



Meander Valley Council
Working Together

AGENDA

ORDINARY COUNCIL MEETING

Tuesday, 13 February 2024

Time 3.00pm

Location Council Chambers
26 Lyall Street
Westbury, Tasmania

Telephone (03) 6393 5300



Our Values

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

Respect, listen and care for one another

Be trustworthy, honest and tolerant

Be positive and receptive to new ideas

Be innovative, creative and learn

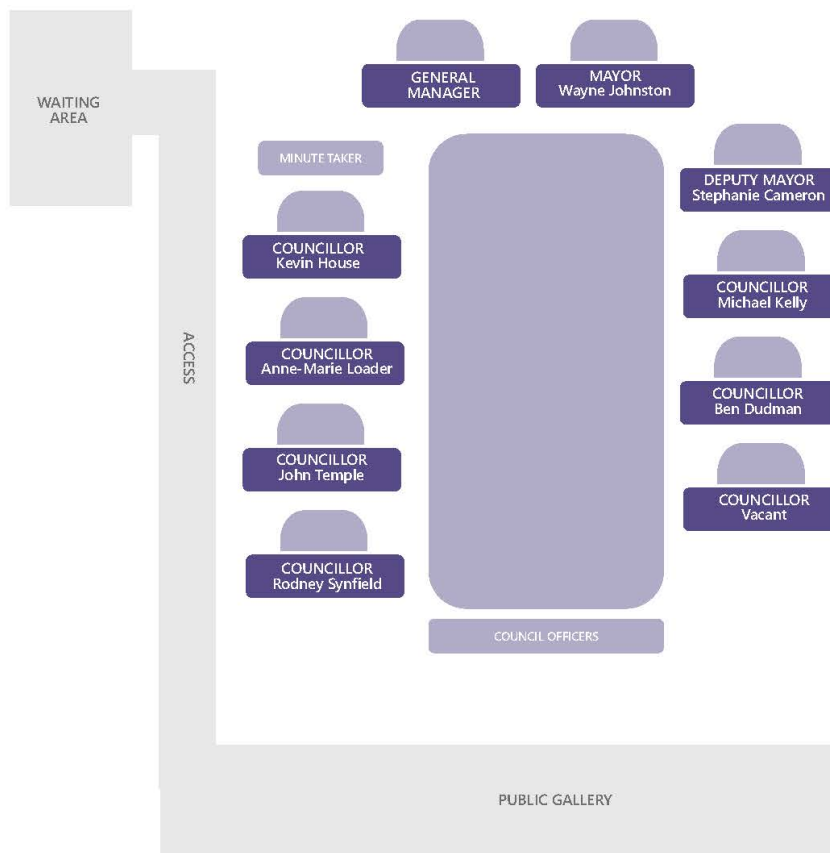
Take a fair, balanced and long term approach

Use sound business practices

Work together

Council Chambers

Seating Plan



Going to a Council Meeting

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

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

After the Meeting, you will find Minutes and an audio recording online.

Hard copies of Agendas and Minutes are also available to view at the Council's offices.

Learn more

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

A copy of the latest Agenda and Minutes are available to view at the Council's offices in Westbury. **Click here** to view Agendas and Minutes online, or listen to audio of Council Meetings.

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

Public Access to Chambers

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

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

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

Attendees are requested to consider the health and wellbeing of others in attendance.

If you are symptomatic or in an infectious state then you are requested to stay away or follow good-practices to minimise risk to others. This includes measures such as social distancing, wearing of face-masks and the use of hand sanitisers.

Conduct at Council Meetings

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

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

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

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

Access and Inclusion

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

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

Certificate of Qualified Advice

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

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

Accordingly, I certify that, where required:


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



Jonathan Harmey
GENERAL MANAGER

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Opening of Meeting - Attendance and Apologies

Acknowledgment of Country

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

Confirmation of Minutes

Motion That Council receives and confirms the Minutes of the last Ordinary Council Meeting held on 16 January 2024.

Vote Simple majority

Declarations of Interest

No Declarations of Interest were received prior to Agenda publication

Council Workshop Report

Topics Discussed – 23 January 2024

Draft Waste and Resource Recovery Strategy

Review of Policy No. 91 – Climate Change Mitigation and Adaptation

Review of Policy No. 71 – Investment of Surplus Council Funds

Cultural Exchange/Economic Development – Proposed Project

Sport Fees and Charges

Items for Noting

Review of Policy No. 79 – Undocumented Domestic Building Works

Review and Proposed Amendments to Policy No. 14 – Fencing Council Owned Land

Review and Proposed Amendments to Policy No. 37 – Vegetation Management

Review and Proposed Amendments to Policy No. 78 – New and Gifted Assets

New Recycling Shed – Westbury Landfill Site

Proposed Amendments to Code for Tenders and Contracts 2024

Mayor and Councillors' Reports

Councillors' Official Activities and Engagements Since Last Meeting

25 January 2024

Council Event: Australia Day Awards and Citizenship Ceremony

Mayor Johnston

Deputy Mayor Cameron

Councillor Dudman

Councillor House

Councillor Temple

Councillor Loader

Councillor Synfield

26 January 2024

Community Event: Rotary Club of Westbury Australia Day Breakfast

Councillor Loader

29 January 2024

Meeting: Westbury St Patrick's Day Committee

Councillor Loader

3 February 2023

Council Event: Pacific Islander Showcase

Councillor Loader

Councillors' Announcements and Acknowledgements

Petitions

For further information regarding petitions, refer to the *Local Government Act 1993*: sections 57-60A.

No Petitions were received as part of this Agenda

Community Representations

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 14 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.

No Community Representations were received as part of this Agenda

Public Question Time

Members of the public may ask questions in person or using the form available on the Council's website.

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

Click here to submit an online question.

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

Public Questions With Notice

Question 1: *Helen Hutchinson (Questions received via email on 26 January 2024)*

1. *Given the possibly dire results from an extended heat wave, and knowing from the recent NTARC seminar that in Tasmania heat waves have an impact at lower temperatures than on the mainland because we are unused to prolonged high temperatures, will the Meander Valley Council make immediate provisions for the ill, the elderly, pregnant mothers, very young children and the homeless, to be able to easily access shade, shelter, a cool environment and free water during periods of prolonged heat, even if this means that transport has to be provided?*

Jonathan Harmey, General Manager advises that in the event of a prolonged high temperature heat event in the Meander Valley Council local government area, the Council will investigate options to support vulnerable members of the community.

2. *In view of the results leading from the Meander Valley Oil Vulnerability Action Plan (2013) in which short and long term disruptions of oil were identified as potential risks for the Meander Valley businesses and residents, and which have since been exacerbated by the requirements of government and business to reduce carbon emissions, what actions have been taken to protect our district from oil being restricted as a result of, eg. the closure of the Suez and Panama Canals, or wars in the middle East, by replacing vehicles and equipment with electric alternatives and the provision of Council transport for those who may not be able to buy electric cars?*

Jonathan Harmey, General Manager advises that the Meander Valley Oil Vulnerability Action Plan from October 2013 identified a range of activities that could assist in building resilience to potential peak oil impacts. Some that Council has worked on are increasing the amount of passive recreation paths available in the Meander Valley area, facilitating our employees to be able to work more effectively remotely, increased use of videoconferencing, installing two electric charging points at the Council's facilities and advocating for the private development of a biomethane plant in the Meander Valley area. These were issues identified in the area.

Question 2: Sean Manners (received via email on 2 February 2024)

- 1. Why is there nothing on the Council's website to let the community know the correct way to present a petition to Council and what is required to make that petition valid and will Council reintroduce the section marked Petitions back into the Minutes?*

Jonathan Harmey, General Manager advises that the correct way to present a petition to Council is established by sections 57 to 60A of the *Local Government Act 1993* which is legislation managed by the Tasmanian Government. Council allocates time in each Council Meeting Agenda (published on the Council's website at www.meander.tas.gov.au) to table and action any complying petition.

- 2. With the next Council Strategic Plan in 2024 (this year), how will the Council ensure that there is fair, equitable and comprehensive community input into the plan?*

Jonathan Harmey, General Manager advises that a new community strategic plan for Meander Valley will soon be commencing. A Facebook post and website update promoting upcoming public sessions were published on 3 February 2024. Community workshops are occurring on 2 March (Deloraine), 16 March (Prospect Vale) and 23 March (Westbury). These sessions will be complemented by other engagement techniques to receive community input. All community members are invited to participate in contributing towards developing our 10 year community strategic plan.

Public Questions Without Notice

Councillor Question Time

Councillors' Questions With Notice

Question 1: *Councillor John Temple (asked at Council Meeting held on 16 January 2024)*

Will Council investigate, as previously asked by Helen Hutchinson, providing public accessible cool areas for at risk residents, who are those over 65, frail, elderly and the very young along with the functionality of municipal halls?

Jonathan Harmey, General Manager advised that Council commenced the review of Policy No. 91 - Climate Change Mitigation and Adaption - at Workshop on 23 January 2024. Providing publicly accessible cool areas for at risk residents was discussed at the Workshop. The Council will continue to consider this and other associated topics during the review.

Question 2: *Councillor Anne-Marie Loader (received via email on 1 February 2024)*

1. *At the October 2023 Council Meeting, I asked for an update on the progress of the Westbury dump point and if a site had been selected. The response was that planning had commenced and that Councillors would be updated at an upcoming Workshop. Tourism operators have been asking me what is happening with this for some months now. Can we have an update please?*

Jonathan Harmey, General Manager advised that a budget was approved by Council on 27 June 2023. Councillors discussed two alternative locations for the Westbury dump point at their Workshop on 28 November 2023 and agreed on the preferred location. Since the November Council Workshop equipment for the dump point has been ordered and received. An application for TasWater approval for the preferred location has been lodged. The Council's Officers have written to adjoining residents of the preferred location. The Westbury dump point project is aiming to be completed by the end of June 2024.

2. *Over the last 15 months I have been approached by rate payers and residents with concerns about looking after the skyline and treescape of several areas in the Meander Valley. Is there any mechanism that trees and hedges of significance can be registered in the same way buildings of historical significance can be registered with the National Trust?*

Krista Palfreyman, Director Development and Regulatory Services advised that the Tasmanian Planning Scheme provides mechanisms to consider impacts upon both scenic landscapes and significant trees, where identified in the Council's Local Provision Schedule.

The Scenic Protection Code provides for the application of *Scenic Protection Areas* and *Scenic Road Corridors* within rural areas to recognise and protect landscapes that are identified as important for their scenic value (including skylines, ridgelines and treed hill faces) from inappropriate development. By way of example, the Council currently has a scenic protection area overlay applying to the Blackstone Hills (including Travellers Rest) and various scenic road corridors including along the Bass Highway, Meander Valley Road and Highland Lakes Road.

The Local Historic Heritage Code provides for the application of a *Significant Tree Register* to protect the health and appearance of listed significant trees and from unnecessary lopping, pruning, removal or destruction. The Meander Valley Local Provisions Schedule does not currently identify any significant trees.

3. *I appreciate that at the January Council Meeting a question was asked and answered about the rabbit issue in Councillor Question Time. There is huge community frustration about the ever-increasing rabbit issue. Can the Council publish a media release about the issue with how property owners can address the issue?*

Krista Palfreyman, Director Development and Regulatory advised that yes, the Council can publish a media release and provide social media information about how property owners can address the issue of rabbits.

Councillors' Questions Without Notice

Councillor Notices of Motion

Notice of Motion - Councillor Ben Dudman - Economic Development Forum

Report Author Ben Dudman
Councillor

Authorised by Jonathan Harmey
General Manager

Decision Sought That Council will host an Economic Development Forum in the Meander Valley by not later than Sunday, 16 June 2024.

Vote

1. 2. and 3. Simple majority
4. Absolute majority

Recommendation to Council (Councillor Ben Dudman)

That Council:

1. hosts an Economic Development Forum in the Meander Valley, bringing together stakeholders, business owners, community members and other interested parties to discuss a vision for the future of the Meander Valley within the scope of regional economic development;
 2. following the Economic Development Forum, Council will table a collated submission of ideas, proposals, and discussions at the Council Meeting immediately following the Forum for Council endorsement;
 3. the endorsed document will be sent to relevant State and Federal Ministers and the major opposition party in each jurisdiction as a document identifying the economic ambitions of our region, through the eyes of those in attendance at the forum; and
 4. approves, in line with section 82(4) of the *Local Government Act 1993*, a variation to the 2023-24 Budget Estimates to provide a new budget of \$20,000 for an Economic Development Forum.
-

Report (Councillor Ben Dudman)

The Economic Development Forum (the Forum) would bring together stakeholders, business owners, community members and other interested parties to discuss a vision for the future of the Meander Valley within the scope of regional economic development.

The run sheet below identifies the scope of the discussions and idea that should flow from it. It also sets expectations for our organisation following the forum.

Proposed Run Sheet:

Time	Description
10:00am	Welcome and Acknowledgement
10:30am	Session 1: The Issue – Gaps in our region’s economy and what success for the Meander Valley looks like.
11:30am	Morning Tea
12:00noon	Session 2: The Solution – The investments we need from our governments.
1:00pm	Lunch
1:40pm	Session 3: Guest Speaker
2:40pm	Concluding Remarks and Thanks
3:00pm	Close

Following the Forum, the Council would table a collated submission of ideas, proposals, and discussions for endorsement at a Council Meeting for it to then be sent to the relevant State and Federal Ministers. This would limit the ongoing expectations for our organisation and make clear that, whilst we have had these discussions and provided community leadership, further action can only occur through Federal and State investment.

As discussed, this will help our public relations with business and show that we are interested in attracting industry and economic growth to our region. It will also help guide the Council’s short-term and long-term asks of both the State and Federal Governments and oppositions in the lead up to elections. But, most importantly, it will guide input for organisations such as Regional Development Australia to assist the Council and others when it comes to funding opportunities.

This will mean that time is not wasted applying for grants and other like funds that we will not get, as they do not play to our natural strengths and advantages. Instead, the end document will clearly state our capabilities and put us ahead of most other Local Government Authorities, especially Tasmanian ones, who have not done something like this in recent history.

Report (General Manager Jonathan Harmey)

The Council supports economic development in Northern Tasmania through membership of Northern Tasmanian Development Corporation, Visit Northern Tasmania, other operational and capital project as the opportunity arises. The Council does not have employees dedicated to economic development, the Economic Development and Sustainability Department was removed from the organisational structure in December 2016 and has not been reintroduced.

The Council does not have a budget or resources available to support the notice of motion, it is expected to require several days' work in order to achieve a successful forum. The proposed project by Councillor Dudman would need to be outsourced to an external provider to coordinate, if supported by Council. An associated budget to cover the costs of conducting the Economic Development Forum would need to be approved by Council. Recommendation 4 recommends Councillors approve a new budget allocation of \$20,000 which would be required to cover the cost of outsourcing planning, managing, facilitating the Forum, advertising and promotion, identifying relevant stakeholders, invitations, catering, venue hire, speakers, recording actions and collating a report for a Council meeting, as per the recommendation.

The Council will be undertaking engagement sessions available to all members of the public on Saturday, 2, 16 and 23 March 2024 focused on our people, our place and our future. Economic development may form part of the discussion during these engagement sessions.

Attachments

Nil


Strategy

Supports the objectives of Council's strategic future direction
2: a thriving local economy
3: vibrant and engaged communities
5: innovative leadership and community governance

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

Policy

Not applicable



Legislation	<i>Local Government Act 1993</i> , section 82(4) requires an absolute majority of Council
Consultation	Not applicable
Budget and Finance	The Council's budget estimates do not provide for an Economic Development Forum and is expected to require an associated new budget allocation from the Council to fund the cost of the event
Risk Management	Not applicable
Alternative Motions	Council can approve the recommendation with amendments, or not approve the recommendation

Development and Regulatory Services

Review of Policy No. 79 - Undocumented Domestic Building Works

Report Author Krista Palfreyman
Director Development and Regulatory Services

Authorised by Jonathan Harmey
General Manager

Decision Sought Council confirms the continuation of Policy No. 79 – Undocumented Domestic Building Works

Vote Simple majority

Recommendation to Council

That Council confirms continuation of Policy No. 79 – Undocumented Domestic Building Works, as shown below:

Policy No. 79

Undocumented Domestic Building Works

Purpose

The purpose of this Policy is to establish guidelines for a procedure for managing undocumented building works.

Department Author

Development and Regulatory Services
Krista Palfreyman, Director

Council Meeting Date Minute Reference

13 February 2024
XXX

Next Review Date

March 2028

POLICY

1. Definitions

Undocumented Building Works Building works carried out without either sufficient documentation or the required building approval, in accordance with the requirements of the *Building Act 2016*.

Class 1a and 10 Domestic Buildings and Structures

Class 1a A single dwelling being a detached house, or one or more attached dwellings, each being a building, separated by a fire-resisting wall, including a row house, terrace house, town house or villa unit.

Class 10 A non-habitable building or structure:
Class 10a - a private garage, carport, shed or the like.
Class 10b - a structure being a fence, mast, antenna, retaining or free standing wall, swimming pool or the like.

Building Certificate A certificate issued by the General Manager under Regulation 83 of the *Building Regulations 2016* certifying that the Council does not intend to take any action in relation or the specified building.

Permit Authority An Officer of the Council appointed by the General Manager to perform the functions under the *Building Act 2016* in respect of building, plumbing and demolition work.

2. Objective

The objectives of this Policy are to provide:

- (a) an appropriate cut-off date whereby building works constructed before 1993 are generally deemed to comply with section 12 of the *Building Act 2016* and the relevant building regulations, where insufficient records exist; and
- (b) a clear process to establish the legal status of domestic buildings and structures.

3. Scope

This Policy is applicable to existing Class 1a and 10 Domestic buildings and structures where insufficient records exist of building permits or other valid authorisations as prescribed in the *Building Act 2016*.

This Policy is not applicable to any work on any Class 1B and 2 – 9 Commercial buildings.

4. Policy

It is policy that:

1. subject to inspection, any Class 1a building constructed prior to 1993 will be considered to substantially comply with the building control requirements applicable at the date of construction and will not be pursued as illegal building works.
2. subject to inspection, any Class 10 domestic building works which were constructed prior to 1993 will be considered to substantially comply with the building control requirements applicable at the estimated time of construction and will not be pursued as illegal building works.
3. inspection and or required reports, for any building works subject to this policy will be undertaken at the property owner's expense by an accredited building surveyor or other licensed authority deemed by the Council as appropriate.
4. inspection and or assessment is to assess the general compliance with relevant standards at the actual or estimated time of construction and that the works do not present any obvious safety issues and as applicable are suitable for occupation.
5. subject to inspection, Class 10 and Class 1a domestic building works will be considered to be fit for purpose, due to their performance over the last 20 (or more) years.
6. the Council's Permit Authority will determine if a building was built prior to 1993.
7. subject to ensuring the basic health and safety of any occupants of the building, the General Manager may, at the request of the property owner, issue a Building Certificate for a building constructed prior to 1993.
8. in determining a matter under this policy, the Council may, at its discretion:
 - (a) request additional information in response to a provided report;
 - (b) request or prepare a report to determine the condition of the building works, and/or identifying the building works are suitable for occupation, if applicable;
 - (c) determine the year of construction (where possible); and
 - (d) require the property owner to carry out any works required to make the building safe.

5. Legislation and Related Standards

Building Act 2016

Building Regulations 2016

Meander Valley Council Customer Service Charter

6. Responsibility

Responsibility for the operation of this Policy rests with the Director Development and Regulatory Services.

Report

Council first adopted Policy No. 79 – Undocumented Domestic Building Works – in March 2013. This Policy establishes the procedure for managing undocumented building works for domestic buildings which may include:

- building works undertaken which may not have been legal at the time they were undertaken;
- building works for which the records might be missing or do not exist; and
- recognition that building requirements have changed over time.

The date prior to 1993 remains unchanged as it is the date that predates Council amalgamation and when the *Building Regulations 1994* were released with significant changes for the provision of occupancy requirements. The *Building Act 2016* has a clear process for handling undocumented building works where it is clear the work has been done without first obtaining the required approvals.

The review by the Council's Officers has resulted in a small number of proposed changes to the wording of the Policy.

Councillors considered the review of this Policy at the Workshop on 23 January 2024. A marked up version of the Policy is included as Attachment 1.

Attachments 1. Policy No 79. - Undocumented Domestic Building Works - Marked Up Version [12.1.1 - 3 pages]

Strategy Supports the objectives of Council's strategic future direction
1: a sustainable natural and built environment
4: a healthy and safe community

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

Policy The process of policy review ensures that policies are kept up-to-date and appropriate

Legislation *Building Act 2016*
Building Regulations 2016

Consultation Not applicable

Budget and Finance Not applicable

Risk Management Not applicable

Alternative Motions Council can approve the continuation of Policy No. 79 with further amendments

POLICY MANUAL

Policy Number: 79	Undocumented Domestic Building Works
Purpose:	To establish guidelines for a procedure for managing undocumented building works.
Department:	Community & Development Services Development &
Author:	Regulatory Services Lynette While Krista Palfreyman, Director
Council Meeting Date:	10 March 2020 XXX
Minute Reference:	49/2020 XXX
Next Review Date:	March 2024-2028

POLICY

1. Definitions

Undocumented Building works - Building works carried out without either sufficient documentation or a building permit the required building approval, in accordance with the requirements of the *Building Act 2016*.

Class 1a & 10 Domestic Buildings and Structures -

Class 1a

A single dwelling being a detached house, or one or more attached dwellings, each being a building, separated by a fire-resisting wall, including a row house, terrace house, town house or villa unit.

Class 10

A non-habitable building or structure -

Class 10a A private garage, carport, shed or the like.

Class 10b A structure being a fence, mast, antenna, retaining or free standing wall, swimming pool or the like.

Building Certificate – A certificate issued by the General Manager under Regulation 83 of the Building Regulations 2016 certifying that Council does not intend to take any action in relation or the specified building.

Permit Authority – A council officer appointed by the General Manager to perform the functions under the Building Act 2016 in respect of Building, Plumbing and Demolition work.

2. Objective

The objectives of this policy are to provide:

- a) An appropriate cut-off date whereby building works constructed before 1993 are generally deemed to comply with Section 12 of the *Building Act 2016* and the relevant Building regulations, where insufficient records exist; and
- b) A clear process to establish the legal status of domestic buildings and structures.

3. Scope

The Policy is applicable to existing Class 1a & 10 Domestic buildings and structures where insufficient records exist of building permits or other valid authorisations as prescribed in the *Building Act 2016*.

This policy is not applicable to any work on any Class 1B & 2 – 9 Commercial buildings.

4. Policy

It is policy that:

1. Subject to inspection, any Class 1a building constructed prior to 1993 will be considered to substantially comply with the building control requirements applicable at the date of construction and will not be pursued as illegal building works.
2. Subject to inspection, any Class 10 domestic building works which were constructed prior to 1993 will be considered to substantially comply with the building control requirements applicable at the estimated time of construction and will not be pursued as illegal building works.
3. Inspection **and or required reports, for of** any building works subject to this policy will be undertaken at the property owner's expense by an accredited building surveyor or other licensed authority deemed by Council as appropriate.
4. Inspection and **or** assessment, is to assess the general compliance with relevant standards at the actual or estimated time of construction AND that the works do not present any obvious safety issues and, as applicable, are suitable for occupation.
5. Subject to inspection, Class 10 and Class 1a domestic building works will be considered to be fit for purpose, due to their performance over the last 20 (or more) years.
6. Council's Permit Authority will determine if a building was built prior to 1993.

7. Subject to ensuring the basic health and safety of any occupants of the building, the General Manager ~~will~~ may, at the request of the property owner, issue a Building Certificate for a building constructed prior to 1993.
8. In determining a matter under this policy, Council may, at its discretion:
 - a) Request additional information in response to a provided report;
 - b) Request or prepare a report to determine the condition of the building works, and/or identifying the building works are suitable for occupation, if applicable;
 - c) Determine the year of construction (where possible); and
 - d) Require the property owner to carry out any works required to make the building safe.

5. Legislation & Related Council Policies

Building Act 2016

Building Regulations 2016

Meander Valley Council Customer Service Charter

6. Responsibility

Responsibility for the operation of this policy rests with the Director of ~~Community and Development Services~~ ~~Development & Regulatory Services~~.

Corporate Services

Review of Policy No. 71 - Investment of Surplus Council Funds

Report Author Justin Marshall
Team Leader Finance

Authorised by Craig Davies
Director Corporate Services

Decision Sought Council endorses the continuation of Policy No. 71 – Investment of Surplus Council Funds

Vote Simple majority

Recommendation to Council

That Council confirms the continuation of Policy No. 71 – Investment of Surplus Council Funds, as shown below:

Policy No. 71

Investment of Surplus Council Funds

Purpose

The purpose of this Policy is to provide guidelines for the investment of surplus funds of the Council.

Department Author

Corporate Services
Craig Davies, Director

Council Meeting Date Minute Reference

13 February 2024
XXX

Next Review Date

February 2028

POLICY

1. Definitions

Surplus Council Funds

Funds that are not required to be expended in the course of normal operations of the Council.

<i>Working Capital</i>	The amount of funds available to meet the Council's financial obligations when they fall due.
<i>Authorised Deposit Taking Institution</i>	A body corporate in relation to which an authority under subsection 9(3) of the <i>Banking Act 1959</i> (No. 6 of 1959 as amended) is in force.
<i>Investment Arrangement</i>	An arrangement that relates to acquiring, consolidating, dealing with, or disposing of certificates of deposit, bonds or notes issued or proposed to be issued.

2. Objective

The objective of this Policy is to ensure that the best possible rate of return is achieved from the investment of surplus funds of the Council whilst, at the same time, ensuring the security of those funds and maintaining sufficient working capital to support the operations and capital program requirements of the Council.

3. Scope

This Policy applies to all investments of surplus funds of the Council.

4. Policy

1. The level of the Council's funds available for investment is to be reviewed at least weekly. During the review process likely cash inflows and outflows for the immediate future will be assessed to establish either the availability of surplus funds or the need to redeem existing investments.
2. The Council will target a cash buffer to the equivalent of three – six months, based on the cash expenses cover ratio in line with the Tasmanian Audit Office benchmark for adequate cash cover. These funds will be kept between cash at bank, at call funds and term deposit investments. Sufficient funding will be available in cash at bank and at call funds to allow the Council to undertake its operations and meet its obligations. The maturity timing of term deposit investments will match predicted cash flow requirements.
3. Funds may be deposited with any Commonwealth, State or Authorised Deposit Taking Institution. To control the overall credit quality of the deposits, the following maximum holding limits will apply:

S&P Long Term Credit Rating *	Maximum % holding
AAA to AA-	100%
A+ to A-	70%
BBB+ to BBB-	70%
Not Rated	30%

* or equivalent

4. Where surplus funds are available the following procedures will apply:

Not less than two quotations shall be obtained from authorised deposit-taking institutions whenever an investment arrangement is proposed. The best quote of the day will be successful after allowing for credit rating, timing of investment return, administrative and banking costs.

An *Investment of Surplus Funds Form* is to be completed which will include the following information:

- amount of cash to be invested;
 - the duration of the investment;
 - details of products, including security (ie. S&P rating, State or Commonwealth) and interest rates offered by the institutions approached;
 - name of the institution and product selected; and
 - endorsement of the selection by any two of the following Council Officers - the Team Leader Finance, the Director Corporate Services and the General Manager.
5. An investment register will be maintained with all movements, which will include:
- a list of all investments in the Council's investment portfolio;
 - current rate of return on individual investments;
 - credit rating of institution;
 - percentage of total portfolio allocation with each institution; and
 - maturity dates.

Reporting on cash and investments will be tabled at Council Meetings on a quarterly basis.

5. Legislation and Related Standards

Local Government Act 1993 (sections 64 and 75)

Banking Act 1959

Meander Valley Council Financial Management Strategy

Meander Valley Council Annual Plan and Budget Estimates

6. Responsibility

Responsibility for the operation of this Policy rests with the Director Corporate Services.

Report

Policy No. 71 – Investment of Surplus Council Funds – is due for review. The purpose of the policy is to outline the objectives, responsibilities and principles for investing surplus funds of the Council. It provides a guide for the decision making process used for determining the placement of those funds and aims to maximise the Council’s rate of return whilst ensuring the security of investments.

The review by the Council’s Officers has resulted in a small number of proposed changes to the wording of the Policy. A marked-up version of the Policy is included as Attachment 1.

The Policy review was considered at the Workshop held on 23 January 2024 and Audit Panel Meetings of 26 September and 19 December 2023.

Attachments 1. Policy No. 71 - Investment of Surplus Funds - Marked Up Version
[13.1.1 - 3 pages]

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

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

Policy The process of policy review ensures that policies are kept up-to-date and appropriate

Legislation *Local Government Act 1993*
Banking Act 1959

Consultation Not applicable

Budget and Finance The policy prescribes limits on the amount of investment that can be made under certain credit ratings, which may impact the potential return on investment achieved.

Risk Management Not applicable

Alternative Motions Council can approve the continuation of Policy No. 71 with further amendments

POLICY MANUAL

Policy Number: 71

Investment of Surplus Council Funds

Purpose: To provide guidelines for the investment of surplus Council funds.

Department: Corporate Services

Author: Jonathan Harmey Craig Davies, Director

Council Meeting Date: 10 March 2020 13 February 2024

Minute Number: 50/2020XXX

Next Review Date: March 2024 2028

POLICY

1. Definitions

Surplus Council Funds – funds that are not required to be expended in the course of normal Council operations.

Working Capital – the amount of funds available to meet Council's financial obligations when they fall due.

Authorised deposit taking institution – a body corporate in relation to which an authority under subsection 9 (3) of the Banking Act (No. 6 of 1959 as amended) is in force.

Investment arrangement – an arrangement that relates to acquiring, consolidating, dealing with, or disposing of certificates of deposit, bonds or notes issued or proposed to be issued.

2. Objective

The objective of this policy is to ensure that the best possible rate of return is achieved from the investment of surplus Council funds whilst, at the same time, ensuring the security of those funds and maintaining sufficient working capital to support the operations and capital program requirements of Council.

3. Scope

This policy applies to all investments of surplus Council funds.

4. Policy

4.1 The level of Council funds available for investment is to be reviewed at least weekly. During the review process likely cash inflows and outflows for the immediate future will

13.1.1 Policy No.71 - Investment Of Surplus Funds - Marked Up Version

be assessed to establish either the availability of surplus funds or the need to redeem existing investments.

4.2 Council will target a cash buffer to the equivalent of 3 – 6 months, based on the cash expenses cover ratio in line with the Tasmanian Audit Office benchmark for adequate cash cover. These funds will be kept between cash at bank, at call funds and term deposit investments. Sufficient funding will be available in cash at bank and at call funds to allow Council to undertake its operations and meets its obligations. The maturity timing of term deposit investments will match predicted cash flow requirements.

4.32 Funds may be deposited with any Commonwealth, State or Authorised Deposit Taking Institution. To control the overall credit quality of the deposits, the following maximum holding limits will apply:

S&P Long Term Credit Rating *	Maximum % holding
AAA to AA-	100%
A+ to A-	70%
BBB+ to BBB-	7050%
Not Rated	3050%

* or equivalent

4.43 Where surplus funds are available the following procedures will apply:

Not less than two (2) quotations shall be obtained from authorised deposit taking institutions whenever an investment arrangement is proposed. The best quote of the day will be successful after allowing for credit rating, timing of investment return, administrative and banking costs.

An 'Investment of Surplus Funds Form' is to be completed which will include the following information:

- Amount of cash to be invested
- The duration of the investment
- Details of products including security (i.e. S&P rating, State or Commonwealth) and interest rates offered by the institutions approached
- Name of the institution and product selected
- Endorsement of the selection by any two of the following Council officers; the Senior Accountant Team Leader Finance, the Director Corporate Services and the General Manager.

4.54 An investment register will be maintained with all movements, which will include:

- A list of all investments in Council's investment portfolio
- Current rate of return on individual investments
- Credit Rating of Institution
- Percentage of total portfolio allocation with each institution
- Maturity dates

Reporting on cash and investments will be tabled at Council meetings on a quarterly basis.

5. Legislation & Related Council Policies

Section 64 & 75 of the Local Government Act 1993

Banking Act 1959

Meander Valley Council Financial Management Strategy

Meander Valley Council Annual Plan and Budget Estimates

6. Responsibility

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

Infrastructure Services

Review of Policy No. 14 - Fencing Council Owned Land

Report Author Matthew Millwood
Acting Director Infrastructure Services

Authorised by Jonathan Harmey
General Manager

Decision Sought That Council endorses the continuation of Policy No. 14 – Fencing Council Owned Land

Vote Simple majority

Recommendation to Council

That Council confirms continuation of Policy No. 14 – Fencing Council Owned Land, as shown below:

Policy No. 14

Fencing Council Owned Land

Purpose

The purpose of this Policy is to outline the circumstances in which the Council will share the cost of boundary fences with other property owners.

Department Author

Infrastructure Services
Matthew Millwood, Acting Director

Council Meeting Date Minute Reference

13 February 2024
XXX

Next Review Date

February 2028

POLICY

1. Definitions

Nil.

2. Objective

To ensure that the sharing of costs of boundary fencing between land owned by the Council and adjoining private land is in accordance with legislation.

3. Scope

This Policy applies to the Council and any land owner adjacent to land owned by the Council.

4. Policy

The Council will share the cost of fencing boundaries between private land and land owned by the Council in accordance with the *Boundary Fences Act 1908* (the Act). The Act exempts the Council from making a contribution where land owned by the Council is a roadway (which includes a public highway, street, whether it be by vehicle access, horse-way or foot-way), a reserve or public place.

Situations where the Council is not exempt and is required to share in the cost of a boundary fence include where a property adjoins land owned by the Council that is not public land, including:

- a house or building where these are the dominant uses on the title; and
- commercial or security area (eg. Council depot).

Where the Council's management of land requires a particular quality of fence (including off lead dog exercise areas), the Council is to negotiate with the owners of adjoining properties, and pay for the difference in the quality of fence required or otherwise in accordance with the Act.

5. Legislation and Related Standards

Boundary Fences Act 1908

6. Responsibility

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

Report

Policy No. 14 – Fencing Council Owned Land – was due for review in November 2023. The Policy provides direction on the Council’s responsibility, in accordance with the *Boundary Fences Act 1908*, towards contributing towards the cost of erecting or repairing a boundary fence where the fence adjoins land owned land by the Council.

The review has included the addition that the Council will contribute to the cost of a boundary fence for the off-lead dog exercise areas. This recognises the need to have these areas adequately fenced, particularly in terms of height, when bordering private residential property.

The proposed amendments to the Policy were discussed at the 19 December 2023 Audit Panel Meeting and the Draft Policy was listed for noting at the Council Workshop held on 23 January 2024. A marked up version is included as Attachment 1.

Attachments 1. Policy No. 14 - Fencing Council Owned Land - Marked Up Version [14.1.1 - 2 pages]

Strategy Supports the objectives of Council’s strategic future direction
4: a healthy and safe community
6: planned infrastructure services

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

Policy The process of policy review ensures policies are kept up-to-date and appropriate

Legislation *Boundary Fences Act 1908*

Consultation Not applicable

Budget and Finance Not applicable

Risk Management Not applicable

Alternative Motions Council can approve the continuation of Policy No. 14 with further amendments

POLICY MANUAL

Policy Number No. 14

Fencing - Council Owned Land

Purpose:

The purpose of this Policy is to outline the circumstances in which Council will share the cost of boundary fences with other property owners.

Department:

Infrastructure Services

Author:

Dino De Paoli, Director Matthew Millwood, Acting Director

Council Meeting Date:

12 November 2019 ## February 2024

Minute Number:

204/2019 ###/2024

Next Review Date:

~~November 2023~~ February 2028 (as set, or every four years or as required)

POLICY

1. Definitions

Nil.

2. Objective

To ensure that the sharing of costs of boundary fencing between land owned by the Council owned land and adjoining private land is in accordance with legislation.

3. Scope

This Policy applies to the Council, its employees and any land owner adjacent to land owned by the Council owned land.

4. Policy

Council will share the cost of fencing boundaries between private and Council owned land in accordance with the *Boundary Fences Act 1908*. This act exempts Council from making a contribution where Council owned land is a roadway (which includes a public highway, street, right-of-way, whether the right-of-way is a vehicle access, horse-way or foot-way), un-occupied land, a reserve or public place.

Situations where Council is not exempt and is required to share in the cost of a boundary fence include where a property adjoins a Council owned:

- house or building these are the dominant use on the title; and
- Commercial or security area e.g. Council depot.

Council recognises the higher level of risk to be managed in providing off-lead dog exercise areas adjacent to boundaries of residential properties and the different intervention levels associated with fencing maintenance and replacement in these circumstances. Council will therefore contribute to fencing maintenance and replacement costs at the off-lead dog exercise areas. Costs in this instance will be based on negotiations with the adjoining landowner and type of fencing to be maintained or installed.

14.1.1 Policy No. 14 - Fencing Council Owned Land - Marked Up Version

The Council will share the cost of fencing boundaries between private land and land owned by the Council in accordance with the *Boundary Fences Act 1908* (the Act). The Act exempts the Council from making a contribution where land owned by the Council is a roadway (which includes a public highway, street, whether it be by vehicle access, horse-way or foot-way), a reserve or public place.

Situations where the Council is not exempt and is required to share in the cost of a boundary fence include where a property adjoins land owned by the Council that is not public land, including:

- a house or building where these are the dominant uses on the title; and
- commercial or security area (eg. Council depot).

Where the Council's management of land requires a particular quality of fence (including off lead dog exercise areas), the Council is to negotiate with the owners of adjoining properties, and pay for the difference in the quality of fence required or otherwise in accordance with the Act.

5. Legislation

The policy conforms to the Tasmanian *Boundary Fences Act 1908*

6. Responsibility

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

Infrastructure Services

Review of Policy No. 37 - Vegetation Management

Report Author Matthew Millwood
Acting Director Infrastructure Services

Authorised by Jonathan Harmey
General Manager

Decision Sought That Council endorses the continuation Policy No. 37 –
Vegetation Management

Vote Simple majority

Recommendation to Council

That Council confirms continuation of Policy No. 37 – Vegetation Management, as shown below:

Policy No. 37

Vegetation Management

Purpose

The purpose of this policy is to provide direction for the management of vegetation on property and managed land owned by the Council.

Department Author

Infrastructure Services
Matthew Millwood, Acting Director

Council Meeting Date Minute Reference

13 February 2024
XXX

Next Review Date

February 2028

POLICY

1. Definitions

<i>Vegetation</i>	Trees, shrubs, grasses, sedges and herbs - generally all plant life in a location.
<i>Native Vegetation</i>	A plant which is indigenous to Tasmania.
<i>Remnant Vegetation</i>	Native vegetation that retains the characteristics of the vegetation which existed on that site prior to European settlement. It may be in good or degraded condition.
<i>Urban Areas</i>	Areas that have been developed for a wide range of community and civic purposes within a town, suburb or city.
<i>Urban Forest</i>	Vegetation within urban areas: primary component of urban ecosystems.
<i>Biodiversity</i>	The variability among living organisms from all sources, including terrestrial, marine and other aquatic ecosystems and the ecological complexes of which they are part.

2. Objective

The objectives of this Policy are to:

- sustain the character and biodiversity values of rural locations through the management of vegetation.
- manage vegetation in urban areas in a manner that improves the amenity and environmental performance of our townships, parks, reserves and roadsides.
- manage vegetation and undertake tree audits in a manner that ensures the safety of the community.

3. Scope

This Policy applies to vegetation on the Council's property and land managed by the Council.

4. Policy

Vegetation, including remnant vegetation and plantings of native and exotic species, are important features of the Meander Valley's scenic landscapes and contribute to the unique character of rural areas, townships and many urban areas.

Native vegetation plays an important role as a source of genetic diversity, enhancing open space and in improving the health of waterways.

Vegetation provides an array of social, health and well-being, economic and environmental benefits to the community.

The Council will manage vegetation in line with the following principles:

- provides guidance for the planning, maintenance and improvement of parks, reserves and roadsides;
- assesses site suitability and use to ensure appropriate species and densities are planted and maintained;
- recognises ancillary benefits for the health and well-being of the community provided by urban forests;
- includes consideration of public safety in our parks and on our roadsides and allows for a comprehensive third-party audit on the condition of our trees;
- promotes positive environmental outcomes;
- recognises the importance of maintaining and enhancing biodiversity;
- recognises the cultural values of vegetation and protects high value vegetation; vegetation communities and remnant vegetation;
- recognises the role of riparian vegetation in enhancing water quality within streams and wetlands;
- encourages the appropriate vegetation of waterways;
- recognises the role remnant vegetation has in defining the character of a place;
- work towards best practices and compliance with relevant legislation;
- recognises the important role that vegetation can play in managing landslip and salinity risks; and
- outlines the positive outcomes working with adjoining landowners.

5. Legislation and Related Standards

Threatened Species Act 1995

Environment Protection and Biodiversity Conservation Act 1999

Historical Cultural Heritage Act 1995

Nature Conservation Act 2002

Weed Management Act 1999

Local Government (Highways) Act 1982

Neighborhood Disputes About Plants Act 2017

6. Responsibility

Responsibility for the operation of this Policy rests with the Director Infrastructure Services.

Report

Policy No. 37 – Vegetation Management – was due for review in February 2022. The Policy provides direction for the management of vegetation on the Council’s property and managed lands.

The review has involved minor amendments only, including acknowledgement of existing processes such as the comprehensive third-party tree audits and other relevant legislation, namely the *Neighborhood Disputes About Plants Act 2017*.

The proposed amendments to the Policy were discussed at the 19 December 2023 Audit Panel Meeting and the Draft Policy was listed for noting at the Council Workshop held on 23 January 2024. A marked up version is included as Attachment 1.

Attachments 1. Review of Policy No. 37 - Vegetation Management - Marked Up Version [14.2.1 - 3 pages]

Strategy Supports the objectives of Council’s strategic future direction 1: a sustainable natural and built environment

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

Policy The process of policy review ensures policies are kept up-to-date and appropriate

Legislation *Threatened Species Act 1995*
Environment Protection and Biodiversity Conservation Act 1999
Historical Cultural Heritage Act 1995
Nature Conservation Act 2002
Weed Management Act 1999
Local Government (Highways Act) 1982
Neighborhood Disputes About Plants Act 2017

Consultation Not applicable

Budget and Finance Not applicable

Risk Management Not applicable

Alternative Motions Council can approve the continuation of Policy No. 37 with further amendments

POLICY MANUAL

Policy Number: No. 37

Vegetation Management

Purpose:

The purpose of this Policy is to provide direction for the management of vegetation on Council property and managed land owned by the and Council managed land.

Department:

Infrastructure Services

Author:

Natasha Szczyglowska, Technical Officer Dino De Paoli, Director Infrastructure Services Matthew Millwood, Acting Director

Council Meeting Date:

13 February 2018 ## 2024

Minute Number:

35/2018 ##/2024

Next Review Date:

February 2022 ## 2028 (or every four years or as otherwise required)

POLICY

1. Definitions

Vegetation	Trees, shrubs, grasses, sedges and herbs: generally all plant life in a location.
Native Vegetation	A plant which is indigenous to Tasmania.
Remnant Vegetation	Native vegetation that retains the characteristics of the vegetation which existed on that site prior to settlement. It may be in good or degraded condition.
Urban Areas	Areas that have been developed for a wide range of community and civic purposes within a town, suburb or city.
Urban Forest	Vegetation within urban areas: primary component of urban ecosystems.
Biodiversity	The variability among living organisms from all sources, including terrestrial, marine and other aquatic ecosystems and the ecological complexes of which they are part.

2. Objective

The objectives of this Policy are to:

- Sustain the character and biodiversity values of rural locations through the management of vegetation;
- Manage vegetation in urban areas in a manner that improves the amenity and environmental performance of our townships, parks, reserves and roadsides; and
- Manage vegetation and undertake tree audits in a manner that ensures the safety of our community.

3. Scope

This Policy applies to vegetation on the Council's property and land Council managed land by the Council.

4. Policy

Vegetation, including remnant vegetation and plantings of native and exotic species, are important features of Meander Valley's scenic landscapes and contribute to the unique character of rural areas, townships and many urban areas.

Native vegetation plays an important role as a source of genetic diversity, enhancing open space and in improving the health of waterways.

Vegetation provides an array of social, health and well-being, economic and environmental benefits to the community.

The Council will develop a strategy for managing vegetation that:

- Provides guidance for the planning, maintenance and improvement of parks, reserve and roadsides;
- Assesses site suitability and use to ensure appropriate species and densities are planted and maintained;
- Recognises ancillary benefits for the health and well-being of the community provided by urban forests;
- ~~Within reason ensures~~ Includes consideration of public safety in our parks and on our roadsides and allows for a comprehensive third-party audit on the condition of our trees;
- Promotes positive environmental outcomes;
- Recognises the importance of maintaining and enhancing biodiversity;
- Recognises the cultural values of vegetation and protects high value vegetation;
- Recognises the role of riparian vegetation in enhancing water quality within streams and wetlands and encourages the appropriate vegetation of waterways;
- Recognises the role remnant vegetation has in defining the character of a place;
- Recognises the important role that vegetation can play in managing landslip and salinity risks
- ~~Within reason ensures~~ Outlines the positive outcomes Council works working with adjoining landowners.

5. Legislation and associated Council policies

- ~~Boundary Fences Act 1908~~
- Threatened Species Act 1995
- ~~Land Use Planning and Approvals Act 1993~~
- Environment Protection and Biodiversity Conservation Act 1999
- Historical Cultural Heritage Act 1995
- ~~Local Government (Highways) Act 1982~~
- ~~Forest Practices Act 1985~~
- Nature Conservation Act 2002

14.2.1 Review Of Policy No. 37 - Vegetation Management - Marked Up Version

- *Weed Management Act 1999*
- *Local Government (Highways) Act 1982*
- *Neighbourhood Disputes About Plants Act 2017*

6. Responsibility

The Director Infrastructure Services is responsible for ensuring compliance with this policy. Responsibility for the operation of this Policy rests with the Director Infrastructure Services.

Infrastructure Services

Review of Policy No. 78 - New and Gifted Assets

Report Author	Robert Little Asset Management Coordinator
Authorised by	Matthew Millwood Acting Director Infrastructure Services
Decision Sought	That Council endorses continuation of Policy No. 78 – New and Gifted Assets
Vote	Simple majority

Recommendation to Council

That Council confirms the continuation of Policy No. 78 – New and Gifted Assets, as shown below:

Policy No. 78	New and Gifted Assets
Purpose	The purpose of this Policy is to provide guidelines for the Council when considering new and gifted assets.
Department Author	Infrastructure Services Rob Little, Asset Management Coordinator
Council Meeting Date Minute Reference	13 February 2024 XXX
Next Review Date	February 2028

POLICY

1. Definitions

<i>Whole of Life</i>	Includes all costs associated with the ownership of an asset that allows it to continue to function and meet service needs over its life including planning, creation, operations, maintenance, depreciation, renewal and disposal. If asset planning is limited to a single phase such as creation, decisions may not take into account long-term issues.
<i>Forward Works Program</i>	The Council's future capital works and proposed projects which the annual Capital Works Program is developed from.
<i>Gifted Asset</i>	Assets not constructed or funded by the Council, however, all future responsibility and ongoing management is passed on to the Council.
<i>New Assets</i>	Assets that are created to meet additional service level requirements.

2. Objective

To be fair and equitable when consideration is given to new assets to be constructed by the Council or proposed gifted assets are to be taken over by the Council to ensure decisions are made with full understanding of long term effects on the Council's financial sustainability and inherent costs and risks. This information will assist in the consultation process with the community.

3. Scope

This policy applies to:

- all new assets over \$20,000;
- all assets with an annual operating expense of over \$2,500; and
- all gifted assets.

4. Policy

The Council will undertake an asset and cost benefit analysis on projects to consider the Whole of Life costs associated with any proposed new or gifted asset. A summary of Whole of Life costs will be included in the Council's Forward Works Program to assist with project approval processes.

Formal reports to Council requesting funding approval for new and gifted assets, including any project receiving grant funding, are to include details outlining Whole of Life considerations and the future impact on the Council's Long Term Financial Plan and user fees and charges where appropriate.

This will allow the Council to understand and consider financial implications for ratepayers and facility users before proceeding with new assets construction or taking over gifted assets.

5. Legislation and Related Standards

Local Government Act 1993 (section 82)

Meander Valley Council Policy No. 56 – Recreation Facilities Pricing

Meander Valley Council Policy No. 60 – Asset Management

6. Responsibility

Responsibility for the operation of this Policy rests with the Director Infrastructure Services.

Report

The purpose of Policy No. 78 – New and Gifted Assets – is to support the long-term sustainability of the Council by informing decisions relating to expenditure on the Council's infrastructure. This includes new assets, major asset upgrades and assets constructed by community groups which are handed over to the Council to maintain.

This Policy is due for review, which provides an opportunity for the Council to ensure the level of detail is current and appropriate.

As part of the review minor amendments were made to the existing Policy, these include:

- the addition of definitions to the policy and minor wording changes;
- reporting a summary of anticipated increases in operational costs as part of the Council's Forward Works Program (FWP) and Capital Works Program (CWP) planning process; and
- for formal requests for funding approval for projects considered outside the Council's capital works planning process for new and asset upgrades, gifted assets or grant funded projects to detail any long-term financial impacts. In these cases, where appropriate, formal reports to Council should include detail relating to anticipated increases in ongoing operational costs and/or user charges.

The proposed amendments to the Policy were discussed at the 19 December 2023 Audit Panel Meeting and the Draft Policy was listed for noting at the Council Workshop held on 23 January 2024. A marked up version is included as Attachment 1.

Attachments	1. Policy No. 78 - New and Gifted Assets - Marked Up Version [14.3.1 - 2 pages]
Strategy	Supports the objectives of Council's strategic future direction 6: planned infrastructure services See Meander Valley Community Strategic Plan 2014-24. Click here or visit www.meander.tas.gov.au/plans-and-strategies to view.
Policy	The process of policy review ensures policies are kept up-to-date and appropriate
Legislation	<i>Local Government Act 1993</i> (section 82)
Consultation	Not applicable
Budget and Finance	Not applicable
Risk Management	Not applicable
Alternative Motions	Council can approve the continuation of Policy No. 78 with further amendments

POLICY MANUAL

Policy Number No. 78	New and Gifted Assets (Forward Works Program)
Purpose	The purpose of this Policy is to provide guidelines for the Council when considering new and gifted assets.
Department	Infrastructure Services
Author	Rob Little, Asset Management Coordinator
Council Meeting Date	11-13 February 2024
Minute Reference	XXX
Next Review Date	February 2024 (as set, or every four years or as required)

POLICY

1. Definitions

<i>Whole of Life</i>	Includes all costs associated with the ownership of an asset that allows it to continue to function and meet service needs over its life including planning, creation, operations, maintenance, depreciation, renewal and disposal. If asset planning is limited to a single phase such as creation, decisions may not take into account long-term issues.
<i>Forward Works Program</i>	The Council's future capital works and proposed projects which the annual Capital Works Program is developed from.
<i>Gifted Asset</i>	Assets not constructed or funded by the Council, however, all future responsibility and ongoing management is passed on to the Council.
<i>New Assets</i>	Assets that are created to meet additional service level requirements.

2. Objective

To be fair and equitable when consideration is given to new assets to be constructed by the Council or proposed gifted assets are to be taken over by the Council to ensure decisions are made with full understanding of long term effects on the

14.3.1 Policy No. 78 - New And Gifted Assets - Marked Up Version

Council's financial sustainability and inherent costs and risks. This information will assist in the consultation process with the community.

3. Scope

This policy applies to:

- all new assets over \$20,000;
- all assets with an annual operating expense of over \$2,500; and
- all gifted assets.

4. Policy

The Council will undertake an asset and cost benefit analysis on projects to consider the Whole of Life costs and also include in the forward Works Program a summary of whole of life costs, associated with any proposed new or gifted asset. A summary of Whole of Life costs will be included in the Council's Forward Works Program to assist with project approval processes.

Formal reports to Council requesting funding approval for new and gifted assets, including any project receiving grant funding, are to include details outlining Whole of Life considerations and the future impact on the Council's Long Term Financial Plan and user fees and charges where appropriate.

This will allow the Council to understand and consider risk and the impact on the Long Term Financial Plan's financial implications for ratepayers and facility users and the broader community prior to agreeing to the construction of new assets or taking over gifted assets.

5. Legislation and Related Standards

Local Government Act 1993 (section 82)

Meander Valley Council Policy No. 56 - Recreation Facilities Pricing

Meander Valley Council Policy No. 60 - Asset Management

6. Responsibility

The Director Infrastructure Services is responsible for the application of this policy.

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

Infrastructure Services

Review of Code for Tenders and Contracts

Report Author Matthew Millwood
Acting Director Infrastructure Services

Authorised by Jonathan Harmey
General Manager

Decision Sought That Council reviews and adopts the *Code for Tenders and Contracts 2024*.

Vote Simple majority

Recommendation to Council

That Council reviews and adopts, as per section 333B of the *Local Government Act 1993*, the *Code for Tenders and Contracts 2024*, as amended and presented as Attachment 2.

Report

The *Code for Tenders and Contracts 2024* (the Code) provides a policy framework for tendering and procurement methods in line with the legislative requirements of sections 333A and B of the *Local Government Act 1993* and the *Local Government (General) Regulations 2015*. The Code was last reviewed in 2019 and is required to be reviewed every four years.

The review has resulted in minor wording changes only and the inclusion of Section 6.2 - Contract Variations, following recommendations from a recent independent audit process. The detail associated with managing tender/contract variations has not been included as this is an internal process and the Code is an external facing document.

Councillors considered the review of the Code at a Workshop held on 23 January 2024 and at an Audit Panel Meeting held on 19 December 2023. A marked up version of the *Code for Tenders and Contracts* for 2024 is included as Attachment 1.

- Attachments**
1. *Code for Tenders and Contracts 2024* - Marked Up Version [14.4.1 - 31 pages]
 2. *Code for Tenders and Contracts 2024* [14.4.2 - 30 pages]

Strategy Supports the objectives of Council’s strategic future direction
5: innovative leadership and community governance
6: planned infrastructure services

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

Policy Note applicable

Legislation *Local Government Act 1993*: section 333A and B

Local Government (General) Regulations 2015: sections 23, 24, 25,
26, 27 and 28

Consultation Not applicable

Budget and Finance Not applicable

Risk Management Not applicable

Alternative Motions Council can approve the *Code for Tenders and Contracts 2024* with further amendments

Code for Tenders and Contracts

~~2019~~2024



Meander Valley Council
Working Together

Approved by Meander Valley Council

Date: ~~11 June 2019~~DD MMMM 2024



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1.0 Introduction

This Code for Tenders and Contracts (Code) provides a policy framework on best practice tendering and procurement methods in line with the legislative requirements of Sections 333A and B of the *Local Government Act 1993* (the Act) and the *Local Government Regulations ~~2015~~2005* (Regulations).

Council aims to achieve the procurement principles of:

- Open and effective competition;
- Value for money;
- Sustainability; and
- Ethical behaviour and fair dealing.

In addition, the Council aims to:

- Ensure compliance with relevant legislation;
- Promote the efficient and ethical use of resources;
- Encourage probity in decision making;
- Provide opportunities for local suppliers;
- Minimise the cost to suppliers during the tendering period;
- Allow Council to appropriately manage risk; and
- Promote Council's economic, social and environmental plans and policies.

The Act and Regulations require Council to invite tenders for any contract it intends to enter into for the supply or provision of goods or services valued at or above \$250,000 (exc. GST). For purchases under \$250,000 (exc. GST) alternate procurement processes apply.

2.0 Definitions

the Act	Means the Local Government Act 1993.
Alternative Tender	A tender, or quote, that offers an alternative proposal that still satisfies Council's requirements. An alternative tender will not be considered unless it is submitted as an accompanying tender to a conforming tender.
Bid Shopping	The practice of trading off one supplier's prices against another's in order to obtain lower prices.
Code	Refers to this Code for Tenders and Contracts which has been developed in accordance with the requirements of the Act and Regulations.
Consultant	A person or organisation, external to Council, engaged under a contract on a temporary basis to provide recommendations or high

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	<p>level specialist or professional advice to assist decision making by Council. The consultant is expected to exercise their own skills and judgement independently of Council. It is the advisory nature of the work that distinguishes a consultant from a contractor.</p>
Contract	<p>A contract is a binding agreement entered into between two or more parties that involve an exchange of specified goods and/or services for a specified financial reimbursement or other considerations. The terms of the agreement are usually set out in writing and specific legal obligations are created by the signing of the contract.</p>
Contractor	<p>A person or organisation, external to Council, engaged under contract for service (other than as an employee) to provide specified services to Council.</p>
Council	<p>Meander Valley Council (MVC). Represented by the General Manager and/or Directors.</p>
Direct Procurement	<p>Direct procurement for operational requirements. Values are determined by each Council Officer's delegated authority or with approval from the Officer's Director.</p>
Evaluation Panel	<p>Council officers or consultants who have been assigned to assess the quotations/tenders. The evaluation panel provides recommendations to the Director/General Manager/Council.</p>
Expressions of Interest (Eoi)	<p>A means of exploring the market or to pre-qualify suppliers to reduce the cost of quotation/tendering by restricting the issue of formal quotations/tenders.</p>
Local Business	<p>any business operating in the northern region of Tasmania and preferably having a permanent office or presence in the Meander Valley Municipal Area.</p>
Multiple use Register	<p>Through an EOI process, Council invites suppliers to register with Council for the supply of particular categories of goods and services.</p>
Open Tender	<p>Call for tenders by placing an advertisement in the newspaper.</p>
Periodic Tender	<p>A tender from which a single tenderer or multiple tenderers may be contracted for a specific period to provide specific services during that period without the need for a further tender process.</p>
Procurement	<p>The entire process by which resources are obtained by Council, including planning, design, standards determination, specification writing, selection of suppliers, financing, contract administration, disposals and other related functions.</p>
Probity	<p>Probity is a risk management approach to ensuring procedural</p>

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	integrity.
Project Manager	A nominated Council Officer that will manage the project and act as the direct liaison with the suppliers.
Public Tender	A tender where a supplier that can meet the requirements of the request for tender has the opportunity to bid.
Purchasing	The acquisition of goods or services.
Quotation	The bid submitted in response to a request for quotation from Council.
Quotation Package	Accompanying required documentation and any supplementary information that will support the quotation bid.
Regulations	Means the Local Government Regulations 2005 or subsequent updated regulation.
Request for Quotation (RFQ)	A request for written offers from Council to suppliers capable of providing a specified work, goods or service.
Request for Tender (RFT)	A document soliciting offers from suppliers capable of providing a specified work, goods or service. Requests for tender are usually advertised.
Supplier	A person or organisation, external to Council, that is able to comply with the requirements as stated in the tendering/quotation process and delivers the requested goods or service in compliance with this Code and relevant legislation.
Tender	A proposal, bid or offer that is submitted by a consultant, contractor or supplier in response to a request for tender.
Tenderer	An individual or supplier/company that submits a tender.
Tender Box	A box or cabinet used as the point of lodgement for tenders to ensure that the documentation is kept secure until the tender period closes. Council also provides this facility through the provision of an electronic account.
Tender Meeting	A session in which tenderers are invited to attend to enable Council to provide the tenderers with more information and answer questions. This process enables all interested parties to receive the same information. Meeting minutes shall be provided to all attendees prior to the close of tender.
Tender Package	Accompanying required documentation and any supplementary information that will support the tender bid.

3.0 Application of this Code

3.1 Review of the Code

Consistent with the requirements identified in Section 333B of the Act, Council will formally review this Code at least every four (4) years.

The Code may be modified from time to time by Council to reflect changes in operational requirements.

3.2 Accountability

As a measure of accountability and transparency, the Council will:

- Make a copy of this Code (and any amendments) available for public inspection at the Council's offices during ordinary office hours; and
- Make this Code available on Council's website.

3.3 Delegation

Financial limits for Council officers for procurement processes shall be in accordance with Council's approved procurement delegations.

3.4 Breach of the Code

Council will take all reasonable steps to comply with this Code.

Council will not be liable in any way to a supplier or any person for a breach of this Code.

If any employee of the Council, or a body controlled by the Council breaches this Code, Council may take disciplinary action, if in its absolute discretion it considers it desirable to do so.

If a supplier commits a breach of this Code, Council may, in its absolute discretion, take action against that supplier.

3.5 Engaging a Third Party to Manage a Procurement Process

Council may engage third parties to manage the procurement process for individual projects. The use of a third party to act as an agent or consultant to advise on, arrange or manage a procurement process does not exempt Council or the engaged third party from complying with Council's procurement policy and procedures.

4.0 Procurement Principles

This Code has been developed in order to have a transparent set of strategies that Council will follow in order to comply with the procurement principles as required in the Act.

The Code will apply to Councillors, Council employees and agents and any supplier wishing to compete for Council business or provide goods, services or works to Council, including contractors, subcontractors, consultants and suppliers.

4.1 Council Procurement Principles

Council will:

- Promote fair and open competition and seek value for money for the Council and its local community;
- Protect commercial-in-confidence information;
- Establish and maintain procedures to ensure that fair and equal consideration is given to all tenders and quotations received;
- Provide a prompt and courteous response to all reasonable requests for advice and information from potential or existing suppliers;
- Seek to minimise the cost to suppliers for participation in the procurement process;
- Enhance the opportunities and capabilities of local suppliers and industry;
- Evaluate tenders/quotes based on the pre-specified selection criteria defined in the procurement documentation (e.g. do not develop selection criteria after distribution of procurement documentation); and
- Consider opportunities to use recycled, recyclable, reusable, sustainable goods in procurement processes.

All suppliers involved in tenders and quotations to which this Code applies must:

- Promote honesty and equity in the treatment of all suppliers of goods and services;
- Ensure that they are well acquainted with Council requirements identified in this Code;
- Refrain from submitting tenders/quotations without firm intention to proceed;
- Refrain from improper practice including collusive tendering/quoting;
- Not canvass any employees of Council in relation to the request for quotation/tender process;
- Not offer gifts or benefits to a Council officer for the discharge of official business;
- Declare any conflicts of interest; and
- Comply with applicable legislative, regulatory and statutory requirements.

4.2 Open and Effective Communication

Open and effective communication is ensuring that the procurement process is impartial, open and encourages competitive offers. In practice, this means that Council will:

- Use transparent and open procurement processes so that potential suppliers and the public can have confidence in the outcomes;
- Adequately test the market by applicable processes through open tender or seeking quotations;
- Avoid biased specifications;
- Treat all suppliers consistently and equitably; and
- Ensure a prompt and courteous response to all reasonable requests for advice and information from suppliers.

4.3 Value for Money

Value for money is achieving the desired outcomes at the best possible price. In practice this means that Council will ensure that it is buying at the most competitive price available, but value for money does not mean buying at the lowest price. In doing this, Council may take the following factors into consideration:

- Fit for purpose;
- Maintenance and running costs over the lifetime of the asset, product or service;
- The value of the acquisition and potential benefits against the cost of that purchase;
- An assessment of risks associated with the purchase including the preferred procurement method;
- The contribution to the achievement of other Council objectives;
- Quality assurance and perceived level of risk;
- The capacity of the supplier;
- Time constraints;
- Disposal value;
- The impact of the procurement decision on the environment: minimising waste, reducing demand for goods and services which have a direct impact on the environment and reducing the environmental impact through considered design and construction methodologies;
- The impact of the procurement decision on the local economy: industry development and employment creation; and
- The impact of the procurement decision on society - elimination of discrimination and the promotion of equal opportunity.

4.4 Ethical Behaviour and Fair Dealing

Ethical behaviour and fair dealing means that all procurement is undertaken in a fair and unbiased way and in the best interests of Council. In practice, this means that Council will:

- Be fully accountable for the procurement practices that Council will use and the decisions Council will make;
- Comply with legal requirements;
- Ensure that decisions are not influenced by conflicts of interest and expect individuals involved in procurement processes to declare and act upon any conflicts of interest that may be seen to influence impartiality;
- Maintain confidentiality

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- Deal honestly with and be equitable in the treatment of all potential suppliers;
- Ensure that all procurement is undertaken in accordance with Council's policies;
- Conduct all business in the best interests of Council;
- Ensure that all information and clarifications provided in the initial procurement stages are distributed to all prospective suppliers;
- Ensure that specifications are clear and ensure that conditions of contract are not excessively onerous; and
- Decline gifts or benefits offered by those involved in the procurement process, particularly from suppliers.

5.0 Procurement Processes

5.1 Procurement Values

Council applies four (4) thresholds to procurement values:

- \$10,000 and below;
- Between \$10,000 and \$100,000;
- Between \$100,000 and 250,000; and
- \$250,000 and above.

The methods of procurement differ within these values however, the margins do not preclude Council obtaining written quotations or calling for tenders for procurement values below the stipulated thresholds. The use of these processes will be in accordance with this Code. The types of contracts used for each of the procurement values will be at the discretion of Council.

Tenders and quotations must be sought on a GST exclusive basis.

5.2 Procurement Overview Processes

The following procurement overview is provided to give a brief outline on the way in which Council procures routine goods and services:

- Plan the procurement and draft the Project Plan as required (which includes the selection of the most appropriate procurement method);
- Prepare the relevant documents (e.g. quotation, tender);
- Invite and receive offers;
- Evaluate offers;
- Advise both the successful and unsuccessful bidders;
- Manage any contract that has been implemented as a result of the procurement; and
- Conduct a project evaluation and evaluation of the procurement process (if required).

5.3 Planning the Procurement

During the planning phase of the procurement process where written quotations or tenders are to be requested, the following steps may be taken:

- Any relevant approval to undertake a purchase is obtained;
- An estimate of the cost of the goods or service is undertaken and available Council funding of such a purchase is confirmed and an appropriate method of procurement is chosen;
- The specification is defined and mandatory requirements are identified;
- The method of receipt of offers is defined;
- The establishment of an evaluation panel for tenders; and
- The establishment of evaluation criteria and evaluation methodology.

The following table refers to the four (4) procurement thresholds and summarises what procurement method Council utilises based on the value of the purchase.

Procurement Value	Minimum Requirement
At or below \$10,000	Direct Purchases No formal quotations are required however written quotations should be obtained when appropriate at the discretion of the project manager.
Between \$10,000 and \$100,000	Written Quotations Where possible, at least two (2) written quotations will be obtained including one (1) from an appropriate local business.
Between \$100,000 and \$250,000	Written Quotations or Tender Where possible, at least three (3) written quotations or tenders will be obtained including one (1) from an appropriate local business.
\$250,000 and above	Public Tender Council will advertise each tender. All applications will be assessed using Council's assessment matrix.

Council will apply the above requirements to the purchase of all goods and services with the exception of the circumstances described under Section 7.0 Exemptions. Council Officers will comply with approved financial delegations when engaging suppliers to undertake works.

If it is known that only one specialist supplier is available for work or there are specific reasons for wanting to utilise one supplier, then that supplier may be invited to provide a quotation/tender with the permission of the General Manager. The project manager will be required to document reasoning and demonstrate that the procurement process is being undertaken in accordance with Council's principles of this Code.

5.4 Calculating the Value of a Purchase

5.4.1 Price

The dollar value of the purchase may be calculated as follows:

- single one-off purchase – the total amount, or estimated amount, of the purchase (excluding GST), or
- multiple purchases – the gross value, or the estimated gross value, of the purchases (excluding GST), or
- ongoing purchases over a period of time – the annual gross value, or the estimated annual gross value, of the purchases (excluding GST).

As per Regulation 23, Council will not split a single procurement activity into two or more separate contracts for the primary purpose of avoiding the requirement to publicly invite tenders, or seek the required approvals under the specified financial delegations.

5.4.2 Non Price Considerations

Council will ensure that it is buying at the most competitive price available, but quantifying the value of a purchase does not simply mean buying at the lowest price. Specific issues that will be taken into account by Council that relate to non-price related matters are identified in section 4.0 Procurement Principles.

5.5 Minimum Requirements

It will be a minimum requirement of ~~all~~-suppliers that they must be able to meet Council's and all legislated Work Health and Safety (WHS), risk management and insurance requirements in line with Council's Contractor Management Plan. This may includes completion of Council's online WHS induction for contractors.

The supplier must typically be included on Council's ~~C~~contractor induction ~~l~~ist prior to the awarding of any contract and provide to Council a copy of their;

- Public Liability Insurance (\$20,000,000);
- Workers Compensation;
- Vehicle Insurance; and
- Personal Cover Insurance (if the supplier is an individual).

If this documentation is not provided to Council or not kept up to date, Council is not obliged to enter into any business agreements with that supplier.

5.6 Council Conditions of Contract

Where specified in quotation/tender documentation, suppliers will be required to meet the requirements of Council's Conditions of Contract. Practical completion and final payments may not be awarded if these conditions are not met and signed off by Council. Council's Conditions of Contract will typically be in line with applicable Australian Standard Conditions of Contract for construction and service delivery contracts.

5.7 Project Manager/Enquiries

For the purposes of communication with all potential suppliers, Council must nominate a project manager for each procurement activity, and clearly specify their name and contact details. Suppliers may seek further information only from the project manager or in the event of their absence, from a nominated substitute.

The project manager (or their nominee) will:

- Provide quotation/tender documentation to an enquiring supplier;
- Instruct that questions from prospective suppliers be put in writing (electronic documentation is encouraged);
- Record the time and date of an enquiry, the name of the enquirer, relevant contact details and the substance of the discussion; and
- Provide responses in writing.

Where the information required is for the purposes of clarification then this can be undertaken at any

point in the quotation/tender period and be limited to the supplier requesting the information.

Where an enquiry points out a substantial error or makes a material difference then this information shall be provided to all suppliers who have requested or received quotation/tender documentation.

The additional information will be provided to allow sufficient time for the suppliers to submit an amended application. This may require an extension of the quotation/tender period.

Enquiries of this nature will have Tender Addendum issued so as to inform all tenderers of the same message and information.

5.8 Procurement Types

5.8.1 Direct Procurement (for purchases at or below \$10,000)

Direct procurement applies to all capital and operational purchases at or below \$10,000 including one-off and consumable purchases in the course of operational activities. While no formal quotations are required for direct procurements below \$10,000, the project manager may, at their discretion giving consideration to time constraints and complexity of the project, obtain written quotations from at least two suitable suppliers as a confirmation of the agreed procurement conditions. This method will be used only for low value, low risk goods and services and provide the most advantageous outcome for Council

The quotation from the supplier can be communicated directly to the project manager.

When detailing conditions and specifications of a purchase, the project manager may utilise either a contract or Council's purchase order form. The project manager must provide a clear description of the goods and services required.

Council's Quotation and Record Form can be used to record evaluation and selection process information if appropriate.

5.8.2 Written Quotations (for purchases between \$10,000 to \$100,000)

Council invites written offers from at least two (2) suitable suppliers with a request for quotation. At least one (1) quotation shall be obtained from a local business where appropriate local businesses are available.

Council's request for quotation documentation will include the terms and conditions of quotation, together with a clear description of the goods or services (specifications) required.

The response time to the request for quotation provided to suppliers will depend largely upon the nature and the complexity of the purchase. Quotations can be emailed directly to the project manager.

The project manager must record the evaluation and selection process of the successful supplier through the use of Council's Quotation and Record Form. Formal tender principles may be used at the discretion of the project manager subject to project risk and complexities.

5.8.3 Written Quotations or Tenders (for purchases between \$100,000 to \$250,000)

Council invites written offers from at least three (3) suitable suppliers with a request for quotation or formal tender. Where less than three suitable suppliers are reasonably available, records outlining

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this circumstance will be kept.

At least one (1) quotation or tender shall be requested from a local business where appropriate local businesses are available.

Council's request for quotation or tender documentation will include the relevant terms and conditions, together with a clear description of the goods or services (specifications) required.

The response time to the request for quotation or tender provided to suppliers will depend largely upon the nature and the complexity of the purchase. Quotations can be emailed directly to the project manager, however, tenders shall be managed in accordance with the public tender process.

5.8.4 Tenders (for purchases \$250,000 or greater)

Council's request for tenders is a formalised process where Council invites offers from suppliers to provide specified goods or services.

Tenders will typically be publicly advertised in the regional newspaper, with exceptions in line with Section 7, including where there are limited suppliers in the market to warrant a public tender.

Council Officers may notify local suppliers verbally or in writing of public tenders at the time of advertising.

5.8.4.1 Open Tenders

An open tender process is an invitation to tender by public advertisement. There are generally no restrictions regarding who can submit a tender, however, tenderers are required to submit all required information and will be evaluated against stated selection criteria.

Consistent with the Regulations (Regulation 24) Council will ensure that when open tenders are used as a method of procurement; the General Manager will invite tenders.

The General Manager will advertise the tender locally via the daily newspaper circulating in the municipal area and on Council's website, making the tender available to all suitably qualified and interested bidders. Council may send tender documentation directly to an identified supplier, however, any documentation will not be provided to a potential tenderer until the tender has been advertised.

The tender advertisement will identify:

- The nature of the goods and or services the Council requires;
- The period within which the tender must be lodged (must be at least 14 days after the date on which the notice is published);
- Where the tender must be lodged; and
- Details of a person from whom more detailed information relating to the tender may be obtained.

The General Manager will ensure that prospective tenderers are provided with details regarding:

- The specifications of the goods and or services required;
- The duration of the contract, including any extensions that are specified in the contract;

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- Any mandatory tender specifications and contract conditions;
- Criteria for evaluating the contract; and
- Reference to the Council Code for Tenders and Contracts.

All enquiries and provision of tender documentation shall be carried out by Council's project manager. Suitably qualified tenderers who register their interest shall be issued with the RFT package. The RFT package will outline how the tenderer is to respond to the stated request and by when.

A tenderer submitting a response in relation to a Council public tender must do so in writing. The tenderer must specify the goods and or services tendered for, provide details of the goods and or services being offered and must lodge the tender within the period specified in the public notice.

The nature of the purchase may require that a tender meeting is conducted. The time and place at which the tender meeting is to be held will be detailed in the tender documentation. The project manager must keep minutes of any tender meeting which will be distributed to all tenderers.

The tenderer must demonstrate through the provision of referees and any requested documentation that they are competent in establishing and managing risk management procedures and can follow contemporary WHS legislative requirements.

A tenderer may not withdraw its tender before acceptance without Council's consent other than as permitted in the conditions of tendering included in the tender documents. Council may give or withhold its consent in its absolute discretion.

The tender box will not be opened until the time set for the closing of tenders has elapsed. Tenders must be opened in the presence of:

- One member of the Council's staff other than the project manager; and
- The project manager or nominee.

Each employee present must sign the Tender Opening Record showing the tenderer's names, the service tendered for and the tender price. The total tender sums are disclosed only if it is stated in the tender documentation. The Tender Opening Record also confirms the employees should have no conflict of interest in the tender. Should a conflict exist and be declared, that employee must nominate an alternate officer to sign the Tender Opening Record and the Conflict of Interest Declaration must be completed.

The project manager must record the evaluation and selection process of the successful supplier by utilising Council's quotation/tender review form and Council's assessment matrix.

The successful tenderer will be engaged under a Formal Instrument of Agreement with Conditions of Contract identified within the initial invitation. The Project Manager must use one of the prescribed templates when preparing the Formal Instrument of Agreement.

5.8.4.2 Multiple-stage Tender

From time to time Council may utilise a multiple-stage tendering process to:

- Gain market knowledge and clarify the capability of suppliers;
- Shortlist qualified tenderers; and

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- Obtain industry input.

A multiple-stage procurement process may be more costly and time-consuming for both suppliers and Council, and as such, Council will usually only use them where:

- The best way to meet requirements is unclear;
- It is considered appropriate to pre-qualify suppliers and restrict the issue of formal tender documentation;
- Benefits exist which cannot be obtained by researching the market through conventional means; and
- Maximum flexibility is required throughout the procurement process.

The multiple-stage processes that Council may use are as follows:

- Expressions of Interest (Eoi) – an Eoi is generally used to shortlist potential suppliers before seeking detailed offers. Suppliers are shortlisted on their technical, managerial and financial capacity, reducing the cost of tendering by restricting the issue of formal tenders to those suppliers that demonstrated the required capacity.
- Request for Information – may be used at the planning stage of a project to assist with defining the project. Council will not issue a request for information to identify or select suppliers.
- Request for Proposal – may be used when a project or requirement has been defined, but where an innovative or flexible solution is sought.
- Request for Tender – may be used when a project or requirement has been defined to solicit offers from suppliers capable of providing a specified work, goods or service.
- Closed Tender process – may be used if the initial specification is well defined, an Eoi or request for proposal has already been used to shortlist suppliers, or a public tender is not warranted. Suppliers will be informed in advance that only those short-listed will be requested to tender.

Council is mindful of the following aspects when conducting a Multiple-stage Tender process:

- That a short-listed party cannot be engaged without going through a more detailed second (tender) stage process unless approved by Council; and
- When using a Request for Information, issues relating to intellectual property and copyright must be clarified prior to using the information provided to prepare the Request for Tender.

When calling for Eoi Council will generally follow the advertising requirements outlined in 5.8.3.1 Open Tenders.

The General Manager will ensure that suppliers are provided with the following in order to lodge an Eoi:

- Details of the goods or services required;
- The criteria for evaluating Eoi;
- The method for evaluating Eoi against the criteria;
- Details of any further stages in the tender process; and
- A reference to Council's Code for Tenders and Contracts.

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The General Manager may then send an invitation to tender to those suppliers that expressed an interest in providing the goods or services required and were selected to tender through the EoI evaluation process. A request for quotation may also be issued where the anticipated project value is less than the public tender threshold.

5.8.5 Ongoing Supply Arrangements – Standing Contracts and Multiple Use Register

5.8.5.1 Standing Contract

A Council, through an open tender process, may establish a standing contract in which a single tenderer or multiple tenderers may be contracted for a specified period to provide specified goods or services during that period without the need for a further tender process.

The way in which a standing contract is established can either be:

- To utilise the open tender process; or
- For Council to assess the suppliers listed in the multiple-use register in line with Council's defined procurement values.

Council may legitimately purchase directly from a supplier listed on a standing contract panel. The recommended validity period for standing contracts will be stipulated during the Open Tender process.

The selected tenderers can be used to provide the specific goods or services without calling a further tender during the specified period.

Council may implement its own standing contract arrangements or may make use of goods and or services panels that have been negotiated for example for Tasmanian Councils via Local Government Association of Tasmania (LGAT) as a member of the National Procurement Network or via similar arrangements through State Government.

5.8.5.2 Multiple Use Register

A multiple use register is a list, intended for use in more than one procurement process, of pre-qualified suppliers, who have satisfied the conditions for participation or inclusion on the register.

Council may establish a multi-use register of suppliers who meet criteria established by the Council in respect to the supply of particular categories of goods and services.

Inclusion on a multi-use register provides certainty for potential suppliers that they have been recognised as meeting conditions for participation.

Council will invite tenders or quotations for a contract for the supply of goods and or services from all suppliers included on a multiple use register for a particular category of goods and or services.

Council will generally follow the advertising requirements outlined in Open Tenders when inviting applications from suppliers for inclusion on a multiple use register.

Council may accept an application for inclusion on the multiple use register or reject an application. If Council rejects the application, the General Manager will advise the applicant of the reasons for

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rejection.

If Council accepts the application, the General Manager will advise the applicant of the category their application will be included in on the multiple use register. The multiple use register will be reviewed by Council at least every two (2) years.

Council will allow a supplier to apply for inclusion on the multiple use register at any time unless the supplier has made an application in the previous 12 months and the application has not been accepted.

5.8.5.3 Strategic Alliances

Council may choose to procure goods and or services through contract arrangements already established and administered by other organisations, including:

- LGAT through the National Procurement Network;
- State Government contracts;
- Other local government procurement processes; and
- Any other purchasing group of which Council is a member.

5.9 Amendments to Tender Documentation

The project manager may amend tender documentation if it discovers a significant error or discrepancy in it. If amendments to the tender package are made the project manager must:

- Give the addendum to the tender package to all tenderers
- Provide the addendum to all tenderers at least seven (7) days prior to the close of tender; and
- Permit any tenderer who has already submitted a tender to submit an addendum which is clearly marked "Tender Addendum".

Each tenderer must, not later than the tender closing, acknowledge in writing receipt of the addendum given by the project manager. Failure to do so could result in the tender being invalid.

5.10 Supplementary Information

5.10.1 Quotation/Tender Conditions

When preparing the quotation/tender documentation Council will prepare clear and concise information that includes the terms and conditions of the planned purchase with a detailed description of the goods or services required.

The conditions set out the terms under which Council will receive and evaluate offers. The conditions shall include:

- The closing date, time and place of lodgement;
- Details on how quotes/tenders are to be lodged;
- Advice on the treatment of late submissions;
- Pricing requirements;
- The project manager's details;

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- The evaluation criteria and a brief outline of the evaluation methodology used; and
- Relevant Council policies and principles.

Additional conditions for tenders may include:

- Details of intended duration of the contract including any extensions applicable to the contract; i
- Details of supporting documents that should accompany the tender; i
- Advice and details on the availability of any tender meetings for prospective tenderers; i
- Advice on how and in what circumstances the procurement documentation can be altered; i
- Any assessment or presentation requirements; i and
- An indication if alternative bids will be considered.

5.10.2 Quotation/Tender Specifications

The specifications clearly, accurately and completely describe the essential requirements of the goods or services being purchased. It is the basis of all offers and is the foundation for the contract. The specifications may include:

- Functional requirements; i
- Performance requirements; i and
- Technical requirements.

5.10.3 Submission of Offers

Council may provide both a locked tender box and the opportunity to submit the offer as an electronic document. Council accepts offers in both formats provided they are a conforming offer. Council will not be responsible for, nor take into consideration any service or transmission delays. Council will not be responsible for the security of the information contained in the electronically transmitted offer. It is the tenderers responsibility to satisfy itself that Council has received the offer by the stated closing time.

Where the Tenderer elects to submit their tender electronically, they must do so by addressing the tender to Tenders@mvc.tas.gov.au . Tenderers must not address directly or carbon copy (Cc) their tender submissions to the project manager or contact officer as to do so will breach the confidentiality and transparency of the tender process.

A person submitting a response in relation to a Council tender must do so in writing.

The tenderer must specify the goods and or services tendered for, provide details of the goods and or services being offered and must lodge the tender within the period specified in the public notice.

5.11 Non-Conforming Offers

Council will reject non-conforming offers (in accordance with the terms of Council's quotation/tender documentation) which:

- Are lodged after the closing time without valid reason; i
- Are not signed where required; i
- Are incomplete – for example, questions have not been answered, pages are missing, or

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- required documentation for the evaluation of a supplier has not been attached;
- Do not comply with mandatory conditions of the quotation/tender;
- Do not observe and comply with requirements of relevant Acts and Statutes of Parliament, Regulations, By-Laws, Orders, Codes of Practice and WHS Legislation and Regulations; or
- Fail to meet mandatory specifications and evaluation criteria.

Any offer which does not comply with the quotation/tender document should be rejected unless the offer satisfies the requirements for an alternative quote/tender.

The Council may, in its absolute discretion, accept an offer received late if it was posted at such a time (postmarked not less than two (2) clear days before closing) that Council should have received it by the stipulated closing date.

5.12 Evaluating Tenders

This clause applies to tenders issued with an estimated value equal to or greater than \$100,000.

The General Manager may direct a tender evaluation panel to review and assess tenders in-line with the evaluation criteria depending on the nature of the project. The tender evaluation panel should comprise of at least three individuals, which includes the project manager.

Council will evaluate tenders in accordance with this Code and against the pre-specified tender evaluation criteria and methodology contained within the Request for Tender. Council will utilise the Council assessment matrix during the evaluation of the tender. Once completed, and the associated Contract has been awarded, the Tender Assessment Matrix should be registered to Council's Electronic Content Management system.

Council must take into account the following criteria when considering tenders:

- Compliance to this Code and tender evaluation criteria and methodology

It may be necessary to seek clarification from a tenderer if an offer is unclear. Clarification does not mean that tenderers can revise their original offer. Any clarification sought must be documented. Any request for clarification must not turn an alternative tender into a conforming tender.

- Evaluation against the tender evaluation criteria through the assessment matrix

The assessment matrix is a framework for the detailed analysis of each offer against both qualitative and quantitative criteria, applying weightings to the pre-specified tender evaluation criteria. The tenderer must demonstrate that they meet the tender evaluation criteria, not just assert it.

Council must determine the weighting to be given to the criteria before the tenders are opened. The weightings are to be determined at Council's absolute discretion. The weightings given to each criterion may vary from project to project. Council may advise the tenderers of the weightings but shall not be obliged to do so.

- High risk/value/complex tenders

In selecting a tenderer for a high risk/value or complex project, Council may undertake a due diligence investigation to ensure that the tenderer has the capacity and stability to fulfil all of the requirements of

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the contract. If Council intends to use this further detailed assessment it must be detailed in the tender documentation.

Council officers must also consider the financial competency of the preferred tenderer prior to completion of the tender evaluation by undertaking relevant checks (e.g. ASIC, creditor, State Government registration).

- Write an evaluation report

On completion of the evaluation process Council will document the selection of a successful tenderer in an evaluation report to be submitted to the relevant approval authority (e.g. Council, General Manager or Director).

Council's evaluation reports include:

- A comprehensive record of the evaluation method, the rationale used to select the preferred supplier, and whether it is recommended that negotiations should be undertaken, and on what basis; and
- Reasons for overlooking lower priced tenders.

5.13 Negotiation, Rejection and Acceptance of Tenders

The following points must be noted in relation to consideration of negotiation, rejection and acceptance of tenders:

- Council must consider all conforming tenders;
- Council is not obliged to accept any tender;
- Council is not obliged to accept the lowest priced nor any conforming tender;
- Council may negotiate with the tenderer who submitted an alternative tender and may accept the alternative tender or any variation of it negotiated with the tenderer;
- Council may reject all tenders. If Council rejects all tenders Council must advise each tenderer accordingly and may invite further tenders;
- Council may negotiate with the preferred tenderer and after negotiations with the preferred tenderer, may negotiate with other tenderers in order of preference;
- In the course of negotiation with a tenderer, Council must not disclose the details of a tender submitted by any other tenderer;
- Council may seek pricing for additional elements of work from all, or select tenderers, following the tender due date and prior to finalising the evaluation process where it is considered that the additional work would not materially impact the scope, intent or cost of the original tendered work;
- Prior to awarding the tender the evaluation panel or project manager must prepare a summary report detailing the assessment process of the tenderers and which tenderer they are recommending for acceptance;
- Council must approve the selection of the successful tenderer prior to the contract being awarded where approval of financial value of the contract exceeds the General Manager's delegation;
- Council must issue a letter of offer to the successful tenderer stating the details of the accepted offer and setting out the terms of acceptance.

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- Council and the successful tenderer must execute a formal contract document in the form specified in the tender package (with any amendments) within 14 days from the date when the successful tenderer received the letter of offer.
- Council must advise all other tenderers that their tenders have been unsuccessful and unless it is inappropriate to do so, of the price of the accepted tender.
- The successful tenderer shall not be entitled to receive payment for carrying out the work until it has executed a formal contract document.

5.14 Document Registration and Storage

All documentation relating to a quotation or tender will be stored in Council's document management system.

Supplied hard copies will be stored in an appropriate location. All quotations/tenders that Council receives will be clearly marked with the time and date of receipt.

Offers received as an electronic document to the dedicated tenders email address shall be recorded in the same method as offers received in the post.

6.0 Contracts

6.1 Contract Management

A contract defines the rights and obligations of both parties once the quotation/tender has been awarded. A contract is established when an offer is made and accepted. A contract comprises all relevant information provided to and by the supplier that has made the successful offer. This includes:

- The conditions of quotation/tender;
- The specifications including any plans and other attachments;
- The successful offer; and
- The conditions of contract.

A copy of the conditions of contract may be included in Council's original request for quotation/tender package.

The conditions of contract contain the contractual terms defining the obligations and rights of the parties concerned. Generally, contracts are used for all purchases with a value of \$250,000 or above, or where there are material risks involved.

For complex or high value purchases, it may be necessary for Council to enter into negotiations prior to finalising the contract in consultation with Council's legal advisors. The purpose of these negotiations is to:

- Test the understanding and assumptions made by the suppliers in determining their costs;
- Clarify and rectify any false assumptions; and
- Achieve operational refinements and enhancements that may result in cost reductions.

The outcomes of these negotiations will be included in the final contract and once completed and agreed, both parties then sign the formal contract.

A formal contract management plan is not required for all contracts, but Council may develop contract management plans for contracts that involve large dollar amounts, complex technical requirements, or when the contract manager is responsible for managing a large number of contracts simultaneously.

There are limitations on the amount of work which can be added or deleted without affecting the schedule of rates.

6.2 Contract Variations

When claims for cost variations arise on a project, Council will assess and process a claim in line with the internal contract administration procedure for variations. The procedure will outline criteria to be assessed when considering claims, delegation for approvals and record keeping requirements.

6.26.3 Contract Renewals

In most cases, where the goods or services being delivered under the contract are required on an ongoing basis, Council will undertake a new procurement process prior to the completion of the existing contract.

6.36.4 Contract Extension

In some circumstances, it may be desirable for Council to extend an existing contract, rather than seek new tenders or quotations for the delivery of the goods or services.

Contracts will only be extended:

- By the General Manager or a majority decision resolution of Council subject to the forecast total value of the original contract term plus extension period;
- Following a full evaluation of the performance of the current contractor_i and
- Where the principles of open and effective competition are protected.

As a rule, Council will not extend contracts if:

- The original contract does not allow an extension_i;
- Since the previous tender, the market has changed substantially_i; or
- The nature of the goods/services required has substantially changed.

6.46.5 Contract Reviews

Contract/Contractor review requirements will be specified as determined within the conditions of contract. In addition to the review requirements, at the completion or prior to the renewal of a contract, a contract review should be considered. The review should be used as a process to constructively assess positive and negative outcomes of a contract.

Reviews should include but are not limited to:

- Was the selected project delivery method the best approach_i;
- What were the project issues and how can they be avoided on future projects_i;
- Reasons for any cost increases or variations_i;
- Suggested improvements to contract documentation or overall approach_i;
- What was done well and was successful_i;
- Are the operators accepting of the design_i and
- Any safety or environmental issues.

7.0 Exemptions

The Regulations provide that Council must publicly invite tenders for the purchase of goods and services with a value in excess of \$250,000. Council is committed to encouraging open and effective competition between suppliers with the objective of obtaining value for money.

Council may not issue a tender or use a quotation process where the goods and services relate to:

- An emergency if, in the opinion of the General Manager, there is insufficient time to invite tenders for the goods or services required in that emergency.
- A contract for goods or services supplied or provided by, or obtained through, an agency of a State or of the Commonwealth.
- A contract for goods or services supplied or provided by another Council, a single authority, a joint authority or the Local Government Association of Tasmania.
- A contract for goods or services obtained as a result of a tender process conducted by another Council, a single authority, a joint authority, the Local Government Association of Tasmania or any other local government association in this State or in another State or a Territory.
- A contract for goods or services in respect of which the Council is exempt under another Act from the requirement to invite a tender.
- A contract for goods or services that is entered into at public auction.
- A contract for insurance entered into through a broker.
- A contract arising when Council is directed to acquire goods or services due to a claim made under a contract of insurance.
- A contract for goods or services if the Council resolves by absolute majority and states the reasons for the decision, that a satisfactory result would not be achieved by inviting tenders because of one or more of the following:
 - Extenuating circumstances;
 - Remoteness of the locality;
 - The unavailability of competitive or reliable tenderers; and
 - A contract of employment with a person as an employee of the Council.
- Where it can be established that there is only one supplier of a particular product or service and there is no appropriate substitute available, or where alternative options are not viable or do not provide value for money.
- Where the original product or service has been selected through an open tender process and the request for exemption relates to the proposed purchase of an upgrade or addition to the existing system and there are limited supply options.
- The product is being trialled to assist in the evaluation of its performance prior to a large scale purchase for which open tenders will be called.
- To assist in the development of a new product in conjunction with a private sector supplier.
- Where cost to Council and to suppliers would outweigh the value for money benefits of calling public tenders.
- Projects of exceptional circumstances or genuine urgency where conclusive justification of the request is provided.

8.0 Complaints Process

Tasmanian councils are provided with broad competency powers under the Act to carry out the role of providing services to their communities and the Act also includes accountability measures under which councils can be held responsible to the communities for their actions and decisions.

The resolution of complaints against Council is a responsibility of Council and will be dealt with in accordance with the Customer Service Charter.

In the first instance, complainants should be encouraged to seek resolution through the project manager in charge of the tendering process. If the complainant wishes to pursue the matter further, the General Manager will investigate the complaint.

The following records will be maintained for any complaint received and resolved:

- Date of complaint;
- Complainant's details;
- Description of complaint;
- Action taken including dates; and
- The outcome.

8.1 Debriefing Session

The purpose of a debriefing session is to provide feedback to an unsuccessful supplier that could assist the supplier in submitting a more competitive bid in the future. Debriefing sessions will only be provided if requested by the unsuccessful supplier. The debriefing session will address the following issues:

- Their performance against the selection criteria; and
- Their strengths and weakness of the quotation/tender application.

The debriefing session is not a comparison of quotation/tender applicants and is not to be used to justify the selection of the successful supplier. At no point during the session will Council disclose any information regarding any supplier.

The debriefing session should be conducted by the tender evaluation panel if appropriate. Council will document the proceedings of each debriefing session including:

- Attendees and the company names;
- Information provided;
- Any issues raised;
- Detailed information requested but not disclosed;
- Any likely future complaints; and
- Recommendations for future action.

9.0 Disposals

Disposals are to be conducted so that the best return to Council is achieved. Disposal of land will be made in accordance with Division 1 of Part 12 of the Act.

9.1 Disposals less than \$20,000

Council will dispose of items with a disposal value of less than \$20,000 at the discretion of the General Manager.

9.2 Disposals greater than \$20,000

Council shall dispose of items with an estimated disposal value in excess of \$20,000 by way of tender, public auction, or trade-in.

When disposing items by tender, Council may choose to advertise the item for disposal in specialist newspapers or journals, or in the appropriate classified section of the local newspaper if these are more likely to attract appropriate interest.

10.0 Reporting

10.1 Procurement at or above the Prescribed Amount

Council will report in its Annual Report details of any contract for the supply or provision of goods and or services valued at or above the currently legislated prescribed amount of \$250,000.

The General Manager will establish and maintain procedures for reporting to Council circumstances where a public tender or quotation process was not used and reasonably should have been.

10.2 Contract Extensions

Council will report in its Annual Report the details of any extension of a contract where Council agreed to extend a contract by an absolute majority and the pre-existing contract did not specify extensions.

Details that will be reported for Clauses 10.1 and 10.2 at a minimum as required under the Regulations are;

- A description of the contract_i;
- The period of the contract_i;
- The periods of any options for extending the contract_i;
- The value of any tender awarded or, if a tender was not required, the value of the contract excluding GST_i;
- The business name of the successful contractor_i; and
- The business address of the successful contractor.

10.3 Emergency Provisions

Council will report in its Annual Report the details of all instances where non-application of the public tender process has been applied as a result of an emergency, where in the opinion of the General Manager, there was insufficient time to invite tenders for the goods and services required in that emergency.

10.4 Other Circumstances

Council will report in its Annual Report the details of all instances where non-application of the public tender process has been applied because Council agreed by absolute majority, that a satisfactory result would not have been achieved if tenders were invited because of;

- Extenuating circumstances_i;
- The remoteness of the locality_i;
- The unavailability of competitive or reliable tenderers_i; and
- A contract of employment with a person as an employee of the Council.

Details that will be reported for Clauses 10.3 and 10.4 at a minimum as required under the Regulations are_{ii};

- A description of the reason for not inviting public tenders_i;
- A description of the goods and or services acquired_i;

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- The value of the goods and or services acquired; and
- The name of the supplier.

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Meander Valley Council
Working Together

Approved by Meander Valley Council

Date:



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1.0 Introduction

This Code for Tenders and Contracts (the Code) provides a policy framework on tendering and procurement methods in line with the legislative requirements of Sections 333A and B of the *Local Government Act 1993* (the Act) and the *Local Government Regulations 2015* (Regulations).

The Council aims to achieve the procurement principles of:

- Open and effective competition;
- Value for money;
- Sustainability; and
- Ethical behaviour and fair dealing.

In addition, the Council aims to:

- Ensure compliance with relevant legislation;
- Promote the efficient and ethical use of resources;
- Encourage probity in decision making;
- Provide opportunities for local suppliers;
- Minimise the cost to suppliers during the tendering period;
- Allow Council to appropriately manage risk; and
- Promote Council's economic, social and environmental plans and policies.

The Act and Regulations require the Council to invite tenders for any contract it intends to enter into for the supply or provision of goods or services valued at or above \$250,000 (exc. GST). For purchases under \$250,000 (exc. GST) alternate procurement processes apply.

2.0 Definitions

the Act	Means the <i>Local Government Act 1993</i> .
Alternative Tender	A tender, or quote, that offers an alternative proposal that still satisfies Council's requirements. An alternative tender will not be considered unless it is submitted as an accompanying tender to a conforming tender.
Bid Shopping	The practice of trading off one supplier's prices against another's in order to obtain lower prices.
Code	Refers to this Code for Tenders and Contracts which has been developed in accordance with the requirements of the Act and Regulations.
Consultant	A person or organisation, external to the Council, engaged under a contract on a temporary basis to provide recommendations or high

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	<p>level specialist or professional advice to assist decision making by Council. The consultant is expected to exercise their own skills and judgement independently of the Council. It is the advisory nature of the work that distinguishes a consultant from a contractor.</p>
Contract	<p>A contract is a binding agreement entered into between two or more parties that involve an exchange of specified goods and/or services for a specified financial reimbursement or other considerations. The terms of the agreement are usually set out in writing and specific legal obligations are created by the signing of the contract.</p>
Contractor	<p>A person or organisation, external to the Council, engaged under contract for service (other than as an employee) to provide specified services to the Council.</p>
Council	<p>Meander Valley Council (MVC), represented by the General Manager and/or Directors.</p>
Direct Procurement	<p>Direct procurement for operational requirements. Values are determined by each Council Officer's delegated authority or with approval from the Officer's Director.</p>
Evaluation Panel	<p>The Council's Officers or consultants who have been assigned to assess the quotations/tenders. The evaluation panel provides recommendations to the Director/General Manager/Council.</p>
Expressions of Interest (Eoi)	<p>A means of exploring the market or to pre-qualify suppliers to reduce the cost of quotation/tendering by restricting the issue of formal quotations/tenders.</p>
Local Business	<p>Any business operating in the northern region of Tasmania and preferably having a permanent office or presence in the Meander Valley Municipal Area.</p>
Multiple use Register	<p>Through an Eoi process, the Council invites suppliers to register with the Council for the supply of particular categories of goods and services.</p>
Open Tender	<p>Call for tenders by placing an advertisement in the newspaper.</p>
Periodic Tender	<p>A tender from which a single tenderer or multiple tenderers may be contracted for a specific period to provide specific services during that period without the need for a further tender process.</p>
Procurement	<p>The entire process by which resources are obtained by the Council, including planning, design, standards determination, specification writing, selection of suppliers, financing, contract administration, disposals and other related functions.</p>

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Probity	Probity is a risk management approach to ensuring procedural integrity.
Project Manager	A nominated Council Officer who will manage the project and act as the direct liaison with the suppliers.
Public Tender	A tender where a supplier that can meet the requirements of the request for tender has the opportunity to bid.
Purchasing	The acquisition of goods or services.
Quotation	The bid submitted in response to a request for quotation from the Council.
Quotation Package	Accompanying required documentation and any supplementary information that will support the quotation bid.
Regulations	Means the <i>Local Government Regulations 2005</i> or subsequent updated regulation.
Request for Quotation (RFQ)	A request for written offers from the Council to suppliers capable of providing a specified work, goods or service.
Request for Tender (RFT)	A document soliciting offers from suppliers capable of providing a specified work, goods or service. Requests for tender are usually advertised.
Supplier	A person or organisation, external to the Council, that is able to comply with the requirements as stated in the tendering/quotation process and delivers the requested goods or service in compliance with this Code and relevant legislation.
Tender	A proposal, bid or offer that is submitted by a consultant, contractor or supplier in response to a request for tender.
Tenderer	An individual or supplier/company that submits a tender.
Tender Box	A box or cabinet used as the point of lodgement for tenders to ensure that the documentation is kept secure until the tender period closes. The Council also provides this facility through the provision of an electronic account.
Tender Meeting	A session in which tenderers are invited to attend to enable the Council to provide the tenderers with more information and answer questions. This process enables all interested parties to receive the same information. Meeting minutes shall be provided to all attendees prior to the close of tender.
Tender Package	Accompanying required documentation and any supplementary information that will support the tender bid.

3.0 Application of this Code

3.1 Review of the Code

Consistent with the requirements identified in section 333B of the Act, Council will formally review this Code at least every four years.

The Code may be modified from time to time by the Council to reflect changes in operational requirements.

3.2 Accountability

As a measure of accountability and transparency, the Council will:

- Make a copy of this Code (and any amendments) available for public inspection at the Council's offices during ordinary office hours; and
- Make this Code available on the Council's website.

3.3 Delegation

Financial limits for the Council's Officers for procurement processes shall be in accordance with the Council's approved procurement delegations.

3.4 Breach of the Code

The Council will take all reasonable steps to comply with this Code.

The Council will not be liable in any way to a supplier or any person for a breach of this Code.

If any employee of the Council, or a body controlled by the Council breaches this Code, the Council may take disciplinary action, if in its absolute discretion it considers it desirable to do so.

If a supplier commits a breach of this Code, the Council may, in its absolute discretion, take action against that supplier.

3.5 Engaging a Third Party to Manage a Procurement Process

The Council may engage third parties to manage the procurement process for individual projects. The use of a third party to act as an agent or consultant to advise on, arrange or manage a procurement process does not exempt the Council or the engaged third party from complying with the Council's procurement policy and procedures.

4.0 Procurement Principles

This Code has been developed in order to have a transparent set of strategies that the Council will follow in order to comply with the procurement principles as required in the Act.

The Code will apply to Councillors, Council employees, agents and any supplier wishing to compete for the Council's business or provide goods, services or works to the Council, including contractors, subcontractors, consultants and suppliers.

4.1 The Council's Procurement Principles

The Council will:

- Promote fair and open competition and seek value for money for the Council and its local community;
- Protect commercial-in-confidence information;
- Establish and maintain procedures to ensure that fair and equal consideration is given to all tenders and quotations received;
- Provide a prompt and courteous response to all reasonable requests for advice and information from potential or existing suppliers;
- Seek to minimise the cost to suppliers for participation in the procurement process;
- Enhance the opportunities and capabilities of local suppliers and industry;
- Evaluate tenders/quotes based on the pre-specified selection criteria defined in the procurement documentation (e.g. do not develop selection criteria after distribution of procurement documentation); and
- Consider opportunities to use recycled, recyclable, reusable, sustainable goods in procurement processes.

All suppliers involved in tenders and quotations to which this Code applies must:

- Promote honesty and equity in the treatment of all suppliers of goods and services;
- Ensure that they are well acquainted with the Council's requirements identified in this Code;
- Refrain from submitting tenders/quotations without firm intention to proceed;
- Refrain from improper practice including collusive tendering/quoting;
- Not canvass any employees of Council in relation to the request for quotation/tender process;
- Not offer gifts or benefits to a Council officer for the discharge of official business;
- Declare any conflicts of interest; and
- Comply with applicable legislative, regulatory and statutory requirements.

4.2 Open and Effective Communication

Open and effective communication is ensuring that the procurement process is impartial, open and encourages competitive offers. In practice, this means that the Council will:

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- Use transparent and open procurement processes so that potential suppliers and the public can have confidence in the outcomes;
- Adequately test the market by applicable processes through open tender or seeking quotations;
- Avoid biased specifications;
- Treat all suppliers consistently and equitably; and
- Ensure a prompt and courteous response to all reasonable requests for advice and information from suppliers.

4.3 Value for Money

Value for money is achieving the desired outcomes at the best possible price. In practice this means that the Council will ensure that it is buying at the most competitive price available, but value for money does not mean buying at the lowest price. In doing this, the Council may take the following factors into consideration:

- Fit for purpose;
- Maintenance and running costs over the lifetime of the asset, product or service;
- The value of the acquisition and potential benefits against the cost of that purchase;
- An assessment of risks associated with the purchase including the preferred procurement method;
- The contribution to the achievement of other Council objectives;
- Quality assurance and perceived level of risk;
- The capacity of the supplier;
- Time constraints;
- Disposal value;
- The impact of the procurement decision on the environment: minimising waste, reducing demand for goods and services which have a direct impact on the environment and reducing the environmental impact through considered design and construction methodologies;
- The impact of the procurement decision on the local economy: industry development and employment creation; and
- The impact of the procurement decision on society - elimination of discrimination and the promotion of equal opportunity.

4.4 Ethical Behaviour and Fair Dealing

Ethical behaviour and fair dealing means that all procurement is undertaken in a fair and unbiased way and in the best interests of the Council. In practice, this means that the Council will:

- Be fully accountable for the procurement practices that the Council will use and the decisions the Council will make;
- Comply with legal requirements;
- Ensure that decisions are not influenced by conflicts of interest and expect individuals involved in procurement processes to declare and act upon any conflicts of interest that may be seen to influence impartiality;
- Maintain confidentiality;

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- Deal honestly with and be equitable in the treatment of all potential suppliers;
- Ensure that all procurement is undertaken in accordance with the Council's policies;
- Conduct all business in the best interests of the Council;
- Ensure that all information and clarifications provided in the initial procurement stages are distributed to all prospective suppliers;
- Ensure that specifications are clear and ensure that conditions of contract are not excessively onerous; and
- Decline gifts or benefits offered by those involved in the procurement process, particularly from suppliers.

5.0 Procurement Processes

5.1 Procurement Values

The Council applies four thresholds to procurement values:

- \$10,000 and below;
- Between \$10,000 and \$100,000;
- Between \$100,000 and 250,000; and
- \$250,000 and above.

The methods of procurement differ within these values however, the margins do not preclude Council obtaining written quotations or calling for tenders for procurement values below the stipulated thresholds. The use of these processes will be in accordance with this Code. The types of contracts used for each of the procurement values will be at the discretion of the Council.

Tenders and quotations must be sought on a GST exclusive basis.

5.2 Procurement Overview Processes

The following procurement overview is provided to give a brief outline on the way in which the Council procures routine goods and services:

- Plan the procurement and draft the Project Plan as required (which includes the selection of the most appropriate procurement method);
- Prepare the relevant documents (e.g. quotation, tender);
- Invite and receive offers;
- Evaluate offers;
- Advise both the successful and unsuccessful bidders;
- Manage any contract that has been implemented as a result of the procurement; and
- Conduct a project evaluation and evaluation of the procurement process (if required).

5.3 Planning the Procurement

During the planning phase of the procurement process where written quotations or tenders are to be requested, the following steps may be taken:

- Any relevant approval to undertake a purchase is obtained;
- An estimate of the cost of the goods or service is undertaken and available funding of such a purchase is confirmed and an appropriate method of procurement is chosen;
- The specification is defined and mandatory requirements are identified;
- The method of receipt of offers is defined;
- The establishment of an evaluation panel for tenders; and
- The establishment of evaluation criteria and evaluation methodology.

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The following table refers to the four procurement thresholds and summarises what procurement method the Council utilises based on the value of the purchase.

Procurement Value	Minimum Requirement
At or below \$10,000	Direct Purchases No formal quotations are required however written quotations should be obtained when appropriate at the discretion of the project manager.
Between \$10,000 and \$100,000	Written Quotations Where possible, at least two written quotations will be obtained including one from an appropriate local business.
Between \$100,000 and \$250,000	Written Quotations or Tender Where possible, at least three written quotations or tenders will be obtained including one from an appropriate local business.
\$250,000 and above	Public Tender The Council will advertise each tender. All applications will be assessed using the Council's assessment matrix.

The Council will apply the above requirements to the purchase of all goods and services with the exception of the circumstances described under Section 7.0 Exemptions. The Council's Officers will comply with approved financial delegations when engaging suppliers to undertake works.

If it is known that only one specialist supplier is available for work or there are specific reasons for wanting to utilise one supplier, then that supplier may be invited to provide a quotation/tender with the permission of the General Manager. The project manager will be required to document reasoning and demonstrate that the procurement process is being undertaken in accordance with the Council's principles of this Code.

5.4 Calculating the Value of a Purchase

5.4.1 Price

The dollar value of the purchase may be calculated as follows:

- single one-off purchase – the total amount, or estimated amount, of the purchase (excluding GST); or
- multiple purchases – the gross value, or the estimated gross value, of the purchases (excluding GST); or
- ongoing purchases over a period of time – the annual gross value, or the estimated annual gross value, of the purchases (excluding GST).

As per Regulation 23, the Council will not split a single procurement activity into two or more separate contracts for the primary purpose of avoiding the requirement to publicly invite tenders, or seek the required approvals under the specified financial delegations.

5.4.2 Non Price Considerations

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The Council will ensure that it is buying at the most competitive price available, but quantifying the value of a purchase does not simply mean buying at the lowest price. Specific issues that will be taken into account by the Council that relate to non-price related matters are identified in section 4.0 Procurement Principles.

5.5 Minimum Requirements

It will be a minimum requirement of suppliers that they must be able to meet the Council's and all legislated Work Health and Safety (WHS), risk management and insurance requirements in line with the Council's Contractor Management Plan. This may include completion of the Council's online WHS induction for contractors.

The supplier must typically be included on the Council's contractor induction list prior to the awarding of any contract and provide to the Council a copy of their:

- Public Liability Insurance (\$20,000,000);
- Workers Compensation;
- Vehicle Insurance; and
- Personal Cover Insurance (if the supplier is an individual).

If this documentation is not provided to the Council or not kept up to date, the Council is not obliged to enter into any business agreements with that supplier.

5.6 The Council's Conditions of Contract

Where specified in quotation/tender documentation, suppliers will be required to meet the requirements of the Council's Conditions of Contract. Practical completion and final payments may not be awarded if these conditions are not met and signed off by the Council. The Council's Conditions of Contract will typically be in line with applicable Australian Standard Conditions of Contract for construction and service delivery contracts.

5.7 Project Manager/Enquiries

For the purposes of communication with all potential suppliers, the Council must nominate a Project Manager for each procurement activity, and clearly specify their name and contact details. Suppliers may seek further information only from the project manager or in the event of their absence, from a nominated substitute.

The Project Manager (or their nominee) will:

- Provide quotation/tender documentation to an enquiring supplier;
- Instruct that questions from prospective suppliers be put in writing (electronic documentation is encouraged);
- Record the time and date of an enquiry, the name of the enquirer, relevant contact details and the substance of the discussion; and
- Provide responses in writing.

Where the information required is for the purposes of clarification then this can be undertaken at any point in the quotation/tender period and be limited to the supplier requesting the information.

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Where an enquiry points out a substantial error or makes a material difference then this information shall be provided to all suppliers who have requested or received quotation/tender documentation. The additional information will be provided to allow sufficient time for the suppliers to submit an amended application. This may require an extension of the quotation/tender period. Enquiries of this nature will have Tender Addendum issued so as to inform all tenderers of the same message and information.

5.8 Procurement Types

5.8.1 Direct Procurement (for purchases at or below \$10,000)

Direct procurement applies to all capital and operational purchases at or below \$10,000 including one-off and consumable purchases in the course of operational activities. While no formal quotations are required for direct procurements below \$10,000, the Project Manager may, at their discretion giving consideration to time constraints and complexity of the project, obtain written quotations from at least two suitable suppliers as a confirmation of the agreed procurement conditions. This method will be used only for low value, low risk goods and services and provide the most advantageous outcome for the Council.

The quotation from the supplier can be communicated directly to the Project Manager.

When detailing conditions and specifications of a purchase, the project manager may utilise either a contract or Council's purchase order form. The Project Manager must provide a clear description of the goods and services required.

The Council's Quotation and Record Form can be used to record evaluation and selection process information if appropriate.

5.8.2 Written Quotations (for purchases between \$10,000 to \$100,000)

The Council invites written offers from at least two suitable suppliers with a request for quotation. At least one quotation shall be obtained from a local business where appropriate local businesses are available.

The Council's request for quotation documentation will include the terms and conditions of quotation, together with a clear description of the goods or services (specifications) required.

The response time to the request for quotation provided to suppliers will depend largely upon the nature and the complexity of the purchase. Quotations can be emailed directly to the Project Manager.

The Project Manager must record the evaluation and selection process of the successful supplier through the use of the Council's Quotation and Record Form. Formal tender principles may be used at the discretion of the Project Manager subject to project risk and complexities.

5.8.3 Written Quotations or Tenders (for purchases between \$100,000 to \$250,000)

The Council invites written offers from at least three suitable suppliers with a request for quotation or formal tender. Where less than three suitable suppliers are reasonably available, records outlining this circumstance will be kept.

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At least one quotation or tender shall be requested from a local business where appropriate local businesses are available.

The Council's request for quotation or tender documentation will include the relevant terms and conditions, together with a clear description of the goods or services (specifications) required.

The response time to the request for quotation or tender provided to suppliers will depend largely upon the nature and the complexity of the purchase. Quotations can be emailed directly to the Project Manager, however, tenders shall be managed in accordance with the public tender process.

5.8.4 Tenders (for purchases \$250,000 or greater)

The Council's request for tenders is a formalised process where the Council invites offers from suppliers to provide specified goods or services.

Tenders will typically be publicly advertised in the regional newspaper, with exceptions in line with Section 7, including where there are limited suppliers in the market to warrant a public tender.

The Council's Officers may notify local suppliers verbally or in writing of public tenders at the time of advertising.

5.8.4.1 Open Tenders

An open tender process is an invitation to tender by public advertisement. There are generally no restrictions regarding who can submit a tender, however, tenderers are required to submit all required information and will be evaluated against stated selection criteria.

Consistent with the Regulations (Regulation 24), the Council will ensure that when open tenders are used as a method of procurement; the General Manager will invite tenders.

The General Manager will advertise the tender locally via the daily newspaper circulating in the municipal area and on the Council's website, making the tender available to all suitably qualified and interested bidders. The Council may send tender documentation directly to an identified supplier, however, any documentation will not be provided to a potential tenderer until the tender has been advertised.

The tender advertisement will identify:

- The nature of the goods and or services the Council requires;
- The period within which the tender must be lodged (must be at least 14 days after the date on which the notice is published);
- Where the tender must be lodged; and
- Details of a person from whom more detailed information relating to the tender may be obtained.

The General Manager will ensure that prospective tenderers are provided with details regarding:

- The specifications of the goods and or services required;
- The duration of the contract, including any extensions that are specified in the contract;
- Any mandatory tender specifications and contract conditions;

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- Criteria for evaluating the contract; and
- Reference to the Council's Code for Tenders and Contracts.

All enquiries and provision of tender documentation shall be carried out by the Council's Project Manager. Suitably qualified tenderers who register their interest shall be issued with the RFT (Request for Tender) package. The RFT package will outline how the tenderer is to respond to the stated request and by when.

A tenderer submitting a response in relation to a Council's public tender must do so in writing. The tenderer must specify the goods and or services tendered for, provide details of the goods and or services being offered and must lodge the tender within the period specified in the public notice.

The nature of the purchase may require that a tender meeting is conducted. The time and place at which the tender meeting is to be held will be detailed in the tender documentation. The project manager must keep minutes of any tender meeting which will be distributed to all tenderers.

The tenderer must demonstrate through the provision of referees and any requested documentation that they are competent in establishing and managing risk management procedures and can follow contemporary Work Health and Safety legislative requirements.

A tenderer may not withdraw its tender before acceptance without the Council's consent other than as permitted in the conditions of tendering included in the tender documents. The Council may give or withhold its consent in its absolute discretion.

The tender box will not be opened until the time set for the closing of tenders has elapsed. Tenders must be opened in the presence of:

- One member of the Council's staff other than the Project Manager; and
- The Project Manager or nominee.

Each employee present must sign the Tender Opening Record showing the tenderer's names, the service tendered for and the tender price. The total tender sums are disclosed only if it is stated in the tender documentation. The Tender Opening Record also confirms the employees should have no conflict of interest in the tender. Should a conflict exist and be declared, that employee must nominate an alternate officer to sign the Tender Opening Record and the Conflict of Interest Declaration must be completed.

The Project Manager must record the evaluation and selection process of the successful supplier by utilising the Council's quotation/tender review form and Council's assessment matrix.

The successful tenderer will be engaged under a Formal Instrument of Agreement with Conditions of Contract identified within the initial invitation. The Project Manager must use one of the prescribed templates when preparing the Formal Instrument of Agreement.

5.8.4.2 Multiple-stage Tender

From time to time, the Council may utilise a multiple-stage tendering process to:

- Gain market knowledge and clarify the capability of suppliers;
- Shortlist qualified tenderers; and

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- Obtain industry input.

A multiple-stage procurement process may be more costly and time-consuming for both suppliers and the Council, and as such, the Council will usually only use them where:

- The best way to meet requirements is unclear;
- It is considered appropriate to pre-qualify suppliers and restrict the issue of formal tender documentation;
- Benefits exist which cannot be obtained by researching the market through conventional means; and
- Maximum flexibility is required throughout the procurement process.

The multiple-stage processes that the Council may use are as follows:

- Expressions of Interest (Eoi) – an Eoi is generally used to shortlist potential suppliers before seeking detailed offers. Suppliers are shortlisted on their technical, managerial and financial capacity, reducing the cost of tendering by restricting the issue of formal tenders to those suppliers that demonstrated the required capacity.
- Request for Information – may be used at the planning stage of a project to assist with defining the project. The Council will not issue a request for information to identify or select suppliers.
- Request for Proposal – may be used when a project or requirement has been defined, but where an innovative or flexible solution is sought.
- Request for Tender – may be used when a project or requirement has been defined to solicit offers from suppliers capable of providing a specified work, goods or service.
- Closed Tender process – may be used if the initial specification is well defined, an Eoi or request for proposal has already been used to shortlist suppliers, or a public tender is not warranted. Suppliers will be informed in advance that only those short-listed will be requested to tender.

The Council is mindful of the following aspects when conducting a multiple-stage tender process:

- That a short-listed party cannot be engaged without going through a more detailed second (tender) stage process unless approved by the Council; and
- When using a Request for Information, issues relating to intellectual property and copyright must be clarified prior to using the information provided to prepare the Request for Tender.

When calling for Eoi, the Council will generally follow the advertising requirements outlined in 5.8.3.1 Open Tenders.

The General Manager will ensure that suppliers are provided with the following in order to lodge an Eoi:

- Details of the goods or services required;
- The criteria for evaluating Eoi;
- The method for evaluating Eoi against the criteria;
- Details of any further stages in the tender process; and
- A reference to the Council's Code for Tenders and Contracts.

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The General Manager may then send an invitation to tender to those suppliers that expressed an interest in providing the goods or services required and were selected to tender through the EoI evaluation process. A request for quotation may also be issued where the anticipated project value is less than the public tender threshold.

5.8.5 Ongoing Supply Arrangements – Standing Contracts and Multiple Use Register

5.8.5.1 Standing Contract

A Council, through an open tender process, may establish a standing contract in which a single tenderer or multiple tenderers may be contracted for a specified period to provide specified goods or services during that period without the need for a further tender process.

The way in which a standing contract is established can either be:

- To utilise the open tender process; or
- For the Council to assess the suppliers listed in the multiple-use register in line with the Council's defined procurement values.

The Council may legitimately purchase directly from a supplier listed on a standing contract panel. The recommended validity period for standing contracts will be stipulated during the Open Tender process.

The selected tenderers can be used to provide the specific goods or services without calling a further tender during the specified period.

The Council may implement its own standing contract arrangements or may make use of goods and or services panels that have been negotiated for example for Tasmanian Councils via the Local Government Association of Tasmania (LGAT) as a member of the National Procurement Network or via similar arrangements through the State Government.

5.8.5.2 Multiple Use Register

A multiple use register is a list, intended for use in more than one procurement process, of pre-qualified suppliers, who have satisfied the conditions for participation or inclusion on the register.

The Council may establish a multi-use register of suppliers who meet criteria established by the Council in respect to the supply of particular categories of goods and services.

Inclusion on a multi-use register provides certainty for potential suppliers that they have been recognised as meeting conditions for participation.

The Council will invite tenders or quotations for a contract for the supply of goods and or services from all suppliers included on a multiple use register for a particular category of goods and or services.

The Council will generally follow the advertising requirements outlined in Open Tenders when inviting applications from suppliers for inclusion on a multiple use register.

The Council may accept an application for inclusion on the multiple use register or reject an application. If the Council rejects the application, the General Manager will advise the applicant of the

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reasons for rejection.

If the Council accepts the application, the General Manager will advise the applicant of the category their application will be included in on the multiple use register. The multiple use register will be reviewed by Council at least every two years.

The Council will allow a supplier to apply for inclusion on the multiple use register at any time unless the supplier has made an application in the previous 12 months and the application has not been accepted.

5.8.5.3 Strategic Alliances

The Council may choose to procure goods and or services through contract arrangements already established and administered by other organisations, including:

- LGAT through the National Procurement Network;
- State Government contracts;
- Other local government procurement processes; and
- Any other purchasing group of which Council is a member.

5.9 Amendments to Tender Documentation

The Project Manager may amend tender documentation if it discovers a significant error or discrepancy in it. If amendments to the tender package are made the project manager must:

- Give the addendum to the tender package to all tenderers
- Provide the addendum to all tenderers at least seven days prior to the close of tender; and
- Permit any tenderer who has already submitted a tender to submit an addendum which is clearly marked *Tender Addendum*.

Each tenderer must, not later than the tender closing, acknowledge in writing receipt of the addendum given by the project manager. Failure to do so could result in the tender being invalid.

5.10 Supplementary Information

5.10.1 Quotation/Tender Conditions

When preparing the quotation/tender documentation, the Council will prepare clear and concise information that includes the terms and conditions of the planned purchase with a detailed description of the goods or services required.

The conditions set out the terms under which the Council will receive and evaluate offers. The conditions shall include:

- The closing date, time and place of lodgement;
- Details on how quotes/tenders are to be lodged;
- Advice on the treatment of late submissions;
- Pricing requirements;
- The Project Manager's details;

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- The evaluation criteria and a brief outline of the evaluation methodology used; and
- Relevant policies and principles of the Council.

Additional conditions for tenders may include:

- Details of intended duration of the contract including any extensions applicable to the contract;
- Details of supporting documents that should accompany the tender;
- Advice and details on the availability of any tender meetings for prospective tenderers;
- Advice on how and in what circumstances the procurement documentation can be altered;
- Any assessment or presentation requirements; and
- An indication if alternative bids will be considered.

5.10.2 Quotation/Tender Specifications

The specifications clearly, accurately and completely describe the essential requirements of the goods or services being purchased. It is the basis of all offers and is the foundation for the contract.

The specifications may include:

- Functional requirements;
- Performance requirements; and
- Technical requirements.

5.10.3 Submission of Offers

The Council may provide both a locked tender box and the opportunity to submit the offer as an electronic document. The Council accepts offers in both formats provided they are a conforming offer. The Council will not be responsible for, nor take into consideration any service or transmission delays. The Council will not be responsible for the security of the information contained in the electronically transmitted offer. It is the tenderers responsibility to satisfy itself that the Council has received the offer by the stated closing time.

Where the tenderer elects to submit their tender electronically, they must do so by addressing the tender to Tenders@mvc.tas.gov.au. Tenderers must not address directly or carbon copy (Cc) their tender submissions to the Project Manager or contact officer as to do so will breach the confidentiality and transparency of the tender process.

A person submitting a response in relation to a Council tender must do so in writing.

The tenderer must specify the goods and or services tendered for, provide details of the goods and or services being offered and must lodge the tender within the period specified in the public notice.

5.11 Non-Conforming Offers

The Council will reject non-conforming offers (in accordance with the terms of the Council's quotation/tender documentation) which:

- Are lodged after the closing time without valid reason;
- Are not signed where required;
- Are incomplete – for example, questions have not been answered, pages are missing, or

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- required documentation for the evaluation of a supplier has not been attached;
- Do not comply with mandatory conditions of the quotation/tender;
- Do not observe and comply with requirements of relevant Acts and Statutes of Parliament, Regulations, By-Laws, Orders, Codes of Practice and WHS Legislation and Regulations; or
- Fail to meet mandatory specifications and evaluation criteria.

Any offer which does not comply with the quotation/tender document should be rejected unless the offer satisfies the requirements for an alternative quote/tender.

The Council may, in its absolute discretion, accept an offer received late if it was posted at such a time (postmarked not less than two clear days before closing) that the Council should have received it by the stipulated closing date.

5.12 Evaluating Tenders

This clause applies to tenders issued with an estimated value equal to or greater than \$100,000.

The General Manager may direct a tender evaluation panel to review and assess tenders in-line with the evaluation criteria depending on the nature of the project. The tender evaluation panel should comprise of at least three individuals, which includes the Project Manager.

The Council will evaluate tenders in accordance with this Code and against the pre-specified tender evaluation criteria and methodology contained within the Request for Tender. The Council will utilise the Council's assessment matrix during the evaluation of the tender. Once completed, and the associated contract has been awarded, the Tender Assessment Matrix should be registered to the Council's Electronic Content Management system.

The Council must take into account the following criteria when considering tenders:

- Compliance to this Code and tender evaluation criteria and methodology

It may be necessary to seek clarification from a tenderer if an offer is unclear. Clarification does not mean that tenderers can revise their original offer. Any clarification sought must be documented. Any request for clarification must not turn an alternative tender into a conforming tender.

- Evaluation against the tender evaluation criteria through the assessment matrix

The assessment matrix is a framework for the detailed analysis of each offer against both qualitative and quantitative criteria, applying weightings to the pre-specified tender evaluation criteria. The tenderer must demonstrate that they meet the tender evaluation criteria, not just assert it.

The Council must determine the weighting to be given to the criteria before the tenders are opened. The weightings are to be determined at the Council's absolute discretion. The weightings given to each criterion may vary from project to project. The Council may advise the tenderers of the weightings but shall not be obliged to do so.

- High risk/value/complex tenders

In selecting a tenderer for a high risk/value or complex project, the Council may undertake a due

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diligence investigation to ensure that the tenderer has the capacity and stability to fulfil all of the requirements of the contract. If the Council intends to use this further detailed assessment it must be detailed in the tender documentation.

The Council's Officers must also consider the financial competency of the preferred tenderer prior to completion of the tender evaluation by undertaking relevant checks (eg. ASIC, creditor, State Government registration).

- Write an evaluation report

On completion of the evaluation process, the Council will document the selection of a successful tenderer in an evaluation report to be submitted to the relevant approval authority (eg. Council, General Manager or Director).

The Council's evaluation reports include:

- A comprehensive record of the evaluation method, the rationale used to select the preferred supplier, and whether it is recommended that negotiations should be undertaken, and on what basis; and
- Reasons for overlooking lower priced tenders.

5.13 Negotiation, Rejection and Acceptance of Tenders

The following points must be noted in relation to consideration of negotiation, rejection and acceptance of tenders:

- The Council must consider all conforming tenders;
- The Council is not obliged to accept any tender;
- The Council is not obliged to accept the lowest priced nor any conforming tender;
- The Council may negotiate with the tenderer who submitted an alternative tender and may accept the alternative tender or any variation of it negotiated with the tenderer;
- The Council may reject all tenders. If the Council rejects all tenders, the Council must advise each tenderer accordingly and may invite further tenders;
- The Council may negotiate with the preferred tenderer and after negotiations with the preferred tenderer, may negotiate with other tenderers in order of preference;
- In the course of negotiation with a tenderer, the Council must not disclose the details of a tender submitted by any other tenderer;
- The Council may seek pricing for additional elements of work from all, or select tenderers, following the tender due date and prior to finalising the evaluation process where it is considered that the additional work would not materially impact the scope, intent or cost of the original tendered work;
- Prior to awarding the tender the evaluation panel or project manager must prepare a summary report detailing the assessment process of the tenderers and which tenderer they are recommending for acceptance;
- The Council must approve the selection of the successful tenderer prior to the contract being awarded where approval of financial value of the contract exceeds the General Manager's delegation;
- The Council must issue a letter of offer to the successful tenderer stating the details of the

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accepted offer and setting out the terms of acceptance.

- The Council and the successful tenderer must execute a formal contract document in the form specified in the tender package (with any amendments) within 14 days from the date when the successful tenderer received the letter of offer.
- The Council must advise all other tenderers that their tenders have been unsuccessful and unless it is inappropriate to do so, of the price of the accepted tender.
- The successful tenderer shall not be entitled to receive payment for carrying out the work until it has executed a formal contract document.

5.14 Document Registration and Storage

All documentation relating to a quotation or tender will be stored in the Council's document management system.

Supplied hard copies will be stored in an appropriate location. All quotations/tenders that the Council receives will be clearly marked with the time and date of receipt.

Offers received as an electronic document to the dedicated tenders email address shall be recorded in the same method as offers received in the post.

6.0 Contracts

6.1 Contract Management

A contract defines the rights and obligations of both parties once the quotation/tender has been awarded. A contract is established when an offer is made and accepted. A contract comprises all relevant information provided to and by the supplier that has made the successful offer. This includes:

- The conditions of quotation/tender;
- The specifications including any plans and other attachments;
- The successful offer; and
- The conditions of contract.

A copy of the conditions of contract may be included in the Council's original request for quotation/tender package.

The conditions of contract contain the contractual terms defining the obligations and rights of the parties concerned. Generally, contracts are used for all purchases with a value of \$250,000 or above, or where there are material risks involved.

For complex or high value purchases, it may be necessary for the Council to enter into negotiations prior to finalising the contract in consultation with the Council's legal advisors. The purpose of these negotiations is to:

- Test the understanding and assumptions made by the suppliers in determining their costs;
- Clarify and rectify any false assumptions; and
- Achieve operational refinements and enhancements that may result in cost reductions.

The outcomes of these negotiations will be included in the final contract and once completed and agreed, both parties then sign the formal contract.

A formal contract management plan is not required for all contracts, but the Council may develop contract management plans for contracts that involve large dollar amounts, complex technical requirements, or when the contract manager is responsible for managing a large number of contracts simultaneously.

There are limitations on the amount of work which can be added or deleted without affecting the schedule of rates.

6.2 Contract Variations

When claims for cost variations arise on a project, the Council will assess and process a claim in line with the internal contract administration procedure for variations. The procedure will outline criteria to be assessed when considering claims, delegation for approvals and record keeping requirements.

6.3 Contract Renewals

In most cases, where the goods or services being delivered under the contract are required on an ongoing basis, the Council will undertake a new procurement process prior to the completion of the existing contract.

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6.4 Contract Extension

In some circumstances, it may be desirable for the Council to extend an existing contract, rather than seek new tenders or quotations for the delivery of the goods or services.

Contracts will only be extended:

- By the General Manager or a majority decision resolution of the Council subject to the forecast total value of the original contract term plus extension period;
- Following a full evaluation of the performance of the current contractor; and
- Where the principles of open and effective competition are protected.

As a rule, the Council will not extend contracts if:

- The original contract does not allow an extension;
- Since the previous tender, the market has changed substantially; or
- The nature of the goods/services required has substantially changed.

6.5 Contract Reviews

Contract/Contractor review requirements will be specified as determined within the conditions of contract. In addition to the review requirements, at the completion or prior to the renewal of a contract, a contract review should be considered. The review should be used as a process to constructively assess positive and negative outcomes of a contract.

Reviews should include but are not limited to:

- Was the selected project delivery method the best approach;
- What were the project issues and how can they be avoided on future projects;
- Reasons for any cost increases or variations;
- Suggested improvements to contract documentation or overall approach;
- What was done well and was successful;
- Are the operators accepting of the design; and
- Any safety or environmental issues.

7.0 Exemptions

The Regulations provide that the Council must publicly invite tenders for the purchase of goods and services with a value in excess of \$250,000. The Council is committed to encouraging open and effective competition between suppliers with the objective of obtaining value for money.

The Council may not issue a tender or use a quotation process where the goods and services relate to:

- An emergency if, in the opinion of the General Manager, there is insufficient time to invite tenders for the goods or services required in that emergency.
- A contract for goods or services supplied or provided by, or obtained through, an agency of a State or of the Commonwealth.
- A contract for goods or services supplied or provided by another Council, a single authority, a joint authority or the Local Government Association of Tasmania.
- A contract for goods or services obtained as a result of a tender process conducted by another Council, a single authority, a joint authority, the Local Government Association of Tasmania or any other local government association in this State or in another State or a Territory.
- A contract for goods or services in respect of which the Council is exempt under another Act from the requirement to invite a tender.
- A contract for goods or services that is entered into at public auction.
- A contract for insurance entered into through a broker.
- A contract arising when the Council is directed to acquire goods or services due to a claim made under a contract of insurance.
- A contract for goods or services if Council resolves, by absolute majority, and states the reasons for the decision, that a satisfactory result would not be achieved by inviting tenders because of one or more of the following:
 - Extenuating circumstances;
 - Remoteness of the locality;
 - The unavailability of competitive or reliable tenderers; and
 - A contract of employment with a person as an employee of the Council.
- Where it can be established that there is only one supplier of a particular product or service and there is no appropriate substitute available, or where alternative options are not viable or do not provide value for money.
- Where the original product or service has been selected through an open tender process and the request for exemption relates to the proposed purchase of an upgrade or addition to the existing system and there are limited supply options.
- The product is being trialled to assist in the evaluation of its performance prior to a large scale purchase for which open tenders will be called.
- To assist in the development of a new product in conjunction with a private sector supplier.
- Where cost to the Council and to suppliers would outweigh the value for money benefits of calling public tenders.
- Projects of exceptional circumstances or genuine urgency where conclusive justification of the request is provided.

8.0 Complaints Process

Tasmanian councils are provided with broad competency powers under the Act to carry out the role of providing services to their communities and the Act also includes accountability measures under which councils can be held responsible to the communities for their actions and decisions.

The resolution of complaints against the Council is a responsibility of the Council and will be dealt with in accordance with the Customer Service Charter.

In the first instance, complainants should be encouraged to seek resolution through the project manager in charge of the tendering process. If the complainant wishes to pursue the matter further, the General Manager will investigate the complaint.

The following records will be maintained for any complaint received and resolved:

- Date of complaint;
- Complainant's details;
- Description of complaint;
- Action taken including dates; and
- The outcome.

8.1 Debriefing Session

The purpose of a debriefing session is to provide feedback to an unsuccessful supplier that could assist the supplier in submitting a more competitive bid in the future. Debriefing sessions will only be provided if requested by the unsuccessful supplier. The debriefing session will address the following issues:

- Their performance against the selection criteria; and
- Their strengths and weakness of the quotation/tender application.

The debriefing session is not a comparison of quotation/tender applicants and is not to be used to justify the selection of the successful supplier. At no point during the session will the Council disclose any information regarding any supplier.

The debriefing session should be conducted by the tender evaluation panel if appropriate. The Council will document the proceedings of each debriefing session including:

- Attendees and the company names;
- Information provided;
- Any issues raised;
- Detailed information requested but not disclosed;
- Any likely future complaints; and
- Recommendations for future action.

9.0 Disposals

Disposals are to be conducted so that the best return to the Council is achieved. Disposal of land will be made in accordance with Division 1 of Part 12 of the Act.

9.1 Disposals less than \$20,000

The Council will dispose of items with a disposal value of less than \$20,000 at the discretion of the General Manager.

9.2 Disposals greater than \$20,000

The Council shall dispose of items with an estimated disposal value in excess of \$20,000 by way of tender, public auction, or trade-in.

When disposing items by tender, the Council may choose to advertise the item for disposal in specialist newspapers or journals, or in the appropriate classified section of the local newspaper if these are more likely to attract appropriate interest.

10.0 Reporting

10.1 Procurement at or Above the Prescribed Amount

The Council will report in its Annual Report details of any contract for the supply or provision of goods and or services valued at or above the currently legislated prescribed amount of \$250,000.

The General Manager will establish and maintain procedures for reporting to Council, circumstances where a public tender or quotation process was not used and reasonably should have been.

10.2 Contract Extensions

The Council will report in its Annual Report the details of any extension of a contract where the Council agreed to extend a contract by an absolute majority and the pre-existing contract did not specify extensions.

Details that will be reported for Clauses 10.1 and 10.2 at a minimum as required under the Regulations are:

- A description of the contract;
- The period of the contract;
- The periods of any options for extending the contract;
- The value of any tender awarded or, if a tender was not required, the value of the contract excluding GST;
- The business name of the successful contractor; and
- The business address of the successful contractor.

10.3 Emergency Provisions

The Council will report in its Annual Report, the details of all instances where non-application of the public tender process has been applied as a result of an emergency, where in the opinion of the General Manager, there was insufficient time to invite tenders for the goods and services required in that emergency.

10.4 Other Circumstances

The Council will report in its Annual Report, the details of all instances where non-application of the public tender process has been applied because Council agreed by absolute majority, that a satisfactory result would not have been achieved if tenders were invited because of:

- Extenuating circumstances;
- The remoteness of the locality;
- The unavailability of competitive or reliable tenderers; and
- A contract of employment with a person as an employee of the Council.

Details that will be reported for Clauses 10.3 and 10.4 at a minimum as required under the Regulations are:

- A description of the reason for not inviting public tenders;
- A description of the goods and or services acquired;

14.4.2 Code For Tenders And Contracts 2024

Code for Tenders and Contracts for 2024



- The value of the goods and or services acquired; and
- The name of the supplier.

Infrastructure Services

Review of 2023-24 Budget Estimates

Report Author	Matthew Millwood Acting Director Infrastructure Services
Authorised by	Jonathan Harmey General Manager
Decision Sought	Approval of the recommended project and budget change to the 2023-24 Capital Works Program.
Vote	<ol style="list-style-type: none">1. Absolute majority2. Simple majority

Recommendation to Council

That Council:

1. by absolute majority, in line with section 82(4) of the *Local Government Act 1993*, approves a variation to the 2023-24 Capital Works Program for the following items:
 - a. the inclusion of a new capital works project budget allocation of \$40,000 for a new Recycling Shed at the Westbury Landfill Site; and
 - b. accepts a grant funding contribution of \$29,997.90 from the Waste Data Readiness Grant Program towards the new Recycling Shed.
2. in line with section 82(5) of the *Local Government Act 1993*, provides a new one off operational budget allocation of \$17,000 to support the operations of the Deloraine and Mole Creek Online Access Centres to June 2024, funded from a decrease of \$17,000 from Community Development's one off project *Community Training and Events Calendar*.

Report

The purpose of this report is to seek Council approval for a variation to the 2023-24 Budget Estimates which involves the receipt of funding from an external grant program, inclusion of a new capital works project and the reduction of a community development program budget (no longer expected to be required) in order to fund a request from the Deloraine and Mole Creek Online Access Centres for financial assistance to support their operations from 1 February to 30 June 2024.

Westbury Landfill Site New Recycle Shed

The Council's Officers have been successful in securing \$29,997.90 towards the provision of a new Recycling Shed to be installed at the Westbury Landfill Site. The project will be co-funded through the Tasmanian Government's Waste Data Readiness grant program, administered by the Department of Natural Resources and Environment (NRE). The total cost of the project is estimated to be \$40,000 with \$29,997.90 funded from the grant funding contribution and \$10,002.10 to be funded from new Council funds. A quote has been received from a suitable contractor, which is in line with the proposed budget.

The Council's Officers submitted an application in September 2023 under the grant program for a new Recycling Shed to be co-funded by Council (Note: The Council's contribution covers officer time, overheads, on-costs, permit fees and a 10% contingency only) and were successful in the application, with officers currently negotiating the Grant Deed with NRE.

The project will deliver a new Recycling Shed that can be used to house e-waste, cardboard, newsprint and polystyrene, which are currently stored outside, subject to the elements, gathering dust and dirt and becoming degraded and no longer viable as a recycling product and ultimately ending up in landfill. Council made the decision on 2 May 2023 to change service levels and close the Westbury Landfill Site to public access on 30 June 2024. Due to delays to progress development of the Deloraine Transfer Station, this will no longer be achievable and Westbury is now expected to continue to remain open to the public until 30 June 2025. The proposed shed will provide use and benefit to the Council beyond the closure of the Westbury site to the public, for multiple purposes, as the landfill area is expected to be active until at least June 2028.

Note: Officers have confirmed this project requires a planning application to be submitted.

Deloraine and Mole Creek Online Access Centres

The Mole Creek and Deloraine Online Access Centres (OAC) are in a very vulnerable position. They are overseen by a volunteer board being Meander Valley Connect. MV Connect's Treasurer and Secretary have recently resigned from the committee. The remaining four committee members are actively seeking new members to assist in overseeing the OACs. MV Connect manage the budget for the OAC and MV Gazette. The OACs are funded by a three-Digital Connections Grant from Libraries Tasmania with their annual funding paid in July. MV Connect has confirmed that the funding for the 2023-24 financial year is expended and that they will be unable to fund their operation from 12 February to 30 June 2024, unless assistance is sourced from another party. The next instalment from Libraries Tasmania is due to be received in July 2024. Online Access Centres statewide have been struggling in recent years due to their funding agreement not being indexed for over 10 years.

The Deloraine and Mole Creek OACs assist an estimated 5,000 customers a year with free access to the internet but more beyond that, helping to set up digital equipment following purchase that a vendor does not provide, often helping older citizens troubleshooting problems with their mobile devices. In a regional area where, currently over 23% of residents cannot access the internet at home (according to TasCOSS), there is concern that if the OAC is not available then these customers do not have anyone to turn to, particularly in a period where many low socio economic residents struggle to find free accessible solutions and public transport to Launceston or Devonport is not easily available. There are six volunteers that support the operation of the Deloraine OAC, including gaming for young people on Saturday afternoons as a pro-social activity and volunteers who are on Mutual Obligations and Work for the Dole requirements with Centrelink.

The Deloraine OAC has also received a \$24,917 grant for an outreach program for seniors and to improve digital literacy in the area, including helping people to avoid scams. If the Deloraine OAC does not have any employees, or the Deloraine OAC is forced to close, these funds would be expected to be returned to the funding partner and the program discontinued. An extension of this program has been offered for six months and thus if the OACs are able to continue to operate until July there is a chance this work is undertaken.

The full financial position of MV Connect is not known at this point in time, however, the President has written to the Council in order to request a financial contribution to sustain the operations until July 2024. The Deloraine and Mole Creek OACs undertake a valuable community service, providing free digital devices, data, advice, support, services and training to some of our most isolated and vulnerable residents to increase their digital ability and literacy so they can participate in everyday life.

In order to keep the OACs open and operating from now until the end of the financial year and allow MV Connect and the OACs to find an appropriate long term financial mode, it is recommended that Council provide a new budget of \$17,000 (cleaning, materials, outgoings, bookkeeping, audit fees and employee time) and this be paid to MV Connect for the OAC, once a breakdown of the itemised purpose has been received by Council. This would provide time for the board and managers to develop an appropriate business plan to continue until their current agreement expires in June 2025.

Attachments Nil

Strategy Supports the objectives of Council's strategic future direction
5: innovative leadership and community governance
6: planned infrastructure services

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

Policy Not applicable

Legislation *Local Government Act 1993* section 82

Section 82(4) of the *Local Government Act 1993* requires an absolute majority of Council. Section 82(5) of the *Local Government Act 1993* requires a simple majority of Council

Consultation Not applicable

Budget and Finance The recommendation will result in an increase of \$40,000 to the value of the Council's Capital Works Program, a net effect of \$9,997.97 after taking into account the associated grant funding

The recommendation for a variation between two operating budgets of \$17,000 will result in no overall effect to the budget estimates

Risk Management Not applicable

Alternative Motions Council may elect to amend or not approve this recommendation

Governance

Annual General Meeting Report 2023

Report Author Wezley Frankcombe
Manager Governance and Performance

Authorised by Jonathan Harmey
General Manager

Decision Sought To receive a report from Council's 2023 Annual General Meeting.

Vote Simple majority

Recommendation to Council

That Council, in respect of the Annual General Meeting held on 12 December 2023:

1. notes the motion passed at the Annual General Meeting to receive and confirm Minutes of the last Annual General Meeting held on 13 December 2022, in Attachment 1;
2. notes the motion passed at the Annual General Meeting to receive and endorse the amended Annual Report in respect of its organisational performance for the 2022-23 financial year, in Attachment 2; and
3. receives and confirms the Minutes of the Annual General Meeting of Council held on 12 December 2023, in Attachment 3.

Report

In compliance with section 72B(1) of the *Local Government Act 1993* (the Act), the Annual General Meeting (AGM) of the Meander Valley Council was held in the Council Chambers on 12 December 2023. According to section 72B(2) of the Act, notice of the Meeting was published in *The Examiner* Newspaper on Saturday, 25 November 2023. No submissions in respect of the 2022-23 Annual Report were received. No Questions on Notice were received. No Notices of Motion were received.

A quorum of Council was present at the AGM, consisting of the Mayor Wayne Johnston, the Deputy Mayor Stephanie Cameron, Councillor Ben Dudman, Councillor Kevin House, Councillor Michael Kelly, Councillor Anne-Marie Loader, Councillor Rodney Synfield and Councillor John Temple. The attendance of the Council's Officers was recorded.

The motions passed at the Annual General Meeting were:

1. that Council receive and confirm minutes of the last Annual General Meeting held 13 December 2022 (moved Councillor Ben Dudman, seconded Deputy Mayor Stephanie Cameron).
2. that Council receives and endorses the attached Annual Report in respect of its organisational performance for the 2022-23 financial year (moved Councillor Rodney Synfield, seconded Deputy Mayor Stephanie Cameron).

Section 72B(6) of the Act requires that a motion passed at the Annual General Meeting is to be considered at the next Meeting of Council. Section 72B(7) of the Act requires the General Manager to keep Minutes of the Annual General Meeting. The Minutes of the Annual General Meeting will be published at www.meander.tas.gov.au

The Annual Report has been updated to reflect feedback from Councillors and Council Offices, this is included as Attachment 2.

Attachments 1. MVC Annual Report 2022-23 [15.1.1 - 112 pages]

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

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

Policy Not applicable

Legislation *Local Government Act 1993*

Consultation Not applicable

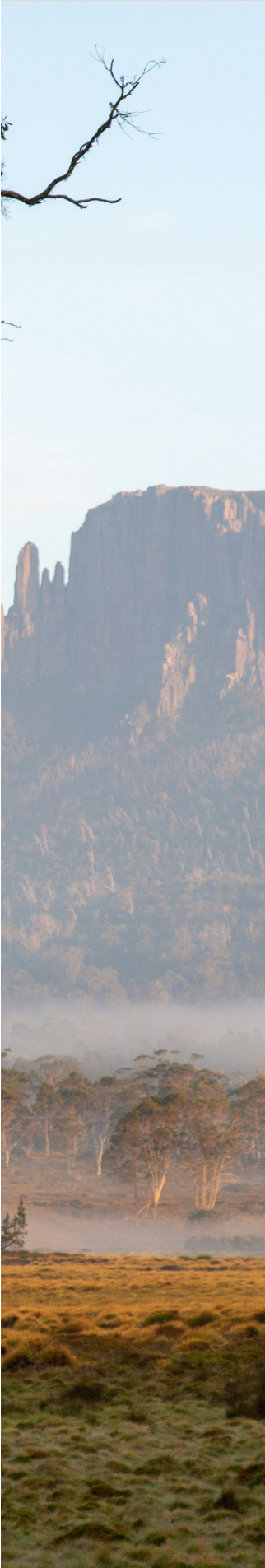
Budget and Finance Not applicable

Risk Management Not applicable

**Alternative
Motions** Not applicable







Acknowledgment of Traditional Owners

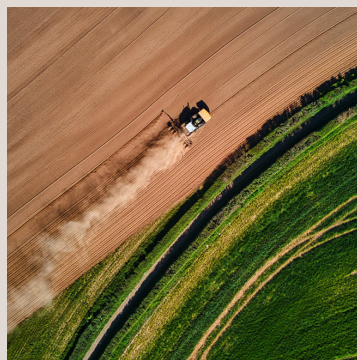
Council acknowledges the Pallitore and Panninher past peoples and the traditional owners and custodians of the land on which we gather for the Council Meetings, with respects paid to elders past and present and extended to all Aboriginal and Torres Strait Islander peoples.

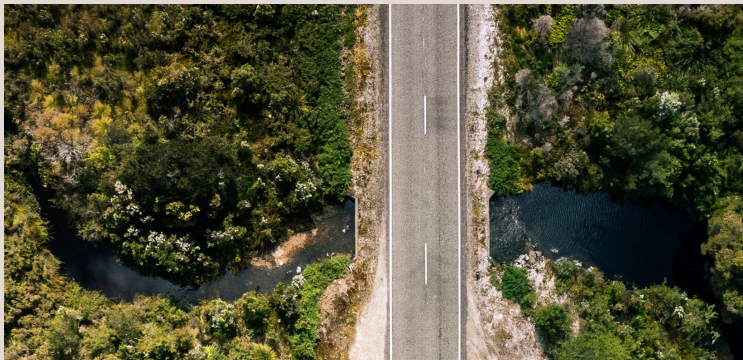
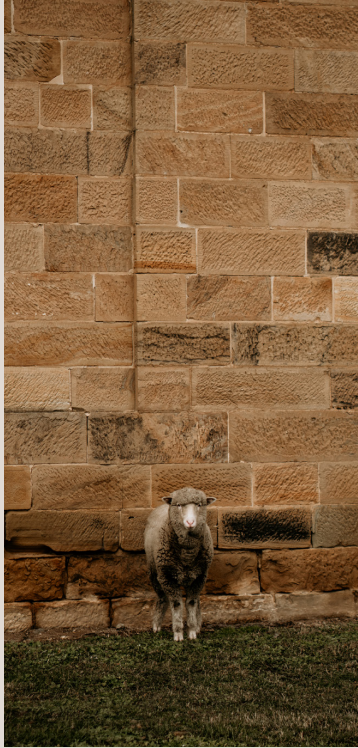
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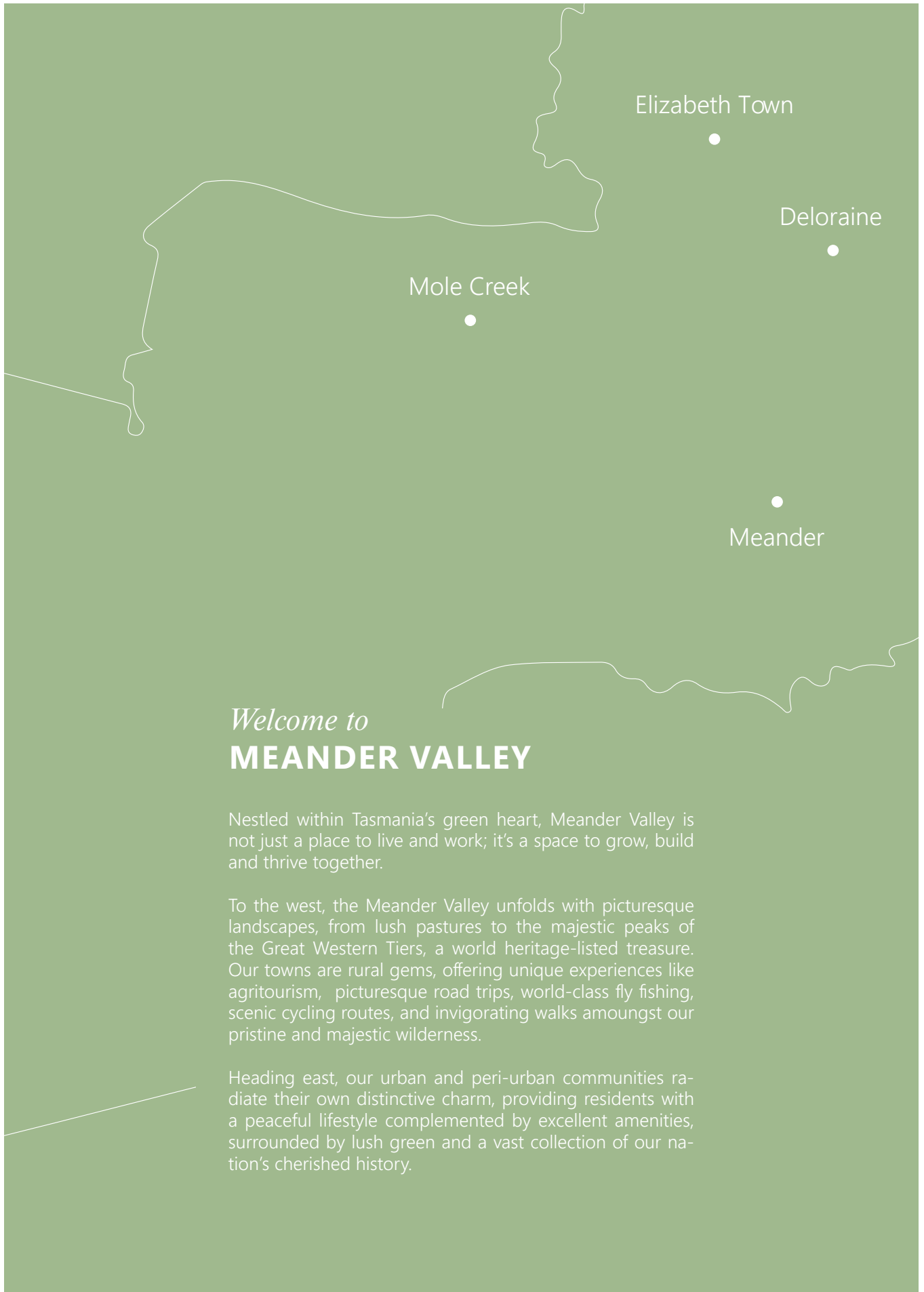


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Welcome to
MEANDER VALLEY

Nestled within Tasmania's green heart, Meander Valley is not just a place to live and work; it's a space to grow, build and thrive together.

To the west, the Meander Valley unfolds with picturesque landscapes, from lush pastures to the majestic peaks of the Great Western Tiers, a world heritage-listed treasure. Our towns are rural gems, offering unique experiences like agritourism, picturesque road trips, world-class fly fishing, scenic cycling routes, and invigorating walks amongst our pristine and majestic wilderness.

Heading east, our urban and peri-urban communities radiate their own distinctive charm, providing residents with a peaceful lifestyle complemented by excellent amenities, surrounded by lush green and a vast collection of our nation's cherished history.



Discover a tapestry of culinary delights, step back in time in historic villages, immerse yourself in artistic and cultural activities, and feel the warmth of our tight-knit community. This is a place where different threads weave together to create something truly special – somewhere that feels like home for both locals and visitors.

Our diverse industries, including agriculture, forestry, fishing, pharmaceuticals, manufacturing, construction, transport, and logistics, contribute to a robust local economy. Thanks to our strategic location near major transport routes and the cities of Devonport and Launceston, we enjoy strong support for our economic endeavors.

Join us in celebrating the vibrant spirit of Meander Valley through our annual event calendar, featuring the largest Craft Fair in the southern hemisphere, Agfest (Tasmania's biggest agricultural tradeshow), and various music festivals held at Country Club Tasmania—a premier destination for entertainment, gaming, and golf.

In 2023-24, we again celebrate our diverse and vibrant community, where every day brings new opportunities for connection, growth, and shared experiences.

Tasmania's
GREEN HEART.



21,356
Residents



9 Elected Members



1,644
Local businesses



193
Bridges



13
Public halls

828
Kilometres of road networks



3,327
Square kilometres of land area



10,568
Rateable assessments

Operating Revenue

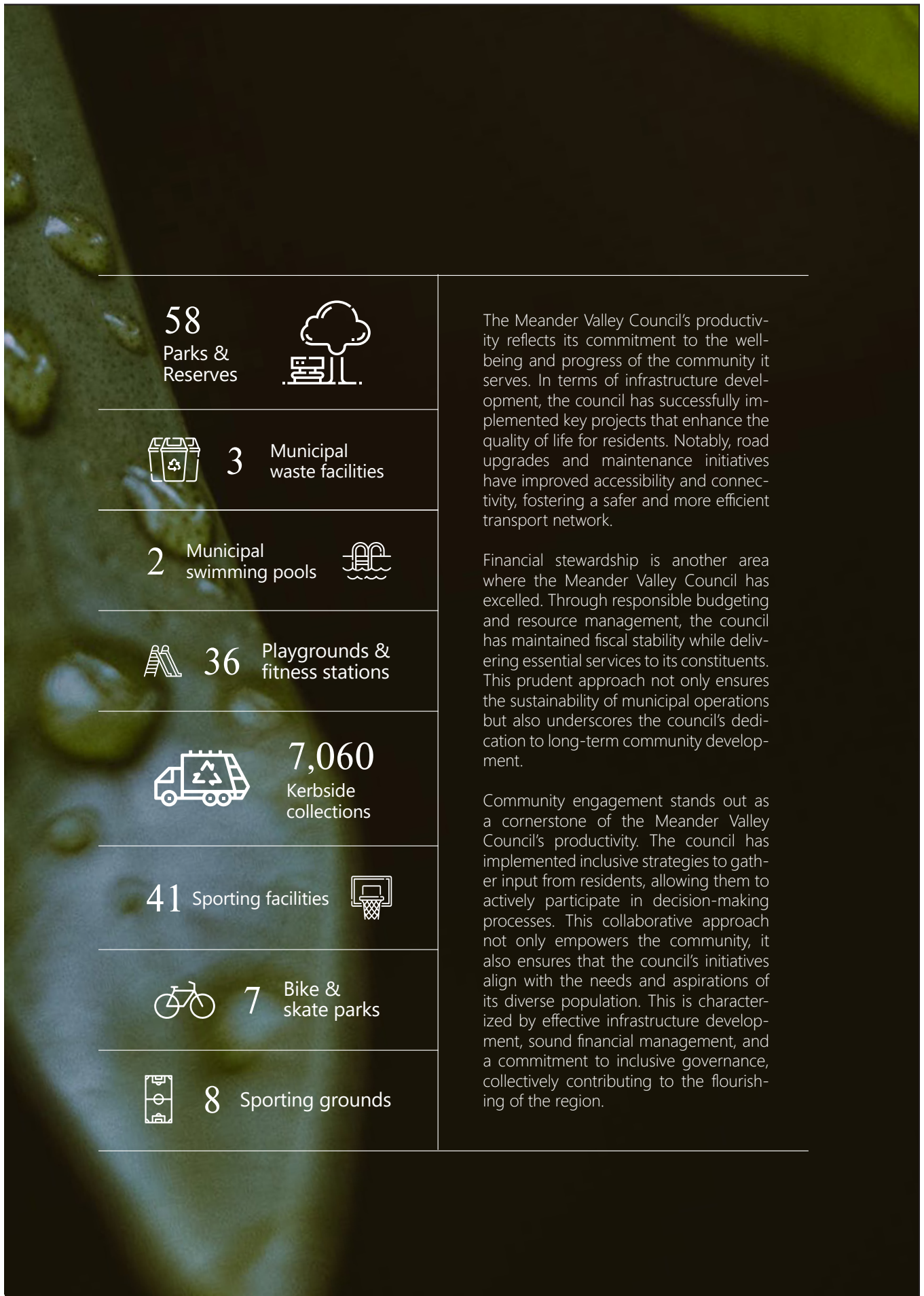
\$25,013,152

Operating Expenditure

\$26,228,375

Capital Expenditure

\$6,149,812





Message from Mayor,
WAYNE JOHNSTON

This year I had the pleasure of being returned as the Mayor of Meander Valley. I wish to extend my thanks to those that supported my election campaign. It is my great honour to serve our community in this capacity and I look forward to continuing to serve our vibrant and diverse community.

Recently, the Tasmanian Government introduced compulsory voting for municipal elections which created much work for our Council employees this time around, but also resulted in an increase in votes returned. I'm incredibly grateful for their hard work in facilitating a seamless election for our residents. I also acknowledge the significant contributions of Councillors Michal Frydrych, Tanya King, Andrew Sherriff and Deborah White who all ended their time with Council at the 2022 elections.

In October 2022, the resilience of the Meander Valley community was tested with the devastating flooding of the Meander River. This caused much damage to our townships in the Western area of the municipality. Community members, Council employees and

support services operated the emergency evacuation centre at Deloraine and responded to extensive damage to our road, bridge, storm-water, recreation assets and unfortunately several private residences. It's a testament to the strength of our community to see how we have come together to begin to rebuild in these past months.

In late 2022, Council signed a lease for the use of the former Meander Primary School with Deloraine House, a community service organisation that works with individuals, families and groups to build community connectedness and participation and wellbeing in Meander Valley, who have set to work improving the buildings and gardens. Many of our residents have an affiliation with the former Meander Primary School property with friends or family having attended as a student. You will be pleased to know Deloraine House have been collaborating with community members to establish new community uses for the site. In October, Council worked with the Rotary Club of Deloraine to purchase the property known as 'Wild Wood' along the banks of the river in Deloraine. The area was simply too



much to look after for the current owners and Council has embraced the opportunity to assist in improving the functionality as a passive recreation area through community ownership. With Council assistance, Meander Valley residents have since formed a Landcare group with members now working to improve vegetation management in the area. We are very excited to see this project come to fruition as another space for our community to utilise.

In January, we hosted our annual Australia Day event at the Country Club Tasmania. This was made even more significant with local indigenous elder, Uncle Hank Horton, providing a Welcome to Country for the first time. The event once again showcased the wide range of volunteers that participate in our many service organisations and sports clubs, providing inspiration and encouragement to those around them.

Finally, in early 2023, the Tasmanian Government moved ahead with their Future of Local Government Review (FOLGR). As a Council we recognized the importance of asking our community to share their thoughts on the

proposed reforms.

We embarked on public meetings and surveys of our community to receive their feedback. I was grateful to listen to the many aspects people identified that they value about the Meander Valley area that they would like to see retained and built upon. There was also much appreciation expressed for the quality services that our Council delivers to the community. We are committed to seeking the best outcomes for our residents from the FOLGR.

During the year we farewelled a number of long serving employees and our General Manager, John Jordan after three years in the role. Thank you to the councillors for their leadership, and our dedicated staff and volunteers for their hard work and commitment to the Meander Valley area every day.

Mayor Wayne Johnston,
Meander Valley Council



*Message on behalf of
the General Manager,*
JONATHAN HARMEY

Our Annual Report for this year serves as an insightful overview of our operational performance and accomplishments during the 2022-23 financial year. The Council has demonstrated prudent financial budgeting and performance, prioritizing the responsible management of resources. Our commitment lies in safeguarding the community's funds in case of a rainy day.

Indeed, the rainfall events of October 2022 were certainly that, and are the primary reason for an underlying operating loss for the year. An immediate response was required to restore the service potential of damaged essential community infrastructure. Our incredible Works employees were redirected and undertook construction on public road infrastructure around the clock to assist in the rebuilding efforts. The cost of the recovery effort was over \$3 million and diverted council resources for three months on the restoration.

Due to the severity of the event, the Tasmanian Government activated the Relief and Recovery Arrangements funding arrangements to contribute to the costs. In the construction effort that was delivered, Council's Infrastructure and Works teams were recognized at the IPWEA awards for Excellence in Public Works for the work undertaken on the Deloraine Suspension Footbridge.

Nationally and across Tasmania, the cost of construction contracts and construction materials has been very high which has resulted in cost pressures to deliver our operating and capital works programs. Council has a considerable works program and managing the overall cost increase has been challenging, resulting in budget increases and unfortunately delays in progressing some projects.

It has, however, been satisfying to see the completion of many projects during the year including significant road reconstruction work at Selbourne Rd, Dairy Plains Rd and Westwood Rd, a lighting upgrade for the Delo-

raine Football Club grounds and playground upgrades at Las Vegas Drive. Achieving well planned asset management remains a key focus for Council.

We continue to make inroads to the long term management of waste in our municipality. A new kerbside bin collection contract was rolled out and new contracts for the operation of Council tips and transfer stations put in place. Food Organics Garden Organics (FOGO) bin collection was expanded early in the financial year which resulted in over 1,000 tonnes of green waste annually being diverted out of landfill.

Our staff were also nominated for a Community Achievement Award for the FOGO roll-out in the eastern end of our municipality. A wonderful opportunity for them to be recognised for their hard work!

Meander Valley continues to experience incremental growth in residential dwellings which in turn increases our rates base. Our development and regulatory services team work with applicants to assist them to bring their ambitious plans to reality and we are always happy to welcome new faces to our community.

This year we also successfully negotiated a new three-year Enterprise Agreement with our staff. The changes put in place recognize the remarkable work that they do. We have urged the Tasmanian Government to consider the importance of Local Government employees and the impact that the Future of Local Government Review will have on the respected employees that drive the sector forward. I am grateful to work with such a dedicated team to continue to see the Meander Valley thrive.



Jonathan Harmey, Director Corporate Services
Meander Valley Council

Your community,
YOUR COUNCIL.

Voters in the Meander Valley elect nine councillors to represent the community, including the mayor and deputy mayor. The Council commenced a new four-year term, having been elected in October 2022. Our mayor and councillors are leaders and community advocates, working to inform policy and make decisions on behalf of the community. They work closely with Council's management team on a range of plans and strategies that guide the delivery of projects and services across the municipality.



Mayor
Wayne Johnston



Deputy Mayor
Stephanie Cameron



Councillor
Michael Kelly



Councillor
Kevin House
Term: 1/11/22 to 30/6/23



Councillor
Lochie Dornauf
Term: 1/11/22 to 30/6/23



Councillor
Anne-Marie Loader
Term: 1/11/22 to 30/6/23



Councillor
Ben Dudman

Term: 1/11/22 to 30/6/23



Councillor
John Temple



Councillor
Rodney Synfield

Term: 1/07/22 to 1/11/22 +
14/2/23 to 30/6/23

Outgoing Councillors



Councillor
Deborah White

Term: 1/07/22 to 1/11/22



Councillor
Andrew Sherriff

Term: 1/07/22 to 1/11/22



Councillor
Tanya King

Term: 1/07/22 to 1/11/22



Councillor
Michal Frydrych

Term: 1/07/22 to 1/11/22



Councillor
Barry Lee

Term: 1/11/22 to 31/1/23

15.1.1 MVC Annual Report 2022-23

COMMITTEE/ ORGANISATION	REPRESENTATIVE/S
Audit Panel	Councillor Temple: 1/7/22 to 1/11/22 Councillor Frydrych: 1/7/22 to 1/11/22 Councillor Lee: 8/11/22 to 31/1/23 Councillor Dudman: 8/11/22 to 30/6/23 Councillor House: 8/11/22 to 30/6/23
MVC Emergency Management & Social Recovery Committee	Councillor King: 1/7/22 to 1/11/22 Councillor Sherriff: 1/7/22 to 1/11/22 Councillor Dornauf: 8/11/22 to 30/6/23 Councillor Kelly: 8/11/22 to 30/6/23
TasWater	Mayor Johnston
Great Western Tiers Tourism Association	Councillor White: 1/7/22 to 1/11/22 Councillor Lee: 8/11/22 to 31/1/23 Councillor Loader: 31/1/23 to 30/6/23
Local Government Association of Tasmania	Mayor Johnston
Australia Day Awards Committee	Councillor Kelly Councillor White: 1/7/22 to 1/11/22 Councillor House: 8/11/22 to 30/6/23
Community Grants Committee	Councillor Cameron Councillor King: 1/7/22 to 1/11/22 Councillor House: 8/11/22 to 30/6/23
Northern Tasmania Development Corporation [NTDC] Board	Mayor Johnston

Organisational **STRUCTURE.**

Meander Valley Council's executive management team, under the direction of the General Manager, provide leadership to maintain good governance, achieve excellence in service delivery and deliver the strategic outcomes determined by Council.



John Jordan
General Manager



Krista Palfreyman
*Director, Development
& Regulatory Services*



Dino De Paoli
*Director, Infrastructure
Services*



Jonathan Harmey
*Director, Corporate
Services*



Matthew Millwood
Director, Works

Organisational STRUCTURE.



Key Measures of Performance 2022-23

Strategy Implementation & Reporting

This report documents our performance against the Annual Plan. It serves as an assessment of progress towards the implementation of the Community Strategic Plan 2014-24 and celebrates a broad range of achievements.

The Annual Report contains details about:

- Our key performance measures against targets established in the Annual Plan
- Results achieved from the Annual Plan targets
- Details of the services that have been provided to the community
- Transparency and accountability
- Reports delivered in accordance with legislation
- Financial performance and financial reports



\$113.58m

Value of building applications processed

\$6.15m

Value of capital works projects delivered



1,675

Service requests managed

20,000+

Inbound calls managed

Annual Plan Actions

80

Achieved, in progress or near completion

3

Pending

20

Deferred



\$93,199



Community grants and sponsorships





Governance & Community Wellbeing

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Governance & Community Wellbeing

The Governance & Community Wellbeing department, encompassing the Mayor's office and General Manager, plays a crucial role in supporting elected representatives and providing advisory services. By managing corporate and community communications, the department ensures transparent and effective dissemination of information to the public. This fosters community engagement and awareness, empowering residents to participate in local governance.

Furthermore, Governance contributes to the community's well-being by overseeing strategic planning and reporting, which helps shape the Council's direction in a way that aligns with the needs and

aspirations of the residents. The management of right to information requests ensures accessibility, transparency, and accountability, building trust between the Council and the community.

Intergovernmental liaison and issues management across all Council services and functions enable efficient collaboration and problem resolution. This collaborative approach enhances the overall effectiveness of Council initiatives, leading to positive outcomes for the community, such as improved services, infrastructure, and overall quality of life for Meander Valley residents.

Community Wellbeing strive for a pros-



perous, vibrant, creative, and inclusive Meander Valley. Throughout the year, we celebrated citizenship ceremonies and the Australia Day Awards. Council supported community initiatives like Winterfire and the Deloraine Craft Fair, attracting larger events to the municipality.

Various international and national celebrations raised awareness for key community groups. Council continued its commitment to support the elderly and people with disabilities through the Deloraine and Westbury Community Car services. The Community Grants and Sponsorship Program contributed funds to various organizations, including sporting sponsorships, and others, fostering

ongoing community success.

The Great Western Tiers Visitor Centre played a pivotal role in drawing visitors, with an increase in visitor numbers and a rise in accommodation bookings. Collaborations, such as the partnership with Visit Northern Tasmania to promote short walks, showcased the Meander Valley as the Short Walks Capital of Tasmania. Council's resolution of tensions over the former primary school led to its successful leasing to Deloraine House.

Annual Plan Performance ————— **Governance & Community Wellbeing**

<i>Activity</i>	<i>Action</i>	<i>Result</i>
Review and update Council's New Residents Kit to improve information on key services, events, dates for people new to our community	Awaiting updated corporate imagery from Governance.	Progressing
Secure lease over former Meander Primary School	Lease signed with Deloraine House.	Achieved
Deliver support to the Meander Valley Art Award	Successful event held at Westbury Town Hall with a two-week exhibit of 58 entries and attendance of 470 in September 2022.	Achieved
Manage recurrent sponsorship funding to Deloraine Cup, Deloraine, Chudleigh and Westbury Show Societies	Sponsorship Agreements provided to Show Societies.	Achieved
Deliver programmed activity and support for NAIDOC Week	Project funding provided to Arts Deloraine for liaison with local aboriginal leaders and delivery of future NAIDOC week event.	Achieved
Deliver a community celebration and thank you event upon signing of a lease for the former Meander Primary School site	Community BBQ and celebration event held for October 2022.	Achieved
Deliver programmed activity and support for Youth Week	DPAC grant of \$50,000 received, with first milestone in Q4.	Achieved
Deliver programmed activity and support for Volunteer Week	Community volunteer morning tea held Q4.	Achieved
Deliver programmed activity and support for Seniors Week	Two events supported: - University of the Third Age (20 attendees) - Westbury Health and Westbury Community Garden (40 attendees)	Achieved
Review legacy support arrangements and finalise agreements (church lighting)	Agreements not in place for church lighting, legacy arrangements continuing.	Pending
Undertake consultation and engagement to prepare inputs for Community Strategic Plan	Included in 2023-24 Annual Plan projects.	Deferred

15.1.1 MVC Annual Report 2022-23

<i>Activity</i>	<i>Action</i>	<i>Result</i>
Deliver community consultation on Deloraine Recreation Precinct.	Initial consultation and engagement stages completed; feedback presented to Council at November 2022 Workshop. Councilors received additional presentations from Deloraine AFL Clubs and Mr Tony Wadley at February 2023 workshop.	Progressing
Undertake needs analysis and review grant and sponsorship categories and funding amounts to ensure community needs are met	Initial research completed and a recommendation regarding a change in how Council delivers funding will be provided in Q1 of 2023-24.	Deferred
Deliver community survey and drop-in sessions to determine community views on Council performance, services, and key issues of interest	Consultation program conducted throughout Q1-Q2 to inform future consultation on the Community Strategic Plan.	Progressing
Review and update Council's Community Wellbeing Program and brief incoming Council	Review and update Council's Community Wellbeing Program and brief incoming Council	Progressing
Undertake consultation with key groups to identify the needs for volunteering in our community.	Undertake consultation with key groups to identify the needs for volunteering in our community.	Progressing
Establish a staff community volunteering program	Establish a staff community volunteering program	Progressing
Renew and release an updated Meander Valley regional prospectus to promote the region to potential businesses and people relocating	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).	Progressing
Liaise with tourism and business operators to deliver in kind support to major events i.e., Deloraine Car Show, AgFest, Winterfire	Q4 support provided to ANZAC Day services and Winterfire event.	Achieved
Progress development of branding and marketing initiatives to establish Meander Valley as a lifestyle, tourism and investment destination	Postponed pending additional resources.	Progressing

15.1.1 MVC Annual Report 2022-23

<i>Activity</i>	<i>Action</i>	<i>Result</i>
Assess the feasibility of electronic notice boards located at community hubs throughout the region to support Council and community messaging	Scheduled to commence in Q4.	Pending
Deliver business information and networking sessions (3) to business operators across Meander Valley	Three sessions held in November 2022, with delivery by Informed Decisions Consulting and guest speaker from the Project Lab.	Achieved
Review services and attractions at the Great Western Tiers Visitor Centre to enhance customer service and tourist satisfaction	Deferred to commence in Q4 or as part of the feasibility assessment stage for the Short Walks project.	Deferred
Deliver a climate change youth forum	Delivered in Q1 with presentation to Council Workshop in November (Q2).	Achieved
Coordinate the 2022 Local Government election including new Councillor induction and training	Planning meetings being undertaken with employee base.	Achieved
Maintain General Manager's electoral roll	Fully reviewed induction program started in Q2 with ongoing support into Q3.	Achieved
Implement new software solutions to support Council Meetings, record keeping and public information.	General Manager's Roll reviewed and submitted to Tasmanian Electoral Commission in Q1.	Achieved
Refresh and promote "Good Governance" program and induction for incoming Councillors	Core agenda & minutes software implemented. Ongoing staff training underway to improve customer service and performance reporting improvements.	Achieved
Develop a caretaker policy for the local government election period	Initial program of induction completed with professional development ongoing.	Achieved
Review the risk management framework and mitigations to enhance responses to changing risk profiles	Approved by Council 9 Aug 2022.	Achieved
Deliver the Annual Plan for 2023-24	The 2022-23 Annual Plan was endorsed by Council 11 October 2022.	Achieved

15.1.1 MVC Annual Report 2022-23

<i>Activity</i>	<i>Action</i>	<i>Result</i>
Deliver the Annual General Meeting	Held 13 December 2022.	Achieved
Deliver the Annual Report for 2021-22	Presented at Annual General Meeting 13 December 2022.	Achieved
Renew the Community Strategic Plan	Included in 2023-24 Annual Plan projects.	Deferred
Represent and respond to the Future of Local Government Review	All data requests provided; internal meetings conducted.	Achieved
Review Council's administrative and legislative delegations	Review progressing. Delay occurred due to staff vacancy.	Progressing
Develop and implement a Council Communication Strategy	Contractor proposal presented to Jan workshop. Included in 2023-24 Annual Plan projects.	Progressing
Update Council's writing style guide, including writing for the web	Not started, project deferred to 2023-24.	Deferred
Update corporate photo library with new images.	Not started, project deferred to 2023-24.	Deferred
Develop a signage strategy to ensure all Council signage is cohesive	Not started, project deferred to 2023-24. Note measure is incorrect.	Deferred
Implement website functionality and content improvements	Not started, project deferred to 2023-24, will include input Communications Strategy not started.	Deferred
Deliver a new Enterprise Agreement to better meet the needs of employees and our organisation	Approved by Fair Work Commission in Dec 22.	Achieved

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Corporate Services

The Corporate Services department oversees Council's financial, administrative, customer service, human resources, information technology, and workplace health and safety functions.

Council Officers ensure legislative compliance by managing budget estimates, the long-term financial plan, and financial statements. Rates and charges, based on property values provided by the Tasmanian Office of the Valuer General, are adopted according to Council's policy.

Progress is underway for the renewal of corporate software, including the system for managing community service requests. This ongoing project will extend beyond 2022-23, focuses on IT system development and enhancing service delivery.

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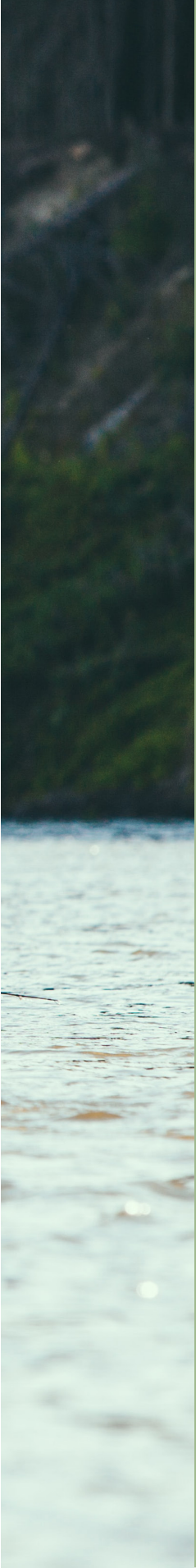
Annual Plan Performance *Corporate Services*

<i>Activity</i>	<i>Action</i>	<i>Result</i>
Renew the Customer Service Charter to ensure alignment to customer expectations and our capacity to deliver service outcomes	Internal review commenced, further discussion planned for the September Customer Service Group meeting.	Progressing
Develop a new customer feedback policy and automated customer survey tool to ensure we learn from our customers and respond to complaints	Included in FY2023-24 Annual Plan projects.	Deferred
Identify opportunities to provide customers with more control through online forms and self-service which leverages the new ERP system	Customer Request Management included in ERP planning and report provided by consultants Councillor.	Progressing
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	Several security measures in place and provided engaged for email, security awareness program implemented for employees and elected members.	Achieved
Assess and implement as required upgrading of website enabling technology	Project involves implementing network and security arrangements for engagement platform. No engagement platform purchased by Governance department; project deferred to FY2023-24.	Deferred
Invest in the skills development of our ICT team to ensure they are able to address emerging ICT agendas	Consultant delivered report to the June Council Workshop.	Achieved
Deliver upgrades to Microsoft licenses and software to enhance access to better technology, security and remote working capabilities	Licence upgrades completed in Q2, planning with employee base continuing. Additional software developments in SharePoint and Records Management to occur in FY2023-24.	Progressing
Establish the ERP System Upgrade Project (project plan, resourcing and financial plan, implementation staging, risk mitigation, governance)	ERP planning development and consultant engaged to inform information for elected members.	Progressing
Commence implementation of the 2022-23 stages of the ERP System Upgrade Project including recruitment of resources	Microsoft licencing commenced, further stages dependent on adoption of ERP preferred vendor.	Progressing

15.1.1 MVC Annual Report 2022-23

<i>Activity</i>	<i>Action</i>	<i>Result</i>
Undertake progressive improvement in records and data management to enable data migration to the new ERP solution	Planning meetings being undertaken with employee base.	Progressing
Review corporate risk registers and implementation status of mitigation actions	Review of Risk Registers has commenced, Risk Policy reviewed, and Risk Appetite Statement adopted by Council.	Progressing
Conduct a review and annual test scenario and update the Business Continuity Plan	Test scenario completed and BCP document updated.	Achieved
Update staff Code of Conduct and related policies, complete staff training	Included in 2023-24 Annual Plan projects.	Deferred
Deliver staff training and development in Council's records management system	All new employees have received induction training in records management.	Achieved
Deliver training and ensure compliance with organisation wide procurement and contract policy and processes	All new employees have received induction training in accounts payable.	Achieved
Coordinate workplace culture "health check" and assistance with measures to promote a positive workplace	Culture action plan finalised. Year 2 report on employee culture survey received from University of South Australia.	Achieved
Review the annual staff performance review process with management	Review meeting completed with Directors and Supervisors, changes to be implemented for the Q1 review cycle.	Progressing
Develop a Workforce Strategy and Resourcing Plan, including overview of recruitment and induction processes	Not started, project deferred to 2023-24.	Deferred
Review technical software supporting GIS, engineering and other specialist software and implement updates as needed	Engineering design software upgraded. Assessment of GIS software progressing.	Progressing





Development & Regulatory Services

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Planning

Number of planning applications accepted this financial year:

Discretionary	245
Permitted	38

Average number of statutory days* to determine applications

Discretionary	36
Permitted	12

While the number of applications received this financial year has seen a slight decrease from the previous year, over the past 10 years Council has received an average of 275 planning applications per financial year. This year has maintained the trend and delivered a 10% increase on the previous 10 year average.

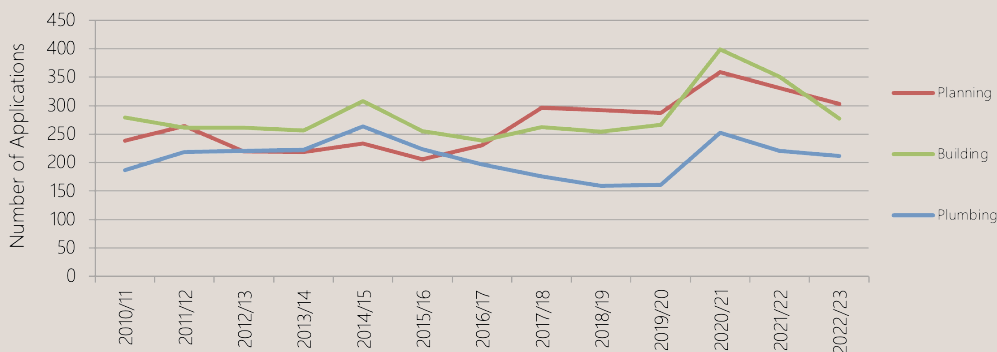
This is 6 days shorter than the 42 day statutory period provided within the Land Use Planning and Approvals Act 1993. A total of 15 discretionary planning applications were presented to Council as the Planning Authority for determination. Two appeals were lodged with the Tasmanian Civil and Administrative Tribunal against the decision of the Planning Authority. One appeal was resolved via consent agreement between parties and the other appeal was withdrawn by the representor.

*Statutory days' are the total number of days from receipt of an application to determination, less any extra days requested by the Heritage Council under section 39 [3] of the Historic Cultural Heritage Act 1995. Statutory days include any additional days negotiated between Council and the applicant under section 57 [6] of the Land Use Planning and Approvals Act 1993, but do not include days where the 'clock is stopped'.

Building & Plumbing

277 building applications and 211 plumbing applications were received by Council's Permit Authority in 2022-23. This slight decrease is in line with the planning applications and continues to be a 10% increase on the previous 10 year average. This development has however resulted in a 24% increase on the previous financial year on the value of building works completed in the municipality. This demonstrates the continued property growth that is occurring in Meander Valley.

Annual Application Trends



Environmental Health Statement

Council recognises the importance of and is committed to protecting the health and safety of its residents and visitors.

We are required to undertake numerous inspection and monitoring programs to ensure compliance with the Public Health Act 1997, Food Act 2003, and Environmental Management and Pollution Control Act 1994 and associated regulations and guidelines.

Approximately \$317K was spent on environmental health projects and services during 2022-23, including the employment of 2.6 FTE Environmental Health Officers (Jul-Oct), and 2.4 FTE Environmental Health Officers (Nov-Feb), 1.4FTE Environmental Health Officers (Feb-Jun).

Council's core Environmental Health functions are:

- Food safety, including education, registration and inspection of food businesses and food stalls at major events;
- Disease prevention and control, including immunisations, notifiable disease investigations, education, and sharps disposal service;
- Water quality monitoring, including recreational water, public pools/spas and private water suppliers and water carriers;
- Licencing and inspection of Places of Assembly (specific events);
- Licencing and inspection of premises where public health risk activities are carried out;
- On-site wastewater management system assessment and installation inspections; and
- Public health and environmental complaints.

The following summarises the activities carried out during the financial year 2022-23:

Activities under Public Health Act 1997:

- 15 Place of Assembly (Specific Events) Licenses issued and six Place of Assembly (Specific Events) inspected;



Approximately
\$244,000
on animal control services

3,849

Dogs registered



179

Food premises registered

Approximately
\$317,000
on environmental health projects



230

Complaints investigated

- Four recreational water sites sampled on a weekly basis from December to the end of March, totaling 63 samples;
- Six public pools/spas were sampled on a monthly basis, totaling 84 samples;
- 21 private water suppliers registered and 16 private water supplier samples undertaken;
- Four water carriers registered and inspected;
- Three premises where public health risk activities are carried out licenced and three premises where public health risk activities are carried out inspected;
- Five regulated systems registered;
- Two unhealthy premises investigations undertaken;
- Eight notifiable disease investigations completed;
- Immunisation sessions were held at Deloraine High School and Giant Steps Tasmania in October 2022 and April 2023. Immunisations were provided in accordance with the National Immunisation Program Schedule and included diphtheria, tetanus and pertussis (whooping cough) (dTpa), human papilloma virus (HPV), and Meningococcal ACWY. 174 vaccines were administered at the school sessions during the Immunisations against seasonal influenza were also offered to all Meander Valley Council Staff.

Activities under Food Act 2003:

- 179 food premises and 33 statewide mobile businesses were registered and 77 food businesses notified under the Food Act 2003;
- 224 inspections were completed for premises registered or notified under the Food Act 2003;
- 84 temporary food stall applications were registered and 227 inspections of statewide mobile businesses or temporary food stalls were conduct-

ed, including 92 at Agfest (August 2022), 79 at Agfest (May 2023) and 34 inspections at the Tasmanian Craft Fair;

- Five complaints relating to food premises investigated.

Other Activities:

- 87 environmental complaints investigated (e.g. noise, water quality and air pollution);
- 76 on-site wastewater management system assessments completed and 50 on-site wastewater management system installation inspections undertaken;
- 258 development application referrals completed;
- Regular attendance at Tamar Estuary and Esk Rivers (TEER) program meetings including the recreational water quality working group and Lake Trevallyn working group.

Dog Management

Approximately \$244K was spent on animal control services during 2022-23, including the employment of 2 EFT Rangers and a contractor for urgent on-call after hours services for animal management matters.

- 3,849 dogs registered in the 2022-23 financial year.
- 58 dogs were impounded with all either returning home or being surrendered to the Dogs Home of Tasmania;
- 34 infringement notices issued;
- 225 complaints received and actioned;
- 44 active kennel licenses;
- 3 registered declared dangerous dogs and 2 guard dogs.

Annual Plan Performance ————— *Development & Regulatory Services*

<i>Activity</i>	<i>Action</i>	<i>Result</i>
Finalise and implement the review of the Dog Management Policy	Policy approved by Council in Oct 22	Achieved
Contribute to regional planning initiatives: Northern Tasmanian Regional Land Use Strategy Review	Regional submission to Draft Tasmanian Planning Policies completed. Work commenced on the Strategic Alignment & Integration project.	Progressing
Contribute to the Greater Launceston Plan Review	Have Your Say on the Future of Greater Launceston survey developed and out for Community consultation.	Progressing
Progress development of a Structure Plan for Carrick	Included in 2023-24 Annual Plan projects. Final reviewed document expected to commence consultation 23-24.	Deferred
Complete the Prospect Vale - Blackstone Heights Structure Plan Review	Included in 2023-24 Annual Plan projects. Final reviewed document expected to commence consultation 23-24.	Progressing
Complete implementation of an automated planning assessment tool and template report	Project in progress, on hold subject to consultant availability	Progressing



Infrastructure Services

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The October 2022 flood event impacted residents across the western parts of the municipality and especially along the Meander River and Council is still continuing to work toward a position of being fully recovered from the damage caused to infrastructure during the event.

Significant and widespread damage occurred to Council's road and bridge network, with flooding also impacting the Meander Valley Performing Arts Centre building in Deloraine, the Deloraine Football Clubrooms and Council's Deloraine Works Depot facility. The Deloraine suspension bridge was damaged during the flooding and repairs were completed in April and May. The repair work including lifting the bridge by one metre to mitigate future flood damage and the western ramp extended to improve accessibility.

The flood event impacted Council's capital works program by delaying the commencement of a number of other scheduled projects. The installation of the new light poles at the Deloraine football oval was delayed until ground conditions improved, with the work completed in May.

Other recreation projects completed during the year included the renewal and upgrade of the Las Vegas playground in Prospect Vale, the renewal of the playground on the Village

Green in Westbury, and installation of ground fencing and behind goal netting at Prospect Vale Park.

The redevelopment of the Bracknell Hall has progressed well during the financial year and will be completed early in the new financial year, providing a new multipurpose facility for the local community and sporting groups.

Stormwater drainage upgrades were completed between Dexter Street and William Street in Westbury, and piping of the existing open drain in East Barrack Street, Deloraine, in preparation for new footpath work between Morrison Street and Liverpool Street in the new financial year. A number of new footpaths were constructed in Westbury in Dexter, Franklin and William streets.

Council continues to work on plans for improvement of our waste facilities at the Cluan and Deloraine waste disposal sites and there has been significant work undertaken to ensure Council's operations are undertaken within the Environment Protection Authority requirements. An area of the Cluan landfill has been capped ahead of future rehabilitation and staff are preparing for installation of a weighbridge at the Deloraine landfill in the 2023-24 financial year.

The implementation of the food organics and

garden organics (FOGO) collection service to properties in the Prospect Vale, Travellers Rest and Hadspen areas has been successful, with low contamination rates and approximately 100 tonne of organic material diverted from landfill each month. The FOGO service ensures that Council is doing its best to minimise costs to property owners as a result of the State Government's waste landfill levy.

Only one major bridge replacement project was undertaken during the year with the renewal of the central Montana Road bridge over Western Creek. Council will be aiming to replace the southernmost bridge in the 2023-24 financial year which will provide for unrestricted two lane access along this section of Montana Road.

Council officers continue to manage the delivery of our annual footpath, stormwater improvement and asphalt resealing programs to improve amenity for our residents and in response to community requests. Design work has been progressed for a number of projects which will be constructed in coming years, including intersection and stormwater improvements.

Council's asset management processes continue to mature and guide our future works programs, and officers completed scheduled asset inspections for roads, footpaths, rail

interfaces, playgrounds, sports grounds and parks and reserves.

Inspection and revaluation of our building and stormwater assets was also undertaken during the year. The building asset class is worth \$27.5m, and the stormwater asset class is worth \$31m in Council's overall asset pool value of \$327.2m.

Recent building revaluation work will ensure Council's future building renewal program is appropriately funded.

15.1.1 MVC Annual Report 2022-23

Annual Plan Performance ————— *Infrastructure Services*

<i>Activity</i>	<i>Action</i>	<i>Result</i>
Update information (web) and user guides for the use of indoor facilities	To be completed in FY2023-24 in line with implementation of new facility booking system.	Deferred
Simplify the booking process for Council facilities and assess feasibility of online booking systems and develop implementation plan if viable	New booking system software purchased.	Achieved
Determine future of former landfill at Bracknell – lease renewal or sale	Land sold through public process.	Achieved
Progress the Hadspen Meander Valley Road intersection upgrades design and procurement documentation	Consultant design work and service authority design reviews progressing. Project completion expected FY2023-24.	Progressing
Develop a level of service strategy and policy to inform the provision, replacement and upgrading of sport, recreation and public amenities	Pending completion of Northern Tasmania Sports Facility Plan. Update of Council's Sport and Recreation Venue Action Plan scheduled for FY2023-24.	Deferred
Renew the Eastern Play Spaces Strategy 2020	Updated information to be presented to Council in FY2023-24.	Deferred
Finalise electrical safety and asbestos audits and register and deliver program of rectification works	Planned work completed. Further work scheduled in FY2023-24.	Achieved
Complete a review of all leases and agreements, develop a contemporary lease document and renew leases when due	Review of leases ongoing. Contemporary lease document to be developed in FY2023-24.	Progressing
Implement a program to renew and ensure currency of all leases and agreements	Further work scheduled for FY2023-24.	Progressing
Develop a community hall renewal policy, considering asset condition, utilisation rates, renewal and maintenance costs and service options	Will not be completed. Scheduled for FY2023-24.	Deferred

15.1.1 MVC Annual Report 2022-23

<i>Activity</i>	<i>Action</i>	<i>Result</i>
Renew lease for the Meander River reserve areas in Deloraine	Executed lease documents received.	Achieved
Progress tendering and commence construction of the Deloraine Squash Courts	Construction to commence in Q1 FY2023-24.	Achieved
Progress construction of Bracknell Hall	Construction in progress. Anticipated completion in Q1 FY2023-24.	Achieved
Progress consultation, master planning and design of the Deloraine Recreation Precinct	Grant deed with Aust. Government executed. Survey and heritage consultants engaged. Flood modelling and precinct concept design in progress.	Achieved
Deliver lighting upgrades to Deloraine AFL oval	Light towers completed and in use.	Achieved
Implement a preferred project management methodology for major project delivery	Project management software purchased. Implementation will commence for FY2023-24 projects.	Progressing
Deliver the bridge inspection and maintenance program	Inspection and maintenance will continue in FY2023-24.	Achieved
Deliver civil construction and infrastructure works for transport and recreation assets		Achieved
Plan, manage, construct and maintain bridges, culverts and other infrastructure		Achieved
Review Municipal Emergency Management Plan in line with new SES regional template	Review to recommence in FY2023-24.	Deferred

15.1.1 MVC Annual Report 2022-23

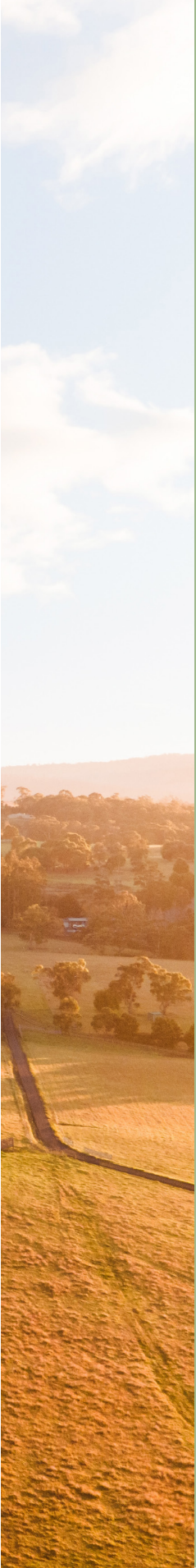
<i>Activity</i>	<i>Action</i>	<i>Result</i>
Complete logical test of Emergency Management Plan	Review in FY2023-24 subject to completion of Emergency Management Plan.	Deferred
Review and update the Waste Management Strategy and model against long-term financial plan	Review and update the Waste Management Strategy and model against long-term financial plan	Progressing
Complete feasibility assessment of new landfill cell at Deloraine	Complete feasibility assessment of new landfill cell at Deloraine	Achieved
Progress purchase of landfill land (Cluan)	Progress purchase of landfill land (Cluan)	Progressing
Design and commence construction a new transfer station at Deloraine	Design and commence construction a new transfer station at Deloraine	Achieved
Provide the annual Hard Waste Collection Service	Provide the annual Hard Waste Collection Service	Achieved
Assess the feasibility and deliver a program to promote voluntary car body removal in rural areas	Assess the feasibility and deliver a program to promote voluntary car body removal in rural areas	Deferred
Design and construct new landfill cell at Cluan	Design and construct new landfill cell at Cluan	Pending
Select and implement operating model for Cluan and Deloraine landfills	Select and implement operating model for Cluan and Deloraine landfills	Achieved
Maintain planning and environmental approvals and compliance for landfill operations	Maintain planning and environmental approvals and compliance for landfill operations	Achieved
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	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	Progressing

15.1.1 MVC Annual Report 2022-23



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Works

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Works

The Works Department is a team of 30 employees that primarily undertake maintenance and construction work associated with road, footpath and drainage infrastructure and other urban amenities such as parks, reserves, recreational grounds, cemeteries, public toilets, street cleaning and bin collections. Additionally, the team provides regular on-ground support for Council and community lead events ranging from ANZAC Day services to fairs. The team also manage the three depot facilities and the procurement of plant and associated equipment to support service delivery requirements.

The team is the face of Meander Valley Council in the community and our staff take significant pride in their work so that community assets are safe, fit

for purpose and generally support the needs and expectations of our communities and visitors.

2022-23 presented another challenging year, with a flooding event in early October which required an immediate and extended response by the team due to significant and widespread infrastructure damage. This unprecedented flooding of the Meander River catchment caused substantial damage to adjacent infrastructure and temporarily displaced Councils operations from the Deloraine Works Depot.

Reestablishing road access for community was Councils immediate focus and all damaged roads were made passable within five days of the event occurring - this was a substantial accomplishment



and assistance from local contractors and community members was appreciated.

This repair work has continued for majority of the year and consequently impacted the available time and resources for the team to deliver a full complement of Capital Works Program projects. Despite the heavy workload, notable completed projects were road reconstructions at Dairy Plains Road, Westwood Road, Selbourne Road and Grifins Road, and new piped underground drainage systems at Liffey Street, Carrick and Jones Street, Westbury.

The department also delivered majority of the unsealed road gravel re-sheeting program and completed road surface patching work to allow the re-

sealing of approximately 120,000 square metres of the rural road network.

The October weather event and an extended La Nina pattern adversely influenced many other programs, including the urban mowing and rural roadside slashing programs. Due to these factors, Customer Service enquiries increased by more than 30 percent and the end of year maintenance costs exceeded the department operating budget.

Council continues to progress the consolidation of the depot operations to Valley Central Industrial Estate. Finalisation of the design and advertising of a public tender is expected by late 2023 and a construction contract awarded in the first quarter of 2024.

Annual Plan Performance ————— **Works**

<i>Activity</i>	<i>Action</i>	<i>Result</i>
Liaise with tourism and business operators to deliver in kind support to major events i.e., Deloraine Car Show, AgFest, Winterfire	Q4 support provided to ANZAC Day services and Winterfire event.	Achieved
Complete a review of property assets – develop a divestment plan for surplus assets, and implement on approval from Council	Property valuations received. Two properties sold, three currently advertised for sale.	Achieved
Design and commence construction for new centralised Works Department depot at Valley Central	De-merger within the design consultant business which delayed progress. Consultant engagement contract finalised. Detailed design and tender documentation in progress with anticipated completion end July/early August	Progressing
Develop and deliver maintenance schedules and improvement programs for civil and road related assets	Q4 objectives achieved. Basic schedules developed and progressing to program for recurring maintenance work.	Achieved
Deliver operational programs to maintain Council owned public amenities, urban streets-capes, public land and public facilities	Q4 objectives achieved. Operational maintenance progressing to program schedule.	Achieved
Deliver capital and maintenance program for road and associated infrastructure	Q4 objectives achieved. Operational maintenance progressing to schedule. Capital works construction projects concluded and completed majority of the remediation work on flood impacted assets.	Achieved

Capital Works Program Summary

(Works over \$20,000, excl. GST)

<i>Administration</i>	<i>Amount</i>
Workstations and Peripherals	\$34,678
Network Infrastructure	\$31,207
GIS Aerial Imagery Upgrade	\$69,019

<i>Roads & Streets</i>	<i>Amount</i>
Davies Rd - Parkham	\$28,405
Maloneys Rd - Parkham	\$24,917
Louisa St - Bracknell	\$52,837
Ashburner St - Carrick	\$137,910
Alveston Dr - Deloraine	\$24,527
Country Club Av - Prospect Vale	\$80,263
Mt Leslie Rd - Prospect Vale	\$33,581
William St, Westbury	\$37,965
Franklin St - Westbury	\$43,892
Dexter St, Franklin St to William St - Westbury	\$40,598
Pioneer Drive - Mole Creek	\$21,193
Dairy Plains Rd - Western Creek	\$251,125
Montana Rd - Montana	\$25,793
Selbourne Rd - Selbourne	\$258,010
Dynans Bridge Rd - Weeena	\$21,657
Dexter St - Jones St to Franklin St - Westbury	\$43,793
Westwood Rd - Westwood	\$263,315
Gulf Rd, Liffey - Landslip Works	\$29,843

<i>Roads & Streets</i>	<i>Amount</i>
Griffins Rd - Elizabeth Town	\$68,430
Black Lane - Emu Plains (Gravelling)	\$29,478
Avenue - Parkham (Gravelling)	\$188,211
Bogan Rd - Quamby Brook (Gravelling)	\$38,706
Saddlers Run - Reedy Marsh (Gravelling)	\$29,344
Larcombes Rd - Reedy Marsh (Gravelling)	\$80,270
Kellys Rd - Reedy Marsh (Gravelling)	\$21,989
Glover Av - Blackstone Heights (Resealing)	\$147,985
Vale St - Prospect Vale (Resealing)	\$153,612
Cheltenham Way - Prospect Vale (Resealing)	\$45,416
Columbus Dr - Blackstone Heights (Resealing)	\$30,062
William St, Westbury (Resealing)	\$78,013
Black Hills Rd - Black Hills (Resealing)	\$142,149
Caveside Rd - Caveside (Resealing)	\$360,956
Glenore Rd - Glenore (Resealing)	\$128,824
Selbourne Rd - Selbourne (Resealing)	\$78,860
Weetah Rd - Weetah (Resealing)	\$55,551

<i>Storm Water Drainage</i>	<i>Amount</i>
East St, Carrick	\$103,108
East Barrack St, Deloraine	\$102,826
Dexter St, Westbury	\$94,237
Jones St, Westbury	\$54,033

Capital Works Program Summary cont.

<i>Bridges</i>	<i>Amount</i>
Western Creek Montana Road	\$314,660
<i>Recreation Grounds & Sports Facilities</i>	
<i>Recreation Grounds & Sports Facilities</i>	<i>Amount</i>
Deloraine Rec Ground Precinct	\$44,219
Deloraine Rec Ground - Ground Upgrades & Lighting	\$315,240
Deloraine Community Complex - Squash Courts	\$48,348
Deloraine Pump Track	\$61,182
PVP - Ground Fencing & Safety Netting	\$97,091
<i>Public Halls</i>	
<i>Public Halls</i>	<i>Amount</i>
Bracknell Hall Redevelopment	\$612,593
<i>Cultural</i>	
<i>Cultural</i>	<i>Amount</i>
Meander Valley Performing Arts Centre - Little Theatre Heating	\$36,476

<i>Waste</i>	<i>Amount</i>
Westbury Land fill Site - Cell Expansion	\$120,345
Mobile Garbage Bins	\$87,923
Deloraine Landfill Site Improvements	\$81,612
<i>Works Depot</i>	
<i>Works Depot</i>	<i>Amount</i>
New Westbury Depot - Design and construction	\$40,181
<i>Tourism & Area Production</i>	
<i>Tourism & Area Production</i>	<i>Amount</i>
Bass Highway Signage - Westbury	\$22,238
<i>Parks & Reserves</i>	
<i>Parks & Reserves</i>	<i>Amount</i>
Westbury Village Green - Playground Renewal	\$57,336
Las Vegas Drive Reserve - Playground Renewal	\$141,059

Grants & Sponsorships - Organisations

<i>Recipient</i>	<i>Amount</i>
Rural Youth Young Farmer of the Year Award	\$4,000
Birralee Hall Equipment	\$1,860
Blackstone Heights Community News Association Inc. – Establish community garden	\$2,237
Deloraine Agricultural and Pastoral Society 2021 Deloraine Show – Entertainment	\$3,000
Deloraine Community Band/Arts Deloraine – Keyboard purchase	\$3,000
Folk Federation of Tasmania – Celtic folk workshops	\$500
Northern Tasmanian Axemen's Association 61st Tasmanian Government Thousands – Deloraine	\$2,800
Prospect Park Sports Club – Dishwasher purchase	\$2,275
Rotary Passport Club of Tasmania Inc. – Carols by Candlelight (Prospect)	\$3,000
Westbury Cricket Club – Wicket covers	\$3,000
Westbury Parents and Friends – School fair	\$2,125
Westbury Preservation Association Inc. – Video display screens	\$1,794
Rural Alive and Well– Toolbox Talks (Round 3 20-21)	\$2,500
Westbury Health Inc. Valley Carers Week - National Carers Week	\$500
New Horizons – Great Western Tiers Cycle Challenge - March	\$380
Arts Deloraine – ARTS coordination	\$750
Chudleigh Agricultural and Horticultural Society – Kid Friendly Zone at Chudleigh Show	\$3,000
Deloraine Pony Club – Kitchen upgrades	\$3,000
Mole Creek Progress Association – Community PA system	\$1,479
Mole Creek Caving Club – Cave rescue equipment	\$3,000
Australian Italian Club (Tennis Club) – Tennis court lighting	\$3,000
Westbury Bowls Club – Representation at the Municipal Bowls Championships	\$150

<i>Recipient</i>	<i>Amount</i>
Australian Italian Club – TV display screens	\$1,773
Bracknell Cricket Club – New cricket pitch	\$3,000
Parkrun Australia Ltd. – A Park Run for Westbury	\$1,949
Prospect Park Sports Club Inc. – Purchase of fridges	\$3,000
Westbury Health Inc. – Community garden re-vamp	\$3,000
Blackstone Heights Community News Association Inc. – Easter egg hunt event	\$350
Australian Italian Club Tennis Club/AIC – Auspice. BBQ and hot water installation	\$2,482
Central North Field Naturalists – Beneath the Surface Presentation event	\$1,175
Deloraine House Inc. Community Garden – plumbing and electrical.	\$3,000
Deloraine RSL Sub-Branch. – Flagpole replacement	\$2,940
Diggers Cricket Club. – Cricket pitch replacement	\$3,000
Lions Club of Deloraine Inc. – Promotion pamphlet.	\$750
Westbury Ladies Probus Club. – Modernising Probus	\$2,325
Westbury Volunteer Fire Brigade – Automated External Defibrillator (AED)	\$2,545

Grants & Sponsorships - Schools

<i>Recipient</i>	<i>Amount</i>
Prospect High – Eagle Awards	\$150
Westbury Primary – End of year presentations	\$150
Hagley Farm School – Year 6 prizes	\$150

Reporting on Legislative Requirements

Tenders and Contracts

Local Government (General) Regulations 2015

In accordance with the reporting requirements under Regulation 29 (1) Council entered into the following contracts for the supply of goods or services exceeding \$250,000 (excluding GST).

<i>Contractor</i>	<i>Value</i>	<i>Details</i>
Tas-Span Pty. Ltd 27 Faulkner Drive, Latrobe Tas 7307	\$262,474	Contract No. 237-2022-23 Bridge Design & Construct Western Creek, Montana Road Contract period: 17/10/2022 – 28/02/2023
Cable Span Australia Pty. Ltd 133 Strong Road, Dayboro Queensland 4521	\$327,019	Pedestrian Suspension Bridge, Deloraine Repair and Raise Contract period: 14/04/2023 – 10/05/2023
The Trustee for Ritson Family Trust, trading as: AJR Construct 11 Luck Street, Spreyton Tas 7310	\$456,600	Contract No. 242-2022/23 Design & Construct Aluminium Arch Footbridge over Meander River, Deloraine Contract period: 26/06/2023 – ongoing
Crossroads Civil Contracting Pty Ltd 73-79 Lilydale Road, Rocherlea Tas 7248	\$1,152,094	Contract No. 241-2022-23 Asphalt and Bituminous Sealing of Roads Contract period: 4/10/2022 – 31/03/2023
The Trustee for Ritson Family Trust, trading as: AJR Construct 11 Luck Street, Spreyton Tas 7310	\$2,839,407	Contract No. 236-2022-23 Deloraine Squash Courts Contract period: 22/12/2022 - ongoing

In accordance with the reporting requirements under Regulation 29 (1) Council extended the following contract under the provisions of Regulation 23 (5)(b):

<i>Contractor</i>	<i>Value (excl GST)</i>	<i>Details</i>
Justwaste Consulting Suite 11, 66 Cameron Street, Launceston Tasmania 7250	\$534,954	Contract No.167-2015-2016; management and operation of the Deloraine and Cluan refuse disposal sites and the Mole Creek transfer station Contract extension period: 1/07/2021 – 30/06/2022

15.1.1 MVC Annual Report 2022-23

In accordance with the reporting requirements under Regulation 29 (3) Council entered into the following contracts for the supply of goods or services valued at or exceeding \$100,000 (excluding GST) but less than \$250,000:

<i>Contractor</i>	<i>Value (excl GST)</i>	<i>Details</i>
Philp Lighton Architects Pty. Ltd 49 Sandy Bay Road, Sandy Bay Tas 7004	\$120,130	Deloraine Recreation Precinct: Masterplan Development Contract period: 25/05/2023 - ongoing
MPH Builders Pty Ltd 65 Meander Valley Road, Prospect Tas 7250	\$153,580	Contract No. 247-2022-23 Westbury Sports Centre Change- room Renovations Contract period: 6/04/2023 - 18/10/2023
Pro-Dig Earthworks Pty Ltd 89 St Leonards Road, St Leonards Tas 7250	\$123,702	Ashburner Street, Carrick Footpath Upgrades Contract period: 19/01/2023 – 7/07/2023
Macrope Unit Trust, trading as: Tas- manian Scale Company Pty Ltd 283 Invermay Road, Invermay Tas 7248	\$195,270	Deloraine Waste Transfer Station, Weighbridge Fabrication Contract period: 16/11/2022 – ongoing
Pro-Dig Earthworks Pty Ltd 89 St Leonards Road, St Leonards Tas 7250	\$149,368	Footpath renewals: Dexter St, Franklin St to William St; Dexter St, Jones St to Frankling St; Franklin St, Dexter St to Shadforth St and William St, Dexter St to Shadforth St Contract period: 1/08/2022 – 21/12/2022

Customer Service Complaints

Local Government Act 1993

There were no complaints received and considered under Section 339F, Sub-section (5) of the Local Government Act 1993.

Code of Conduct Complaints

There were no code of conduct complaints received during the preceding financial year, under Division 3A of Part 3.

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*Reporting on Legislative Requirements cont.***Councillor Meeting Attendance***Section 72(1) (cc) (Local Government Act 1993)*

The tables below shows meeting attendance for all Councillors and the Mayor.

During the 2022-23 financial year, Council held twelve Ordinary Meetings, eleven Closed Meetings, two Special Council Meetings and one Annual General Meeting.

Number of business items transacted by Council in 2022-23: 310

Meeting Attendance - July 2022 to October 2022

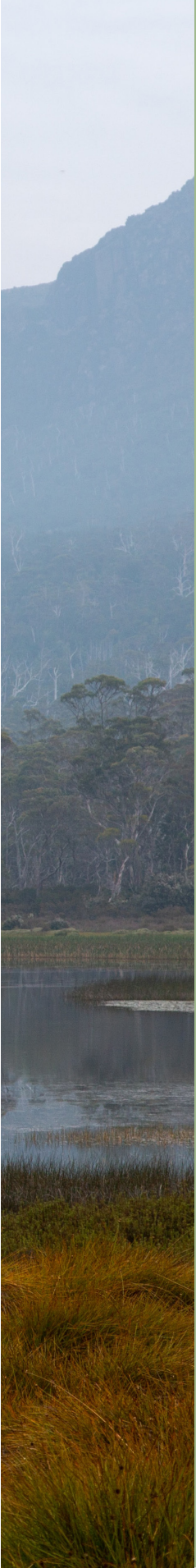
<i>Elected Member</i>	Ordinary Meeting (Open Session)	Ordinary Meeting (Closed Session)	Special Meeting	Annual General Meeting
Mayor Wayne Johnston	4 of 4	4 of 4	0 of 0	0 of 0
Deputy Mayor Michael Kelly	4 of 4	4 of 4	0 of 0	0 of 0
Cr Stephanie Cameron	4 of 4	4 of 4	0 of 0	0 of 0
Cr Michal Frydrych	4 of 4	4 of 4	0 of 0	0 of 0
Cr Tanya King	4 of 4	4 of 4	0 of 0	0 of 0
Cr Andrew Sherriff	4 of 4	4 of 4	0 of 0	0 of 0
Cr Rodney Synfield	4 of 4	4 of 4	0 of 0	0 of 0
Cr John Temple	4 of 4	4 of 4	0 of 0	0 of 0
Cr Deborah White	4 of 4	4 of 4	0 of 0	0 of 0

15.1.1 MVC Annual Report 2022-23

Meeting Attendance - November 2022 to Jun 2023

<i>Elected Member</i>	Ordinary Meeting (Open Session)	Ordinary Meeting (Closed Session)	Special Meeting	Annual General Meeting
Mayor Wayne Johnston	6 of 8	5 of 7	2 of 2	1 of 1
Deputy Mayor Stephanie Cameron	8 of 8	7 of 7	2 of 2	1 of 1
Cr Lochie Dornauf	7 of 8	6 of 7	2 of 2	1 of 1
Cr Ben Dudman	8 of 8	7 of 7	2 of 2	1 of 1
Cr Kevin House	8 of 8	7 of 7	1 of 2	1 of 1
Cr Barry Lee	6 of 6	1 of 1	0 of 0	1 of 1
Cr Anne-Marie Loader	8 of 8	7 of 7	2 of 2	1 of 1
Cr Michael Kelly	5 of 8	5 of 7	2 of 2	1 of 1
Cr John Temple	6 of 8	6 of 7	2 of 2	0 of 1
C Rodney Synfield	1 of 1	4 of 4	2 of 2	0 of 0





Financial Performance

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Overview of Financial Performance

The following information is provided to assist readers of the Financial Report.

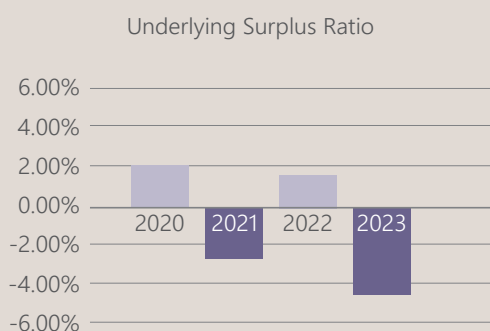
Statement of Comprehensive Income

Operating Result

Council reported a net surplus of \$3,251,929 in the 2023 financial year. However, after adjusting for non-operating items there was an Underlying Deficit of \$1,215,223. Notable items removed were Capital Grants totalling \$2,134,213 and Subdivision Assets taken over by Council totalling \$2,809,200. The effects of a number of income and expenditure items are further detailed in the itemised summaries.

Underlying Surplus Ratio

The Underlying Surplus Ratio shows Council's Underlying Surplus (or Deficit) for the financial year as a percentage of its Operating Income. Note the prepayment of the Financial Assistance Grants has been removed to recognise the grant in the correct year. The financial result in 2023 was significantly impacted by the flood event in October 2022, with approximately \$2.7m of expenditure on flood remediation costs during the financial year.



Income

Rates and Charges

Income from Rates and Charges is marginally above budget, due to additional revenue related to supplementary rates on properties first rated and revalued during the year. Total Rates and Charges income has

increased approximately 8% from the previous financial year.

Interest

This includes interest from invested funds, loaned funds and interest on rate debtors. Overall interest was well above budget, due to a significant increase in interest rates on offer from financial institutions during the financial year.

Reimbursements & Contributions Monetary Assets

Revenue is higher than budget by \$201,074 (60%). Revenue included community contributions towards construction of new infrastructure, public open space contributions and contributions from special committees of Council.

User Fees and Charges

This revenue includes a range of services including property sales certificates, development application fees and use of the sport and recreation facilities. This item is slightly above budget (5%) primarily due to the high volume of development applications processed during the financial year and approval fees for new subdivisions.

Operational Grants

Operational Grants revenue is significantly above budget, primarily due to the Commonwealth Government prepaying \$5,426,415 (approximately 100%) of the 2024 Financial Assistance Grants in advance with the amount being received as income in 2023.

Investment Revenue from Water Corporation

This revenue is owners' distributions received from TasWater. Total received for the year was \$667,200, which was within budget for the financial year.

Capital Grants

Revenue is significantly below budget for the financial year. Grants received included \$874,333 from the Commonwealth Government for the Roads to Recovery program, \$552,512 for the Bracknell Hall redevelopment

project and a number of less substantial grants.

Subdivision Assets Taken Over

Is significantly above budget and includes road and storm-water infrastructure received from several separate subdivisions constructed, including significant subdivisions in Deloraine, Hadspen and Blackstone Heights.

Capital Contributions Monetary Assets

This consists of a third-party contribution received towards a Recreation Ground facility upgrade project.

Profit on Disposal of Land & Buildings

This is the net profit from the disposal of Council owned land in Bracknell and Blackstone Heights.

Expenses

Employee Costs

Employee Costs were slightly below budget by \$372,809 (-4%). This is primarily due to a number of staff departures during the year and some positions not yet being filled.

Materials and Contracts

Expenditure was significantly above budget by \$1,778,326 (18%) due to a combination of variances across operational functions. Areas of note are as follows:

Economic Services: Expenses were under budget by \$606,491 (-73%) largely due to the Meander Valley Road redesign work at Hadspen and the Tasmanian Short Walks project not progressing as budgeted.

Roads & Streets: Expenses were above budget by \$1,424,067 (125%) primarily due to the expenditure on flood remediation costs following the flood event in October 2022. Some of the more heavily impacted roads included Union Bridge Road, Den Road, Priestleys Lane and Gulf Road.

Bridges: Expenses were above budget by \$118,042 (24%), primarily due to flood remediation costs, in particular the Meander River suspension bridge at Deloraine.

Non-Household Waste: Expenses were below budget by

\$169,229 (-65%), largely due to the street bin replacement program not progressing as anticipated.

Recreation Grounds: Expenses were over budget by \$62,604 (12%), primarily due to restoration costs at various facilities following the flood event and additional maintenance expenditure incurred at Prospect Vale Park.

Parks & Reserves: Expenses were over budget by \$52,456 (17%), due to restoration costs at various reserves following the flood event, in particular at the Deloraine River Reserve.

Depreciation and Amortisation

Depreciation & Amortisation overall was marginally below budget by \$62,042 (-1%). Slight variances were recorded across a number of asset classes, with the most significant being Land Improvements (\$66,477 over budget) and Roads (\$119,101 under budget).

Finance Costs

Includes interest charges of \$211,320 paid to Tascorp for loaned funds. The loan from Tascorp was repaid in full in June 2023. Finance costs also includes the recognition of twelve months expense for unwinding of the Westbury and Deloraine tip rehabilitation provision liabilities, which was in line with the budget for the year.

Other Expenses

Other Expenses are grants provided to community organisations and external audit fees. Grants paid were slightly under budget for the year.

Loss on Disposal of Assets

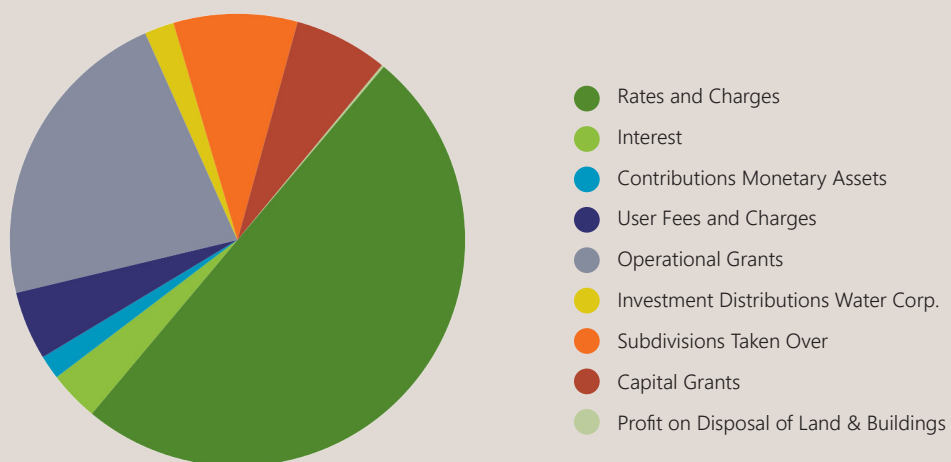
Includes net profit on disposal of one fleet vehicle, less the write off of the remaining book value of infrastructure assets replaced during the year in accordance with the capital works program.

Recognition of Tip Site Aftercare Provision

Recognitions of Tip Site Aftercare Provision is the initial recognition of the provision for the costs, over a period of thirty years, to maintain Council's landfill sites following their closure and rehabilitation.

Sources of Income - Revenue Comparison

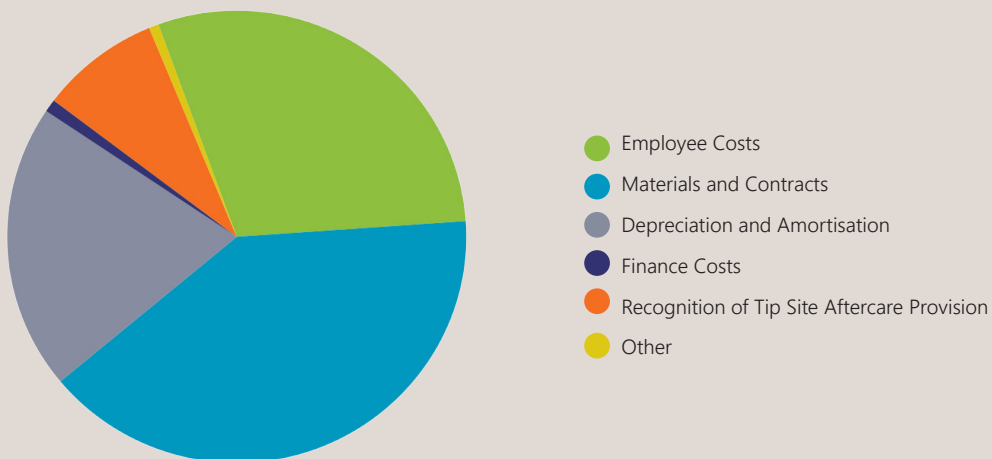
<i>Revenue Comparison</i>	2020 %	2021 %	2022 %	2023 %	2023 \$
Rates & Charges	54.6	54.5	52.4	49.9	15,932,599
Interest	3.5	2.4	1.9	3.6	1,136,810
Contributions Monetary Assets	1.7	1.4	1.9	1.7	545,324
User Fees & Charges	5.4	5.8	5.5	4.9	1,568,726
Operational Grants	20.8	18.0	22.4	22.1	667,200
Investment Distributions Water Corp.	1.2	1.2	2.4	2.1	667,200
Subdivisions Taken Over	2.7	4.1	6.7	8.8	2,809,200
Capital Grants	8.8	11.8	6.8	6.7	2,134,213
Profit on Disposal of Land & Buildings	1.2	0.8	N/A	0.2	51,142



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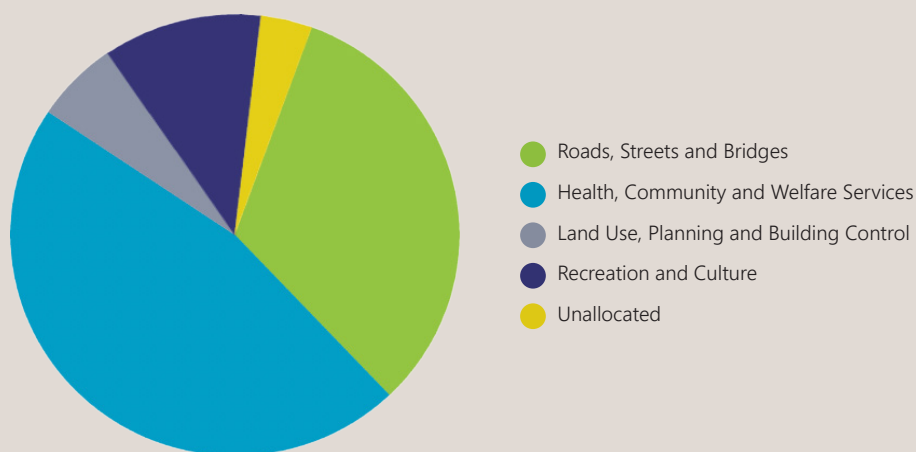
Application of Expenditure - Expense Comparison

<i>Expense Comparison</i>	2020 %	2021 %	2022 %	2023 %	2023 \$
Employee Costs	34.4	35.2	34.5	29.4	8,437,621
Materials and Contracts	38.3	38.3	38.6	40.1	11,476,606
Depreciation and Amortisation	25.4	24.7	25.1	20.4	5,856,458
Finance Costs	1.3	1.2	1.1	0.9	262,953
Recognition of Tip Site Aftercare Provision	N/A	N/A	N/A	8.5	2,422,507
Other	0.6	0.6	0.7	0.7	194,737



Application of Expenditure - Expense Comparison by Function

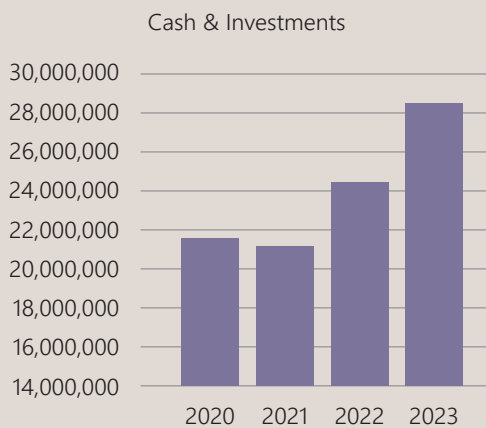
<i>Expense Comparison by Function (refer note 2a in Financial Report)</i>		2023 %	2023 \$
Road, Streets and Bridges	Construction, maintenance and cleaning of roads, streets, footpaths, bridges & street lighting.	32.4	9,271,179
Health, Community and Welfare Services	Collection, handling, processing and disposal of all waste materials, operation and maintenance of preventative health, animal control, fire protection (including roadside slashing), tourism promotion, economic services, state emergency services, urban storm-water drainage, protection of the environment, cemeteries, community amenities, families and children, aged & disabled and community development.	46.5	13,316,446
Land Use, Planning and Building Control	Administration of the town planning scheme, subdivisions and urban and rural renewal programs. The development and maintenance of building constructions standards.	6.0	1,725,029
Recreation and Culture	Administration and maintenance of public halls, swimming pools facilities, recreation grounds & other sports facilities, library services, parks & reserves and sundry cultural activities.	11.5	3,280,529
Unallocated	General services & activities not identifiable with the functions above.	3.6	1,057,699



Statement of Financial Position

Current Assets

Cash and Investments increased from 2022 by \$4,209,379. It is noted that these assets are inflated by the inclusion of the Financial Assistance Grant prepayment of \$5,426,415 which relates to the 2024 financial year. Other Receivables decreased significantly from 2022 largely due to the repayment of the \$3,600,000 loan by Aged Care Deloraine.



Current Liabilities

Current Liabilities overall decreased from 2022 by \$2,942,896, primarily due to the repayment of the \$3,600,000 loan from Tascorp. Contract Liabilities, specifically Grants Received in Advance, increased by \$778,740, largely due to grants received for the Bracknell Hall and Deloraine Squash Courts projects.

Non-Current Assets

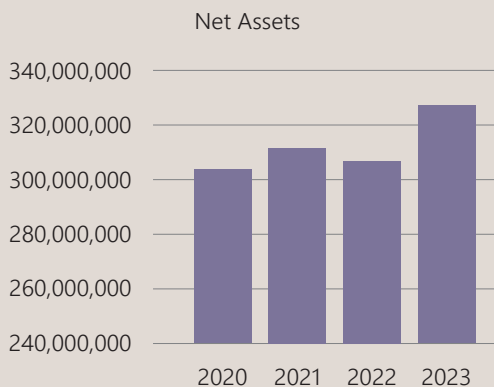
Non-Current Assets increased by \$23,187,720 (8%) overall, largely due to the revaluation increment of Roads, Bridges and Buildings of \$20,770,687 in total. Council's Capital Works in Progress balance increased by \$716,464, and investment in TasWater increased by \$1,545,392.

Non-Current Liabilities

Non-Current Liabilities increased by \$2,896,509, primarily due to the initial recognition of the Tip Site Aftercare Provision (\$2,422,507). The existing provision for rehabilitation of Council's tip sites also increased by \$325,590 (5%).

Equity

An increase in Accumulated Surplus reflects the operating profit for the year (\$3,251,929). Reserves increased by \$20,237,781 (25%) overall, primarily due to the increase in value of Council's Roads (\$12,200,230), Bridges (\$4,486,099) and Buildings (\$4,084,358) assets, as noted above. Also included is the increase in the investment in TasWater (\$1,545,392).



Financial Performance Ratios

<i>Financial Ratio</i>	2020	2021	2022	2023
Budget achievement - Revenue	106.2%	95.3%	101.3%	97.3%
Budget achievement - Expenses	99.8%	93.7%	100.1%	105.2%
Debt Servicing	0.9%	0.9%	0.8%	0.7%
Working Capital	713.2%	635.0%	370.0%	582.1%
Revenue Growth	1.8%	2.7%	16.2%	14.1%
Expenditure Growth	0.5%	3.3%	8.4%	17.4%
Revenue per Capita	\$1,191	\$1,201	\$1,376	\$1,493
Total Rates per Capita	\$650	\$654	\$721	\$746
General Rate per Capita	\$586	\$590	\$657	\$682
Year End Rates Outstanding	5.7%	6.2%	6.0%	6.7%



Financial Report

Year ended 30 June 2023



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Certification of the Financial Report

The financial report presents fairly the financial position of the Meander Valley Council as at 30 June 2023 and the results of its operations and cash flows for the year then ended, in accordance with the Local Government Act 1993 (as amended), Australian Accounting Standards and other authoritative pronouncements issued by the Australian Accounting Standards Board.



Dino De Paoli
Acting General Manager

Date: 27 September 2023

15.1.1 MVC Annual Report 2022-23

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Statement of Comprehensive Income

For the Year Ended 30 June 2023

		Budget 2023 \$	Actual 2023 \$	Actual 2022 \$
INCOME FROM CONTINUING OPERATIONS				
Recurrent Income				
Rates and Charges		15,750,400	15,932,599	14,654,722
Interest	3	595,700	1,136,810	525,510
Reimbursements and Contributions Monetary Assets		331,400	532,474	419,099
User Fees and Charges		1,482,600	1,568,726	1,550,523
Operational Grants	4	4,894,600	7,057,597	6,261,821
Investment Revenue from Water Corporation		667,200	667,200	667,200
		<u>23,721,900</u>	<u>26,895,406</u>	<u>24,078,875</u>
Capital & Non-Recurrent Income				
Capital Grants	4	8,426,000	2,134,213	1,899,667
Subdivision Assets Taken Over		645,000	2,809,200	1,884,809
Contributions Monetary Assets		-	12,850	100,909
Non-Recurrent Profit/(Loss) on Disposal of Assets	10	-	51,142	-
		<u>9,071,000</u>	<u>5,007,405</u>	<u>3,885,385</u>
TOTAL INCOME FROM CONTINUING OPERATIONS		<u>32,792,900</u>	<u>31,902,811</u>	<u>27,964,260</u>
EXPENSES FROM CONTINUING OPERATIONS				
Recurrent Expenditure				
Employee Costs	5	8,810,430	8,437,621	7,701,886
Materials and Contracts	6	9,698,280	11,476,606	8,618,824
Depreciation and Amortisation	7	5,918,500	5,856,458	5,624,060
Finance Costs	8	251,700	262,953	248,078
Other Expenses	9	141,500	137,981	121,959
Recurrent (Profit)/Loss on Disposal of Assets	10	108,800	56,756	29,932
		<u>24,929,210</u>	<u>26,228,375</u>	<u>22,344,739</u>
Capital & Non-Recurrent Expenditure				
Recognition of Tip Site Aftercare Provision	34	-	2,422,507	-
		<u>-</u>	<u>2,422,507</u>	<u>-</u>
TOTAL EXPENSES FROM CONTINUING OPERATIONS		<u>24,929,210</u>	<u>28,650,882</u>	<u>22,344,739</u>
OPERATING RESULT FROM CONTINUING OPERATIONS	2(a)	<u>7,863,690</u>	<u>3,251,929</u>	<u>5,619,521</u>
OPERATING RESULT FROM DISCONTINUED OPERATIONS		<u>-</u>	<u>-</u>	<u>-</u>
NET OPERATING RESULT FOR THE YEAR		<u>7,863,690</u>	<u>3,251,929</u>	<u>5,619,521</u>
OTHER COMPREHENSIVE INCOME				
Items that will not be reclassified subsequently to net result				
Fair value adjustments on equity investment assets	18	-	1,545,392	1,314,232
Net asset revaluation increment/(decrement)	35	-	18,692,389	(13,123,849)
TOTAL OTHER COMPREHENSIVE INCOME		<u>-</u>	<u>20,237,781</u>	<u>(11,809,617)</u>
TOTAL COMPREHENSIVE RESULT		<u>7,863,690</u>	<u>23,489,710</u>	<u>(6,190,096)</u>

The above Statement of Comprehensive Income should be read in conjunction with the accompanying notes



Statement of Financial Position

As at 30 June 2023

	Note	Actual 2023 \$	Actual 2022 \$
CURRENT ASSETS			
Cash and Cash Equivalents	11	2,450,689	598,646
Trade and Other Receivables	12	1,496,474	5,802,615
Investments	13	26,081,732	23,724,396
Other	14	551,454	199,089
Total Current Assets	2(b)	30,580,349	30,324,746
NON-CURRENT ASSETS			
Investment in Water Corporation	18	48,882,749	47,337,357
Loans and Other Receivables	19	-	162,000
Work in Progress	20	1,888,713	1,172,249
Land	21	12,634,325	13,385,905
Land Under Roads	22	29,222,665	29,106,910
Land Improvements	23	10,043,600	9,793,652
Buildings	24	27,414,062	23,728,233
Roads and Streets	25	123,689,297	109,476,214
Bridges	26	32,843,684	28,475,859
Stormwater	27	21,605,205	22,052,629
Plant and Equipment	28	3,027,203	3,374,165
Heritage	29	18,641	18,922
Computer Software	30	142,300	106,548
Valuations	31	68,069	102,150
Total Non-Current Assets	2(b)	311,480,513	288,292,793
TOTAL ASSETS		342,060,862	318,617,539
CURRENT LIABILITIES			
Trade and Other Payables	15	1,687,790	1,808,345
Provisions	16	1,464,797	1,465,878
Contract Liabilities	17	2,100,847	1,322,107
Borrowings	33	-	3,600,000
Total Current Liabilities		5,253,434	8,196,330
NON-CURRENT LIABILITIES			
Provisions	34	9,207,654	6,311,145
Total Non-Current Liabilities		9,207,654	6,311,145
TOTAL LIABILITIES		14,461,088	14,507,475
NET ASSETS		327,599,774	304,110,064
EQUITY			
Accumulated Surplus		227,536,760	224,284,831
Reserves	35	100,063,014	79,825,233
TOTAL EQUITY		327,599,774	304,110,064

The above Statement of Financial Position should be read in conjunction with the accompanying notes



Statement of Changes in Equity

For the Year Ended 30 June 2023

	Note	Asset			
		Total 2023	Accumulated Surplus	Revaluation Reserves	Fair Value Reserve
2023		\$	\$	\$	\$
Balance at beginning of the financial year		304,110,064	224,284,831	84,174,952	(4,349,719)
Net Operating Result for the Year		3,251,929	3,251,929	-	-
Other Comprehensive Income:					
Fair Value adjustment to Investment in Water Corp.	18	1,545,392	-	-	1,545,392
Net asset revaluation increment/(decrement)	35	18,692,389	-	18,692,389	-
Balance at end of the financial year		327,599,774	227,536,760	102,867,341	(2,804,327)

	Note	Asset			
		Total 2022	Accumulated Surplus	Revaluation Reserves	Fair Value Reserve
2022		\$	\$	\$	\$
Balance at beginning of the financial year		310,300,160	218,665,310	97,298,801	(5,663,951)
Net Operating Result for the Year		5,619,521	5,619,521	-	-
Other Comprehensive Income:					
Fair Value adjustment to Investment in Water Corp.	18	1,314,232	-	-	1,314,232
Net asset revaluation increment/(decrement)	35	(13,123,849)	-	(13,123,849)	-
Balance at end of the financial year		304,110,064	224,284,831	84,174,952	(4,349,719)

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes



Statement of Cash Flows

For the Year Ended 30 June 2023

	Note	Actual 2023 \$ Inflows (Outflows)	Actual 2022 \$ Inflows (Outflows)
Cash Flows from Operating Activities			
Receipts			
Rates and Charges		15,744,022	14,577,792
Interest Received		787,273	447,795
Reimbursements and Contributions		532,474	419,099
User Fees and Charges		1,761,507	1,697,910
Operational Grants		7,057,597	6,143,938
Distributions from Water Corporation		667,200	667,200
Net Refunds from the Australian Tax Office		1,222,239	1,180,297
Payments			
Employee Costs		(8,290,292)	(7,601,526)
Materials and Contracts		(13,069,082)	(9,562,113)
Interest Expense		(211,320)	(211,320)
Other Expenses		(137,980)	(121,959)
Net cash provided by Operating Activities	39	6,063,638	7,637,113
Cash Flows from Investing Activities			
Proceeds from			
Sale of Property, Plant and Equipment		258,958	161,777
Loaned Funds Repaid		4,710,792	-
Capital Grants		2,912,953	2,357,865
Capital Contributions		12,850	188,004
Investments		27,961,376	24,387,027
Payments for			
Property, Plant and Equipment		(6,149,812)	(7,195,476)
Investments		(30,318,712)	(29,728,814)
Net cash used in Investing Activities		(611,595)	(9,829,617)
Cash Flows from Financing Activities			
Payments for			
Borrowed Funds Repaid		(3,600,000)	-
Net cash provided by Financing Activities	39	(3,600,000)	-
Net Increase/(Decrease) in cash held		1,852,043	(2,192,504)
Cash at the beginning of the year		598,646	2,791,150
Cash and Cash Equivalents at end of the financial year	11	2,450,689	598,646

The above Statement of Cash Flows should be read in conjunction with the accompanying notes

Introduction

These financial statements are a general purpose financial report that consists of a Statement of Comprehensive Income, Statement of Financial Position, Statement of Changes in Equity, Statement of Cash Flows, and notes accompanying these financial statements. The general purpose financial report complies with Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board, and the Local Government Act 1993 (LGA1993) (as amended). Council has determined that it does not have profit generation as a prime objective. Consequently, where appropriate, Council has elected to apply options and exemptions within accounting standards that are applicable to not-for-profit entities.

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

This financial report has been prepared on the accrual and going concern basis.

This financial report has been prepared under the historical cost convention, except where specifically stated in the Notes.

In the application of Australian Accounting Standards, Council is required to make judgements, estimates and assumptions about carrying values of assets and liabilities that are not readily apparent from other sources. Estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstance, the results of which form the basis of making the judgements. Actual results may differ from these estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

All funds where Council controls resources to carry on its functions have been included in this financial report. All entities controlled by Council that have material assets or liabilities, such as Special Committees of Council, have been included in this financial report. In the process of reporting on Council as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated in full.

Amounts received as tender deposits and retention amounts controlled by Council are included in the amounts disclosed as "Trade and Other Payables" within current liabilities until they are refunded or forfeited.

Council has made no assumptions concerning the future that may cause a material adjustment to the carrying amounts of assets and liabilities within the next reporting period. Judgements made by Council that have significant effects on the financial report are disclosed in the relevant notes as follows:

Employee entitlements

Assumptions are utilised in the determination of Council's employee entitlement provisions. These assumptions are discussed in Note 34.

Defined benefit superannuation fund obligations

Actuarial assumptions are utilised in the determination of Council's defined benefit superannuation fund obligations. These assumptions are discussed in Note 38.

Fair value of property, plant & equipment

Assumptions and judgements are utilised in determining the fair value of Council's property, plant and equipment including useful lives, depreciation rates and impairment of assets. These assumptions are discussed in Note 44.

Investment in Water Corporation

Assumptions utilised in the determination of Council's valuation of its investment in TasWater are discussed in Note 18.

Tip Rehabilitation

Assumptions and judgements are utilised in determining Council's valuation of its Provision for Tip Rehabilitation are discussed in Note 34.

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(b) Revenue Recognition

Revenue is measured at fair value of the consideration received or receivable. Revenue is measured on major income categories including the following:

Rates, Grants, Reimbursements and Contributions of Monetary Assets, and Contributions of Non-Monetary Assets

Council recognises revenue from rates and annual charges for the amount it is expected to be entitled to at the beginning of the rating period to which they relate, or when the charge has been applied. Rates and charges in advance are recognised as a financial liability until the beginning of the rating period to which they relate.

Council recognises untied grant revenue and those without performance obligations when received. In cases where funding includes specific performance obligations or is to acquire or construct a recognisable non-financial asset, a liability is recognised for funds received in advance and income is recognised as obligations are fulfilled.

Council recognises contributions without performance obligations when received. In cases where the contributions is for a specific purpose to acquire or construct a recognisable non-financial asset, a liability is recognised for funds received in advance and income recognised as obligations are fulfilled.

Unreceived contributions over which Council has control are recognised as receivables.

Non-monetary contributions and Subdivision Assets Taken Over are recognised as revenue and as non-current assets.

User Fees and charges

Council recognises revenue from user fees and charges when or as the performance obligation is completed and the customer receives the benefit of the goods / services being provided.

Licences granted by Council are all either short-term or low value and all revenue is recognised at the time that the licence is granted rather than the term of the licence.

Dividends

Dividend revenue is recognised when Council's right to receive payment is established.

(c) Expense Recognition

Expenses are recognised in the Statement of Comprehensive Income when a decrease in future economic benefits related to a decrease in asset or an increase of a liability has arisen that can be measured reliably.

(d) Concessionary Leases

Council has elected to measure concessionary leases for land at cost, which equated to nil value.

15.1.1 MVC Annual Report 2022-23

2. FUNCTIONS/ACTIVITIES OF THE COUNCIL

(a) Expenses, revenues and assets have been attributed to the following functions/activities, descriptions of which are set out in Note 2(c).

	ROADS, STREETS & BRIDGES		HEALTH, COMMUNITY & WELFARE SERVICES		LAND USE PLANNING & BUILDING CONTROL		RECREATION & CULTURE		UNALLOCATED & UNCLASSIFIED		TOTAL	
	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022
Revenues												
Grants	4,644,713	4,580,928	103,320	205,349	-	-	882,986	535,163	3,560,791	2,840,048	9,191,810	8,161,488
Rates	-	-	4,296,843	3,870,385	-	-	-	-	11,635,756	10,784,337	15,932,599	14,654,722
Other	1,670,161	1,365,792	1,914,254	1,352,817	731,222	745,890	451,210	403,452	2,011,555	1,280,099	6,778,402	5,148,050
Total	\$ 6,314,874	\$ 5,946,720	\$ 6,314,417	\$ 5,428,551	\$ 731,222	\$ 745,890	\$ 1,334,196	\$ 938,615	\$ 17,208,102	\$ 14,904,484	\$ 31,902,811	\$ 27,964,260
Expenses	\$ 9,271,179	\$ 6,883,728	\$ 13,316,446	\$ 10,014,390	\$ 1,725,029	\$ 1,798,711	\$ 3,280,529	\$ 2,967,684	\$ 1,057,699	\$ 680,226	\$ 28,650,882	\$ 22,344,739
%	32.36%	30.81%	46.48%	44.82%	6.02%	8.05%	11.45%	13.28%	3.69%	3.04%	100.00%	100.00%
Net Surplus/(Deficit)	\$ (2,956,305)	\$ (937,008)	\$ (7,002,029)	\$ (4,585,839)	\$ (993,807)	\$ (1,052,821)	\$ (1,946,333)	\$ (2,029,069)	\$ 16,150,403	\$ 14,224,258	\$ 3,251,929	\$ 5,619,521
Assets Note 2(b)	\$ 156,485,232	\$ 137,745,123	\$ 30,050,574	\$ 34,984,687	\$ (15,207)	\$ 18,728	\$ 37,942,746	\$ 34,633,775	\$ 117,597,517	\$ 111,235,226	\$ 342,060,862	\$ 318,617,539

Notes to and forming part of the Financial Report

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15.1.1 MVC Annual Report 2022-23

	Actual 2023 \$	Actual 2022 \$
2. FUNCTIONS/ACTIVITIES OF THE COUNCIL (CONT.)		
(b) Total assets shown in Note 2(a) are reconciled with the amounts shown for assets in the Statement of Financial Position:		
Current Assets	30,580,349	30,324,746
Non-Current Assets	311,480,513	288,292,793
	<u>342,060,862</u>	<u>318,617,539</u>

(c) The activities of the Council are categorised into the following broad functions:

Roads, Streets and Bridges

Construction, maintenance and cleaning of road, streets, footpaths, bridges, parking facilities and street lighting.

Health, Community and Welfare Services

Collection, handling, processing and disposal of all waste materials, operation and maintenance of preventative health, animal control, fire protection, tourism promotion, sundry economic services, state emergency services, urban stormwater drainage, protection of the environment, cemeteries, community amenities, families and children, aged and disabled, and community development.

Land Use Planning and Building Control

Administration of the town planning scheme, subdivisions and urban and rural renewal programs. The development and maintenance of building constructions standards.

Recreation and Culture

Administration and maintenance of public halls, swimming pools and other swimming, recreation grounds and other sports facilities, library services, sundry cultural activities and parks and reserves.

Unallocated and Unclassified

General rates and charges, general services and activities not identifiable with the foregoing functions, including private works and stock.

15.1.1 MVC Annual Report 2022-23

	Actual 2023 \$	Actual 2022 \$
3. INTEREST		
Interest on Cash and Financial Assets	824,904	165,187
Interest on Rate Debtors	92,741	77,863
Other Interest on Loans/Receivables	219,165	282,460
	1,136,810	525,510
Interest is recognised progressively as it is earned.		
4. GOVERNMENT GRANTS		
Grants were received in respect of the following:		
Recurrent and Operating Grants		
Commonwealth Government Financial Assistance Grant: General Purpose	3,514,572	2,799,006
Commonwealth Government Financial Assistance Grant: Roads & Bridges	3,426,806	3,043,890
Fuel Tax Funding	46,219	41,042
Premiers Fund for Children & Young People	50,000	-
Meander Valley Lift Local Grant	20,000	-
Meander Valley Short Walks Grant	-	200,000
Safer Rural Roads Program	-	117,883
Huntsman Lake Boat Ramp	-	60,000
Total Recurrent Grants	7,057,597	6,261,821
Capital Grants received for new or upgraded assets		
Commonwealth Government Roads to Recovery Capital Projects	874,333	874,333
Local Roads and Community Infrastructure Program	134,108	514,113
Deloraine Recreation Ground – Ground and Lighting Upgrades	181,681	68,319
Deloraine Squash Courts	49,680	10,191
Deloraine Waste Transfer Station Upgrades	15,712	5,349
Bracknell Hall Upgrade	552,512	-
Bridge Renewal Program	242,619	-
Prospect Vale Park - Ground Fencing & Safety Netting	65,959	-
Bass Highway Signage - Westbury	17,609	-
Deloraine Pump Track	-	250,000
Hadsphen Memorial Centre Extension	-	109,796
Vulnerable Road User Program	-	67,566
Total Capital Grants	2,134,213	1,899,667
Total Government Grants	9,191,810	8,161,488
Unspent Grants and Contributions		
Grants and contributions which were obtained on the condition that they be spent for specified purposes or in a future period, but which are not yet spent in accordance with those conditions, are as follows:		
Recurrent and Operating Grants		
Balance of unspent funds at 1 July	-	117,883
Add: Funds received and not recognised as revenue in the current year	-	-
Less: Funds received in prior year but revenue recognised in current year	-	(117,883)
Balance of unspent funds at 30 June	-	-
Capital Grants		
Balance of unspent funds at 1 July	1,235,012	776,814
Add: Funds received and not recognised as revenue in the current year	900,029	1,136,113
Less: Funds received in prior year but revenue recognised in current year	(121,289)	(677,915)
Balance of unspent funds at 30 June	2,013,752	1,235,012
Total Unspent Funds	2,013,752	1,235,012

Notes to and forming part of the Financial Report

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15.1.1 MVC Annual Report 2022-23

Actual 2023 \$	Actual 2022 \$
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Government funds received in relation to pensioner rates of \$820,153 (2021-22: \$778,783) were treated in the Statement of Comprehensive Income as rate revenue.

Council recognises untied grant revenue and those without performance obligations when received. In cases where funding includes specific performance obligations or is to acquire or construct a recognisable non-financial asset, a liability is recognised for funds received in advance and recognises income as obligations are fulfilled.

Each performance obligation is considered to ensure that the revenue recognition reflects the transfer of control and within grant agreements there may be some performance obligations where control transfers at a point in time and others which have continuous transfer of control over the life of the contract. Where control is transferred over time, generally the input methods being either costs or time incurred are deemed to be the most appropriate methods to reflect the transfer of benefit.

For construction projects, this is generally as the construction progresses in accordance with costs incurred since this is deemed to be the most appropriate measure of the completeness of the construction project as there is no profit margin. For acquisitions of assets, the revenue is recognised when the asset is acquired and controlled by the Council.

In 2022-23 the Commonwealth made an early payment of 100% of the Financial Assistance Grants allocation for the following year. The early receipt of the grant resulted in Commonwealth Government Financial Assistance Grants being above that originally budgeted in 2022-23 by \$5,426,415 (2021-22: \$3,544,161). This has impacted the Statement of Comprehensive Income resulting in the Net Operating Result for the year being higher by the same amount.

5. EMPLOYEE COSTS

Wages and Salaries	6,279,966	6,012,886
Annual, Sick and Long Service Leave	1,167,986	990,350
Superannuation	925,591	839,094
State Government Payroll Tax	417,654	382,440
Total Employee Expenses	<u>8,791,197</u>	<u>8,224,770</u>
Less Capital & Non-Recurrent Expenditure		
Labour Capital Assets constructed by Council	(353,576)	(522,884)
	<u>(353,576)</u>	<u>(522,884)</u>
	<u>8,437,621</u>	<u>7,701,886</u>

Employee benefits include, where applicable, entitlements to wages and salaries, annual leave, sick leave, long service leave, superannuation and any other post-employment benefits.

6. MATERIALS AND CONTRACTS

Fire Levy	1,332,800	1,294,652
Councillor Allowances	204,889	199,479
Computer Licences and Support	195,167	181,538
Insurance	393,753	367,543
Street Lighting	210,828	203,349
Household Waste	2,187,390	1,900,479
Road Maintenance	2,559,567	1,236,970
Bridge Maintenance	605,942	53,589
Consultants	827,912	627,329
Electricity	92,626	95,894
Motor Vehicles	145,006	125,616
Publications and Subscriptions	184,097	168,859
Recreation Grounds, Parks and Reserves	817,255	665,829
Plant Expenses	688,247	601,946
Other	1,031,127	895,752
	<u>11,476,606</u>	<u>8,618,824</u>

Notes to and forming part of the Financial Report

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15.1.1 MVC Annual Report 2022-23

	Actual 2023 \$	Actual 2022 \$
7. DEPRECIATION AND AMORTISATION EXPENSE		
Depreciation and amortisation was charged in respect of:		
Land Improvements	1,150,577	1,025,234
Buildings	481,052	428,692
Roads and Streets	2,646,199	2,643,852
Bridges	432,934	429,596
Stormwater	415,627	417,571
Plant and Equipment	656,171	599,941
Heritage	281	281
Computer Software	39,536	44,812
Valuations	34,081	34,081
	<u>5,856,458</u>	<u>5,624,060</u>

Buildings, land improvements, plant and equipment, infrastructure and other assets having limited useful lives are systematically depreciated over their economic life to Council at a rate of depreciation that reflects the consumption of the service potential of the assets. Depreciation is recognised on a straight-line basis and is reviewed each reporting period. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and remaining values and a separate depreciation rate is determined for each component.

Land and Land Under Roads are not depreciable assets.

Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life. This shall be reviewed at least at the end of each reporting period, to ensure that the accounting policy applied to road earthworks reflects the most recent assessment of the useful lives of the assets, having regard to factors such as asset usage, physical deterioration and technical and commercial obsolescence.

The current depreciation method and useful lives are:

Asset	Method	Useful Life
Land	Not Depreciated	Unlimited Life
Land Under Roads	Not Depreciated	Unlimited Life
Land Improvements	Straight Line	2 - 100 years
Buildings	Straight Line	30 - 250 years
Road and Street Components	Straight Line	5 - 200 years
Bridges	Straight Line	18 - 133 years
Stormwater Drainage Reticulation	Straight Line	72 - 76 years
Plant & Equipment	Straight Line	3 - 30 years
Large Plant/Machinery (Mechanical)	Straight Line	7 - 20 years
Small Plant/Machinery (Mechanical)	Straight Line	3 - 20 years
Plant/Machinery (Electrical)	Straight Line	5 - 20 years
Office Equipment	Straight Line	3 - 30 years
Motor Vehicle	Straight Line	4 - 5 years
Heritage Assets	Straight Line	15 - 300 years
Computer Software	Straight Line	3 - 10 years
Valuations	Straight Line	6 years

8. FINANCE COSTS

Unwinding of Tip Rehabilitation Provision	51,633	36,758
Interest Charges	211,320	211,320
	<u>262,953</u>	<u>248,078</u>

Finance costs are expensed as incurred using the effective interest method. Borrowing costs include interest on bank overdrafts, interest on borrowings and unwinding of present value calculations.

15.1.1 MVC Annual Report 2022-23

	Actual 2023 \$	Actual 2022 \$
9. OTHER EXPENSES		
Other Expenses includes:		
External Auditor's Remuneration	44,771	37,793
Community Grants	93,199	83,891
Donations and Other	11	275
	137,981	121,959

10. DISPOSAL & DERECOGNITION OF ASSETS

Total		
Proceeds from sales/disposal	(258,958)	(161,777)
Written down value of assets sold/disposed	264,572	191,709
(Profit)/Loss on Disposal of Assets	5,614	29,932
Recurrent write-off/disposal of infrastructure and plant & equipment	56,756	29,932
One-off disposals of Land & Buildings	(51,142)	-
	5,614	29,932

The gain or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer.

11. CURRENT ASSETS - Cash and Cash Equivalents

Cash at Bank	2,449,239	597,196
Cash on Hand	1,450	1,450
	2,450,689	598,646

Council's cash and cash equivalents are subject to a number of external restrictions and internal commitments that limit amounts available for discretionary or future use. These include:

Restricted Funds

Grant Funds Received in Advance	2,013,752	1,235,012
Property Developer Infrastructure Contributions	87,095	87,095

Internal Committed Funds

Employee Provisions	1,759,318	1,611,987
Provisions for Tip Site Rehabilitation and Aftercare	8,913,133	6,165,036

Committed Funds	12,773,298	9,099,130
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Total Uncommitted Cash and Cash Equivalents	(10,322,609)	(8,500,484)
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Total Investments	26,081,732	23,724,396
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Total Uncommitted Funds	15,759,123	15,223,912
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Cash Assets include all amounts readily convertible to cash on hand (cash on hand, deposits at call with financial institutions, other short term, highly liquid investments) at Council's option with an insignificant risk of changes in value with an original maturity of three months or less.

12. CURRENT ASSETS - Trade and Other Receivables

Rates Debtors	1,071,574	882,996
Other Debtors	424,900	373,393
Assessed Contributions - Westbury Industrial Development	-	946,226
Loan Receivable - Aged Care Deloraine	-	3,600,000
	1,496,474	5,802,615

Trade receivables that do not contain a significant financing component are measured at amortised cost, which represents their transaction value. Impairment is recognised on an expected credit loss (ECL) basis. When determining whether the credit risk has increased significantly since initial recognition, and when estimating the ECL, Council considers reasonable and supportable information that is relevant and available without undue cost or effort. This includes both quantitative and qualitative information and analysis based on Council's historical experience, an informed credit assessment and forward-looking information. Council has established a provision matrix to facilitate the impairment assessment.

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	Actual 2023	Actual 2022
	\$	\$

For rate debtors, Council takes the view that unpaid rates represent a charge against the rateable property that will be recovered when the property is next sold. For non-rate debtors, Council uses the presumptions that assets more than 30 days past due have a significant increase in credit risk and those more than 90 days will likely be in default. Council writes off receivables when there is information indicating that the debtor is in severe financial difficulty and there is no realistic prospect of recovery.

13. CURRENT ASSETS - Investments

Term Deposits	26,081,732	23,724,396
Market value of investments as at the reporting date	26,081,732	23,724,396

Term Deposits and Cash at Bank are managed and expended in accordance with Council's Long Term Financial Plan.

14. CURRENT ASSETS - Other

Inventory Materials	105,888	108,038
Accrued Revenue	445,566	91,051
	551,454	199,089

Inventories held for distribution are measured at cost adjusted when applicable for any loss of service potential. Other inventories are measured at the lower of cost and net realisable value.

Where inventories are acquired at no cost, or for nominal consideration, the cost shall be the current replacement cost as at the date of acquisition.

15. CURRENT LIABILITIES - Trade and Other Payables

Employee Costs	195,604	177,188
Materials and Contracts	814,205	1,008,098
Other Creditors	283,316	275,299
Rates and Charges Received in Advance	394,665	347,760
	1,687,790	1,808,345

Rates and charges in advance represents amounts received by Council prior to the commencement of the rating or charging period. Revenue is recognised by council at the beginning of the rating or charge period to which the advance payment relates.

16. CURRENT LIABILITIES - Provisions

Provision for Annual Leave	733,209	709,923
Provision for Long Service Leave	555,332	586,254
Employee Provisions oncosts	176,256	169,701
	1,464,797	1,465,878

Liabilities for wages and salaries, including non-monetary benefits, annual leave and sick leave expected to be wholly settled within 12 months after the end of the period in which the employees render the related service are recognised in respect of employees' services up to the end of the reporting period and are measured at the amounts expected to be paid when the liabilities are settled. The liability for annual leave is recognised in the provision for employee benefits. All other short-term employee benefit obligations are presented as payables.

The obligations are presented as current liabilities in the statement of financial position if the entity does not have an unconditional right to defer settlement for at least twelve months after the reporting date, regardless of when the actual settlement is expected to occur.

All annual leave and the long service leave entitlements representing 10 or more years of continuous service:

- Short-term employee benefits, that fall due within 12 months after year end are measured at nominal value.
- Long-term employee benefits that do not fall due within 12 months after year end measured at present value.

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	Actual 2023 \$	Actual 2022 \$
17. CURRENT LIABILITIES - Contract Liabilities		
Grant Funds Received in Advance	2,013,752	1,235,012
Property Developer Infrastructure Contributions	87,095	87,095
	<u>2,100,847</u>	<u>1,322,107</u>
<p>Grants received in advance includes are funds received under an enforceable contract which require Council to construct an identified asset which will be under Council's control on completion. The revenue is recognised as Council constructs the asset and the contract liability reflects the funding received which cannot yet be recognised as revenue. Revenue is expected to be recognised in the next 12 months.</p>		
18. NON-CURRENT ASSETS - Investment in Water Corporation		
Opening balance	47,337,357	46,023,125
Fair Value adjustments on equity investment assets	1,545,392	1,314,232
Carrying value of investment at end of year	<u>48,882,749</u>	<u>47,337,357</u>
<p>As Council's investment in TasWater is held for long-term strategic purposes, Council has elected under AASB 9: Financial Instruments to irrevocably classify this equity investment as designated as fair value through other comprehensive income. Subsequent changes in fair value on designated investments in equity instruments are recognised in other comprehensive income and not reclassified through the profit or loss when derecognised. Dividends associated with the equity investments are recognised in profit and loss when the right of payment has been established and it can be reliably measured.</p> <p>Fair value was determined by using Council's ownership interest against the water corporation's net asset value at balance date. At 30 June 2023, Council holds a 2.79% (2021-22: 2.86%) ownership interest in TasWater which is based on Schedule 2 of the Corporation's Constitution which reflects the Council's voting rights.</p>		
19. NON-CURRENT ASSETS - Loans and Other Receivables		
Vendor Finance - Aged Care Deloraine	-	162,000
	<u>-</u>	<u>162,000</u>
20. NON-CURRENT ASSETS - Work in Progress		
Work in Progress - at cost	1,888,713	1,172,249
	<u>1,888,713</u>	<u>1,172,249</u>
21. NON-CURRENT ASSETS - Land		
Land at Fair Value	12,634,325	13,385,905
	<u>12,634,325</u>	<u>13,385,905</u>
22. NON-CURRENT ASSETS - Land Under Roads		
Land Under Roads at Fair Vaue	29,222,665	29,106,910
	<u>29,222,665</u>	<u>29,106,910</u>
<p>Land under roads is land under roadways and road reserves including land under footpaths, nature strips and median strips.</p>		
23. NON-CURRENT ASSETS - Land Improvements		
Land Improvements at Cost	19,237,942	18,173,935
Less Accumulated Depreciation	(9,194,342)	(8,380,283)
	<u>10,043,600</u>	<u>9,793,652</u>
<p>Land improvements include landscaping (trees, grass, rocks and shrubs), earthworks not integral to other assets, playing surfaces on recreation reserves and recreational equipment and structures. Also includes assets recognised in respect of the Tip Rehabilitation Provision.</p>		
24. NON-CURRENT ASSETS - Buildings		
Buildings at Fair Value	27,460,856	24,937,582
Less Accumulated Depreciation	(46,794)	(1,209,348)
	<u>27,414,062</u>	<u>23,728,233</u>

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	Actual 2023 \$	Actual 2022 \$
25. NON-CURRENT ASSETS - Roads and Streets		
Roads and Streets at Fair Value	183,293,665	161,562,946
Less Accumulated Depreciation	<u>(59,604,368)</u>	<u>(52,086,732)</u>
	<u><u>123,689,297</u></u>	<u><u>109,476,214</u></u>
Roads and streets include earthworks, substructures, seals and kerbs relating to roads, roundabouts, driveways, footpaths, nature strips and parking areas.		
26. NON-CURRENT ASSETS - Bridges		
Bridges at Fair Value	44,818,733	38,472,495
Less Accumulated Depreciation	<u>(11,975,049)</u>	<u>(9,996,636)</u>
	<u><u>32,843,684</u></u>	<u><u>28,475,859</u></u>
27. NON-CURRENT ASSETS - Stormwater		
Stormwater at Fair Value	31,044,548	31,829,582
Less Accumulated Depreciation	<u>(9,439,343)</u>	<u>(9,776,953)</u>
	<u><u>21,605,205</u></u>	<u><u>22,052,629</u></u>
28. NON-CURRENT ASSETS - Plant and Equipment		
Plant and Equipment at Cost	7,509,721	7,658,954
Less Accumulated Depreciation	<u>(4,482,518)</u>	<u>(4,284,789)</u>
	<u><u>3,027,203</u></u>	<u><u>3,374,165</u></u>
29. NON-CURRENT ASSETS - Heritage		
Heritage at Cost	139,854	139,854
Less Accumulated Depreciation	<u>(121,213)</u>	<u>(120,932)</u>
	<u><u>18,641</u></u>	<u><u>18,922</u></u>
30. NON-CURRENT ASSETS - Computer Software		
Computer Software at Cost	821,576	795,501
Less Accumulated Amortisation	<u>(679,276)</u>	<u>(688,953)</u>
	<u><u>142,300</u></u>	<u><u>106,548</u></u>
31. NON-CURRENT ASSETS - Valuations		
Valuations at Cost	193,642	193,642
Less Accumulated Depreciation	<u>(125,573)</u>	<u>(91,492)</u>
	<u><u>68,069</u></u>	<u><u>102,150</u></u>

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32. PROPERTY, PLANT AND EQUIPMENT, INFRASTRUCTURE

2023	Opening Balance	Recognition & Acquisition of Assets	Revaluation Increments / (Decrements) (Note 35)	Depreciation & Amortisation (Note 7)	Written Down Value of Disposals	Reclassification of Assets	Transfers	Year End Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Works In Progress								
	1,172,249	6,149,812	-	-	-	-	(5,433,348)	1,888,713
Total Works In Progress	<u>1,172,249</u>	<u>6,149,812</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(5,433,348)</u>	<u>1,888,713</u>
Property								
Land	13,385,905	-	(591,600)	-	(172,800)	-	12,820	12,634,325
Land Under Roads	29,106,910	115,755	-	-	-	-	-	29,222,665
Land Improvements	9,793,652	273,958	-	(1,150,577)	(12,289)	-	1,138,856	10,043,600
Buildings	23,728,233	-	4,084,358	(481,052)	-	-	82,523	27,414,062
Total property	<u>76,014,700</u>	<u>389,713</u>	<u>3,492,758</u>	<u>(1,631,629)</u>	<u>(185,089)</u>	<u>-</u>	<u>1,234,199</u>	<u>79,314,652</u>
Infrastructure								
Roads & Streets	109,476,214	1,619,241	12,200,230	(2,646,199)	(56,298)	-	3,096,109	123,689,297
Bridges	28,475,859	-	4,486,099	(432,934)	-	-	314,660	32,843,684
Stormwater	22,052,629	1,074,204	(1,486,698)	(415,627)	(1,028)	-	381,725	21,605,205
Total infrastructure	<u>160,004,702</u>	<u>2,693,445</u>	<u>15,199,631</u>	<u>(3,494,760)</u>	<u>(57,326)</u>	<u>-</u>	<u>3,792,494</u>	<u>178,138,186</u>
Plant & Equipment	3,374,165	-	-	(656,171)	(22,158)	-	331,367	3,027,203
Heritage	18,922	-	-	(281)	-	-	-	18,641
Computer Software	106,548	-	-	(39,536)	-	-	75,288	142,300
Valuations	102,150	-	-	(34,081)	-	-	-	68,069
Total	<u>239,621,187</u>	<u>3,083,158</u>	<u>18,692,389</u>	<u>(5,856,458)</u>	<u>(264,573)</u>	<u>-</u>	<u>5,433,348</u>	<u>260,709,051</u>

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32. PROPERTY, PLANT AND EQUIPMENT, INFRASTRUCTURE (CONT.)

2022	Opening Balance	Recognition & Acquisition of Assets	Revaluation Increments / (Decrements) (Note 35)	Depreciation & Amortisation (Note 7)	Written Down Value of Disposals	Reclassification of Assets	Transfers	Year End Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Works In Progress	849,804	7,195,476	-	-	-	-	(6,873,031)	1,172,249
Total Works In Progress	<u>849,804</u>	<u>7,195,476</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(6,873,031)</u>	<u>1,172,249</u>
Property								
Land	10,842,751	-	2,295,450	-	-	-	247,704	13,385,905
Land Under Roads	29,031,368	75,542	-	-	-	-	-	29,106,910
Land Improvements	9,557,277	373,454	-	(1,025,234)	-	-	888,155	9,793,652
Buildings	21,820,321	-	2,075,176	(428,692)	-	-	261,428	23,728,233
Total property	<u>71,251,717</u>	<u>448,996</u>	<u>4,370,626</u>	<u>(1,453,926)</u>	<u>-</u>	<u>-</u>	<u>1,397,287</u>	<u>76,014,700</u>
Infrastructure								
Roads & Streets	125,230,206	1,314,870	(17,494,475)	(2,643,852)	(116,336)	-	3,185,801	109,476,214
Bridges	27,979,485	-	-	(429,596)	-	-	925,970	28,475,859
Stormwater	21,622,112	494,395	-	(417,571)	-	-	353,693	22,052,629
Total infrastructure	<u>174,831,803</u>	<u>1,809,265</u>	<u>(17,494,475)</u>	<u>(3,491,019)</u>	<u>(116,336)</u>	<u>-</u>	<u>4,465,464</u>	<u>160,004,702</u>
Plant & Equipment	3,080,836	-	-	(599,941)	(75,373)	-	968,643	3,374,165
Heritage	19,203	-	-	(281)	-	-	-	18,922
Computer Software	109,723	-	-	(44,812)	-	-	41,637	106,548
Valuations	136,231	-	-	(34,081)	-	-	-	102,150
Total	<u>249,429,513</u>	<u>2,258,261</u>	<u>(13,123,849)</u>	<u>(5,624,060)</u>	<u>(191,709)</u>	<u>-</u>	<u>6,873,031</u>	<u>239,621,187</u>

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32. PROPERTY, PLANT AND EQUIPMENT, INFRASTRUCTURE (CONT.)

Asset Capitalisation and Maintenance

Routine maintenance, repair costs, and minor renewal costs are expensed as incurred. Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed. Officers of the Council determine at the occurrence of an event whether to capitalise/expense expenditure. The following is provided as a guide for roads:

Road Component	Treatment
Reseals	Capitalised or Expensed
Road Shouldering	Expensed
Reconstruction/Construction	Capitalised
Gravel Resheeting	Capitalised
Seal Patching	Expensed
Road Drainage	Capitalised or Expensed
Road Drainage (Piped)	Capitalised or Expensed
Road Verge Works	Expensed

Recognition and Measurement of Assets

The cost method of accounting is used for the initial recognition of all asset acquisitions. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition including architects' fees and engineering design fees and all other costs incurred in getting the assets ready for use.

In determining the cost of Non-Current Assets constructed by Council, "Cost" includes all materials used in construction, direct labour used on the project and an appropriate proportion of overheads. The cost of all materials includes all consulting fees.

Non-monetary assets received in the form of contributions, are recognised as assets and revenues at fair value by Council valuation where that value exceeds the recognition thresholds for the respective asset class. Fair value is the price that would be received to sell the asset in an orderly transaction between market participants at the measurement date.

The following thresholds apply in recognising the acquisition of new assets. Assets valued at less than the specified amounts are charged to the Statement of Comprehensive Income in the year of purchase. When group values have been determined, the threshold applies to the group, not individual assets within that group.

Asset Class	Threshold (\$)
Land	Nil
Land Under Roads	Nil
Land Improvements	5,000
Buildings	5,000
Roads and Streets	5,000
Bridges	5,000
Stormwater	5,000
Plant and Equipment	2,000
Heritage Assets	2,000
Computer Software	2,000

Revaluation of Non-Current Assets

Council has adopted the following valuation bases for its non-current assets:

Asset Class	Valuation Basis
Land	Fair Value
Land Under Roads	Fair Value
Land Improvements	Cost
Buildings	Fair Value
Plant and Equipment	Cost
Roads and Streets	Fair Value
Stormwater	Fair Value
Heritage Assets	Cost
Bridges	Fair Value
Computer Software	Cost

Subsequent to the initial recognition of assets, non-current physical assets, other than Land Improvements, Plant and Equipment, Heritage and Intangibles, are measured at their fair value in accordance with AASB 116 *Property, Plant & Equipment* and AASB 13 *Fair Value Measurement*.

At balance date, Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

In addition, Council undertakes a formal revaluation of asset classes, measured on the fair value basis on a three-year rolling cycle. The valuation is performed either by experienced Council officers or independent experts. The cost of acquisitions and capital works during the year is considered to represent their fair value.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use on an asset result in changes to the permissible or practical highest and best use of the asset. Further details regarding the fair value hierarchy are disclosed at Note 44 Fair Value Measurement.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation surplus for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

Impairment of Assets

At each reporting date, Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the Statement of Comprehensive Income, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation reserve in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

For non-cash generating assets of Council such as Roads, Stormwater, Buildings and the like, value in use is represented by the deprival value of the asset approximated by its written down replacement cost.

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	Actual 2023 \$	Actual 2022 \$
33. BORROWINGS		
Current Liabilities		
Borrowings - Secured	-	3,600,000
Not later than one year	-	3,600,000
	-	3,600,000

The borrowing capacity of Council is limited by the *Local Government Act 1993*. Interest bearing liabilities are initially recognised at fair value, net of transaction costs incurred. Subsequent to initial recognition these liabilities are measured at amortised cost. Any difference between the proceeds (net of transaction costs) and the redemption amount is recognised in the Statement of Comprehensive Income over the period of the liability using the effective interest method.

Interest is expensed as it accrues and no interest has been capitalised during the current or comparative reporting period. There have been no defaults or breaches of the loan agreement during the period. Borrowings are secured by way of mortgages over the general rates of the Council.

34. NON-CURRENT LIABILITIES - Provisions

Provision for Long Service Leave	274,586	136,296
Employee Provisions - oncosts	19,935	9,813
Provision for Tip Rehabilitation	6,490,626	6,165,036
Provision for Tip Aftercare	2,422,507	-
	<u>9,207,654</u>	<u>6,311,145</u>

Provision for long service leave representing less than 10 years of continuous service measured at present value.

Reconciliation of Provision for Tip Rehabilitation

Opening Balance	6,165,036	5,754,824
Unwinding of Discount	51,633	36,758
Reassessment of Estimate	273,957	373,454
Closing Balance	<u>6,490,626</u>	<u>6,165,036</u>

Council is obligated to restore landfill sites to a particular standard. Current engineering projections indicate that the landfill site at Cluan will begin restoration work in 2024-25, the landfill site at Deloraine in 2026-27 and the new fill site at Cluan in 2028-29. The forecast life of the landfill sites are based on current estimates of remaining capacity and the forecast rate of infill. The provision for landfill restoration has been calculated based on the present value of the expected cost of works to be undertaken. The expected cost of works have been inflated by the Consumer Price Index (Hobart) 5.5% and discounted by the Indicative Mid Rates of Selected Australian Government Securities. The expected cost of works has been estimated based on current understanding of work required to reinstate the site to a suitable standard. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.

Council recognises a provision for aftercare in respect of the landfill sites, in order to capture the costs required to maintain the sites during the aftercare period. This is a period of 30 years from the closure of the respective sites. The provision for aftercare has been calculated based on the present value of the expected cost of works to be undertaken. The expected cost has been estimated based on current understanding of work required to maintain the sites following closure and rehabilitation. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.

Employee Benefits

AASB 119 Employee Benefits has been applied when calculating and reporting employee entitlements. The bases of measurement of liabilities for each type of employee benefit are as follows:

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(i) Other Long Term Employee Benefit Obligations

The liability for long service leave and annual leave which is not expected to be wholly settled within 12 months after the end of the period in which the employees render the related service is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the end of the reporting period using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

(ii) Sick Leave

No accrual is made for sick leave as Council experience indicates that, on average, sick leave taken in each reporting period is less than the entitlement accruing in that period, and this experience is expected to recur in future reporting periods. Council does not make payment for untaken sick leave.

(iii) Superannuation

The superannuation expense for the reporting period is the amount of the statutory contribution the local government makes to the superannuation plan which provides benefits to its employees. Council accounts for its obligations to defined benefit plans on the same basis as its obligations to defined contribution plans i.e as an expense when it becomes payable. Details of those arrangements are set out in Note 38.

(iv) Number of employees		2023	2022
	Permanent FTE staff	83	86

35. RESERVES

2023	Opening Balance	Increment / (decrement)	Closing Balance
Asset Revaluation Reserve			
Land	12,320,496	(591,600)	11,728,896
Buildings	11,050,150	4,084,358	15,134,508
Roads and Streets	32,020,817	12,200,230	44,221,047
Bridges	16,959,543	4,486,099	21,445,642
Stormwater	11,823,946	(1,486,698)	10,337,248
Total Asset Revaluation Reserve	<u>84,174,952</u>	<u>18,692,389</u>	<u>102,867,341</u>
Fair Value Reserve			
Investment in Water Corporation	(4,349,719)	1,545,392	(2,804,327)
Total Fair Value Reserve	<u>(4,349,719)</u>	<u>1,545,392</u>	<u>(2,804,327)</u>
	<u>79,825,233</u>	<u>20,237,781</u>	<u>100,063,014</u>
2022	Opening Balance	Increment / (decrement)	Closing Balance
Asset Revaluation Reserve			
Land	10,025,046	2,295,450	12,320,496
Buildings	8,974,974	2,075,176	11,050,150
Roads and Streets	49,515,292	(17,494,475)	32,020,817
Bridges	16,959,543	-	16,959,543
Stormwater	11,823,946	-	11,823,946
Total Asset Revaluation Reserve	<u>97,298,801</u>	<u>(13,123,849)</u>	<u>84,174,952</u>
Fair Value Reserve			
Investment in Water Corporation	(5,663,951)	1,314,232	(4,349,719)
Total Fair Value Reserve	<u>(5,663,951)</u>	<u>1,314,232</u>	<u>(4,349,719)</u>
	<u>91,634,850</u>	<u>(11,809,617)</u>	<u>79,825,233</u>

The asset revaluation reserve was established to capture the movements in asset valuations upon the periodic revaluation of Council's assets.

Council has to designate its investment in Taswater as an equity investment at fair value through other comprehensive income. Subsequent changes in fair value are reflected in the reserve and will not be reclassified through the profit or loss when derecognised.

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36. SPECIAL COMMITTEES

The statements include transactions for the following Special Committees:

2023	Receipts	Payments	Net Assets
Birralee Memorial Hall	3,462	2,751	6,041
Bracknell Public Hall & Recreation Ground	1,252	91	11,718
Carrick Community Hall	6,783	4,209	7,971
Caveside Recreation Committee	2,197	563	17,986
Chudleigh Memorial Hall	25,320	22,213	23,341
Dairy Plains Memorial Hall	11,195	7,344	21,236
Deloraine Community Car	17,139	15,083	15,318
Meander Hall & Recreation Ground	23,132	12,917	28,609
Mole Creek Memorial Hall	6,418	6,690	18,867
Rosevale Memorial Hall & Recreation Ground	992	1,216	23,415
Selbourne Memorial Hall	597	453	40,527
Weegenah Hall	2,545	1,640	10,251
Westbury Community Car	6,065	5,788	9,256
Westbury Historical Society	5,950	1,746	20,011
Westbury Recreation Ground	-	-	1,472
Whitemore Recreation Ground	1,469	1,450	3,300
	<u>114,516</u>	<u>84,154</u>	<u>259,319</u>

The balance of net assets forms part of the Cash at Bank balance.

37. COMMITMENTS FOR EXPENDITURE

Capital expenditure commitments contracted for as at the reporting date and which have not been recognised as liabilities in the Statement of Financial Position are as follows:

	2023 \$	2022 \$
Capital Expenditure Commitments: Works In Progress		
Buildings	3,572,969	887,348
Land Improvements	672,177	377,247
	<u>4,245,146</u>	<u>1,264,595</u>

Operating expenditure commitments contracted for as at the reporting date and which have not been recognised as liabilities in the Statement of Financial Position are as follows:

Kerbside Waste Collection Contract	4,072,761	4,751,555
	<u>4,072,761</u>	<u>4,751,555</u>

38. SUPERANNUATION

Council makes superannuation contributions for a number of its employees to the Quadrant Defined Benefits Fund (the Fund). The Fund was a sub-fund of the Tasplan Superannuation Fund up to 31 March 2021. On 1 April 2021, the Tasplan Superannuation Fund merged (via a Successor Fund Transfer) into the MTAA Superannuation Fund to become Spirit Super. The Quadrant Defined Benefits Fund has been classified as a multi-employer sponsored plan. As the Fund's assets and liabilities are pooled and are not allocated by employer, the Actuary is unable to allocate benefit liabilities, assets and costs between employers. As provided under paragraph 34 of AASB 119 Employee Benefits, Council does not use defined benefit accounting for these contributions.

For the year ended 30 June 2023 the Council contributed 0% of employees' gross income to the Fund. Assets accumulate in the fund to meet member benefits as they accrue, and if assets within the fund are insufficient to satisfy benefits payable, the Council is required to meet its share of the deficiency.

Rice Warner Pty Ltd undertook the last actuarial review of the Fund at 30 June 2020. The review disclosed that at that time the net market value of assets available for funding member benefits was \$51,939,000, the value of vested benefits was \$43,411,000, the surplus over vested benefits was \$8,528,000, the value of total accrued benefits was \$43,562,000, and the number of members was 95. These amounts relate to all members of the Fund at the date of valuation and no asset or liability is recorded in the Tasplan Super's financial statements for Council employees.

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The financial assumptions used to calculate the Accrued Benefits for the fund were:

Net Investment Return	3.75% p.a.
Salary Inflation	2.75% p.a.
Price Inflation	n/a

The actuarial review concluded that:

- The value of assets of the Fund was adequate to meet the liabilities of the Fund in respect of vested benefits as at 30 June 2020.
- The value of assets of the Fund was adequate to meet the value of the liabilities of the Fund in respect of accrued benefits as at 30 June 2020.
- Based on the assumptions used, and assuming the Employer contributes at the levels described below, the value of the assets is expected to continue to be adequate to meet the value of the liabilities of the Fund in respect of vested benefits at all times during the period up to 30 June 2020.

Given the strong financial position of the Fund, the Actuary recommended that the Council consider a contribution holiday and contribute 0% of salaries from 1 July 2021 to 30 June 2024.

The Actuary will continue to undertake a brief review of the financial position of the Fund at the end of each financial year to confirm that the contribution rates remain appropriate. The next full triennial actuarial review of the Fund will have an effective date of 30 June 2023 and is expected to be completed late in 2023.

Council also contributes to other accumulation schemes on behalf of a number of employees; however the Council has no ongoing responsibility to make good any deficiencies that may occur in those schemes. During the year Council made the required superannuation contributions for all eligible employees to an appropriate complying superannuation fund as required by the *Superannuation Guarantee (Administration) Act 1992*.

As required in terms of paragraph 148 of AASB 119 *Employee Benefits*, Council discloses the following details:

- The 2020 actuarial review used the “aggregate” funding method. This is a standard actuarial funding method. The results from this method were tested by projecting future fund assets and liabilities for a range of future assumed investment returns. The funding method used is consistent with the method used at the previous actuarial review in 2017. Under the aggregate funding method of financing the benefits, the stability of the Councils’ contributions over time depends on how closely the Fund’s actual experience matches the expected experience. If the actual experience differs from that expected, the Councils’ contribution rate may need to be adjusted accordingly to ensure the Fund remains on course towards financing members’ benefits.
- In terms of Rule 27.4 of the Tasplan Trust Deed (Trust Deed), there is a risk that employers within the Fund may incur an additional liability when an Employer ceases to participate in the Fund at a time when the assets of the Fund are less than members’ vested benefits. Each member of the Fund who is an employee of the Employer who is ceasing to Participate is required to be provided with a benefit at least equal to their vested benefit in terms of Rule 27.4 (b) (A). However, there is no provision in the Trust Deed requiring an employer to make contributions other than its regular contributions up to the date of cessation of contributions. This issue can be resolved by the Trustee seeking an Actuarial Certificate in terms of Rule 26.5 identifying a deficit and the Trustee determining in terms of Rule 26.3(c) that the particular employer should make the payment required to make good any shortfall before the cessation of participation is approved.
- The application of Fund assets on Tasplan being wound-up is set out in Rule 41.4. This Rule provides that expenses and taxation liabilities should have first call on the available assets. Additional assets will initially be applied for the benefit of the then remaining members and/or their Dependants in such manner as the Trustee considers equitable and appropriate in accordance with the Applicable Requirements (broadly, superannuation and taxation legislative requirements and other requirements as determined by the regulators). The Trust Deed does not contemplate the Fund withdrawing from Tasplan. However it is likely that Rule 27.4 would be applied in this case (as detailed above).
- The Fund is a defined benefit Fund.

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- The Quadrant Defined Benefits Fund has been classified as a multi-employer sponsored plan. As the Fund's assets and liabilities are pooled and are not allocated by employer, the Actuary is unable to allocate benefit liabilities, assets and costs between employers. Thus the Fund is not able to prepare standard AASB119 defined benefit reporting.
- During the reporting period the amount of contributions paid to defined benefits schemes was Nil, (2021-22: Nil) due to the contribution holiday as prescribed by Tasplan, and the amount paid to accumulation schemes was \$925,591 (2021-22: \$839,094).
- During the next reporting period the expected amount of contributions to be paid to defined benefits schemes is Nil, due to the contribution holiday as prescribed by Tasplan. The amount to be paid to accumulation schemes is \$1,197,800.
- As reported above, Assets exceeded accrued benefits as at the date of the last actuarial review, 30 June 2020. Favourable investment returns, since that date, has seen further improvement in the financial position of the Fund. The financial position of the Fund will be fully investigated at the actuarial review as at 30 June 2023.
- An analysis of the assets and vested benefits of sub-funds participating in the Scheme, prepared by Deloitte Consulting Pty Ltd as at 30 June 2021, showed that the Fund had assets of \$54.52 million and members' Vested Benefits were \$45.12 million. These amounts represented 0.21% and 0.18% respectively of the corresponding total amounts for Spirit Super.
- As at 30 June 2021 the Fund had 87 members and the total employer contributions and member contributions for the year ending 30 June 2021 were \$879,254 and \$229,820 respectively.

	Actual 2023 \$	Actual 2022 \$
39. RECONCILIATION OF CASH FLOWS FROM OPERATING ACTIVITIES TO SURPLUS/(DEFICIT)		
Net Surplus/(Deficit)	3,251,929	5,619,521
Items not involving Cash		
Subdivisions Taken Over	(2,809,200)	(1,884,809)
Interest Accrued on Receivables	(2,566)	(64,405)
Depreciation and Amortisation Expense	5,856,458	5,624,060
	<u>3,044,692</u>	<u>3,674,846</u>
Investing Activity		
(Profit)/Loss on Disposal of Assets	5,614	29,932
Proceeds from Capital Grants	(2,912,953)	(2,357,865)
Proceeds from Capital Contributions	(12,850)	(188,004)
Changes in Operating Assets and Liabilities		
(Increase)/Decrease in Receivables	(240,083)	(46,959)
(Increase)/Decrease in Inventories	2,150	(25,786)
(Increase)/Decrease in Accrued Revenue	(354,516)	(6,471)
Increase/(Decrease) in Payables	(120,555)	373,370
Increase/(Decrease) in Provisions	2,621,470	137,119
Increase/(Decrease) in Contract Liabilities	778,740	427,410
	<u>2,687,206</u>	<u>858,683</u>
Net Cash Inflow from Operating Activities	<u>6,063,638</u>	<u>7,637,113</u>
RECONCILIATION OF LIABILITIES ARISING FROM FINANCING ACTIVITIES		
Opening Balance	3,600,000	3,600,000
Changes from financing cash flows:		
Cash repayments	(3,600,000)	-
Closing Balance	<u>-</u>	<u>3,600,000</u>

40. CREDIT STANDBY ARRANGEMENTS

Council has a Direct Debit Facility with the Commonwealth Bank with a \$50,000 limit (2021-22: \$50,000). Council has Business Cards with a limit of \$35,000 (2021-22: \$35,000). The balance is cleared monthly. There were no other credit standby arrangements or unused loan facilities at 30 June 2023.

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41. RELATED PARTY DISCLOSURES

(a) Councillor Remuneration

2023

	Allowances \$	Vehicles ² \$	Total Compensation AASB 124 \$	Expenses \$	Total allowances and expenses section 72 \$
Mayor	57,887	4,609	62,496	807	63,303
Deputy Mayor	32,250	-	32,250	2,402	34,652
Councillors	114,752	-	114,752	8,543	123,295
Total	204,889	4,609	209,498	11,752	221,250

2022

	Allowances \$	Vehicles ² \$	Total Compensation AASB 124 \$	Expenses \$	Total allowances and expenses section 72 \$
Mayor	56,382	3,579	59,961	5	59,966
Deputy Mayor	31,413	-	31,413	989	32,402
Councillors	111,684	-	111,684	9,145	120,829
Total	199,479	3,579	203,058	10,139	213,197

(b) Key Management Personnel Remuneration

Section 72(1)(cd) of the Local Government Act 1993 requires Council to report the total annual remuneration paid to employees of the Council who hold positions designated by the Council as being senior positions. The Council has determined that Senior Positions comprise Director and General Manager positions.

2023

Remuneration band	Number of employees ⁶	Short term employee benefits		Post employment benefits		Non-monetary Benefits ⁵ \$	Total \$
		Salary ¹ \$	Vehicles ² \$	Super-annuation ³ \$	Termination Benefits ⁴ \$		
\$60 001 - \$80 000	1	56,235	2,036	7,606	-	(5,553)	60,324
\$200 001 - \$220 000	4	677,277	35,410	94,143	-	30,438	837,268
\$280 001 - \$300 000	1	212,189	12,613	29,551	-	31,762	286,115
Total		945,701	50,059	131,300	-	56,647	1,183,707

2022

Remuneration band	Number of employees ⁶	Short term employee benefits		Post employment benefits		Non-monetary Benefits ⁵ \$	Total \$
		Salary ¹ \$	Vehicles ² \$	Super-annuation ³ \$	Termination Benefits ⁴ \$		
\$80 001 - \$100 000	1	78,166	2,475	10,932	-	3,389	94,962
\$180 001 - \$200 000	1	155,231	9,668	20,756	-	11,581	197,236
\$200 001 - \$220 000	3	488,072	24,003	65,409	-	34,000	611,484
\$240 001 - \$260 000	1	195,801	5,940	26,433	-	12,591	240,765
Total		917,270	42,086	123,530	-	61,561	1,144,447

¹ Gross Salary includes all forms of consideration paid and payable for services rendered, compensated absences during the period and salary sacrifice

² Includes total cost of providing and maintaining vehicles provided for private use, including registration, insurance, fuel and other consumables, maintenance cost and parking (including notional value of parking provided at premises that are owned or leased and fringe benefits tax).

³ Superannuation means the contribution to the superannuation fund of the individual.

⁴ Termination benefits include all forms of benefit paid or accrued as a consequence of termination.

⁵ Non-monetary benefits include annual and long service leave movements.

⁶ Number of employees includes total number of employees that held a Key Management Personnel position during the financial year.

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(c) Transactions With Related Parties

The Council has dealings from time to time with its Key Management Personnel (KMP) in both their private and business capacities. Transactions between Council and its related parties are on normal commercial terms and conditions no more favourable than those available to other parties.

Key Management Personnel	Position	Interest Declared	Total Transactions	Nature of Relevant Dealings with Council
Cr W Johnston	Mayor	No interest declared	-	
Cr S Cameron	Deputy Mayor	Business: CDR Plumbing Pty Ltd	\$4,161	Supplier of plumbing services under normal commercial terms and conditions.
Cr M Kelly	Councillor	No interest declared	-	
Cr A Sherriff	Councillor	Business: Deloraine Signs	\$12,738	Supplier of signwriting and signage making services under normal commercial terms and conditions.
Cr T King	Councillor	No interest declared	-	
Cr R Synfield	Councillor	No interest declared	-	
Cr J Temple	Councillor	Business: Archer Temple Pty Ltd	-	Supplier of general printing, book binding, picture framing and signage making services under normal commercial terms and conditions.
Cr D White	Councillor	No interest declared	-	
Cr M Frydrych	Councillor	No interest declared	-	
Cr A Loader	Councillor	No interest declared	-	
Cr B Dudman	Councillor	No interest declared	-	
Cr L Dornauf	Councillor	No interest declared	-	
Cr K House	Councillor	No interest declared	-	
Cr B Lee	Councillor	No interest declared	-	
J Jordan	General Manager	No interest declared	-	
D De Paoli	Director	No interest declared	-	
M Millwood	Director	No interest declared	-	
J Harme	Director	No interest declared	-	
K Palfreyman	Director	No interest declared	-	
M Lewarn	Director	No interest declared	-	

In accordance with s84(2)(b) of the *Local Government Act 1993*, no interests have been notified to the General Manager in respect of any body or organisation with which the Council has major financial dealings.

(d) Transactions with related parties that have not been disclosed

Most of the entities and people that are related parties of council live and operate within the municipality. Therefore, on a regular basis ordinary citizen transactions occur between Council and its related parties. Some examples include:

- Payment of rates on a primary residence
- Dog registration
- Use of Council's swimming pool

Council has not included these types of transaction in its disclosure, where they are made on the same terms and conditions available to the general public.

42. FINANCIAL INSTRUMENTS

(a) Accounting Policy, terms and conditions

Financial Instruments	Note	Accounting Policy	Terms and Conditions
Financial Assets			
Cash and Cash Equivalents			
	11	Cash on hand and at bank and in cash management accounts are valued at face value. Interest is recognised as it accrues.	On call deposits returned floating interest rates between 0.95% (2021-22: 0%) and 4.15% (2021-22: 0.95%). The interest rate at balance date was 4.01%-4.15% (2021-22: 0.76%-0.95%).
Term Deposits			
	13	Investments and bills are valued at cost. Investments are held to maximise interest returns of surplus cash. Interest revenues are recognised as they accrue. Investments are held to maximise interest returns of surplus cash.	Term Deposits returned fixed interest rates of between 0.40% (2021-22: 0.40%), and 5.70% (2021-22: 4.00%) net of fees. Funds returned a weighted average interest rate of 3.20% (2021-22: 1.04%).
Receivables - Rate Debtors			
	12	An impairment loss is not recognised on rates receivable.	Unpaid rates represent a charge against the rateable property that will be recovered when the property is next sold. Arrears attract interest of 8.13% (2021-22: 7.87%).
Receivables - Other Debtors			
	12	Receivables are carried at amortised cost using the effective interest method. A provision for doubtful debts is recognised when there is objective evidence that an impairment loss has occurred. Collectability of overdue accounts is assessed on an ongoing basis.	General debtors are unsecured and arrears do not attract interest. Debtors are required to settle within 14 days of issue of the account.
Receivables - Loans			
	19	Loans are carried at their principal amounts, which represent the present value of future associated cash flows. Interest is accrued over the period it becomes due and recognised as part of receivables.	There are no Receivable loans as at 30 June 2023.
Financial Liabilities			
Trade and Other Payables			
	15	Liabilities are recognised for amounts to be paid in the future for goods and services provided to Council as at balance date whether or not invoices have been received.	General Creditors are unsecured, not subject to interest charges and are normally settled within 30 days of invoice receipt.
Interest-Bearing Loans and Borrowings			
	33	Loans are carried at their principal amounts, which represent the present value of future cash flows associated with servicing the debt. Interest is accrued over the period it becomes due and recognised as part of payables.	There are no Borrowings as at 30 June 2023.

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(b) Interest Rate Risk

The exposure to interest rate risk of financial assets and financial liabilities, both recognised and unrecognised, at balance date are as follows:

	Fixed Interest Maturing in:					Total
	Floating	Under	1-5	Over	Non-Interest	
	Interest Rate	1 Year	Years	5 Years	Bearing	
	\$	\$	\$	\$	\$	\$
Financial Assets						
Cash and Cash Equivalents	2,449,239	-	-	-	1,450	2,450,689
Investments	-	26,081,732	-	-	-	26,081,732
Rates Receivable	-	1,071,574	-	-	-	1,071,574
Loans, Trade and Other Receivables	-	-	-	-	424,900	424,900
Accrued Revenue	-	-	-	-	445,566	445,566
Investment in Water Corporation	-	-	-	-	48,882,749	48,882,749
Total Financial Assets	2,449,239	27,153,306	-	-	49,754,665	79,357,210
Financial Liabilities						
Trade and other payables	-	-	-	-	1,687,790	1,687,790
Total Financial Liabilities	-	-	-	-	1,687,790	1,687,790
Net Financial Assets (Liabilities)	2,449,239	27,153,306	-	-	48,066,875	77,669,420

	Fixed Interest Maturing in:					Total
	Floating	Under	1-5	Over	Non-Interest	
	Interest Rate	1 Year	Years	5 Years	Bearing	
	\$	\$	\$	\$	\$	\$
Financial Assets						
Cash and Cash Equivalents	597,196	-	-	-	1,450	598,646
Investments	-	23,724,396	-	-	-	23,724,396
Rates Receivable	-	882,996	-	-	-	882,996
Loans, Trade and Other Receivables	-	4,546,226	162,000	-	373,394	5,081,620
Accrued Revenue	-	-	-	-	91,051	91,051
Investment in Water Corporation	-	-	-	-	47,337,357	47,337,357
Total Financial Assets	597,196	29,153,618	162,000	-	47,803,252	77,716,066
Financial Liabilities						
Trade and other payables	-	-	-	-	1,808,345	1,808,345
Borrowings	-	3,600,000	-	-	-	3,600,000
Total Financial Liabilities	-	3,600,000	-	-	1,808,345	5,408,345
Net Financial Assets (Liabilities)	597,196	25,553,618	162,000	-	45,994,907	72,307,721

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(c) Net Fair Values

The aggregate net fair values of financial assets and financial liabilities, both recognised and unrecognised, at balance date are as follows:

	30 June 2023		30 June 2022	
	Carrying Amount \$	Net Fair Value \$	Carrying Amount \$	Net Fair Value \$
Financial Instruments				
<i>Financial Assets</i>				
Cash and Cash Equivalents	2,450,689	2,450,689	598,646	598,646
Term Deposits: Maturity > 3 months	26,081,732	26,081,732	23,724,396	23,724,396
Trade and Other receivables	1,496,474	1,496,474	5,964,616	5,964,616
Accrued Revenue	445,566	445,566	91,051	91,051
Investment in Water Corporation	48,882,749	48,882,749	47,337,357	47,337,357
Total Financial Assets	79,357,210	79,357,210	77,716,066	77,716,066
<i>Financial Liabilities</i>				
Trade and Other payables	1,687,790	1,687,790	1,808,345	1,808,345
Borrowings	-	-	3,600,000	3,664,656
Total Financial Liabilities	1,687,790	1,687,790	5,408,345	5,473,001
Net Financial Assets	77,669,420	77,669,420	72,307,721	72,243,065

(d) Credit Risk

The maximum exposure to credit risk at balance date in relation to each class of recognised financial asset is represented by the carrying amount of those assets as indicated in the Statement of Financial Position.

(e) Risks and mitigation

The risks associated with our main financial instruments and our policies for minimising these risks are detailed below.

Market risk

Market risk is the risk that the fair value or future cash flows of our financial instruments will fluctuate because of changes in market prices. Council's exposures to market risk are primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk. Components of market risk to which we are exposed are discussed below.

Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument, or cash flows associated with the instrument, will fluctuate due to changes in market interest rates. Interest rate risk arises from interest bearing financial assets and liabilities that we use. Non derivative interest bearing assets are predominantly short term liquid assets. Our interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes us to fair value interest rate risk.

Our loan borrowings are sourced from Tascorp. We manage interest rate risk on our net debt portfolio by:

- ensuring access to diverse sources of funding;
- reducing risks of refinancing by managing in accordance with target maturity profiles; and
- setting prudential limits on interest repayments as a percentage of rate revenue.

We manage the interest rate exposure on our debt portfolio by appropriate budgeting strategies and obtaining approval for borrowings from the Department of Treasury and Finance each year.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 1993*. We manage interest rate risk by adopting an investment policy that ensures:

- conformity with State and Federal regulations and standards,
- capital protection,
- appropriate liquidity,
- diversification by credit rating, financial institution and investment product,
- monitoring of return on investment,
- benchmarking of returns and comparison with budget.

Maturity will be staggered to provide for interest rate variations and to minimise interest rate risk.

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Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council have exposure to credit risk on some financial assets included in our Statement of Financial Position. To help manage this risk:

- we have a policy for establishing credit limits for the entities we deal with;
- we may require collateral where appropriate; and
- we only invest surplus funds with financial institutions per our Investment policy.

Credit risk arises from Council's financial assets, which comprise cash and cash equivalents, and trade and other receivables. Council's exposure to credit risk arises from potential default of the counterparty, with a maximum exposure equal to the carrying amount of these instruments. Exposure at balance date is addressed in each applicable note. Council generally trades with recognised, creditworthy third parties, and as such collateral is generally not requested, nor is it Council's policy to securitise its trade and other receivables. It is Council's policy that some customers who wish to trade on credit terms are subject to credit verification procedures including an assessment of their credit rating, financial position, past experience and industry reputation. In addition, receivable balance are monitored on an ongoing basis with the result that Council's exposure to bad debts is not significant.

We may also be subject to credit risk for transactions which are not included in the Statement of Financial Position, such as when we provide a guarantee for another party.

Ageing of Trade and Other Receivables

At balance date other debtors representing financial assets were past due but not impaired. These amounts relate to a number of independent customers for whom there is no recent history of default. The ageing of the Council's Trade & Other Receivables was:

	2023 \$	2022 \$
Current (not yet due)	407,562	4,111,962
Past due by up to 30 days	1,725	3,120
Past due between 31 and 180 days	4,617	955,912
Past due between 181 and 365 days	452	620
Past due by more than 1 year	10,544	10,006
Total Trade Receivables	424,900	5,081,620
Rates Receivable	1,071,574	882,996
Total Trade & Other Receivables	1,496,474	5,964,616

Ageing of individually impaired Trade and Other Receivables

At balance date no debtors were impaired. Some of the long outstanding past due amounts have been lodged with Council's debt collectors or are on payment arrangements.

Liquidity risk

Liquidity risk includes the risk that, as a result of our operational liquidity requirements:

- we will not have sufficient funds to settle a transaction on the date;
- we will be forced to sell financial assets at a value which is less than what they are worth; or
- we may be unable to settle or recover a financial assets at all.

To help reduce these risks we:

- have readily accessible standby facilities and other funding arrangements in place; and
- monitor budget to actual performance on a regular basis.

The Councils exposure to liquidity risk is deemed insignificant based on prior periods' data and current assessment of risk.

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The table below lists the contractual maturities for Financial Liabilities. These amounts represent the discounted cash flow payments (i.e. principal only).

2023	Less than 1 year \$	1-5 years \$	>5 years \$	Contracted Cash Flow \$	Carrying Amount \$
Trade and other payables	1,687,790	-	-	1,687,790	1,687,790
Borrowings	-	-	-	-	-
Total financial liabilities	1,687,790	-	-	1,687,790	1,687,790

2022	Less than 1 year \$	1-5 years \$	>5 years \$	Contracted Cash Flow \$	Carrying Amount \$
Trade and other payables	1,808,345	-	-	1,808,345	1,808,345
Borrowings	3,600,000	-	-	3,600,000	3,600,000
Total financial liabilities	5,408,345	-	-	5,408,345	5,408,345

(f) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, the Council believes the following movements are 'reasonably possible' over the next 12 months (Base rates are sourced from Reserve Bank of Australia):

- A parallel shift of + 1% and - 1% in market interest rates (AUD) from year-end rates of 1.02%.

The table below discloses the impact on net operating result and equity for each category of financial instruments held by Council at year-end, if the above movements were to occur.

2023	\$	Interest rate risk			
		+ 1 % + 100 basis points		- 1 % - 100 basis points	
		Profit \$	Equity \$	Profit \$	Equity \$
Financial assets:					
Cash and cash equivalents	2,449,239	24,492	24,492	(24,492)	(24,492)

2022	\$	Interest rate risk			
		+ 1 % + 100 basis points		- 1 % - 100 basis points	
		Profit \$	Equity \$	Profit \$	Equity \$
Financial assets:					
Cash and cash equivalents	597,196	5,972	5,972	(5,972)	(5,972)

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43. MANAGEMENT INDICATORS

	Benchmark	2023	2022	2021	2020
(a) Underlying surplus or deficit		\$	\$	\$	\$
Recurrent income		26,895,406	24,078,875	20,039,583	20,431,704
Grants received in advance - current year*		(5,426,415)	(3,544,161)	(2,178,177)	(2,217,893)
Grants received in advance - prior year*		3,544,161	2,178,177	2,217,893	2,180,889
		<u>25,013,152</u>	<u>22,712,891</u>	<u>20,079,299</u>	<u>20,394,700</u>
Recurrent expenditure		<u>(26,228,375)</u>	<u>(22,344,739)</u>	<u>(20,612,521)</u>	<u>(19,960,916)</u>
Underlying surplus/(deficit)	0	<u>(1,215,223)</u>	<u>368,152</u>	<u>(533,222)</u>	<u>433,784</u>

*Prepaid financial assistance grants from the Commonwealth Government.
Consistent underlying surpluses reflect Councils stable financial performance.

(b) Underlying surplus ratio					
<u>Underlying surplus or deficit</u>		<u>(1,215,223)</u>	<u>368,152</u>	<u>(533,222)</u>	<u>433,784</u>
Recurrent income*		25,013,152	22,712,891	20,079,299	20,394,700
Underlying surplus ratio %	0%	-5%	2%	-3%	2%

This ratio serves as an overall measure of financial operating effectiveness. Council budgets for and has reported modest underlying surpluses which ensures its operations are sustainable.

(c) Net financial liabilities					
Liquid assets less borrowing		30,028,895	26,525,658	23,265,009	22,543,286
Total liabilities		14,461,088	14,507,475	13,196,123	11,225,292
Net financial liabilities	0	<u>15,567,807</u>	<u>12,018,183</u>	<u>10,068,886</u>	<u>11,317,994</u>

This measure shows whether Council's total liabilities can be met by its liquid assets. An excess of total liabilities over liquid assets means that, if all liabilities fell due at once, additional revenue would be needed to fund the shortfall. Council is pleased to report that it manages its finances to ensure all liabilities are fully funded.

(d) Net financial liabilities ratio					
<u>Net financial liabilities</u>		<u>15,567,807</u>	<u>12,018,183</u>	<u>10,068,886</u>	<u>11,317,994</u>
Recurrent income*		25,013,152	22,712,891	20,079,299	20,394,700
Net financial liabilities ratio %	0% to -50%	62%	53%	50%	55%

This ratio indicates the net financial obligations of Council compared to its recurrent income. Councils is currently operating in a low debt environment which assists in achieving a positive ratio.

(e) Asset consumption ratio					
An asset consumption ratio has been calculated in relation to each significant asset class included in the long-term strategic asset management plan of Council.					

	Benchmark	2023	2022	2021	2020
<i>Bridges</i>		\$	\$	\$	\$
<u>Fair value (Carrying amount)</u>		<u>32,843,684</u>	<u>28,475,859</u>	<u>27,979,485</u>	<u>28,746,622</u>
Current replacement cost (Gross)		44,818,733	38,472,495	37,799,357	38,955,188
Asset consumption ratio %	At least 60%	73%	74%	74%	74%
<i>Stormwater</i>					
<u>Fair value (Carrying amount)</u>		<u>21,605,205</u>	<u>22,052,629</u>	<u>21,622,112</u>	<u>21,290,349</u>
Current replacement cost (Gross)		31,044,548	31,829,582	30,981,494	30,240,640
Asset consumption ratio %	At least 60%	70%	69%	70%	70%
<i>Roads and Streets</i>					
<u>Fair value (Carrying amount)</u>		<u>123,689,297</u>	<u>109,476,214</u>	<u>125,230,206</u>	<u>122,080,776</u>
Current replacement cost (Gross)		183,293,665	161,562,946	178,316,534	173,141,603
Asset consumption ratio %	At least 60%	67%	68%	70%	71%

The building asset class is not included in the asset consumption ratio analysis. As the building assets are valued based on market value the ratio is not comparable to Bridges, Stormwater, Roads and Streets.

This ratio indicates the level of service potential available in Council's existing asset base. Council has a proactive asset renewal program. Asset revaluations occur regularly to ensure asset information is current.

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(f) Asset renewal funding ratio	Benchmark	2023	2022	2021	2020
		\$	\$	\$	\$
<i>Bridges</i>					
Projected capital funding outlays**		4,765,000	5,059,000	6,025,000	7,640,000
Projected capital expenditure funding***		4,765,000	5,059,000	6,025,000	7,640,000
Asset renewal funding ratio %	90% to 100%	100%	100%	100%	100%
<i>Buildings</i>					
Projected capital funding outlays**		12,653,000	11,013,000	7,211,000	10,565,000
Projected capital expenditure funding***		12,653,000	11,013,000	7,211,000	10,565,000
Asset renewal funding ratio %	90% to 100%	100%	100%	100%	100%
<i>Stormwater</i>					
Projected capital funding outlays**		8,673,000	6,529,000	4,784,000	4,667,000
Projected capital expenditure funding***		8,673,000	6,529,000	4,784,000	4,667,000
Asset renewal funding ratio %	90% to 100%	100%	100%	100%	100%
<i>Roads & Streets</i>					
Projected capital funding outlays**		49,447,000	42,393,000	39,090,000	38,494,000
Projected capital expenditure funding***		49,447,000	42,393,000	39,090,000	38,494,000
Asset renewal funding ratio %	90% to 100%	100%	100%	100%	100%

** Current value of projected capital funding outlays for an asset identified in Council's long-term financial plan.

*** Value of projected capital expenditure funding for an asset identified in Council's long-term strategic asset management plan.

This ratio measures Council's capacity to fund future asset replacement requirements. Council is focussed on fully funding the capital asset expenditure as established in the asset management plans.

(g) Asset sustainability ratio	Benchmark	2023	2022	2021	2020
		\$	\$	\$	\$
Capex on replacement/renewal of existing assets		3,629,563	4,281,752	5,538,681	5,721,861
Annual depreciation expense		5,856,458	5,624,060	5,082,762	5,068,152
Asset sustainability ratio %	100%	62%	76%	109%	113%

This ratio calculates the extent to which Council is maintaining operating capacity through renewal of their existing asset base. Council manages its capex on replacement/renewal of existing assets in line with the requirements of the asset management plans. Due to the long useful lives of Councils infrastructure this ratio must be viewed in conjunction with a long term view.

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(g) Asset sustainability ratio (Cont.)

2023	Capital renewal expenditure \$	Capital new expenditure \$	Total capital expenditure \$
Land	-	12,820	12,820
Land Improvements	236,365	902,491	1,138,856
Buildings	-	82,523	82,523
Roads and Streets	2,727,306	368,803	3,096,109
Bridges	314,660	-	314,660
Stormwater	-	381,725	381,725
Plant and Equipment	275,944	55,423	331,367
Computer Software	75,288	-	75,288
	<u>3,629,563</u>	<u>1,803,785</u>	<u>5,433,348</u>

2022	Capital renewal expenditure \$	Capital new expenditure \$	Total capital expenditure \$
Land	-	247,704	247,704
Land Improvements	374,573	513,581	888,154
Buildings	33,835	227,593	261,428
Roads and Streets	2,266,354	919,447	3,185,801
Bridges	892,709	33,262	925,971
Stormwater	-	353,693	353,693
Plant and Equipment	680,604	288,039	968,643
Computer Software	33,677	7,960	41,637
	<u>4,281,752</u>	<u>2,591,279</u>	<u>6,873,031</u>

44. FAIR VALUE MEASUREMENT

Council measures and recognises the following assets at fair value on a recurring basis:

- Land
- Land Under Roads
- Buildings
- Roads and Streets
- Bridges
- Stormwater
- Investment in Water Corporation

Council does not measure any liabilities at fair value on a recurring basis.

(a) Fair Value Hierarchy

AASB 13 *Fair Value Measurement* requires all assets and liabilities measured at fair value to be assigned to a level in the fair value hierarchy as follows:

Level 1	Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.
Level 2	Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.
Level 3	Unobservable inputs for the asset or liability.

The fair values of the assets are determined using valuation techniques which maximise the use of observable data, where it is available, and minimise the use of entity specific estimates. If one or more of the significant inputs is not based on observable market data, the asset is included in level 3. This is the case for Council infrastructure assets, which are of a specialist nature for which there is no active market for similar or identical assets. These assets are valued using a combination of observable and unobservable inputs.

As at 30 June 2023	Note	Level 1	Level 2	Level 3	Total
		\$	\$	\$	\$
Recurring fair value measurements					
Land	21	-	12,634,325	-	12,634,325
Land Under Roads	22	-	-	29,222,665	29,222,665
Buildings	24	-	-	27,414,062	27,414,062
Roads and Streets	25	-	-	123,689,297	123,689,297
Bridges	26	-	-	32,843,684	32,843,684
Stormwater	27	-	-	21,605,205	21,605,205
Investment in Water Corporation	18	-	-	48,882,749	48,882,749
		-	12,634,325	283,657,662	296,291,987

As at 30 June 2022	Note	Level 1	Level 2	Level 3	Total
		\$	\$	\$	\$
Recurring fair value measurements					
Land	21	-	13,385,905	-	13,385,905
Land Under Roads	22	-	-	29,106,910	29,106,910
Buildings	24	-	-	23,728,233	23,728,233
Roads and Streets	25	-	-	109,476,214	109,476,214
Bridges	26	-	-	28,475,859	28,475,859
Stormwater	27	-	-	22,052,629	22,052,629
Investment in Water Corporation	18	-	-	47,337,357	47,337,357
		-	13,385,905	260,177,202	273,563,107

There were no transfers between levels 1 and 2 during the year, nor between levels 2 and 3.

(b) Highest and best use

AASB 13 requires the fair value of non-financial assets to be calculated based on their "highest and best use". Council considers that all assets valued at fair value in this note are being used for their highest and best use.

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(c) Valuation techniques and significant inputs used to derive fair values

Land (Level 2)

Land fair values were determined by the Tasmanian Valuer General on 28 February 2023. Level 2 valuation inputs were used to value land in freehold title as well as land used for special purposes, which is restricted in use under current planning provisions. Sales prices of comparable land sites in close proximity are adjusted for differences in key attributes such as property size. The most significant input into this valuation approach is price per square metre.

Land Under Roads (Level 3)

Land under roads is based on land use class rates determined by the Valuer General, effective 1 July 2019, using site values adjusted for englobo (undeveloped and/or unserviced) characteristics, access rights, private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation.

Buildings (Level 3)

The fair value of buildings were determined by qualified independent valuer Herron Todd White effective 1 May 2023. Where there is a market for Council building assets, fair value has been derived from the sales prices of comparable properties after adjusting for differences in key attributes such as property size. The most significant input into this valuation approach was price per square metre.

While the unit rates based on square metres can be supported by market evidence (level 2), the estimates of useful lives that are used to calculate accumulated depreciation comprise unobservable inputs (level 3). Where these other inputs are significant to the valuation the overall valuation has been classified as level 3.

Infrastructure Assets

All Council infrastructure assets were fair valued using written down current replacement cost (CRC). This valuation comprises the asset's gross replacement cost less accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset. Council first determined the gross cost of replacing the full service potential of the asset and then adjusted this amount to take account of the expired service potential of the asset.

CRC was measured by reference to the lowest cost at which the gross future economic benefits of the asset could currently be obtained in the normal course of business. The resulting valuation reflects the cost of replacing the existing economic benefits based on an efficient set of modern equivalent assets to achieve the required level of service output.

The unit rates (labour and materials) and quantities applied to determine the CRC of an asset or asset component were based on a "Brownfield" assumption meaning that the CRC was determined as the full cost of replacing an asset in its current form including components that may not need to be replaced, such as earthworks.

The level of accumulated depreciation for infrastructure assets was determined based on the age of the asset and the useful life adopted by Council for the asset type. Estimated useful lives are disclosed in Note 7.

The calculation of CRC involves a number of inputs that require judgement and are therefore classed as unobservable. While these judgements are made by qualified and experienced staff, different judgements could result in a different valuation. The table at (d) below summarises the effect that changes in the most significant unobservable inputs would have on the valuation.

The methods for calculating CRC are described under individual asset categories below.

Roads and Streets (Level 3)

The fair value of Roads and Streets were determined by Dino De Paoli, Director of Councils Infrastructure Services effective 31 December 2021. Since that date to ensure the current values represent fair value, Council have applied an index of 5.7% as at 30 June 2022 and 6.1% as at 30 June 2023, using the Road and bridge construction Australia index from the ABS. The next full valuation is planned for 30 June 2025. Council categorises its road infrastructure into urban and rural roads and then further sub-categorises these into sealed and unsealed roads. All road segments are componentised into formation, pavement, and seal. Council assumes that environmental factors such as soil type, climate and topography are consistent across each segment. Council also assumes a segment is designed and constructed to the same standard and uses a consistent amount of labour and materials.

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CRC is based on the road area multiplied by a unit rate; the unit rate being an estimate of labour and material inputs, services costs, and overhead allocations. For internal construction estimates, material and services prices are based on existing supplier contract rates or supplier price lists and labour wage rates are based on Council's Enterprise Bargaining Agreement (EBA). Where construction is outsourced, CRC is based on the average of completed similar projects over the last few years.

Bridges (Level 3)

The fair value of bridges assets were determined by a valuation undertaken by independent valuers TasSpan effective 29 July 2020. Since that date to ensure the current values represent fair value, Council have applied an index of 2.4% as at 30 June 2021, 8.5% as at 30 June 2022 and 6.1% as at 30 June 2023, using the Road and bridge construction Australia index from the ABS. The next full valuation is planned for 30 June 2024. Each bridge is assessed individually and componentised into sub-assets representing the deck and sub-structure. The valuation is based on the material type used for construction and the deck and sub-structure area.

Stormwater (Level 3)

The fair value of Stormwater Infrastructure were determined by Dino De Paoli, Director of Councils Infrastructure Services effective 31 December 2022. The indexation adjustment from 31 December 2022 to 30 June 2023 was immaterial. Similar to roads, stormwater assets are managed in segments; pits and pipes being the major components.

Consistent with roads, Council assumes that environmental factors such as soil type, climate and topography are consistent across each segment and that a segment is designed and constructed to the same standard and uses a consistent amount of labour and materials. CRC is based on the unit rate for the component type. For pipes, the unit price is multiplied by the asset's length. The unit rate for pipes is based on the construction material and labour.

(d) Unobservable inputs and sensitivities

Asset / liability category*	Carrying amount (at fair value)	Key unobservable inputs *	Expected range of inputs	Description of how changes in inputs will affect the fair value
Investment in Water Corporation	48,882,749	Refer to Note 18 for a description of the valuation basis.		

*There were no significant inter-relationships between unobservable inputs that materially affect fair values.

(e) Changes in recurring level 3 fair value measurements

The changes in level 3 assets with recurring fair value measurements are detailed in Note 32 (Reconciliation of movements in non-current assets). There have been no transfers between level 1, 2 or 3 measurements during the year.

(f) Valuation processes

Council's current policy for the valuation of Land, Buildings, Roads and Streets and Stormwater (recurring fair value measurements) is set out in Note 32 and Note 35.

(g) Assets and liabilities not measured at fair value but for which fair value is disclosed

Council has assets and liabilities which are not measured at fair value, but for which fair values are disclosed in Note 42.

Council borrowings are measured at amortised cost with interest recognised in profit or loss when incurred. There are no borrowings as at 30 June 2023.

The carrying amounts of trade receivables and trade payables are assumed to approximate their fair values due to their short-term nature (Level 2).

45. EVENTS OCCURRING AFTER BALANCE DATE

There were no significant events occurring after balance date.

46. OTHER SIGNIFICANT ACCOUNTING POLICIES AND NEW ACCOUNTING STANDARDS

(a) Allocation Between Current and Non-Current

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next twelve months, being Council's operational cycle, or if Council does not have an unconditional right to defer settlement of a liability for at least 12 months after the reporting date.

(b) Taxation

Council is exempt from income tax however is required to pay for other forms of taxation including Land Tax, Fringe Benefits Tax, Payroll Tax and the Goods and Services Tax.

Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of goods and services tax (GST), except where the GST incurred is not recoverable from the Australian Tax Office (ATO). In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an expense item. Receivables and payables are stated as the GST inclusive amount.

Cash flows are included in the Statement of Cash Flows on a gross basis. The GST components of cash flows arising from the investing and financing activities, which are recovered from or paid to the ATO, are classified as operating cash flows.

(c) Comparative and Budget Information

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where necessary by accounting standards, comparative information has been adjusted to conform with changes in presentation for the current year. The Budget revenue and expenses allocated in the Statement of Comprehensive Income are taken from Council's annual budget and have not been audited.

(d) Adoption of New and Amended Accounting Standards

In the current year, Council has reviewed and assessed all the new and revised Standards and Interpretations issued by the Australian Accounting Standards Board, and determined that none would have a material effect on Council's operations or financial reporting.

(e) Pending Accounting Standards

Certain new accounting standards and interpretations have been published that are not mandatory for 30 June 2023 reporting periods. Council's assessment of the impact of the relevant new standards and interpretations is set out below.

(i) AASB 2022-10 Amendments to Australian Accounting Standards – Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities.

This Standard modifies AASB 13 Fair Value Measurement for application by not-for-profit public sector entities such as Council. It includes authoritative implementation guidance when fair valuing non-financial assets, not held primarily for their ability to generate cash inflows. This includes guidance and clarification regarding the determination of an asset's highest and best use, the development and use of internal assumptions for unobservable inputs and allows for greater use of internal judgements when applying the cost approach in the measurement and determination of fair values. Although Council is yet to fully determine the impact of this standard, the changes will be evaluated in the future assessment of all property and infrastructure assets measured at fair value. The Standard applies prospectively to annual periods beginning on or after 1 January 2024, with earlier application permitted.

All other Australian accounting standards and interpretations with future effective dates are either not applicable to Council's activities, or have no material impact.

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Independent Auditor's Report
To the Councillors of Meander Valley Council
Meander Valley Council
Report on the Audit of the Financial Report

Opinion

I have audited the financial report of Meander Valley Council (Council), which comprises the statement of financial position as at 30 June 2023 and statements of comprehensive income, changes in equity and cash flows for the year then ended, notes to the financial statements, including a summary of significant accounting policies, other explanatory notes and the statement of certification signed by the General Manager.

In my opinion, the accompanying financial report:

- (a) presents fairly, in all material respects, Council's financial position as at 30 June 2023 and its financial performance and its cash flows for the year then ended
- (b) is in accordance with the *Local Government Act 1993* and Australian Accounting Standards.

Basis for Opinion

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

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

My audit responsibility does not extend to the budget figures included in the financial report, nor the asset renewal funding ratio disclosed in note 43(f) to the financial report and accordingly, I express no opinion on them. Furthermore, I express no opinion on the General Manager's determination that Council did not have any Significant Business Activities for

inclusion in the financial report as required by Section 84(2)(da) of the *Local Government Act 1993*.

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

Key Audit Matters

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

Why this matter is considered to be one of the most significant matters in the audit	Audit procedures to address the matter included
<p>Valuation of Property and infrastructure assets <i>Refer to notes 21 to 32 and 44</i></p>	
<p>At 30 June 2023, Council’s assets included land, land under roads, buildings, and infrastructure assets, such as roads and streets, bridges and stormwaters assets valued at fair value totalling \$247.41 million. The fair values of these assets are based on market values and current replacement cost.</p> <p>Council undertakes formal revaluations on a regular basis to ensure valuations represent fair value. In between valuations Council considers the application of indexation to ensure that carrying values reflect fair values.</p> <p>During the year, Council undertook a revaluation of land, buildings and stormwater assets. The fair value of buildings assets was determined by external experts and stormwater assets was determined by internal experts. Indexation was applied to roads and bridges.</p> <p>The calculation of fair values is judgemental and highly dependent upon a range of assumptions and estimates.</p>	<ul style="list-style-type: none"> • Assessing the scope, expertise and independence of experts engaged to assist in the valuations. • Evaluating the appropriateness of the valuation methodologies applied to determine the fair values. • Evaluating management’s oversight of valuation processes and assessment of results. • Critically assessing assumptions and other key inputs in the valuation models. • Testing, on a sample basis, the mathematical accuracy of valuation model calculations. • Reviewing the accuracy of recording independent values in Council’s asset register and general ledger. • Evaluating indexation applied to assets between formal valuations. • Evaluating the adequacy of disclosures made in the financial report, including those regarding key assumptions used.

Responsibilities of the General Manager for the Financial Report

The General Manager is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the *Local Government Act*

1993 and for such internal control as determined necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

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

Auditor's Responsibilities for the Audit of the Financial Report

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

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

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

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

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



Stephen Morrison
Assistant Auditor-General
Delegate of the Auditor-General
Tasmanian Audit Office

28 September 2023
Hobart



Motion to Close Meeting

Motion That Council closes the meeting to the public for discussion of matters in the list of Agenda items below:

Refer to *Local Government (Meeting Procedures) Regulations 2015*: section 15(1).

Vote Absolute majority

Closed Session Agenda

Confirmation of Closed Minutes

Refer to *Local Government (Meeting Procedures) Regulations 2015*: section 34(2).

Councillors' Leave of Absence Applications

Refer to *Local Government (Meeting Procedures) Regulations 2015*: section 15(2)(h).

Release of Public Information

Refer to *Local Government (Meeting Procedures) Regulations 2015*: section 15(8).

Meeting End
