

SOUTHERN
MIDLANDS
COUNCIL



A G E N D A

ORDINARY COUNCIL MEETING

Wednesday, 13th December 2023
2.00 p.m.

Kempton Municipal Offices
85 Main Street, Kempton

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Dear Sir/Madam

NOTICE OF MEETING

Notice is hereby given that the next ordinary meeting of Council will be held on

Date: Wednesday, 13th December 2023

Time: 2.00 p.m.

Venue: Kempton Municipal Offices, 85 Main Street, Kempton

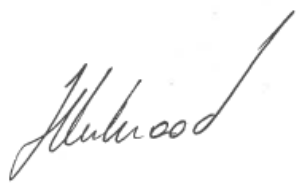
The Local Government Act 1993 section 65 provides the following:

1. *A general manager must ensure that any advice, information or recommendation given to the council or a council committee is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation.*
2. *A council or council committee is not to decide on any matter which requires the advice of a qualified person without considering such advice unless –*
 - (a) *the general manager certifies, in writing –*
 - (i) *that such advice was obtained; and*
 - (ii) *that the general manager took the advice into account in providing general advice to the council or council committee; and*
 - (b) *a copy of that advice or, if the advice was given orally, a written transcript or summary of that advice is provided to the council or council committee with the general manager's certificate.*

I therefore certify that with respect to all advice, information or recommendation provided to the Council in or with this Agenda:

- (1) *The advice, information or recommendation is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation; and*
- (2) *Where any advice is directly given by a person who does not have the required qualification or experience, that person has obtained and taken into account in that person's general advice, the advice from an appropriately qualified or experienced person.*

Yours faithfully

A handwritten signature in black ink, appearing to read 'TF Kirkwood', written in a cursive style.

TF Kirkwood
GENERAL MANAGER

OPEN COUNCIL AGENDA

1. PRAYERS

Reverend Dennis Cousens to recite prayers.

2. ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Traditional Custodians of the land on which we meet today, and recognise their continuing connection to the land, water and to community. We pay respects to Elders past, present and emerging.

3. ATTENDANCE

4. APOLOGIES

5. MINUTES

5.1 Ordinary Council Meeting

The Minutes (Open Council Minutes) of the previous meeting of Council held on the 22nd November 2023, as circulated, are submitted for confirmation.

RECOMMENDATION

THAT the Minutes (Open Council Minutes) of the Council Meeting held 22nd November 2023 be confirmed.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt		
Deputy Mayor K Dudgeon		
Clr A E Bisdee OAM		
Clr D Blackwell		
Clr B Campbell		
Clr D Fish		
Clr F Miller		

5.2 Special Committees of Council Minutes

5.2.1 Special Committees of Council - Receipt of Minutes

The Minutes of the following Special Committees of Council, as circulated, are submitted for receipt:

- Oatlands Community Shed Management Committee – Minutes of the Meeting held 20 November 2023
- Southern Midlands Council Facilities & Recreation Committee – Minutes of the Meeting held 29th November 2023
- Chauncy Vale Wildlife Sanctuary Management Committee – Minutes of the Meeting held 4 December 2023

RECOMMENDATION

THAT the minutes of the above Special Committees of Council be received.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt		
Deputy Mayor K Dudgeon		
Clr A E Bisdee OAM		
Clr D Blackwell		
Clr B Campbell		
Clr D Fish		
Clr F Miller		

5.2.2 Special Committees of Council - Endorsement of Recommendations

The recommendations contained within the minutes of the following Special Committees of Council are submitted for endorsement:

- Oatlands Community Shed Management Committee – Minutes of the Meeting held 20 November 2023
- Southern Midlands Council Facilities & Recreation Committee – Minutes of the Meeting held 29th November 2023
- Chauncy Vale Wildlife Sanctuary Management Committee – Minutes of the Meeting held 4 December 2023

RECOMMENDATION

THAT the recommendations contained within the minutes of the above Special Committees of Council be endorsed.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt		
Deputy Mayor K Dudgeon		
Clr A E Bisdee OAM		
Clr D Blackwell		
Clr B Campbell		
Clr D Fish		
Clr F Miller		

5.3 Joint Authorities (Established Under Division 4 Of The *Local Government Act 1993*)

5.3.1 Joint Authorities - Receipt of Minutes

The Minutes of the following Joint Authority Meeting, as circulated, are submitted for receipt:

- Southern Tasmanian Councils Authority – Meeting held 21st August 2023

RECOMMENDATION

THAT the Minutes of the above Joint Authority be received.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt		
Deputy Mayor K Dudgeon		
Clr A E Bisdee OAM		
Clr D Blackwell		
Clr B Campbell		
Clr D Fish		
Clr F Miller		

5.3.2 Joint Authorities - Receipt of Reports (Annual & Quarterly)

Reports prepared by the following Joint Authorities, as circulated, are submitted for receipt:

- Southern Tasmanian Councils Authority – 2022/23 Annual Report
- Southern Tasmanian Councils Authority – Quarterly Report September 2023
- Southern Tasmanian Regional Waste Authority – Annual Report 2022/23

RECOMMENDATION

THAT the reports for the above Joint Authorities be received.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt		
Deputy Mayor K Dudgeon		
Clr A E Bisdee OAM		
Clr D Blackwell		
Clr B Campbell		
Clr D Fish		
Clr F Miller		

6. NOTIFICATION OF COUNCIL WORKSHOPS

In accordance with the requirements of the *Local Government (Meeting Procedures) Regulations 2015*, the Agenda is to include details of any Council workshop held since the last meeting.

It is reported that no workshops have been held since the last Ordinary Meeting.

RECOMMENDATION

THAT the information be received.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt		
Deputy Mayor K Dudgeon		
Clr A E Bisdee OAM		
Clr D Blackwell		
Clr B Campbell		
Clr D Fish		
Clr F Miller		

7. COUNCILLORS – QUESTION TIME

7.1 Questions (On Notice)

Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015* relates to Questions on notice. It states:

- (1) *A councillor, at least 7 days before an ordinary council meeting or a council committee meeting, may give written notice to the general manager of a question in respect of which the councillor seeks an answer at that meeting.*
- (2) *An answer to a question on notice must be in writing.*

Nil.

7.2 Questions Without Notice

Section 29 of the *Local Government (Meeting Procedures) Regulations 2015* relates to Questions without notice.

It states:

“29. Questions without notice

(1) A councillor at a meeting may ask a question without notice –

- (a) of the chairperson; or*
- (b) through the chairperson, of –*
 - (i) another councillor; or*
 - (ii) the general manager.*

(2) In putting a question without notice at a meeting, a councillor must not –

- (a) offer an argument or opinion; or*
- (b) draw any inferences or make any imputations – except so far as may be necessary to explain the question.*

(3) The chairperson of a meeting must not permit any debate of a question without notice or its answer.

(4) The chairperson, councillor or general manager who is asked a question without notice at a meeting may decline to answer the question.

(5) The chairperson of a meeting may refuse to accept a question without notice if it does not relate to the activities of the council.

(6) Questions without notice, and any answers to those questions, are not required to be recorded in the minutes of the meeting.

(7) The chairperson of a meeting may require a councillor to put a question without notice in writing.

An opportunity is provided for Councillors to ask questions relating to Council business, previous Agenda items or issues of a general nature.

8. DECLARATIONS OF PECUNIARY INTEREST

In accordance with the requirements of Part 2 Regulation 8 of the *Local Government (Meeting Procedures) Regulations 2015*, the chairman of a meeting is to request Councillors to indicate whether they have, or are likely to have, a pecuniary interest in any item on the Agenda.

Accordingly, Councillors are requested to advise of a pecuniary interest they may have in respect to any matter on the agenda, or any supplementary item to the agenda, which Council has resolved to deal with, in accordance with Part 2 Regulation 8 (6) of the *Local Government (Meeting Procedures) Regulations 2015*.

9. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA

In accordance with the requirements of Part 2 Regulation 8 (6) of the *Local Government (Meeting Procedures) Regulations 2015*, the Council, by absolute majority may decide at an ordinary meeting to deal with a matter that is not on the agenda if the General Manager has reported –

- (a) the reason it was not possible to include the matter on the agenda; and
- (b) that the matter is urgent; and
- (c) that advice has been provided under section 65 of the Act.

RECOMMENDATION

THAT the Council resolve by absolute majority to deal with any supplementary items not appearing on the agenda, as reported by the General Manager in accordance with the provisions of the *Local Government (Meeting Procedures) Regulations 2015*.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt		
Deputy Mayor K Dudgeon		
Cllr A E Bisdee OAM		
Cllr D Blackwell		
Cllr B Campbell		
Cllr D Fish		
Cllr F Miller		

10. PUBLIC QUESTION TIME (SCHEDULED FOR 10.30 A.M.)

In accordance with the requirements of Part 2 Regulation 8 of the *Local Government (Meeting Procedures) Regulations 2015*, the agenda is to make provision for public question time.

In particular, Regulation 31 of the *Local Government (Meeting Procedures) Regulations 2015* states:

- (1) Members of the public may give written notice to the General Manager 7 days before an ordinary meeting of Council of a question to be asked at the meeting.*
- (2) The chairperson may –*
 - (a) address questions on notice submitted by members of the public; and*
 - (b) invite any member of the public present at an ordinary meeting to ask questions relating to the activities of the Council.*
- (3) The chairperson at an ordinary meeting of a council must ensure that, if required, at least 15 minutes of that meeting is made available for questions by members of the public.*
- (4) A question by any member of the public under this regulation and an answer to that question are not to be debated.*
- (5) The chairperson may –*
 - (a) refuse to accept a question; or*
 - (b) require a question to be put on notice and in writing to be answered at a later meeting.*
- (6) If the chairperson refuses to accept a question, the chairperson is to give reasons for doing so.*

Councillors are advised that, at the time of issuing the Agenda, no Questions on Notice had been received from a member of the Public.

Mayor E Batt to invite questions from members of the public in attendance.

10.1 Permission to Address Council

Nil.

**11. MOTIONS OF WHICH NOTICE HAS BEEN GIVEN UNDER
REGULATION 16 (5) OF THE LOCAL GOVERNMENT (MEETING
PROCEDURES) REGULATIONS 2015**

Nil.

12. COUNCIL ACTING AS A PLANNING AUTHORITY PURSUANT TO THE LAND USE PLANNING AND APPROVALS ACT 1993 AND COUNCIL'S STATUTORY LAND USE PLANNING SCHEME

Session of Council sitting as a Planning Authority pursuant to the Land Use Planning and Approvals Act 1993 and Council's statutory land use planning schemes.

12.1 Development Applications

Nil.

12.2 Subdivisions

Nil.

12.3 Municipal Seal (Planning Authority)

12.3.1 Councillor Information: - Municipal Seal Applied Under Delegated Authority to Subdivision Final Plans & Related Documents

File Ref: (Refer PID numbers in table below)

AUTHOR: SENIOR PLANNING OFFICER (LOUISA BROWN)

DATE: 4 DECEMBER 2023

ATTACHMENT: Nil.

APPLICATION OF MUNICIPAL SEAL

The following final plans and related documents, pertaining to subdivisions, boundary adjustments and the like within Southern Midlands have had the Municipal Seal applied by delegated officers in the period September 2023 to the 4th December 2023.

Owner	PID	Address	Description	Date
RD & GJ Barber	2887821	849 Native Corners Road, Campania	1 Lot & Balance Lot Subdivision	03.10.23
M Jones & Sons Pty Ltd	9737458	142 Grange Road, Kempton	32 Lot Subdivision	29.09.23
PA & KL Tate	2805187	4358 Tasman Highway, Runnymede	2 Lot Subdivision	02.11.23
DFY Investments Pty Ltd	9713243	10 East Bagdad Road, Bagdad	8 Lot & Balance Subdivision	06.10.23
GP & JP Wicks	2828717	1033 Brown Mountain Road,	Boundary Reorganisation	17.11.23
JM & RM Collins	2904409	9 Reeve Street, Campania	4 Lot Subdivision	17.11.23

AJ Bone	2254928	2 Hylands Road, Bagdad	3 Lot Subdivision	25.10.23
JG Ibrahim	5464904	26 Main Street, Kempton	2 Lot Subdivision	31.10.23

RECOMMENDATION

THAT the information be received.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt		
Deputy Mayor K Dudgeon		
Cllr A E Bisdee OAM		
Cllr D Blackwell		
Cllr B Campbell		
Cllr D Fish		
Cllr F Miller		

12.4 Planning (Other)

Nil.

**[THIS CONCLUDES THE SESSION OF COUNCIL
ACTING AS A PLANNING AUTHORITY]**

13. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – INFRASTRUCTURE)

13.1 Roads

Strategic Plan Reference 1.1

Maintenance and improvement of the standard and safety of roads in the municipal area.

Nil.

13.2 Bridges

Strategic Plan Reference 1.2

Maintenance and improvement of the standard and safety of bridges in the municipality.

Nil.

13.3 Walkways, Cycle Ways and Trails

Strategic Plan Reference 1.3

Maintenance and improvement of the standard and safety of walkways, cycle ways and pedestrian areas to provide consistent accessibility.

Nil.

13.4 Lighting

Strategic Plan Reference 1.4

Ensure adequate lighting based on demonstrated need / Contestability of energy supply.

Nil.

13.5 Buildings

Strategic Plan Reference 1.5

Maintenance and improvement of the standard and safety of public buildings in the municipality.

Nil.

13.6 Sewers / Water

Strategic Plan Reference(s) 1.6

Increase the capacity of access to reticulated sewerage services / Increase the capacity and ability to access water to satisfy development and Community to have access to reticulated water.

Nil.

13.7 Drainage

Strategic Plan Reference 1.7

Maintenance and improvement of the town storm-water drainage systems.

Nil.

13.8 Waste

Strategic Plan Reference 1.8

<i>Maintenance and improvement of the provision of waste management services to the Community.</i>
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Nil.

13.9 Information, Communication Technology

Strategic Plan Reference 1.9

<i>Improve access to modern communications infrastructure.</i>
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Nil.

13.10 Officer Reports – Infrastructure & Works

13.10.1 Manager – Infrastructure & Works Report

Author: MANAGER INFRASTRUCTURE & WORKS (DAVID RICHARDSON)

Date: 6 DECEMBER 2023

Roads Program

General road maintenance and repairs will continue, including works on pavement repairs and table drain clearing on a priority basis. The annual roadside slashing works are underway to mitigate the risk related to the proposed climatic conditions that are expected over the coming period. Road grading works are being minimised due to the current dry weather conditions.

Current Capital Work.

Bagdad-Mangalore hydraulic flood assessment works have almost been completed it is expected that the first draft will be finalised in December.

Preparation works for the annual road stabilization sites is underway. Programme planned to commence mid-late December.

Footpath works have been completed in Stanley Street Oatlands.

Interlaken road upgrade tenders received and awarded, negotiations continue with preferred contractor.

Annual road re-sealing tenders awarded.

Parks and Reserves

General maintenance of parks and reserves will continue with a focus on ensuring growth is maintained at an acceptable level. The focus will now move to mowing during the spring period.

Bridge Works

A number of bridges will require some minor rectification works over the coming period as a result of weather conditions.

Building Services Unit

An extensive renovation job is almost completed for a private client in the Midlands area.

Construction of 2 accommodation units in Oatlands has commenced, slabs are completed framing works have begun.

Planned Works

The following capital works are planned for the coming period

Drainage and pavement repairs various roads.

Undertake various bridge maintenance repairs.
Continue construction of accommodation units Oatlands.
Painting and structural maintenance works on the Callington Mill have been completed.
Commence Road-Reseal preparation works on various roads.

QUESTIONS WITHOUT NOTICE TO MANAGER, INFRASTRUCTURE & WORKS

RECOMMENDATION

THAT the Infrastructure & Works Report be received and the information noted.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt		
Deputy Mayor K Dudgeon		
Clr A E Bisdee OAM		
Clr D Blackwell		
Clr B Campbell		
Clr D Fish		
Clr F Miller		

14. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – GROWTH)

14.1 Residential

Strategic Plan Reference 2.1

Increase the resident, rate-paying population in the municipality.

Nil.

14.2 Tourism

Strategic Plan Reference 2.2

Increase the number of tourists visiting and spending money in the municipality.

Nil.

14.3 Business

Strategic Plan Reference 2.3

Increase the number and diversity of businesses in the Southern Midlands / Increase employment within the municipality / Increase Council revenue to facilitate business and development activities (social enterprise).

Nil.

14.4 Industry

Strategic Plan Reference 2.4

Retain and enhance the development of the rural sector as a key economic driver in the Southern Midlands / Increase access to irrigation water within the municipality.

Nil.

15. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – LANDSCAPES)

15.1 Heritage

Strategic Plan Reference – Page 22

- | | |
|-------|--|
| 3.1.1 | Maintenance and restoration of significant public heritage assets. |
| 3.1.2 | Act as an advocate for heritage and provide support to heritage property owners. |
| 3.1.3 | Investigate document, understand and promote the heritage values of the Southern Midlands. |

15.1.1 Heritage Project Program Report

Author: MANAGER HERITAGE PROJECTS (BRAD WILLIAMS)

Date: 7 DECEMBER 2023

ISSUE

Report from the Manager, Heritage Projects on various Southern Midlands Heritage Projects.

DETAIL

During the past three weeks, Southern Midlands Council Heritage Projects have included:

- Assistance with hosting the Keep Australia Beautiful Awards.
- Researching ex-slaves in midlands road stations c.1835 for a Tasmanian Historical Research Association paper.
- Research into the history of the Bagdad Community Club.
- Participation in a presentation to the Tasmanian Government 'community cabinet' meeting.
- Setting up a new artefact/collection photography station.
- Brad Williams is participating in Heritage Tasmania's built heritage sector – local government working group.
- Hosted a tour of Oatlands SMC heritage buildings and new collection store for Australian Institute for the Conservation of Cultural Material Tasmanian branch members.
- Relocation of collection material to new store commenced.
- Collection catalogue DQ project post record migration, prior to releasing records to public.
- Maintenance of AiRSpace building during pre-Christmas break. Next artist is due first week in January.
- Presentation on HESC to the Coordinator General's Government Land Organisations conference.

RECOMMENDATION

THAT the Heritage Projects Program Report be received and the information noted.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt		
Deputy Mayor K Dudgeon		
Clr A E Bisdee OAM		
Clr D Blackwell		
Clr B Campbell		
Clr D Fish		
Clr F Miller		

15.2 Natural

Strategic Plan Reference – page 23/24

- | | |
|-------|---|
| 3.2.1 | Identify and protect areas that are of high conservation value. |
| 3.2.2 | Encourage the adoption of best practice land care techniques. |

15.2.1 NRM Unit – General Report

Author: NRM / PROJECTS OFFICER (MARIA WEEDING)

Date: 5 DECEMBER 2023

ISSUE

Southern Midlands NRM Unit Month Report

DETAIL

- Maria continues to work on the proposed toilet block at Callington Park. Plans went to Council in October seeking Planning Approval. Awaiting a signed letter from the Minister for Parks, (or his Delegated Authority) to give consent for the Development Application, as there is a component of the application that goes across Crown Land (pipe section). Planning Approval now process on hold until we have a formal signed letter.
- Mary Helen and Maria undertook some maintenance work on the planted sites on the Lake Dulverton foreshore. This included dealing with some outbreaks of ivy in a few areas close to the town. Helen and Maria also dealt with some Cumbungi in a bay of the Lake adjacent to Bradys Cave. More work on looking over the balance of the Lake area for Cumbungi is required and will be done prior to the Christmas break.
- Helen has been working on a few matters in relation to the Telstra Connectivity Plan that is being developed between Southern Midlands Council and Telstra.
- Maria assisted the Works & Services Department in relation to a section of pipeline near Mahers Point – on the Lake Dulverton foreshore. A Reserve Activity Assessment for the proposal was compiled and has now been submitted to Parks and Wildlife. Awaiting a response.
- Maria and Helen attended a Drought Ready forum at Campbell Town. Currently the Southern Midlands is varied in the areas experiencing dry/ drought conditions. The forum was about looking at ensuring we have resilient communities should dry conditions intensify.
- Maria is meeting with Councillors to further discuss options for the Kempton clock.
- Maria and Helen have been away for some of the time on annual leave.
- The Weeds Officer Report this month is as follows.
14th November – 4th December 2023 Note: I was ill on 27th and 28th November.

Enquiries/feedback

A quiet month in this regard.

Site visits - Total = 12

Finished working on a couple of garden beds and sections of shoreline around Lake Dulverton (mulching, pruning, weeding, watering etc.). Whilst doing this, I discovered a few plants of a type of Euphorbia which I hadn't come across before; photographs will be submitted to the Tasmanian Weeds Facebook page to see if it can be identified.

Ground truthing all sites on our data base where Chilean needle grass has been recorded; managed about half of them in this reporting period. Apart from Brodribbs Road (where the local landowner has kindly offered to spray out the CNG), all roadsides so far have had minimal numbers of CNG, thus allowing hand removal.

Checked out a roadside record from 2018 of Serrated tussock from Eldon Road. Not seen.

Checked out this season's St John's wort at 3 of the 4 main infestation sites: Memorial Avenue, Kempton; Little Plains Road, Woodbury; Antill Ponds Road, Antill Ponds. All sites have fewer plants than last year but control is still required.

Communication

Co-ordinating with Adam Muyt (Invasive grasses officer, Biosecurity Tasmania) to visit a number of properties with historical Natural Values Atlas records of Serrated tussock (2015 – 17). Of the 6 properties marked, only 1 was on our data base so it will be excellent to ground truth and confirm whether this insidious weed is still present.

Submitted an article on Chilean needle grass to the Southern Midlands Regional Newsletter.

Related and extra-curricular activities

Attended a field day at Tunbridge Lagoon organized by Magali Wright (Landscape Recovery). Magali, Graham Green, Nell Schmit (Nipaluna Nursery) and Brian Campbell (Parks & Wildlife Service) all gave talks and everyone had a lovely time walking around learning about the stunning grassland plants. After lunch, a weeding bee netted 10 bulka bags worth of gorse branches (the result of cut & paste efforts), and I followed up by spraying individual spear (scotch) thistles.

Attended the Midlands Tree Committee AGM at the Huntington Tavern on 29th November.

Roadside weeds data base

Mapping Chilean needle grass at present.

Stemless thistle Weeds Action Fund grant

Second spray at the site is imminent.

Weed of the Week

Tree lupin, briar rose and St John's wort displayed in the Oatlands front office.

RECOMMENDATION

THAT the NRM Unit Report be received and the information noted.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt		
Deputy Mayor K Dudgeon		
Clr A E Bisdee OAM		
Clr D Blackwell		
Clr B Campbell		
Clr D Fish		
Clr F Miller		

15.3 Cultural

Strategic Plan Reference 3.3

Ensure that the cultural diversity of the Southern Midlands is maximised.

Nil.

15.4 Regulatory (Development)

Strategic Plan Reference 3.4

A regulatory environment that is supportive of and enables appropriate development.

Nil.

15.5 Regulatory (Public Health)

Strategic Plan Reference 3.5

Monitor and maintain a safe and healthy public environment.

Nil.

15.6 Regulatory (Animals)

Strategic Plan Reference 3.6

Create an environment where animals are treated with respect and do not create a nuisance for the community

15.6.1 Animal Management Report

Author: ANIMAL MANAGEMENT OFFICER (RACHEL COLLIS)

Date: 5 DECEMBER 2023

Enclosure:

Animal Management Statement 2023

ISSUE

Consideration of the Animal Management/Compliance Officer's report for December 2023

The purpose of the report is twofold:

1. To inform Council and the Community of infringements issued by Council Officers in relation to Animal Management for the period December; *and*
2. Provide a brief summary of actions and duties undertaken by Council Officers in relation to animal management.

This in turn informs the community of the requirements and expectations of the Council to uphold and enforce the relevant legislation. This reminds Council and the community of the importance of responsible ownership of animals.

The infringements detailed in this report were all issued under the *Dog Control Act 2000*.

Resource Sharing

Southern Midlands Council currently provide Animal Management services to the Central Highlands Council through resource sharing arrangements. Jobs of note are itemised in the enclosed statement

.

INFRINGEMENT DETAILS:

2/12/23 – Dog at large – Oatlands area

ENCLOSURE

Agenda Item 15.6.1

YTD ANIMAL MANAGEMENT STATEMENT

2023

DOG IMPOUNDS	RECLAIMED	ADOPTED/DOGS HOME	EUTHANISED	OTHER IMPOUNDS
16	14	2		3 sheep – claimed 1 sheep – claimed 1 sheep - claimed

JOBS ATTENDED

December 2023

DOGS AT LARGE	DOG ATTACKS	DOG BARKING	DOG GENERAL
1	0	0	3
NEW KENNEL LICENCES	WELFARE	STOCK	Central Highlands
	2	2	2

REGISTERED DOGS: 1752

KENNEL LICENCES: 62

INFRINGEMENTS ISSUED: 1

RECOMMENDATION:

THAT the Animal Management Report be received and the information noted.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt		
Deputy Mayor K Dudgeon		
Cllr A E Bisdee OAM		
Cllr D Blackwell		
Cllr B Campbell		
Cllr D Fish		
Cllr F Miller		

15.7 Environmental Sustainability

Strategic Plan Reference 3.7

Implement strategies to address the issue of environmental sustainability in relation to its impact on Councils corporate functions and on the Community.

Nil.

16. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – COMMUNITY)

16.1 Community Health and Wellbeing

Strategic Plan Reference 4.1

Support and improve the independence, health and wellbeing of the Community.

16.1.1 Levendale Community Centre (formerly Levendale Primary School) – 1315 Woodsdale Road, Levendale – Area for Community Purposes

Author: GENERAL MANAGER (TIM KIRKWOOD)

Date: 6 DECEMBER 2023

Enclosure(s):

Plan – 1315 Woodsdale Road Levendale (Area shown as Lot 1)

ISSUE

To provide Council with an update in relation to retaining an area of the former Levendale Primary School that incorporates the netball/basketball court and the adjoining playground for community purposes and seek confirmation of the preferred option for seeking control of the area.

BACKGROUND

Council, at its meeting held 26 July 2023, were provided with the attached Plan which should an area (i.e. Lot) that would be made available for lease or transfer.

Four options were considered by Council, they being:

- Create an individual title for the subject area **and transfer back to Council under section 12** of the *Crown Lands Act 1976* (nil consideration but with reversionary conditions). This option is available if the land is to be used for a particular purpose, such as community purposes. Survey and Agreement costs will be payable (to be determined). The parcel could be let to the Hall group from Council providing the land was being used for the designated purpose and the lease was not a commercial enterprise.
- The Crown could **lease or licence the subject area back to Council** (survey will still be required to identify the area as separate from the balance lot). A sublease arrangement to the group could be considered if required.
- **The owners of the community hall could apply to purchase the land** and have it consolidated to the title CT 209301/1. If they own the Hall site without encumbrance, a section 12 transfer would probably not work in this instance as reversionary conditions would be placed on the resulting title, so that resale or redevelopment of the site for another purpose in the future would not be possible. **A section 13 sale** to the group could be explored to achieve the desired consolidation (with no encumbrance on title) - subject to research and approval. However, the applicant would be required to pay market value for the land plus costs.
- **Council could apply to purchase the land under section 13** as an individual title. With no encumbrance on the land, Council would have all future options available – subject to planning of course. Again, all section 13 purchases are at market value.

Note: If any portion of this title is to be transferred or leased/licenced back to Council, a survey will be required to separate the subject area from the balance of the title.

Whilst no valuation has been obtained for that part of the property to be transferred or leased/licenced, Option 4 was considered to be the most practical long-term option.

At that point there had no consultation with the Levensdale Hall Management Committee.

Note: In regard to Option 4, it is confirmed that a subdivision is achievable within the Community Purposes Zone subject to meeting the performance criteria.

The following decision was made at the July 2023 meeting:

“THAT

- a) the information be received;*
- b) for the purpose of consulting with the Levensdale Hall Management Committee in regard to future management and maintenance, Council indicate that purchase of the land is its preferred option (i.e. Option 4) as this maximises the future available options; and*
- c) Prior to advising Property Services (Parks and Wildlife Service) of the preferred option, a further report be provided to Council detailing the outcomes of the discussion with the Levensdale Hall Management Committee.”*

DETAIL

This matter was raised with representatives of the Levensdale Hall Management Committee at the recent community forum held 29th November 2023 at Levensdale. In the first instance, it has been proposed that an extension to the area be sought which is shown on the attached plan.

In relation to future management, the Committee would be receptive to the proposal to adhere the newly created Title to the existing Hall Title. This area would provide additional capacity for car parking and upgrade of the playground area.

The amended proposal has been referred to PWS and there are no impediments to amending the boundary to align with what has been proposed.

Indicative measurements have been provided to PWS to progress the approval process, acknowledging that Council will be responsible for survey and costs associated with the creation of the new Title.

Human Resources & Financial Implications – No funds have been allocated in the 2023/24 Budget for this project and will need to be committed in the 2024/25 Budget.

All purchases under section 13 of the *Crown Lands Act 1976* are at market value.

Community Consultation & Public Relations Implications – Refer comment above.

Policy Implications – N/A

Priority - Implementation Time Frame – No particular timeframe noting that Property Services are awaiting feedback from Council.

RECOMMENDATION

THAT:

- a) The information be received; and
- b) Council confirm that direct purchase option under section 13 of the *Crown Land Act 1976* is the preferred option as there will be no encumbrance on the land, and maximises all future management options.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt		
Deputy Mayor K Dudgeon		
Cllr A E Bisdee OAM		
Cllr D Blackwell		
Cllr B Campbell		
Cllr D Fish		
Cllr F Miller		

ENCLOSURE(S)

Agenda Item 16.1.1

1315 Woodsdale Road Levendale



**PLAN IS FOR ILLUSTRATION
PURPOSES ONLY**

 Lot 1 Subject land

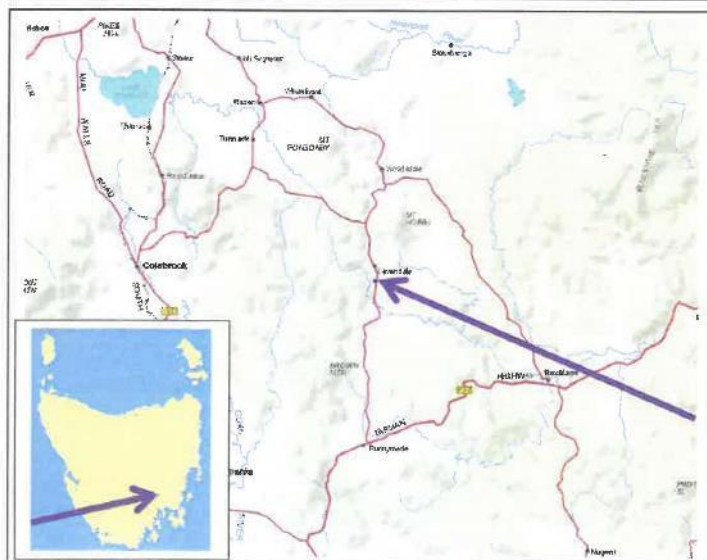
 Locality point

File: 22/8540

PID: 1481598

Area: 2714 m² ±

Locality Plan



**16.1.2 Woodsdale Cemetery (2003 Woodsdale Road, Woodsdale PID 5843016) –
Transfer of Ownership from Crown to Southern Midlands Council
(Information Only)**

Author: GENERAL MANAGER (TIM KIRKWOOD)

Date: 6 DECEMBER 2023

Attachment:
Nil

ISSUE

To provide Council with an update in relation to the transfer of ownership of the Woodsdale Cemetery from the Crown to the Southern Midlands Council.

BACKGROUND

The transfer of ownership of the Woodsdale Cemetery has been in progress for a number of years. It dates back to a formal Council decision to accept ownership made back in December 2012. In summary the decision involved:

- a) Council accepting ownership on the basis that Crown Land can only be transferred to Council (and not a separate entity);
- b) The Levensdale and Woodsdale History Rooms Inc. forfeiting the Lease arrangement (since actioned); and
- c) Council establishing a Management Committee consisting of local residents to manage the property."

An initial Transfer Agreement was finalised in January 2021, however in September 2021, Council received an Email from the Office of the Crown Solicitor. The following is an extract from that communication:

"As you may be aware, this office acts on behalf of the Department of Primary Industries, Parks, Water and Environment in respect of the proposed transfer of the Woodsdale cemetery site to the Southern Midlands Council ("Council"). I am also informed you may have been dealing with Jerome McGee at PWS concerning this matter.

It is understood that previously an agreement has been proposed whereby the Woodsdale cemetery site will be transferred via section 12 of the Crown Lands Act 1976 to Council, and that such agreement had been signed by SMC (I note I am instructed such has yet to be signed by the Crown).

On further review of the proposed transaction, there is a concern that while the issue maybe arguable, the stronger view is that even a transfer via section 12 of the Crown Lands Act 1976 at no commercial cost falls would fall within the meaning of 'sell', as such term is defined in s 3 of the Burial and Cremation Act 2019 ("BCA") (as it arguably constitutes 'giving away for any purpose' (sub-paragraph (i) of definition)). This then means that as there is a "selling" of a cemetery site, such will need to occur in compliance with the requirements of Division 4 of Part 4 of the Burial and Cremation Act 2019, which legislation imposes, amongst other matters, various notice and auditing and regulator approval requirements etc.

The agreement previously prepared does not provide specifically for all these Division 4 of Part 4 of the Burial and Cremation Act 2019 matters. It would therefore be proposed that the

Crown prepare a new agreement for consideration that would acknowledge the old proposed agreement is to no longer be taken to be of any effect, and to provide for the relevant Burial and Cremation Act 2019 matters.”

End Extract

Upon receipt of that advice from the Office of the Crown Solicitor, it was apparent that there was little (or no value) in seeking alternative advice to challenge the position taken by the Office of the Crown Solicitor.

Council acknowledged and agreed that this was an appropriate process and that the Crown should meet all costs associated with the process / requirements that must be followed by the ‘person selling the cemetery’.

From a Council perspective, it was always assumed that Council would need to seek approval to become the cemetery manager under the previous Act, but amendments to the Act since finalising the Transfer Agreement have certainly expanded upon the previous legislative requirements.

DETAIL

Since September 2021, the Crown has been working through the various requirements of Division 4 of Part 4 of the *Burial and Cremation Act 2019*.

The following update has been provided:

1. Parks and Wildlife Services (PWS) should be in a position to apply for the compliance certificate under the *Cremations and Burials Act 2019* within a matter of weeks;
2. Once the deadline for response to the public notice passes (4 January 2024), the new version of the Agreements can be issued for signing by Council.
3. The new version of the Agreement will include the following conditions precedent:
 - a. Revocation of the public reserve (PWS will arrange the final approvals)
 - b. Issue of the compliance certificate for the Crown
 - c. Approval of Southern Midlands Council to be the new Cemetery Managers.

Once Council sign the Agreements, an application will need to be lodged with the Department of Premier and Cabinet for the Southern Midlands Council to be the new cemetery managers. This can be processed concurrently with the Crown's Compliance application.

Following appointment of the Cemetery Manager, the Crown Solicitor will then request the final approval from the Minister with all documents for signing.

Human Resources & Financial Implications – refer comment above.

Community Consultation & Public Relations Implications – N/A.

Policy Implications – N/A

Priority - Implementation Time Frame – N/A

RECOMMENDATION

THAT the information be received.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt		
Deputy Mayor K Dudgeon		
Clr A E Bisdee OAM		
Clr D Blackwell		
Clr B Campbell		
Clr D Fish		
Clr F Miller		

16.1.3 Southern Midlands Council Community Small Grants Program 2023 – Round Two

Author: DEPUTY GENERAL MANAGER (ANDREW BENSON)

Date: 5 DECEMBER 2023

Attachment:

A3 Analysis Summary of all Applications

BACKGROUND

Council has conducted a Community Small Grants program twice a year since 2008, converting to an annual program in September 2009. The main aim of the program is to streamline and condense the many requests for financial support received from various community groups, charitable organisations and service providers throughout the year. The program has proven to be very popular with all the target groups and excellent goodwill is gleaned from the successful grant recipients. Additional kudos has been obtained by having presentations to successful Grantee organisations at the Australia Day function in January.

[EXTRACT FROM THE GUIDELINES]

The SMC Community Grants Program 2023 was undersubscribed in September, therefore Council have resolved to undertake a Round Two and make the balance of the budgeted funding available for worthwhile projects through another application round in 2023. These Guidelines include the revised dates for Round Two and the condition that successful Applicants in the Round One process during September 2023 will not be eligible for consideration of a further grant in Round Two.

The Southern Midlands Council's Community Small Grants program has been established to support projects, programs and activities developed for the benefit of the residents of the Southern Midlands local government area.

The Community Small Grants provide assistance to community groups to provide programs, improve safety, undertake minor capital works, and facilitate small seminars, conferences and forums or purchase equipment.

The Southern Midlands Council recognises the immense community benefit provided to our residents and visitors by local community organisations through the provision of opportunity for involvement in activities in Southern Midlands.

The Community Small Grants Program is one method of supporting and assisting local organisations in providing additional opportunities for the Southern Midlands community.

Purpose

To provide financial assistance in a regulated and equitable way to community groups catering for, and responding to, the needs of the residents and visitors to Southern Midlands.

The program provides assistance to organisations to conduct a wide range of activities. The following broad categories are designed to give applicants an idea as to the types of projects which Council seeks to support through this program:

Community Building

Projects which aim to increase community participation & access to information, services & facilities while strengthening community and social well-being.

Minor Capital Works

Projects which enhance our community facilities by aiding in the development of new facilities or improvements to any existing Community/Council owned facility. It will provide assistance for projects such as fencing, roofing, ground lighting, shade sails, building refurbishments, paving, etc.

Safety/Accessibility Upgrades/Equipment

Projects that increase the capacity of local groups and clubs to cater for the needs of the community. These developments can be in the form of a construction project or the purchase of equipment.

Frequency

Council's grant program is currently held on an annual basis. This Round Two application process is being made available because the Round One process in September 2023 was undersubscribed.

Important Dates:

*The current round for assistance opens at 8.30am on Wednesday 4th October 2023 and **closes on Monday 13 November 2023 at 4:00pm**. Applications can be lodged at either the Oatlands or Kempton Office, or lodged electronically at mail@southernmidlands.tas.gov.au*

Projects are able to start from end of December 2023 – full acquittal is required by 30th June 2024.

Level of Funding Available

An organisation can apply for assistance up to a maximum of \$3000 per round- no minimum grant amount applies.

Eligibility

Financial Assistance WILL be considered for:

- *Any not for profit community group or voluntary association that is legally constituted as an incorporated body or under the auspice of one.*
- *The group or organisation is located in the Southern Midlands municipal area or is proposing an activity or project which will take place in the Southern Midlands municipal area, for the benefit of those who live, visit or conduct business in the municipal area.*
- *The applicant is able to demonstrate financial viability and competence.*
- *The applicant meets Council's insurance requirements.*
- *Education providers are able to apply on the condition that the project/activity is open to all residents and has a broad community benefit.*

- *For equipment grants, applicants are required to contribute at least 50% towards the cost of equipment for items considered 'consumables' eg. cricket bats / balls, footballs etcItems of a longer term nature eg. line marking machines , training equipment and the like would be eligible for up to 100% funding.*

The following are important areas to address

- *Any application which relates to works or projects on property not under the applicants direct ownership (land tenure) or control, must provide a letter of authorisation and approval for said works / projects from the land owner with the grant application.*
- *In the case of applications from the Department of Education, where the facilities will be used by Community and school students alike, the application requires written commitment from the Department of Education / Principal that the facilities (or improvements) will be accessible by the public.*

Financial Assistance WILL NOT be given for:

- *Applicants who received funding through the Round One program in September 2023*
- *Activities by a private person that is not a formal representative of a bone fide organisation.*
- *Activities of For-Profit organisations.*
- *Applicant organisations who have previously failed to acquit Council assisted projects in line with the agreed terms.*
- *Projects that have previously received funding from this grant program.*
- *Working Capital or straight donation purposes.*
- *Projects by local schools/education providers that are exclusive to student's core school curriculum with no availability to the general public.*
- *Retrospective request for a project already fully or partially completed*
- *Community Organisations who already receive Council funds to undertake a specific activity for which funding is being sought or community organisations wanting to do a specific activity that is already funded by Council.*
- *Facilities where little or no public access is available.*
- *Travel to sporting competitions or conferences for individual or community groups.*
- *Projects/ programs that are not based in or focused on southern midlands residents*

It should be noted that meeting the eligibility criteria is not a guarantee of funding.

The following conditions apply to all financial assistance allocated through the program

Project Management

Funds will only be spent on the project for which funds were applied and as approved by the Southern Midlands Council.

Successful applicants must finalise and acquit the project within the approved time frame and approved budget as per application form.

Any variation of this agreement, such as an extension of the project completion date, shall only be made in writing between the parties. Any request for extension of time must be received in writing prior to the relevant original acquittal completion date.

Successful applicants are required to maintain a copy of all receipts of project expenditure for the term of the grant program, including copies of any advertising, media, newsletters, etc. Council will require copies of expenditure invoices / receipts as part of its acquittal procedure.

If relevant, applicants must obtain and comply with all applicable Council Permit Regulations for example planning, &/or building permit – including road closures, outdoor advertising and any health and safety programs (please ensure that costs for these permits, if required, are included in your application). Please ensure that you have allowed sufficient timeline for these approvals to be obtained and the project to be completed in a timely manner.

The Council strongly encourages that all equipment acquired through the program be insured against theft and fire or covered under your organisations insurance policy.

Although possession of current public liability insurance is not a condition of eligibility, Council strongly encourages all applicants to investigate all their insurance requirements to ensure activities are adequately covered and protected.

Financial

Should a group not be able to fulfil the grant conditions as indicated on the application form or substantial savings have been made, any unspent funds shall be returned to the Southern Midlands Council. In special circumstances, surplus funds from savings made may be authorized for redirection to fund similar projects/ activities. Pre-approval in writing should be sought from Council prior to any additional funds being expended. Should the project exceed the amount estimated, groups will be required to meet the additional costs.

Promotion

The Council requests that successful applicants actively promote the support of the Southern Midlands Council. This may include (but not limited to) any of the following:

- Inclusion of the Southern Midlands Council logo in press advertising or any promotional material.*
- Acknowledgement of the Southern Midlands Council in radio or television advertising, award presentation, etc.*
- Opportunities for the Mayor or delegate to participate in any public relations activities, launches, or proceedings associated with the project. Sufficient notice should be given in the form of an official letter of invite addressed to the General Manager.*
- Must attend Council arranged event celebrating the provision of the grant funding, in particular providing a representative at Council's Australia Day ceremony.*

- *Prominently displaying any certificates or plaques associated with the Council's provision of any grant funding*

A version of Council's Logo is available and will be provided on request. The logo can only be used for a specific purpose to which it was requested and must be replicated in its existing form and not altered in any way.

If use of the Council logo is not practicable, the following wording should be incorporated in any material related to the funded project: "Proudly supported by the Southern Midlands Council".

Evaluation / Acquittal Process

Once the project or equipment purchase has been completed, grant recipients must submit an evaluation and provide copies of any advertising, newsletters and media releases relating to the funded project. An evaluation form will be provided with the grant approval letter.

Evidence of expenditure of funds is required to accompany the evaluation. It is preferred that the evaluation / acquittal information be forwarded as soon as the project or purchase is complete i.e. not left until the final acquittal date

Unsatisfactory acquittal of the grant may lead to withdrawal of the grant approval and subsequent request for return of the allocated funding. Inability to apply for future grant funding may also apply in this circumstance. If you are having difficulties completing the acquittal obligations, please contact Council's grant staff to discuss possible solutions.

Priority Criteria

Due to the limited amount of funds available, priority will be given to projects that:

- 1. Demonstrate considerable benefit to the Southern Midlands community;*
- 2. Raise the awareness of or access to a service, program, group or issue or maximize the participation or use of a facility;*
- 3. Demonstrate coordination with other groups in the community;*
- 4. Address local issues by attempting to meet a community need or gap;*
- 5. Show evidence of community support for the project;*
- 6. Enhance the lifestyle options for residents and visitors in the community;*
- 7. Demonstrate an ability to manage the project through resource allocation including financial resources, effective planning, clear goals and evaluation processes;*
- 8. Demonstrate the ability to be ongoing [if applicable]*
- 9. Is the project reliant on other funds, if so has other funding been approved (evidence of the other funding is required to accompany the application);*
- 10. includes the ability for broad Community access – Land Tenure [in the ownership of the applicant or in other ownership]*

11. *Grant funds applied for as a % of the total amount to complete the project [Inc. in kind contribution] i.e. A financial contribution by the applicant/s would be favourably looked upon*
12. *The Project shall be one that has not received any previous funding for the same purpose by Council or any other funding body (i.e. no 'double dipping')*
13. *Demonstrate that a Risk Assessment of the project is deemed within acceptable limits*
14. *Has the Applicant received funding over the last five years (if the organisation has received funding over the last five years through this program, then a weighting will be included to provide a higher ranking for Applicants that have not received funding over the last five years)*

Final funding decisions are made on the merit of each application against the stated eligibility criteria, guidelines and an assessment against the aforementioned criteria.

Assessment

The application process is as follows:

The application forms can be accessed from the Council Chambers, Oatlands and Kempton or via the Council Website: www.southernmidlands.tas.gov.au

Applicants are encouraged to contact Council's Manager Community & Corporate Development, Andrew Benson on 6254 5050 if you have any questions relating to completion of the forms or require information in regard to how your project meets the guidelines of the program.

The completed applications, once received within timeline parameters, will be assessed and prioritized by the assessment panel consisting of Council Officers and Councillors. The panel's decision is final and no further correspondence shall be entered into.

The assessment panel will then make their recommendations to the next scheduled Council Meeting for adoption.

*Once adopted by Council the applicants will be informed of their success or otherwise in gaining funding. Successful applicants will need to supply Council with a tax invoice [on their own letterhead preferably] for the approved grant amount to allow funding of grant monies to be processed .**This should be done as soon as the approved grant funding letter has been received.***

<i>Tips for completing the Application Form</i>
--

Please use the following as a guide to help you to complete the application form.

Section 1: General Information

1 – 5 As directed by the form, please provide as many details as possible about your group / organisation / club.

Section 2: Details of the Project

Tell us about your project, what you are planning and what you want to achieve.

- 6. Select the category that your project best fits under.*
- 7. Give your project a name which represents what your project/activity is about.*
- 8. Indicate where the project/activity is to be held or carried out (e.g. Hall, park, or facility).*
- 9. When answering this question think about the following:*
 - What does your group want to achieve? (E.g. raise awareness of a service program, group or local issue, improve access to and use of a community facility, maximize participation in your group or a particular activity, improve safety).*
 - What steps are you planning to take to make sure your project/activity runs smoothly?*
 - Who might you involve; (e.g.) young persons, older persons, people with different abilities, people from different cultural backgrounds).*
 - Why is this project/activity important for your group/organisation and the wider community?*
- 10. When answering this question think about the following?*
 - How things will be different for your group and/or the wider community?*
 - What might it allow them to do that they can't at present?*
 - How might it improve access to or participation in activities?*
 - Who will benefit most from your project/activity?*

Keep in mind concepts such as community pride, attracting people to the region and spending money in the community, forming new community links, etc.
- 11. Tell us how your group identified a need in the community (e.g. community consultation, public meeting, suggestion box).*
 - Why do you think the need exists?*
 - Why is it a problem/issue for your group and/or the wider community?*
 - Who have you spoken to about this need?*
 - Why has your group chosen this way to tackle the problem and/or improve the situation?*
- 12. To answer these questions think about:*
 - Can you draw on volunteers from within your group or organisation? If yes, what sort of work will they be asked to do or in what way can they help?*

- *What equipment, machinery, etc. you have?*
- *What sort of skills or abilities do the individuals involved in the project/activity have? (E.g. financial management, organisational, trade skills – e.g. plumber, builder etc.).*
- *What type of outside assistance will you seek to complete the project or run the event?*

13. *For example:*

- *Increased participation/membership*
 - *A well-attended event or activity*
 - *Peoples comments and thoughts (how will you get these?)*
 - *Media coverage (e.g. newspaper, community newsletter)*
- You may wish to identify the main aims of your project which you can go back and review to see whether you were successful.*

14. *Please provide approximate start date, completion date, and a contact person for the project.*

Section 3: Budget

Please complete this section as accurately as possible and attach more pages if necessary.

15. *Clearly list the expenses for your project/activity and indicate which expenses you intend to use Council's contribution for.*
16. *Please provide details of the confirmed and anticipated sources of funding for your project. If available please provide with your application any documents confirming the availability of these funds (e.g. bank statements, loan details, letters, etc.).*

Good luck with your Application

[END OF EXTRACT FROM THE GUIDELINES]

CURRENT POSITION

This is the seventeenth round of the Grants Program that Council have offered, with the application form and guidelines being continually refined to provide clear and concise information and criteria for community groups and organisations who apply for the grants.

SMC COMMUNITY SMALL GRANTS PROGRAM 2023 – Round Two

Below is the timetable for administration of the
Round Two grant program for 2023

TIMETABLE

Advertisement in Facebook & Council website plus SMRN Facebook	Monday 2 October 2023
Grant Applications open (with Application Forms available from the SMC website from this date)	Wednesday 4 October 2023
Grant Applications close	Monday 13 November 2023 (4.00pm)
Confirmation letter acknowledging receipt of applications	Thursday 16 November 2023
Facilities & Recreation Committee Agenda closes	Thursday 23 November 2023
Facilities & Recreation Committee meeting (Assessment of the Applications)	Wednesday 29 November 2023
Full Council meeting Agenda closes	Thursday 7th December 2023
Full Council meeting – Oatlands (To consider recommendations from the Facilities & Recreation Committee)	Wednesday 13 December 2023
Successful / Unsuccessful letters to grant applicants	Week commencing Monday 18 December 2023
Grant Acquittal	30 June 2024

Twelve applications were received, identifying **\$41,828.00** worth of projects, requesting a total of \$29,131.00 of support from Council through the SMC Community Small Grants Program 2023 – Round Two.

Within the application we ask,

GRANT AMOUNT REQUESTED: \$_____ **[GST Inc.]**

Council may not be able to fund the full amount requested .Please advise the minimum amount that would still allow the project to continue \$ _____.

A total “Will Accept” figure of \$28,727.00 has been determined from the applications for this grant round. The funds available for distribution by Council for the projects being the unspent balance of the 2023/24 budget, namely \$15,839.00 as per the 2023/24 budget.

ASSESSMENT PROCESS

As per the previous rounds, to assess the applications in an open, transparent and equitable manner, whilst maintaining a rigorous analysis against the established criteria, the Deputy General Manager (Andrew Benson) prepared a rational decision making process to assist the Facilities & Recreation Committee in their deliberations.

The process consisted of;

- **Firstly**, a set of criteria in a matrix format to establish the initial eligibility of the applicants. This set of criteria was extracted from the grant guidelines as issued to the Applicants. This set of criteria required a YES, NO or N/A response. These are classified as *must comply*, if an Applicant does not meet this then the application is not further assessed.

MUST - Eligibility YES
A not for profit community group or voluntary association that is legally constituted as an incorporate body
A not for profit community group or voluntary association that is not legally constituted as an incorporate body but will operate this grant under the auspice of one - Name of auspicing body
The group or organisation is located in the Southern Midlands municipal area
The group or organisation is proposing an activity or project which will take place in the Southern municipal area, for the benefit of those who live, visit or conduct business in the municipal area.
The applicant is able to demonstrate financial viability and competence.
The applicant meets Council's insurance requirements (if applicable).
Is the applicant an educational organisation
If an education provider will the project/activity be open to all residents and does it have a broad community benefit.
If the application is for an equipment grants applicants are required to contribute at least 50% towards the cost of the equipment, has this been identified in the budget.

- **Secondly**, a set of criteria in a matrix format to establish the areas in which the grant does not cover. This set of criteria was extracted from the grant guidelines as issued to the Applicants. This set of criteria required a YES, NO or N/A response. These are also classified as *must comply*, if an Applicant scores a YES in response then the application is not further assessed.

MUST - NOs	Funds not available for the following
	Has the Applicant organisation previously failed to acquit Council assisted projects in line with the agreed terms.
	Actions/services previously disbursed.
	Fundraising purposes (donations).
	Program/projects by local schools/education providers that are exclusive to students Core school curriculum and activities cannot be considered.
	Projects with ongoing costs e.g. staff, salaries, administration, maintenance, insurance, rental or lease arrangements.
	Community Organisations who already receive Council funds to undertake a specific activity for which funding is being sought or community organisations wanting to do a specific activity that is already funded by Council.
	The purchase of land.
	Routine and regular maintenance work to existing facilities (e.g. gardening, cleaning).
	Facilities where little or no public access is available.
	Travel to sporting competitions or conferences for individual or community groups.

- **Thirdly**, a set of criteria that have been called the WANTS in a matrix format that are 'weighted' to gauge the extent to which the assessment panel believe that the application meets the criteria detailed below. This set of criteria has been extracted from the grant guidelines as they are pivotal to the decision making process, eg risk assessment, funding sought from Council as a percentage of the total project costs, etc.

This set of criteria required a "raw scoring" of between 1 and 5 (5 being the highest/best category), which is then multiplied by the weighting to achieve a "refined score".

For example in Criterion 1 on the next page, the weighting (WT) is 10 because it was felt that this criterion represents a very high priority, when the application is scored by an assessment panel member against this criterion, if the member of the assessment panel scores it as a 1, in the 1 to 5 range, this is then automatically multiplied by the weighting (WT), which arrives at a "refined score" of 10. Likewise if the member assessed it as a 5, in the 1 to 5 range which is then automatically multiplied by the weighting (WT) it comes up with a "refined score" of 50. Working this process through against each of the fourteen criteria by each of the assessment panel members it arrives at a total as shown on the Summary Sheet. Affectively in this model the highest collective score is determined to be the most deserving application.

WANT
Criteria 1 Demonstrate considerable benefit to the community;
Criteria 2 Raise the awareness of or access to a service, program, group or issue or maximize the participation or use of facility;
Criteria 3 Demonstrate coordination with other groups in the community;
Criteria 4 Address local issues by attempting to meet a community need or gap;
Criteria 5 Show evidence of community support for the project;
Criteria 6 Enhance the lifestyle options for residents and visitors in the community;
Criteria 7 Demonstrate an ability to manage the project through resource allocation, effective planning, clear goals and evaluation processes;
Criteria 8 Demonstrate the ability to be ongoing (if appropriate).
Criteria 9 Is the project reliant on other funds, if so has other fund been approved
Criteria 10 Includes the ability for broad Community access – Land Tenure
Criteria 11 Grant funds applied for as a % of the total to complete the project
Criteria 12 The Project shall be one that has not received any previous funding for the same purpose by Council or any other funding body
Criteria 13 Risk Assessment of this Project
Criteria 14 Funding received over the last five years

INFORMATION PROVIDED PRIOR TO THE ASSESSMENT PROCESS

The Deputy General Manager advised the Committee that Family Services Tasmania Inc (FST), who were a successful applicant in the first round of the grants program 2023 went into voluntary liquidation the month after they were advised of the success of their application.

Given that Navigate Family Services Inc (NFS), were part of that application, the Deputy General Manager contacted NFS to enquire, that given the FST inability to carry the grant outputs into fruition would NFS have the ability and or the resources to deliver the grant program as detailed in the FST application/approval. If so, the grant approval could be transferred to NFS to deliver the project, if not the FTS approval would lapse and the funds would go into the 'pool of funds' for the round 2 grants program 2023. NFS took the information on board and committed to get back in touch within a week. NFS did respond saying that they felt that they would decline the offer and submit a grant application in their own right for the round 2 program 2023.

SCORING GUIDE

The Deputy General Manager explained the manner in which the Assessment Panel were required to 'score' each of the criteria based on the information provided within the application, that framework is provided on the next page. This framework provides a consistent manner in which each application is addressed based on the information that the applicant has included in their application. This process ensures that members of the Assessment Panel bring an impartial mind to their decision.

SCORING GUIDE

WANT	WT	SCORE	SUM	Scoring of Responses				
				1	2	3	4	5
Criteria 1 Demonstrate considerable benefit to the community;	10			Very poor / No demonstrated commitment in this criteria / Very Low	Minimal commitment demonstrated / Low	Relevant commitment demonstrated / Medium	Good level of commitment demonstrated / Good	High level of commitment demonstrated / Very Good
Criteria 2 Raise the awareness of or access to a service, program, group or issue or maximize the participation or use of facility;	10							
Criteria 3 Demonstrate coordination with other groups in the community;	5							
Criteria 4 Address local issues by attempting to meet a community need or gap;	15							
Criteria 5 Show evidence of community support for the project;	10							
Criteria 6 Enhance the lifestyle options for residents and visitors in the community;	5							
Criteria 7 Demonstrate an ability to manage the project through resource allocation, effective planning, clear goals and evaluation processes;	15							
Criteria 8 Demonstrate the ability to be ongoing (if appropriate).	10							
Criteria 9 Is the project reliant on other funds, if so has other fund been approved	5			1 no	2	3	4	5 yes
Criteria 10 Includes the ability for broad Community access – Land Tenure	10			1 no	2	3	4	5 yes
Criteria 11 Grant funds applied for as a % of the total amount to complete the project (including in-kind contribution) (Judgement - capacity to raise own funds)	10			1 100%	2 80%	3 60%	4 40%	5 20%
Criteria 12 The Project shall be one that has not received any previous funding for the same purpose by Council or any other funding body	10			1 yes	2	3	4	5 no
Criteria 13 Risk Assessment of this Project	10			1 Extreme Risk	2 High Risk	3 Moderate Risk	4 Low Risk	5 Insignificant
Criteria 14 Funding received over the last five years	10			1 Other	2 0 in last 2 yrs	3 0 in last 3 yrs	4 0 in last 4 yrs	5 0 in last 5 yrs
Grand Total			0					
Average (ie total score divided by number of Assessors)			0					
Total Cost of the project (example)			8000					
Requested amount by the organisation (as a %of total Amount)	25%		2000					
Will accept lessor amount of grant (example)			1500					
Value of Grant approved by the Committee				\$	15,839			
Overall Ranking (determine manually)								

APPLICATIONS

Southern Midlands Community Small Grants Program 2023 Round 2													
Applications						Grant Sought				Will Accept			
Group/Club	Auspiced by	Project	Project Cost	Grant Sought	Will Accept	GST Incl	GST excl		figure	GST Incl	GST excl		figure
Bagdad OAC	BCC	Furniture	\$ 3,150.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	11	272.73	\$ 2,727.27	\$ 3,000.00	11	272.73	\$ 2,727.27
Bagdad VFB	TFC	TV, Table and Chair	\$ 1,810.00	\$ 1,810.00	\$ 1,810.00	\$ 1,810.00	11	164.55	\$ 1,645.45	\$ 1,810.00	11	164.55	\$ 1,645.45
Campania Football Club		Training aids	\$ 2,210.00	\$ 1,720.00	\$ 1,500.00				\$ 1,720.00				\$ 1,500.00
Canine Club	TCA	Trailer mounted portable WC	\$ 4,023.50	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	11	272.73	\$ 2,727.27	\$ 3,000.00	11	272.73	\$ 2,727.27
Kempton VFB	TFC	Two portable grinders and batteries	\$ 981.20	\$ 981.20	\$ 981.20	\$ 981.20	11	89.20	\$ 892.00	\$ 981.20	11	89.20	\$ 892.00
Mount Pleasant FC		Function Room Lighting	\$ 3,682.00	\$ 3,000.00	\$ 3,000.00				\$ 3,000.00				\$ 3,000.00
Navigate Family Services		Children's Community Mural	\$ 2,584.00	\$ 2,575.00	\$ 2,500.00				\$ 2,575.00				\$ 2,500.00
Oatlands Bowls Club	OESCC	Seating at the Bowls Club	\$ 3,168.00	\$ 2,880.00	\$ 2,880.00	\$ 2,880.00	11	261.82	\$ 2,618.18	\$ 2,880.00	11	261.82	\$ 2,618.18
Oatlands VFB	TFC	IT Training equipment for the District	\$ 7,330.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	11	272.73	\$ 2,727.27	\$ 3,000.00	11	272.73	\$ 2,727.27
Runnymede CC		Shade Structure	\$ 5,653.00	\$ 3,000.00	\$ 3,000.00				\$ 3,000.00				\$ 3,000.00
St Marys Community Kempton		Painting at and Repairs to St Mary's	\$ 3,960.00	\$ 2,772.00	\$ 2,762.00	\$ 2,772.00	11	252.00	\$ 2,520.00	\$ 2,762.00	11	251.09	\$ 2,510.91
Woodsdale FC		Two door Refrigerator	\$ 3,277.00	\$ 2,979.00	\$ 2,879.00				\$ 2,979.00				\$ 2,879.00
			\$ 41,828.70	\$ 30,717.20	\$ 30,312.20				\$ 29,131.45				\$ 28,727.36
		Budgettted Funding for 2023 Round 2							\$ 15,839.00				\$ 15,839.00
		Overspend							\$ 13,292.45				\$ 12,888.36

The Facilities & Recreation Committee suspended their meeting and the Assessment Panel proceeded to undertake the assessment process, with each member of the Panel working through and scoring each application. The scoring was entered in to a spread sheet.

SUMMARY OF THE ASSESSMENT PANEL'S SCORING FOR THE SM COMMUNITY SMALL GRANT PROGRAM 2023 ROUND 2

This attached summary of the analysis shows that the individual scoring of the Assessment Panel Members has been automatically added up in the 'Score' column from the individual score sheets from the Panel Members.

The summed scores are then automatically multiplied by the weighting (WT) and it arrives at the 'sum'. The 'sum' column this provides a Grand Total. That Grand Total is divided by the number of Scorers, which provides a consistency across all applicants. The 'Overall Ranking' of all applications is then reviewed and a 'reality test' applied to ensure that the feeling of the Panel is consistent with the scoring. If there is a query the calculations are checked to ensure that there has not been a miss entry or an arithmetical error in the spread sheet. Once that has been confirmed the Assessment Panel starts to allocate the funds based on the ranking, until the funds have been exhausted.

On this occasion all of the funds were not able to be fully exhausted as the next Application (ranked 7) had fixed costs with the balance of available funds being unable to fulfil the requirements of the project as articulated in the application, therefore that balance of \$1,507.00 will be added to the next years Grant budget.

OUTPUTS OF THE GRANT ASSESSMENT WORKSHOP

Southern Midlands Community Small Grants Program 2023 Round 2															
Applications						Grant Sought				Will Accept				Recommendation	
Group/Club	Auspiced by	Project	Project Cost	Grant Sought	Will Accept	GST Incl	GST excl		figure	GST Incl	GST excl		figure	Recommend to Council (ex GST)	Assessed Priority / Ranking
Bagdad OAC	BCC	Furniture	\$ 3,150.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	11	272.73	\$ 2,727.27	\$ 3,000.00	11	272.73	\$ 2,727.27	\$ 2,727.27	5
Bagdad VFB	TFC	TV, Table and Chair	\$ 1,810.00	\$ 1,810.00	\$ 1,810.00	\$ 1,810.00	11	164.55	\$ 1,645.45	\$ 1,810.00	11	164.55	\$ 1,645.45	\$ -	12
Campania Football Club		Training aids	\$ 2,210.00	\$ 1,720.00	\$ 1,500.00				\$ 1,720.00				\$ 1,500.00	\$ -	11
Canine Club	TCA	Trailer mounted portable WC	\$ 4,023.50	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	11	272.73	\$ 2,727.27	\$ 3,000.00	11	272.73	\$ 2,727.27	\$ -	8
Kempton VFB	TFC	Two portable grinders and batteries	\$ 981.20	\$ 981.20	\$ 981.20	\$ 981.20	11	89.20	\$ 892.00	\$ 981.20	11	89.20	\$ 892.00	\$ 892.00	6
Mount Pleasant FC		Function Room Lighting	\$ 3,682.00	\$ 3,000.00	\$ 3,000.00				\$ 3,000.00				\$ 3,000.00	\$ -	7
Navigate Family Services		Children's Community Mural	\$ 2,584.00	\$ 2,575.00	\$ 2,500.00				\$ 2,575.00				\$ 2,500.00	\$ 2,575.00	4
Oatlands Bowls Club	OESCC	Seating at the Bowls Club	\$ 3,168.00	\$ 2,880.00	\$ 2,880.00	\$ 2,880.00	11	261.82	\$ 2,618.18	\$ 2,880.00	11	261.82	\$ 2,618.18	\$ 2,618.18	1
Oatlands VFB	TFC	IT Training equipment for the District	\$ 7,330.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	11	272.73	\$ 2,727.27	\$ 3,000.00	11	272.73	\$ 2,727.27	\$ -	10
Runnymede CC		Shade Structure	\$ 5,653.00	\$ 3,000.00	\$ 3,000.00				\$ 3,000.00				\$ 3,000.00	\$ 3,000.00	2
St Marys Community Kempton		Painting at and Repairs to St Mary's	\$ 3,960.00	\$ 2,772.00	\$ 2,762.00	\$ 2,772.00	11	252.00	\$ 2,520.00	\$ 2,762.00	11	251.09	\$ 2,510.91	\$ 2,520.00	3
Woodsdale FC		Two door Refrigerator	\$ 3,277.00	\$ 2,979.00	\$ 2,879.00				\$ 2,979.00				\$ 2,879.00	\$ -	9
			\$ 41,828.70	\$ 30,717.20	\$ 30,312.20				\$ 29,131.45				\$ 28,727.36	\$ 14,332.45	
		Budgeted Funding for 2023 Round 2							\$ 15,839.00				\$ 15,839.00	\$ 15,839.00	
		Underspend to go into next years pool of funds							\$ 13,292.45				\$ 12,888.36		
														\$ 1,506.55	

The Facilities & Recreation moved back into the formal meeting and the following decision was taken.

DECISION

Moved by Cllr E Batt, seconded by Cllr D Fish

THAT the output of the Grant Assessment Workshop be conveyed to Council for their consideration.

CARRIED

Councillor	Vote For	Vote Against
Cllr D F Fish (Chairperson)	✓	
Mayor E Batt	✓	

CONCLUSION

With the Facilities & Recreation Committee, supported by an Assessment Panel, having undertaken a rigorous and transparent process the information is provided to Council for a decision on the allocation of funding. Unfortunately not all applications are able to be supported with the availability of the budgeted funds that are an under-spend on the 2023 Program Round 1.

The Facilities & Recreation Committee received twelve applications identifying **\$41,828.00** worth of projects to be undertaken in the Southern Midlands for the benefit of the Community, requesting a total of **\$29,131.00** of support from Council through the SMC Community Small Grants Program 2023. Council had allocated \$36,000.00 in its 2023/24 budget for the Program and has held two funding rounds. A rigorous and transparent assessment was undertaken as detailed above with the available funds being allocated in priority order as detailed in the Assessment Results on the Analysis Summary page.

From an historical perspective it is interesting to note that since the inception of the Southern Midlands Community Small Grants Program in 2007, **Council have paid out to Community Groups through this Program \$460,980.00, supporting \$1,244,114.00 worth of Community Projects.**

It must be acknowledged that this Program and this Council has made a significant contribution to this Southern Midlands Community through the Program, a contribution that current and past Councillors should be rightly proud of.

Human Resources & Financial Implications - Nil, funds included in the 2023/2024 budget.

Community Consultation & Public Relations Implications - Include an award session for the next Australia Day event.

Policy Implications - Nil.

Priority - Implementation Time Frame - From the date of the September Council meeting.

RECOMMENDATION

THAT the process be endorsed and the financial allocations for the seventeenth round of the Southern Midlands Council Community Small Grants Program 2023 to the following organisations be approved:

\$2,618.18	<i>Oatlands Bowls Club</i>
\$3,000.00	<i>Runnymede Cricket Club Inc</i>
\$2,520.00	<i>St Marys Community Kempton</i>
\$2,727.27	<i>Bagdad Online Access Centre</i>
\$ 892.00	<i>Kempton Volunteer Fire Brigade</i>

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt		
Deputy Mayor K Dudgeon		
Clr A E Bisdee OAM		
Clr D Blackwell		
Clr B Campbell		
Clr D Fish		
Clr F Miller		

THAT the process be endorsed and the financial allocations for the seventeenth round of the Southern Midlands Council Community Small Grants Program 2023 to the following organisation be approved:

\$2,575.00	<i>Navigate Family Service Inc.</i>
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DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt		
Deputy Mayor K Dudgeon		
Clr A E Bisdee OAM		
Clr D Blackwell		
Clr B Campbell		
Clr D Fish		
Clr F Miller		

16.2 Recreation

Strategic Plan Reference 4.2

Provide a range of recreational activities and services that meet the reasonable needs of the community.

16.2.1 Oatlands Aquatic Centre – Coordinators Report

Author: OATLANDS AQUATIC CENTRE COORDINATOR (ADAM BRIGGS)

Date: 5 DECEMBER 2023

Oatlands Aquatic Centre – Coordinator's Report for the month November/December 2023.

BACKGROUND

The Oatlands Aquatic Centre opened to the public on Monday 14th November 2022.

DETAIL

The purpose of the report is twofold:

1. To report on the financial performance of the Centre compared to budget for the relevant month ending; and
2. To provide details regarding usage of the facility.

Financial Reporting:

Operating Budget:

Income			Annual Budget 2023/24	November 2023	YTD Total	% of Budget
Pool – Admission Fees	Casual Fees		\$37,360	\$4,408	\$21,524	57.6%
	Memberships & Season Passes		\$157,426	\$3,814	\$19,744	12.6%
	Group Bookings & Learn to Swim		\$81,714	\$4,227	\$32,809	40.2%
	Sale of Goods		\$9,500	\$1,343	\$4,839	50.9%
Local Gov't Loan Subsidy (Year 3 of 3)			\$45,107	\$0	\$0	0%
Charging Station Energy Reimbursement			\$0	\$3,278	\$3,278	
Get Active Program	"Let's get moving"		\$0	\$0	\$800	
CBA Community Donation			\$0	\$0	\$500	
Sub-Total			\$331,107	\$13,793	\$83,525	25.2%

Expenditure			Annual Budget 2023/24	October 2023	YTD Total	% of Budget
Salaries (incl. On-Costs)			\$504,561	\$38,444	\$209,823	41.6%
Operating Costs - Other			\$245,072	\$24,074	\$133,475	54.5%
Loan Interest			\$45,107	\$0	\$0	0%
Total Expenditure			\$794,740	\$62,518	\$343,298	43.2%
Budgeted Deficit			(\$463,633)	(\$48,725)	(\$259,773)	56.0%

Group Bookings & Programs – November (15/11/23 - 30/11/23):

Event / Booking	School / Group	Participation Numbers
Centre Hire / Student Visits	Oatlands District School	23 participants
Public Visits	Reclink Community Program	8 participants
Physio Rehab Sessions	Annabel Butler – Physiotherapist	3 individual bookings
Learn to Swim	Campania District School	Kinder – Grade 2 – 45 Students
Lane Hire	Jordan River High School	50 participants – 3 hour booking

USAGE FOR THE PERIOD 15/11/2023 – 30/11/2023

PAID UPFRONT

Type	Units
Gym & Fitness	
Gym & Fitness Class Passes/10 Sessions	1
Gym & Fitness Class Passes/5 Sessions	0
Gym & Fitness Class Session (17 years) PAYG	3
Gym & Fitness Class Session (Concession) PAYG	10
PAYG Class Pass (16 years)	0
Gym	
PAYG Gym (17 years)	6
PAYG Gym (Concession)	1
Personal Training	
Personal Training – 30 Mins	3
Personal Training – 1 Hr	0
Learn to Swim	
4 Day School Holiday Learn to Swim	0
5 Day School Holiday Learn to Swim	0
11 Week Learn to Swim	0
10 Week Learn to Swim	15
Adult Learn to Swim	1
Pool	
Pool Passes 10 Sessions (Child)	2
Pool Pass 10 Session (17 years)	2
Upfront 6 Months Pool Membership (17 +)	1
Upfront 6 Months Pool Membership (concession)	0
Upfront 6 Months Pool Membership (Family)	0
PAYG – Pool (4 years and under)	21
PAYG - Pool (5-16)	76
PAYG - Pool (17)	99
PAYG - Pool (Concession)	89
PAYG - (Family)	7
Pool/Gym Combo PAYG	0
Upfront 6 Months Pool Membership - Renewal	0
GYM/Pool Pass 10 Session (17 years)	1

DIRECT DEBITS – Current Numbers

Type	Units
DD Pool/Gym	7
DD Class/Pool	25
DD Pool/Gym/Class	1
DD Gym	5
DD Class/Gym	6
DD 6 Months Pool – 17 years +	5
DD 6 Months Pool – Child/Concession	2
DD 6 Months Pool – Family	2

Grant Applications

See below an update on the current Grant Application:

- Tasmanian Government - Premier's Fund for Children & Young People:** We applied for \$50,000.00 to put towards programs at Oatlands Aquatic Centre, which we have been successful in receiving. This funding has already been used to purchase large Learn to Swim Equipment with the remainder of the money to be used in 2023 on Learn to Swim lessons and training courses.
The Term 4 Learn to Swim program has seen a 30% increase of participants from previous term programs, we are seeing new students access the Centre due to this funding.

Human Resources & Financial Implications – Refer above detail.

Community Consultation & Public Relations Implications – Not applicable.

Policy Implications – N/A

Priority - Implementation Time Frame – Not applicable.

RECOMMENDATION

THAT the information be received and noted.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt		
Deputy Mayor K Dudgeon		
Clr A E Bisdee OAM		
Clr D Blackwell		
Clr B Campbell		
Clr D Fish		
Clr F Miller		

16.3 Access

Strategic Plan Reference 4.3

Continue to explore transport options for the Southern Midlands community / Continue to meet the requirements of the Disability Discrimination Act.

Nil.

16.4 Volunteers

Strategic Plan Reference 4.4

Encourage community members to volunteer.

Nil.

16.5 Families

Strategic Plan Reference 4.5

Ensure that appropriate childcare services as well as other family related services are facilitated within the community / Increase the retention of young people in the municipality / Improve the ability of seniors to stay in their communities.

Nil.

16.6 Education

Strategic Plan Reference 4.6

Increase the educational and employment opportunities available within the Southern Midlands

Nil.

16.7 Capacity & Sustainability

Strategic Plan Reference 4.7

Build, maintain and strengthen the capacity of the community to help itself whilst embracing social inclusion to achieve sustainability.

Nil.

16.8 Safety

Strategic Plan Reference 4.8

Increase the level of safety of the community and those visiting or passing through the municipality.

Nil.

16.9 Consultation & Communication

Strategic Plan Reference 4.8

Improve the effectiveness of consultation & communication with the community.

Nil.

17. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – ORGANISATION)

17.1 Improvement

Strategic Plan Reference 5.1

Improve the level of responsiveness to Community & Developer needs / Improve communication within Council / Improve the accuracy, comprehensiveness and user friendliness of the Council asset management system / Increase the effectiveness, efficiency and use-ability of Council ICT systems / maintain the Business Process Improvement & Continuous Improvement framework

17.1.1 Policy Development - Children Safety & Wellbeing Policy

Author: MANAGER COMMUNITY & CORPORATE DEVELOPMENT (WENDY YOUNG)

Date: 5 December 2023

Enclosure(s):

Children Safety & Wellbeing Policy

ISSUE

The Child & Youth Safe Organisations Act 2023 was enacted in June 2023. This Act establishes standards for the safety and wellbeing of children and youth and provides responsibilities of certain entities in relation to those standards and establishes a reportable conduct scheme. Under Schedule 2 of the Act – Councils are an entity that are specifically covered and must comply from the 1 January 2024.

BACKGROUND

The objective of this policy is to meet the Child and Youth Safe Framework, which includes the child and youth safe standards, reportable conduct scheme, the independent regulator and information sharing provisions.

The Children Safety & Wellbeing Policy has been reviewed and no recommendations for change are included in the document.

RECOMMENDATION

THAT Council adopt the Child Safety & Wellbeing Policy.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt		
Deputy Mayor K Dudgeon		
Cllr A E Bisdee OAM		
Cllr D Blackwell		
Cllr B Campbell		
Cllr D F Fish		
Cllr F Miller		

ENCLOSURE(S)
Agenda Item 17.1.1



Council Policy
CHILDREN SAFETY & WELLBEING POLICY

Approved by: Council
Approved date: November 2023
Review date: November 2024

1. PURPOSE

The purpose of this policy is to create and maintain a child and youth safe organisation to prioritise, promote and protect the safety and wellbeing and prevent abuse and harm of children and young people in Southern Midlands.

2. OBJECTIVE

The primary objective of this policy is to meet the Child and Youth Safe Framework that benefits not only children and young people by ensuring that their rights are respected, it also assists Council in being able to quickly and effectively understand, identify, and report unsafe behaviours and to ensure that only appropriate people are working with children and young people.

3. SCOPE

This policy applies to all workers – see definition

4. DEFINITIONS

Worker	<p>a worker, of an entity, is a person who has attained the age of 18 years who – (a) is employed by the entity, whether or not the person is employed in connection with any work or activity of the entity that relates to children; or</p> <p>(b) is engaged by the entity to provide services, including as a volunteer, contractor, subcontractor, consultant, director, member of a management committee, office holder or officer, whether or not the person is engaged in connection with any work or activity of the entity that relates to children; or</p> <p>(c) is elected to a role in respect of an entity, such as as an alderman, councillor or member of Parliament, whether or not the person provides services to children in that elected role; or</p> <p>(d) is engaged in training or work experience with the entity, whether or not the person is engaged in connection with any work or activity of the entity that relates to children; or</p>
Child	means a person who has not attained the age of 18 years;
Youth	Means a person who has attained the age of 16 years but has not attained the age of 18 years.
Reportable Allegation	means information that leads a person to form a reasonable suspicion that a worker of an entity has committed reportable conduct, whether or not the alleged reportable conduct occurred within the course of the worker's duties in respect of the entity, and regardless of whether the alleged reportable conduct occurred before the commencement of this Act;



Council Policy

CHILDREN SAFETY & WELLBEING POLICY

Approved by: Council
Approved date: November 2023
Review date: November 2024

Reportable Conviction	means a conviction for an offence that involves reportable conduct, regardless of whether the conduct or conviction occurred before the commencement of this Act;
Standards	means the child and youth safe standards;
Grooming	grooming, in relation to a child, means conduct of a person that – (a) is intended to establish trust with the aim of normalising sexually harmful behaviour towards, or allowing the person to engage in an unlawful act, sexual offence, or sexual misconduct, against, the child; and (b) forms part of a pattern of manipulative or controlling behaviour in relation to – (i) the child; or (ii) the child's guardian, family or friends; or (iii) a worker of a relevant entity that provides services to, or has dealings with, the child
Emotional or psychological harm	means harm to a child's wellbeing or development, or both
Neglect, of a child	means the deliberate or reckless failure to meet the basic needs of the child
Physical violence	means – (a) the intentional or reckless application of physical force to a person without lawful justification or excuse; or (b) any act which intentionally or recklessly causes a person to apprehend immediate and unlawful violence to the person
Relevant offence	means – (a) a sexual offence; or (b) an offence under section 105A of the Criminal Code; or (c) an offence under section 178A of the Criminal Code; or (d) an offence under section 298, 299 or 300 of the Criminal Code in respect of an offence specified in paragraphs (b) and (c)
Sexual misconduct	includes, but is not limited to, the following conduct when performed in a sexual manner or with a sexual intention: (a) inappropriate behaviour; (b) physical contact; (c) voyeurism; (d) speech or other communication including electronic communication;
Significant	in relation to emotional or psychological harm or neglect, means that the harm or neglect is more than trivial or insignificant, but is not required to be deemed serious or deemed to have a lasting permanent effect.



Council Policy

CHILDREN SAFETY & WELLBEING POLICY

Approved by: Council
Approved date: November 2023
Review date: November 2024

Reportable conduct	<ul style="list-style-type: none">(a) a relevant offence committed against, with or in the presence of a child, whether or not criminal proceedings in relation to the offence have been commenced or concluded; or(b) sexual misconduct, that does not form part of a sexual offence, against, with or in the presence of a child; or(c) physical violence against a child; or(d) grooming of a child; or(e) conduct that causes, or is likely to cause, significant emotional or psychological harm to a child; or(f) significant neglect of a child; or(g) conduct prescribed for the purposes of this section – regardless of whether or not the alleged conduct occurred within the course of a worker's duties in respect of an entity.
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5. POLICY STATEMENT

The Southern Midlands Council will prioritise, promote and protect the safety and wellbeing and prevent abuse and harm of children and young people. Provide an environment that ensures that the right to cultural safety of children who identify as Aboriginal or Torres Strait islander are respected.

We promote equity and respect diversity by:

- Providing children and young people with a safe, nurturing environment where they are comfortable being themselves, expressing and maintaining connections to their culture, their spiritual and belief systems, and they are supported by people who respect their aboriginality and encourage their sense of self.
- Aboriginal or Torres Strait Islander are respected and given positive recognition and celebration of cultures.
- Actively anticipating children's diverse circumstances and responding effectively to those with additional vulnerabilities.
- Giving all children access to information, support and complaints processes.
- Paying particular attention to the needs of Aboriginal and Torres Strait Islander children; those with a disability, children from culturally and linguistically diverse backgrounds, Lesbian, Gay, Bisexual, Transgender or Intersex (LGBTI) children and those who are unable to live at home.

It is the responsibility of all workers of the Southern Midlands Council to:

- Care about children and young people's safety and wellbeing.
- Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously
- Families and communities are informed and involved in promoting child safety and wellbeing.
- Equality is upheld and diversity needs respected.
- People working with children and young people are suitable and supported to reflect child safety and wellbeing.
- Processes to respond to complaints and concerns are child-focused.
- Staff and volunteers are equipped with knowledge, skills and awareness to keep children and young people safe through ongoing education and training.



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Approved by:	Council
Approved date:	November 2023
Review date:	November 2024

- Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
- Implementation of the child and youth safe standards is regularly reviewed and improved.
- Policies and procedures documents are regularly reviewed.

We require all within the Council, regardless of their role or level of responsibility, to promote safety and wellbeing and prevent abuse and harm of children and young people.

- Adopting the practices and behaviour we have set as our standard when carrying out their roles.
- Reporting any reportable conduct to:
 - General Manager
- Notification to the Independent Regulator
- Specifies timeframes for when certain actions have to be taken
- Doesn't replace existing reporting obligations
- Strengthens Council's ability to respond in a child-centred way

This expectation stands regardless of whether the reportable conduct is being perpetrated by workers within Council, or by those outside the Council including those from the child's family, extended family, their family's extended network or strangers.

5.1 Commitment to Children and young people

Council is committed to ensuring the safety and wellbeing of all children and young people who access the Council's activities, programs, services or facilities. This policy seeks to address risks to child safety and to establish a safeguarding culture and practices.

5.2 Expected Behaviour

We require that each worker involved in Council delivery of services to children and young people understand both their role and the behaviour we expect in relation to children and young people. We established and communicate those expectations by:

- Working under a Code of Conduct that outlines the expectations of all workers in terms of their interaction with one another and children and young people.
- Require all worker, whether paid or volunteer, to sign the Code of Conduct through the induction process.

5.3 Staff Recruiting

Council has measures in place to minimise the likelihood of recruiting a person who is unsuitable to work or volunteer with children or young people. Our recruitment procedures require:

- Face-to-face interviews (or where necessary via video call – e.g. Skype, Zoom or Microsoft Teams) to be held.
- A minimum of two professional reference checks to be undertaken.
- Screening checks to be undertaken, which require applicants to provide proof of their identity, Registration to Work with Vulnerable People (RWVP) and a National Police Check.



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CHILDREN SAFETY & WELLBEING POLICY

Approved by:
Approved date:
Review date:

Council
November 2023
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5.4 Induction & Training

Council requires all new workers (whether paid or volunteer) to undertake an induction process prior to commencement. This induction process provides them with information regarding our commitment to children and young people. All new workers must read and declare their acceptance of the Code of Conduct.

5.5 Reporting of child abuse and allegations of child abuse

Any person may disclose a reportable allegation or reportable conviction in relation to a worker.

- Worker must immediately report any reportable conduct and any concerns with policies, practices or the behaviour of workers.
- Workers must meet any legislated mandatory reporting requirements.
- Workers must follow a specified process when reporting any reportable conduct including who will receive reports.
- The failure to report is considered as a serious matter that, depending on circumstances, may result in disciplinary action or be grounds for dismissal.

Workers are requested to notify the General Manager where a reportable allegation or reportable conviction has been made.

5.6 Maintain & Improve Policies / Procedures

Southern Midlands Council are committed to maintaining and improving our policies, procedures and promote safety and wellbeing and prevent abuse and harm of children and young people. Council monitor workers and external providers to encourage appropriate practice and behaviour to ensure that policies are adhered to.

Council has screening checks to be undertaken, which require applicants to provide proof of their identity, Registration to Work with Vulnerable People (RWVP) and a National Police Check.

5.7 Record Keeping

This policy is reviewed annually. Council retain 'evidence' to document each review undertaken. Such evidence may include minutes of meetings and documentation of changes to policies and procedures that result in a review.

5.8 Communication

Council communicate this Policy and its requirements to all workers (whether paid or volunteer) who are involved with children and young people within Council. All Council workers are involved in reviews of this policy and its requirements and communicate any significant alterations to all personnel.



Council Policy

CHILDREN SAFETY & WELLBEING POLICY

Approved by:
Approved date:
Review date:

Council
November 2023
November 2024

6. LEGISLATION

Child and Youth Safe Organisations Act 2023

Child & Youth Safe Organisations Framework

Child and Youth Safe Standards

7. DOCUMENT ADMINISTRATION

This Instruction is a managed document and is to be reviewed annually or as directed by the General Manager.

This document is Version 1.0 effective November 2023. The document is maintained by Community and Corporate Development, for the Southern Midlands Council.

17.1.2 Review of Existing Policy – Closed Circuit Television (CCTV) Policy

Author: COMMUNITY & CORPORATE DEVELOPMENT OFFICER (JO ROWLEY)

Date: 6 DECEMBER 2023

Enclosure:

Closed Circuit Television (CCTV) Policy

ISSUE

Council are required to review and update its various policies from time to time. The following nominated policy has been reviewed, amendments made, and now requires adoption by Council.

BACKGROUND

Nil.

DETAIL

1. Closed Circuit Television (CCTV) Policy

The Closed Circuit Television (CCTV) Policy has been reviewed by the Work Health & Safety / Risk Management Committee and amended to include fixed cameras only.

RECOMMENDATION

THAT Council adopt the Closed Circuit Television (CCTV) Policy (as amended).

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt		
Deputy Mayor K Dudgeon		
Clr A E Bisdee OAM		
Clr D Blackwell		
Clr B Campbell		
Clr D F Fish		
Clr F Miller		

ENCLOSURE(S)
Agenda Item 17.1.2



Council Policy

CLOSED CIRCUIT TELEVISION (CCTV) POLICY

Approved by:
Approved date:
Review date:

Council
25th November 2020
November 2026

1. OBJECTIVES

The objectives of the Closed Circuit Television (CCTV) Policy are:

- to reduce the threat of personal violence;
- assist in the protection of public assets and reduce property damage;
- to assist in the detection and prosecution of offenders; and
- to help secure a safer environment for people who live, work and visit the Southern Midlands.

The CCTV Program is not about allowing constant surveillance it is about incident management. Authorised personnel will only watch recorded material if there is an incident that demands investigation.

Introduction

2. POLICY

It is recognised that the threat of personal violence is an important factor in the public perception of Southern Midlands as a safe area. The Council is committed to creating safe places for all residents and visitors. Council is also seeking to enhance protection of important community assets and reduce the need to divert valuable resources to fix property damaged by vandals. In an effort to address these issues, Council introduced the CCTV Program, as part of its response to antisocial behaviour. Other strategies to address antisocial behaviour and crime include effective street lighting, improved security practices, signage and collaboration with Tasmania Police.

Involvement in any aspect of the CCTV Program by relevant organisations or individuals will depend upon their willingness to comply with this Policy.

This Policy is subject to state and federal law.

The Council retains ownership of and has copyright in all equipment, recorded material and documentation pertaining to the CCTV Program. The responsibilities of the Council in relation to the CCTV Program are outlined below.

2.1 Southern Midlands Council – Responsibilities

The Council will be responsible for the introduction and implementation of the CCTV Program. The Council will ensure compliance with the objectives and intent of this Policy while protecting the interests of the public in relation to CCTV use.

Council is accountable for the effective long-term operation and management of the CCTV Program. The Council will implement appropriate procedures to ensure all related documentation is completed, recorded material is accessed appropriately and equipment is well maintained.

2.2 Public Information

Clearly visible signs that CCTV cameras are operating will be displayed in the area covered by the cameras. These signs will:



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Approved by:	Council
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- inform the public that cameras are in operation; and
- identify the Southern Midlands Council as the owner of the system.

2.3 Control and Operation of Cameras

- The locations of fixed cameras will be clearly apparent to the public.
- All use of cameras will accord with the purposes of the CCTV Program.
- Cameras will not be used to look into private premises or residential properties.
- No sound will be recorded in public places.
- 'Dummy' cameras will not be used.
- Access to the operation of equipment will be limited to authorised Council staff with that responsibility.
- Operators of the camera equipment will act in accordance with the highest standards of probity and the Council's code of conduct. There is a requirement of confidentiality unless recorded material is authorised by the General Manager for release to a third party. Circumstances for release of material may include as part of a police investigation, insurance investigation, an accident or medical event.
- All responsible staff may be required to justify their interest in a particular member of the public or premises.
- Information collected by the CCTV Program is subject to the relevant Acts.
- A register must be kept detailing all instances of access to recorded material.

2.4 Recorded Material

Access to and use of recorded material will only take place:

- in compliance with the needs of police in connection with the investigation of crime; or
- if necessary for the purposes of legal proceedings, or
- if necessary assisting with an insurance claim, or
- if necessary assisting in relation to an accident or medical event.

Recorded material will not be sold or used for commercial purposes or the provision of entertainment.

The showing of recorded material to the public will be allowed only in accordance with the needs of the police in connection with the investigation of crime or in any other circumstances provided by law. Any such action must be formally approved and/or requested by the Police.

Use of videotapes or photographs by the media should only occur to gain public information with respect to the identity of a person/s wanted in connection with a criminal investigation. Subject to the concurrence of the Police, the General Manager may approve such releases after consultation with the Mayor. In such cases the recognisable characteristics of other people in the footage shall be obscured.

Images shall not, under any circumstances, be used to publicise the existence or success of the CCTV Program.



Council Policy

CLOSED CIRCUIT TELEVISION (CCTV) POLICY

Approved by:	Council
Approved date:	25 th November 2020
Review date:	November 2026

Appropriate security measures will be taken against unauthorised access to, alteration, disclosure, accidental loss or destruction of recorded material.

Recorded material will be treated according to defined procedures to ensure continuity of evidence. Council will generally retain recorded material for no more than 35 days, and the material will subsequently be deleted, unless the material is required to be retained for-

- the investigation of crime, or
- Court proceedings notified to Council, or
- ongoing intelligence and investigation, or
- when a matter of importance to Council arises.

2.5 Breaches of this Policy

Prime responsibility for ensuring the Policy is adhered to rests with the Council. This responsibility includes ensuring that breaches of the Policy are investigated and remedied to the extent that breaches of the Policy are within the ambit of Council's power to remedy.

2.6 Complaints

Complaints in relation to any aspect of the management or operation of the CCTV Program may be made in writing to:

The General Manager
Southern Midlands Council
PO Box 21
OATLANDS TAS 7120
or by telephone on (03) 6254 5000

3. DOCUMENT ADMINISTRATION

This Instruction is a managed document and is to be reviewed every three (3) years or as directed by the General Manager.

This document is Version 1.0 effective 25th November 2020. The document is maintained by Community and Corporate Development, for the Southern Midlands Council.

17.1.3 Policy Development – Donations & Community Support Policy

Author: GENERAL MANAGER (TIM KIRKWOOD)

Date: 8 DECEMBER 2023

Enclosure(s):

Donations & Community Support Policy (as amended)

ISSUE

Council to consider the revised 'Donations & Community Support Policy'.

BACKGROUND

Refer following decision made at the Audit Panel Meeting held 28th September 2023 which related to a discussion regarding the provision of cash advances to community organisations.

"RESOLVED THAT:

- a) The General Manager prepare a draft Policy that incorporates all existing policies that provide financial (and other) support to community based organisations; other entities and individuals;*
- b) The draft Policy incorporate the outcomes as discussed at the Panel Meeting (i.e. financial assistance limited to a notional maximum; indexation of advanced amount; and parameters relating to the imposition of interest); and*
- c) the draft Policy be submitted to the next meeting of the Audit Panel for further consideration.*

DETAIL

The Audit Panel's recommendation was subsequently endorsed by Council.

The additions to the Policy reflect the following discussion from the previous Audit Panel Meeting:

- Transparency is a key issue which can be achieved through a structured process;
- In all cases where the cash advance extends for a period of greater than 1 year, then it should be automatically indexed to maintain 'real dollar' value;
- There should be a nominal maximum of \$5,000 for any cash advance, unless there are circumstances (or proposals) that warrant special consideration;
- Cash advances will only be made available to legal entities (i.e. not individuals);
- The imposition of interest on the cash advance is to be considered on merit, taking into account criteria (to be confirmed).

The existing 'Donations and Community Support Policy' has been used as the base Policy document, with additions/amendments shown in **RED**.

The amended Policy has been reviewed by the Audit Panel and has provided a recommendation that the amended Policy be submitted to full Council for consideration with a recommendation that it is in a form suitable for adoption.

Human Resources & Financial Implications – refer detail provided.

Community Consultation & Public Relations Implications – N/A.

Policy Implications – Policy document.

Priority - Implementation Time Frame – To be implemented following final adoption.

RECOMMENDATION

THAT Council:

- 1. Receive and note the report; and**
- 2. Consider the updated ‘Donations & Community Support Policy’ and subject to any amendments, be submitted for formal adoption at the next meeting.**

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt		
Deputy Mayor K Dudgeon		
Clr A E Bisdee OAM		
Clr D Blackwell		
Clr B Campbell		
Clr D F Fish		
Clr F Miller		

ENCLOSURE(S)
Agenda Item 17.1.3



Council Policy
DONATIONS & COMMUNITY SUPPORT POLICY

Approved by: Council
Approved date: 22nd May 2019
Review date: May 2021

Note This Policy is a consolidation of the following policies:

- Donations Policy
- Supporting Community Owned Halls Policy

1. PURPOSE

This Policy sets out Council's position in relation to:

1. Requests for financial assistance from not-for-profit registered welfare or community service groups working within the Southern Midlands Municipality;
2. Requests for financial assistance from persons chosen to represent Tasmania/Australia in sporting, social, economic, environmental development and/or related to the wellbeing of the community;
3. Supporting Community Owned Halls; and
4. School Citizenship / Achievement Awards for end of year Assemblies.

2. POLICY

2.1 Assistance for Annual Events

- 2.1.1 Requests for assistance from not-for-profit organisation, community, or service groups based within the Southern Midlands Municipality will be considered with the maximum donation being \$1,500.00.

Note: Assistance depends on value for money to the Community and will not be given for projects that would be eligible for consideration within Council's Community Small Grants Program.

2.2 Representation - Individuals (Residents) re Sporting or Recreational Activities

Intrastate representation	\$50.00
Interstate representation	\$100.00
Overseas representation	\$200.00

- 2.2.1 Assistance will be available upon request by residents of the Southern Midlands Municipality achieving State or National representation. The following criteria must be met:

- Evidence of selection will be required prior to the allocation of funds
- Grants will be provided to individuals only (not teams)



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Approved by: Council
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Review date: May 2021

- Grants will not be provided to those over the age of 18 at the commencement of each calendar year.
- Grants will not be provided to officials (i.e. coaches, managers, judges)

2.3 Supporting Community Owned Halls

2.3.1 This part of the Policy is aimed at supporting the Management Committee(s) of the various community owned Halls through:

- a) The provision of funding to assist with major building upgrade and maintenance;
- b) The provision of funding to subsidise the cost of maintaining Public Liability Insurance Cover for these premises; and
- c) Granting exemptions from Council Rates and Charges.

2.3.2 This funding assistance recognises the importance of these community owned facilities in building social capital and providing a valuable service to the community.

Background

There are currently eight Community Owned Halls in the Southern Midlands local government area. They being:

1. Broadmarsh Community Hall
2. Jericho Hall
3. Levensdale Community Hall
4. Mt Seymour Hall (future to be confirmed)
5. Parattah Jubilee Hall
6. Stonor Hall
7. Tunbridge Community Hall
8. Tunnack Community Hall

The Southern Midlands Council will allocate an amount of \$5,000 per annum for major upgrade/maintenance works to community owned Halls (to be known as the Building Fund). It is intended, unless determined otherwise by the Committee, that this will be allocated as a single amount, inferring that each community owned facility will be entitled to apply for this allocation once every eight years. If more than one application is received in any one-year, then the Facilities & Recreation Committee, will at its absolute discretion, determine the successful application based evidence provided by the Hall Committees, as well as the scope of previous Building Funds provided under this policy.



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The Southern Midlands Council will also allocate an amount per financial year to enable Management Committee(s) to be reimbursed 50% of the cost of maintaining Public Liability Cover (i.e. cost of the premium) for the premises under its control. This reimbursement amount from Council is capped at \$500.00 per policy.

Whilst there is an indirect cost to Council through loss of potential income, these properties have always been exempted from rates and charges and therefore there is no budget implications.

Process (Building Fund)

2.3.3 Submissions received from Management Committees of Community Owned Halls will be referred to the Facilities & Recreation Committee for consideration, prioritisation (where necessary) and final decision in terms of allocating the funds.

The investment by Council of any funds shall be assessed as being value for money as well as being a valuable contribution to building the Community capacity of the area.

The requesting Hall Committee shall be financially viable prior to Council considering funding the project (evidence to be provided shall be the last financial year's annual statement/or a current bank statement).

Any such allocation by the Facilities & Recreation Committee to Community Owned Hall Committees would not preclude the relevant Hall Committee from applying for the annual Community Small Grants Program via the SMC Community Small Grants Program, to a maximum of \$3,000.

Process (Part Premium Reimbursement - Public Liability Cover)

2.3.4 Council will reimburse 50% of the cost of the insurance premium for Public Liability Cover for the Community owned Hall property. This amount will be reimbursed upon presentation of a copy of the receipt (as evidence of payment) and the Certificate of Currency. The reimbursement does not extend to other types of insurance that may be taken out (e.g. contents).



Council Policy
DONATIONS & COMMUNITY SUPPORT POLICY

Approved by: Council
Approved date: 22nd May 2019
Review date: May 2021

2.4 School Citizenship/Achievement Awards for end of year assembly

High Schools to receive \$100.00 per year.

Primary Schools to receive \$60.00 per year.

2.4.1 Donations will be made to each school in the municipal area annually for school citizenship/achievements awards for the end of year assembly.

2.4.2 The following schools are in the Southern Midlands Municipal area:

- Bagdad Primary School
- Campania District School
- Kempton Primary School
- Oatlands District High School

2.4.3 These guidelines should not be considered to be rigid, Council may vary donations at its discretion. Payments are to be processed in October of each year.

2.5 Community Small Grants

The Southern Midlands Council's Community Small Grants program has been established to support projects, developed for the benefit of the residents of the Southern Midlands local government area.

The Community Small Grants provide assistance to community groups to improve safety, undertake minor capital works or purchase equipment.

The total amount to be allocated through the Community Small Grants Program is determined on an annual basis through the Budget process.

The Community Small Grants Guidelines are included as an attachment to this Policy.

2.6 Repayable Advances to Community Based Organisations (Terms and Conditions)

In addition to the other support measures detailed in this Policy, Council will consider applications from not-for-profit; community based organisations to provide a cash advance subject to certain conditions and parameters.

Approved cash advances will be provided under the following terms:



Council Policy
DONATIONS & COMMUNITY SUPPORT POLICY

Approved by: Council
Approved date: 22nd May 2019
Review date: May 2021

1. Funding Advance (repayable within a one-year period and no interest applied. Indexation not applicable as the advance is to be repaid within a one-year period)

- A nominal maximum of \$5,000 for any cash advance will apply, unless there are circumstances (or proposals) that warrant special consideration;
- An application for a funding advance is to address the following criteria and will be considered on merit. The following criteria will also be used to determine whether the amount is to be advanced on an interest free basis.

Criteria:

- a) *Demonstrate considerable benefit to the Southern Midlands community;*
- b) *Raise the awareness of or access to a service, program, group or issue or maximize the participation or use of a facility;*
- c) *Address local issues by attempting to meet a community need or gap;*
- d) *Show evidence of community support for the project;*
- e) *Enhance the lifestyle options for residents and visitors in the community;*
- f) *Demonstrate an ability to manage the project through resource allocation including financial resources, effective planning, clear goals and evaluation processes;*
- g) *Is the project reliant on other funds, if so has other funding been approved (evidence of the other funding is required to accompany the application);*
- h) *includes the ability for broad Community access – Land Tenure [in the ownership of the applicant or in other ownership]*
- i) *Funds applied for as a % of the total amount to complete the project [Inc. in kind contribution] i.e. A financial contribution by the applicant/s would be favourably looked upon*
- j) *Demonstrate that a Risk Assessment of the project is deemed within acceptable limits*



Council Policy
DONATIONS & COMMUNITY SUPPORT POLICY

Approved by: Council
Approved date: 22nd May 2019
Review date: May 2021

2. Funding Advance (repayable over more than a one-year period with annual indexation but with no interest)

This will apply if the advance is repayable (or repaid) over a period of more than one year, and Council has determined that no interest will be applied on the outstanding amount based on meeting the required criteria (refer above)

- A nominal maximum of \$5,000 for any cash advance will apply, unless there are circumstances (or proposals) that warrant special consideration;
- The amount outstanding at the conclusion of each twelve months (i.e. from the date of the advance) will be indexed by a percentage equivalent to the rate that Council is receiving on its short-term investments (e.g. 30 day term deposits) at the time that the indexations is to be applied.

3. Funding Advance (repayable with interest) Note: Indexation does not apply under this option.

- This provision applies in a case where a funding advance is approved but does not satisfy a sufficient number of criteria to receive the amount interest free.
- Interest is to be calculated on the month-end balance. The rate of interest will be equivalent to the rate that Council is receiving on its short-term investments (e.g. 30 day term deposits) at the time that the interest is to be applied.

Applications will be received at any time but generally limited to 2 separate applications being considered each year (unless special consideration is warranted).

3. DOCUMENT ADMINISTRATION

This policy is a managed document and is to be reviewed every two years or as directed by the General Manager.

This document is Version 2.0 effective 22nd May 2019. This document is maintained by the General Managers Unit, for the Southern Midlands Council.

17.2 Sustainability

Strategic Plan Reference 5.2

Retain corporate and operational knowledge within Council / Provide a safe and healthy working environment / Ensure that staff and elected members have the training and skills they need to undertake their roles / Increase the cost effectiveness of Council operations through resource sharing with other organisations / Continue to manage and improve the level of statutory compliance of Council operations / Ensure that suitably qualified and sufficient staff are available to meet the Communities need / Work co-operatively with State and Regional organisations / Minimise Councils exposure to risk / Ensure that exceptional customer service continues to be a hallmark of Southern Midlands Council

17.2.1 Tabling of Documents

Nil.

17.2.2 Elected Member Statements

An opportunity is provided for elected members to brief fellow Councillors on issues not requiring a decision.

17.2.3 Proposed 2024 Ordinary Council Meeting Schedule

Author: ADMINISTRATION ASSISTANT (SHARON HOLLIDAY)

Date: 5 DECEMBER 2023

Enclosure:

Proposed 2024 Council Meeting Schedule

ISSUE

Council to confirm dates and locations for ordinary Council meetings to be held throughout the municipal area in 2023.

DETAIL

In 2023, Council held meetings from January to April in various community venues throughout the municipality. These meetings included public question time where members of the public are invited to attend and discuss local issues with Council.

In 2023, meetings were held at the following community venues:

January 2023 – Broadmarsh Community Hall

February 2023 - Tunbridge Hall

March 2023 – Tunnack Community Hall

April 2023 – Campania Hall

May 2023 – Runnymede Recreation Ground

A forward Meeting Schedule (draft) has been developed for consideration, including the meeting date, venue and commencement time.

RECOMMENDATION

THAT Council endorse the 2024 Council meeting schedule.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt		
Deputy Mayor K Dudgeon		
Clr A E Bisdee OAM		
Clr D Blackwell		
Clr B Campbell		
Clr D F Fish		
Clr F Miller		

ENCLOSURE(S)
Agenda Item 17.2.3



2024 Council Meeting Schedule

DATE	VENUE	TIME
Wednesday, 24th January 2024	Broadmarsh / Elderslie Hall 1218 Elderslie Road, Broadmarsh	10.00 a.m. <i>Public Question Time 10.30 a.m.</i>
Tuesday, 27th February 2024	Tunbridge Hall 99 Main Road, Tunbridge	10.00 a.m. <i>Public Question Time 10.30 a.m.</i>
Wednesday, 27th March 2024	Woodsdale Hall 2310 Woodsdale Road, Woodsdale	10.00 a.m. <i>Public Question Time 10.30 a.m.</i>
Wednesday, 24th April 2024	Colebrook Hall 45 Richmond Street, Colebrook	10.00 a.m. <i>Public Question Time 10.30 a.m.</i>
Wednesday, 22nd May 2024	Levendale Community Hall 1325 Woodsdale Road, Levendale	10.00 a.m. <i>Public Question Time 10.30 a.m.</i>
Wednesday, 26th June 2024	Oatlands Council Chambers 71 High Street, Oatlands	10.00 a.m. <i>Public Question Time 10.30 a.m.</i>
Wednesday, 24th July 2024	Kempton Council Chambers 85 Main Street, Kempton	10.00 a.m. <i>Public Question Time 10.30 a.m.</i>
Wednesday, 28th August 2024	Oatlands Council Chambers 71 High Street, Oatlands	10.00 a.m. <i>Public Question Time 10.30 a.m.</i>
Wednesday, 25th September 2024	Kempton Council Chambers 85 Main Street, Kempton	10.00 a.m. <i>Public Question Time 10.30 a.m.</i>
Wednesday, 23rd October 2024	Oatlands Council Chambers 71 High Street, Oatlands	10.00 a.m. <i>Public Question Time 10.30 a.m.</i>
Wednesday, 27th November 2024	Kempton Council Chambers 85 Main Street, Kempton	10.00 a.m. <i>Public Question Time 10.30 a.m.</i>
Wednesday, 11th December 2024	Oatlands Council Chambers 71 High Street, Oatlands	2.00 p.m. <i>Public Question Time 2.30 p.m.</i>
Annual General Meeting Wednesday, 11th December 2024	Oatlands Council Chambers 71 High Street, Oatlands	5.00 p.m.

17.3 Finances

Strategic Plan Reference 5.3

Community's finances will be managed responsibly to enhance the wellbeing of residents / Council will maintain community wealth to ensure that the wealth enjoyed by today's generation may also be enjoyed by tomorrow's generation / Council's financial position will be robust enough to recover from unanticipated events, and absorb the volatility inherent in revenues and expenses.

17.3.1 Monthly Financial Statement (Period ending 30 November 2023)

Author: FINANCE OFFICER (MANDY BURBURY)

Date: 5 DECEMBER 2023

ISSUE

Provide the Financial Report for the period ending 30th November 2023.

BACKGROUND

The Operating Expenditure Report includes a Year to Date (YTD) Budget Column, with variations (and percentage) based on YTD Budgets.

Note: Depreciation is calculated on an annual basis at the end of the financial year. The budget and expense for depreciation are included in the June period.

DETAIL

The enclosed Report incorporates the following: -

- Statement of Comprehensive Income – 1 Jul 2023 to 30 Nov 2023.
- Operating Expenditure Report – 1 Jul 2023 to 30 Nov 2023.
- Capital Expenditure Report – 1 Jul 2023 to 30 Nov 2023.
- Cash Flow Statement – 1 Jul 2023 to 30 Nov 2023.

OPERATING EXPENDITURE (OPERATING BUDGET)

Overall operating expenditure to end of October was \$4,070,390, representing 94.7% of the Year to Date Budget.

Whilst there are some variations within the individual Program Budgets (refer following comments), expenditure is consistent with the Budget.

Strategic Theme - Infrastructure

Nil.

Strategic Theme – Growth

Sub-Program – Business - expenditure to date (\$232,508 – 140.8%). Additional expenditure relates to private works. The additional expense will be offset by an increase in private works income.

Strategic Theme – Landscapes

Sub-Program – Regulatory (Animals) - expenditure (\$60,630 – 124.64%). Additional expenditure is due to an increase in resources required to address non-compliance issues.

Strategic Theme – Community

Sub-Program – Capacity & Sustainability - expenditure (\$33,387 – 120.31%). Increased expenditure relates to costs incurred in running the Heritage and Bullock Festival.

Strategic Theme – Organisation

Nil.

CAPITAL EXPENDITURE PROGRAM

Capital expenditure projects are colour coded to signify the grant program and show the completion deadlines. A legend of the colour coding is as below:

Legend – Source and completion deadlines for grant funded projects

Roads to Recovery	It is the Government's intention that the full allocation is budgeted and spent in the year allocated
Local Road and Community Infrastructure (LRCI)	Phase 3 - 30 June 2024 / Phase 4 – 30 June 2025 (use or lose)
Other Specific Purpose Grants	Completion date as per grant deed or approved extension date

RECOMMENDATION

THAT the Financial Report be received and the information noted.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt		
Deputy Mayor K Dudgeon		
Clr A E Bisdee OAM		
Clr D Blackwell		
Clr B Campbell		
Clr D Fish		
Clr F Miller		

STATEMENT OF COMPREHENSIVE INCOME
for the period 1 July 2023 to 30 November 2023

	Annual Budget \$	Year to Date (30 November) \$	%	Comments
Income				
General rates	6,971,704	6,915,526	99.2%	Includes Interest & Penalties on rates
User Fees (refer Note 1)	1,332,917	708,408	53.1%	Includes Private Works
Interest	435,000	297,682	68.4%	
Government Subsidies	56,807	0	0.0%	Heavy Vehicle Licence Fees & Interest Subsidy
Other (refer Note 2)	232,400	127,312	54.8%	Includes TasWater Distributions
Sub-Total	9,028,828	8,048,927	89.1%	
Grants - Operating	3,990,758	213,693	5.4%	
Total Income	13,019,586	8,262,620	63.5%	
Expenses				
Employee benefits	-5,534,107	-2,031,897	36.7%	Less Roads - Resheeting (Capitalised)
Materials and contracts	-3,707,133	-1,954,613	52.7%	Less Roads - Resheeting (Capitalised), Includes Land Tax & Private Works
Depreciation and amortisation	-3,723,000	-1,560,600	41.9%	Percentage Calculation (based on year-to-date)
Finance costs	-52,997	-3,562	6.7%	Interest
Contributions	-272,238	-68,060	25.0%	Fire Service Levies
Other	-169,955	-76,564	45.0%	Audit Fees and Councillor Allowances
Total expenses	-13,459,430	-5,695,296	42.3%	
Surplus (deficit) from operations	-439,844	2,567,324	-583.7%	
Grants - Capital (refer Note 3)	3,200,746	2,722,037	85.0%	
Sale Proceeds (Plant & Machinery)	0	191,455		
Sale Proceeds (Land & Buildings)	0	0		
Sale Proceeds (Other Assets)	0	845		
Sale Proceeds (Blackman Water Scheme - 45 shares)	0	45,000		
Net gain / (loss on disposal of non-current assets)	0	0		
Surplus / (Deficit)	2,760,902	5,526,661	200.2%	

STATEMENT OF COMPREHENSIVE INCOME
for the period 1 July 2023 to 30 November 2023

	Annual Budget \$	Year to Date (30 November) \$	%	Comments
NOTES				
1. Income - User Fees				
- All other Programs	883,333	485,700	55.0%	
- Private Works	449,584	222,708	49.5%	
	<u>1,332,917</u>	<u>708,408</u>	53.1%	
2. Income - Other				
- Tas Water Distributions	182,400	38,000	20.83%	
- Public Open Space Contributions	50,000	0	0.00%	
- Blue Gum Rovers Donations	0	320		
- Kidbiz Contribution to Bagdad Child Care Centre Fencing	0	3,502		
- Womensport & Recreation Get Active Program	0	800		Oatlands Aquatic Centre 50's & Over Get Active Program
- Co-contribution to Campania Cricket Pitch Project	0	2,000		
- CBA Donation to Oatlands Aquatic Centre	0	500		
- AFL Donation to Mt Pleasant Change Room Upgrade	0	34,365		
- Contribution to Kempton Depot Boundary Fence	0	3,200		
- Transfer from HBS	0	30,000		
- Workers Comp - Premium adjustments/recoveries	0	14,625		
	<u>232,400</u>	<u>127,312</u>	54.8%	
3. Grants - Capital				
- Roads To Recovery	665,531	665,531	100.00%	
- Rural & Remote Roads Program	1,603,854	1,069,236	66.67%	Interlaken Road Project
- Safer Rural Roads	205,000	102,500	50.00%	
- LRCI - Phase 4	665,531	419,770	63.07%	
- Natural Disaster Risk Reduction Grant	60,830	0	0.00%	
- Aust Govt - BS Bushfire Recovery Grant - The Haven	0	465,000		Broadmarsh/Elderslie Progress Association Inc Grant
	<u>3,200,746</u>	<u>2,722,037</u>	85.04%	
4. Grants - Operating				
- FAGS 2023/24	3,990,758	206,076	5.16%	
- Navigate Family Services (School Holiday Program)	0	5,177		
- NRM Grant - Eradication of Stemless Thistle	0	2,440		
	<u>3,990,758</u>	<u>213,693</u>	5.4%	

**SOUTHERN MIDLANDS COUNCIL : OPERATING EXPENDITURE 2023/24
SUMMARY SHEET**

PROGRAM	YTD ACTUAL (as at 30 Nov 23)	YTD BUDGET (as at 30 Nov 23)	YTD VARIANCE	YTD %	FULL YEAR BUDGET - REVISED INC. GRANTS & OTHER
INFRASTRUCTURE					
Roads	604,336	571,239	-33,096	105.79%	3,695,184
Bridges	7,254	38,871	31,617	18.66%	459,620
Walkways	125,887	115,052	-10,835	109.42%	243,503
Lighting	29,376	35,329	5,953	83.15%	84,790
Public Toilets	42,588	42,209	-379	100.90%	96,102
Sewer/Water		-	-	-	
Stormwater	5,169	14,033	8,864	36.84%	85,679
Waste	494,633	560,936	66,303	88.18%	1,373,747
Information, Communication	259	8,333	8,074	-	20,000
INFRASTRUCTURE TOTAL:	1,309,504	1,386,003	76,500	94.48%	6,058,625
GROWTH					
Residential	-		-	-	-
Tourism	19,345	31,151	11,806	62.10%	47,718
Business	232,508	165,132	-67,376	140.80%	391,418
Industry	-		-	-	-
GROWTH TOTAL:	251,853	196,284	-55,570	128.31%	439,136
LANDSCAPES					
Heritage	171,891	201,870	29,980	85.15%	467,532
Natural	84,878	89,249	4,371	95.10%	206,318
Cultural	700	10,417	9,717	6.72%	25,000
Regulatory - Development	359,092	437,869	78,777	82.01%	1,050,886
Regulatory - Public Health	4,217	8,425	4,208	50.05%	20,220
Regulatory - Animals	60,630	48,645	-11,985	124.64%	115,108
Environmental Sustainability	-	2,083	2,083	0.00%	5,000
LANDSCAPES TOTAL:	681,408	798,559	117,151	85.33%	1,890,064
COMMUNITY					
Community Health & Wellbeing	102,068	131,447	29,378	77.65%	313,472
Recreation	520,982	489,592	-31,390	106.41%	1,212,694
Access	-	-	-	-	-
Volunteers	14,490	28,750	14,260	50.40%	51,000
Families	320	4,167	3,847	7.68%	10,000
Education	-	-	-	-	-
Capacity & Sustainability	33,387	27,752	-5,635	120.31%	49,605
Safety	4,266	14,146	9,880	30.16%	33,950
Consultation & Communication	3,975	15,942	11,967	24.93%	37,300
LIFESTYLE TOTAL:	679,489	711,795	32,306	95.46%	1,708,021
ORGANISATION					
Improvement	-	33,454	33,454	0.00%	80,289
Sustainability	1,025,611	1,049,875	24,264	97.69%	2,928,058
Finances	122,525	122,226	-299	100.24%	355,238
ORGANISATION TOTAL:	1,148,136	1,205,555	57,419	95.24%	3,363,585
TOTALS	\$4,070,390	\$4,298,196	\$227,807	94.7%	\$13,459,430

CAPITAL EXPENDITURE PROGRAM 2023-24
As at 30 November 2023

INFRASTRUCTURE

ROAD ASSETS

		BUDGET \$	EXPENDITURE \$	BALANCE \$	COMMENTS	COMPLETION DEADLINE
Resheeting Program	Roads Resheeting	500,000	229,467	270,533		
	Elderslie - Bluff Road Resheeting (2.0 km)	30,000	22,152	7,848 WIP \$21,096		
	Stonor - Stonor Road Resheeting	30,000	26,756	3,244 WIP \$22,452		
	Rhyndaston - Rhyndaston Road Resheeting	42,272	42,272	0 WIP \$33,280		
Reseal Program	Roads Reseal Program (as below)	450,000	0	433,500		
	Woodsdale Road Reseal Patches	0	16,500			
	Campania - Lee Street (120m)	0	0			
	Campania - Union Street (300m)	0	0			
	Dysart - Dysart Drive (1.1 km)	0	0			
	Dysart - Ely Street (400m)	0	0			
	Oatlands - Barrack Street (300m)	0	0			
	Oatlands - Inglewood Road (600m)	0	0			
	Oatlands - Marlborough Street/Esplanade (Stanley St to Wellington St)	0	0			
Reconstruct & Seal	Campania - Climie Street (200 metres from Reeve Street to Water Lane)	60,000	0	60,000		
	Campania - Climie Street Reconstruct & Seal (including crossover)	20,000	0		LRCI P3 \$17,837(previously Bentwick St)	
	Colebrook - Arthur Street (500 metres)	90,000	0	90,000	LRCI P4	30 June 2025
	Dysart - Church Lane & Ely Street (approx. 500 metres combined)	100,000	0	100,000		
	Elderslie - Pelham Road (1.0 km)	180,000	0	180,000	RTR \$170K	30 June 2024
	Mangalore - Blackbrush Road (1.0 km from Midland Hwy to M/Ford Dr)	180,000	0	180,000	RTR \$170K	30 June 2024
	Oatlands - York Plains Road in two sections (1.00 km)	180,000	9,534	170,466		
	Woodsdale - Woodsdale Road in two sections (2.0 kms)	360,000	53,131	306,869	RTR \$325,531	30 June 2024
	Drainage (Reset Drains - various Roads)	250,000	201,186	48,814		
Construct & Seal	Colebrook - Yarlington Road (1.0 km)	180,000	0	180,000	LRCI P4	30 June 2025
(Unsealed Roads)	Oatlands - Interlaken Road (full length) - 23/24 Allocation	2,873,090	183,232	2,689,858	Budget c/f \$1,169,236 WIP \$151,104	30 June 2026
Minor Seals (New)	Oatlands - Bentwick Street	20,000	0	20,000	Budget c/f \$20,000 (LRCI renominated)	30 June 2024
Junction / Road Realignment	Tin Pot Marsh Road Dust Suppressant	40,000	3,310	36,690	Budget c/f 2022/23 Commitment	
Other	Bagdad - Green Valley Road - Guard Rail / Line mark. & Sign.	110,000	11,946	98,054	Safer Rural Roads	
	Campania - Estate Road (vicinity Mallow property)	49,000	14,974	34,026	Budget c/f WIP \$13,544	
	Campania - Hall Street (Seal and stormwater upgrade)	70,000	70,438	-438	C/f WIP \$60501.71	
	Campania - Reeve St Junction/footpath/kerb & channel	200,000	272,134	-72,134	WIP \$45,691 Vulnerable Road Users	
	Campania - Structure Plan - Town gateway and Streetscape	40,000	0	40,000		
	Colebrook - Junction Craighoume Road and Colebrook Road	24,000	15,756	8,244	Budget c/f	
	Elderslie - Elderslie Road Widening Investigation & Trial (Sth Blackbrush Rd)	40,000	14,570	25,430	Budget c/f WIP \$6,777	
	Elderslie - Bluff Road Intersection Upgrade	1,530	1,530	0	Budget c/f Black Spot project expenses	
	Kempton - Old Huntingground Road (Footpath / School Crossing etc.)	80,000	81,483	-1,483	Budget c/f WIP \$81,483	
	Mt Seymour - Junction Blackgate Road and Tunnack Road	24,000	32,145	-8,145		
	Oatlands - Hasting Street Junction	15,000	959	14,041	Budget c/f WIP \$959	
	Oatlands - South Parade (including Kerb, Channel and Footpath)	170,000	246,675	-76,675	C/f WIP \$246,675.02	
	Tea Tree - Grices Road (Tree removal, set-back of embankment, drainage)	15,000	0	15,000	Budget c/f	
	Tunbridge - Main Street (Kerb & Gutter Renewal)	40,000	0	40,000		
	Tunnack - Link Road Landslip	25,000	107	24,893	Budget c/f WIP \$107	
	Woodsdale Road - Guard Rail	100,000	0	100,000	Safer Rural Roads	
		6,588,892	1,550,256	5,018,635		

CAPITAL EXPENDITURE PROGRAM 2023-24
As at 30 November 2023

		BUDGET \$	EXPENDITURE \$	BALANCE \$	COMMENTS	COMPLETION DEADLINE
BRIDGE ASSETS	Jones Road Broadmarsh (Jordan River - Bridge 5083) - Flood Damage	130,000	3,302	126,699	C/f WIP \$3,302	
		130,000	3,302	126,699		
WALKWAYS	Footpaths - General Streetscapes	40,000	0	40,000		
	Bagdad - Midland Highway Walking / Riding Path Upgrade	515,480	4,160	511,320	22/23 Budget \$95,840 c/f WIP \$4,160	30 June 2025
	Bagdad - Midland Highway Walking Path Footbridge Repairs	130,000	0	130,000		
	Campania - Reeve Street - Footpath through to Hall	30,000	432	29,568	Budget c/f	
	Kempton - Grange Road (Retaining Wall)	30,000	0	30,000		
	Kempton - Streetscape Plan - Footpath Renewal Southern End	60,000	50,345	9,655	LRCI P3 c/f WIP \$47,028	30 June 2024
	Kempton - Streetscape Plan - Footpath Renewal	60,000	38,439	21,561		
	Kempton - Midlands Highway/Mood Food	147,565	0	147,565	\$147,565 Budget c/f	
	Oatlands - Campbell Street (scope of works expanded to include kerb/gutter)	85,000	0	85,000	22/23 Budget \$45,000 c/f	30 June 2025
	Oatlands - Church Street (Sth Parade to William St - north. side - Footpath - 130 m	30,000	0	30,000		
	Oatlands - Stanley Street (High Street to Nelson - 280 metres - kerb & footpath)	75,000	0	75,000	LRCI P4	30 June 2025
	Oatlands - Stanley Street (Footpath -120 metre link)	25,000	8,796	16,204		
		1,228,045	102,172	1,125,873		
PUBLIC TOILETS	Campania - Flour Mill Park - Concrete Pathways/drainage/remove pavers	15,000	0	15,000	Budget c/f	
	Colebrook - History Room Toilets (Tiling etc.)	10,000	0	10,000		
	Oatlands - Callington Park	158,000	12,338	145,662	22/23 Budget \$140,000 c/f WIP \$5,070	
	General Public Toilets - Upgrade Program	20,000	0	20,000	Budget c/f	
		203,000	12,338	190,662		
DRAINAGE	Bagdad / Mangalore - Hydraulic Assessment (Flood Mapping)	161,660	76,124	85,536	Grant Funding \$80,830 WIP \$40,144	31 December 2023
	Kempton - Erskine Street - Stormwater Upgrade& Kerb	60,000	82,534	-22,534		
	Oatlands - Callington Park (Well - piped overflow system)	20,000	0	20,000		
		241,660	158,659	83,001		
WASTE	Wheelie Bins and Crates	12,500	6,553	5,947		
	WTS Safety & Operational Improvements	25,000	0	25,000		
		37,500	6,553	30,947		
GROWTH TOURISM	Kempton - Heritage Interpretation Panel renewal	1,800	1,768	32		
	Oatlands Accommodation Facility	0	42,283	-42,283	WIP \$42,283 (Offset by Barrack Street Property)	
		1,800	44,051	-42,251		

CAPITAL EXPENDITURE PROGRAM 2023-24
As at 30 November 2023

LANDSCAPES

HERITAGE

Heritage Collections Store
Heritage Collections - Furniture & Equipment
Jericho - Memorial Avenue - Plaques
Kempton Council Chambers - Clock Restoration Works
Kempton - Memorial Avenue Park - Interps
Melton Mowbray - Streetscape Works (Trough / Shelter etc)
Oatlands - Callington Mill - Structural Repair & External painting)
Oatlands - Council Chambers - Internal Toilets & Access Upgrade
Oatlands Court House (Wall Stabilisation)
Oatlands Gaolers Residence (Ceiling Reinstatement)
Oatlands Gaolers Residence (Wingwall)
Oatlands - Heritage Buildings (Security Upgrades)
Oatlands - Roche Hall Forecourt (Interps - Planning Condition of Approval)
Parattah - Railway Station -Shed for Gangers Trolley

BUDGET \$	EXPENDITURE \$	BALANCE \$	COMMENTS	COMPLETION DEADLINE
10,000	3,700	6,300	Budget c/f WIP \$3,700	
4,177	4,177	0	Budget transferred from Operating	
20,000	4,300	15,700	Budget c/f WIP \$4,300	
10,672	3,546	7,126	Budget c/f WIP \$1,384	
19,545	155	19,390	Budget c/f WIP \$155	
30,000	5,318	24,682	Budget c/f WIP \$5318	
20,000	0	20,000		
100,000	9,357	90,643	Budget c/f WIP \$9,357	
15,000	1,187	13,813	WIP \$1,187	
5,000	8,149	-3,149		
23,000	0	23,000	Budget \$15K c/f	
10,000	0	10,000		
40,000	7,820	32,180	Budget c/f WIP \$7,820	
2,000	0	2,000	Budget c/f	
309,394	47,710	261,685		
NATURAL				
Chauncy Vale - Day Dawn Cottage Improvements	12,000	8,557	3,443 WIP \$7,700	
Chauncy Vale - Wombat Walk	39,250	42,513	-3,263 Includes \$29,250 grant WIP \$31,358	31 Dec 2022
Campania - Bush Reserve / Cemetery	300,000	87,702	212,298 WIP \$72,489	
351,250	138,772	212,478		
CULTURAL				
Oatlands - Aquatic Centre (Forecourt - Art Installation)	20,000	818	19,182	
20,000	818	19,182		
REGULATORY - DEVELOPMENT				
Master / Structure Plans (Bagdad / Mangalore / Campania)	50,000	0	50,000	
Oatlands - Stanley Street Master Plan	20,000	172	19,828 Budget c/f WIP \$172	
Oatlands - Structure Plan	25,000	34,155	-9,155 \$25K Budget c/f WIP \$34,155	
Oatlands - MMPC Church Street Sub-Division	0	4,988	-4,988 WIP \$4,988 Offset by sale of property	
95,000	39,315	55,685		
REGULATORY - PUBLIC HEALTH				
Unit(s) - GP Accommodation	500,000	0	500,000	
Oatlands - GP Accommodation Units	100,000	61,364	38,636 Council Commitment (grant funded)	
600,000	61,364	538,636		

CAPITAL EXPENDITURE PROGRAM 2023-24
As at 30 November 2023

		BUDGET \$	EXPENDITURE \$	BALANCE \$	COMMENTS	COMPLETION DEADLINE
COMMUNITY FAMILIES	Bagdad - Child Care Centre Building	237,314	313,617	-76,303	Council Commitment (\$100K grant funded)	30 June 2025
		237,314	313,617	-76,303		
RECREATION	Facilities & Recreation Committee	52,000	-	52,000		
	Community Infrastructure Plan	44,600	6,256	38,344		
	Bagdad - Iden Road Park Development	75,000	-	75,000		
	Bagdad - Bagdad Community Club (Precinct Plan)	25,000	17,417	7,583	Budget c/f WIP \$17,417	
	Broadmarsh - Broadmarsh Hall "The Haven"	260,949	260,949	0	Administration of Progress Assoc. Grant	
	Campania - Justitia Court POS - Shelter Hut	16,000	-	16,000		30 June 2025
	Campania - Public Open Space dev (Justitia Park)	6,375	0	6,375	Budget c/f	
	Campania - Hall (LED Lighting)(alternate quote \$1582)	4,250	-	4,250		
	Campania - Recreation Ground (Centre Pitch/Wicket & Nets)	12,004	12,734	-730		
	Kempton - Recreation Ground (Site Dev and Play Equipment)	24,250	0	24,250	Budget c/f	
	Kempton - Recreation /Skate Park/ Dog Park	31,000	4,842	26,158		
	Kempton - Off-lead Dog Park	60,331	89,097	-28,766	LRCI Phase 3 \$43,125 WIP \$72,093	30 June 2024
	Kempton - Recreation Ground (Irrigation)	60,000	1,637	58,363	WIP \$1,637	
	Mt Pleasant Rec Ground - Building Improvements	279,000	279,625	-625	Dept of Communities Grant WIP \$278,156	
	Oatlands - Aquatic Centre (Construction)	410,501	410,501	0	WIP 2022/23	
	Oatlands - Aquatic Centre (Construction)	482,114	13,378	468,736	Balance of construction phase budget c/f	
	Oatlands - Aquatic Centre (CO2 Gas Monitoring)	7,649	7,649	0		
	Oatlands - Aquatic Centre (Gymnasium (Mirror & Equipment)	4,400	5,363	-963		
	Oatlands - Community Hall (Maintenance Program)	51,300	38,477	12,823	Budget c/f WIP \$38,477	
	Oatlands - Gay Street, Hall (Air Lock)	10,000	38,727	-28,727		
	Oatlands - Midlands Community Centre (External Painting - Front of Building)	5,000	0	5,000		
	Oatlands Swimming Pool (Staged demolition)	200,000	18,306	181,694	WIP \$15,756	
	Runnymede Recreation Ground - Play Equipment	20,000	-	20,000	LRCI P4	30 June 2025
	Water Bottle Refill Stations	7,980	0	7,980	Budget c/f	
		2,149,703	1,204,958	944,745		
ACCESS	Tunbridge Community Club - Accessible Toilets	115,000	200	114,800	22/23 Budget \$20,000 c/f WIP \$200	
		115,000	200	114,800		
CAPACITY & SUSTAINABILITY	Property Purchase - 9 Barrack Street, Oatlands (Police Residence)	519,490	0	519,490		
	Kempton - Carriage Shed - Toilets	15,000	11,144	3,856	WIP \$10,419	
		534,490	11,144	523,346		

As at 30 November 2023

		BUDGET	EXPENDITURE	BALANCE	COMMENTS	COMPLETION DEADLINE
		\$	\$	\$		
ORGANISATION SUSTAINABILITY	Kempton Council Chambers - Office Furniture & Equipment	5,000	0	5,000		
	Kempton Depot - Fencing/Kitchen	0	16,755	-16,755		
	Oatlands Depot - Wash Bay	0	8,909	-8,909		
	Oatlands - Town Hall (General - Incl. Office Equip/Furniture)	5,000	1,925	3,075		
	Oatlands Council Chambers - Fire Detection & Security System	18,000	0	18,000		
	Oatlands - Council Chambers - Internal Toilets Upgrade	100,000	0	100,000		
	Oatlands - Council Chambers - Damp Issues & Stonemasonry	15,000	0	15,000	Budget c/f	
	Oatlands - Council Chambers - Works Office (floor coverings/refurbishing)	5,000	16,303	-11,303	Budget c/f	
				0		
	Computer Monitor(s)	8,000	7,453	547		
	PC's; Keyboards & UPS's	14,000	0	14,000		
	Council Website - Upgrade	20,000	0	20,000		
	Ipads (2) (Animal & Building Control)	4,000	0	4,000		
		194,000	51,344	142,656		
	WORKS	Minor Plant Purchases	9,500	10,397	-897	
Quickspray Unit (c/w Pump etc)		12,670	14,978	-2,308		
Radio System		50,000	0	50,000		
Plant Replacement Program						
Heavy Vehicles - Refer separate Schedule (Trade Allowance - \$334)		678,867	444,960	233,907		
Light Vehicles (Net Changeover) (Trade Allowance - \$132)		249,639	91,568	158,071		
		1,000,676	561,903	438,773		
GRAND TOTALS		14,037,724	4,308,476	9,709,248		

CASH FLOW 2023/2024	INFLOWS (OUTFLOWS) July 2023 \$	INFLOWS (OUTFLOWS) Aug 2023 \$	INFLOWS (OUTFLOWS) Sep 2023 \$	INFLOWS (OUTFLOWS) Oct 2023 \$	INFLOWS (OUTFLOWS) Nov 2023 \$	INFLOWS (OUTFLOWS) (Year to Date) \$
Cash flows from operating activities						
Payments						
Employee costs	(369,019)	(578,131)	(416,390)	(420,834)	(373,508)	(2,157,883)
Materials and contracts	(865,696)	(514,063)	(383,016)	(348,088)	(389,169)	(2,500,031)
Interest	(2,917)	0	0	0	(645)	(3,562)
Other	(20,710)	(59,400)	(97,533)	(168,081)	(45,872)	(391,596)
	(1,258,343)	(1,151,593)	(896,939)	(937,003)	(809,194)	(5,053,072)
Receipts						
Rates	393,738	710,319	2,117,560	547,800	703,244	4,472,662
User charges	228,018	120,782	117,009	31,823	662,843	1,160,475
Interest received	44,460	51,157	63,218	76,056	62,791	297,682
Subsidies	0	0	0	0	0	0
Other revenue grants	0	103,038	2,983	2,440	105,232	213,693
GST Refunds from ATO	0	0	0	0	0	0
Other	65,230	245,462	12,054	161,652	(228,807)	255,590
	731,446	1,230,759	2,312,823	819,770	1,305,303	6,400,102
Net cash from operating activities	(526,897)	79,165	1,415,885	(117,233)	496,109	1,347,029
Cash flows from investing activities						
Payments for property, plant & equipment	(111,762)	(321,353)	(470,999)	(283,748)	(631,756)	(1,819,618)
Proceeds from sale of property, plant & equipment	17,818	58,095	0	28,077	133,309	237,300
Proceeds from Capital grants	102,500	1,534,236	0	0	1,085,301	2,722,037
Proceeds from Investments	0	0	0	0	0	0
Payment for Investments	0	0	0	0	0	0
Net cash used in investing activities	8,556	1,270,979	(470,999)	(255,671)	586,854	1,139,719
Cash flows from financing activities						
Repayment of borrowings	(8,291)	0	0	0	(16,899)	(25,190)
Proceeds from borrowings						0
Net cash from (used in) financing activities	(8,291)	0	0	0	(16,899)	(25,190)
Net increase/(decrease) in cash held	(526,632)	1,350,144	944,886	(372,904)	1,066,064	2,461,558
Cash at beginning of reporting month	17,408,041	16,881,409	18,231,553	19,176,438	18,803,535	17,408,041
Cash at end of reporting period	16,881,409	18,231,553	19,176,438	18,803,535	19,869,599	19,869,599

17.3.2 State Grants Commission – Review of Financial Assistance Base Grant Methodology (Discussion Paper DP23-01)

Author: GENERAL MANAGER (TIM KIRKWOOD)

Date: 6 DECEMBER 2023

Attachment:

Discussion Paper – Review of Financial Assistance Base Grant Methodology (DP23-01 - November 2023)

ISSUE

Council to consider a proposed response to the State Grants Commissions' Discussion Paper titled 'Review of Financial Assistance Base Grant Methodology'.

BACKGROUND

The State Grants Commission (the Commission) is an independent statutory body that was established by State legislation, the *State Grants Commission Act 1976*.

The primary function of the Commission is to make recommendations to the Treasurer concerning the distribution of Australian Government financial assistance grants (FA Grants) to local government under the provisions of the Australian Government legislation, the *Local Government (Financial Assistance) Act 1995 (C'wlth)*.

The Grants Commission constantly reviews its methodology for the distribution of the Financial Assistance Grant (FAGS) to improve consistency with the principle of 'Horizontal Fiscal Equalisation'.

Horizontal fiscal equalisation is described as follows:

"General-purpose grants will be allocated to local government bodies, as far as practicable, on a full horizontal equalisation basis as defined by the Commonwealth's Local Government (Financial Assistance) Act 1995. This ensures that, each local governing body in the State or Territory is able to function, by reasonable effort, at a standard not lower than the average standard of other local governing bodies in the State or Territory. It takes account of differences in the expenditure required by those local government bodies in the performance of their functions and in the capacity of those local governing bodies to raise revenue."

DETAIL

A copy of the Discussion Paper is circulated as an attachment.

There are two components that make up the annual FAGS Grant. The Base Grant and the Road Grant (includes Bridges).

This Discussion Paper is focussed on the Base Grant and considers:

- a) the impacts of removing the per capita allocation to all councils; and
- b) estimating council's expenditure requirements based on the service population.

At present the Commission allocates 30% of the Base Grant to Councils on a per capita basis and the remaining 70% on an assessed 'relative need' basis. Whilst other

commissions adopt a different approach, all must comply with the National Principle that each local governing body is entitled to a minimum amount that is not less than the amount to which the local governing body would be entitled if 30 percent of the total amount of general purpose grants were allocated on a per capita basis.

Depending on the methodology and approach taken by the Commission, whilst there will be no impact on those Councils that already receive the minimum amount, there will be variations in the distribution of funds to the remaining Councils.

In reference to the Discussion Paper:

- a) in relation to the first proposal of removing the per capita allocation as part of the up-front calculation, Councillors will note that the Southern Midlands Council would receive an additional \$160K based on the 2023-24 assessments.
- c) in relation to the second issue of estimating council's expenditure requirements based on the service population, Council would be approximately \$55K worse off.

If both methodology changes were implemented, this would provide a positive outcome of approximately \$69,500.

Given that the outcome of both proposed changes would have both positive and negative impacts across the 29 councils, it is recommended that Council's submissions be based on the overall objective of achieving consistency with the applicable legislation, being the Australian Government's *Local Government (Financial Assistance) Act 1995*, and in particular the objects of the Act. They being:

Section 3 'Objects of the Act' provides the following:

- (1) This section explains the objects of the Parliament in enacting this Act.*
- (2) The Parliament wishes to provide financial assistance to the States for the purposes of improving:*
 - (a) the financial capacity of local governing bodies; and*
 - (b) the capacity of local governing bodies to provide their residents with an equitable level of services; and*
 - (c) the certainty of funding for local governing bodies; and*
 - (d) the efficiency and effectiveness of local governing bodies; and*
 - (e) the provision by local governing bodies of services to Aboriginal and Torres Strait Islander communities.*
- (3) The financial assistance is to be provided by the making to the States, for local government purposes, of general grants under section 9 and additional funding under section 12.*
- (4) In providing this financial assistance the Parliament's goals are to:*
 - (a) increase the transparency and accountability of the States in respect of the allocation of funds under this Act to local governing bodies; and*
 - (b) promote consistency in the methods by which grants are allocated to achieve equitable levels of services by local governing bodies.*
- (5) To achieve those goals this Act provides for:*
 - (a) the formulation of national principles for the purposes of the allocation of funds by the States to local governing bodies (section 6); and*

- (b) the making of an annual report to the Parliament about the operation of this Act (subsection 16(1)); and*
- (c) an assessment of the performance of local governing bodies (subsection 16(3)).*

In summary it is thought that both changes would result in better outcomes that are both consistent with the objects of the Act (i.e. the ability to provide an equitable level of services) and move towards consistency with other jurisdictions.

As a minimum, if the Commission was to entertain the first proposal only, then Council's submission should suggest that the 30% minimum entitlement if distributed on a per capita basis should be the final calculation in the process as opposed to the 'up-front' determination.

From a policy perspective, Council should also support the second issue of estimating council's expenditure requirements based on the service population. As identified in the Commission's Discussion Paper, a large proportion of the costs that a Council incurs is influenced by the number of properties (particularly those capable of occupation), irrespective of whether they are occupied by permanent residents or on a more casual basis. The type of expenditure examples provided in the paper are certainly relevant.

Whilst it is recognised that the implementation of the second proposed change in methodology (i.e. based on service population) will disadvantage the Southern Midlands Council, it is considered to be consistent with the overall principal of 'horizontal fiscal equalisation'.

Human Resources & Financial Implications – refer comment above.

Community Consultation & Public Relations Implications – N/A.

Policy Implications – N/A

Priority - Implementation Time Frame – Councils are encouraged to provide written responses by 15th December 2023.

RECOMMENDATION

THAT:

- a) the information be received; and**
- b) Council provide a written submission based on incorporating the above comments which support the implementation of both proposed changes to the methodology and calculation method.**

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt		
Deputy Mayor K Dudgeon		
Clr A E Bisdee OAM		
Clr D Blackwell		
Clr B Campbell		
Clr D Fish		
Clr F Miller		

18. MUNICIPAL SEAL

19. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA

RECOMMENDATION

THAT in accordance with Regulation 15 of the *Local Government (Meeting Procedures) Regulations 2015*, the following items are to be dealt with in Closed Session.

Matter	<i>Local Government (Meeting Procedures) Regulations 2015</i> Reference
<i>Closed Council Minutes - Confirmation</i>	15(2)(g)
<i>Audit Panel Minutes</i>	15(2)(b)

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt		
Deputy Mayor K Dudgeon		
Clr A E Bisdee OAM		
Clr D Blackwell		
Clr B Campbell		
Clr D Fish		
Clr F Miller		

RECOMMENDATION

THAT in accordance with Regulation 15(2) of the *Local Government (Meeting Procedures) Regulations 2015*, Council move into Closed Session and the meeting be closed to members of the public.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt		
Deputy Mayor K Dudgeon		
Clr A E Bisdee OAM		
Clr D Blackwell		
Clr B Campbell		
Clr D Fish		
Clr F Miller		

CLOSED COUNCIL AGENDA

20. BUSINESS IN “CLOSED SESSION”

20.1 Closed Council Minutes - Confirmation

20.2 Applications for Leave of Absence

20.3 Audit Panel Minutes

20.3.1 Audit Panel Receipt of Minutes

20.3.1 Endorsement of Recommendations

RECOMMENDATION

THAT Council move out of “Closed Session”.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt		
Deputy Mayor K Dudgeon		
Clr A E Bisdee OAM		
Clr D Blackwell		
Clr B Campbell		
Clr D Fish		
Clr F Miller		

OPEN COUNCIL AGENDA

21. CLOSURE