

**SOUTHERN  
MIDLANDS  
COUNCIL**



# **AGENDA**

## **ORDINARY COUNCIL MEETING**

---

Wednesday, 27<sup>th</sup> January 2021  
10.00 a.m.

Bagdad Community Club  
1661 Midland Highway, Bagdad

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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, 27<sup>th</sup> January 2021**

**Time: 10.00 a.m.**

**Venue: Bagdad Community Club, 1661 Midland Highway, Bagdad**

*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.*

***Councillors please note:***

- Public Question Time will be held at 10.30 a.m. – members of the public are invited to attend.

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

## 2. ATTENDANCE

## 3. APOLOGIES

## 4. MINUTES

### 4.1 COUNCIL MEETING MINUTES

#### 4.1.1 ORDINARY COUNCIL MEETING

The Minutes (Open Council Minutes) of the previous meeting of Council held on the 9<sup>th</sup> December 2020, as circulated, are submitted for confirmation.

<b>DECISION</b>		
<b>Councillor</b>	<b>Vote FOR</b>	<b>Vote AGAINST</b>
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

#### 4.1.2 SPECIAL COUNCIL MEETING

The Minutes of the Special meeting of Council held on the 13<sup>th</sup> January 2021, as circulated, are submitted for confirmation.

<b>DECISION</b>		
<b>Councillor</b>	<b>Vote FOR</b>	<b>Vote AGAINST</b>
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

**4.1.3 ANNUAL GENERAL MEETING**

The Minutes of the Annual General Meeting of Council held on the 9<sup>th</sup> December 2020, as circulated, are submitted for confirmation.

<b>DECISION</b>		
<b>Councillor</b>	<b>Vote FOR</b>	<b>Vote AGAINST</b>
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

## **4.2 SPECIAL COMMITTEES OF COUNCIL MINUTES**

### **4.2.1 SPECIAL COMMITTEES OF COUNCIL - RECEIPT OF MINUTES**

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

- Nil.

#### **RECOMMENDATION**

**THAT the minutes of the above special committee of Council be received.**

<b>DECISION</b>		
<b>Councillor</b>	<b>Vote FOR</b>	<b>Vote AGAINST</b>
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

### **4.2.2 SPECIAL COMMITTEES OF COUNCIL - ENDORSEMENT OF RECOMMENDATIONS**

The recommendations contained within the minutes of the following Special Committee of Council are submitted for endorsement.

- Nil.

#### **RECOMMENDATION**

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

<b>DECISION</b>		
<b>Councillor</b>	<b>Vote FOR</b>	<b>Vote AGAINST</b>
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

**4.3 JOINT AUTHORITIES (ESTABLISHED UNDER DIVISION 4 OF THE LOCAL GOVERNMENT ACT 1993)**

**4.3.1 JOINT AUTHORITIES - RECEIPT OF MINUTES**

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

- Southern Tasmanian Councils Authority – Minutes of the Meeting held 23<sup>rd</sup> November 2020
- Southern Tasmanian Councils Authority – Minutes of the Annual General Meeting held 23<sup>rd</sup> November 2020

**RECOMMENDATION**

**THAT the minutes of the above Joint Authority be received.**

<b>DECISION</b>		
<b>Councillor</b>	<b>Vote FOR</b>	<b>Vote AGAINST</b>
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

**4.3.2 JOINT AUTHORITIES - RECEIPT OF REPORTS (ANNUAL & QUARTERLY)**

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

- Southern Tasmanian Councils Authority – Nil.
- Southern Tasmanian Councils Authority – Nil.

**DECISION NOT REQUIRED**

## **5. 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.

No workshops have been held since the last ordinary meeting of Council.

### **RECOMMENDATION**

**THAT the information be received.**

<b>DECISION</b>		
<b>Councillor</b>	<b>Vote FOR</b>	<b>Vote AGAINST</b>
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

## **6. COUNCILLORS – QUESTION TIME**

### **6.1 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.*

## **6.2 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.

## **7. 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*.

## 8. 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 A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

## **9. PUBLIC QUESTION TIME (SCHEDULED FOR 2.30 P.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 members of the public.

### **9.1 Permission to Address Council**

Permission has been granted for the following person(s) to address Council:

- Nil.

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

**10.1 Emergency Management (Vulnerable Persons Register)**

Deputy Mayor E C Batt has submitted the following Notice of Motion:

THAT The Southern Midlands Emergency Management Committee (in partnership with appropriate associated agencies and organisations) be requested to investigate the possibility of compiling and maintaining a Vulnerable Persons Register in the Southern Midlands, and report back to Council accordingly.

**BACKGROUND**

A Vulnerable Persons Register would be a list of people who may need consideration in an emergency. Many Councils have them, especially ones in bushfire prone places. The register would be compiled and maintained by SMC in partnership with those agencies that provide personal care support and case management services to vulnerable people in our district. The list would be activated by some sort of event that might be a threat to safety etc. so that a response can be coordinated taking these persons into account.

<b>DECISION</b>		
<b>Councillor</b>	<b>Vote FOR</b>	<b>Vote AGAINST</b>
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

**11. 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.*

**11.1 DEVELOPMENT APPLICATIONS**

Nil.

**11.2 SUBDIVISIONS**

Nil.

**11.3 MUNICIPAL SEAL (Planning Authority)**

Nil.

**11.4 PLANNING (OTHER)**

Nil.

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

## 12. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – INFRASTRUCTURE)

### 12.1 Roads

**Strategic Plan Reference 1.1**

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

Nil.

### 12.2 Bridges

**Strategic Plan Reference 1.2**

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

Nil.

### 12.3 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.

### 12.4 Lighting

**Strategic Plan Reference 1.4**

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

Nil.

### 12.5 Buildings

**Strategic Plan Reference 1.5**

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

### 12.6 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.

### 12.7 Drainage

**Strategic Plan Reference 1.7**

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

Nil.

**12.8 Waste**

**Strategic Plan Reference 1.8**

*Maintenance and improvement of the provision of waste management services to the Community.*

Nil.

**12.9 Information, Communication Technology**

**Strategic Plan Reference 1.9**

*Improve access to modern communications infrastructure.*

Nil.

**12.10 Officer Reports – Infrastructure & Works**

**12.10.1 MANAGER – INFRASTRUCTURE & WORKS REPORT**

**Author:** MANAGER INFRASTRUCTURE & WORKS (JACK LYALL)

**Date:** 21 JANUARY 2021

**Enclosure:**

*Capital Works Program 2020/2021 Projected Timelines*

**Roads Program**

Maintenance Graders - working in the Colebrook (i.e. Lovely Banks Road) and Tunnack areas. Graders will then proceed to Rhyndaston for final overlay (preparation for sealing); Eldon (reconstruct and seal); and southern roads scheduled for new seals (i.e. Huntington Tier, Ballyhooly Road).

Roadside slashing ongoing – Stonor Road, progressing to Rhyndaston; Woodsdale and Levendale areas.

Resheeting – Gravel resheeting completed on Tin Pot Marsh Road.

**Town and General Maintenance**

Township mowing supported through the engagement of an additional casual employee. This is due to high demand.

Levendale Community Centre – grounds maintenance scheduled for 27<sup>th</sup> January 2021.

**Waste Management Program**

Additional collections scheduled due to high demand. Newly appointed Contractor (i.e. collection and transport) has confirmed commencement date of 1<sup>st</sup> March 2021 with new disposal bins.

Other Projects:

1. Demolition of 70 High Street, Oatlands completed.
2. Refer updated schedule of forward Capital Works Program for detail.

Further commentary will be provided in relation to some nominated projects.

**QUESTIONS WITHOUT NOTICE TO MANAGER, INFRASTRUCTURE & WORKS**

**RECOMMENDATION**

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

<b>DECISION</b>		
<b>Councillor</b>	<b>Vote FOR</b>	<b>Vote AGAINST</b>
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

**ENCLOSURE(S)**  
Agenda Item 12.10.1

Capital Works Program 2020/2021 Projected Timelines													
	Total Project Cost	2020						2021					
		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
<b>Roads Resheeting - Gravel Roads - Allocation through Asset Mgt System</b>	\$ 500,000.00												
<b>Road Resealing - Sealed Roads</b>	\$ 400,000.00												
Woodsdale - Woodsdale Road (1km Reconstruction) (Lime Stab. & Seal) <i>Programmed 24 Feb to 4 Mar confirmed by contractor</i>	\$ 330,000.00												
Bagdad - Huntingdon Tier Road (350 metres new seal) (FCR & Seal) <i>Programmed 24 Feb to 4 Mar seal to follow</i>	\$ 73,500.00												
Campania - Native Corners Road (900 metres new seal) (Lime Stab. & Seal) <i>Programmed 4 Mar to 5 Mar confirmed by contractor</i>	\$ 173,250.00												
Mangalore - Ballyhooly Road (300 metres of new seal) (FCR & Seal) <i>Programmed Prep works start SMC 1 Feb Seal to follow</i>	\$ 57,750.00												
Rhyndaston - Construct & Seal (800 m through Township) (Lime Stab. & Seal) <i>Programmed 8 Mar to 11 Mar confirmed by contractor Prep works completed by SMC</i>	\$ 154,000.00												
Tunnack - Eldon - Eldon Road (1500 metres new seal) (Lime Stab. & Seal) <i>Programmed 12 Mar to 15 Mar confirmed by contractor Prep works by SMC 25 Jan</i>	\$ 288,750.00												
Dust Suppressant (\$20K SMC if Grant not forthcoming) (FCR & Seal) <i>Following roads - timing subject to confirmation of dates by Sealing Contractor:</i>	\$ 100,000.00												
- Cornishs Rd (Nichols No. 54)													
- Brown Mountain Rd (Wicks No. 1033)													
- Blackgate Rd (Gloudehans No. 63)													
- York Plains Rd (Clarke No. 1379)													
Campania - Estate Road (vicinity of Mallow property) - boundary being surveyed and design to be prepared - reinstate past Budget to negotiate with new landowner; relocation of TasNetworks pole (if approval rec'd) and realignment of fencing <i>Design only budgeted</i>	\$ 10,000.00												
Campania - Reeve Street / Clime Street Junction (includes Footpath)	\$ 60,496.00												
Campania - Main Intersection/Carpark Campania - Design Concept	\$ 50,000.00												
Dysart - Cliftonvale & Sugarloaf Rd Junction Improvements	\$ 50,000.00												
Elderslie - Bluff Road - Junction Improvements - Bus Shelter (being donated by Brighton Rotary)	\$ 150,000.00												
<i>Council/community reps to negotiate bus arrangements with Bus Contractor / Passenger Transport (DSG)</i>													
Elderslie - Elderslie Road - Widening - Investigation & Trial - south of Blackbrush Rd Junction	\$ 40,000.00												
Elderslie Road - Safety Railing (approx. 250 metres)	\$ 21,250.00												
Mangalore - Roberts Road - install additional culverts (prevent flooding) - access via Medhurst property - confirmed. Use of contract Excavator and Crane.	\$ 53,822.00												
Oatlands - Interlaken Road (vicinity of 'Wallace') - prelim work to allow for realignment of road; adjust height of road; land acquisition	\$ 25,000.00												
Tea Tree - Grices Road - Tree removal; set back of embankment and drainage improvements	\$ 15,000.00												
Woodsdale Road (The Cutting) - Safety Rail - 2 section of approx. 200 metres each (200 metres)	\$ 17,000.00												
<b>Bridges</b>													
Woodsdale Road (Nutting Garden Rivulet) <i>Replacement Bridge to be tendered</i>	\$ 148,200.00												
<b>Footpaths</b>													
Footpaths - General	\$ 170,906.00												
Bagdad Township													
- East Bagdad Road Footpath	\$ 125,000.00												
- East Bagdad Road Footpath <i>Letter to be issued W/C 25/1/21 - SMC on-site works to commence W/C 8/2/21</i>	\$ 101,514.00												

Capital Works Program 2020/2021 Projected Timelines													
	Total Project Cost	2020						2021					
		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
<i>Note: Kerb / Footpath works reliant on availability of Contractor.</i>													
<b>Broadmarsh Township</b>													
- Streetscape Works	\$ 230,000.00												
<i>Extension of time secured - Project contracted out</i>													
<b>Campania Township</b>													
- Reeve Street - Footpath through to Hall	\$ 30,000.00												
<b>Kempton Township</b>													
- Louisa Street (Huntingground Rd - Elizabeth St)	\$ 38,000.00												
- Midlands Highway/Mood Food	\$ 147,565.00	<i>Awaiting Funding Agreement from DSD</i>											
- Streetscape Plan (Review & Implementation (Part))	\$ 23,000.00	<i>Single Project</i>											
- Victoria Memorial Hall (complete works)	\$ 110,000.00	<i>Single Project</i>											
<b>LGCIG - Kempton Memorial Hall</b>	\$ 52,000.00	<i>Awaiting confirmation of funding</i>											
<i>Civil works (kerb/gutter) to be contracted out.</i>													
<i>Building / landscaping works to follow.</i>													
<b>Melton Mowbray</b>													
- Streetscape Works (Trough / Shelter etc.)	\$ 30,000.00												
<b>Oatlands - Streets</b>													
- Footpath Renewal	\$ 60,000.00												
<i>Awaiting advice / outcome from Oatlands Structure Plan process (i.e. parking - High Street)</i>													
<b>Tunbridge Township</b>													
- Main Street (ongoing - Kerb & Gutter Renewal)	\$ 20,000.00												
<b>Tunnack Township</b>													
- Streetscape Concept Plan	\$ 45,000.00												
<b>Lighting</b>													
<b>Esplanade Project (Total Project Cost \$128K)</b>													
(Year 2 of 2)	\$ 250,000.00	<i>Stage 1 &amp; Stage 2</i>						<i>Stage 3</i>					
<b>Public Toilets</b>													
Campania - Flour Mill Park - Concrete pathways/drainage/remove pavers	\$ 15,000.00												
Public Toilets - Upgrade Program to be developed	\$ 20,000.00												
<b>Stormwater Drainage</b>													
<b>Bagdad</b>													
- Lyndon Road	\$ 15,000.00												
<b>Campania</b>													
- Estate Road - School Farm (Easement)	\$ 10,000.00	<i>Need for Easement yet to be confirmed - linked to School Farm Subdivision</i>											
<b>Oatlands</b>													
- Barrack Street (towards Mason Street)	\$ 10,000.00												
<i>Recommend for further consideration in conjunction with Accom. Facility / Underground Power development.</i>													
- High St/Wellington Street Junction	\$ 5,000.00												
LGCIG - Hall Lane SW from Highway to Bagdad Rivulet	\$ 75,000.00	<i>Awaiting confirmation of funding</i>											
LGCIG - Blackbrush Rd (drainage, kerb & footpath both sides to Rec Grd then up to No. 45 on S side)	\$ 430,000.00	<i>Awaiting confirmation of funding</i>											
<b>Waste Management</b>													
Wheelie Bins & Crates	\$ 5,000.00												
Oatlands WTS - General Imp's - incl. Concrete Pad(s)	\$ 25,000.00												
Dysart WTS - General Imp's	\$ 15,000.00												
<b>Heritage</b>													
Callington Mill (Asset Renewals)	\$ 20,000.00												
Callington Mill (Mill Tower - Fire Detection & Exit Lighting)	\$ 6,500.00												
Oatlands Court House (Stabilisation & Gaol Cell)	\$ 8,000.00												
Oatlands Gaol - Wing wall Completion	\$ 11,062.00												
Oatlands Gaol - Aluminium Steps (Temporary)	\$ 3,500.00												

Capital Works Program 2020/2021 Projected Timelines													
	Total Project Cost	2020						2021					
		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Roche Hall - Forecourt (Interps - Planning Condition of Approval)	\$ 36,000.00												
Kempton Watch House (Internal Fit out)	\$ 4,000.00												
Heritage Collections Store (Scoping Project)	\$ 10,000.00												
Oatlands Commissariat (79 High Street - Boundary Fence)	\$ 6,000.00												
<b>Natural</b>													
Campania - Bush Reserve - Walking / Riding Path	\$ 105,000.00												
Chauncy Vale Sanctuary - Caves Loop Track Completion	\$ 21,000.00												
Chauncy Vale Sanctuary Bridge	\$ 55,000.00												
Lake Dulverton Walkway (Section 1)	\$ 135,000.00												
Lake Dulverton Walkway (Section 2)	\$ 85,000.00												
Mahers Point - Landscape Plan	\$ 22,404.00												
<b>Administration</b>													
Kempton Council Chambers - Chambers (restoration works)	\$ 5,000.00												
Kempton Council Chambers - Clock (restoration work)	\$ 20,000.00												
Kempton Council Chambers - Office Furniture & Equipment	\$ 5,000.00												
<b>Health &amp; Wellbeing</b>													
Water Bottle Refill Stations	\$ 7,980.00												
Kempton Community Health Facility	\$ 175,000.00												
<b>Animals</b>													
Dog Pound (s)	\$ 35,000.00												
<b>Recreation Committee</b>													
Campania - Public Open Space Dev (Scafe subdivision)	\$ 23,000.00												
Campania - Public Open Space Dev (Play Equip Alexander Circle)	\$ 16,000.00												
Campania - Rec Ground - Internal Toilet Improvements	\$ 40,000.00												
Campania - Rec Ground - Nets	\$ 45,000.00												
Colebrook - Colebrook Hall - Heating Upgrade (6 Units x \$4K)	\$ 24,000.00												
Colebrook - Recreation Ground (replace Pitch Cover)	\$ 4,500.00												
Kempton - Rec Ground - Roof Structure (entry to Clubrooms)	\$ 15,000.00												
Kempton - Rec Ground - Lighting	\$ 16,000.00												
Mangalore - Recreation Ground (additional allocation)	\$ 15,000.00												
Mangalore - Hall (Replace Gutters and Roofing)	\$ 18,000.00												
Mt Pleasant - Rec Ground (upgrade Toilets - includes stabilisation)	\$ 48,000.00												
Oatlands - Oatlands Community Hall - Repointing & Crack Repairs	\$ 15,000.00												
Oatlands - Callington Park - Playground	\$ 500,000.00												
Oatlands - Callington Park (revegetation and watering system)	\$ -												
Oatlands Aquatic Centre (C/W Election Commitment)	\$ 500,000.00												
Oatlands Aquatic Centre - Grant Funding	\$ -												
Parattah - Rec Ground - External Toilet (linked to Walkway)	\$ 12,000.00												
Runnymede Recreation Ground - Resurfacing & Watering System	\$ 25,000.00												
Tunbridge - Tunbridge Park - Perimeter Fence (Safety)	\$ 30,000.00												
<i>Discussion topic - Public Question Time - Tunbridge</i>													
<b>Access</b>													
All Buildings (Priority Approach - Year 5 of 5)	\$ 50,000.00												
<b>Community</b>													
Oatlands Structure Plan	\$ 25,000.00												
Midlands Memorial Community Centre - Double glazed windows	\$ 40,000.00												
Levendale Community Centre													
- Building 1 (Classrooms & Office)	\$ 10,360.00												
- Building 2 (Classrooms)	\$ 12,340.00												
- Toilet Block, Timber Storage Shed, Tin Storage Shed	\$ 7,690.00												

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Capital Works Program 2020/2021 Projected Timelines														
	Total Project Cost	2020						2021						
		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	
<b>Administration Buildings</b>														
Council Chambers, Oatlands (Memorials - Forecourt)	\$ 4,000.00													
Council Chambers, Oatlands (Int Toilets / Records Storage - Upgrade)	\$ 100,000.00													
Council Chambers, Oatlands (Floor Coverings - Works Office)	\$ 5,000.00													
Council Chambers - Damp Issues & Stonemasonry	\$ 15,000.00													
<b>Depot Buildings</b>														
Kempton - Depot - Internal Building Improvements	\$ 15,000.00													
Kempton - Depot - Employee PPE Storage Lockers	\$ 2,000.00													
Oatlands - Depot - Solar Panels (refer Submission)	\$ 16,000.00													
<b>Legend</b>														
XXXXXXXXXXXX	Planned or WIP													
XXXXXXXXXXXX	Completed													

### 13. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – GROWTH)

#### 13.1 Residential

**Strategic Plan Reference 2.1**  
*Increase the resident, rate-paying population in the municipality.*

Nil.

#### 13.2 Tourism

**Strategic Plan Reference 2.2**  
*Increase the number of tourists visiting and spending money in the municipality.*

Nil.

#### 13.3 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.

#### 13.4 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.

**14. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – LANDSCAPES)**

**14.1 Heritage**

**Strategic Plan Reference 3.1**

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

**14.1.1 HERITAGE PROJECT PROGRAM REPORT**

**Author:** MANAGER HERITAGE PROJECTS (BRAD WILLIAMS)

**Date:** 19 JANUARY 2021

Nil to report. All staff have been on leave.

## **14.2 Natural**

### **Strategic Plan Reference 3.2**

*Identify and protect areas that are of high conservation value / Encourage the adoption of best practice land care techniques.*

### **14.2.1 NRM UNIT – GENERAL REPORT**

**Author:** NRM PROGRAMS MANAGER (MARIA WEEDING)

**Date:** 19 JANUARY 2021

#### **ISSUE:**

Southern Midlands Landcare Unit Monthly Report.

#### **DETAIL**

- Mt Pleasant Recreation Ground Club Rooms - toilet block extension. All works completed by 17<sup>th</sup> December 2020. A Certificate of Completion of Building works has been issued. A final project report has been completed and sent to the Australian Government.
  
- An opening of the Callington Park playground upgrade works was held on Monday 14<sup>th</sup> December. A number of Oatlands District High students attended the opening, many of them having been involved with assisting in selecting the play equipment items to be installed at the park. The site was officially opened by Senator Claire Chandler together with Mayor Alex Green. Minor works still to be undertaken within the project to be fully completed.
  
- Works for the Victoria Hall at Kempton are expected to commence shortly. Some materials have been purchased already.
  
- Helen Geard has been away on annual leave, returning in early February.

#### **WEEDS REPORT**

Weeds Officer Ruth Hall has provided the following report for the three weeks to 19<sup>th</sup> January 2021.

#### **Site visits and roadside weed control**

- Cotton Thistles on Lower Marshes Rd hand pulled.
- Chilean Needle Grass sites at Broadmarsh identified by a member of the public visited and confirmed. One site sprayed and seed heads removed at another. Chilean Needle Grass has not been previously identified this far west in the Municipality. Most known incursions are in the Coal Valley.

**Projects**

- Drought Weed project – Minutes from Steering Committee Meeting on 2<sup>nd</sup> December 2020 circulated to members and approved. Successful funding applicants notified.  
Note: There are still funds available. Applications will continue to be assessed on an ongoing basis until funds are expended.

**Communication**

- Several Landholders previously contacted re Nodding Thistle sites have responded outlining control measures undertaken.

**Enquiries**

- Ratepayer phone enquiries received regarding thistles, blackberries and capeweed. Control suggestions provided along with discussion on management options aimed at preventing further weed incursions in the future.

**Admin**

- Council Weed Data records for Chilean Needle Grass and Nodding Thistle updated.

**RECOMMENDATION**

**THAT the Landcare Unit Report be received and the information noted.**

<b>DECISION</b>		
<b>Councillor</b>	<b>Vote FOR</b>	<b>Vote AGAINST</b>
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

### 14.3 Cultural

**Strategic Plan Reference 3.3**

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

Nil.

### 14.4 Regulatory (Development)

**Strategic Plan Reference 3.4**

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

Nil.

### 14.5 Regulatory (Public Health)

**Strategic Plan Reference 3.5**

*Monitor and maintain a safe and healthy public environment.*

#### 14.5.1 WOODSDALE CEMETERY (2003 WOODSDALE ROAD, WOODSDALE – PID 5840316) – ESTABLISHMENT OF SPECIAL MANAGEMENT COMMITTEE

**Author:** GENERAL MANAGER

**Date:** 15 JANUARY 2021

**Enclosure(s):**

*Woodsdale Cemetery Special Management Committee – Constitution / Committee Terms of Reference*

*Notice of Community Meeting (planned for 10<sup>th</sup> February 2021)*

#### ISSUE

Council to establish the Woodsdale Cemetery Special Management Committee in accordance with section 24 of the *Local Government Act 1993*.

#### BACKGROUND

Section 24 of the *Local Government Act 1993* provides the following:

**“24. Special committees**

- (1) A council may establish, on such terms and for such purposes as it thinks fit, special committees.*
- (2) A special committee consists of such persons appointed by the council as the council thinks appropriate.*
- (3) The council is to determine the procedures relating to meetings of a special committee.”*

As Council is aware, the transfer of ownership from the Crown to the Southern Midlands Council has been a lengthy affair but has now been finalised through signing of a Transfer Agreement.

This matter dates back to a formal decision of Council made 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 Levendale 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.

## **DETAIL**

In reference to section 24 of the Act, Council may establish a Special Committee on such terms and for such purposes as it thinks fit.

Please refer to the draft Constitution / Terms of Reference which is submitted to Council for endorsement.

The Constitution is basically consistent with all other Management Committees, noting the following:

- the primary objective of the Committee is to manage the use of the property and to comply with the duties and powers of cemetery managers in accordance with section 34 of the *Burial and Cremation Act 2019* (refer attached extract from the Act); and
- The Management Committee shall be comprised of one Council representative and at least four community members (quorum of 3 members).

*Note: In order to identify members of the community that are willing to become a member of the Management Committee, a Community Meeting is planned for Wednesday 10<sup>th</sup> February 2021 (refer draft Notice attached). Depending on the outcome of this meeting, it may be necessary to increase the number of community representatives.*

*I am informed that the current active members are Adrian Dare, Kate Bourne and Ron Scott.*

**Human Resources & Financial Implications** – The intent of this management arrangement is to have minimal impact on Council's human and financial resources. The Woodsdale Cemetery has been managed locally for many years and it is anticipated that this will continue.

An amount of \$1,243 has been expended to date on Survey and legal fees incurred by (and invoiced) by the Crown.

**Public Relations Implications** – the desire to transfer ownership was initiated by the local community.

**Website implications** – Cemetery details, including contact person(s), can be included on Council's website.

**Policy Implications** – policy position.

**Implementation Timeframe** – As soon as practical following confirmation that the transfer of ownership has been completed.

**RECOMMENDATION**

**THAT Council:**

- a) in accordance with Section 24 of the *Local Government Act 1993* approve the establishment of the Woodsdale Cemetery Special Management Committee;**
- b) endorse the Constitution / Terms of Reference drafted for the Special Management Committee;**
- c) note the planned process (i.e. Community Meeting) to identify potential members of the community that are willing to participate on the Special Management Committee; and**
- d) appoint its representative on the Management Committee.**

<b>DECISION</b>		
<b>Councillor</b>	<b>Vote FOR</b>	<b>Vote AGAINST</b>
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

**ENCLOSURE(S)**

*Agenda Item 14.5.1*

## **CONSTITUTION OF THE WOODSDALE CEMETERY MANAGEMENT COMMITTEE**

Established as a Special Committee by the Southern Midlands Council under the provisions of Section 24 of the *Local Government Act 1993*.

### **1. INTERPRETATION**

In this Constitution unless otherwise stated:-

"**The Council**" shall mean the elected Council of the Southern Midlands.

"**The Committee**" shall mean the Committee of Management of the Woodsdale Cemetery appointed by the Council.

"**The Property**" shall mean the Council property known as the Woodsdale Cemetery, situated at 2003 Woodsdale Road, Woodsdale (PID 5840316).

### **2. OBJECTS**

The objects of the Committee shall be:-

- (a) To manage the use of the property and to comply with the duties and powers of cemetery managers in accordance with section 34 of the *Burial and Cremation Act 2019* (refer attached extract from the Act);
- (b) To make such rules not inconsistent with this Constitution as may be deemed necessary for the purpose of administration and control of the property;
- (c) To develop, upgrade and maintain the property and its facilities; and
- (d) To raise funds for the purposes of meeting expenditures by the Committee for the operation of the property and to offset costs of the Council associated with the property.

### **3. POWERS AND OBLIGATIONS**

The Council has appointed the Committee for the purposes of managing the property and in order to achieve the objects outlined above empowers and obliges the Committee as follows:-

- (a) To do all that is necessary to comply with the duties and powers of cemetery managers in accordance with the *Burial and Cremation Act 2019*;
- (b) To purchase, lease, hire, make, provide and maintain all kinds of equipment for the carrying out of the objects of the Committee;
- (c) To invest any monies not immediately required in such manner as may from time to time be determined by the Council or Council's delegate;
- (d) To expend funds towards the development, enhancement, day-to-day maintenance and operations of the property;
- (e) To determine fees and charges, and conditions, if any, relating to graves, vaults and monuments. Fees and charges are to be referred to Council for prior review and approval;
- (f) The Committee may not hire staff for the purpose of caretaking and maintaining the property, but may engage contractors for this purpose after consultation and in accordance with the directions of the Council's General Manager.

- (g) All fixtures, fittings, equipment and appliances provided with or for the property by Council or donated by any party or purchased by the Committee shall be and remain the property of Council;
- (h) The Committee will maintain a comprehensive inventory of all assets included under Clause (g). A copy of this inventory shall accompany the Annual Financial Statements for presentation to the Council (refer Clause 11.).
- (i) No equipment or appliances shall be sold without a formal resolution by the Committee, which is to be subsequently endorsed by Council prior to the equipment or appliance being sold. The items shall be offered for sale through tender or auction, alternatively through a method of disposal approved by the Council.
- (j) The Committee may pay an honorarium to the elected Office Bearers out of its own operating funds, the amount of the payment to be decided in consultation with the Council.

#### **4. OFFICE BEARERS**

- (a) The Committee shall be comprised of the following:
  - i) One representative of Council as determined from time to time by Council; and
  - ii) At least four community representatives as determined from time to time by Council.

The Committee shall appoint the following Office Bearers, with all members being eligible for nomination.

- Chairperson;
- Vice Chairperson;
- Secretary;
- Treasurer

**5. DUTIES OF OFFICE BEARERS**

The duties of the Office Bearers shall include:

**CHAIRPERSON**

The Chairperson may chair all meetings of the Committee.

The Chairperson shall be responsible for the efficient management of the property within the objects of this Constitution. The Chairperson shall instigate policy initiatives in consultation with the Council. The Chairperson shall issue all public statements on behalf of the Committee after first referring such statements to the Council for the Council's consent. The Chairperson shall prepare:

The Annual Report to the Committee and to the Council comprising a report on the achievements of the previous year, as well as the aims and objectives of the Committee in the year ahead.

**VICE CHAIRPERSON**

The Vice Chairperson shall chair meetings of the Committee should the Chairperson be absent or should the Chairperson choose not to chair that meeting. The Vice Chairperson shall assist the Chairperson with his/her duties.

**SECRETARY**

The Secretary shall keep the minutes of all meetings of the Committee.

The Secretary shall forward a copy of all minutes to Council for information and endorsement of recommendations where appropriate. The Secretary shall be responsible for correspondence and any other duties as delegated by the Committee. The Secretary may maintain a petty cash float as provided for under Clause 11(c). The Secretary shall submit a report on the maintenance / upgrade needs of the property to Council's Facilities & Recreation Committee by no later than 30<sup>th</sup> April, each year.

**TREASURER**

The Treasurer shall keep the books of account of the Committee. The Treasurer shall:-

- i) Receive and bank all subscriptions and other monies paid to the premises into an account opened in the name of the Committee;
- ii) Make all authorised disbursements on the Committee's behalf;
- iii) Keep proper accounts and records of all sums of money received and expended;
- iv) Produce a list of accounts for payment including the most recent bank statement at each Committee Meeting;
- v) Present accounts for payment to the Committee at each meeting;
- vi) Produce all books, receipts and accounts to Council's Finance Officer for audit at the end of each financial year;
- vii) The Treasurer shall submit a full report on the financial accounts to the Committee and to Council by no later than 15<sup>th</sup> August each year;
- viii) Subject to any reasonable restrictions as to the time and manner of inspection, these accounts shall be open to inspection by members of the Committee and Council's Finance Officer.

**GENERAL MEMBER**

General Members of the Committee shall attend Committee Meetings, serve on Subcommittees as appropriate and perform any duties as delegated by the Committee.

**6. TERMINATION OF OFFICE BEARERS**

- (a) Any person elected to the position of office bearer in the Committee shall hold office until a decision is made by the Committee to elect a successor.
- (b) The Committee may seek to expel any member of the Committee whose conduct in the opinion of the Committee or the Council is discreditable or injurious to the character or interests of the Committee and the Council.
- (c) Where the Committee has made a determination under b) the Committee shall report its finding to the Council together with its recommended course of action. The Council's decision on the report shall be final.
- (d) The position of any elected Office Bearer shall be automatically deemed vacant if that person is absent without leave of absence for three (3) consecutive Committee Meetings.
- (e) Any member may resign from the Committee. Such resignations must be in writing and forwarded to the Secretary.

**7. ORGANISATIONAL STRUCTURE**

(a) COMMITTEE

The Committee shall be responsible for the day-to-day management of the property within the objects of this Constitution. The Committee shall meet quarterly unless otherwise determined by the Committee. All elected members of the Committee specified in Clause 4 of this Constitution may vote at Committee Meetings.

(b) SUBCOMMITTEES

The Committee may appoint Subcommittees for a specified purpose. Any person may be appointed by the Committee as a member.

The Convenor of a Subcommittee shall be a Committee Member and shall report to the Committee on the activities and decisions of the Subcommittee. The Chairperson or in his/her absence the Vice Chairperson shall be an ex-officio member of all Subcommittees.

A quorum shall comprise at least 50% of the members and shall include the Convenor.

A Subcommittee shall not be authorised to expend funds on behalf of the Committee.

**8. MEETINGS**

(a) COMMITTEE MEETINGS

- i) The Committee shall meet at least once each calendar quarter unless otherwise determined for the purpose of:-
  - Confirming the minutes of the previous meeting;
  - The payment of accounts;
  - Correspondence and;
  - General Business.
- ii) A quorum of the Committee shall consist of three members;
- iii) The Committee shall have power to adjourn and otherwise regulate its meetings as it deems fit. Any three members shall have the power to call a meeting of the Committee. The Chairperson of the Committee shall take the chair at all such meetings. Should the Chairperson not be present then the Vice Chairperson shall take the chair. In the absence of the Vice Chairperson the Committee shall elect one of its number to take the chair;
- v) All notices of Committee meetings shall unless extreme urgency arises, be in writing to members at least seven days prior to the date of such meeting;
- vi) The Committee shall have the power to delegate any of its powers to a Subcommittee or delegates to deal with any particular matter or matters upon such terms as the Committee may think fit except the power to expend the funds of the Management Committee.

**9. ELECTIONS**

- (a) The Office Bearers shall be appointed at the inaugural meeting of the Committee, and shall hold office until otherwise determined by the Committee.

**10. POWERS OF THE COMMITTEE**

- i) The business and affairs of the property shall be under the Management of the Committee and under the control of the Council; and
- iii) The Committee may, subject to the Constitution and Rules, exercise the powers required to do such things which it considers necessary or expedient to carry out the objects of the Committee;

**11. FINANCE**

- (a) All monies raised by, for or otherwise on behalf of the Committee (including Subcommittees) shall be used solely for the property needs and shall be deposited in Bank Accounts maintained for the purpose of the Committee.
- (b) The Treasurer shall maintain a Cheque Account. All cheques, draft bills of exchange, promissory notes and other negotiable instruments shall be signed by any two of the following.
  - Chairperson;
  - Vice Chairperson;
  - Secretary;
  - Treasurer.
- (c) The Secretary may maintain a petty cash float of \$150.00 with a limit of \$20.00 on disbursements.
- (d) The Financial Year shall commence on 1 July. The Annual Statement of Accounts and Balance Sheet shall be prepared by the Treasurer and must be forwarded to the Council by 31<sup>st</sup> July each year. The Council shall audit the financial statements at the end of each financial year.

- (e) Management Committees are strictly prohibited from borrowing funds from any source.

**12. THE CONSTITUTION**

- (a) Any proposed change to the Constitution must firstly be notified to the Council and provided that such proposed change is within the legislative requirements for elected Committees of Management it may then (on advice from the Council) proceed to be determined.
- (b) This Constitution may be amended at any Committee meeting provided that the proposed amendments are presented to the Secretary in writing by no later than 7 days prior to the meeting.
- (c) A motion to amend the Constitution must receive the support of not less than 75% of those present and eligible to vote.
- (d) This shall be the only Constitution of the Management Committee. The Secretary shall supply a copy of this Constitution to any member of the Committee upon request.
- (e) In the event of the dissolution of the Committee all funds and assets of the Committee shall remain the property of the Council and be held for the benefit of the residents of the area. Those funds and assets may at the Council's discretion be handed over to a similar organisation in the area which has indicated its preparedness to manage the property on behalf of the Council. If no such group exists within a reasonable period of time after the dissolution of the Committee the Council may employ these assets elsewhere as it sees fit.

## **Extract from the *Burial and Cremation Act 2019***

### **Duties and powers of cemetery managers**

#### *Section 34 of the Burial and Cremation Act 2019*

(1) A cemetery manager must keep the cemetery for which he or she is the cemetery manager –

- (a) in accordance with this Act; and
- (b) so as not to be prejudicial to public health or public safety.

*Penalty: Fine not exceeding 50 penalty units and a further fine not exceeding 5 penalty units in respect of each day during which the offence continues.*

(2) Subject to [subsection \(3\)](#), a cemetery manager must ensure that –

- (a) as far as reasonably practicable, the cemetery, for which he or she is the cemetery manager, is maintained so as to prevent the cemetery from falling into disrepair, or from being defaced or damaged; and
- (b) any disrepair or defacement of, or damage to, the cemetery is rectified as soon as practicable.

*Penalty: Fine not exceeding 50 penalty units.*

(3) [Subsection \(2\)](#) does not apply to a vault, grave or monument within a cemetery unless –

- (a) the defacement or damage to the vault, grave or monument was caused by, or was the result of an act that was approved by, the cemetery manager for the cemetery; or
- (b) the cemetery manager for the cemetery has entered into an agreement under [section 39\(3\)](#) in respect of the vault, grave or monument.

(4) A cemetery manager must keep all prescribed records, in the prescribed manner, in respect of the cemetery.

*Penalty: Fine not exceeding 50 penalty units.*

(5) A cemetery manager must permit any person to have access free of charge at any reasonable time to visit monuments and graves in any portion of the cemetery.

*Penalty: Fine not exceeding 30 penalty units and, in the case of a continuing offence, a further fine not exceeding 5 penalty units in respect of each day during which the offence continues.*

(6) It is a defence in proceedings for an offence under [subsection \(5\)](#) if the cemetery manager establishes that –

- (a) the person was refused access to all, or a portion, of the cemetery due to the person's behaviour or previous behaviour; or
- (b) the person was refused access in accordance with the rules of operation for the cemetery.

(7) Subject to this and any other Act, a cemetery manager may –

- (a) improve, embellish and enlarge the cemetery under the management of that manager; and
- (b) restrict interments in any portion of the cemetery, except as may be required by an exclusive right of burial; and
- (c) take any other action as may be required for the reasonable management and maintenance of the cemetery.

**Woodsdale Cemetery  
Community Meeting  
Woodsale Hall**

**Wednesday 10<sup>th</sup> February 2021 – Commencing at 7.00 p.m.**

Ownership of the Woodsdale Cemetery property has now been transferred to the Southern Midlands Council. This property, which was owned by the Crown, has previously been leased by the Levendale and Woodsdale History Rooms Inc.

For many years the Cemetery has been managed and maintained by the local community and the intention is to continue this arrangement through the establishment of a Special Management Committee operating under the auspices of the Southern Midlands Council. The purpose of this community meeting is to identify persons that may be interested in participating on the Management Committee.

Notice of this meeting has only been circulated in the local district and therefore feel free to notify any other person that you think may be interested in attending the meeting.

Should you have any questions in advance of the meeting, please call the Council General Manager (Tim Kirkwood) on telephone 62 545000.

A O Green  
Mayor

**14.6 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*

**14.6.1 ANIMAL MANAGEMENT REPORT**

**Author:** ANIMAL MANAGEMENT OFFICER (RACHEL COLLIS)

**Date:** 14 JANUARY 2021

**Enclosure:**

*Animal Management Statement –December 2020/January 2021*

**ISSUE**

Consideration of the Animal Management/Compliance Officer’s report for December 2020-January 2021

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 June ; *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**

14/1/2021 – Oatlands area “Dog attacking person or animal causing non serious injury”

**RECOMMENDATION**

**THAT the Animal Management report be received and the information noted.**

<b>DECISION</b>		
<b>Councillor</b>	<b>Vote FOR</b>	<b>Vote AGAINST</b>
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

**ENCLOSURE(S)***Agenda Item 14.6.1*SOUTHERN  
MIDLANDS  
COUNCIL**YTD ANIMAL MANAGEMENT STATEMENT**

December 2020 to January 2021

DOG IMPOUNDS	RECLAIMED	ADOPTED	EUTHANISED
6	6	0	0
OTHER IMPOUNDS	RECLAIMED		
0	0		

**JOBS ATTENDED**

December 2020 to January 2021

DOGS AT LARGE	DOG ATTACKS	DOG BARKING	DOG GENERAL
Southern Midlands 6	Southern Midlands 1	Southern Midlands 3	Southern Midlands 0
Central Highlands 0	Central Highlands 0	Central Highlands 0	Central Highlands 0
NEW KENNEL INSPECT	WELFARE	STOCK	OTHER
Southern Midlands Two active kennel licences	Southern Midlands 0	Southern Midlands 1	Southern Midlands 1 (fencing issue)
Central Highlands 0	Central Highlands 0	Central Highlands 0	Central Highlands 4 (Kennel Licence Inspections)

**REGISTERED DOGS: 1710****KENNEL LICENCES: 53****INFRINGEMENTS ISSUED: 1**

**14.7 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.

## 15. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – COMMUNITY)

### 15.1 Community Health and Wellbeing

**Strategic Plan Reference 4.1**

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

Nil.

### 15.2 Recreation

**Strategic Plan Reference 4.2**

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

Nil.

### 15.3 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.

### 15.4 Volunteers

**Strategic Plan Reference 4.4**

*Encourage community members to volunteer.*

Nil.

### 15.5 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.

### 15.6 Education

**Strategic Plan Reference 4.6**

*Increase the educational and employment opportunities available within the Southern Midlands*

Nil.

### 15.7 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.

**15.8 Safety**

**Strategic Plan Reference 4.8**

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

Nil.

**15.9 Consultation & Communication**

**Strategic Plan Reference 4.8**

*Improve the effectiveness of consultation & communication with the community.*

Nil.

## 16. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – ORGANISATION)

### 16.1 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*

#### 16.1.1 POLICY REVIEW – DEVELOPMENT ASSESSMENT COMMITTEE POLICY 2020

**Author:** MANAGER, DEVELOPMENT & ENVIRONMENTAL SERVICES (DAVID CUNDALL)

**Date:** 20 JANUARY 2021

**Enclosure:**

*Draft Development Assessment Committee Policy 2020 (with tracked changes)*

#### ISSUE

Adoption of the review the Development Assessment Committee Policy.

#### DETAIL

A review of the Development Assessment Committee Policy has been undertaken by Council staff (changes to the policy are tracked with blue text).

This policy review was presented to Council for the first reading at the November 2020 Council meeting in accordance with Council's policy for Councillors to have sufficient time to fully consider policy documents over two meetings prior to formal adoption.

#### RECOMMENDATION

**THAT:**

1. Council receive and note the report; and
2. Formally adopt the Development Assessment Committee Policy.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

**ENCLOSURE(S)**  
Agenda Item 16.1.1



Council Policy  
**DEVELOPMENT ASSESSMENT COMMITTEE  
DELEGATIONS POLICY**

Approved by: Council  
Approved date: ~~26 August 2019~~ [20 November 2020](#)  
Review date: ~~August 2019~~ [November 2024](#)

**1. PURPOSE**

The Southern Midlands Council, in accordance with Section 24 of the *Local Government Act 1993*, has established a Special Committee to be known as the Development Assessment Committee.

**2. OBJECTIVE**

The roles, functions and responsibilities; delegation; membership; and other operating procedures of the Special Committee are detailed in the committee's Terms of Reference (Attachment 1).

**3. POLICY**

Delegation to the Development Assessment Committee:

**3.1 Granting of Planning Permits**

Pursuant to Section 22 of the *Local Government Act 1993* Council delegates to the Development Assessment Committee the authority to grant a planning permit under the *Land Use Planning & Approvals Act 1993*, with or without conditions, in relation to applications for a use or development for which:

- (a) under the provisions of the planning scheme, Council is bound to grant a permit, (ref: Permitted Uses - Section 58 *Land Use Planning & Approval Act 1993*); or
- (b) under the provisions of the planning scheme, Council has a discretion to refuse or permit and no representations in the form of objections have been received during the statutory public notification period, (ref: Discretionary Uses - Section 57 *Land Use Planning & Approvals Act 1993*); and
- (c) are assessed as being in conformity with the development standards and other relevant provisions of the planning scheme.

**3.2 Forwarding of Certified Planning Scheme Amendments**

Pursuant to Section 22 of the *Local Government Act 1993* Council delegates to the Development Assessment Committee the authority to forward certified planning scheme amendments to the [Resource Planning and Development/Tasmanian Planning](#) Commission in cases where:

- (a) no representations in the form of objections have been received within the statutory public notification period; and
- (b) no amendments are otherwise considered necessary.



Council Policy  
**DEVELOPMENT ASSESSMENT COMMITTEE  
DELEGATIONS POLICY**

Approved by: Council  
Approved date: ~~26 August 2019~~ 26 August 2020  
Review date: ~~November 2024~~ November 2024

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### **3.3 Approval of Minor Amendments**

Pursuant to Section 22 of the *Local Government Act 1993* Council delegates to the Development Assessment Committee the authority to approve applications for minor amendments to planning permits in cases where:

- (a) the planning permit is for a use or development that is permitted under the planning scheme; or
- (b) the planning permit is for a use or development that is discretionary under the planning scheme and no representations were received during the initial public notification period; and
- (c) the Development Assessment Committee is satisfied that the minor amendment complies with the requirements of S.56(2) of the *Land Use Planning & Approvals Act 1993*.

### **3.4 Nullification of 3.1, 3.2 and 3.3**

Delegation under points 3.1, 3.2 and 3.3 above, only has effect for cases where a Councillor has not, prior to the issuing of a Planning Permit or prior to the forwarding of the amendment, requested that the application or amendment be referred to full Council for determination.

### **3.5 Refusing Planning Permits where Applicant Refuses to Grant Extension of Time**

Pursuant to Section 22 of the *Local Government Act 1993* Council delegates to the Development Assessment Committee the authority to refuse a planning permit under the *Land Use Planning & Approvals Act 1993* in the following circumstances:

- (a) The application is not one for which the Development Assessment Committee has delegation to grant a permit under 2.1 and therefore should be determined by full Council, and
- (b) The applicant has been requested to provide Council with an extension of time pursuant to Sections 57(6)(b)(i), 57(6)(b)(ii) and/or 57(6A) of the *Land Use Planning & Approvals Act 1993* in order that full Council may determine the application at the next available ordinary Council meeting, and
- (c) The applicant has refused to grant an extension of time or has not provided a response, after being requested to do so.



Council Policy  
**DEVELOPMENT ASSESSMENT COMMITTEE  
DELEGATIONS POLICY**

Approved by: Council  
Approved date: ~~26 August 2019~~ 26 August 2020  
Review date: ~~November 2024~~ November 2024

**Notes:**

In reference to the *Building Act 2016*, a **permit authority** means a person or body authorised for that purpose by the council of the municipal area in which the relevant building work, building, plumbing work or plumbing installation is located or, if the council has not made such an authorisation, the general manager of the council.

~~Through separate delegation, the Southern Midlands Council General Manager, pursuant to Section 11(2) of the Building Act 2016, has authorised and appointed the Senior Administration Officer (Development & Environmental Services) to act as the "Permit Authority" for Building works – Building.~~

~~The General Manager, pursuant to Section 24 (2) of the Building Act 2016, has Through separate delegation, the Southern Midlands Council, pursuant to Section 11 of the Building Act 2016, has authorised and appointed the Building Compliance Officer / Plumbing Inspector to act as the "Permit Authority" for Plumbing works.~~

In terms of backup provisions, in the absence of either officers, the General Manager will appoint a person as a permit authority under Section 24 (2) if the person holds a licence under the Occupational Licensing Act 2005 that authorises the person to perform the functions and exercise the powers of a permit authority. This appointment extends to either a private Licenced contractor or Licenced employee of another Council is authorised to act as both the "Permit Authority – Building" and "Permit Authority – Plumbing", and may delegate this authority to another officer accordingly.

**4. RELATED DOCUMENTS**

Development Assessment Committee Terms of Reference (attachment 1)

**5. DOCUMENT ADMINISTRATION**

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

This document is Version 1.19 effective ~~26<sup>th</sup> August 2019~~ 26<sup>th</sup> August 2020. The document is maintained by the Manager, Development & Environment Services for the Southern Midlands Council.



Council Policy  
**DEVELOPMENT ASSESSMENT COMMITTEE  
 DELEGATIONS POLICY**

Approved by: Council  
 Approved date: ~~26 August 2014~~ [November 2020](#)  
 Review date: ~~August 2019~~ [November 2024](#)

**ATTACHMENT 1**

<b>Committee Name</b>	<b>Development Assessment Committee</b>
<b>Decision No.</b>	<b>C/13/07/065/19408</b>
<b>File Reference.</b>	<b>6/061</b>
<b>Type</b>	THAT in accordance with the provisions of Section 24 of the Local Government Act 1993 a Council Committee be established to be known as the Development Assessment Committee.
<b>Roles, Functions &amp; Responsibilities</b>	<p><b>(1) <u>Decision Making:</u></b></p> <p>(i) The Chair will ensure that the Committee does not decide on the granting of a permit unless the appropriate professional advice has been obtained.</p> <p>(ii) The Development Assessment Committee has the authority, with the consent of the General Manager, to seek external professional advice as considered necessary.</p> <p>(iii) In cases where there is not unanimous support at a meeting for the granting of a permit, the application is to be referred to full Council for determination.</p> <p>(iv) The Development Assessment Committee has the authority to refer applications to any Access Advisory Committee established by Council under the DDA Act, for determination in regard to access provisions.</p> <p><b>(2) <u>Functions:</u></b></p> <p>(i) A forum for the joint consideration and discussion of <u>the following:</u></p> <ul style="list-style-type: none"> <li>• <del>All</del> development applications <u>under the Land Use Planning and Approvals Act 1993</u></li> <li>• <del>All</del> Licence applications <u>under Section 51 of the Dog Control Act 2000</u></li> <li>• <u>All Planning Scheme Amendments under the Land Use Planning and Approvals Act 1993</u></li> <li>• <u>Consideration and co-ordination of building, plumbing, planning enforcement matters</u></li> <li>• <del>received by Council with view to</del> <u>Co-ordination, e-coordinating assessment, inspections, agenda preparation and processing of applications and enforcement matters between the relevant Officers.</u></li> </ul> <p>(ii) Determination of certain applications and other matters in accordance with powers delegated from Council.</p> <p><b>(3) <u>Councillor Involvement:</u></b></p> <p>(i) Councillors are permitted to attend meetings of the Development Assessment Committee.</p>



Council Policy  
**DEVELOPMENT ASSESSMENT COMMITTEE  
DELEGATIONS POLICY**

Approved by: Council  
Approved date: ~~26 August 2014~~ ~~2014~~ ~~20~~ ~~20~~  
Review date: ~~August 2019~~ ~~November 2024~~

	<p>(ii) A summary of the <i>register of applications</i> is to be forwarded to all Councillors fortnightly.</p> <p><b>(4) Delegation</b></p> <p>4.1 Pursuant to Section 22 of the <i>Local Government Act 1993</i> Council delegates to the Development Assessment Committee the authority to grant a planning permit under the <i>Land Use Planning &amp; Approvals Act 1993</i>, with or without conditions, in relation to applications for a use or development for which:</p> <ul style="list-style-type: none"><li>(a) under the provisions of the planning scheme, Council is bound to grant a permit, (ref: Permitted Uses - Section 58 <i>Land Use Planning &amp; Approval Act 1993</i>); or</li><li>(b) under the provisions of the planning scheme, Council has a discretion to refuse or permit and no representations in the form of objections have been received during the statutory public notification period, (ref: Discretionary Uses - Section 57 <i>Land Use Planning &amp; Approvals Act 1993</i>); and</li><li>(c) are assessed as being in conformity with the development standards and other relevant provisions of the planning scheme.</li></ul> <p>4.2 Pursuant to Section 22 of the <i>Local Government Act 1993</i> Council delegates to the Development Assessment Committee the authority to forward certified planning scheme amendments to the Resource Planning and Development Commission in cases where:</p> <ul style="list-style-type: none"><li>(a) no representations in the form of objections have been received within the statutory public notification period; and</li><li>(b) no amendments are otherwise considered necessary.</li></ul> <p>4.3 Pursuant to Section 22 of the <i>Local Government Act 1993</i> Council delegates to the Development Assessment Committee the authority to approve applications for minor amendments to planning permits in cases where:</p> <ul style="list-style-type: none"><li>(a) the planning permit is for a use or development that is permitted under the planning scheme; or</li><li>(b) the planning permit is for a use or development that is discretionary under the planning scheme and no representations were received during the initial public notification period; and</li><li>(c) the Development Assessment Committee is satisfied that the minor amendment complies with the requirements of S.56(2) of the <i>Land Use Planning &amp; Approvals Act 1993</i>.</li></ul> <p>4.4 Delegation under points 4.1 and 4.2 and 4.3 above, only has effect for cases where a Councillors has not, prior the issuing of a Planning Permit or prior to the forwarding of the amendment, requested that the application or amendment be referred to full Council for determination.</p>
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Council Policy  
**DEVELOPMENT ASSESSMENT COMMITTEE  
 DELEGATIONS POLICY**

Approved by: Council  
 Approved date: ~~26 August 2019~~ November 2020  
 Review date: ~~August 2019~~ November 2024

	<p>4.5 Pursuant to Section 22 of the <i>Local Government Act 1993</i> Council delegates to the Development Assessment Committee the authority to refuse a planning permit under the <i>Land Use Planning &amp; Approvals Act 1993</i> in the following circumstances:</p> <p>(a) The application is not one for which the Development Assessment Committee has delegation to grant a permit under 4.1 and therefore should be determined by full Council, and</p> <p>(b) The applicant has been requested to provide Council with an extension of time pursuant to Sections 57(6)(b)(i), 57(6)(b)(ii) and/or 57(6A) of the <i>Land Use Planning &amp; Approvals Act 1993</i> in order that full Council may determine the application at the next available ordinary Council meeting, and</p> <p>(c) The applicant has refused to grant an extension of time or has not provided a response, after being requested to do so.</p>
<p><b>Membership Structure</b></p>	<ul style="list-style-type: none"> <li>▪ Chair: Manager Development &amp; Environmental Services (Proxy: General Manager)</li> <li>▪ <del>Development Control</del> Planning Officer</li> <li>▪ Permit Authority (Building)</li> <li>▪ Permit Authority (Plumbing)</li> <li>▪ Manager – Works &amp; Technical Services (Proxy: Works Coordinator – W&amp;TS)</li> <li>▪ Environmental Health Officer</li> <li>▪ <u>Animal Management / Compliance Officer</u></li> <li>▪ Other Council officers to be in attendance as appropriate</li> </ul>
<p><b>Chairperson</b></p>	<ul style="list-style-type: none"> <li>▪ Chair: Manager, Development &amp; Environmental Services</li> <li>▪ Proxy: General Manager</li> </ul>
<p><b>Term of Appointment</b></p>	<p>No term</p>
<p><b>Quorum</b></p>	<p>A quorum for the Development Assessment Committee is three (3) members.</p>
<p><b>Proxies</b></p>	<p>See under membership structure</p>
<p><b>Meetings Frequency &amp; Minutes</b></p>	<ol style="list-style-type: none"> <li>1. Meetings are to be held on a weekly basis.</li> <li>2. Minutes of meetings are to be prepared in accordance with a proforma.</li> <li>3. The minutes will constitute a <i>register of applications</i> under consideration by the Development Assessment Committee and is to indicate applicable</li> </ol>



Council Policy  
**DEVELOPMENT ASSESSMENT COMMITTEE  
 DELEGATIONS POLICY**

Approved by: Council  
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	assessment and determination timeframes and whether delegation of approval applies.
<b>Pecuniary Interest Members &amp; Recording</b>	<p><b>Committee Members</b>                  (ref: Part 5 <i>Local Government Act 1993</i>)</p> <p>Committee members with a direct or indirect pecuniary interest in a matter before the Committee must declare that interest before any discussion on that matter commences. On declaring an interest the member is to leave the meeting room.</p> <p><b>Recording</b>                  Any declaration of pecuniary interest shall be recorded in the minutes of the Committee meetings.</p>
<b>Spokesperson Protocol</b>	As per policy
<b>Working Groups (under Committee)</b>	Not applicable
<b>Admin/Sec Support</b>	Administration Officer (Development Services)
<b>Annual Budget</b>	Not applicable

## 16.1.2 POLICY REVIEW – BULLYING, HARASSMENT & VIOLENCE POLICY

**Author:** MANAGER, COMMUNITY AND CORPORATE DEVELOPMENT (WENDY YOUNG)

**Date:** 20 JANUARY 2021

**Enclosure:**  
*Bullying, Harassment & Violence Policy*

### ISSUE

Adoption of the review of the Bullying, Harassment & Violence Policy.

### DETAIL

A review of the Bullying, Harassment & Violence Policy has been undertaken (changes to the policy are tracked with blue text).

This policy review was presented to Council for the first reading at the November 2020 Council meeting in accordance with Council's policy for Councillors to have sufficient time to fully consider policy documents over two meetings prior to formal adoption.

### RECOMMENDATION

#### THAT:

1. Council receive and note the report; and
2. Formally adopt the Bullying, Harassment & Violence Policy.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

**ENCLOSURE(S)**  
Agenda Item 16.1.2



Council Policy  
**BULLYING, HARASSMENT AND VIOLENCE POLICY**

Approved by: Council  
Approved date:  
Review date: Review November 2020

## 1. PURPOSE

The Southern Midlands Council's is commitment to providing a respectful workplace that is completely free of workplace bullying and harassment. Workplace bullying and harassment is unacceptable and a risk to health and safety because it may affect the mental and physical health of employees.

## 2. OBJECTIVE

To outline the approach to preventing and addressing unreasonable behaviour and unlawful conduct, including:

- Promoting a work environment that sustains respectful relationships;
- Providing clear pathways for reporting incidents and resolving complaints, both formally & informally; and
- The consequences of breaching this policy.

## 3. SCOPE

This policy covers all workers including employees, volunteers and contractors.

## 4. POLICY

### 4.1 Definitions

***Workplace Bullying:***

Is repeated, unreasonable behaviour towards a worker or a group of workers that creates a risk to health & safety.

***Workplace Harassment:***

*Includes offensive, belittling or threatening behaviour towards an individual or group of employees. The behaviour is unwelcome, unsolicited, usually unreciprocated, and often repeated.*

***Workplace Discrimination:***

Occurs when an employer takes an adverse action against an employee or prospective employee because of the person's race, colour, sex, sexual preference, age, physical or mental disability, marital status, family or carer's responsibilities, pregnancy, religion, political opinion or national extraction or social origin.

***Repeated Behaviour:***

Refers to the persistent nature of the behaviour and can involve a range of behaviours over time.

***Unreasonable Behaviour:***

Means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.



Council Policy  
**BULLYING, HARASSMENT AND VIOLENCE POLICY**

Approved by: Council  
Approved date:  
Review date: Review November 2020

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#### 4.2 Standards of Appropriate Behaviour

Southern Midlands Council encourages a harmonious workplace where workers demonstrate respect for each other and value diversity, equity, equality, fairness and inclusion.

Unreasonable behaviour and unlawful conduct will not be tolerated.

The Code of Conduct captures the professional standards, behaviours and underlying ethics which workers are expected to use to guide their conduct, including the requirement to comply with all relevant legislation.

Further guidance on expected standards of behaviour is provided in documents such as the Enterprise Agreement, Position Descriptions and Workplace Policies and Procedures. Copies of these documents are available from your manager.

#### 4.3 Roles and Responsibilities

##### *Employee's responsibilities*

Employees are equally responsible for creating positive, harassment-free workplace by:

- Adhering the Code of Conduct and incorporating these values in performance agreements
- Embracing diversity and supporting an inclusive workplace
- Recognising and appreciating different working styles and/or perspectives
- Contributing to open communication and information sharing
- Taking seriously any incidents of bullying or harassment both for yourself and other employees, by reporting them promptly.

##### *Manager's responsibilities*

In addition to employee responsibilities, managers are equally responsible for creating a positive, harassment-free workplace by:

- Promoting open communication, sharing information
- Being approachable and supporting others when required
- Not diminishing or seeking to excuse reported instances of harassment or bullying
- Providing constructive, regular, reasonable performance guidance
- Embracing diversity and supporting an inclusive workplace
- Recognising and appreciating different working styles and perspectives
- Fostering teamwork and rewarding collaborative behaviour
- Allocating duties fairly, setting clear expectations and realistic deadlines
- Ensuring employees have the knowledge and skills to perform their role
- Providing access to flexible working arrangements
- Encouraging a work-life balance
- Understanding the potential impact of witnessing and reporting an incident of harassment on the broader work area.
- Monitoring potential for, and acting promptly on bullying or harassing behaviour.



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Council Policy  
**BULLYING, HARASSMENT AND VIOLENCE POLICY**

Approved by: Council  
Approved date:  
Review date: Review November 2020

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### ***Human Resources***

Human Resources will:

- Take any complaint of bullying or harassment seriously
- Undertake prompt action to ensure all employees concerned feel safe in the workplace
- Conduct informal/formal investigations into any matter reported.
- Protect the confidentiality of those who report and/or experienced harassment or bullying to the extent possible
- Afford principles of natural justice to all relevant practise
- Facilitate mediation or professional counselling where appropriate
- For formal investigations engage an external investigator where required
- Make recommendations to facilitate prompt resolution of all complaints of bullying and/or harassment.

#### **4.4 Be Alert to the Risks**

Employees should be mindful that this policy extends beyond the physical workplace and fellow workers. Any worker engaging in or encouraging unreasonable behaviour directed at an individual or group related to the workplace is in breach of this policy, regardless of where or when it occurs.

This includes:

- Work-related functions, on or off site;
- Social websites, eg Facebook, Twitter, etc; and
- Conduct towards clients, councillors and members of the public.

#### **4.5 Reporting**

All employees have a responsibility to report inappropriate behaviour informally or formally by email or face to face to a direct Manager and/or Deputy General Manager.

The matter must be reported to Deputy General Manager when a staff member makes a complaint to a Manager that meets the following criteria:

- Is serious or has the potential to be a serious matter
- Is affecting the staff members health and/or well-being
- Is affecting the staff members ability to attend work, or
- Is affecting other staff.

Reports of this nature should include as much information as possible with the name of the complainant and the person who is displaying the alleged behaviour.

Some employees may be concerned that they will be victimised, or discriminated against, for reporting suspected misconduct. For this reason, they may make reports anonymously or request that their identity is kept confidential.



Council Policy  
**BULLYING, HARASSMENT AND VIOLENCE POLICY**

Approved by: Council  
Approved date:  
Review date: Review November 2020

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All reports of unreasonable behaviour must be taken seriously and dealt with in a sensitive, confidential, fair and timely manner.

Either a formal or informal process may be appropriate, depending on the nature of the incident. For full procedures on grievance reporting and handling, refer to the separate documents, *Complaints and Grievance Policy*, *Discipline and Counselling Procedures*.

### ***Consequences of Breaching this Policy***

Breaches of this policy will not be tolerated and may have significant consequences.

#### ***Internally***

Disciplinary action may be taken and determined as part of the grievance reporting process and may include counselling, behavioural training or in some instances; dismissal. Anyone who victimises a complainant may also be subject to disciplinary action.

#### ***Externally***

Bullying, harassment, discrimination and violence are prohibited under a number of laws, including:

- Sexual harassment and victimisation are unlawful under the *Sex Discrimination Act 1984 (Cth)* as well as anti-discrimination legislation operating in every State and Territory.
- Workers have duty of care responsibilities under the *Work Health and Safety Act 2012*, as well as the *Fair Work Act 2009*. Bullying, harassment and violence are a workplace hazard.
- Certain violence-related behaviour is prohibited under criminal law. When appropriate, Southern Midlands Council will refer such cases for prosecution.

Individuals may be held personally liable for their own unlawful conduct or for contributing to the unlawful conduct of others. Southern Midlands Council may also be held vicariously liable for the unlawful conduct of its workers.

## **5. LEGISLATION**

*Work Health and Safety Act 2012 (Tas)*  
*Work Health and Safety Regulations 2012 (Tas)*  
*Fair Work Act 2009 (Cth)*  
*Anti-Discrimination Act 1998 (Tas)*  
*Sex Discrimination Act 1984 (Cth)*

## **6. DOCUMENT ADMINISTRATION**

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

This document is Version 1.1 effective XX-XX-2020. This document is maintained by Community & Corporate Development, for the Southern Midlands Council.

### 16.1.3 POLICY REVIEW – UNIFORM & PROTECTIVE CLOTHING POLICY

**Author:** GENERAL MANAGER (TIM KIRKWOOD)

**Date:** 20 JANUARY 2021

**Enclosure:**

*Draft Uniform and Protective Clothing Policy*

#### ISSUE

Adoption of the review of the Uniform and Protective Clothing Policy.

#### DETAIL

A review of the Uniform and Protective Clothing Policy has been undertaken.

The following sections have been updated:

- Deletion of reference to Callington Mill Business Precinct;
- Start up Allocations and Annual Allocation amounts have been indexed by 15% (noting that no increases to these amounts have been applied since 2013);
- Inclusion of new uniform supplier – RSEA;
- Inclusion of Principles for uniform use;
- Inclusion of clauses for Outdoor Casual Employees.

This policy review was presented to Council for the first reading at the December 2020.

#### RECOMMENDATION

**THAT:**

1. Council receive and note the report; and
2. Formally adopt the Uniform and Protective Clothing Policy.

<b>DECISION</b>		
<b>Councillor</b>	<b>Vote FOR</b>	<b>Vote AGAINST</b>
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

**ENCLOSURE(S)**  
*Agenda Item 16.1.3*



Council Policy  
**UNIFORM & PROTECTIVE CLOTHING POLICY**

Approved by: Council  
Approved date:  
Review date: November 2020

**1. PURPOSE**

The purpose of this policy is to ensure a standard of dress code for employees, whilst representing Southern Midlands Council (SMC).

To establish guidelines for the purchasing and wearing of uniform items.

**2. SCOPE**

This policy applies to all staff of SMC (indoor and outdoor).

Personal Protective Equipment (PPE) is in addition to, and not part of the Uniform Policy. (Employees must comply with all Work Health and Safety standards in relation to wearing of PPE.)

**3. PRINCIPLES**

- All clothing purchases are to have the SMC logo, and must be worn during work hours.
- Employees are responsible for all fitting alterations, repair and cleaning requirements.
- Uniforms must only be worn whilst on official duty, including travel to and from work.
- Any employee leaving the employment of SMC will be required to return or destroy any items of clothing issued with the SMC logo.
- Any portion of the uniform allowance which is unused in any financial year, will not be carried forward to the next financial year.
- Employees who would like to purchase uniform in excess of their allocation can do so at their own expense.

**4. UNIFORM ALLOCATION**

**4.1 Administrative Positions**

The uniform is to be purchased from a predetermined range from RSEA. The uniform is a mix and match format comprised of shirts, skirts, cardigans, jackets, pants, trousers, tops and ties. Purchases outside this company will not be reimbursed by SMC.

The start-up allocation table is for an employee's first allocation of uniform purchase. The uniform is to be purchased on completion of the probation period.



Council Policy  
**UNIFORM & PROTECTIVE CLOTHING POLICY**

Approved by: Council  
 Approved date:  
 Review date: November 2020

START-UP ALLOCATION			
FTE hours of position	57 - 75	100%	\$517.00
	38 - 56	75%	\$388.00
	20 – 37.5	50%	\$258.00
	0 - 19	25%	\$129.00

The annual allocation table is for employee's continuous uniform purchases.

ANNUAL ALLOCATION			
FTE hours of position	57 - 75	100%	\$345.00
	38 - 56	75%	\$258.00
	20 – 37.5	50%	\$172.00
	0 - 19	25%	\$86.00

#### 4.2 Outdoor Permanent Employees

The uniform is to be purchased from a predetermined range from RSEA. The uniform is a mixture of items listed below. Purchases outside this company will not be reimbursed by SMC.

**Annual allocation:**

- 2 shirts or 2 polo tops
- 2 pairs of trousers or jeans
- 2 items – half zip polo fleece jumpers / windcheaters rugby tops / polar fleece vest
- 1 pair boots

**Replacement/Initial issue:**

Wet weather gear, Hi-Vis 3 in 1 jackets, sunhats and beanies will only be issued to new employees who have not previously been issued with one. Any of these items previously issued will be replaced upon production of the unserviceable item.

**Sun Protection:**

Council encourages all outdoor workers to use a combination of sun protection measures.

Council will provide the following sun protection equipment:

- broad brimmed hats
- broad spectrum 15+ sunscreen
- lip balm
- sunglasses to Australian Standard AS1067



Council Policy  
**UNIFORM & PROTECTIVE CLOTHING POLICY**

Approved by: Council  
Approved date:  
Review date: November 2020

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#### **4.3 Outdoor Casual Employees**

##### **4.3.1 Casual Employment – Likely to exceed 3 continuous months**

A condition of employment will be the requirement for the casual employee to supply and wear appropriate safety footwear. Council will purchase 2 pairs of trousers, 2 hi-vis shirts, 2 hi-vis windcheaters. The clothing will not be embroidered with the SMC logo.

Note: Where a person has been employed previously as a casual, they will not be entitled to any further issue until a cumulative total of 12 months service has been completed.

##### **4.3.2 Casual Employment – Appointment less than 3 continuous months**

A condition of employment will be the requirement for the casual employee to supply and wear appropriate safety footwear and clothing (not including safety vest).

Items may be purchased through Council, but on a full recharge basis. The clothing will not be embroidered with the SMC logo.

There may be circumstances where a short-term casual employee needs to display the SMC logo on clothing (for identification purposes). The relevant manager will have the discretion to authorise the supply of clothing (with SMC logo), however this must be returned at the time of termination of casual employment.

#### **5. RELATED POLICIES AND LEGISLATION**

This policy relates to and depends on other Council policies, as well as Tasmanian Government legislation, including:

*SMC Workplace Health and Safety Policy*  
*Work Health and Safety Act 2012*

#### **6. DOCUMENT ADMINISTRATION**

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

This document is Version 2.0 effective XX-XX-XXXX. The document is maintained by Corporate Services, for the Southern Midlands Council.

## **16.1.4 LOCAL GOVERNMENT ASSOCIATION OF TASMANIA – ELECTED MEMBERS – PROFESSIONAL DEVELOPMENT WEEKEND**

**Author:** GENERAL MANAGER

**Date:** 22 JANUARY 2021

**Enclosure(s):**

*Brochure – Professional Development Weekend – 2021 and Beyond*

### **ISSUE**

Councillors to consider attendance at the Professional Development Weekend being conducted by the Local Government Association of Tasmania.

### **BACKGROUND**

Nil

### **DETAIL**

The Local Government Association of Tasmania is holding a training session for Elected Members on Saturday 20<sup>th</sup> February – Sunday 21 February.

The focus for the weekend is “2021; the year ahead” offering a valuable professional development and networking opportunity. LGAT has prepared a packed program with speaker details and topics in the attached. These include:

- Mathew Healey, State Government – Local Government Division Update
- Richard Gerathy – Community Engagement
- Gerald Monson, Latrobe/Kentish Councils – The benefits of shared services
- Peter Carr, City of Hobart – Digital innovation
- Professor Roger Hughes, University of Tasmania – Health and wellbeing
- Mike Lollback, LGAQ – Community Resilience
- Kimbra Parker and John Fisher, City of Hobart – Building community resilience programs

Registrations are now open.

The event is being held at the Hotel Grand Chancellor in Launceston.

**Human Resources & Financial Implications** – Travel and accommodation costs are met by Council and funded from the Elected Members Training Budget.

Refer to Brochure for registration options and fees.

**Public Relations Implications** – N/A.

**Website implications** – N/A.

**Policy Implications** – N/A.

**Implementation Timeframe** – Registrations to be completed as soon as practical.

## RECOMMENDATION

**THAT Councillors express their interest to attend the Professional Development Weekend.**

<b>DECISION</b>		
<b>Councillor</b>	<b>Vote FOR</b>	<b>Vote AGAINST</b>
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

**ENCLOSURE(S)**

Agenda Item 16.1.4

**Weekend Information**

Tasmanian Elected Members are invited to the 2021 Elected Members' Professional Development Weekend which will be held at the Hotel Grand Chancellor in Launceston. The weekend is a valuable networking and professional development opportunity to assist Elected Members to make the most of their role in Local Government.

**Registrations can be made via** Local Tickets [here](#). Registration options and fees are as follows:

- 2-day Program & Dinner \$520 (GST incl.)
- 2-day Program (NO dinner) \$411 (GST incl.)
- Day One only (includes Program & lunch) \$248 (GST incl.)
- Day Two only (includes Program & lunch) \$195 (GST incl.)
- Partner Attendance at Dinner \$100 (GST incl.)

*NOTE: Prices do NOT include the cost of accommodation.*

*The Bass Strait Subsidy is available on application.*

**Accommodation**

For those requiring accommodation this must be booked direct with providers. LGAT has secured the following rates at the Hotel Grand Chancellor in Launceston. **You can book directly with the Hotel Grand Chancellor on 03 6334 3434.**

- Superior King Room- \$148pp. Superior King with Full Buffett Breakfast \$168pp
- Executive King Room - \$163pp. Executive King Room with Full Buffet Breakfast - \$183

**Workshop Cancellation Policy**

If you register and are unable to attend, a substitute participant is welcome. If a substitute cannot be found, there will be no charge if you cancel by midday 12 February by emailing [reception@lgat.tas.gov.au](mailto:reception@lgat.tas.gov.au). After 12 February it will be necessary to charge 50% for cancellations received up to 17 February. No refund will be given for cancellations received after 17 February. If no cancellation notice is received, full payment will apply. LGAT is unable to accept responsibility for cancellation charges for accommodation.

# Elected Members' Professional Development Weekend

*2021 and Beyond*

**Saturday 20 February – Sunday 21 February  
Hotel Grand Chancellor – 29 Cameron Street, Launceston**



**Program Outline**

**Program Day One – Saturday, 20 February**

9.15	Registration & Morning Tea on arrival
9.30	Welcome - Mayor Christina Holmdahl, LGAT President
9.35	Local Government Division Update Mathew Healey, Director, Policy and Sector Performance (Local Government)
11.05	Community Engagement Richard Gerathy Richard will present tools and tips for preparing a community engagement strategy, in line with reforms #17 and #18 in the <a href="#">Local Government Legislative Review</a> . Richard has almost 30 years experience in Marketing and Communications in Tasmania and interstate, working for government and for leading private sector companies. He has been the Tasmanian manager for Caltex Australia, marketing manager at Cascade Brewery, marketing manager at the Department of Environment and Land Management and Press Secretary for the Tasmanian Premier's Office.
12.15	Lunch
1.15	Gerald Monson - General Manager, Latrobe and Kentish Councils – The benefits of Shared Services.
2.15	Peter Carr – Director City Innovation, Hobart City Council – Digital Innovation opportunities for Local Government.
3.15	Afternoon Tea
3.45	Professor Roger Hughes – Director, Public Health Programs, Tasmanian School of Medicine, University of Tasmania – Councils’ role in health and wellbeing now and into the future.
4.45	Close Day One – CEO LGAT, Dion Lester

**Program Day Two – Sunday, 21 February**

8.45	Coffee on arrival
9.00	Community Resilience Mike Lollback, Group Manager, Member and Advisory Services, LGAQ Mike will present on the importance of and likely future need for councils to increase their role in supporting community resilience.  Mike has a solid background working for local government including as a Local Disaster Coordinator with a strong post 2011 flood focus on resilience, community engagement and community-based planning. He was the lead facilitator at Australian Emergency Management Institute on community engagement and resilience. Mike currently lectures at Queensland universities on coordination of disaster preparedness, response and recovery, working with local governments across Queensland.
10.30	Bushfire Resilience and the Resilient Hobart projects, City of Hobart Kimbra Parker, Manager Community and Culture, Community Recovery Coordinator and John Fisher, Manager Bushlands John and Kimbra will be presenting on the work undertaken in partnership with the community on bush fire preparation. As well as Resilient Hobart - a series of award-winning recovery and resilient initiatives that were delivered following the May 18 Floods.
11.30	LGAT Workshop Dion Lester CEO Dion will outline LGATs current work program and discuss the biggest challenges faced by councillors and their councils in 2021 and beyond.
12.45	Wrap up, Discussion, Close.
12.50	Lunch

**Dinner Information**

Dinner will be held on Saturday 20 February, 7pm at the Mud Bar restaurant located in Peppers Seaport, Launceston. Dinner is 2 courses including drinks. Partners welcome but must book via Local Tickets. Please advise dietaries when booking.

## 16.2 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*

### 16.2.1 SMC EXTERNAL GRANT PROJECTS – QUARTERLY UPDATE

**Author:** GENERAL MANAGER (TIM KIRKWOOD)

**Date:** 22 JANUARY 2021

**Enclosure:**

*Report to Council on Various SMC Grant Projects as at 27<sup>th</sup> January 2021*

### ISSUE

Council have a number of external grants that in various stages of implementation and it would be meaningful to provide Council with a status report in respect of the external grants on a quarterly basis.

### BACKGROUND

The application of grants is a major contributor to Council's infrastructure budget. Some grants are fully funded by the Grant body, for example 'election promises realised', others require part funding, ie Communities Sport & Recreation (Tasmanian State Government), with a minimum of 50% funding by Council, others require matching funding.

All Council Business Units are focused on bringing in funded projects that meet the objectives of the Strategic Plan and that add value to our Community. That way the budget goes further and we are able meet to some extent the expectations of the Community, and indeed some of the grants are quite serendipitous.

### DETAIL

This update is provided for Councillors information only and will be provided on a quarterly basis.

### RECOMMENDATION

**THAT Council receive and note the report.**

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

**ENCLOSURE(S)**

Agenda Item 16.2.1

**Report to Council on Grant Funded Projects as at 27<sup>th</sup> January 2021**

Project Title	Brief Description	Grant Body	Project Value Grant Funds	Project Value SMC Funds	Project Manager	Current Project Status (% complete)	Anticipated Completion Date	Remarks
<b>Oatlands Underground Power Project</b>	Undergrounding the overhead power cable on the Esplanade and Barrick Street	Community Development Grant Australian Government (Election Commitment)	\$250,000		Andrew Benson	80%	30.06.21 Extension of time agreed	100% of the original two stages completed, there is an under spend of the grant funds. Awaiting TasNetworks design for a Stage three of the balance of Barrick Street underground power to completed the grant spend
<b>Broadmarsh Streetscape Project</b>	Construction of footpath and bridge construction as well as traffic calming within the Broadmarsh Village	Community Development Grant Australian Government (Election Commitment)	\$230,000		Andrew Benson	25%	31.05.21 Extension of time agreed	Design completed, construction commenced. Retaining walls completed footbridge under construction drainage completed
<b>Oatlands Aquatic Centre</b>	Development of the proposed Aquatic Centre in Oatlands	1. Australian Government 2. Tasmanian Government 3. Community Development Grant Australian Government (Election Commitment) 4. Station Child Care Centre 5. Loan Funds by SMC	\$1,500,000 \$2,000,000 \$500,000 \$80,350	\$4,365,000	Tim Kirkwood (Financial) Andrew Benson (Project Delivery)	Design & Documentation completed, Tender awarded	01.02.22 Practical Completion	VOS Constructions commencement on site 1 <sup>st</sup> Feb 2021. Inaugural Site Meeting held.

Report to Council on Grant Funded Projects as at 27<sup>th</sup> January 2021

Project Title	Brief Description	Grant Body	Project Value Grant Funds	Project Value SMC Funds	Project Manager	Current Project Status (% complete)	Anticipated Completion Date	Remarks
<b>Oatlands Destination Playground.</b>	Upgrade of the playground and adjacent ground area (including installation of underground watering system) at Callington Park	Community Development Grant Australian Government (Election Commitment)	\$ 500,000	\$7,400	Maria Weeding	98%	Feb 2021	Installation of the playground equipment completed all but two seats. Turf establishment and irrigation system installation completed. Minor follow-up re: weeds to occur.
<b>Lake Dulverton Conservation Area Walkway Upgrade Project</b>	New path from High Street along foreshore to stop over area. Upgrade of existing path from Aquatic building to just past school. Total distance 1500M approx..	Community Development Grant Australian Government (Election Commitment)	\$ 220,000		Maria Weeding	5%	June 2021	Awaiting details as to availability / scheduling of works crew. Path works hopefully to commence in next few weeks.
<b>Kempton Town Development Project</b>	Alteration to Victoria Memorial Hall entrance and landscaping forecourt area. Clock tower – lettering works as required.	Community Development Grant Australian Government (Election Commitment) and Southern Midlands Council	\$75,000	\$25,000	Maria Weeding	5%	July 2021	On-site works to begin early in 2021. Some materials have already been ordered and delivered ready for the project.
<b>Campania Bush Reserve Shared Pathway</b>	Widening the 650m walking track within the Reserve. Pathway surface is to be upgraded to polymer hardened aggregate gravel.	Community Development Grant Australian Government (Election Commitment) and Southern Midlands Council	\$100,000		Jack Lyall (Helen Geard)	5%	June 2021	Site works have commenced with delivery to the site of some base rock / aggregate material for the pathway.

Report to Council on Grant Funded Projects as at 27<sup>th</sup> January 2021

Project Title	Brief Description	Grant Body	Project Value Grant Funds	Project Value SMC Funds	Project Manager	Current Project Status (% complete)	Anticipated Completion Date	Remarks
<b>Chauncy Vale Wildlife Sanctuary Pedestrian Bridge Project</b>	Design and construction of two (2) pedestrian bridges across the Browns Cave Creek. The bridges allow for a permanent, safe and pleasant crossing of the creek as part of the overall walking track(s).	Community Development Grant Australian Government (Election Commitment)	\$55,000		Graham Green	100%	30.09.20	Completed.
<b>Day Dawn Creek Riparian Rehabilitation</b>	Erosion control, bank stabilization and vegetation plantings for improved biodiversity and ground stability in vicinity of the "Day Dawn Creek".	Communities Environment Program (Australian Government)	\$15,000		Graham Green	95%	30.06.21	Project largely completed except for a small amount of silt/sediment fencing to finish.
<b>South Central Subregion – Workforce Development Coordinator Project</b>	The submission of grant for a workforce co-ordinator for the Southern Midlands, Central Highlands, Brighton and Derwent Valley to (three year position). The coordinator will then work under a project management committee. partnership with the three other Council.	Tasmanian Community Fund	\$400,000 over three years	\$15,000	Andrew Benson	10%	July 2024	Recruited Workforce Coordinator – Anthony McConnon has hit the ground running and has provide some exceptional achievements to date. A separate report with achievements to be provided.

Report to Council on Grant Funded Projects as at 27<sup>th</sup> January 2021

Project Title	Brief Description	Grant Body	Project Value Grant Funds	Project Value SMC Funds	Project Manager	Current Project Status (% complete)	Anticipated Completion Date	Remarks
<b>Mangalore Recreation Ground Twin Arenas Project</b>	Two new arenas for the pony clubs that call Mangalore Rec Grd home	Major Sport & Rec Grants Program Communities Sport & Recreation (Tas Government)	\$36,784		Andrew Benson	100%	Completed	Grant acquitted Official opening delayed because of COVID 19
<b>Rejuvenation of the Runnymede Recreation Ground playing surface</b>	Installation of a bore, pumps and 100,000 ltr tank, sprinklers and surface treatment	Major Sport & Rec Grants Program Communities Sport & Recreation (Tas Government Tas Fire Service Contribution SMC Community Small Grants Program)	\$35,142  \$1,000	\$40,000  \$ 3,000	Andrew Benson	100%	December 2020	Project completed, currently preparing the grant acquittal.
<b>Kempton Medical and Community Centre</b>	Conversion of the former Principal's Residence and establishment of car parking	Department of Communities (Tas) Election Commitment	\$75,000	\$25,000	Tim Kirkwood / Andrew Benson	100%	Completed	Grant acquitted awaiting sign off by State Government
<b>Elderslie Rd / Bluff Rd Junction Improvements</b>	Junction Improvements	Blackspot Roads Program Department of State Growth	\$150,000		Andrew Benson	5%	May 2021	Grant Deed has been signed, Survey to be undertaken, then Engineering Design and Construction Construction to commence on Bus Parking bay ready for the Bus Shelter in first week of Feb 2021
<b>Mt Pleasant Recreation Ground Facilities Upgrade</b>	Addition of a new unisex toilet block to existing club rooms (3 toilets including D/A toilet)	Australian Govt. Dept of Industry, Innovation and Science- Stronger Communities Program Round 5	\$20,000	\$78,000	Maria Weeding	100%	Dec 2020	Budget also has a \$9336.00 contribution from the Mt Pleasant Football Club (ex Hall donation money). Project completed 17 <sup>th</sup> Dec 2020.

**Report to Council on Grant Funded Projects as at 27<sup>th</sup> January 2021**

Project Title	Brief Description	Grant Body	Project Value Grant Funds	Project Value SMC Funds	Project Manager	Current Project Status (% complete)	Anticipated Completion Date	Remarks
<b>Kempton Off Lead Dog Park</b>	Creation of an off-lead dog park adjacent to the Kempton Rec Grd	Tas Community Fund	\$42,665		David Cundall			TCF Grant Application unsuccessful. (To be deleted)
<b>TOTAL GRANTS FUNDS</b>			<b>\$6,265,941</b>					
<b>SOUTHERN MIDLANDS COUNCIL TOTAL FUNDS</b>			<b>\$4,473,000</b>					

## 16.2.2 LOCAL GOVERNMENT SHARED SERVICES – QUARTERLY UPDATE – INFORMATION ONLY

**Author:** FINANCE OFFICER (MANDY BURBURY)

**Date:** 19 JANUARY 2021

**Enclosure:**

*Shared Services Report – Southern Midlands Council – October to December 2020*

### ISSUE

To inform Council of the Common Services Joint Venture activities for the period October to December 2020.

### BACKGROUND

There are seven existing members of the Common Services Joint Venture Agreement, with two other Council's participating as non-members.

Members: Brighton, Central Highlands, Glenorchy, Huon Valley, Sorell, Southern Midlands and Tasman.

Council now include a standard internal report for Council's information on SMC hours on a quarterly basis.

### DETAIL

Refer to the enclosed summary of services provided by and provided to the Southern Midlands.

### RECOMMENDATION

**THAT the information be received.**

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

**ENCLOSURE(S)**  
 Agenda Item 16.2.2

**Shared Services Report - Southern Midlands Council  
 October to December 2020**

PROVIDED BY SOUTHERN MIDLANDS COUNCIL					Total Hours	Total Hours	Total Hours
Fortnight Ending	Council	Officer	Service Provided	Hours	Dec Quarter	Sept Quarter	Year to Date
11/10/2020	Brighton Council	J Tyson J Mine	Regulatory NRM - Weed Management	2 1.5	3.5	14	17.5
11/10/2020	Central Highlands	J Tyson D Mackey R Collis D Dwyer	Regulatory Regulatory Animal Control Animal Control	9 8 3 3			
25/10/2020		L Brown D Mackey	Regulatory Regulatory	12 25			
8/11/2020		L Brown D Mackey R Collis D Dwyer	Regulatory Regulatory Animal Control Animal Control	7.5 8 2 2			
22/11/2020		L Brown D Cundall D Mackey	Regulatory Regulatory Regulatory	8.25 3 5			
6/12/2020		L Brown D Cundall D Mackey	Regulatory Regulatory Regulatory	13.5 2 23			
20/12/2020		L Brown D Cundall D Mackey	Regulatory Regulatory Regulatory	8.25 3 15	160.5	116	276.5
11/10/2020	Derwent Valley	S Mitchell B Williams D Mackey	Regulatory Heritage Heritage	16.5 12.25 7			
25/10/2020		S Mitchell D Mackey B Williams	Regulatory Regulatory Heritage	25 7 3			
8/11/2020		S Mitchell D Mackey B Williams	Regulatory Regulatory Heritage	25 11 11.25			
22/11/2020		S Mitchell D Mackey B Williams	Regulatory Regulatory Heritage	25 14 6			
6/12/2020		S Mitchell D Mackey B Williams	Regulatory Regulatory Heritage	25 7 4			
20/12/2020		S Mitchell D Mackey B Williams	Regulatory Regulatory Heritage	21 10 5	235	72.5	307.5
<b>Total Hours Provided by Southern Midlands</b>					<b>399</b>	<b>202.5</b>	<b>601.5</b>
PROVIDED TO SOUTHERN MIDLANDS COUNCIL					Total Hours	Total Hours	Total Hours
Fortnight Ending	Council	Officer	Service Provided	Hours	Dec Quarter	Sept Quarter	Year to Date
4/09/2020	Brighton	L Wighton	Development Engineering	2.25			
18/09/2020		L Wighton	Development Engineering	4.5			
2/10/2020		L Wighton	Development Engineering	11.75			
6/10/2020		L Wighton	Development Engineering	4.75			
30/10/2020		L Wighton	Development Engineering	4			
13/11/2020		L Wighton	Development Engineering	6.25			
27/11/2020		L Wighton	Development Engineering	0.75			
11/12/2020		L Wighton	Development Engineering	1.5			
24/12/2020		L Wighton	Development Engineering	2.25	38	8	48
<b>Total Hours Provided to Southern Midlands</b>					<b>38</b>	<b>8</b>	<b>46</b>

**16.2.3      TABLING OF DOCUMENTS**

Nil.

#### **16.2.4 ELECTED MEMBER STATEMENTS**

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

## 16.3 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.*

### 16.3.1 MONTHLY FINANCIAL STATEMENT (PERIOD ENDING 31 DECEMBER 2020)

**Author:** FINANCE OFFICER (MANDY BURBURY)

**Date:** 8 January 2021

#### ISSUE

Provide the Financial Report for the period ending 31<sup>st</sup> December 2020.

#### BACKGROUND

The format of the Operating Expenditure Report has been amended to include a Year To Date (YTD) Budget Column, with variations (and percentage) based on YTD Budgets – as opposed to total annual Budget.

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

#### DETAIL

The enclosed Report incorporates the following: -

- Statement of Comprehensive Income – 1 July 2019 to 31 December 2020.
- Operating Expenditure Budget Report – 1 July 2019 to 31 December 2020.
- Capital Expenditure Program – as at 31 December 2020.
- Cash Flow Statement – 1 July 2019 to 31 December 2020
- Oatlands Aquatic Centre Capital Expenditure Reconciliation – to 31 December 2020.
- Rates & Charges – as at 10 January 2021.

#### OPERATING EXPENDITURE ESTIMATES (OPERATING BUDGET)

Overall operating expenditure to end of December was \$3,947,946, which represents 99.9% 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**

**Sub-Program – Roads** – expenditure to date (\$803,118 – 116.65%). There has been increased expenditure on road maintenance largely as a result of weather conditions.

Maintenance expenditure will decrease over the next six months while resources are being utilised on our Capital Works Program.

**Sub-Program – Drainage** – expenditure to date (\$21,245 – 155.82%). Additional expenditure relates to ongoing repairs to flood damage.

***Strategic Theme – Growth***

**Sub-Program – Business** – expenditure to date (\$142,173 – 131.68%). Additional expenditure relates to Private Works, including wages and gravel. There will be an increase in income to offset the additional expense.

***Strategic Theme – Landscapes***

**Sub-Program – Natural** - .expenditure to date (\$121,428 – 111.53%). Additional expenditure of \$9651.35 relates to the fixed costs of irrigation scheme water for Lake Dulverton for 2019-20, not invoiced until October 2020 due to an administrative error by Tasmanian Irrigation. We also received grant funds of \$4,884 in 2019/20, expended in July 2020, for spraying thistles in Woodbury.

**Sub-Program – Regulatory - Animals** - .expenditure to date (\$65,696 – 121.47%). Additional expenditure relates to reduced hours of resource sharing and increased call-outs. The Animal Management Officer increased hours to full-time on 23<sup>rd</sup> November, 2020, while David Dwyer continues one day per week on a casual basis. This will also increase expenditure in comparison to budget.

***Strategic Theme – Community***

Nil.

***Strategic Theme – Organisation***

Nil.

**CAPITAL EXPENDITURE PROGRAM**

The Oatlands Aquatic Centre Capital Expenditure Reconciliation has been included in the enclosures below.

**RECOMMENDATION**

**THAT the Financial Report be received and the information noted.**

<b>DECISION</b>		
<b>Councillor</b>	<b>Vote FOR</b>	<b>Vote AGAINST</b>
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

**STATEMENT OF COMPREHENSIVE INCOME**  
**for the period 1st July 2020 to 31 December 2020**

	Annual Budget \$	Year to Date as at 31 December \$	%	Comments
<b>Income</b>				
General rates	5,797,406.00	5,726,036.51	98.8%	Budget includes Interest & Penalties to be imposed to 30 June 2021
User Fees (refer Note 1)	681,158.00	456,654.97	67.0%	
Interest	175,000.00	23,528.50	13.4%	
Government Subsidies	19,200.00	0.00	0.0%	Heavy Vehicle Licence Fees & Road Rescue MAIB reimbursements
Contract Income	0.00	0.00	0.0%	
Other (refer Note 2)	86,000.00	23,140.06	26.9%	
<b>Sub-Total</b>	<b>\$6,758,764.00</b>	<b>\$6,229,360.04</b>	<b>92.2%</b>	
Grants - Operating	3,564,167.00	846,369.36	23.7%	
<b>Total Income</b>	<b>\$10,322,931.00</b>	<b>\$7,075,729.40</b>	<b>68.5%</b>	
<b>Expenses</b>				
Employee benefits	-4,113,303.00	-1,848,743.83	44.9%	Less Roads - Resheeting (Capitalised)
Materials and contracts	-3,195,181.00	-1,921,083.77	60.1%	Less Roads - Resheeting (Capitalised), Includes Land Tax
Depreciation and amortisation	-3,003,866.00	-1,510,140.28	50.3%	Percentage Calculation (based on year-to-date)
Finance costs	-18,850.00	-9,814.58	52.1%	
Contributions	-233,907.00	-58,476.75	25.0%	Fire Service Levies
Other	-145,526.00	-126,948.19	87.2%	Includes Rate Discounts
<b>Total expenses</b>	<b>-\$10,710,633.00</b>	<b>-\$5,475,207.40</b>	<b>51.1%</b>	
<b>Surplus (deficit) from operations</b>	<b>-\$387,702.00</b>	<b>\$1,600,522.00</b>	<b>-412.8%</b>	
Grants - Capital (refer Note 3)	3,558,627.00	637,766.00	17.9%	
Sale Proceeds (Plant & Machinery)	0.00	47,873.64	0.0%	
Sale Proceeds (Other Assets)	0.00	6,378.18	0.0%	
Net gain / (loss on disposal of non-current assets)	5,818.00	0.00	0.0%	
<b>Surplus / (Deficit)</b>	<b>\$3,176,743.00</b>	<b>\$2,292,539.82</b>	<b>72.2%</b>	

**STATEMENT OF COMPREHENSIVE INCOME**  
for the period 1st July 2020 to 31 December 2020

NOTES	Annual Budget \$	Year to Date as at 31 December \$	%	Comments
<b>1. Income - User Fees (Budget \$681,158) includes:</b>				
- All other Programs	454,975.00	300,101.72	66.0%	
- Private Works	226,183.00	156,553.25	69.2%	
	<u>\$681,158.00</u>	<u>\$456,654.97</u>	67.0%	
<b>2. Income - Other (Budget \$86,000) includes:</b>				
- Tas Water Distributions	76,000.00	0.00	0.00%	
- HBS Dividend	10,000.00	0.00	0.00%	
- Public Open Space Contribution	0.00	5,844.64		
- Worker's Compensation Adjustment and Discount	0.00	16,442.42		
- Donations for use of recreation facilities	0.00	853.00		
	<u>\$86,000.00</u>	<u>\$23,140.06</u>	26.9%	
<b>3. Grant - Capital (Budget \$3,558,627) includes:</b>				
- (CDGP) Oatlands Aquatic Centre	500,000.00	0.00	0.00%	
- (CDGP) Callington Park Playground	500,000.00	250,000.00	50.00%	
- (CDGP) Chauncy Vale Pedestrian Bridge	55,000.00	55,000.00	100.00%	
- (CDGP) Lake Dulverton Walkways	220,000.00	0.00	0.00%	
- (CDGP) Campania Bush Reserve	100,000.00	0.00	0.00%	
- (CDGP) Kempton Streetscape Project	75,000.00	0.00	0.00%	
- (CDGP) Broadmarsh Streetscape Project	230,000.00	0.00	0.00%	
- (CDGP) Oatlands Underground Lighting	250,000.00	0.00	0.00%	
- Midland Hway/ Mood Food Pathway	147,565.00	0.00	0.00%	
- Elderslie/Bluff Road Junction	150,000.00	0.00	0.00%	
- Roads To Recovery	665,531.00	0.00	0.00%	
- Local Roads and Community Infrastructure Prog	665,531.00	332,766.00	50.00%	
- Other	0.00	0.00	0.00%	
	<u>\$3,558,627.00</u>	<u>\$637,766.00</u>	17.92%	
<b>4. Grant - Operating (Budget \$3,564,167) includes:</b>				
<b>Operating Grants</b>				
- FAGS	3,564,167.00	844,508.00	23.7%	\$1,840,420 received in advance in 2019-20 Advised actual distribution for 2020-21 to be \$3,529,436
- Australia Day Branding Grant	0.00	1,000.00	0.0%	
- Hobart City Mission School Holiday Program Funding	0.00	861.36	0.0%	
	<u>\$3,564,167.00</u>	<u>\$846,369.36</u>	23.7%	

**CAPITAL EXPENDITURE PROGRAM 2020-21  
AS AT 31 DECEMBER 2020**

			BUDGET	EXPENDITURE	VARIANCE	COMMENTS
			\$	\$	\$	
<b>INFRASTRUCTURE</b>						
<b>ROAD ASSETS</b>						
Resheeting Program	Various	Roads Resheeting	500,000	400,593	99,407	
Reseal Program		Roads Resealing (as per agreed program)	300,000	0	300,000	
		Levendale - Woodsdale Road (300m reseal)	50,000	0	50,000	RTR (\$50K)
		Campania - Native Corners Road	50,000	0	50,000	RTR (\$50K)
Reconstruct & Seal	C1010028	Woodsdale Road (1km Reconstruction)	330,000	0	330,000	RTR (\$319K)
	C1010094	Woodsdale Road Reconstruct & Seal (800m + 430m)	122,141	111,068	11,073	RTR \$122,141 Budget c/fwd WIP 30/06/20 \$4478.95
Construct & Seal (Unsealed Roads)		Bagdad - Huntingdon Tier (350m new seal)	73,500	0	73,500	LRCI
	C1020077	Campania - Native Corners Road (900m new seal)	173,250	0	173,250	RTR (\$152K)
		Mangalore - Ballyhooly Road (300m new seal)	57,750	0	57,750	
	C1020006	Rhyndaston - Rhyndaston Road (800m through township)	154,000	5,705	148,295	LRCI
		Tunnack - Eldon Road (1500m new seal)	288,750	0	288,750	LRCI
Minor Seals (New)		Dust Suppressant Seal	50,000	0	50,000	
		Elderslie - Cornish's Road Dust Suppressant	25,000	0	25,000	LRCI
		York Plains - York Plains Road Dust Suppressant	25,000	0	25,000	LRCI
Junction / Road Realignment / Other	C1020078	Campania - Estate Road (vicinity Mallow property)	10,000	0	10,000	
		Campania - Main Intersection/Carpark Design Concept	50,000	0	50,000	\$50K c/fwd
	C1010037	Campania - Reeve St / Clime Street (includes Footpath)	70,000	11,419	58,581	\$70K Budget c/fwd WIP 30/6/20 \$11,418.84
	C1020047	Colebrook - Lovely Banks/Mudwalls Road Junction	0	5,013	-5,013	
		Dysart - Cliftonvale & Sugarloaf Rd Junction Improvements	50,000	16,884	33,116	WIP 30/06/20 \$16,884.46
	C1020070	Elderslie - Bluff Road Intersection Upgrade	150,000	2,138	147,862	WIP 30/06/20 \$138.38
		Elderslie - Elderslie Road Widening Investigation & Trial (Sth Blackbrush Rd)	40,000	0	40,000	
	C1010096	Elderslie - Elderslie Road Safety Railing (250m)	21,250	29,253	-8,003	
		Oatlands - Interlaken Road Preliminary Work (vicinity of Wallace)	25,000	0	25,000	
	C1020032	Oatlands - Hasting Street Junction	15,000	959	14,041	\$15K Budget c/fwd WIP 30/6/19 \$958.52
	C1020074	Oatlands - Henrietta Street 200m	0	736	-736	
	C1020069	Mangalore - Roberts Road Construct and Seal (additional culverts)	53,822	36,320	17,502	\$12,000 plus balance budget from Swans St Drainage \$41,821.69
		Tea Tree - Grices Road (Tree removal, set-back of embankment, drainage)	15,000	0	15,000	
		Woodsdale - Woodsdale Road (400m safety rail in two sections, The Cutting)	17,000	0	17,000	
			<b>2,716,463</b>	<b>620,089</b>	<b>2,096,374</b>	
<b>BRIDGE ASSETS</b>	C1030061	Woodsdale Road (Nutting Garden Rivulet - Bridge No 4084)	148,200	756	147,444	RTR (\$94,531)
	C1030062	York Plains Road (Kitty's Rivulet - Bride No 457)	0	25,945	-25,945	Upgrade due to flood damage
	C1030060	Elderslie Road (Stonyhurst Creek B3280)	0	12,437	-12,437	Upgrade due to flood damage
			<b>148,200</b>	<b>39,138</b>	<b>109,062</b>	

**CAPITAL EXPENDITURE PROGRAM 2020-21  
AS AT 31 DECEMBER 2020**

			BUDGET \$	EXPENDITURE \$	VARIANCE \$	COMMENTS
<b>WALKWAYS</b>	C1040003	Footpaths - General Streetscapes	170,908	852	170,054	
	C1040014	Bagdad - East Bagdad Road	230,000	10,962	219,038	\$105K Budget c/fwd WIP 30/6/20 \$4400.94
	G1040007	Broadmarsh - Streetscape Works	230,000	27,051	202,949	WIP 30/06/20 \$4119.85
		Campania - Review Manag. Plan (Site Plan) / Walking Tracks (Bush Reserve)	5,000	0	5,000	\$5K Budget c/fwd
	C1040005	Campania - Reeve Street - Footpath through to Hall	30,000	0	30,000	
	G1040008	Kempton - Louisa Street (from Huntinground Road)	38,000	36,582	1,418	LRCI
		Kempton - Midlands Highway/Mood Food	147,565	0	147,565	
	C1040004	Kempton - Streetscape Plan (Review & Implementation)	35,000	1,881	33,119	
		Kempton - Streetscape Plan - Footpath Renewal (Dysart House)	23,000	0	23,000	
	G1040006	Kempton - Streetscape Plan - Victoria Memorial Hall	110,000	13,728	96,273	WIP 30/06/20 \$3393.18
	G2020002	Melton Mowbray - Streetscape Works (Trough / Shelter etc)	30,000	5,318	24,682	WIP 30/06/20 \$5318.18
	C1040016	Oatlands - High Street (Footpath Renewal)	61,281	0	61,281	LRCI
	C1040022	Tunbridge - Main Street (Ongoing Kerb & Gutter Renewal)	20,000	0	20,000	
	C1040030	Tunnack - Streetscape concept Plan	45,000	28,294	16,706	
			<b>1,175,752</b>	<b>124,668</b>	<b>1,051,084</b>	
<b>LIGHTING</b>	C1050001	Oatlands - Esplanade Project (Total Project Cost \$128k year 2-2)	384,000	160,087	223,913	\$64k Budget c/fwd WIP 30/6/20 \$61053.34
			<b>384,000</b>	<b>160,087</b>	<b>223,913</b>	
<b>PUBLIC TOILETS</b>	C1110002	Campania - Flour Mill Park - Concrete Pathways/drainage/remove pavers	15,000	0	15,000	\$15 Budget c/fwd
		General Public Toilets - Upgrade Program	20,000	0	20,000	
			<b>35,000</b>	<b>0</b>	<b>35,000</b>	
<b>DRAINAGE</b>		Bagdad - Lyndon Road	15,000	0	15,000	\$15K Budget c/fwd
	C1090013	Bagdad - Midland Highway/Swan Street Drainage	50,000	8,178	41,821.89	\$50K Budget c/fwd WIP 30/06/20 \$8178.31 (\$41,882 balance budget to Roberts Rd)
	C1090030	Broadmarsh - Elderslie Road	0	2,796	-2,796	
		Campania - Estate Road (School Farm)	10,000	0	10,000	\$10K Budget c/fwd
		Oatlands - High St/Wellington Street Junction	5,000	0	5,000	\$5K Budget c/fwd
			<b>80,000</b>	<b>10,974</b>	<b>69,026</b>	
<b>WASTE</b>	C110001	Wheelie Bins and Crates	5,000	0	5,000	
	C110002	Dysart WTS - General Improvements	15,000	0	15,000	\$15K Budget c/fwd
		Oatlands WTS - Concrete Pad(s)	25,000	0	25,000	\$25K Budget c/fwd
			<b>45,000</b>	<b>0</b>	<b>45,000</b>	
<b>LANDSCAPES</b>						
<b>HERITAGE</b>		Heritage Collections Store	10,000	0	10,000	
		Kempton - Watch House (Internal Fit out)	4,000	0	4,000	\$4K Budget c/fwd
	C3010003	Oatlands - Callington Mill (Asset Renewals)	20,000	3,915	16,085	
		Oatlands - Gaol Aluminium Temporary Steps (Entrance)	3,500	0	3,500	\$3.5K Budget c/fwd
		Oatlands - Commissariat (79 High Street) Boundary Fence	6,000	0	6,000	
		Oatlands - Roche Hall Forecourt (Interps - Planning Condition of Approval)	40,000	0	40,000	\$40K Budget c/fwd
			<b>83,500</b>	<b>3,915</b>	<b>79,585</b>	

**CAPITAL EXPENDITURE PROGRAM 2020-21  
AS AT 31 DECEMBER 2020**

			BUDGET \$	EXPENDITURE \$	VARIANCE \$	COMMENTS
<b>NATURAL</b>	G3020015	Campania - Bush Reserve (Walking/Riding Path)	100,000	5,626	94,374	\$100K Budget c/fwd WIP 30/06/20 \$358
	G3020013	Chauncy Vale - Sanctuary Bridge	55,000	66,405	-11,405	\$55K Budget c/fwd WIP \$42698.10
		Chauncy Vale - Caves Loop	21,000	0	21,000	
	G3020014	Chauncy Vale - Erosion, Stabilisation & Revegetation	15,000	14,410	590	\$15K Budget c/fwd WIP \$6056.76
	C3020007	Chauncy Vale - Improvements	0	2,653	-2,653	Committee Funded Cast Wombats
	C3020008	Oatlands - Maher's Point Landscape Plan	22,404	9,892	12,512	\$22404 Budget c/fwd
	G3020006	Oatlands - Lake Dulverton Walkway (Grants \$135K + \$85K)	220,000	8,618	211,382	\$220K Budget c/fwd WIP \$6198.70
		<b>433,404</b>	<b>107,604</b>	<b>325,800</b>		
<b>CULTURAL</b>		Oatlands - Heritage HUB Internal fitout	10,000	0	10,000	\$10K Budget c/fwd
			<b>10,000</b>	<b>0</b>	<b>10,000</b>	
<b>REGULATORY - DEVELOPMENT</b>	C3040001	Kempton Council Chambers - Chambers Restoration Works	5,000	0	5,000	
	C3040002	Kempton Council Chambers - Clock Restoration Works	20,000	502	19,498	
	C9990001	Kempton Council Chambers - Office Furniture & Equipment	5,000	545	4,455	
			<b>30,000</b>	<b>1,046</b>	<b>28,954</b>	
<b>REGULATORY - PUBLIC HEALTH</b>		Water Bottle Refill Stations	7,980	0	7,980	\$20k Budget c/fwd
	C4060001	Kempton - Community Health Facility	400,000	306,230	93,770	\$225k Budget c/fwd WIP 30/06/20 \$27548.57
			<b>407,980</b>	<b>306,230</b>	<b>101,750</b>	
<b>REGULATORY - ANIMAL CONTROL</b>	C4080001	Kempton - Dog Pound(s)	35,000	468	34,532	\$20k Budget c/fwd
			<b>35,000</b>	<b>468</b>	<b>34,532</b>	
<b>COMMUNITY RECREATION</b>	C4070005	Recreation Committee	20,000	4,593	15,407	
	C4070025	Campania - Public Open Space dev (Play Equip Alexander Circle)	16,000	11,256	4,744	\$16K Budget c/fwd
	C4070004	Campania - Public Open Space dev (Scaife Subdivision - Justitia Park)	23,000	13,816	9,184	\$23K Budget c/fwd
		Campania - Recreation Ground (Internal Toilet Improvements)	40,000	0	40,000	
	C4070038	Campania - Recreation Ground (Nets)	45,000	47,040	-2,040	\$45K Budget c/fwd
	C4070036	Colebrook - Hall (Heating Upgrade)	24,000	24,000	0	
		Colebrook - Recreation Ground - New Pitch Cover	4,500	0	4,500	
		Kempton - Recreation Ground (Lighting)	16,000	0	16,000	\$16K Budget c/fwd
		Kempton - Recreation Ground (Roof Structure - Entry to Clubrooms)	15,000	0	15,000	\$15K Budget c/fwd
		Mangalore - Hall (replace Gutters and Roofing)	18,000	0	18,000	\$18K Budget c/fwd
	G4070038	Mount Pleasant - Recreation Ground (Upgrade Toilets & Stabilisation)	115,336	116,085	-749	\$36K Budget c/fwd WIP 30/06/20 \$7261.18 Total project budget \$115.336 including additional contributions of \$29,336 recvd 2019/20 from Mt Pleasant
	C4070034	Oatlands - Aquatic Centre (New Pool)	2,900,000	1,366,778	1,533,222	WIP 30/06/20 \$166,197.29, 30/6/19 \$395,896.00, 30/6/18 \$379,803.40
		Oatlands - Community Hall - Repointing & Crack Repairs	15,000	0	15,000	
	G4070040	Oatlands - Destination Playground Callington Park (inc. reveg & water system)	500,000	460,749	39,251	\$500 Budget c/fwd WIP 30/06/20 \$282200.25
	C4070001	Parattah - Rec Ground - External Toilet (linked to walkway)	12,000	6,192	5,808	\$12K Budget c/fwd
	G4070039	Runnymede - Recreation Ground (resurfacing & watering system)	45,000	99,505	-54,505	\$20K Budget c/fwd WIP 30/06/20 \$40,527
		Tunbridge Park - Perimeter Fence (Safety)	30,000	0	30,000	\$30K Budget c/fwd
		<b>3,838,836</b>	<b>2,150,014</b>	<b>1,688,822</b>		

**CAPITAL EXPENDITURE PROGRAM 2020-21  
AS AT 31 DECEMBER 2020**

			BUDGET \$	EXPENDITURE \$	VARIANCE \$	COMMENTS
<b>ACCESS</b>	C4070035	All Buildings (Priority Approach - Year 5 of 5 @ \$10K/year)	50,000	0	50,000	
			<b>50,000</b>	<b>0</b>	<b>50,000</b>	
<b>CAPACITY &amp; SUSTAINABILITY</b>	C5020001	Levendale Community Centre	38,390	0	38,390	\$8K Budget c/fwd
		Oatlands - Midlands Memorial Community Centre - Double glazed windows	40,000	0	40,000	
	C5020002	Oatlands Structure Plan	25,000	9,063	15,937	\$25K Budget c/fwd
			<b>103,390</b>	<b>9,063</b>	<b>94,327</b>	
<b>SAFETY</b>		Road Accident Rescue Unit	3,000	0	3,000	\$
			<b>3,000</b>	<b>0</b>	<b>3,000</b>	
<b>ORGANISATION</b>						
<b>SUSTAINABILITY</b>		Oatlands - Council Chambers - Internal Toilets Upgrade	100,000	0	100,000	\$60K Budget c/fwd
	C6020007	Oatlands - Council Chambers - Damp Issues & Stonemasonry	15,000	0	15,000	\$15K Budget c/fwd
		Oatlands - Council Chambers - Works Office (floor coverings)	5,000	0	5,000	\$5K Budget c/fwd
	C6020007	Oatlands - Council chambers - Memorials - Forecourt	4,000	4,000	0	
	C9990001	Oatlands - Town Hall (General - Incl. Office Equip/Furniture)	5,500	359	5,141	
	C6020003	Computer System (Hardware / Software)	37,500	15,312	22,188	
			<b>167,000</b>	<b>19,671</b>	<b>147,329</b>	
<b>WORKS</b>	C6020011	Kempton Depot - Property Purchase (Year 1 Budget of \$180K)	45,000	45,000	0	Total Project Cost - to be funded over 4 yrs (Yr 2 - \$45K)
	C6020011	Kempton Depot - Internal Building Improvements	15,000	0	15,000	\$10K Budget c/fwd
		Kempton Depot - Storage Lockers	2,000	0	2,000	
	C6020001	Oatlands Depot - Solar Panels	16,000	20,722	-4,722	
	C6020001	Oatlands Depot - Roof over containers	51,514	13,267	38,247	\$51,614 budget c/fwd
	C9990002	Minor Plant Purchases	9,500	1,454	8,046	
	C6020008	Radio System	3,000	0	3,000	
		Excavator (add Rock breaker) MP37/2020	12,800	12,200	600	
		Steam Weeder c/w Trailer	32,000	0	32,000	
		<b>Plant Replacement Program</b>				
		Heavy Vehicles	514,000	49,520	464,480	
		Light Vehicles	210,000	48,192	161,808	
		(Trade Allowance - \$280K)				
			<b>910,814</b>	<b>190,354</b>	<b>720,460</b>	
		<b>GRAND TOTALS</b>	<b>10,657,339</b>	<b>3,743,322</b>	<b>6,914,016</b>	

<b>CASH FLOW 2020/2021</b>	INFLOWS (OUTFLOWS) (July 2020) \$	INFLOWS (OUTFLOWS) (August 2020) \$	INFLOWS (OUTFLOWS) (September 2020) \$	INFLOWS (OUTFLOWS) (October 2020) \$	INFLOWS (OUTFLOWS) (November 2020) \$	INFLOWS (OUTFLOWS) (December 2020) \$	INFLOWS (OUTFLOWS) (Year to Date) \$
<b>Cash flows from operating activities</b>							
<b>Payments</b>							
Employee costs	- 280,287.76	- 286,704.71	- 433,171.67	- 273,782.78	- 302,995.11	- 310,511.93	- 1,887,453.96
Materials and contracts	- 383,806.48	- 268,732.24	- 478,736.40	- 363,328.17	- 288,812.83	- 306,518.92	- 2,089,935.04
Interest	- 3,858.96	-	-	-	- 2,440.52	- 3,515.10	- 9,814.58
Other	- 32,591.93	- 49,587.79	- 59,672.89	- 119,317.20	- 29,152.34	- 35,894.17	- 326,216.32
	<u>- 700,545.13</u>	<u>- 605,024.74</u>	<u>- 971,580.96</u>	<u>- 756,428.15</u>	<u>- 623,400.80</u>	<u>- 656,440.12</u>	<u>- 4,313,419.90</u>
<b>Receipts</b>							
Rates	112,384.27	1,497,162.58	1,454,076.61	173,386.59	425,010.56	374,990.56	4,037,011.17
User charges	78,429.45	97,821.67	191,691.47	346,810.89	93,522.42	13,406.32	438,299.28
Interest received	6,114.29	2,283.96	3,750.98	6,353.34	2,423.11	2,602.82	23,528.50
Subsidies	-	-	-	-	-	-	-
Other revenue grants	-	422,254.00	-	1,861.36	422,254.00	-	846,369.36
GST Refunds from ATO	-	-	-	-	-	-	-
Other	- 34,640.70	75,652.19	127,629.49	59,104.07	54,410.03	77,219.56	132,346.44
	<u>162,287.31</u>	<u>2,095,174.40</u>	<u>1,393,765.61</u>	<u>469,308.11</u>	<u>888,800.06</u>	<u>468,219.26</u>	<u>5,477,554.75</u>
<b>Net cash from operating activities</b>	<u>- 538,257.82</u>	<u>1,490,149.66</u>	<u>422,184.65</u>	<u>- 287,120.04</u>	<u>265,399.26</u>	<u>188,220.86</u>	<u>1,164,134.85</u>
<b>Cash flows from investing activities</b>							
Payments for property, plant & equipment	- 216,309.91	- 288,121.91	- 294,048.33	- 536,835.75	- 212,067.69	- 278,994.64	- 1,826,378.23
Proceeds from sale of property, plant & equipment	16,390.91	54.54	31,632.73	5,863.64	73.64	236.36	54,251.82
Proceeds from Capital grants	-	-	250,000.00	332,766.00	-	55,000.00	637,766.00
Proceeds from Investments	-	-	-	-	-	-	-
Payment for Investments	-	-	-	-	-	-	-
<b>Net cash used in investing activities</b>	<u>- 199,919.00</u>	<u>- 288,067.37</u>	<u>- 12,415.60</u>	<u>- 198,206.11</u>	<u>- 211,994.05</u>	<u>- 223,758.28</u>	<u>- 1,134,360.41</u>
<b>Cash flows from financing activities</b>							
Repayment of borrowings	- 7,349.62	-	-	-	- 15,103.20	- 13,398.23	- 35,851.05
Proceeds from borrowings	-	-	-	-	-	-	-
<b>Net cash from (used in) financing activities</b>	<u>- 7,349.62</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>- 15,103.20</u>	<u>- 13,398.23</u>	<u>- 35,851.05</u>
Net increase/(decrease) in cash held	- 745,526.44	1,202,082.29	409,769.05	485,326.15	38,302.01	425,377.37	6,076.61
Cash at beginning of reporting period	13,687,843.06	12,942,316.62	14,144,398.91	14,554,167.96	14,068,841.81	14,107,143.82	13,687,843.06
<b>Cash at end of year-to-date</b>	<u>12,942,316.62</u>	<u>14,144,398.91</u>	<u>14,554,167.96</u>	<u>14,068,841.81</u>	<u>14,107,143.82</u>	<u>13,681,766.45</u>	<u>13,681,766.45</u>

**SOUTHERN MIDLANDS COUNCIL : OPERATING EXPENDITURE 2020/21  
SUMMARY SHEET**

PROGRAM	YTD ACTUAL (as at 31 Dec 20)	YTD BUDGET (as at 31 Dec 20)	YTD VARIANCE	YTD VARIANCE %	FULL YEAR BUDGET - REVISED INC. GRANTS & OTHER
<b>INFRASTRUCTURE</b>					
Roads	803,118	688,479	114,640	116.65%	3,228,957
Bridges	14,795	20,970	6,175	70.55%	399,239
Walkways	124,967	124,076	891	100.72%	223,152
Lighting	34,908	45,600	10,692	76.55%	91,200
Public Toilets	35,776	39,468	3,692	90.64%	76,936
Sewer/Water	-	-	-	-	-
Drainage	21,245	13,635	7,610	155.82%	79,269
Waste	441,512	516,091	74,579	85.55%	1,055,682
Information, Communication	-	-	-	-	-
<b>INFRASTRUCTURE TOTAL:</b>	<b>1,476,320</b>	<b>1,448,318</b>	<b>-28,002</b>	<b>101.93%</b>	<b>5,154,435</b>
<b>GROWTH</b>					
Residential	-	-	-	-	-
Tourism	18,913	25,251	6,338	74.90%	55,502
Business	142,173	107,967	34,207	131.68%	980,933
Industry	-	-	-	-	-
<b>GROWTH TOTAL:</b>	<b>161,086</b>	<b>133,218</b>	<b>27,868</b>	<b>120.92%</b>	<b>1,036,435</b>
<b>LANDSCAPES</b>					
Heritage	159,673	189,869	30,196	84.10%	373,938
Natural	121,428	108,879	12,549	111.53%	186,633
Cultural	-	8,250	8,250	0.00%	16,500
Regulatory - Development	419,526	438,592	19,065	95.65%	877,183
Regulatory - Public Health	6,903	8,133	1,229	84.89%	16,265
Regulatory - Animals	65,696	54,084	11,612	121.47%	100,867
Environmental Sustainability	-	-	-	-	-
<b>LANDSCAPES TOTAL:</b>	<b>773,226</b>	<b>807,806</b>	<b>34,580</b>	<b>95.72%</b>	<b>1,571,386</b>
<b>COMMUNITY</b>					
Community Health & Wellbeing	135,041	141,683	6,642	95.31%	283,366
Recreation	197,073	249,925	52,852	78.85%	511,239
Access	-	-	-	-	-
Volunteers	21,578	45,000	23,422	47.95%	50,000
Families	5,113	6,500	1,387	78.66%	9,000
Education	-	-	-	-	-
Capacity & Sustainability	6,644	19,953	13,308	33.30%	37,405
Safety	9,890	21,046	11,155	46.99%	45,091
Consultation & Communication	7,004	9,900	2,896	70.75%	19,800
<b>LIFESTYLE TOTAL:</b>	<b>382,343</b>	<b>494,006</b>	<b>111,663</b>	<b>77.40%</b>	<b>955,901</b>
<b>ORGANISATION</b>					
Improvement	57,635	58,228	593	98.98%	116,455
Sustainability	984,990	904,241	80,749	108.93%	2,331,117
Finances	112,347	108,477	5,870	105.51%	309,907
<b>ORGANISATION TOTAL:</b>	<b>1,154,972</b>	<b>1,068,945</b>	<b>86,027</b>	<b>108.05%</b>	<b>2,757,479</b>
<b>TOTALS</b>	<b>3,947,946</b>	<b>3,952,292</b>	<b>4,346</b>	<b>99.9%</b>	<b>11,475,636</b>

## OATLANDS AQUATIC CENTRE CAPITAL EXPENDITURE RECONCILIATION AS AT 31 DECEMBER 2020

	BUDGET \$	EXPENDITURE \$	VARIANCE \$	COMMENTS
<b>Total Expenditure to 31st December 2020</b>		<b>1,533,686</b>		
Council Labour & On-costs		5,255		
Materials - Council		195		
External Plant Hire - Council		6,217		
SMC Planing / Building Permits		6,495		
SMC Planing / Building Permits - June 2020		6,868		
SMC - Other Contractor Costs		901		
August 2012 - Purchase of 70 High Street, Oatlands		166,908		Total Cost (includes legals etc.) Gov't Land Value - \$23,000
<b>Bzowy Architecture &amp; Other Consultants</b>				
<b>2016/17</b>		27,056		Best described as Project Revival
Contract No 1 (part of \$107,660)		16,227		
<b>2017/18</b>				
Contract No 1 (part of \$107,660)		92,471		Includes Disbursements of \$1,038
Other Costs - Variations & Redesign		63,579		Additional Floor / Redesign etc.
Bio-Energy (review & assessment)		24,867		
Appeal Costs		140,153		Various
<b>2018/19</b>				
Bzowy - Other Costs - Variations & Redesign		108,611		Includes Survey & Legal
Engagement Agreements		21,470		
Formal Contract - Tenders / Design etc (part of \$379,960)		265,905		

## OATLANDS AQUATIC CENTRE CAPITAL EXPENDITURE RECONCILIATION AS AT 31 DECEMBER 2020

	BUDGET \$	EXPENDITURE \$	VARIANCE \$	COMMENTS
<b>2019/20</b>				
Bzowy - Other Costs - Variations & Redesign		96,779		Includes Survey & Legal
Bzowy - Formal Contract - Tenders / Design etc (part of \$379,960)		39,921		
Building Surveying		350		
Communications (Nylander)		180		
Legal (BMB)		18,488		
<b>2020/21 to 31st December 2020</b>				
Legal (BMB)		4,742		
Construction Contract (Vos)	7,783,604	0	7,783,604	
Consultants Fees (SMG)	581,712	355,230	226,482	
Furniture, Fittings and Equipment (SMG)	50,000	0	50,000	
Principal Supplied Goods (SMG)	62,284	35,867	26,417	
Principal Works (SMC)	300,000	28,952	271,048	
Contingency Sum (SMG)	400,000	0	400,000	
Demolition of CT Fish Building	10,000	0	10,000	
Construction of Waste Water Holding Facility	192,000	0	192,000	
<b>Total Expenditure to 31st December 2020</b>	<b>\$ 9,379,600.00</b>	<b>\$ 1,533,686</b>	<b>\$ 8,959,550.31</b>	

### Reconciliation to Capital Expenditure Report

Work in Progress (expenses prior to 2020/21)	941,987
2020/21 expenditure to date	424,792
Expenditure as per Capital Expenditure Report	1,366,778
add purchase of 70 High Street	166,908
	<b>\$ 1,533,686</b>

**SOUTHERN MIDLANDS COUNCIL  
SUMMARY OF RATES AND CHARGES LEVIED, REMITTED AND COLLECTED**

	This Financial Year 10th January 2021		Last Financial Year 11th January 2020	
Arrears brought forward as at July 1		\$ 527,651.89		\$ 429,240.71
ADD current rates and charges levied		\$ 5,726,036.51		\$ 5,625,571.60
ADD current interest and penalty		\$ -		\$ 46,077.42
<b>TOTAL rates and charges demanded</b>	<b>100.00%</b>	<b>\$ 6,253,688.40</b>	<b>100.00%</b>	<b>\$ 6,100,889.73</b>
LESS rates and charges collected	60.82%	\$ 3,803,569.29	59.46%	\$ 3,627,523.35
LESS pensioner remissions	3.98%	\$ 249,054.05	3.90%	\$ 238,124.99
LESS other remissions and refunds	-0.05%	-\$ 3,420.55	-0.16%	-\$ 9,646.55
LESS discounts	0.53%	\$ 33,081.51	0.48%	\$ 29,518.35
<b>TOTAL rates and charges collected and remitted</b>	<b>65.28%</b>	<b>\$ 4,082,284.30</b>	<b>63.69%</b>	<b>\$ 3,885,520.14</b>
<b>UNPAID RATES AND CHARGES</b>	<b>34.72%</b>	<b>\$ 2,171,404.10</b>	<b>36.31%</b>	<b>\$ 2,215,369.59</b>

**17. MUNICIPAL SEAL**

Nil.

**18. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA**

Council to address urgent business items previously accepted onto 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.**

<b>Matter</b>	<b>Local Government (Meeting Procedures) Regulations 2015 Reference</b>
<i>Closed Council Minutes - Confirmation</i>	15(2)
<i>Applications for Leave of Absence</i>	15(2)(h)
<i>Property Matter - Oatlands</i>	15(2)(f)
<i>Tender(s) – 2021 Statutory Valuation Services</i>	15(2)(d)
<i>Tender(s) – Annual Reseal and Road Reconstruction Program</i>	15(2)(2)
<i>Property Matter - Oatlands</i>	15(2)(f)

<b>DECISION</b>		
<b>Councillor</b>	<b>Vote FOR</b>	<b>Vote AGAINST</b>
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

## 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.**

<b>DECISION (MUST BE BY ABSOLUTE MAJORITY)</b>		
<b>Councillor</b>	<b>Vote FOR</b>	<b>Vote AGAINST</b>
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr D F Fish		
Clr K Dudgeon		
Clr R McDougall		

## **CLOSED COUNCIL AGENDA**

### **19. BUSINESS IN “CLOSED SESSION”**

*Regulation 15 of the Local Government (Meeting Procedures) Regulations 2015 provides that Council may consider certain sensitive matters in Closed Meeting.*

*The following matters have been listed in the Closed Meeting Section of the Council Agenda in accordance with Regulation 15 of the Local Government (Meeting Procedures) Regulations 2015.*

#### **19.1 CLOSED COUNCIL MINUTES - CONFIRMATION**

#### **19.2 APPLICATIONS FOR LEAVE OF ABSENCE**

#### **19.3 PROPERTY MATTER - OATLANDS**

#### **19.4 TENDER(S) – 2021 STATUTORY VALUATION SERVICES**

**Note:** *The recommendation to Council on this item includes the following:-*

*In accordance with the Local Government (Meeting Procedures) Regulations 2015, Council authorises the release of this decision in respect to this item to the general public and for communication to relevant parties.*

Following endorsement by Council, the decision in relation to this matter will be included in the public copy minutes.

#### **19.5 TENDER(S) – ANNUAL RESEAL AND ROAD RECONSTRUCTION PROGRAM**

**Note:** *The recommendation to Council on this item includes the following:-*

*In accordance with the Local Government (Meeting Procedures) Regulations 2015, Council authorises the release of this decision in respect to this item to the general public and for communication to relevant parties.*

Following endorsement by Council, the decision in relation to this matter will be included in the public copy minutes.

#### **19.6 PROPERTY MATTER - OATLANDS**

## RECOMMENDATION

**THAT Council move out of “Closed Session”.**

<b>DECISION</b>		
<b>Councillor</b>	<b>Vote FOR</b>	<b>Vote AGAINST</b>
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

## OPEN COUNCIL AGENDA

### 20. CLOSURE