



Meander Valley Council  
Working Together

# MINUTES

## ORDINARY COUNCIL MEETING

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**Tuesday 18 April 2023**

**Time** 3.00pm

**Location** Meander Valley Council Offices  
26 Lyall Street  
Westbury, Tasmania

**Phone** (03) 6393 5300

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## Meeting Open - Attendance & Apologies

Meeting opened at 3:00 pm.

**Chairperson** Mayor Wayne Johnston

**Councillors present** Deputy Mayor Stephanie Cameron  
Councillor Lochie Dornauf  
Councillor Ben Dudman  
Councillor Kevin House  
Councillor Michael Kelly  
Councillor Anne-Marie Loader  
Councillor Rodney Synfield  
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
	Matthew Millwood	Director Works
	Krista Palfreyman	Director Development & Regulatory Services
	Jarred Allen	Team leader Engineering
	Justin Marshall	Team Leader Finance
	Linda Butler	Project Manager
	Anita Devlin	Executive Officer

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## Acknowledgment of Country

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

## Confirmation of Minutes

*[Councillor Synfield highlighted that a minor issue with the minutes for the 14 March 2023 Council Meeting had been reported to him. Upon review it was identified that the signature block placeholder for minutes confirmation had not been updated to reflect that Deputy Mayor Stephanie Cameron was the Chairperson for the meeting. This discrepancy will be rectified following confirmation of the minutes and prior to signing by the Chairperson.]*

*[Mayor Wayne Johnston and Councillor Michael Kelly were not present at the previous Council Meeting and so abstained from the vote.]*

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

**Moved** Councillor Ben Dudman

**Seconded** Councillor Kevin House

**Votes for** Deputy Mayor Stephanie Cameron  
Councillor Lochie Dornauf  
Councillor Ben Dudman  
Councillor Kevin House  
Councillor Anne-Marie Loader  
Councillor Rodney Synfield  
Councillor John Temple

**Votes against** Nil

**Abstained** Mayor Wayne Johnston  
Councillor Michael Kelly

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: 062/2023**

## Declarations of Interest

<b>Councillor</b>	Deputy Mayor Stephanie Cameron
<b>Agenda item</b>	Governance Report Review of Policy No. 23: Responsibilities of Council Representatives
<b>Action</b>	Deputy Mayor Stephanie Cameron disclosed that she was a member of the Chudleigh Memorial Hall Committee and the General Manager provided advice of immaterial conflict due to the nature of the policy.
<b>Councillor</b>	Mayor Wayne Johnston
<b>Agenda item</b>	Community Wellbeing Report Community Grants and Sponsorship Fund Round 4, 2022-23
<b>Action</b>	Mayor Johnston disclosed that his wife had written one of the grant applications which attracts a level of remuneration and subsequently he elected to leave Chambers during discussion and voting on the agenda item.
<b>Councillor</b>	Mayor Wayne Johnston
<b>Agenda item</b>	Governance Report LGAT General Management Committee (GMC) Nominations
<b>Action</b>	Mayor Johnston disclosed that he was the subject of the nomination and elected to leave Chambers during discussion and voting on the agenda item.

**Minute reference: 063/2023**

# 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

**Minute reference: 064/2023**

# 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*

**Community Event:** Grenoch Nursing Home Front Entrance Opening, Deloraine

*Attended by: Cr Ben Dudman*

### 18 March 2023

**Community Event:** St Patrick's Festival, Westbury

*Opened by: Cr Ben Dudman*

*Attended by:*

*Cr Lochie Dornauf*

*Cr Kevin House*

*Cr Anne-Marie Loader*

*Cr John Temple*

**Community Event:** Deloraine Football Club Gala Day, Deloraine

*Attended by:*

*Cr Lochie Dornauf*

*Cr Kevin House*

### 19 March 2023

**Community Event:** Tasmanian Garlic & Tomato Festival, Selbourne

*Opened by: Cr Ben Dudman*

*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*

*Deputy Mayor Stephanie Cameron*

### 25 March 2023

**Community Event:** Italia 23, Prospect Vale

*Opened by: Cr Kevin House*

*Attended by:*

*Deputy Mayor Stephanie Cameron*

### 25-26 March 2023

**Community Event:** Building Together Lego Exhibition, Westbury

*Attended by:*

*Deputy Mayor Stephanie Cameron*

*Cr Ben Dudman*

*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:** Deloraine & District Museum - Past the Post Horse Racing Exhibition

*Opened by: Mayor Wayne Johnston*

*Attended by:*

*Deputy Mayor Stephanie Cameron*

*Cr Ben Dudman*

*Cr Kevin House*

*Cr Anne-Marie Loader*

### 31 March 2023

**Community Event:** Westbury & Districts Historical Society - Bicentenary Trivia Night

*Attended by:*

*Cr Ben Dudman*

*Cr Anne-Marie Loader*



## 01 April 2023

**Community Event:** Western Tiers Cycle Challenge, Prospect Vale

*Opened by: Cr Kevin House*

**Community Event:** AFL Season Opener (Deloraine Football Club) – UTAS Stadium

*Attended By:*

*Deputy Mayor Stephanie Cameron*

## 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*

*Cr Rodney Synfield*

## 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*

*Cr Rodney Synfield*

**Meeting:** Prospect Ladies Probus Club, Prospect

*Attended by: Cr Kevin House*

**Meeting:** Northern Tasmania Development Corporation, Launceston

*Attended by: Cr Kevin House*

## Councillor Announcements & Acknowledgements

Councillor Dudman drew attention to the re-opening of Entally Lodge and encouraged Community Members to take the opportunity to visit this historic community asset. He also congratulated the Westbury and Districts Historical Society with support from the Westbury RSL for hosting a successful bicentennial event fundraising trivia night on 31<sup>st</sup> March.

Councillor House recognised the inaugural Italia 23 Festival and encouraged community members to support the event as it continues to grow in the future.

Councillor Loader congratulated the Rupertswood Farm team for hosting another wonderful crop maze event which forms a very unique visitor experience on the community calendar.

Mayor Wayne Johnston acknowledged the work of the Deloraine Folk Museum and Great Western Tiers Visitor Information Centre to prepare and host the Past the Post Regional Horse Racing Exhibition. He encouraged Community Members to take the opportunity to attend the event which is free to Meander Valley residents.

**Minute reference: 065/2023**

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## Petitions

Nil.

**Minute reference: 066/2023**

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## 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: 067/2023**

# Public Question Time

## 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.

**Councillor Rodney Synfield** spoke of the value of the Bracknell Hall asset to the community. He also advised that while he was not a member of the working group for the Bracknell Hall redevelopment he did attend most of the meetings and Mr Mark Shelton was not in attendance for any of those working group meetings.

**Minute reference: 068/2023**

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## 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?*

**Dino De Paoli, Director Infrastructure Services** advised that Council officers have included a project for a Westbury RV dump point in the draft 2023-24 Capital Works Program for consideration by Councillors at an upcoming Workshop in early May. Budget approval for projects within the capital works program is expected to occur at Council's Ordinary Meeting scheduled for 13 June 2023.

**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?*

**Dino De Paoli, Director Infrastructure Services** advised that subject to Council approval of the project, the timing and location for installation of a dump point will be determined following commencement of the project in the new financial year.

**Question 3:** *Carol Firth, Westbury*

*Statewide contracting (3949 Meander Valley Rd, Exton) operates a contracting business and on 1/4/2023 they delivered a site office and a truck to 99 Deviation Rd, Westbury. Then on 2/4/2023 another site office arrived. Now there is an excavator on the side of the road and 2 vehicles were parked in the area this morning. We have advised Council of this and oppose him conducting any part of his business there. We would like to draw your attention to this. How can Council allow him to not only operate an unsightly mess in Exton but to now extend it to Deviation Road?*

**John Jordan, General Manager** advised that he would take the question on notice to allow Council time to examine the physical location, investigate and respond accordingly.

**Minute reference: 069/2023**

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# Councillor Question Time

## This Month's Councillor Questions With Notice

Nil.

Minute reference: 071/2023

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## This Month's Councillor Questions Without Notice

**Question 1:** *Councillor Rodney Synfield*

*Could we get an update on the upcoming culling of deer in parts of our community, namely the Walls of Jerusalem and nearby areas of the Central Plateau?*

**Mayor Wayne Johnston** advised that he had received a phone-call from Robert Buck (Senior Ranger, Tasmania Parks & Wildlife Service) shortly after Easter advising that he would be sending through some information relating to the planned aerial culling of deer in the Central Highlands. The maps provided indicate that the area affected extends from the western side of the Great Lake through and into the Walls of Jerusalem and along the front of the Great Western Tiers. They intend to undertake aerial shooting from helicopter and also thermal scope for shooting. This activity requires the closure of walking tracks in that area for a six week period in order to ensure the safety of bushwalkers and any other members of the Public who may be in the area. Timing of the cull relates to the rutting period and migration patterns of the deer as well as the impact of the change of seasons. Robert Buck (Senior Ranger, Tasmania Parks & Wildlife Service) can be contacted for additional information if required.

**Question 2:** *Councillor Rodney Synfield*

*Could some reference be made to this proposed culling on our website as to the actual area that will be closed to the Public and for how long and direct the reader to the National Parks authority for their advice?*

**John Jordan, General Manager** advised that Council would be pleased to provide this guidance through the Council website.

**Question 3:** *Councillor John Temple*

*Have there been any further developments with the proposed northern prison?*

**Mayor Wayne Johnston and John Jordan, General Manager** advised that they have had no correspondence with any government department on the prison.

**Councillor Rodney Synfield** advised that some new reports have recently been made available. These relate to heritage and traffic impact assessment.

**Minute reference: 072/2023**

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## Councillor Notices of Motion

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

*[Please note that the motion tabled by Councillor Anne-Marie Loader at the meeting includes an additional recommendation (bullet point 4) that was added post agenda publication.]*

**Proponent** Councillor Anne-Marie Loader

**Attachments** Nil

**Motion** 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.
4. A commitment, as part of the renewal of the Community Strategic Plan, to consulting with the community to develop a community agenda and actions that deliver positive social equity outcomes for all groups.

**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 Anne-Marie Loader  
Councillor John Temple

**Votes against** Councillor Michael Kelly  
Councillor Rodney Synfield

**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: 073/2023**

*[After the completion of voting the meeting was adjourned for 3 minutes at 3:39 pm for a short recess.]*

*[Mayor Wayne Johnston subsequently left the meeting at 3:42 pm due to his declared conflict of interest with the upcoming Community Wellbeing item.]*

## Community Wellbeing

# Community Grants and Sponsorship Fund Round 4, 2022-23

**Report Author** Nate Austen  
Community Programs Officer

**Authorised by** John Jordan  
General Manager

### Motion

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.

**Moved** Councillor Lochie Dornauf

**Seconded** Councillor Anne-Marie Loader

**Votes for** Deputy Mayor Stephanie Cameron  
Councillor Lochie Dornauf  
Councillor Ben Dudman



Councillor Kevin House  
Councillor Michael Kelly  
Councillor Anne-Marie Loader  
Councillor Rodney Synfield  
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: 074/2023**

## 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.
<b>Sub-Total</b>		<b>\$8,098</b>	<b>\$6,800</b>	<b>\$7,000</b>	

## 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.
<b>Sub-Total</b>		<b>\$8,800</b>	<b>\$7,700</b>	<b>\$7,700</b>	
<b>Round 4 Community Grant Totals</b>		<b>\$16,898</b>	<b>\$14,500</b>	<b>\$14,700</b>	

## 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.
<b>Round 4 Sponsorship Donation Totals</b>		<b>\$900</b>	<b>\$900</b>	

## Corporate Services

### Financial Report to 31 March 2023

[Mayor Wayne Johnston returned to the meeting at 3:48 pm.]

**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 March 2023.

**Moved** Councillor John Temple

**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 Anne-Marie Loader  
Councillor Rodney Synfield  
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: 075/2023**





# 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
<b>Total Council Operations</b>			
<b>Operating Revenue</b>			
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%
<b>Total Operating Revenue</b>	<b>\$ 21,152,835</b>	<b>\$ 29,442,900</b>	<b>71.84%</b>
<b>Operating Expenditure</b>			
<b>Departments</b>			
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%
<b>Maintenance &amp; Working Expenses</b>	<b>\$ 12,941,406</b>	<b>\$ 17,157,468</b>	<b>75.43%</b>
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%
<b>Total Operating Expenditure</b>	<b>\$ 18,636,579</b>	<b>\$ 24,924,268</b>	<b>74.77%</b>
<b>Operating Surplus/(Deficit)</b>	<b>\$ 2,516,256</b>	<b>\$ 4,518,632</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 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

<b>Governance</b>	within budget expectations
<b>Corporate Services</b>	within budget expectations
<b>Infrastructure Services</b>	slightly 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** – 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

<b>Revenue</b>	<b>\$ 124,985</b>	<b>69.40 %</b>
<b>Expenses</b>	<b>\$ 3,045,042</b>	<b>72.76 %</b>

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

<b>Revenue</b>	<b>\$ 1,367,987</b>	<b>30.05 %</b>
<b>Expenses</b>	<b>\$ 5,651,276</b>	<b>90.46 %</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 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

<b>Revenue</b>	<b>\$ 4,890,566</b>	<b>86.16 %</b>
<b>Expenses</b>	<b>\$ 6,495,843</b>	<b>64.57 %</b>

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

<b>Revenue</b>	<b>\$ 455,558</b>	<b>70.16 %</b>
<b>Expenses</b>	<b>\$ 1,038,222</b>	<b>60.51 %</b>

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

<b>Revenue</b>	<b>\$ 1,273,559</b>	<b>35.75 %</b>
<b>Expenses</b>	<b>\$ 2,135,993</b>	<b>78.82 %</b>

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

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

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%
<b>100 - Administration Sub Total</b>	<b>\$0</b>	<b>\$56,495</b>	<b>\$56,495</b>	<b>\$967,700</b>	<b>-\$911,205</b>	<b>5.84%</b>

#### 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 - Weegena	\$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%
<b>210 - Bridges</b>						
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%
<b>200 - Roads Streets and Bridges Sub Total</b>	<b>\$124,404</b>	<b>\$1,534,525</b>	<b>\$1,658,929</b>	<b>\$4,163,000</b>	<b>-\$2,504,071</b>	<b>39.85%</b>



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### 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	\$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>
<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	\$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%
<b>300 - Health and Community Welfare Sub Total</b>	<b>\$41,889</b>	<b>\$344,560</b>	<b>\$386,449</b>	<b>\$2,396,500</b>	<b>-\$2,010,051</b>	<b>16.13%</b>

### 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%

## 13.1.1 Financial Report 31 March 2023



### 2023 Financial Year

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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>
<b>525 - Recreation Grounds &amp; Sports Facilities</b>						
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%
<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	\$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%
<b>500 - Recreation and Culture Sub Total</b>	<b>\$944,753</b>	<b>\$821,358</b>	<b>\$1,766,111</b>	<b>\$7,549,300</b>	<b>-\$5,783,189</b>	<b>23.39%</b>

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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%
<b>Total Capital Project Expenditure</b>	<b>\$1,153,586</b>	<b>\$2,857,612</b>	<b>\$4,011,197</b>	<b>\$20,428,400</b>	<b>-\$16,417,203</b>	<b>19.64%</b>



## 5. Capital Resealing Report

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	<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	\$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%
<b>Capital Resealing Expenditure Total</b>	<b>\$952,273</b>	<b>\$1,501,800</b>	<b>-\$549,527</b>	<b>63.41%</b>



## 6. Capital Gravelling Report

### 2023 Financial Year

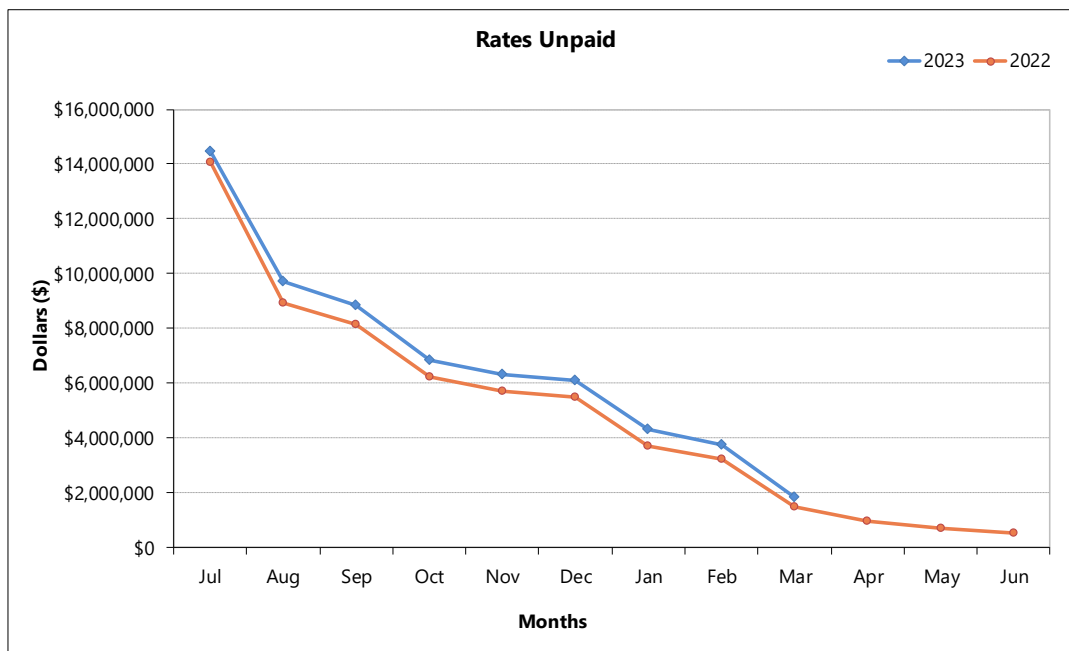
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	<b>Total Expenditure</b>	<b>Total Budget</b>	<b>Variance Amount</b>	<b>Percentage of Total Budget</b>
<b>Roads Streets and Bridges</b>				
<b>201 - Roads and Streets</b>				
5503 Denman Rd - Birralelee	\$5,954	\$0	\$5,954	0.00%
5506 Priestleys Lane - 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%
<b>Capital Gravelling Expenditure Total</b>	<b>\$252,865</b>	<b>\$482,900</b>	<b>-\$230,035</b>	<b>52.36%</b>



**7. Rates Revenue Reconciliation - 31 March 2023**

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



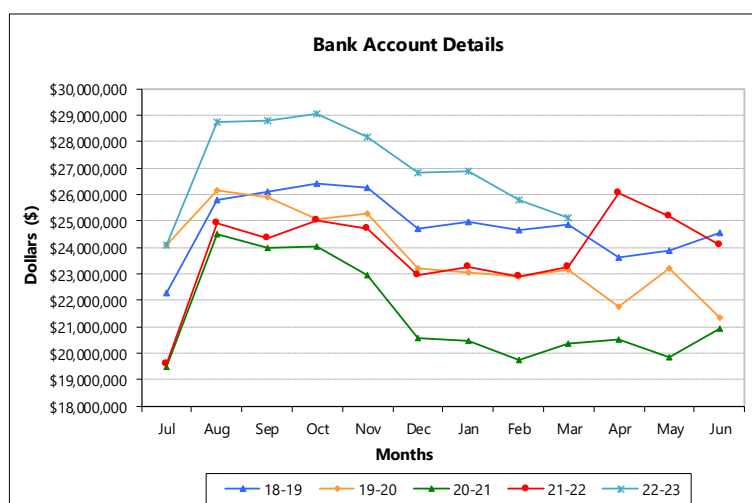


## 8. Cash & Investment Reconciliation - 31 March 2023

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

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%
	<b>\$ 25,132,335</b>	

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
<b>Adjusted Cash Balance</b>	<b>\$ 5,476,229 *</b>



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





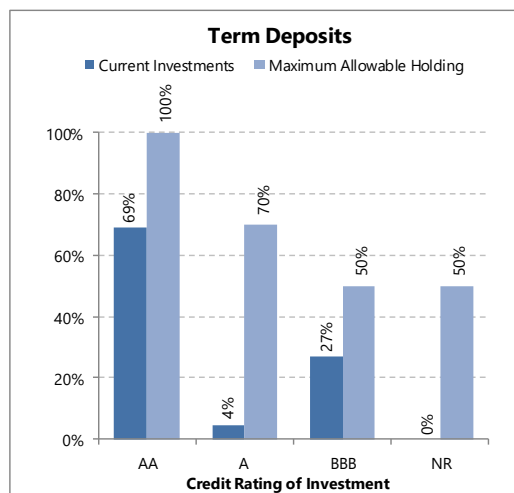
**Term Deposits Summary - 31 March 2023**

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
<b>23,291,177</b>				

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%
<b>23,291,177</b>			



## Infrastructure Services

### Approval of Design for Bass Highway Tourist Sign

**Report Author** Linda Butler  
Project Manager

**Authorised by** Dino De Paoli  
Director Infrastructure Services

**Motion** 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.

**Moved** Councillor Michael Kelly

**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 Anne-Marie Loader

**Votes against** Councillor Rodney Synfield  
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: 076/2023**

## Infrastructure Services

### 2022-23 Capital Works Program Budget Adjustment

**Report Author** Dino De Paoli  
Director Infrastructure Services

**Motion** 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.

**Moved** Councillor Lochie Dornauf

**Seconded** Councillor Michael Kelly

**Votes for** Mayor Wayne Johnston  
Deputy Mayor Stephanie Cameron  
Councillor Lochie Dornauf  
Councillor Ben Dudman  
Councillor Kevin House  
Councillor Michael Kelly  
Councillor Anne-Marie Loader  
Councillor Rodney Synfield

**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 absolute majority**

**Minute reference: 077/2023**

## Governance

# Review of Policy No. 23: Responsibilities of Council Representatives

**Report Author** Geoff Guiver  
Business Improvement Officer

**Authorised by** John Jordan  
General Manager

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

**Moved** Councillor Michael Kelly

**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 Anne-Marie Loader  
Councillor Rodney Synfield  
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: 078/2023**

## 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

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

**Moved** Councillor Lochie Dornauf

**Seconded** Councillor Anne-Marie Loader

**Votes for** Mayor Wayne Johnston  
Deputy Mayor Stephanie Cameron  
Councillor Lochie Dornauf  
Councillor Ben Dudman  
Councillor Kevin House  
Councillor Michael Kelly  
Councillor Anne-Marie Loader  
Councillor Rodney Synfield  
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: 079/2023**

## 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.

## 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

**Motion** 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).

**Moved** Councillor John Temple

**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 Anne-Marie Loader  
Councillor Rodney Synfield  
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: 080/2023**

*[Following voting on the Annual Plan Quarterly Report item, Mayor Wayne Johnston left the meeting at 4:13 pm due to his declared conflict of interest with the following item.]*

### 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		
<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		✓	✓	✓	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		
<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 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.
<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	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.
<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
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"> <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			✓		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.
<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 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).
<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		✓	✓		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.
<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	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.
<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	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		
<b>Provide a robust, reliable, secure and available ICT environment</b>									
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.
<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		✓	✓		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.
<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.

### 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.
<b>Managing our supply chain to procure goods and services</b>									

### 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.
<b>Informing and engaging our community</b>									
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.
<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	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

**Motion** 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.

**Moved** Councillor Michael Kelly

**Seconded** Councillor Lochie Dornauf

**Votes for** Deputy Mayor Stephanie Cameron  
Councillor Lochie Dornauf  
Councillor Ben Dudman  
Councillor Kevin House  
Councillor Michael Kelly  
Councillor Anne-Marie Loader  
Councillor Rodney Synfield  
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: 081/2023**

*[Mayor Wayne Johnston returned to the meeting at 4:16 pm following the vote.]*

## Governance

### Acting General Manager Arrangements

**Report Author** John Jordan  
General Manager

**Motion** 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.

**Moved** Councillor Michael Kelly

**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 Anne-Marie Loader  
Councillor John Temple

**Votes against** Councillor Rodney Synfield

**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: 082/2023**

## 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** Deputy Mayor Stephanie Cameron

**Seconded** Councillor Michael Kelly

**Votes for** Mayor Wayne Johnston  
Deputy Mayor Stephanie Cameron

Councillor Lochie Dornauf

Councillor Ben Dudman

Councillor Kevin House

Councillor Michael Kelly

Councillor Anne-Marie Loader

Councillor Rodney Synfield

Councillor John Temple

**Votes against** Nil

**Motion carried by absolute majority**

**Minute reference: 083/2023**

*[Members of the Public and Staff not required to be in attendance for the Closed Session were asked to leave the chambers at 4:20 pm.]*

# Closed Session Agenda

## Confirmation of Closed Minutes

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

**Minute reference: 084/2023**

## Leave of Absence Applications

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

**Minute reference: 085/2023**

## 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.

**Minute reference: 086/2023**

## 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.

**Minute reference: 087/2023**

## 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.

**Minute reference: 088/2023**

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## Release of Public Information

Council in Closed Session determined there was no information suitable for release for the public's information.

**Minute reference: 088/2023**

## Meeting End

Meeting closed at 6:34 pm.

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