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>
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	\$498	\$498	\$10,000	-\$9,502	4.98%
6529 Carrick Rec Ground - Public Toilets 21/22	\$3,056	\$6,866	\$9,922	\$130,000	-\$120,078	7.63%
316 - Community Amenities Sub Total	\$3,056	\$7,364	\$10,420	\$150,000	-\$139,580	6.95%

#### 321 - Tourism & Area Promotion

7833 Bass Highway Signage - Westbury 21/22	\$0	\$1,589	\$1,589	\$50,000	-\$48,411	3.18%
321 - Tourism & Area Promotion Sub Total	\$0	\$1,589	\$1,589	\$50,000	-\$48,411	3.18%

#### 335 - Household Waste

6602 Westbury Land fill Site - Cell Expansion 21/22	\$0	\$1,048	\$1,048	\$504,100	-\$503,052	0.21%
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	\$0	\$0	\$270,000	-\$270,000	0.00%
6619 Deloraine Landfill Site Improvements 21/22	\$27,783	\$32,746	\$60,529	\$450,000	-\$389,471	13.45%
335 - Household Waste Sub Total	\$29,164	\$127,777	\$156,941	\$1,586,100	-\$1,429,159	9.89%



## 14.1.1 Financial Report 31 December 2022



### 2023 Financial Year

05-Jan-2023 03:00:37

	<i>Prior Year Expenditure</i>	<i>Current Year Expenditure</i>	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>
<b>351 - Storm Water Drainage</b>						
6400 Various Locations - Stormwater Improvement Program	\$0	\$0	\$0	\$29,900	-\$29,900	0.00%
6404 East St, Carrick Stormwater 21/22	\$0	\$6,658	\$6,658	\$114,000	-\$107,342	5.84%
6431 Dexter St, Westbury - Stormwater 21/22	\$1,719	\$2,630	\$4,349	\$114,000	-\$109,651	3.81%
6450 West Parade Deloraine Stormwater 21/22	\$0	\$0	\$0	\$135,000	-\$135,000	0.00%
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	\$26,556	\$34,506	\$100,000	-\$65,494	34.51%
6869 Buell Drive, Prospect Vale - Stormwater	\$0	\$1,703	\$1,703	\$10,000	-\$8,297	17.03%
351 - Storm Water Drainage Sub Total	\$9,669	\$44,725	\$54,394	\$605,400	-\$551,006	8.98%
<b>300 - Health and Community Welfare Sub Total</b>	<b>\$41,889</b>	<b>\$185,709</b>	<b>\$227,598</b>	<b>\$2,396,500</b>	<b>-\$2,168,902</b>	<b>9.50%</b>

### Recreation and Culture

#### 505 - Public Halls

7428 Bracknell Hall - Building Replacement 16/17	\$190,174	\$29,791	\$219,965	\$1,235,000	-\$1,015,035	17.81%
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	\$31,269	\$221,613	\$1,335,000	-\$1,113,387	16.60%

## 14.1.1 Financial Report 31 December 2022



### 2023 Financial Year

05-Jan-2023 03:00:37

	<i>Prior Year Expenditure</i>	<i>Current Year Expenditure</i>	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>
<b>525 - Recreation Grounds &amp; Sports Facilities</b>						
7611 Deloraine Rec Ground Precinct 21/22	\$0	\$736	\$736	\$828,000	-\$827,264	0.09%
7616 Deloraine Rec Ground - Ground Upgrades & Lighting 21/22	\$341,597	\$25,502	\$367,098	\$625,000	-\$257,902	58.74%
7618 Westbury Sports Ctr - Change Room Upgrade	\$0	\$4,004	\$4,004	\$220,000	-\$215,996	1.82%
7678 PVP Ring Road & Main Access 21/22	\$1,861	\$0	\$1,861	\$82,500	-\$80,639	2.26%
7687 PVP Lighting Upgrade	\$0	\$0	\$0	\$10,000	-\$10,000	0.00%
7695 Deloraine Community Complex - Squash Courts 20/21	\$221,803	\$28,127	\$249,930	\$3,700,000	-\$3,450,070	6.75%
7696 Deloraine Pump Track 19/20	\$0	\$57,477	\$57,477	\$50,800	\$6,677	113.14%
8037 PVP - Ground Fencing & Safety Netting	\$0	\$30,801	\$30,801	\$100,000	-\$69,199	30.80%
525 - Recreation Grounds & Sports Facilities Sub Total	\$565,261	\$146,647	\$711,908	\$5,616,300	-\$4,904,392	12.68%
<b>545 - Sundry Cultural Activities</b>						
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%
<b>565 - Parks and Reserves</b>						
8019 Westbury Village Green - Playground Renewal	\$59	\$24,316	\$24,375	\$57,000	-\$32,625	42.76%
8023 Las Vegas Drive Reserve - Playground Renewal 21/22	\$78,997	\$98,006	\$177,003	\$210,000	-\$32,997	84.29%
8077 Various Locations - BBQ Replacements	\$0	\$13,405	\$13,405	\$20,000	-\$6,595	67.03%
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	\$0	\$0	\$20,000	-\$20,000	0.00%
565 - Parks and Reserves Sub Total	\$143,100	\$135,728	\$278,828	\$492,000	-\$213,172	56.67%
<b>500 - Recreation and Culture Sub Total</b>	<b>\$944,753</b>	<b>\$350,117</b>	<b>\$1,294,869</b>	<b>\$7,549,300</b>	<b>-\$6,254,431</b>	<b>17.15%</b>

## 14.1.1 Financial Report 31 December 2022



### 2023 Financial Year

05-Jan-2023 03:00:37

#### 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	\$18,149	\$22,649	\$42,900	-\$20,251	52.79%
8819 New Works Depot Design & Construction 20/21	\$38,040	\$26,974	\$65,014	\$4,543,000	-\$4,477,986	1.43%
625 - Management and Indirect O/Heads Sub Total	\$42,540	\$45,123	\$87,663	\$4,585,900	-\$4,498,237	1.91%

##### 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%

<b>600 - Unallocated and Unclassified Sub Total</b>	<b>\$42,540</b>	<b>\$95,448</b>	<b>\$137,988</b>	<b>\$5,351,900</b>	<b>-\$5,213,912</b>	<b>2.58%</b>
---	-----------------	-----------------	------------------	--------------------	---------------------	--------------

<b>Total Capital Project Expenditure</b>	<b>\$1,153,586</b>	<b>\$1,120,430</b>	<b>\$2,274,016</b>	<b>\$20,428,400</b>	<b>-\$18,154,384</b>	<b>11.13%</b>
--	--------------------	--------------------	--------------------	---------------------	----------------------	---------------



## 5. Capital Resealing Report

### 2023 Financial Year

04-Jan-2023 20:02:52

	<b>Total Expenditure</b>	<b>Total Budget</b>	<b>Variance Amount</b>	<b>Percentage of Total Budget</b>	
<b>Roads Streets and Bridges</b>					
<b>201 - Roads and Streets</b>					
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	\$3,688	\$0	\$3,688	0.00%
6101	Black Hills Rd - Black Hills	\$4,837	\$0	\$4,837	0.00%
6113	Caveside Rd - Caveside	\$29,851	\$0	\$29,851	0.00%
6114	Fernleigh - Caveside	\$416	\$0	\$416	0.00%
6131	Barra Rd - Deloraine	\$504	\$0	\$504	0.00%
6214	R2R 2023 Selbourne Rd - Selbourne	\$7,562	\$0	\$7,562	0.00%
6226	Weetah Rd - Weetah	\$4,880	\$0	\$4,880	0.00%
6245	R2R 2023 Westwood Rd - Westwood	\$209	\$0	\$209	0.00%
6299	Re seals General Budget Allocation	\$0	\$1,501,800	-\$1,501,800	0.00%
201 - Roads and Streets Sub Total		\$430,981	\$1,501,800	-\$1,070,819	28.70%
<b>Capital Resealing Projects Total</b>		<b>\$430,981</b>	<b>\$1,501,800</b>	<b>-\$1,070,819</b>	<b>28.70%</b>



## 6. Capital Gravelling Report

### 2023 Financial Year

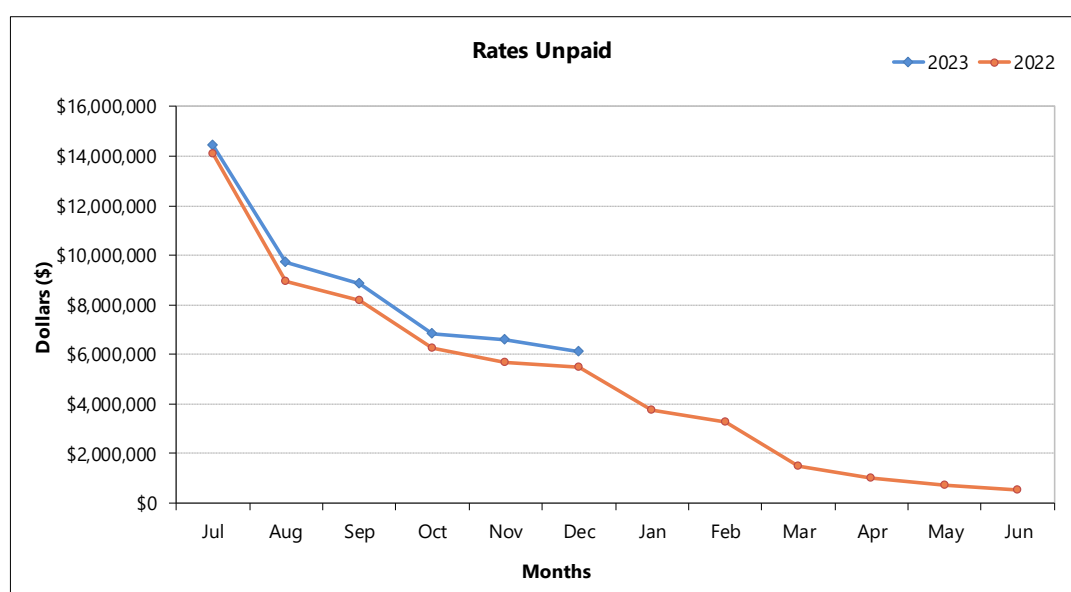
04-Jan-2023 20:02:13

	<b>Total Expenditure</b>	<b>Total Budget</b>	<b>Variance Amount</b>	<b>Percentage of Total Budget</b>
<b>Roads Streets and Bridges</b>				
<b>201 - Roads and Streets</b>				
5503 Denman Rd - Birralee	\$5,954	\$0	\$5,954	0.00%
5506 Priestleys Lane - Birralee	\$11,906	\$0	\$11,906	0.00%
5566 Mcgees Rd - Emu Plains	\$16,213	\$0	\$16,213	0.00%
5567 Black Lane - Emu Plains	\$29,151	\$0	\$29,151	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%
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	\$1,983	\$0	\$1,983	0.00%
5743 Cunninghams - Western Creek	\$3,566	\$0	\$3,566	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	\$241,812	\$482,900	-\$241,088	50.07%
<b>Capital Gravelling Expenditure Total</b>	<b>\$241,812</b>	<b>\$482,900</b>	<b>-\$241,088</b>	<b>50.07%</b>



## 7. Rates Revenue Reconciliation - 31 December 2022

	2023	2022
<b>Rate Balance Carried Forward from previous Year</b>	\$ 535,237	\$ 485,982
<b>2022/23 Rates Raised</b>	\$ 15,825,237	\$ 14,600,907
<b>Interest</b>	\$ 34,470	\$ 29,950
<b>Rates Adjustments</b>	\$ 11,009	\$ 15,322
<b>Payments Received</b>	\$ (10,305,041)	\$ (9,631,268)
<b>Rates Control Account Balance</b>	<b>\$ 6,100,912</b>	<b>\$ 5,500,893</b>
<b>% of Rates Unpaid</b>	<b>37.21%</b>	<b>36.39%</b>



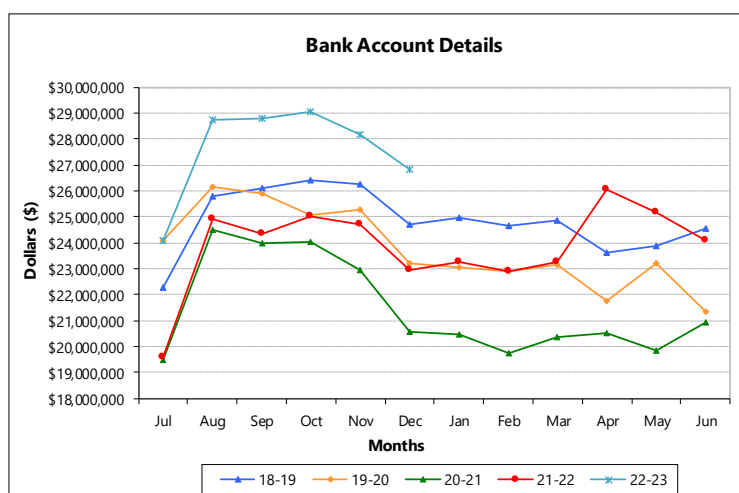


## 8. Cash & Investment Reconciliation - 31 December 2022

	2022-23	2021-22
Balance Carried Forward from previous Year	24,093,527	20,910,652
Add Deposits	15,354,292	13,590,983
Less Payments	- 12,597,845	- 11,539,792
<b>Balance as per Bank Account</b>	<b>\$ 26,849,975</b>	<b>\$ 22,961,844</b>

Made up of:	Amount	Interest Rate
Cash at Bank	83,298	3.01%
Westpac Bank Cash Management Account	2,133	3.05%
Commonwealth Bank At Call Account	1,425,204	3.20%
Term Deposits:		
Commonwealth Bank	11,020,778	2.03-4.48%
National Australia Bank	1,000,000	0.72%
Westpac Bank	4,000,000	0.88-4.59%
Macquarie Bank	1,000,000	1.60%
MyState Financial	4,315,196	0.95-4.00%
Bank of Queensland	1,003,366	3.00%
Judo Bank	2,000,000	2.00%
Maitland Mutual	1,000,000	4.50%
	<b>\$ 26,849,975</b>	

Less expenditure commitments:	
2023 Operating expenditure outstanding	-9,794,268
2023 Capital expenditure outstanding	-19,466,291
Add assets:	
2023 Operating income outstanding	10,315,331
2023 Estimated rate debtors outstanding	6,100,912
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
<b>Adjusted Cash Balance</b>	<b>\$ 6,320,667 *</b>



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

## Governance

# Appointment of Members to Special Committee of Council - Mole Creek Hall Committee

**Report Author** John Jordan  
General Manager

**Motion** That Council appoints under section 24(2) of the *Local Government Act 1993*, the following persons to the Mole Creek Hall Committee:

1. Mr Doug Stewart (President)
2. Ms. Jenny Nicol (Vice President)
3. Ms. Maree Martin (Treasurer)
4. Ms. Sue Meure (Secretary)

**Moved** Councillor Ben Dudman

**Seconded** Deputy Mayor Stephanie Cameron

**Votes for** Mayor Wayne Johnston  
Deputy Mayor Stephanie Cameron  
Councillor Lochie Dornauf  
Councillor Ben Dudman  
Councillor Kevin House  
Councillor Michael Kelly  
Councillor Barry Lee  
Councillor Anne-Marie Loader  
Councillor John Temple

**Votes against** Nil

**Abstained** Nil

To abstain from voting at a Council Meeting is to vote in the negative: *Local Government (Meeting Procedure) Regulations 2015: s28.*

**Motion carried by simple majority**

**Minute reference: 014/2023**



## Governance

### Quarterly Report - December 2022

**Report Author** Geoff Guiver  
Business Improvement Officer

**Authorised by** John Jordan  
General Manager

**Motion** Council to receive and note the attached report of performance against the Annual Plan 2022-23 for the period from October to December (Quarter 2).

**Moved** Councillor Lochie Dornauf

**Seconded** Councillor Kevin House

**Votes for** Mayor Wayne Johnston  
Deputy Mayor Stephanie Cameron  
Councillor Lochie Dornauf  
Councillor Ben Dudman  
Councillor Kevin House  
Councillor Michael Kelly  
Councillor Barry Lee  
Councillor Anne-Marie Loader  
Councillor John Temple

**Votes against** Nil

**Abstained** Nil

To abstain from voting at a Council Meeting is to vote in the negative: *Local Government (Meeting Procedure) Regulations 2015: s28.*

**Motion carried by simple majority**

**Minute reference: 015/2023**

## 15.2.1 Annual Plan 2022 23 Activity Summary Q2

Community Strategic Plan Reference	Annual Plan Targets 2022-23	Target	Department	Scheduled Delivery Quarter				Qtr. 2 Status	Comment
				Sep	Dec	Mar	Jun		
<b>Supporting our customers</b>									
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		✓	✓	✓	Achieved	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 Q3.
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	Internal drafting and consultation underway in preparation for Council Workshop in March (Q3).
4.1, 6.4	Update information (web) and user guides for the use of indoor facilities	Revision complete	Infrastructure Services	✓	✓			Progressing	Q2 in progress. Expected completion in Q3.
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 under evaluation for Deloraine Community Complex.

## 15.2.1 Annual Plan 2022 23 Activity Summary Q2

Community Strategic Plan Reference	Annual Plan Targets 2022-23	Target	Department	Scheduled Delivery Quarter				Qtr. 2 Status	Comment
				Sep	Dec	Mar	Jun		
				<b>Managing our asset portfolio</b>					
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 divestment approved at the December 2022 Closed Council Meeting. Divestment to be timed with market and Local Government Act.
5.2, 6.1-6.6	Determine future of former landfill at Bracknell – lease renewal or sale	Lease or sale complete	Infrastructure Services	✓	✓	✓	✓	Achieved	Council approval to divest obtained in Dec 22.
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 continuing and service authority design reviews in progressing.
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 Q3.
6.2	Renew the Eastern Play Spaces Strategy 2020	Update complete	Infrastructure Services			✓		Progressing	Scheduled to commence in Q3. Review of previous draft strategy document underway.
<b>Investing in community facilities and infrastructure</b>									
4.1, 6.4	Finalise electrical safety and asbestos audits and register and deliver program of rectification works	Works complete	Infrastructure Services	✓	✓	✓		Progressing	Work continuing with suppliers.

## 15.2.1 Annual Plan 2022 23 Activity Summary Q2

Community Strategic Plan Reference	Annual Plan Targets 2022-23	Target	Department	Scheduled Delivery Quarter				Qtr. 2 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 lease register progressing.
4.1, 6.4	Implement a program to renew and ensure currency of all leases and agreements	Program delivered to schedule	Infrastructure Services			✓	✓	Pending	Scheduled to commence in Q3.
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			✓	✓	Pending	Scheduled to commence in Q3.
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	✓	✓	✓	✓	Achieved	Q2 milestone achieved. Contract for construction approved by Council Dec 22.
6.1, 6.3	Progress construction of Bracknell Hall	Progressed to schedule	Infrastructure Services	✓	✓	✓	✓	Achieved	Foundation works commenced in Q2, construction on target.

## 15.2.1 Annual Plan 2022 23 Activity Summary Q2

Community Strategic Plan Reference	Annual Plan Targets 2022-23	Target	Department	Scheduled Delivery Quarter				Qtr. 2 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	Project planning in progress following consultation phase. Grant deed with Aust Government to be executed.
6.1, 6.3	Design and commence construction for new centralised Works Department depot at Valley Central	Progressed to schedule	Works	✓	✓	✓	✓	Achieved	Q2 objectives achieved. Detailed design progressed and funding strategy approved by Council. Q3 objective to finalise detailed design and tender documentation. Advertise tender for civil component (earthworks, pipework etc.).
6.2, 6.3	Deliver lighting upgrades to Deloraine AFL oval	Completed	Infrastructure Services		✓	✓		Progressing	Delayed due to flood impact. Recommencement of site work in Q3.
6.2, 6.3	Implement a preferred project management methodology for major project delivery	Method implemented	Infrastructure Services			✓		Pending	Scheduled to commence in Q3.
6.2, 6.3	Develop and deliver maintenance schedules and improvement programs for civil and road related assets	Programs complete	Works		✓	✓	✓	Progressing	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	Q2 objectives achieved. Operational maintenance progressing to program schedule.

## 15.2.1 Annual Plan 2022 23 Activity Summary Q2

Community Strategic Plan Reference	Annual Plan Targets 2022-23	Target	Department	Scheduled Delivery Quarter				Qtr. 2 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	Q2 objectives achieved. Operational maintenance progressing to schedule. Capital works update to be provided to Council at January 2023 workshop.
6.1, 6.3	Deliver the bridge inspection and maintenance program	Progressed to schedule	Infrastructure Services	✓	✓	✓	✓	Achieved	Inspection report received. Maintenance work priorities under assessment for action this year.
6.1, 6.3	Deliver civil construction and infrastructure works for transport and recreation assets	Progressed to schedule	Infrastructure Services	✓	✓	✓	✓	Progressing	Capital works update to be provided to Council at January workshop.
6.2, 6.3	Plan, manage, construct and maintain bridges, culverts and other infrastructure	Progressed to schedule	Infrastructure Services	✓	✓	✓	✓	Progressing	Capital works update to be provided to Council at January workshop.
<b>Making a positive contribution to community wellbeing</b>									
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

## 15.2.1 Annual Plan 2022 23 Activity Summary Q2

Community Strategic Plan Reference	Annual Plan Targets 2022-23	Target	Department	Scheduled Delivery Quarter				Qtr. 2 Status	Comment
				Sep	Dec	Mar	Jun		
				3.3, 3.4	Deliver programmed activity and support for NAIDOC Week	Number of activities supported	Community Wellbeing		
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				✓	Progressing	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"> <li>University of the Third Age - (20 attendees)</li> <li>Westbury Health and Westbury Community Garden (40 attendees)</li> </ul>
3.3, 3.4	Review legacy support arrangements and finalise agreements (church lighting)	Review complete	Community Wellbeing			✓		Pending	Scheduled to commence in Q3.

## 15.2.1 Annual Plan 2022 23 Activity Summary Q2

Community Strategic Plan Reference	Annual Plan Targets 2022-23	Target	Department	Scheduled Delivery Quarter				Qtr. 2 Status	Comment
				Sep	Dec	Mar	Jun		
3.1-3.5, 4.1	Deliver community consultation on Deloraine Recreation Precinct.	Complete	Community Wellbeing	✓	✓	✓	✓	Achieved	Initial consultation and engagement stages completed; feedback presented to Council at November Workshop.
3.1, 3.4,4.1	Undertake consultation and engagement to prepare inputs for Community Strategic Plan	Consultation completed	Community Wellbeing			✓	✓	Progressing	Scheduled to commence in Q3 (March). Low key community forums progressed in Q1 to inform consultation program for CSP review.
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			✓		Pending	Scheduled to commence in Q3.
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. Analysis to assist CSP consultation pending.
3.2, 3.4, 3.5	Review and update Council's Community Wellbeing Program and brief incoming Council	Council approved program	Community Wellbeing		✓	✓		Pending	To be progressed in Q3 ahead of budget development.
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 to be prepared in Q3.
3.2, 3.4, 3.5	Establish a staff community volunteering program	Number of participating staff	Community Wellbeing				✓	Progressing	Enterprise Agreement including volunteer leave approved Dec 22. Balance scheduled to commence in Q4.



## 15.2.1 Annual Plan 2022 23 Activity Summary Q2

Community Strategic Plan Reference	Annual Plan Targets 2022-23	Target	Department	Scheduled Delivery Quarter				Qtr. 2 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	Q2 support to Tasmanian Chamber Music Festival, Gardenfest, Westbury Car Show, Deloraine Craft Fair, Westbury Show, Remembrance Day.
<b>Supporting economic growth, prosperity and the environment</b>									
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. Dec 22
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.

## 15.2.1 Annual Plan 2022 23 Activity Summary Q2

Community Strategic Plan Reference	Annual Plan Targets 2022-23	Target	Department	Scheduled Delivery Quarter				Qtr. 2 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			✓		Pending	Scheduled to commence in Q3.
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).
<b>Supporting community health outcomes, resilience and emergency management responses</b>									
4.4	Review Municipal Emergency Management Plan in line with new SES regional template	Complete	Infrastructure Services		✓	✓		Progressing	Review commenced in Q2.
4.4	Complete logical test of Emergency Management Plan	Complete	Infrastructure Services			✓		Pending	Scheduled for Q3 following completion of plan and debrief from Oct 22 floods.
<b>Managing planning, development and regulation</b>									
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	Draft Regional demand and study underway.

## 15.2.1 Annual Plan 2022 23 Activity Summary Q2

Community Strategic Plan Reference	Annual Plan Targets 2022-23	Target	Department	Scheduled Delivery Quarter				Qtr. 2 Status	Comment
				Sep	Dec	Mar	Jun		
1.1, 1.2, 1.3	Contribute to the Greater Launceston Plan Review	Participation	Development & Regulatory		✓	✓		Progressing	GLP Review Background Research Report completed by consultants. To be reviewed in Q3.
1.2	Progress development of a Structure Plan for Carrick	Plan delivered	Development & Regulatory			✓	✓	Pending	Scheduled to commence in Q3.
1.1, 1.2, 1.3	Complete the Prospect Vale - Blackstone Heights Structure Plan Review	Completed	Development & Regulatory		✓	✓		Pending	Deferred to re-commence in Q3.
1.2	Complete implementation of an automated planning assessment tool and template report	Implemented	Development & Regulatory		✓			Progressing	Q2 benchmarking and solution design completed. Build and test phase expected completion in Q3.
<b>Provide contemporary waste collection, disposal and recycling services and infrastructure</b>									
1.1, 1.5	Review and update the Waste Management Strategy and model against long-term financial plan	Endorsed strategy	Infrastructure Services		✓	✓		Progressing	Subject to assessment of financial feasibility. An update to be presented to Council at the Jan/Feb Workshop.
6.1, 6.6	Complete feasibility assessment of new landfill cell at Deloraine	Feasibility assessed	Infrastructure Services		✓	✓		Progressing	Financial assessment progressing. An update to be presented to Council at the Jan/Feb Workshop.
1.1, 1.5	Progress purchase of landfill land (Cluan)	Land purchased	Infrastructure Services		✓	✓	✓	Progressing	Council approval to progress purchase negotiations obtained Dec 22.
1.5, 6.6	Design and commence construction a new transfer station at Deloraine	Progressed to schedule	Infrastructure Services	✓	✓	✓	✓	Progressing	Work continuing by consultant. Supply contract for weighbridge approved.

## 15.2.1 Annual Plan 2022 23 Activity Summary Q2

Community Strategic Plan Reference	Annual Plan Targets 2022-23	Target	Department	Scheduled Delivery Quarter				Qtr. 2 Status	Comment
				Sep	Dec	Mar	Jun		
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	Scheduled to commence in Q3.
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.
1.1, 1.5	Select and implement operating model for Cluan and Deloraine landfills	New model implemented	Infrastructure Services		✓	✓		Progressing	Tender for site management operations to be issued in Q3.
1.1, 1.5	Maintain planning and environmental approvals and compliance for landfill operations	Zero environmental issues	Infrastructure Services	✓	✓	✓	✓	Achieved	Operations manual, emergency management plan and water management plan to be prepared Q3 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		✓	✓	✓	Progressing	Environmental effects report submitted to EPA for initial assessment. Final approval anticipated in Q3.
<b>Provide a robust, reliable, secure and available ICT environment</b>									

## 15.2.1 Annual Plan 2022 23 Activity Summary Q2

Community Strategic Plan Reference	Annual Plan Targets 2022-23	Target	Department	Scheduled Delivery Quarter				Qtr. 2 Status	Comment
				Sep	Dec	Mar	Jun		
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		✓	✓		Progressing	Several security measures in place and provided engaged for email security awareness program for employees and elected members. Further work Q3.
5.1, 5.2	Assess and implement as required upgrading of website enabling technology	Assessment complete	Corporate Services		✓	✓		Achieved	Website enabled, data housed by third party, greater level of online form availability being assessed by Communications.
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		✓	✓		Deferred	Planning to commence in Q3.
<b>Modernising and digitising our systems and processes to increase our productivity and capabilities</b>									
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		✓	✓		Achieved	Licence upgrades completed in Q2. Additional software adoption to be completed in Q3.
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 project plan in development, meetings with suppliers continuing.

## 15.2.1 Annual Plan 2022 23 Activity Summary Q2

Community Strategic Plan Reference	Annual Plan Targets 2022-23	Target	Department	Scheduled Delivery Quarter				Qtr. 2 Status	Comment
				Sep	Dec	Mar	Jun		
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 project plan.
5.1, 5.2	Review technical software supporting GIS, engineering and other specialist software and implement updates as needed	Review complete	Infrastructure Services			✓	✓	Pending	Scheduled for Q3.
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			✓	✓	Pending	Scheduled to commence in Q3.
<b>Deliver good governance and resilience through sound corporate and financial management</b>									
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.
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.

## 15.2.1 Annual Plan 2022 23 Activity Summary Q2

Community Strategic Plan Reference	Annual Plan Targets 2022-23	Target	Department	Scheduled Delivery Quarter				Qtr. 2 Status	Comment
				Sep	Dec	Mar	Jun		
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		✓			Progressing	Rolling program of induction and professional development scheduled throughout Q2 & Q3.
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.
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 Q3.
5.6	Update staff Code of Conduct and related policies, complete staff training	New code implemented	Corporate Services			✓	✓	Pending	Scheduled to commence in Q3.

## 15.2.1 Annual Plan 2022 23 Activity Summary Q2

Community Strategic Plan Reference	Annual Plan Targets 2022-23	Target	Department	Scheduled Delivery Quarter				Qtr. 2 Status	Comment
				Sep	Dec	Mar	Jun		
5.4, 5.6	Deliver staff training and development in Council's records management system	Delivered	Corporate Services	✓	✓	✓	✓	Achieved	Q2 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			✓		Progressing	Published for submissions 26 November 2022 and 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	Q1 and Q2 information and 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.
<b>Managing our supply chain to procure goods and services</b>									
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.



## 15.2.1 Annual Plan 2022 23 Activity Summary Q2

Community Strategic Plan Reference	Annual Plan Targets 2022-23	Target	Department	Scheduled Delivery Quarter				Qtr. 2 Status	Comment
				Sep	Dec	Mar	Jun		
				<b>Informing and engaging our community</b>					
5.1, 5.3	Develop and implement a Council Communication Strategy	Strategy implemented	Governance		✓	✓		Progressing	Contractor proposal to be presented to Jan workshop to finalise engagement.
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		✓	✓		Progressing	Contractor engaged with production scheduled to start February 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			✓	✓	Pending	Scheduled to commence in Q3.
<b>Demonstrating a commitment to our people</b>									
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	Q2: Action plan in development following Pulse check survey results received from University South Australia points to positive culture.
5.4, 5.6	Review the annual staff performance review process with management	Review findings implemented	Corporate Services				✓	Pending	Scheduled to commence in Q4.

## 15.2.1 Annual Plan 2022 23 Activity Summary Q2

Community Strategic Plan Reference	Annual Plan Targets 2022-23	Target	Department	Scheduled Delivery Quarter				Qtr. 2 Status	Comment
				Sep	Dec	Mar	Jun		
5.4, 5.6	Develop a Workforce Strategy and Resourcing Plan, including overview of recruitment and induction processes	Strategy in place	Corporate Services			✓	✓	Pending	Scheduled to commence in Q3.
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

### 2023 Council Meeting Dates

**Report Author** John Jordan  
General Manager

**Motion** That Council:

1. Approves the attached schedule of Ordinary Meetings for 2023, to be convened by the Mayor at the Council Chambers in Westbury at 3.00pm on each nominated date; and
2. Notes that in accordance with the *Local Government (Meeting Procedures) Regulations 2015*, a notice of the time and dates of meetings will be placed in the Examiner newspaper. The notice will also be available to view at Council's public office at Westbury and on the website.

**Moved** Councillor Anne-Marie Loader

**Seconded** Councillor Ben Dudman

**Votes for** Mayor Wayne Johnston  
Deputy Mayor Stephanie Cameron  
Councillor Lochie Dornauf  
Councillor Ben Dudman  
Councillor Kevin House  
Councillor Michael Kelly  
Councillor Barry Lee  
Councillor Anne-Marie Loader  
Councillor John Temple

**Votes against** Nil

**Abstained** Nil

To abstain from voting at a Council Meeting is to vote in the negative: *Local Government (Meeting Procedure) Regulations 2015: s28.*

**Motion carried by absolute majority**

**Minute reference: 016/2023**

### 15.3.1 2023 Council Ordinary Meeting Schedule

#### Meander Valley Council Ordinary Meetings for the period February 2023 to December 2023.

The Mayor in accordance with the *Local Government (Meeting Procedures) Regulations 2015* will convene council meetings according to the following schedule:

Time	Day	Date
3.00 pm	Tuesday	14 February 2023
3.00 pm	Tuesday	14 March 2023
3.00 pm	Tuesday	18 April 2023
3.00 pm	Tuesday	9 May 2023
3.00 pm	Tuesday	13 June 2023
3.00 pm	Tuesday	11 July 2023
3.00 pm	Tuesday	8 August 2023
3.00 pm	Tuesday	12 September 2023
3.00 pm	Tuesday	10 October 2023
3.00 pm	Tuesday	14 November 2023
3.00 pm	Tuesday	12 December 2023

Note: The January 2023 council meeting was scheduled separately on 17 January 2023 at 3.00pm.

## Motion to Close Meeting

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

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

**Moved** Councillor Michael Kelly

**Seconded** Councillor Kevin House

**Votes for** Mayor Wayne Johnston  
Deputy Mayor Stephanie Cameron  
Councillor Lochie Dornauf  
Councillor Ben Dudman  
Councillor Kevin House  
Councillor Michael Kelly  
Councillor Barry Lee  
Councillor Anne-Marie Loader  
Councillor John Temple

**Votes against** Nil

**Motion carried by absolute majority**

**Minute reference: 017/2023**

# Closed Session Agenda

## Confirmation of Closed Minutes

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

**Minute reference: 018/2023**

## Leave of Absence Applications

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

**Minute reference: 019/2023**

---

## Release of Public Information

No new items were discussed in the closed session and consequently there was no information to be considered for release as Public Information.

**Minute reference: 020/2023**

---

## Meeting End

Meeting closed at 3:43 pm.

---

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