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FLINDERS COUNCIL AUDIT PANEL MEETING MINUTES

DATE: 07 December 2023
VENUE: Rose Garden Room, FAEC, Whitemark and via Teams
COMMENCING: 1.00pm

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1. MEETING OPENS

2. ATTENDANCE

MEMBERS		
Position/Organisation	Name	In-Attendance
Chairperson	John Watson	Via Teams
Member	Diana Droog	Via Teams
Member	Gerald Willis	Yes
GUESTS		
Tasmanian Audit Office	Jeff Tongs	Via Teams
Tasmanian Audit Office	Simone Lee	Via Teams
STAFF		
A/General Manager	Jade Boyes	Yes
Contract Accountant	Marissa Walters	Via Teams
Executive Officer (minute taker)	Sue Mythen	Yes
NOTE: Standing invitation to Council Elected Members as observers		

BUSINESS

3. ACKNOWLEDGEMENT OF COUNTRY

The Chair opened the meeting with the following acknowledgement of Country:

We respect the deep and continuing connection the Traditional Owners may have had to these lands and waters we reside on, and we will continue to work together with them to care for the Country.

The Chair welcomed Jade Boyes and acknowledged her appointment to the Acting General Manager role and noted she had worked at the Council for 8 years.

4. DECLARATION OF INTERESTS

4.1 Declarations of Interest

The Chair asked if any updates were required: No Variations to the table were noted.

Name	Appointment Date	Rotation Date	Person and/or Organisations with Interest	Nature of Conflict of Interest	Perceived / Potential / Actual	Date of Declaration
John Watson	5 December 2016	October 2024	Municipal Association of Victoria (MAV) Audit and Risk Committee	Chair	Perceived	29 September 2022
	October 2012	October 2024	Victorian Local Government Grants Commission	Chair	Perceived	29 September 2022
Diana Droog	Annual Membership	Sept	Flinders Island Business Inc. (FIBI)	Treasurer (& member)	Potential	7 Feb 2018

Name	Appointment Date	Rotation Date	Person and/or Organisations with Interest	Nature of Conflict of Interest	Perceived / Potential / Actual	Date of Declaration
	Annual Membership	July	Furneaux Historical Research Association Inc.	Member & Membership of Museum's IT Group	Potential	7 Feb 2018
	Annual Membership		Landcare		Potential	4 June 2018
			Emita Volunteer Fire Brigade	Member	Potential	16 Dec 2019
Gerald Willis	Annual Membership		Furneaux Historical Research Association Inc		Potential	26 Aug 2019
	Annual Membership		Furneaux Maritime History Association		Potential	26 Aug 2019
	Annual Membership		Sports & RSL Club		Potential	26 Aug 2019
	Annual Membership		Furneaux Islands Protection Network Inc		Potential	28 September 2021
Marissa Walters	Ongoing		Break O'Day Council	Consultant Accountant	Perceived	29 September 2022
	Ongoing		Glamorgan Spring Bay Council	Consultant Accountant	Perceived	29 September 2022
Warren Groves	Ongoing		Furneaux Historical Research Association Incorporated	Member	Perceived	4 April 2023

The Acting General Manager confirmed she had met with the General Manager and has the authority to make the following declarations on his behalf.

4.2 A/General Manager 's Declaration – General

The A/General Manager declared she had no knowledge of any impending legal actions, legislation breaches or any actual or suspected fraud occurrences within the organisation since last reported to the Panel.

4.3 A/General Manager 's Declaration – Credit Cards

The A/General Manager declared there have been no unapproved/cancelled transactions or change of card users within the organisation since last reported to the Panel on 5 October 2023.

5. CONFIRMATION OF PREVIOUS MINUTES

DECISION

The Panel noted that the minutes from the meeting held on 05 October 2023 were confirmed out-of-session via circular resolution. The following amendments were requested:

- Removal of 10 dot point topics at item 8.6.

Attachment 5.1.1 Confirmed minutes 2023.10.05

6. ACTIONS ARISING FROM PREVIOUS MEETINGS OF THE PANEL

6.1 Actions Table

Meeting	Action	Progress
2023.06.13	General Manager to research Remote/Regional Airport Groups (approx. 69)	Awaiting further information from Airport Officer
2023.06.13	General manager / Governance to investigate 'Whistle Blower' Policy and relevant Tasmanian legislation	Investigated other Council approaches, propose to add to existing PID procedure.
2023.12.07	Policy & Procedure summary to be presented 6 monthly and show status using traffic light system	

Members requested completed actions be removed from the table once reported to the Panel. Policies and Procedures will be addressed when the semi-retired Governance member returns from leave in February 2024.

DECISION

The status of matters arising were noted.

6.2 Risk Management Framework Update

Attachment: 6.2.1 Risk Register – latest Revision

The Risk register is reviewed monthly at Management meetings and Council workshops. The Risk Matrix is scheduled for 31 January 2024 Council Workshop where Councillors will review in detail.

The members noted this is still a work in progress, some items included on the matrix are no longer relevant. Some items can be crossed referenced against the disaster recovery document.

DECISION

The risk management framework update was noted

6.3 Future 2024 Meetings

Meeting dates for 2024 are:

- 20 February 2024
- 9 April 2024 (Marissa will be an apology for this date)
- 13 June 2024
- 10 October 2024

The chair and members noted the dates are accepted.

7. CORRESPONDENCE

7.1 Correspondence IN

7.1.1 2023.10.06 TAO – Independent Auditors Report - 30 June 2023

7.2 Correspondence OUT

Nil

DECISION

The Correspondence was received and noted.

The Chair brought forward item 8.7 to suit the TAO members timing constraints.

8.7 TAO Audit findings.

Tasmanian Audit Office - audit completion report – Simone Lee

*Attachment: 8.7.1 TAO Audit Findings
8.7.2 Audit Completion report*

The first item on the financial statements highlights the valuation of assets as a key audit matter. The findings were finalised in October, and then there was a subsequent one issued with management responses and a few items added, also stating items will be monitored.

Action: Governance - obtain and circulate the latest version of the TAO findings to Audit Panel members.

Audit findings:

- Quarry landfill rehabilitation – there are several risks ongoing and also with bridges.
 - Council has engaged a consultant moving forward.
 - This will be monitored in the current period.
 - Consideration is given to rehabilitation provision, but also needs to consider the ongoing aftercare period where costs are incurred (In Victoria this is 30 years) i.e. monitoring the site. Consultants will highlight what is required and it will be interesting.
- Marissa highlighted the current waste changes being considered.
- The TAO has management of landfill on their website with the facility for them to look at Councils, they will be looking at a selection of Councils (sample). Regulatory, financial, social compliance (conformance audit).
- Property & infrastructure – making sure reports are done and revaluations are done. This will be watched by the TAO moving forward.
 - Marissa said there were timing issues with what was done this year. It was fixing a prior year correction and has been addressed in conjunction with the auditors. The figure was not material enough to require retrospective adjustment.
 - John added that asset revaluations were a big issue in Victoria also, and prior year adjustments are having to be undertaken.
 - Gerry queried asset valuations, and if it is a management function to check the bona fides of a qualified valuer?
 - John clarified, saying yes; the valuer will address the scoping document provided to the product so at the end the value is fit for purpose. Management will not be able to query the technical aspects but can ask for variance clarifications.
 - Gerry said that further to these changes, i.e. land under road, has affected the valuations and the issue is that the valuation is not always done consistently.
 - Marissa noted that the Airport revaluation must be done by 30 June 2024. It is similar to the roads valuation as it is the runways, building are separate, and can therefore be undertaken by a road's valuer.
- Bank signatories – there is still some to tidy up.
 - Gerry questioned whether we forget to check things happen when employees leave and suggested a check list to make sure items are returned, cancelled, or updated prior to staff leaving.

- Jade advised that she has a list, and this is undertaken. The bank signatories were complicated, staff were removed from everyday accounts immediately but the removal at the corporate level has taken time to finalise.
- Fixed asset management – suggest Council should be looking for some sort of App to be more robust and more efficient for council.
 - Gerry queried whether Council was still looking at installing a fixed asset register?
 - Jade advised we are currently recording details on spreadsheets. Council is still looking into it. Council used to have infrastructure record in an assets management system, however the owner of the software finished, and our records were lost. Smaller assets are handled through XERO. Staff changes has hampered progress as no one is in the role in a permanent manner. Many other Councils are in the same boat as not a lot of products are available, and resources are required to manage the system. Council continues to discuss shared services model with other northern Councils.
- Procedures – Council should be making sure there are guides for people and that they are accessible. Scheduled to be done by March 2024.
- IT risk - there have been problems at other Councils so TAO have focused on it and will monitor.
- WIP – TAO wanted progress throughout the year to be updated. Marissa advised that it's more work and risk to break up throughout the year in a small council and may not add value. Jeff reiterated that it's about making sure they're on top of WIP. Following discussion, an indication of agreement was received from the audit office that in the case of small projects dealing with WIP at the end of the year is acceptable, however if a larger project is completed during the year the WIP should be reported upon and updated.
- Documentation of useful lives and risk management procedures and outdated policies – TAO will monitor moving forward and would like to see action by 30 June 2024.

DECISION

THE TAO FINDINGS WERE NOTED.

8. STANDING AGENDA ITEMS**8.1 Financial Report**

Any variations to the budget and movement of money will be presented for the Panel's consideration.

*Attachments: 8.1.1 Quarterly Finance Reports 30 Sept 2023 with capex
8.1.2 Finance Agenda Item 2023.10.25 Council Meeting*

Marissa advised that notes were included in the report on major variances and she is now looking forward to the 6 monthly revised budget. This report will provide a more up to date picture of Councils performance.

DECISION

The panel noted the financial report as presented by the Consultant Accountant.

8.2 Policy Review

The following policies have been reviewed since the last Panel meeting 05 October 2023:

- Customer Service Charter (27/9/23)
- Elected Members Allowances Reimbursements & Equipment Policy (27/09/23)
- Code for Tenders and Contracts (27/09/23)
- Travel and Accommodation Policy (27/09/23) – Diana noted that accommodation is not mentioned in the policy. It was suggested any limits be mentioned in the policy (i.e. that

limits/monetary values are included in the procedure). Jade agreed to get clarification back to the panel.

- Visits to Cape Barren Island (25/10/23)
- Public Open Space Policy (22/11/23)
- Travel and Accommodation Procedure (22/11/23)

The following policies are scheduled for the next available Council Workshop for discussion:

- Personal Information Protection Policy (review in draft)

The Mayor is reformatting, making suggestions for combining policies, then forwarding to Corporate Services Co-ordinator to finalise, before presenting to Council

O-HR1	Workplace Behaviour Policy
O-HR3	Disciplinary Policy
O-HR3-P	Disciplinary Procedure
O-HR8	Issue Resolution Policy
O-HR8-P	Issue Resolution Procedure
O-HR11	Employee Code of Conduct Policy
S-HR15	Personal Information Protection Policy (Review in draft)

Attachment: 8.2.1 Policy & Procedure Manual summary (28/11/23)

Action: Members would like to see attachment 8.2.1 six monthly with tracked changes so they can see progress. A traffic light system to show priority/status was suggested.

DECISION

That the Policy Review report was received and noted.

8.3 Audit Panel Work Plan

The Draft Audit Panel Work Plan 2023/24 is presented for review.

Members discussed the current work plan and its suitability for Flinders Council. The following matters were considered:

- The work plan is regulated in the Tasmania.
- Council relies on the Audit office.
- Not all criteria can be met.
- Panel members do not know about internal controls in the organisation and therefore cannot certify something unknown.
- TAO will expect Council to be able to address the criteria, however this is not always possible. i.e. audited statements are not always available in accordance with the workplan.
- The internal audit process at item 8.6 may address some items on the Work plan.
- The workplan is not good, we could develop our own aligning to the guide that works for Flinders Council.

Attachment: 8.3.1 Audit Panel Work Plan update

DECISION

The panel noted the Work Plan as a practice guide and will revisit it if/when the internal audit is established. A number of the committee indicated they felt we cannot rely on the TAO.

8.4 Credit Card Audit

A Credit Card Report will be presented for review at the next meeting, anything of concern will be shared out of session when the audit is undertaken next week.

8.5 Cyber Security

The Cyber security status remains unchanged for previous meeting.

8.6 Internal review topic

At the last meeting the Chair suggested that as Flinders Council is not subject to a program of internal audit reviews, that to aid the Audit Panel in assisting the council and its management to have greater confidence, that at each Panel meeting, management present a report on a part of the council's processes/systems outlining:

- The nature of the process/system.
- The checks and balances employed to mitigate opportunities for fraud or other inappropriate behaviour

The General Manager has contacted other Councils and requested information on their process to address this issue.

A draft internal audit schedule is under development.

Marissa has provided a couple of names and suggested it is worth Warren getting some quotes around what they offer and costings.

John remarked that the cost of audits in Victoria are around \$30,000-40,000, in comparison to the \$5,000 per the Launceston Council response.

Diana added that the audit companies should be using technology to undertake audits to ensure value for money.

Attachment: 8.6.1 Internal Audit responses – Northern Tasmanian Councils

8.8 ADDITIONAL AGENDA ITEMS

8.9 OTHER BUSINESS

The 2022-23 Council Annual Report was presented for Audit Panel Members information. The report is currently available on the council website and closed for community consultation on 4 December. The report will be presented at the Flinders Council AGM on 13 December 2023.

Attachment: 8.9.1 Draft 2022-23 Council Annual Report

It was suggested that the watermark 'draft for community consultation' should not be included on the financial statements section of the annual report. In future when the full report goes to the community for consultation, the watermark should say 'final as audited' across the financial section.

Potholes featured multiple times in the Request for Services Report, road issues are usually the biggest area of complaint on the island.

Members queried the senior management inclusion of an employee as she was only on staff for a short period of the year; July 2022. The current structure has only the General Manager at the Senior Management level.

8.10 MEMBERS ONLY WITH AUDITORS' SESSION

The Auditors were not present to discuss items with members only in the absence of management.

8.11 MEMBERS ONLY SESSION

The Chair asked if members had any matters to discuss in the absence of management.

Members of the Panel advised that they did not have any matters to discuss in the absence of management.

The Chair thanked the panel members and wished all a happy festive season and particularly a safe one.

NEXT MEETING: 20 February 2024, 1PM

MEETING CLOSE: 2.18PM

INFORMATION REPORT December 2023

Development Applications 1 to 31 December 2023

ENQUIRIES

APPLICATION NUMBER	DATE	ZONE	DEVELOPMENT/USE DESCRIPTION
2023 / 00096	6 Dec	Landscape Conservation	Residential
2023 / 00097	6 Dec	Landscape Conservation	Subdivision (unknown lots)
2023 / 00100	12 Dec	Rural Zone	40T amendment – service station
2023 / 00101	18 Dec	Landscape Conservation	Residential
2023 / 00102	19 Dec	Landscape Conservation	Shed and Orchard
2023 / 00103	20 Dec	Low Density Residential	Residential

EXEMPT / NO PERMIT REQUIRED

APPLICATION NUMBER	DATE	ADDRESS	PID NO	DEVELOPMENT/USE DESCRIPTION	EXP or NPR
2023 / 00095	1 Dec	69 Franklin Parade, Lady Barron	2690789	Residential	NPR

ACCEPTED

APPLICATION NUMBER	DATE	ADDRESS	PID NO	DEVELOPMENT/USE DESCRIPTION	D or P*
2023 / 025	21 Dec	850 West End Road, Leeka	2943336	Single Residential	D
2023 / 0058	19 Dec	12 Munro Place, Whitemark	7441546	Single Residential	D
2023 / 059	19 Dec	14 Munro Place, Whitemark	7441554	Single Residential	D
2023 / 068	19 Dec	17 Walker Street, Whitemark	6427216	Subdivision – 2 lots	D
2023 / 0083	6 Dec	16 West Street, Lady Barron	6430538	Commercial – Ext to office	D

2023 / 00098	12 Dec	16 Esplanade, Whitemark	1848142	Change of Use – Visitor Accommodation	D
2023 / 00099	12 Dec	3 James Street, Whitemark	7557813	Residential – multiple dwellings (2 x 2 beds)	D

APPROVED

APPLICATION NUMBER	DATE	ADDRESS	PID NO	DEVELOPMENT/USE DESCRIPTION	D or P*
2023 / 00089	20 Dec	9 Patrick Street + 4 Davies Street	6426926 + 3428811	Community Meeting & Entertainment – Extension to existing building	P

*the D or P column indicates if an application is Discretionary or Permitted.
Note that only discretionary applications incur an advertising period.

ACTING INFRASTRUCTURE MANAGER'S REPORT
For January 2024 Council meeting

The purpose of this report is to provide Councillors with an update on the Infrastructure Department activities and work undertaken during the month of December 2023:

Roads and Drainage	
Gravel Road Pothole Repairs	Pot Boil Rd Camerons Inlet Rd Haulands Gap Rd Badger Cnr Rd Summer Camp Rd Port Davies Rd Melrose Rd Palana Rd West End Rd Killiecrankie Rd Five Mile Jim Rd Wingaroo Rd Trouser Point Rd Madeleys Rd Summers Rd Lees Rd Barr St Smiths Rd Wallanippi Rd Thule Rd
Bitumen Road Pothole Repairs	Lady Barron Rd Barr St Palana Rd Lagoon Rd – Dig out and patch
Gravel Road Resheeting Works	NIL
Gravel Road Rip and Reform Works	NIL
Maintenance Grading	Melrose Rd (Drainage) Palana Rd Port Davies Rd Patriarchs Rd Camerons Inlet Rd Trousers Point Rd
Bitumen Road Reseal Works	NIL
Bitumen Road Patching and Edging	NIL
Drainage	Lackrana Rd

Vegetation Control	Holloway Park – Clean up site for Parks and Gardens shipping container Weed spraying Gravel Pits Whitemark Tip Whitemark streets Lady Barron streets Lucks Rd Summer Camp Rd Memana Rd Palana Rd Port Davies Rd Trousers Point Rd Big River Rd
Road Sweeping	Melrose Rd (and power wash - due to hooning).
Bluff Track Maintenance	Pot Holing
Repairs – Signage, Guideposts	Guideposts – Various roads during patrols.
Capital Works	Memana Rd – Drainage. Gunter St – clean up.
Waste	Lady Barron Transfer Station bins. Killiecrankie Transfer Station bins. Whitemark Tip – Tyre stacking.
TasWater	Repair water main break – Barr St.
Town Maintenance	
Parks & Reserves	Mowing/Brush cutting <ul style="list-style-type: none"> - Lady Barron - Whitemark - Emita - Whitemark cemetery grounds Plant nursery at the Depot – Continue construction and irrigation piping. Council office gardens - Repair water system, blue metal to paths. Weed spraying - Lady Barron and Whitemark. Weeding - Rose and Anzac gardens, Lagoon Rd gardens. Monthly high-pressure cleaning Whitemark, Emita and Palana boat ramps. Delivery of cleaning supplies to Airport. Holloway Park – Clean up and prepare site for Parks and Gardens shipping container. Remove green waste from Museum. Lady Barron Tennis Court - Repaint lines.
Footpaths	Whitemark - Cleaned up traffic islands.
Park and Street Furniture	Rubbish Bins – Empty remote bins. Rubbish Bins – Empty Town bins.

Signage	Reinstall Public Toilet sign – Whitemark library.
Bluff Track Maintenance	Mowing/Brush cutting.
Building Maintenance	<p>Deliver and assemble General Manager’s desk. Take old desk to Airport.</p> <p>Deliver fridge to 11 Robert St, Whitemark.</p> <p>Lady Barron Hall - Moved ballot boxes upstairs, unblocked air conditioning unit.</p> <p>BBQs - Replaced gas bottles.</p> <p>Installed wheels on crates for transfer station recycling.</p>
Cleaning	<p>Cleaning – Internal</p> <ul style="list-style-type: none"> - All Public Toilets, Council offices, Airport, Halls, Gyms. <p>Cleaning – External</p> <ul style="list-style-type: none"> - Killiecrankie Public toilets. - All BBQs, tables and seats.
Training	Microsoft with council IT officer.
Resource Recovery & Waste Management	
Engagement	<p>\$1693.43 was donated to the Flinders Island District High School from the sale of aluminium cans in 2023.</p> <p>Spoke with FIDHS Association representative about the future of Cash-4-Cans. A formal agreement about our collaboration will be drafted. We agreed to meet in late January to decide on sorting dates for 2024.</p>
Facilities	<p>Recyclables and waste from Killiecrankie and Lady Barron were transferred to Whitemark.</p> <p>Waste from the tipping area was removed and covered.</p> <p>Hard and green waste stockpiles were pushed up.</p> <p>Wind-blown litter was picked up along the entrance road from the gate to the office and adjacent to the office (around the small Aluminium shed).</p> <p>Over 1000 tyres were moved and stacked in 5 piles away from vegetation.</p>
Landfill Levy	<p>Landfill leviable waste (tonnage):</p> <ul style="list-style-type: none"> - Construction and Demolition 16.10t - Commercial Industrial 24.84t - General Waste 24.65t - General Waste WTS 78.30t - Cardboard 7.24t - Hard waste 54.87t (48.8t from LB WTS) <p>Landfill Levy – \$3,960.07</p>
Recycling	<p>A Cash-4-Cans sorting day was held on Wednesday 6th December 2023. Twenty-one bulk bags worth of cans were sorted by six community members.</p> <p>Sorted aluminium cans were crushed and baled.</p>

	<p>The Recycling Hub collected 15.1 kg of eligible products in December 2023. This brings the total diverted from landfill to 79.6 kg since launching the hub. The percentage of ineligible products is 5.6% (primarily non-genuine printer cartridges and laundry liquid containers).</p> <p>The first shipment was sent off-island for recycling (21 kg).</p> <p>The top five performing programs were:</p> <ul style="list-style-type: none"> - Battery 26.9 kg - Cartridges 19.8 kg - Nespresso Capsules 11.0 kg - MobileMuster 8.1 kg - Skincare 3.4 kg 				
Strategy	<p>The Waste Management Strategy 2024–2028 was presented to the community for comment. This will be open until 19th January 2024. Two submissions have been received thus far.</p>				
Whitemark Airport					
Airport	<p>Runway and Security inspections. Maintain Airside Compliance. Wildlife control. Mowing runway strips and surrounding areas. Performing administrative duties. Refuelling Aircraft. Moved part of RWY14 take-off end fence. Weed Spraying in all areas. Clean-up airport office, reconditioned office floor. Fixed additional mirror to PA21 tractor. Maintenance servicing Trimax mower. Moved fence line at hanger one and gate 11. Repainted Palana Rd fence post orange and white. Mowed and brush-cut along Palana Rd fence line. Welded new links on ram for three-point linkage. Training – Airport Reporting Officer completed his Aircraft Radio Licence.</p>				
Air Transport Operations (ATO) Movements	ATO-Sharp Air	ATO Other	Private	RFDS	Helicopters
December 2022	86	52	39	3	8
December 2023	74	52	34	5	11
Quarries					
Quarries	<p>Cannes Hill Quarry stocks pushed up 4500m³. Investigate further resources, carried out with numerous test holes – Nil further resources located. Intention is to rehabilitate Cannes Hill quarry and close.</p>				
Plant and Machinery					
Fleet	<p>Spray Bitumen truck being readied to ship off island to new owner.</p>				

	New Loader sourced, awaiting Council approval to purchase. Plans for a new transfer waste bin truck put forward.
State Government	
Department of State Growth	Discussions continuing for contract to commence early this year (2024).
TasWater	Discussions underway for provisions of extra resources for Flinders Council to maintain emergency water maintenance callouts.
Works planned for the coming month:	
Roads and Drainage	Big River Road drainage planned to be completed in January 2024. Road drainage Maintenance ongoing.
Town Maintenance	Sea container in place at Lady Barron to house all gardening tools including maintenance machinery.
Resource Recovery and Waste Management	LB transfer station re-surfacing. Wrapping and shipping aluminium cans. Whitemark Waste Facility remediation planning. Create Whitemark Waste Facility induction and site risk assessment. Review RecycleCoach App. Create Standard Operating Procedures (SOPs) for monthly waste levy reporting.
Whitemark Airport	Ongoing maintenance
Quarries	Re-Sheet programmed to recommence late February 2024, resources to come from Cannes Hill quarry.
Plant and Machinery	Ongoing maintenance.
State Government	Working towards contract signage.
Other works	Road Sealing planned to commence late February 2024

Profit and Loss

Flinders Council

For the 6 months ended 31 December 2023

Account	YTD	Budget YTD	Budget Variance YTD	% Variance Budget YTD	Annual Budget	Notes
Trading Income						
Rates	2,625,279	2,584,696	40,583	2%	2,584,696	
User Fees	556,278	746,482	(190,204)	-25%	1,574,435	1
Operating Grants	128,044	266,113	(138,069)	-52%	2,311,228	2
Interest Income	223,556	135,480	88,076	65%	270,961	3
Dividends	18,000	17,280	720	4%	43,200	
Contributions	389	0	389	0%	5,000	
Other Income	39,030	38,814	216	1%	77,636	
Total Trading Income	3,590,577	3,788,865	(198,288)	-5%	6,867,156	
Gross Profit	3,590,577	3,788,865	(198,288)	-5%	6,867,156	
Other Income						
Capital Grants	1,911,154	4,097,807	(2,186,653)	-53%	8,315,617	4
Other Capital Income	11,775	0	11,775	0%	20,000	
Total Capital Income	1,922,929	4,097,807	(2,174,878)	-53%	8,335,617	
Operating Expenses						
Employee Costs	1,158,828	1,424,434	(265,606)	-19%	2,738,878	5
Materials & Services	1,093,195	1,583,257	(490,062)	-31%	2,841,753	6
Depreciation	1,048,893	1,092,843	(43,950)	-4%	2,185,705	
Interest Expense	8,141	7,578	563	7%	15,160	
Other Expenses	91,416	122,578	(31,162)	-25%	200,270	
Total Operating Expenses	3,400,472	4,230,690	(830,218)	-20%	7,981,766	
Operating Net Profit	190,105	(441,825)	631,930	-143%	(1,114,610)	
Net Profit (including Non Operating Revenue)	2,113,034	3,655,982	(1,542,948)	-42%	7,221,007	
Capital - Work In Progress	720,772	-	720,772	0%	-	

Notes

1. User fees are down \$190k (25%) on budget YTD, this is primarily related to revenue from DOSG and airport fees being lower than forecast.

2. Operating grants are down \$138k on budget YTD (52%) which relates to the timing of grant payments.

3. Interest income is up \$88k (65%) on budget YTD primarily due to higher interest rates on investments.

4. Capital grants are down \$2.2m (53%) on budget YTD which primarily relates to the timing of grant payments.

5. Employee costs are down \$265k (19%) on budget YTD which primarily relates to staff vacancies; the timing of the annual pay increase which became effective from 1 October 2023; workers compensation insurance is also lower than expected and the impact of reversing the wages accrued in the prior financial year.

6. Materials and services are down \$490k (31%) on budget YTD which primarily relates to lower spending in Private Works (DOSG) and operational grant projects.

Balance Sheet

Flinders Council

As at 31 December 2023

Account	31 Dec 2023	30 Jun 2023
Assets		
Current Assets		
Cash & Cash Equivalents	5,132,147	4,548,536
Trade & Other Receivables	1,065,485	233,149
Inventory	86,183	153,335
Investments	5,110,770	6,110,770
Total Current Assets	11,394,585	11,045,790
Non-current Assets		
Property, Plant & Equipment	75,678,549	76,745,418
Mineral Resource Bonds	58,500	58,500
Investment in TasWater	3,395,979	3,395,979
Total Non-current Assets	79,133,028	80,199,896
Total Assets	90,527,613	91,245,686
Liabilities		
Current Liabilities		
Trade Payables	125,731	210,659
Borrowings	25,825	46,921
Provisions	716,075	716,075
Contract Liabilities	0	2,004,311
Trust Accounts	72,758	72,758
Total Current Liabilities	940,389	3,050,723
Non-current Liabilities		
Borrowings	354,222	354,222
Provisions	81,256	81,256
Total Non-current Liabilities	435,478	435,478
Total Liabilities	1,375,866	3,486,201
Net Assets	89,151,747	87,759,485
Equity		
Retained Earnings	51,779,215	50,386,953
Asset Revaluation Reserve	37,217,448	37,217,448
Restricted Reserves	155,084	155,084
Total Equity	89,151,747	87,759,485

Statement of Cash Flows

Flinders Council

For the 6 months ended 31 December 2023

Account	YTD	2023
Operating Activities		
Receipt from Rates	1,764,663	2,441,426
Receipts from customers	629,579	1,931,565
Contributions	0	10,858
Operating grants	128,044	3,061,569
Interest received	223,556	265,222
Dividends received	18,000	43,200
Cash receipts from other operating activities	28,016	86,804
Payments to Suppliers	(1,217,703)	(3,495,731)
Payments for Employee Costs	(1,161,959)	(2,439,488)
Finance costs	(8,141)	(18,743)
Cash payments from other operating activities	(82,870)	(143,704)
GST	99,624	149,067
Net Cash Flows from Operating Activities	420,810	1,892,044
Investing Activities		
Payment for property, plant and equipment	(722,947)	(1,351,292)
Receipt from Capital Grants	(93,157)	1,012,930
Transfers to financial assets	0	(770)
Net Cash Flows from Investing Activities	(816,104)	(339,133)
Financing Activities		
Proceeds from / (repayment) of loans	(21,095)	(45,143)
Proceeds from trust funds & deposits	0	(3,592)
Net Cash Flows from Financing Activities	(21,095)	(48,735)
Net Cash Flows	(416,390)	1,504,177
Cash and Cash Equivalents		
Cash and cash equivalents at beginning of period	10,548,536	9,044,359
Net change in cash for period	(416,390)	1,504,177
Cash and cash equivalents at end of period	10,132,147	10,548,536

Capital Works

Flinders Council

as at 31 December 2023

Description	Actual YTD	Estimated Carry Forward	New Budget Items 2024	Carry Forward + New Budget 2024	COMMENT
Roads and Footpaths					
Roads - Resheeting/Rip&Reform					
Fairhaven Rd - pp8-11, 300m x 6m resheet	65,427		14,563	14,563	
Fairhaven Rd - pp13-16, 350m x 6m resheet	-		16,990	16,990	
Fairhaven Rd - pp54.5-59, 450m x 6m resheet	-		21,844	21,844	
Fairhaven Rd - pp71-79, 900m x 6m resheet	-		41,791	41,791	
Fairhaven Rd - pp80-81.5, 200m x 6m resheet	-		9,709	9,709	
Palana Rd - pp281-282A, 150m x 6m resheet	73,362		7,281	7,281	
Palana Rd - pp297-305, 900m x 6m resheet	-		43,689	43,689	
Palana Rd - pp306.5-309, 350m x 6m resheet	-		16,990	16,990	
Palana Rd - pp311-314.5, 400m x 6m resheet	-		19,417	19,417	
Palana Rd - pp315-320, 650m x 6m resheet	-		31,553	31,553	
Killiecrankie Rd - pp1.5-6, 600m x 6m resheet	37,424		29,126	29,126	
Killiecrankie Rd - pp7-11.5, 600m x 6m resheet	-		29,126	29,126	
Five Mile Jim Rd - pp60-63, 350m x 6m resheet	44,261		16,990	16,990	
Five Mile Jim Rd - pp75.5-84, 1000m x 6m resheet	-		52,338	52,338	
Anderson Rd - Fairhaven Rd- pp3, 350m x m resheet	-		16,990	16,990	
Allports Rd - Beach Rd - 200m x 6m resheet	-		9,709	9,709	
Allports Rd - Port Davies Rd, 100m x 6m resheet	-		4,854	4,854	
Fowlers Rd - Port Davies Rd, 400m x 6m resheet	-		19,417	19,417	
Trousers Point Rd - pp47.5-50, 300m x 6m resheet	-		14,563	14,563	
Trousers Point Rd - pp34.5-41, 800m x 6m resheet	-		38,834	38,834	
Big River Rd - pp93.5-97, 500m x 6m resheet	-		24,272	24,272	
Wallannipi Rd - pp8-12, 400m x 6m resheet	10,400		19,417	19,417	
Wallannipi Rd - pp5.5-6.5, 100m x 6m resheet	-		4,854	4,854	
Coast Rd - ch750 - ch1550, 800m x 6m resheet	-		56,861	56,861	
Coast Rd - pp71-73.5, 250m x 6m resheet	-		12,136	12,136	
Virieux Rd - Palana Rd-end, 500m x 5m resheet	-		21,808	21,808	
Summer Camp Rd - (Lookout Rd)ch50-ch250 west, 200m x 6m resheet	-		9,709	9,709	
Summer Camp Rd - (Lookout Rd)ch100-ch300 east, 200m x 6m resheet	15,208		9,709	9,709	
Lees Rd -pp30.5-34, 500m x 6m resheet	29,935		24,272	24,272	
Lees Rd -pp36-37, 150m x 6m resheet	-		7,281	7,281	
Lees Rd -pp42-43, 100m x 6m resheet	-		4,854	4,854	
Total Resheeting	276,018	-	650,946	650,946	
Roads - Rip and Reform					
Melrose Rd - pp 12.5-24.5, 1500m x 6m R&R	2,536		21,384	21,384	LRCI4 - Stage 2 funding
Melrose Rd - pp 35-44.5, 1200m x 6m R&R	-		20,048	20,048	LRCI4 - Stage 2 funding
Melrose Rd - pp 47.5-54, 800m x 6m R&R	-		10,692	10,692	LRCI4 - Stage 2 funding
Coast Rd - pp 61-69, 850m x 6m R&R	-		10,692	10,692	LRCI4 - Stage 2 funding
Wingaroo Rd - Melrose Rd-Fairhaven Rd, 3400m x 6m R&R	47,171		42,768	42,768	LRCI4 - Stage 2 funding
Total Rip and Reform	49,707	-	105,584	105,584	

Description	Actual YTD	Estimated Carry Forward	New Budget Items 2024	Carry Forward + New Budget 2024	COMMENT
Roads - Reconstruction/Stabilising Works & Sealing					
Memana Rd	-	140,000		140,000	Subject to State Gov't stabilisation program
Lackrana Rd	-	370,000		370,000	Subject to State Gov't stabilisation program
Gunther St	50,814	75,000		75,000	Reseal component
LRCI4 Stage 2 - Balance to be determined	-		66,832	66,832	LRCI - Stage 4 funding
Airport Mini-bus Drop-off/Pickup Area 40m x 30m	-		90,000	90,000	Excludes mobilisation costs
Total Reconstruction/Stabilising Works & Sealing	50,814	585,000	156,832	741,832	
Roads - Reseals					
Mobilisation costs for reseals to split across projects	-		100,000	100,000	Added line for mobilisation, could be more
Coast Rd, West St - EoS 1600m x 8m. LRCI 4	-		192,000	192,000	Excludes mobilisation costs (\$100,000)
Franklin Pde, Henwood St - Pot Boil Rd 800m x 7m. LRCI 4	-		84,000	84,000	Excludes mobilisation costs
Total Reseals	-	-	376,000	376,000	
Roads - Footpaths					
Footpath Replacements Whitemark	-		22,000	22,000	
Total Footpaths	-	-	22,000	22,000	
Roads - Signage and Other					
Roadside signage - LRCI 3	-	55,000		55,000	Grant funded
Roadside guideposts - LRCI 3	-	65,000		65,000	Grant funded
Total - Signage and Other	-	120,000	-	120,000	
Total Roads and Footpaths	376,539	705,000	1,311,361	2,016,361	
Bridges & Culverts					
Bridge project to be allocated	-		50,000	50,000	Subject to Auspan Inspection report
Total Bridges & Culverts	-	-	50,000	50,000	
Airport					
Grant Projects					
Upgrade Runway Lighting, Generator, Switchboard, Office, Remove Old Office.	-		1,000,000	1,000,000	Deferred until 24/25. subject to grant approval
Total Airport	-	-	1,000,000	1,000,000	
Stormwater and Drainage					
LRCI 3 Grant Projects					
- Roadside drainage - LRCI 3 tba	-	233,040	-	233,040	
- Roadside - LRCI 3-Drainage Lackrana Rd	9,019			-	
- Roadside - LRCI 3-Drainage Port Davies Rd	3,052			-	
Roadside LRCI 3 Drainage Big River Rd	56,555			-	
- Roadside - LRCI 3-Palana Rd (Village)	10,676			-	
- Roadside - LRCI 3-Drainage Wallanippi Rd	7			-	
Total Stormwater & Drainage	79,308	233,040	-	233,040	

Description	Actual YTD	Estimated Carry Forward	New Budget Items 2024	Carry Forward + New Budget 2024	COMMENT
Plant					
Plant Mun -Steel drum roller	-	140,000		140,000	Steel Drum roller required to achieve proper compaction of gravel roads for Resheeting
5t Tipper	-		98,000	98,000	To replace Isuzu that goes to Twm Mtce. Twm Mtce ute to Waste Mgmt.
8x4 Box Trailer	-		6,500	6,500	
8x4 Tipper Trailer	-		8,500	8,500	
Refurbished cabs for graders (2)	-		45,000	45,000	
Replacement Tractor 100hp	118,558		100,000	100,000	\$20k trade-in on existing tractor
Small Plant	26,748	5,000	15,000	20,000	
Heavy Equip - Forklift - Diesel	575				
Total Plant	145,881	145,000	273,000	418,000	
Buildings & Facilities					
B&F - Grant Funded Projects					
Safe Harbour	30,504		3,600,000	3,600,000	Grant funded. Total grant \$3.6m, grant funds still to be received.
Whitemark Jetty	26,873	30,000	7,000	37,000	part \$120k MAST grant
MAST Grant balance tbc	-		83,000	83,000	part \$120k MAST grant, projects to be determined
Veterinary Facility	-	840,000		840,000	Total project grant \$980k, bal of remaining funds. Project subject to further funding.
Recreational Fishing and Camping Facilities	-	90,000		90,000	\$90k Grant
Black Summer Bushfire Recovery Grant	11,188	650,000	909,935	1,559,935	Total grant \$1,599,935, multi year grant
Upgrade Flinders Arts & Entertainment Recovery Centre	-			-	
New Custom Off Grid Staging Container	-			-	
New Defibrillator for Staging Container	-			-	
Total Grant Funded	68,566	1,610,000	4,599,935	6,209,935	
Council Funded B&F Projects					
Whitemark Cemetery Renew Fencing	-		35,000	35,000	Service Request
Lady Barron Tennis Court Renew Fencing	483		28,000	28,000	Safety Inspection 2023-04-01
Replace carpet in Council office	11,436		20,000	20,000	
Anchor Shade Structure	-		20,000	20,000	Potential cofunding through grant
Council Office Septic	5,552	30,000		30,000	
Airport Septic	-	50,000	70,000	120,000	
Workshop roof replacement and Repaint Exterior	1,673		18,000	18,000	
Airport Other - Lighting Upgrade & Office Building	11,773			-	
Airport Industrial Subdivision	2,000			-	
Robert St House - Renovate Bathroom	14,500			-	c/fwd
Total Council Funded B&F	47,417	80,000	191,000	271,000	
Total Buildings & Facilities	115,982	1,690,000	4,790,935	6,480,935	

<i>Description</i>	<i>Actual YTD</i>	<i>Estimated Carry Forward</i>	<i>New Budget Items 2024</i>	<i>Carry Forward + New Budget 2024</i>	<i>COMMENT</i>
Waste And Recycling					
Waste - Concrete Bays and Shed	-	55,000		55,000	Carry over from prior year. Grant Funded Project
Waste - Recycling Modernisation - Shipping Containers x 4	-	375,000		375,000	State Grant \$212k to come, Fed grant \$212k
Waste - Upgrade Office	3,063		5,000	5,000	
Waste - 4 Shaft Shredder	-	175,000		175,000	Aim is to concentrate on the largest and easiest to deal with streams (Cardboard and Packaging). Grant Funded Project
Total Waste	3,063	605,000	5,000	610,000	
IT, Furniture & Fittings, Intangibles					
Depot iPads (4)	-		4,000	4,000	Twn Mtce, Roads, Waste Mgmt, DSG Mtce
IT Hardware and Software	-		26,479	26,479	
Municipal Revaluation	-		84,000	84,000	
Total IT, Furniture & Fittings	-	-	114,479	114,479	
Total Capital	720,772	3,378,040	7,544,775	10,922,815	

Profit and Loss - Works

Flinders Council

For the 6 months ended 31 December 2023

Account	YTD	Budget YTD	Budget Variance YTD	% Variance Budget YTD	Annual Budget	Notes
Trading Income						
User Fees	147,923	309,234	(161,311)	-52%	618,464	1
Operating Grants	69,717	37,536	32,181	86%	750,717	
Other Income	30,582	31,920	(1,338)	-4%	63,834	
Total Trading Income	248,222	378,690	(130,468)	-34%	1,433,015	
Gross Profit	248,222	378,690	(130,468)	-34%	1,433,015	
Other Income						
Capital Grants	1,911,154	3,657,810	(1,746,656)	-48%	7,315,617	2
Other Capital Income	14,000	0	14,000	0%	20,000	
Total Capital Income	1,925,154	3,657,810	(1,732,656)	-47%	7,335,617	
Operating Expenses						
Employee Costs	593,711	701,016	(107,305)	-15%	1,402,028	3
Materials & Services	271,533	475,930	(204,397)	-43%	876,320	4
Depreciation	824,490	880,056	(55,566)	-6%	1,760,108	
Total Operating Expenses	1,689,733	2,057,002	(367,269)	-18%	4,038,456	
Operating Net Profit	(1,441,511)	(1,678,312)	236,801	-14%	(2,605,441)	
Net Profit (including Non Operating Revenue	483,643	1,979,498	(1,495,855)	-76%	4,730,176	

Notes

1. User fees are down \$161k (52%) on budget YTD, this is primarily related to revenue from DOSG being lower than forecast.

2. Capital grants are down \$1.7m (48%) on budget YTD which primarily relates to the timing of grant payments.

5. Employee costs are down \$107k (15%) on budget YTD which primarily relates to staff vacancies.

6. Materials and services are down \$204k (43%) on budget YTD which primarily relates to lower spending in Private Works (DOSG).

Profit and Loss - Planning & Development

Flinders Council

For the 6 months ended 31 December 2023

Account	YTD	Budget YTD	Budget Variance YTD	% Variance Budget YTD	Annual Budget	Notes
Trading Income						
User Fees	73,488	46,232	27,256	59%	85,100	
Interest Income	313	228	85	37%	453	
Contributions	0	2,502	(2,502)	-100%	5,000	
Other Income	3,184	1,296	1,888	146%	2,591	
Total Trading Income	76,984	50,258	26,726	53%	93,144	
Gross Profit	76,984	50,258	26,726	53%	93,144	
Operating Expenses						
Employee Costs	73,799	80,472	(6,673)	-8%	160,948	
Materials & Services	73,381	117,696	(44,315)	-38%	233,475	
Depreciation	33	48	(15)	-32%	97	
Total Operating Expenses	147,213	198,216	(51,003)	-26%	394,520	
Operating Net Profit	(70,229)	(147,958)	77,729	-53%	(301,376)	
Net Profit (including Non Operating Revenue	(70,229)	(147,958)	77,729	-53%	(301,376)	

Profit and Loss - Governance

Flinders Council

For the 6 months ended 31 December 2023

Account	YTD	Budget YTD	Budget Variance YTD	% Variance Budget YTD	Annual Budget	Notes
Trading Income						
Operating Grants	36,495	130,000	(93,505)	-72%	130,000	1
Other Income	1,750	30	1,720	5735%	54	
Total Trading Income	38,245	130,030	(91,785)	-71%	130,054	
Gross Profit	38,245	130,030	(91,785)	-71%	130,054	
Operating Expenses						
Employee Costs	191,543	182,658	8,885	5%	365,318	
Materials & Services	120,691	230,324	(109,633)	-48%	358,178	2
Depreciation	7,067	6,948	119	2%	13,905	
Other Expenses	65,413	84,840	(19,427)	-23%	169,670	
Total Operating Expenses	384,713	504,770	(120,057)	-24%	907,071	
Operating Net Profit	(346,468)	(374,740)	28,272	-8%	(777,017)	
Net Profit (including Non Operating Revenue	(346,468)	(374,740)	28,272	-8%	(777,017)	

Notes

1. Operating grants are down \$94k on budget YTD (72%) which relates to the timing of grant payments.
2. Materials and services are down \$109k (48%) on budget YTD which primarily relates to timing of spending on operational grant projects.

Profit and Loss - Corporate Services & Employee Oncosts

Flinders Council

For the 6 months ended 31 December 2023

Account	YTD	Budget YTD	Budget Variance YTD	% Variance Budget YTD	Annual Budget	Notes
Trading Income						
Rates	2,625,279	2,584,696	40,583	2%	2,584,696	
User Fees	1,607	1,344	263	20%	2,683	
Operating Grants	16,681	43,374	(26,693)	-62%	1,135,272	
Interest Income	223,244	135,252	87,992	65%	270,508	1
Dividends	18,000	21,600	(3,600)	-17%	43,200	
Other Income	195	1,200	(1,005)	-84%	2,402	
Total Trading Income	2,885,006	2,787,466	97,540	3%	4,038,761	
Gross Profit	2,885,006	2,787,466	97,540	3%	4,038,761	
Operating Expenses						
Employee Costs	49,047	216,173	(167,126)	-77%	322,342	2
Materials & Services	349,587	388,239	(38,652)	-10%	625,931	
Depreciation	13,952	15,054	(1,102)	-7%	30,107	
Interest Expense	8,141	7,578	563	7%	15,160	
Other Expenses	33,067	32,052	1,015	3%	64,107	
Total Operating Expenses	453,792	659,096	(205,304)	-31%	1,057,647	
Operating Net Profit	2,431,214	2,128,370	302,844	14%	2,981,114	
Net Profit (including Non Operating Revenue)	2,431,214	2,128,370	302,844	14%	2,981,114	
Capital - Work In Progress						
WIP Current - Salary & Wages	0	0	0	0%	0	
Total Capital - Work In Progress	0	0	0	0%	0	

Notes

- Interest income is up \$88k (65%) on budget YTD primarily due to higher interest rates on investments.
- Employee costs are down \$167k (77%) on budget YTD which primarily relates to the timing of as the annual pay increase which became effective from 1 October 2023; workers compensation insurance is also lower than expected and the impact of reversing the wages accrued in the prior financial year.

Profit and Loss - Community Economic Development

Flinders Council

For the 6 months ended 31 December 2023

Account	YTD	Budget YTD	Budget Variance YTD	% Variance Budget YTD	Annual Budget	Notes
Trading Income						
Operating Grants	1,000	45,000	(44,000)	-98%	45,000	
Contributions	389	0	389	0%	0	
Other Income	622	3,102	(2,480)	-80%	6,200	
Total Trading Income	2,010	48,102	(46,092)	-96%	51,200	
Gross Profit	2,010	48,102	(46,092)	-96%	51,200	
Operating Expenses						
Employee Costs	84,470	79,068	5,402	7%	158,133	
Materials & Services	8,042	69,732	(61,690)	-88%	139,450	2
Depreciation	4,621	4,416	205	5%	8,836	
Other Expenses	0	510	(510)	-100%	1,020	
Total Operating Expenses	97,132	153,726	(56,594)	-37%	307,439	
Operating Net Profit	(95,122)	(105,624)	10,502	-10%	(256,239)	
Net Profit (including Non Operating Revenue	(95,122)	(105,624)	10,502	-10%	(256,239)	

Notes

1. Materials and services are down \$62k (88%) on budget YTD which primarily relates to timing of spending on operational grant projects.

Profit and Loss - Airport

Flinders Council

For the 6 months ended 31 December 2023

Account	YTD	Budget YTD	Budget Variance YTD	% Variance Budget YTD	Annual Budget	Notes
Trading Income						
User Fees	333,261	434,088	(100,827)	-23%	868,189	1
Operating Grants	4,151	12,512	(8,361)	-67%	250,239	
Other Income	2,697	1,278	1,419	111%	2,556	
Total Trading Income	340,108	447,878	(107,770)	-24%	1,120,984	
Gross Profit	340,108	447,878	(107,770)	-24%	1,120,984	
Other Income						
Capital Grants	0	500,000	(500,000)	-100%	1,000,000	2
Total Capital Income	0	500,000	(500,000)	-100%	1,000,000	
Operating Expenses						
Employee Costs	166,258	165,054	1,204	1%	330,110	
Materials & Services	265,123	294,537	(29,414)	-10%	573,872	
Depreciation	198,732	186,324	12,408	7%	372,652	
Total Operating Expenses	630,113	645,915	(15,802)	-2%	1,276,634	
Operating Net Profit	(290,005)	(198,037)	(91,968)	46%	(155,650)	
Net Profit (including Non Operating Revenue	(290,005)	301,963	(591,968)	-196%	844,350	

Notes

- User fees are down \$101k (23%) on budget YTD, this is primarily related to revenue airport fees being lower than forecast.
- Capital grants are down \$500k on budget YTD which relates to the airport grant that has been deferred until 24/25.

Capital Works

Flinders Council

Revised Budget 2023-2024

Description	Estimated Carry Forward	Updated Carried Forward	New Budget Items 2024	Original Capex Budget 2024	Revised Capex Budget 2024	COMMENT
Roads and Footpaths						
Roads - Resheeting/Rip&Reform						
Fairhaven Rd - pp8-11, 300m x 6m resheet			14,563	14,563	14,563	
Fairhaven Rd - pp13-16, 350m x 6m resheet			16,990	16,990	16,990	
Fairhaven Rd - pp54.5-59, 450m x 6m resheet			21,844	21,844	21,844	
Fairhaven Rd - pp71-79, 900m x 6m resheet			41,791	41,791	41,791	
Fairhaven Rd - pp80-81.5, 200m x 6m resheet			9,709	9,709	9,709	
Palana Rd - pp281-282A, 150m x 6m resheet			7,281	7,281	7,281	
Palana Rd - pp297-305, 900m x 6m resheet			43,689	43,689	43,689	
Palana Rd - pp306.5-309, 350m x 6m resheet			16,990	16,990	16,990	
Palana Rd - pp311-314.5, 400m x 6m resheet			19,417	19,417	19,417	
Palana Rd - pp315-320, 650m x 6m resheet			31,553	31,553	31,553	
Killiecrankie Rd - pp1.5-6, 600m x 6m resheet			29,126	29,126	29,126	
Killiecrankie Rd - pp7-11.5, 600m x 6m resheet			29,126	29,126	29,126	
Five Mile Jim Rd - pp60-63, 350m x 6m resheet			16,990	16,990	16,990	
Five Mile Jim Rd - pp75.5-84, 1000m x 6m resheet			52,338	52,338	52,338	
Anderson Rd - Fairhaven Rd- pp3, 350m x m resheet			16,990	16,990	16,990	
Allports Rd - Beach Rd - 200m x 6m resheet			9,709	9,709	9,709	
Allports Rd - Port Davies Rd, 100m x 6m resheet			4,854	4,854	4,854	
Fowlers Rd - Port Davies Rd, 400m x 6m resheet			19,417	19,417	19,417	
Trousers Point Rd - pp47.5-50, 300m x 6m resheet			14,563	14,563	14,563	
Trousers Point Rd - pp34.5-41, 800m x 6m resheet			38,834	38,834	38,834	
Big River Rd - pp93.5-97, 500m x 6m resheet			24,272	24,272	24,272	
Wallannipi Rd - pp8-12, 400m x 6m resheet			19,417	19,417	19,417	
Wallannipi Rd - pp5.5-6.5, 100m x 6m resheet			4,854	4,854	4,854	
Coast Rd - ch750 - ch1550, 800m x 6m resheet			56,861	56,861	56,861	
Coast Rd - pp71-73.5, 250m x 6m resheet			12,136	12,136	12,136	
Virieux Rd - Palana Rd-end, 500m x 5m resheet			21,808	21,808	21,808	
Summer Camp Rd - (Lookout Rd)ch50-ch250 west, 200m x 6m resheet			9,709	9,709	9,709	
Summer Camp Rd - (Lookout Rd)ch100-ch300 east, 200m x 6m resheet			9,709	9,709	9,709	
Lees Rd -pp30.5-34, 500m x 6m resheet			24,272	24,272	24,272	
Lees Rd -pp36-37, 150m x 6m resheet			7,281	7,281	7,281	
Lees Rd -pp42-43, 100m x 6m resheet			4,854	4,854	4,854	
Total Resheeting	-	-	650,946	650,946	650,946	
Roads - Rip and Reform						
Melrose Rd - pp 12.5-24.5, 1500m x 6m R&R			21,384	21,384	21,384	RTR project
Melrose Rd - pp 35-44.5, 1200m x 6m R&R			20,048	20,048	20,048	RTR project
Melrose Rd - pp 47.5-54, 800m x 6m R&R			10,692	10,692	10,692	RTR project
Coast Rd - pp 61-69, 850m x 6m R&R			10,692	10,692	10,692	RTR project
Wingaroo Rd - Melrose Rd-Fairhaven Rd, 3400m x 6m R&R			42,768	42,768	42,768	RTR project
Total Rip and Reform	-	-	105,584	105,584	105,584	
Roads - Reconstruction/Stabilising Works & Sealing						
Memana Rd	140,000	230,000		140,000	230,000	LRCI - Stage 4 funding. Updated costs and project scope.
Lackrana Rd	370,000	315,000		370,000	315,000	LRCI - Stage 4 funding / part Council funded (\$113,680). Updated costs and project scope.
Gunter St	75,000	128,000		75,000	128,000	LRCI funded
LRCI4 Stage 2 - Balance to be determined				66,832		Remove, now allocated above
Airport Mini-bus Drop-off/Pickup Area 40m x 30m				90,000		Remove budget item and reallocate. Consider project in future year \$90k.
Total Reconstruction/Stabilising Works & Sealing	585,000	673,000	-	741,832	673,000	

Description	Estimated Carry Forward	Updated Carried Forward	New Budget Items 2024	Orginal Capex Budget 2024	Revised Capex Budget 2024	COMMENT
Roads - Reseals						
Mobilisation costs for reseals to split across projects			100,000	100,000	100,000	To be split across sealing projects
Bridge - seal on/off ramps - Badger Corner		25,000			25,000	RTR
Bridge - seal on/off ramps - Trousers Point (2)		25,000			25,000	RTR
Bridge - seal on/off ramps - Coast Road		12,000			12,000	RTR
Whitemark Boat ramp - on/off road seal		10,000			10,000	
Coast Rd, West St - EoS 1600m x 8m.				-	-	Remove budget item and reallocate. Consider project in future year \$192k
Franklin Pde, Henwood St - Pot Boil Rd 800m x 7m.				-	-	Remove budget item and reallocate. Consider project in future year \$84k.
Total Reseals	-	72,000	100,000	100,000	172,000	RTR funded?? \$266k / part Council funded \$110k
Roads - Footpaths						
Footpath Replacements Whitemark		28,000	22,000	22,000	50,000	Increase allocation from road funds carried forward from prior year.
Total Footpaths	-	28,000	22,000	22,000	50,000	
Roads - Signage and Other						
Roadside signage - LRCI 3	55,000	60,475		55,000	60,475	Grant funded
Roadside guideposts - LRCI 3	65,000	70,375		65,000	70,375	Grant funded
Total - Signage and Other	120,000	130,850	-	120,000	130,850	
Total Roads and Footpaths	705,000	903,850	878,529	1,740,361	1,782,379	
Bridges & Culverts						
Harley Bridge - replace guiderails and uprights			50,000	50,000	50,000	Subject to Auspan Inspection report
Total Bridges & Culverts	-	-	50,000	50,000	50,000	
Airport						
Grant Projects						
Upgrade Runway Lighting, Generator, Switchboard, Office, Remove Old Office.				1,000,000		To submit for 100% grant funding in 23/24 at total cost of \$2.8m
Total Airport	-	-	-	1,000,000	-	
Stormwater and Drainage						
LRCI 3 Grant Projects						
- Roadside drainage - LRCI 3 tba	233,040	177,911	-	233,040	177,911	
Total Stormwater & Drainage	233,040	177,911	-	233,040	177,911	
Plant						
Plant Mun -Steel drum roller	140,000	140,000		140,000		Reallocate to loader
Loader					185,000	Reallocated from roller above
Plant Mun - Vehicle Replacements - Med Sized Single Cab Tipper		80,000			80,000	
Cleaners Van					25,000	
5t Tipper			98,000	98,000	98,000	To replace Isuzu that goes to Twm Mtce. Twm Mtce ute to Waste Mgmt.
8x4 Box Trailer			6,500	6,500		Reallocated to mower
8x4 Tipper Trailer			8,500	8,500		Reallocated to mower
Kubota Zero Turn Mower					15,000	
Refurbished cabs for graders (2)			45,000	45,000		Reallocate to loader
Replacement Tractor 100hp			100,000	100,000	100,000	\$20k trade-in on existing tractor
Small Plant	5,000		15,000	20,000	15,000	
Total Plant	145,000	220,000	273,000	418,000	518,000	
Buildings & Facilities						
B&F - Grant Funded Projects						
Safe Harbour			3,600,000	3,600,000	3,600,000	Grant funded. Total grant \$3.6m, grant funds still to be received.
Whitemark Jetty	30,000	28,640	7,000	37,000	35,640	part \$120k MAST grant
MAST Grant balance tbc			83,000	83,000	83,000	part \$120k MAST grant, projects to be determined

Description	Estimated Carry Forward	Updated Carried Forward	New Budget Items 2024	Original Capex Budget 2024	Revised Capex Budget 2024	COMMENT
Veterinary Facility	840,000	801,034		840,000	801,034	Total project grant \$980k, bal of remaining funds. Project subject to further funding.
Recreational Fishing and Camping Facilities	90,000	90,000		90,000	90,000	\$90k Grant
LRCI 4 Building - install electronic locking system and repair doors					40,000	
Black Summer Bushfire Recovery Grant	650,000	- 5,562	909,935	1,559,935	1,554,373	Balance of total grant \$1,599,935, multi year projects will continue into 24/25.
Upgrade Flinders Arts & Entertainment Recovery Centre				-	-	
New Custom Off Grid Staging Container				-	-	
New Defibrillator for Staging Container				-	-	
Total Grant Funded	1,610,000	914,112	4,599,935	6,209,935	6,204,047	
Council Funded B&F Projects						
Whitemark Cemetery Renew Fencing			35,000	35,000	35,000	Service Request
Lady Barron Tennis Court Renew Fencing			28,000	28,000	28,000	Safety Inspection 2023-04-01
Replace carpet in Council office			20,000	20,000	20,000	
Anchor Shade Structure			20,000	20,000	20,000	Potential cofunding through grant
Council Office Septic	30,000	30,000		30,000	30,000	
Airport Septic	50,000	42,961	70,000	120,000	112,961	
Workshop roof replacement and Repaint Exterior			18,000	18,000	18,000	
Upgrade to airport terminal, inwards and outwards baggage area.					16,500	To improve security, safety and weather for inwards baggage.
Total Council Funded B&F	80,000	72,961	191,000	271,000	280,461	
Total Buildings & Facilities	1,690,000	987,073	4,790,935	6,480,935	6,484,508	
Waste And Recycling						
Waste - Concrete Bays and Shed	55,000	58,505		55,000	58,505	Carry over from prior year. Grant Funded Project
Waste - Recycling Modernisation - Resource recovery shed	375,000	387,500		375,000	387,500	State Grant \$212k to come, Fed grant \$212k
Waste - Upgrade Office		-	5,000	5,000	5,000	
Waste - Isuzu Bin truck with hook system		250,000	-	-	250,000	To be partially funded from carried forward funds unspent on roads in prior year.
Waste - 4 Shaft Shredder	175,000	175,000		175,000	175,000	Aim is to concentrate on the largest and easiest to deal with streams (Cardboard and Packaging). Grant Funded Project
Total Waste	605,000	871,005	5,000	610,000	876,005	
IT, Furniture & Fittings, Intangibles						
Depot iPads (4)			4,000	4,000	4,000	Twon Mtce, Roads, Waste Mgmt, DSG Mtce
IT Hardware and Software			26,479	26,479	26,479	
Municipal Revaluation			84,000	84,000	84,000	
Total IT, Furniture & Fittings	-	-	114,479	114,479	114,479	
Total Capital	3,378,040	3,159,839	6,111,943	10,646,815	10,003,282	

Supplier	Quote No.	Description	\$ xcl GST	Freight to Welshpool	Total \$ excl GST
TTI Transtank	Tti 19956	AquaTrans™ 10000L - Water Cartage Tank with 20-Year Warranty Sight Level Tube Fitted - Tank level kit with 1.5m clear sight tube with floating ball LiquidLocker™ - 380mm Baffling System (Fitted) <ul style="list-style-type: none"> • Heavy-duty tank with load rating of 1.3 Specific Gravity (SG) - Fitted LiquidLocker™ baffle system for 100% elimination of liquid surge & slosh; Food Grade; Just 1.7% tank volume displacement • Food grade polyethylene • Fully UV stabilised • 455mm hinged lid • 3" brass outlet fitted • 6 x mounting pins & wedges supplied for easy & secure mounting Dimensions (LWH): 3600 x 2100 x 1880mm Weight: 497kg	\$ 15,800.00	\$ 800.00	\$ 16,600.00
Oxquip	QU-4160	10,000 litre Aquamove free standing water cartage tank, 15 year warranty , 455mm hinged lid, 1.1:1 Specific Gravity Ball baffle safety system <ul style="list-style-type: none"> - 10,000 Litre capacity. - UV stabilised polyethylene tank with 15 year warranty. - Extra thick tank with built-in Tuff-Flex Molecular Technology. - Impact Resistant, Chemical Resistant & Never Rusting. - Food Grade poly material that complies with Australian Standards AS4766:2006. - Suitable for a load rating up to 1.1:1 Specific Gravity (SG). - Large tank opening with Easy-Fill/No-Spill containment lip. - Easy to read tank calibrations on tank side. - Sure-Fit tank mounting system. - Pin mounting kit and brass outlet fitting. - Dimensions (mm) – 3480(L) x 2250(W) x 1940(H). - Weight – 400kg. - Australian made - Full manufacturers warranty on our water cart tank. 	14072.73	318.18	\$ 14,390.91

Supplier	Quote No.	Description	\$ xcl GST	Freight to Welshpool	Total \$ excl GST
Oxquip	QU-4161	<p>10,000 litre Aquatrans free standing water cartage tank, 20 year warranty, 455mm hinged lid, 1.3:1 Specific Gravity</p> <ul style="list-style-type: none"> - UV stabilised polyethylene tank with 20 year warranty. - Extra thick tank with built-in Tuff-Flex Molecular Technology. - Impact Resistant, Chemical Resistant & Never Rusting. - Food Grade poly material that complies with Australian Standards AS4766:2006. - Suitable for a load rating up to 1.3:1 Specific Gravity (SG). - Large tank opening with Easy-Fill/No-Spill containment lip. - Easy to read tank calibrations on tank side. - Sure-Fit tank mounting system. - Pin mounting kit and brass outlet fitting. - Dimensions (mm) – 3480(L) x 2250(W) x 1940(H). - Weight – 400kg. - Australian made - Full manufacturers warranty on our water cart tank. 	15650	318.18	\$ 15,968.18
Oxquip	QU-4162	<p>10,000 litre AquaV free standing water cartage tank, 15 year warranty, 450mm poly hinge lid, 2 inch croc-loc fitting (loose) and pin mounting kit (loose), 1.1:1 Specific Gravity Ball baffle safety system</p> <ul style="list-style-type: none"> - UV stabilised polyethylene tank with 15 year warranty. - Extremely strong tank with built in flexi link technology. - Impact resistant, chemical resistant and never rusting. - Suitable for a load rating up to 1.1:1 Specific Gravity (SG). - Food Grade poly material that complies with Australian Standards – AS2070:1999 and AS4766:2006. - Poly hinged lid 450mm wide. - 2" Croc-loc fitting supplied loose for ease of fitting at desired location. - Large tank opening with easy fill and no spill containment lip. - Easy to read tank calibrations on tank side. - Sure fit tank mounting system. - Pin mounting kit and poly outlet fitting. - Dimensions (mm) – 3600(L) x 2250(W) x 1850(H). - Approximate weight – 400kg. - Australian made. - Full manufacturers warranty. 	12681.82	318.18	\$ 13,000.00
Preferred Option	Transtank design is narrower to meet tipper truck width. The others would need a flat tray truck of 2.255m wide				

PERFORMANCE MANAGEMENT POLICY

FILE NO: PER/0500

ADOPTED BY COUNCIL ON: 21 January 2016	MINUTE NO:	06.01.2016
AMENDED BY COUNCIL ON:	MINUTE NO:	

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1 AUTHORITY & APPLICATION

Date of approval	21/01/2016
Source of approval	Flinders Council
Start date	22/01/2016
Related Council Documents	<p>This Policy should be considered in the context of the following policies and procedures:</p> <ul style="list-style-type: none"> • <i>Employee Code of Conduct</i> • <i>Communications</i> • <i>Disciplinary</i> • <i>Fitness for Work</i> • <i>Issue Resolution</i> • <i>Work Health & Safety</i> • <i>Workplace Behaviour</i>
Date of review	1 November 2017
Previous policies replaced by this Policy	<p>HR5 Employee Personal Development Appraisal Policy</p> <p>HR12 Staff Development Policy</p>
Publication of Policy	Policy Manual
Definitions	
<u>Term</u>	<u>Meaning</u>

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Applicable Laws	<p>All laws in connection with the carrying out of work or the Workplace including:</p> <ul style="list-style-type: none"> • <i>Age Discrimination Act 2004</i> (Cth) • <i>Anti-Discrimination Act 1998</i> (TAS) • <i>Australian Human Rights Commission Act 1986</i> (Cth) • <i>Disability Discrimination Act 1992</i> (Cth) • <i>Fair Work Act 2009</i> (Cth) • <i>Local Government Act 1993</i> (TAS) • <i>Racial Discrimination Act 1975</i> (Cth) • <i>Sex Discrimination Act 1984</i> (Cth) • <i>Work Health & Safety Act 2012</i> (TAS) • <i>Workers Rehabilitation & Compensation Act 1988</i> (TAS)
Council	Flinders Council
Councillor	An elected member of Council known as a Councillor or Alderman or otherwise meeting the definition of a 'councillor' as defined under section 3 of the <i>Local Government Act 1993</i> (TAS)
Employee	A person who carries out work for Council as an employee of Council.
General Manager	The general manager of Council as appointed under section 61 of the <i>Local Government Act 1993</i> (TAS).
Infringing Workplace Behaviour	Any act or omission, which amounts to a breach of any Council policy, contractual obligation or misconduct at common law.
Manager/Supervisor	A person at the Workplace who is appointed to a position that has management supervisory responsibilities for others or their appropriately nominated or authorised delegate..
Policy	This Performance Management Policy including the 'Authority and Application'.
Procedure	The Performance Management Procedure including the 'Authority and Application'.

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Workplace	A place where work is carried out for Council.
Training	Council will provide all persons covered by this Policy with appropriate training so they are made aware of their responsibilities and obligations under the Policy.
Amendment	Council retains the sole discretion to reasonably vary, terminate or replace this Policy from time to time. Council will consult before amendments are made and will notify and train those the amendments apply to.
Interpretation of Policy	<p>(a) The singular includes the plural and vice versa.</p> <p>(b) A reference to any legislation includes all delegated legislation made under it and amendments, consolidations, replacements or re-enactments of any of them.</p> <p>(c) A reference to policy or procedure means any approved policies or procedures of Council unless otherwise stated.</p> <p>(d) 'Including' and similar expressions are not words of limitation.</p> <p>(e) A reference to a document (including this document) is to that document as amended, novated or replaced unless otherwise stated.</p> <p>(f) Where a word or expression is given a particular meaning, other parts of speech and grammatical forms of that word or expression have a corresponding meaning.</p> <p>(g) Examples used in this Policy are for illustrative purposes only and are not intended to be exhaustive.</p> <p>(h) Unless expressly provided for, this Policy is not in any way incorporated as part of any enterprise agreement and does not form part of any Employee's contract of employment and any applicable enterprise agreement or contract of employment will prevail over this Policy to the extent of any inconsistency.</p> <p>(i) It is not intended that this Policy impose any obligations on the Council or those covered by it that are unreasonable or contrary to the operation of Applicable Laws. Any obligation, direction, instruction or responsibility imposed by this Policy must be carried out in a manner that an objective third party would consider to be fair and reasonable taking into account and in the context of all the relevant Applicable Laws, operational and personal circumstances.</p>

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	<p>Questions relating to the interpretation, application or enforcement of this Policy should be directed to a person's Manager/Supervisor.</p>
<p>Reporting of Breaches</p>	<p>Persons covered under paragraph 3 (Coverage) must reasonably report breaches of Infringing Workplace Behaviour as follows:</p> <p>For breaches by</p> <ul style="list-style-type: none"> a) an Employee (other than the General Manager) the report must go to the reporting person's applicable Manager/Supervisor; and/or b) the General Manager the report must go to the Mayor (or if unavailable to the next appropriately delegated Councillor) and <p>as otherwise required or permitted by Applicable Laws.</p>
<p>Breach of Policy</p>	<p>Persons covered under paragraph 3 (Coverage) who engage in Infringing Workplace Behaviour may (as is appropriate) be subject to appropriate disciplinary action in accordance with Disciplinary Policy and Procedure. Infringing Workplace Behaviour may also amount to breaches of Applicable Laws:</p> <ul style="list-style-type: none"> (a) exposing individuals to legal proceedings; and (b) making Council vicariously liable for the conduct of others.

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2 PURPOSE

The aims of this Policy are to:

- (a) continuously improve Employee performance;
- (b) provide guiding principles for managing Employees' performance;
- (c) provide a reference and framework for the Performance Management Procedure; and
- (d) provide assessment measures for training and development needs.

3 COVERAGE

- (a) This Policy covers and applies to Employees in relation to:
 - (i) behaviour at the Workplace;
 - (ii) the performance of work for or in connection with Council.
- (b) This Policy does not cover or apply to behaviours that amount to or are dealt with by Council as:
 - (i) incapacity for work, which are dealt with under Council's Fitness for Work Policy; or
 - (ii) disciplinary matters, which are dealt with under Council's Disciplinary Policy.
- (c) For the avoidance of doubt this Policy does not cover or apply to a Councillor.

4 REQUIREMENTS

- (a) Employees must comply with this Policy.
- (b) Managers/Supervisors must reasonably communicate and implement this Policy within their area of responsibility.

5 ROLE RESPONSIBILITIES

5.1 What are the Manager/Supervisor's Responsibilities?

Managers/Supervisors are responsible for:

- (a) managing and reviewing Employees' performance to assist them to

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continuously improve and be effective and ensuring appropriate management of poor performance;

- (b) communicating the requirements of Employees' roles and expectations for effective performance;
- (c) making appropriate records relating to managing performance;
- (d) making reasonable resources available to assist Employees; and
- (e) advising Employees of reasonable internal and external support.

5.2 What are the Employee's Responsibilities?

Employees are responsible for:

- (a) their own performance, including the requirements of their role for effective performance;
- (b) participating appropriately in performance management;
- (c) improving performance; and
- (d) identifying appropriate support, training or experience and opportunities to improve performance.

6 ENGAGING IN PERFORMANCE MANAGEMENT

6.1 What is the process?

Managing performance is an ongoing process that all Employees are continuously involved in. The Performance Management Procedure provides for guidelines containing a number of different processes Council may utilise to appropriately manage performance.

6.2 Is there a requirement to use a particular process?

Council may use a particular performance management process or tool (or combination) that a Manager/Supervisor considers reasonable in the circumstances to ensure compliance with role requirements or expectations or other policies and procedures.

6.3 Who conducts performance management?

- (a) Performance management is conducted by an Employee's immediate Manager/Supervisor.

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- (b) Despite this, Council may decide, taking into consideration the relevant circumstances, to utilise instead or in addition to the Employee's immediate Manager/Supervisor:
- (i) a more senior Manager/Supervisor; or
 - (ii) an external person.

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PERFORMANCE MANAGEMENT PROCEDURE

FILE NO: PER/0500

ADOPTED BY COUNCIL ON: 21 January 2016	MINUTE NO:	06.01.2016
AMENDED BY COUNCIL ON:	MINUTE NO:	

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1 AUTHORITY & APPLICATION

Date of approval	21/01/2016
Source of approval	Flinders Council
Start date	22/01/2016
Source Policy	<ul style="list-style-type: none"> • <i>Performance Management Policy</i>
Date of review	1 November 2017
Previous procedures replaced by this Procedure	
Publication of procedure	O:\GOVERNANCE\POLICIES & PROCEDURES\2016 NEW PROCEDURES (LGAT)
Definitions	As per the Performance Management Policy as amended from time to time
Training	Council will provide all persons covered by this Procedure with appropriate training so they are made aware of their responsibilities and obligations under the Procedure
Amendment	Council retains the sole discretion to reasonably terminate, replace or vary this Procedure from time to time. Council will consult before amendments are made and will notify and train those the amendments apply to.
Interpretation of Procedure	<p>(a) The singular includes the plural and vice versa.</p> <p>(b) A reference to any legislation includes all delegated legislation made under it and amendments, consolidations, replacements or re-enactments of any of them.</p>

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	<p>(c) A reference to policy or procedure means any approved policies or procedures of Council unless otherwise stated.</p> <p>(d) 'including' and similar expressions are not words of limitation.</p> <p>(e) A reference to a document (including this document) is to that document as amended, novated or replaced unless otherwise stated.</p> <p>(f) Where a word or expression is given a particular meaning, other parts of speech and grammatical forms of that word or expression have a corresponding meaning.</p> <p>(g) Examples used in this Procedure are for illustrative purposes only and are not intended to be exhaustive.</p> <p>(h) Unless expressly provided for, this Procedure is not in any way incorporated as part of any enterprise agreement and does not form part of any Employee's contract of employment and any applicable enterprise agreement or contract of employment will prevail over this Procedure to the extent of any inconsistency.</p> <p>(i) It is not intended that this Procedure impose any obligations on the Council or those covered by it that are unreasonable or contrary to the operation of Applicable Laws. Any obligation, direction, instruction or responsibility imposed by this Procedure must be carried out in a manner that an objective third party would consider to be fair and reasonable taking into account and in the context of all the relevant Applicable Laws operational and personal circumstances.</p> <p>Questions relating to the interpretation, application or enforcement of this Procedure should be directed to a person's Manager/Supervisor.</p>
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2 GUIDELINES

- (a) Performance management is conducted with as little formality as is possible. Particular performance management tools will be utilised as considered reasonably necessary to ensure effective performance. This Procedure does not limit Council's right to take reasonable action in a reasonable manner.

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- (b) Performance management processes will depend on the type of performance issues, which may include:
- (i) Infringing Workplace Behaviour (generally behaviours that are not serious or a deliberate departure from role requirements or expected behaviours otherwise this would be dealt with under the Disciplinary Policy);
 - (ii) work quality including technical requirements, accuracy and consistency of work performed;
 - (iii) work output including quantity and efficiency of work performed; and
 - (iv) work effectiveness including communication, decision making, team work, following work processes, prioritising, deadlines and cooperation.
- (c) Procedural fairness appropriate to the circumstances should be provided to Employees by their Managers/Supervisors, which includes reasonable:
- (i) notice of specific behaviours (given that performance is aggregated behaviours) Council considers to be contrary to performance expectations or requirements;
 - (ii) opportunities to respond to such notice concerning performance and address performance issues;
 - (iii) opportunities to change or remedy behaviours to improve performance;
 - (iv) notice of the performance tools being utilised to improve performance and their context including the potential outcome and security of ongoing employment; and
 - (v) steps to maintain confidentiality.
- (d) The process should ensure appropriate confidentiality for all parties involved and consider individual requests for confidentiality subject to Council's duty to provide a safe workplace.

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- (e) The opportunity to have a support person is not generally offered or considered to be appropriate. This is because performance management is based on professional relationships between Managers/Supervisors and Employees to perform work to meet operational requirements. This Procedure only contains non-disciplinary processes. However, Council will not unreasonably refuse a request for a support person.
- (f) The role of the support person is to assist Employees by providing emotional support, aiding the Employee's understanding or by taking notes, asking appropriate questions, or requesting breaks. A support person is not to be an advocate or speak on behalf of the Employee. An appropriate support person is a person who is not a party to a process or involved as a potential witness or who otherwise has a conflict of interest.
- (g) A support person must maintain confidentiality understanding that Employees' work performance are private matters between the relevant parties, and the confidentiality of those processes should be respected at all times.
- (h) Any of the performance management tools utilised should incorporate any one or more of the following guidelines as appropriate:
- (i) communicate to the Employee that performance is or is not meeting expectations or requirements and provide recent examples of specific behaviours;
 - (ii) encourage the Employee to continue to engage in effective behaviours or, where ineffective, first identify the solution themselves, before advising them what to do or how to improve performance if necessary;
 - (iii) agree on a plan to rectify any performance gap between expected and actual behaviours;
 - (iv) set measurable performance goals and allow reasonable timeframes to achieve them;

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- (v) provide or offer necessary support and training to assist the Employee in improving performance;
- (vi) advise an Employee that if their performance levels do not improve by a specific date, what the escalation process will be; and/or
- (vii) document performance, communication and outcomes.

3 TOOLS

Managers/Supervisors may implement performance management processes appropriate to the circumstances using any of the following tools in any combination.

3.1 Meetings

Meetings develop professional relationships which in turn build teams that are necessary for better performance. Meetings are work requirements that can be used to respond to operational requirements and implement any of the other tools.

3.2 Praise

Positive reinforcement is generally far more powerful than negative feedback and can have a significant effect on a person and the morale of the team. A simple 'thank you' for a job well done is always appreciated. Public recognition of a job well done where appropriate and with an Employee's consent can also be effective.

3.3 Feedback (positive and negative)

- (a) Feedback is encouraging effective behaviours. The purpose is to correct or change behaviours or reinforce to continue behaviours. Because it is affirming and adjusting it needs to be verbal and immediate.
- (b) Feedback deals with small incremental adjustments to behaviour. It is not disciplinary or to 'punish' which is why it deals with future behaviours only. It is not concerned with 'root cause' or the 'intent' behind behaviours, which is why it allows an Employee to provide their own solutions to change or continue behaviours.

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3.4 Communicating Expectations

- (a) Communicating expectations can occur in a variety of circumstances including where there is:
- (i) an apparent 'expectations gap' between the Employee's view of their performance and their Manager/Supervisor;
 - (ii) a pattern of behaviour that is not aligned to expectations; or
 - (iii) inadequate response to feedback.
- (b) Communicating expectations should occur verbally (e.g. during meetings) and in writing (e.g. emails, memoranda, letters) and include:
- (i) describing specific behaviours;
 - (ii) consequences – the impact of those behaviours and why they are not effective;
 - (iii) considering the response including the cause, options and Employee's plan to change;
 - (iv) reiterating expectations and resources to assist; and
 - (v) escalation – what will happen by when if there is not a satisfactory change (which may include use of other tools and is non-disciplinary).

3.5 Coaching

Coaching is goal orientated communication. Coaching is used to not only address poor performance but to manage people's strengths and further develop performance. Coaching is self-directed because it requires an Employee to agree on the goal, the action plan and process to report and review.

3.6 Training

This is targeted teaching used by the Manager/Supervisor to overcome a specific deficit in skills required for effective performance management plans.

3.7 Performance Management Plans

These are documented plans to address ongoing poor performance as referred to in

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paragraph 4.

4 PLANS

- (a) A performance management plan will be initiated where:
 - (i) performance issues have been identified; and
 - (ii) performance issues are of a serious nature; or
 - (iii) there has not been acceptable improvement to performance utilising other performance management tools.
- (b) The Employee will be provided with reasonable notice that a meeting has been scheduled to discuss unacceptable performance.
- (c) The opportunity to have a support person at this stage may be considered to be appropriate.
- (d) The meeting should include:
 - (i) reference to any previous performance management processes;
 - (ii) details of how and why performance is unacceptable and provide examples of specific behaviours;
 - (iii) describing the expected performance;
 - (iv) outlining the level of training and assistance available;
 - (v) devising a performance management plan in consultation with the Employee;
 - (vi) advising as to the potential outcome if the action plan items are not achieved and ultimately the performance goals within the stated timeframe; and
 - (vii) any other relevant matter.
- (e) Following the performance management meeting the Manager/Supervisor will implement a written performance management plan in consultation with the Employee that contains:

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- (i) measurable performance goals;
- (ii) an action plan containing the standard of behaviours required;
- (iii) reasonable timeframes to improve to the required standard; and
- (iv) meetings and reporting to monitor and review the action plan and ultimately whether the performance goals have been achieved or not.

5 OUTCOMES

Council may implement any of the following performance management outcomes arising out of utilising the performance management tools.


- (a) **Coaching** - an Employee may engage in coaching internally with a Manager/Supervisor other than their immediate one or externally.
- (b) **Training** - this may be provided internally other than by an Employee's immediate Manager/Supervisor or externally.
- (c) **Change of duties or responsibilities** - this may be utilised to focus on an Employee's strengths and the best value to Council. It must not be utilised to avoid managing poor performance or to change a role where other Employees are adversely impacted on as a result.
- (d) **Transfer to a new role or position** - if appropriate and subject to merit based selection an Employee may be transferred to a new role or position by agreement and at the sole discretion of Council which may be at the same, higher or lower level with a new contract of employment.
- (e) **Disciplinary** - a disciplinary process which may result in disciplinary action up to and including dismissal may arise out of any performance management tool (e.g. prior to, during or at the end of a performance management plan process) in which case the Disciplinary Policy and Procedure will apply to that disciplinary process and not this Procedure.
- (f) **Any other performance management outcome.**


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Elected Members Only


COMMON SEAL REGISTER

Reference No.	Date Common Seal Affixed	Document Under Seal	Applicant/Other Party	Names of Signatories
CS-092	18.10.2023	General Manager's Contract	Warren Groves	Mayor Rachel Summers, D/Mayor Vanessa Grace and Warren Groves – General Manager

 FLINDERS COUNCIL CONTINUOUS IMPROVEMENT REGISTER 2023/2024 Quarter 2			
Date	Topic/Matter	Amended Process	Outcome Reason
30.10.23	New Planning Process	<ol style="list-style-type: none"> 1. All planning enquiries initially taken by Reception staff who will provide for 001 Enquiry form or Enquiry pack 2. New Development Applications, where people want to make an application for a development, info pack provided 3. All email enquiries to: development.services@flinders.tas.gov.au 4. Planner is now Heidi Goess from PlanPlace. This information remains limited so people do not skip the process and call Heidi directly. 5. Pacci is no longer available for planning queries. 	Streamline the Planning enquiry process for the end user.
10.11.23	Tasmanian Freight Equalisation Scheme	Registered to claim for TFES , Sabrina and accounts office will process claims	Commodity list provided , also anything manufactured or partially manufactured in TAS that we import, can be claimed. Council to claim for Coffins and waste streams.
17.11.23	LGAT Bass Strait Subsidy Claim	Annual claim for \$600 for General Manager or Mayor to attend LGAT General or AGM	To help cover travel costs for attendance at LGAT meetings for Flinders and King Island members.
09.01.23	Project Management	Monday.com software to be used as Project Management tool	Integrates all aspects of project management onto one platform including tasks, processes and reporting.

 FLINDERS COUNCIL ANNUAL PLAN FOR BUDGET 2023-2024		October to December 2023			
Action No.	Action	Focus Areas	Strategic Outputs	Quarter 2	Key Performance Indicators
AP-1	Work with the State and Federal Governments to facilitate the Flinders Island Marine Access and Safe Harbour Project.	1. Liveability 1.1 A viable population that enables the necessary services and activities required for the Community to prosper.	1.1.2 Promote the Islands' authentic lifestyle, business and entrepreneurial opportunities to attract 'working age' population and families.	DA material being collated to achieve Crown Land Services 'consent to lodge' before planning application can be made. TasPorts funding agreement to be finalised.	Additional funding achieved. DA completed. Construction commenced.
		2. Accessibility/Infrastructure 2.2 Safe and reliable air and sea access to the islands.	2.2.2 Engage with key stakeholders to support and improve commercial and community sea access.		
AP-2	Develop and implement a strategy to increase the supply of affordable accommodation for long-term residential rental and purchase.	1. Liveability 1.1 A viable population that enables the necessary services and activities required for the Community to prosper.	1.1.1 Encourage and support an increased supply of affordable accommodation for long-term residential rental and purchase.	Canns Hills subdivision progressing. Expression of interest for Whitemark Tennis Court site closes 22 January 2024.	Housing Strategy developed. Concept plans and subdivision applications in progress for council-owned assets.
AP-3	Advocate to secure funding for Council's Priority Projects and execute projects once funded: 1. Integrated waste management solution implemented. 2. Remainder of Palana Road reconstructed and sealed and ownership transferred. 3. Wastewater treatment for Flinders Island scoped with TasWater. 4. Veterinary clinic constructed. 5. Airport runways and associated infrastructure upgraded. 6. Residential accommodation for long-term rental and purchase developed. 7. Advocate for a reliable childcare and early childhood education facility and services.	2. Accessibility/Infrastructure - 2.4 Compliant, integrated waste management program that is cost-effective.	2.4.1 Review and implement Council's Waste Management Strategy in line with relevant legislation, codes of practice and policy.	1. Waste Management Strategy currently out for community consultation. To be presented at Council Meeting 21 February for consideration. 2. Council continue to advocate for grant funding 3. Report to be discussed at future workshop 4. Community Grant Stage 1 EOI Successful, stage 2 submission lodged 15/1/24 5. Continue to advocate for funding to upgrade Airport facility. Meeting with MP 30/1/24 to discuss options. 6. Tennis Courts EOI closes 22/1/24, rPPP grant funding to be pursued. 7. No Progress, Principal FIDHS has withdrawn.	Number of advocacy opportunities realised. Number of grant deeds for funded projects signed and executed.
		2. Accessibility/Infrastructure - 2.1 Quality public infrastructure, roads and footpaths.	2.1.1 Maintain and develop an affordable network of safe roads and pedestrian pathways that recognises the changing needs of the Community.		
		2. Accessibility/Infrastructure - 2.5 Compliant treatment and disposal of wastewater.	2.5.1 Collaborate with TasWater to provide an integrated septic and sewerage system for Flinders Island.		
		3. Economy/Business - 3.1 Ongoing opportunities across all business sectors to future-proof the critical needs of the islands.	3.1.3 Advocate federal and state governments for improved availability of critical services and industries on the islands to benefit the Community and economy.		
		2. Accessibility/Infrastructure - 2.2 Safe and reliable air and sea access to the islands	2.2.1 Review and implement appropriate strategies of the Flinders Airport Masterplan to provide quality operations and service.		
		1. Liveability - 1.1 A viable population that enables the necessary services and activities required for the Community to prosper	1.1.1 Encourage and support an increased supply of affordable accommodation for long-term residential rental and purchase.		
		1. Liveability - 1.1 A viable population that enables the necessary services and activities required for the Community to prosper	1.1.2 Promote the islands' authentic lifestyle, business and entrepreneurial opportunities to attract 'working age' population and families.		

 FLINDERS COUNCIL ANNUAL PLAN FOR BUDGET 2023-2024		October to December 2023			
Action No.	Action	Focus Areas	Strategic Outputs	Quarter 2	Key Performance Indicators
AP-4	Work with the Cape Barren Island Community to identify a list of priority projects for community benefit.	4. Good Governance - 4.1 An organisation that provides good governance, effective leadership and high-quality services, within our means.	4.1.2. Improve communication channels between Council and Community to foster greater community participation and outcomes.	Portable 10,000ltr Water Tank quotations acquired and to be presented at 24/1/24 Council meeting for consideration	Cape Barren island priority projects list developed.
AP-5	Develop a communication framework that collaborates and engages with the communities of the Furneaux Group of islands.	4. Good Governance 4.1 An organisation that provides good governance, effective leadership and high-quality services, within our means.	4.1.2 Improve communication channels between Council and Community to foster greater community participation and outcomes.	Draft Communications framework developed and being revised. Continuing with regular community engagement. Will continue next quarter.	Plans for communication tools developed.
AP-6	Coordinate the establishment of a community Time Capsule.	1. Liveability 1.2 A harmonious and healthy community actively engaged in recreation, volunteering, arts and culture.	1.2.2 Maintain and develop partnerships with Arts and Cultural organisations and support activities, projects and events that provide opportunities for community involvement and creative expression.	Discussions with community groups in progress.	Community Time Capsule compiled and sealed.
AP-7	Continue to improve efficiencies through exploring shared services with other Tasmanian councils and implementing digital solutions.	4. Good Governance 4.1 An organisation that provides good governance, effective leadership and high-quality services, within our means.	4.1.1 Ensure Council meets its statutory obligations to manage risk, achieve financial sustainability and model good governance. 4.1.4 Collaborate with King Island Council, other councils and stakeholders to improve efficiencies and advocacy.	Joined (SIG) Special Interest Group - Innovation & Digital Transformation LG Pro Tas to pursue future collaborations and service sharing IT (Information Technology) Framework in development	Number of shared services and digital solutions identified and implemented.
AP-8	Redesign and improve the airport carparking entry and exit.	2. Accessibility/Infrastructure 2.2 Safe and reliable air and sea access to the islands.	2.2.1 Review and implement appropriate strategies of the Flinders Airport Masterplan to provide quality operations and service.	Currently on hold pending future design and layout.	Design developed. DA approved. Works completed.
AP-9	Implement inhouse fixed asset management system and associated processes.	2. Accessibility/Infrastructure 2.3 Council assets/land maintained and utilised effectively.	2.3.2 Finalise and implement the Asset Management Plan, maintenance schedules and disposal procedures to meet audit and governance requirements.	Works are ongoing	Database populated, tested and operational.

 FLINDERS COUNCIL ANNUAL PLAN FOR BUDGET 2023-2024		October to December 2023			
Action No.	Action	Focus Areas	Strategic Outputs	Quarter 2	Key Performance Indicators
AP-10	Review development services processes to ensure efficient and community-focussed service.	1. Liveability 1.1 A viable population that enables the necessary services and activities required for the Community to prosper.	1.1.1 Encourage and support an increased supply of affordable accommodation for long-term residential rental and purchase.	Planning enquiries process amended to address community members suggestions.	Development services processes reviewed and recommendations implemented.
AP-11	Review and update the Flinders Structure Plan (2016) in accordance with current state guidelines.	1. Liveability 1.3 Development and land use planning guidelines that promote balance between our built and natural environments.	1.3.1 Finalise and promote the Flinders Council Local Provisions Schedule and Zone Strategy as part of the Tasmanian Planning Scheme to ensure sensible and sustainable development.	Funding sources being sought to enable work to be conducted.	Flinders Structure Plan reviewed and adopted.
AP-12	Implement Capital Works and Maintenance program.	2. Accessibility/Infrastructure 2.1 Quality public infrastructure, roads and footpaths - 2.1.1 Maintain and develop an affordable network of safe roads and pedestrian pathways that recognises the changing needs of the Community.	2.1.1 Maintain and develop an affordable network of safe roads and pedestrian pathways that recognises the changing needs of the Community.	Continuing to work with Acting Manager Infrastructure whilst progressing recruitment. Further candidate interviews to be conducted within month.	2023-24 Capital Works and Maintenance program substantially completed.



Name	Description	Body	Value	Date Commenced	Progress	Date Expected Completion	Date Acquittal Completed
LRCI Stimulus Grant Phase 2	1.Visitor Information Centre 2.Rose Garden 3.Emita Recreation Ground Phase two includes maintenance and upgrades at Emita Recreation Ground, Airport, Art Gallery, Whitemark Library amenities, and Lady Barron Hall.	Dept. Infrastructure, Transport, Regional Development & Communications	\$225,820	26-Apr-21	Majority of projects completed within time frame. Delays in materials have meant construction of the picnic shelter at Emita is yet to be completed. All monies expended. Work is complete.	30-Jun-24	Extended to Jun24
LRCI Stimulus Grant Phase 3	1.Drainage 2.Guideposts 3.Signage Warning signs 4.Resealing	Dept. Infrastructure, Transport, Regional Development & Communications	\$597,810	20-Oct-21	1. Work has commenced. Memana Rd, Summer Camp Rd, Lackrana Rd. 2. 250 of 1000 guideposts ordered. 3. Sign format template with designers, waiting on draft design. 4.Bitumen tender being presented to November Council meeting. 5. Quotes sourced for Gunter Road. 31Dec22 - 1. Progressing well on drainage. 2. More guideposts to be install. 3. Directional signage will be ordered soon, new FI Airport sign to be installed soon. 4. Tender for resealing was discussed and accepted. 02Feb23 - Project has moved onto Lackrana Rd, Survey Hill. No further work on the guideposts. Templates have been sent to Dept. of State Growth for approval. One set of signs to arrive soon. Resealing contract will be sent to contractor for signing. 03Apr22 - 1. Further drainage works completed on Lackrana Rd, Summers Rd, Lucks Rd, Allports Rd, Thule Rd, Palana Rd. 2. No further works on guideposts. 3. Palana Rd/Fairhaven Rd signs received, to be installed. Palana Rd/Airport signs ordered. No reply from Dept. State Growth. 4. Bitumen seal contract signed. Work to commence early April. Correspondence received advising grant completion date has been extended to 30Jun24. 07Jul23 - 1. Further drainage works completed on Port Davies Rd, Fairhaven Rd, Melrose Rd. 2. Minor number of guideposts installed. 3. Palana Rd/Airport received, to be installed. No reply from State Growth. 4. Bitumen seal work completed in April. Extensive drainage works undertaken at Big River Rd and Port Davies Rd.	30-Jun-24	Extended to Jun24
LRCI Stimulus Grant Phase 4	Part A - \$298,905 for approved local road and community infrastructure projects Part B - \$172,415 for approved road projects in regional, rural and outer-urban areas only	Dept. Infrastructure, Transport, Regional Development & Communications	\$471,320	1-Jul-23	15/8/23 Deed signed and returned, Worksheets to be completed and forwarded to funding body In order for the Grantee to receive the full Grant amount, the Grantee must have submitted a draft Work Schedule for the total Grant amount by 31 December 2024. Resealing areas of Memana and Lucrana roads, \$40,000 to FAEC entrance doors.	30-Jun-25	Before 30/6/2026
Tasmanian Weeds Action Fund	Development of a Fumeaux Islands Weed Strategy and Action Plan which will include weed management plans for priority weeds; council procedures plan and a roadside maintenance calendar.	Natural Resource Management - North	\$139,219	1-Jul-21	Discussions with truwana rangers to action the Cape Barren Gorse Plan continuing with MOU for funding assistance being drafted. Roadside signage regarding Chilean Needlegrass areas recieved and awaiting roadside construction. MOU to be developed for funding of weed actions with truwanna rangers.	16-Jun-24	
Safe Harbour Project	A safe marine facility at Lady Barron, consisting of a break-wall, two boat ramps and supporting infrastructure.	Dept. Infrastructure, Transport, Regional Development and Communications (Fed.)	\$3,600,000	27-Apr-21	Federal Government has confirmed that Council's grant application has been successful. Have been assigned a project officer and expect to sign the agreement in the coming months. Update provided to Councillors at the 30.11.22 Workshop. Awaiting costings from Batchelors to ensure viability of the project. Grant deed negotiation to follow. Funding streams combined and RFI requested, which was submitted in December 2022, along with revised costings from Batchelors. Awaiting response from CDG, next step is formalising the grant deed. 20.04.23 Final draft deed sent to CDG 18.04.23 for approval and signing. Signing is planned for by cob 21.04.23 27/04/2023 Grant/deed signed/executed. 24/5/23 ECI stage 2 awarded to Batchelors. 06.06.2023 Ongoing productive discussions and correspondence with TasPort regarding potential further funding for the FIMASH. 21.06.23 Contract being developed between Batchelors and Council in progression of ECI stage 2. 25.08.23 Progress Report 1 accepted by Department, Report 2 due on or before 05.02.24 1/9/23 TasPorts confirmed additional funding up to \$900,000. DA requirements being undertaken. 18.10.23 DA requirements continue to be collated. 31/1/23 TasPorts agreement negotiations continue.	1-Apr-25	

FLINDERS COUNCIL QUARTERLY GRANTS REPORT 2023/2024		October to December 2023			Date Expected Completion	Date Acquired Completed
Name	Description	Body	Value	Date Commenced	Progress	
2021 State Election Commitment - Veterinary Clinic	Design, construct, equip and staff a veterinary clinic for the Flinders Municipality to service domestic pets, farm animals and native fauna.	Dept. of Primary Industries Parks and Water	\$980,000	1-Oct-21	Architectural plans and development application have been completed. Due to rising building costs, the grant funding is no longer sufficient to cover the entire project. Have submitted application to the State Government for direction on how to progress the project. Awaiting response. July 23 - Working with Community Services Department on alternate grant opportunities. 18.10.23 Awaiting outcome of Federal Communities grant application, expected by end of November. 31/1/23 Federal Communities Grant - Advised successful Stage 1, Stage 2 submission due 15/1/24	12/31/2022 (Cofunding application in progress)
Black Summer Bushfire Recovery Grants Program	Upgrade Flinders Arts & Entertainment Recovery Centre - new kitchen Off grid mobile information hub / staging area	Dept of Industry, Science Energy & Resources	\$1,599,935	21-Apr-22	31/1/23 Discussions continue with FireTas regarding financial contribution and building of sheds at Holloway Park and Emita Hall - MOU to be signed regarding conditions of contribution. FAEC planning permit completed. Technical details nearing finalisation in preparedness for release to tender.	20-Mar-24
2021 - 2022 Recreational Fishing and Camping Facilities Program	Install smart card powered camping sites and tent platforms at Emita Hall and Holloway Park and install solar lights and recreational facilities at Whitemark and Palana.	Dept. of Premier & Cabinet	\$90,000	19-Nov-21	Upgrade to power at Emita Hall - delay due to trade availability. No updates to Holloway Park. No updates to recreational facilities. 31/12/23 Access stairs for beach access x2 (PWS agreement secured)	8/31/2023 - extended
Recycling Modernisation Fund	Construction of a sorting shed; purchase of a shipping container, and purchase of a glass pulveriser to contribute towards recycling operations.	Dept. of Natural Resources and the Environment	\$424,000	16-Jun-22	Contractor undertaking redesign of Whitemark tip. Shipping containers have arrived on the island and should be relocated to the airport in due course. 07Jul23 - Containers delivered to airport for storage. New iPads purchased and waste disposal app installed and successfully trialed. 16Oct23 Shipping containers are being used for recycling initiatives — one is at Killiecrankie WTS for glass crushing group, another is being used as the storage and packing area for the recycling hubs. A third container will shortly be relocated to the tip to fill with bailed recyclables. 31.12.23 The waste strategy 2024-28 is under consultation until 19/1/24 . Conduction cost-benefit analyses on waste management options are planned to inform spending on infrastructure that will help us reach our strategic goals.	31-Dec-22
Professional Services Whitemark Boat Ramp	Professional engineering Services for the Whitemark Boat Ramp Duplication project	Marine and Safety Tasmania \$120,000 total funding	\$30,000	18-Aug-22	Community concerns about direction of committee. Community meeting on 11.10.22 resulted in the committee recommending to council appointment of new members. Council approved appointment. Discussions to be held at the next Flinders Boating meeting re utilising funds across all island boat ramps. No further meetings of committee during reporting period due to Council elections. Flinders Island Boating Committee Meeting held 31/1/2023 and a recommendation will be to be put to Council for consideration at the February 2023 meeting. Survey will be sent out to the community asking for feedback regarding Council owned boat ramps. 20.04.23 Quote received, deed drafted and signed and invoice to MAST for Jetty upgrade works submitted during April. Refer below for specific project as part of this funding. 18.10.23 Detailed drawings for the additional boat ramp at Whitemark have been approved and are being sought as well as an additional quote for a 6 metre extension to the Whitemark jetty. Further works to upgrade fittings and fixtures at the Palana boat ramp have been quoted for and approved. 31/12.23 Concept plans completed, to be presented at Boating Committee meeting 22 1 24.	12/31/2022 extended to Dec 2024
Professional Services Whitemark Boat Ramp	Undertake improvements to the Whitemark Boat Ramp.		\$17,479	23-Mar-23	(Part of above project) Quote provided by Furneaux Concrete & Constructions 19/3/23 to undertake work. Work not yet commenced due to unavailability of contractor. 10 Oct 23 Works commenced on fenders at the Whitemark Jetty. Quote accepted for Palana boat ramp jetty repairs, works expected to commence October 23. 31/12/23 Improvements completed.	6/30/2023, Extended to Dec 23
Healthy Tasmania Lift Local Grant	Housing impacting health and wellbeing on the Island.	Department of Health	\$20,000	27/04/2023 Signed	Community Consultation phase. Survey question to community members with 25 responses received. Consultant visiting in January to continue Community engagement.	27-Apr-24



SERVICE REQUEST REGISTER REPORT OCTOBER - DECEMBER 2023

Request Date	Request Location	Request Description	Responsible Officer Action	Assigned Date	Assigned to Position	Date Response	Response	Action taken	Status	Date Completed
4/10/2023	Butter Factory Road	Pine trees have limbs that need cutting back. Limbs are coming over road, connecting with cattle and fuel trucks as they pass.	Works Supervisor sent a crew down to Butterfactory Road to cut the trees.	04-Oct-23	Roads & Drainage Supervisor	11-Oct-23	Sent a text to resident to advise.	Trees were trimmed back on the same day as the request came in.	Closed	04-Oct-23
11/10/2023	Whitemark Foreshore	Both BBQ's aren't working.			Town Maint Supervisor			Battery required replacing / wire adrift so battery not charging. Wire repaired	Closed	20-Oct-23
17/10/2023	Whitemark Foreshore	The lights don't work either. I understand that they are a sensor light but this makes it very hard to properly clean the BBQs after dusk. We tried waving stuff in front of the lights to turn them on but ended up having to use our phone torches.						Battery required replacing / wire adrift so battery not charging. Wire repaired	Closed	20-Oct-23
18/10/2023	Lady Barron Road	Needs lots of maintenance in this area.	18/10/2023	18-Nov-23	Roads & Drainage Supervisor			Ongoing repairs. Working with State Growth	Closed	
18/10/2023	FAEC	Lights over wooden floor - 3 work and 3 don't	Electrician to attend.					Electrician has been and fixed lights in FAEC. He has ordered one more light to replace one that has blown. Mel	Closed	
25/10/2023	Reedy Lagoon Rd, Lady Barron	Potholes need addressing.		08-Nov-23	Roads & Drainage Supervisor			Potholes repaired	Closed	08-Nov-23
26/10/2023	Palana Boat Ramp	Needs gravel. Boat trailers are coming off the toe ball when reversing in.	RH Tried to call but phone number provided is not connected. Scheduled the works required to rectify the problem, which is planned to be completed by Friday 3rd November, before the cray season opens. 1/11/2023 - Spoke to requester and let her know the above.	26-Oct-23	Roads & Drainage Supervisor			Gravelling completed	Closed	30-Oct-23
27/10/2023	MPC	4 Men required to move Physiotherapy bed		10-Nov-23	Roads & Drainage Supervisor			Palleted & packed. Delivered to Bass Strait Freight 13/11/2023	Closed	13-Nov-23
7/11/2023	Cooks Lane, Lady Barron	The Lady Barron Special Committee is hosting Remembrance Day at the Lady Barron Hall on Sat 11/11. Request to clean up the hall, mow the lawns and tidy Memorial Garden for the event		08-Nov-23	Town Maint Supervisor			Ground mowed and tidied. Toilet paper supplied	Closed	09-Nov-23
7/11/2023	Butter Factory Road	When the road was last graded a lot of the gravel was pushed off the road and now 'name removed' can't mow the grass. Can this be smoothed out next time the grader is there. Between Powerpole 'number provided' and the culvert that goes under the road.		08-Nov-23	Roads & Drainage Supervisor			Slashed & levelled	Closed	09-Nov-23
8/11/2023	Memana Rd	On Memana Rd past the last farm in the bush there is a big tree branch blocking half the road and a few smaller trees leaning on the road		09-Nov-23	Roads & Drainage Supervisor			All tree removed	Closed	09-Nov-23



SERVICE REQUEST REGISTER REPORT OCTOBER - DECEMBER 2023

Request Date	Request Location	Request Description	Responsible Officer Action	Assigned Date	Assigned to Position	Date Response	Response	Action taken	Status	Date Completed
15/11/2023	Butter Factory Rd	Request that spraying is not done when there are westerly winds that can drift towards the vineyard. And preferably any spraying that needs to be done is done between April and late July.	Passed on to contractor (responsible for spraying)	16-Nov-23				None required	Closed	
20/11/2023	Marshall Bay Access Track	Vegetation on both sides needs trimming back. Especially near the end of the track near the bottom rock at Marshall Bay as it is making vehicle access difficult and damaging to both vegetation and vehicles.	Emailed customer to advise they may want to give Parks & Wildlife a call on 6359 2217	20-Nov-23	Town Maint Supervisor			Council maintained area has been cleaned up. The lower track is responsibility of Parks & Wildlife.	Closed	
22/11/2023	Paving around Whitemark	Noticed that there are weeds growing up through the gaps in the footpath around Whitemark. All needs spraying by Spraying contractor.	Passed to Town Maintenance	22-Nov-23	Town Maint Supervisor		Weeds sprayed	Passed to Spraying contractor to attend	Closed	04-Dec-23
28/11/2023	Showgrounds	Lions Club Market is on this weekend - require rubbish bins, toilets are cleaned and help for ½ hour to move some heavy tables on Thursday lunch time	Toilets cleaned, bins delivered and assistance given	30-Nov-23	Works Officer			Toilets cleaned, bins delivered and assistance given	Closed	30-Nov-23
30/11/2023	Palana beach access track	Tree down and right across track.	Passed to Roads to action	30-Nov-23	Roads & Drainage Supervisor			Tree removed	Closed	30-Nov-23
4/12/2023	Edens Rd, Palana	Tree needs cutting down before it falls down over road.	Passed to Town Maintenance to action	05-Dec-23	Town Maint Supervisor			Tree cut up and removed	Closed	05-Dec-23
6/12/2023	Whitemark Art Gallery	Fluorescent light is flickering. Needs looking at and maybe replacing.	Passed to Town Maintenance to action	07-Dec-23	Town Maint Supervisor			Inspected. Lights take time to warm up. All lights working - no flickering.	Closed	12-Dec-23
11/12/2023	Furneaux Museum	Garden rubbish needs removing. One pile at front of museum at the bollard closest to the entry gate. And another behind the main museum building. This is only accessible by going down neighbour's boundary fence. She has given permission to do so.	Passed to Town Maintenance to action	13-Dec-23	Town Maint Supervisor			Picked up all in truck. Taken to tip	Closed	18-Dec-23
15/12/2023	Sawyers Bay Road	There is a tree over Sawyers Bay Road		15-Dec-23	Roads & Drainage Supervisor			Tree removed	Closed	
17/10/2023	Lackrana Rd, and Maidley Rd	Name removed' said that the culverts outside his 3 properties have collapsed sending water up his driveway whenever it rains. Appreciate for it to be rectified/fixd.		08-Nov-23	Roads & Drainage Supervisor	10-Nov-23	Works programmed to be completed by end Dec 2023	Works programmed to be completed by Jan 2024. Include sreplacement of culverts & headwalls.	Open	
8/11/2023	Corner of Andersons and Fairhaven Rd	Culvert needs cleaning. Overflows every year.		09-Nov-23	Roads & Drainage Supervisor			Programmed for drainage works in January 2024	Open	
9/11/2023	Lady Barron Gym	Air conditioner inside of gym is leaking water, most of which is spilling on to the carpet underneath.	Called electrician to have a look at this. 20/12/2023 MM		Town Maint Supervisor				Open	
14/11/2023	Emita Hall	Bees swarming around roof gutter at entrance to hall. They may move on but customer is worried for users of the hall			Town Maint Supervisor			Trying to find someone to collect swarm	Open	
12/12/2023	Maynards Road, Lady Barron.	Grass is getting really high and its hard to see any snakes while walking with my children. Can it be slashed on both sides when possible? I know you guys are busy! Thanks.			Roads & Drainage Supervisor				Open	
15/12/2023	Moonbird Street	Stormwater hole in gutter is blocked after heavy rain on Wed 13th. Can this be cleared when time permits.		21-Dec-23	Roads & Drainage Supervisor			Inspected	Open	
15/12/2023	Moonbird Street	Concrete flowed out of truck 2-3 weeks ago on delivery of new shed floor. It was partially cleaned off the street, but a lot of stones remain and should be removed.		21-Dec-23	Roads & Drainage Supervisor			Inspected	Open	

Housing Working Group monthly report – January 2024 Council Meeting

The Housing Working Group was formed to try and address the housing issues we have on Flinders Island.

Investigations are ongoing and not limited to the following:

Whitemark Tennis Court EOI released.

- Available land, owned by Council, that may be suitable for addressing a housing need was identified and an Expression of Interest (EOI) was released regarding 7 Walker Street – Whitemark Tennis Courts. The EOI closes on 22 January and round 1 of Expressions received will be tabled at the 7 February Council Workshop.

Multi-Purpose Centre (MPC) worker housing investigation

- Preliminary discussions held with MPC staff to understand need for staff housing.

MPC elderly care housing investigation.

- Preliminary discussions held with MPC to understand the demand for on-site, elderly care.

Tradesman/visiting trades short-term and medium-term accommodation.

- Details regarding visiting trades, demand for more trades and lack of accommodation for short term accommodation being collated.

Precincts partnerships grant – first round includes planning – demand and suitable areas for development – educational facility/childcare/housing/structure plan/Canns Hill subdivision and housing development.

- This is a large project aimed at developing a housing, education and industry precinct.

Affordable housing options for the Island.

- Investigating Island suitable prefabricated options.
- Contacting crane hire and transport companies regarding mobilisation of dwellings costs and logistics.

Freight Equalisation Scheme (FES).

- Researching how the scheme may assist with the building processes on the Island and attempting to contact FES to better understand the assistance available.

Access to loans for building and buying.

- Contact made with brokering firm to present available options at Council Workshop. Private meetings with residents while on the Island may emerge. Discussion with the broker has indicated that 80% loan is still the criteria for loans on the Island. Mortgage Insurance may be limited for Island properties given the location.

Granny flat options.

- A Secondary residence is defined within the *Tasmanian Planning Scheme - Flinders* as:
 - means an additional residence which is self-contained and: (a) has a gross floor area not more than 60m²; (b) is appurtenant to a single dwelling; (c) shares with the single dwelling access and parking, and water, sewerage, gas, electricity and

telecommunications connections and meters; and (d) may include laundry facilities.

This may be of interest to those wishing to build another dwelling on their property.

See below example of “granny flat” option:

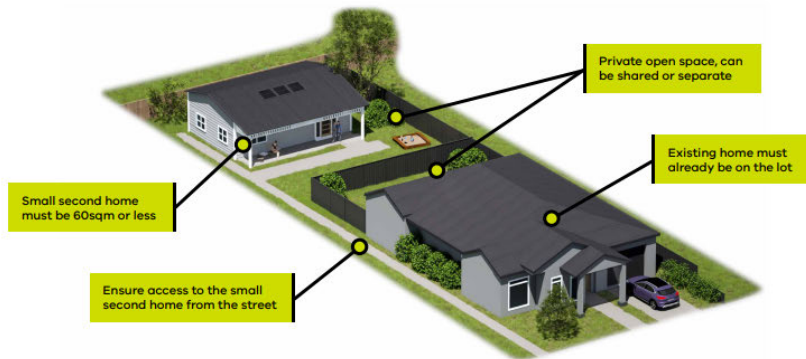


Council offer a (001) planning enquiry service to determine the process for applicants seeking to build and recommend rethinking what may be an option given the change to the planning scheme and Council’s alignment with the State Planning Provisions (SPPs).

**Making it easier
to build a small second home**

Small second dwellings – key characteristics

- 
Floor area must be 60sqm or less
- 
Must be on the same lot as an existing home
- 
Must be only one small second home on a lot
- 
Must have a kitchen, bathroom and toilet
- 
No car parking spaces required
- 
Anyone can live in it or rent it out
- 
Must not be subdivided from the main home
- 
Must not be connected to a reticulated natural gas supply
- 
Siting, design and amenity requirements apply, including minimum garden area



Small second homes can be built anywhere in Victoria

Residential zones



Rural zones



When is a planning permit required in a zone?

- **Not required** in a residential zone if the lot is 300sqm or more
- **Not required** in the Farming Zone, Rural Activity Zone and Rural Living Zone if specified requirements are met
- Planning permit may be required in other zones

When is a planning permit required in an overlay?

- **Not required** in a Heritage Overlay, Design and Development Overlay or Neighbourhood Character Overlay if specified requirements are met, including building height less than 5m and finished in muted colours
- Planning permit may be required in other overlays

When is a building permit required?

- **Always required** for a small second home

Work continues on matters as addressed.

Expression of Interest (EOI) for Whitemark Tennis Courts is to be determined as the next step.

Councillor Vanessa Grace

2023 Councillor Resolution Report			24 January 2024	
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Minute	Resolution	Activity	Status	Date Completed
85.4.2020	Moved: Cr V Grace/Seconded: Cr S Blyth That Council defers any action on the issue of waste management strategy , until it discusses the matter further in a workshop, and there has been appropriate community and other stakeholder consultation and feedback on the matter. CARRIED UNANIMOUSLY (7-0)	20.05.20 Council had a preliminary discussion on the matter at the 19 May Council Workshop. 17.06.20 Further discussions held at 9 June Council Workshop. 21.07.20 Preliminary plan for consultation developed at 21 July Council Workshop. 19.08.20 Preliminary survey undertaken at August Lions Market. 17.09.20 Preliminary report complete from initial community waste survey. A follow up survey is being released to build upon results. 09.12.20 Community consultation undertaken at the Councillor "Engaging Our Community" sessions at Emita, Lady Barron and Whitemark. A Waste Focus Group was held. Feedback received from consultation was incorporated into a Draft Waste Management Strategy which was released for public comment on 30 November, open until 6 January 2021. 08.02.21 Community comments collated and presented to Council at the 2 February Workshop and discussion on changes to the draft. Council Officers to prepare draft 2 of the strategy for consideration at the March Council Meeting. 02.03.21 Workshop held on financial models relative to Waste Strategy. 15.04.21 Waste meeting held per minutes and further iteration of Waste Strategy to be updated May, 2021. 05.07.21 Meeting focussed on Waste Strategy scheduled for mid July. 03.08.21 Workshop, Councillors updated re potential delay to aspects of the Waste Strategy per the requirements of a recently communicated EPA Environmental Effects Study. 10.11.21 Waste Strategy and Communications plan to be presented to workshop of 16.11.21. 09.12.21 Draft Waste Strategy and Communications plans presented to Councillors at workshop of 30.11.21. 08.03.22 Workshop update to be presented at 15th March Council Workshop. 03.05.2022 Waste presentation to Councillors at Item two by Jacci Smith, Chris Wilson and Warren Groves. 07.06.22 Earthworks at site including leachate plumbing continuing through April to June. 13.07.22 concrete slab of waste shed laid. 09.08.22 The earthworks connected to the concrete slab and retaining walls will be commenced by the end of the month. 15.09.22 Field drain installed and further earthworks completed. Overall works delayed by weather and resources. 11.10.22 Earthworks continue to be delayed by resources and weather/soil moisture levels. 15.11.22 Whilst weather conditions continue to prevent earth works, the team is concentrating on a consolidated approach with the Islander Way Circular Economy project and a joint funding submission to the Office of the Coordinator General on 18.11.22. 16.03.23 Council visited by Waste and Resource Recovery Board members 6-7/3/23 with positive interactions, suggestions and further opportunities discussed freely. 15.05.23 Waste Management Supervisor commenced duties today. 20.06.23 Waste Management Strategy Draft near completion, being finalised by new waste management supervisor and expected to be presented to a July workshop 17.08.23 Waste Strategy presented to the workshop on 26.07.23 06/09/23 Strategy to be extended to 2028, Sabrina to redraft - proposed to present revised document to workshop 8/11/23 for Council meeting 28 Nov 23 then out for community feedback. 27/9/23 Waste update provided to Councillors at workshop 22/11/23 Revised waste Management Strategy 2024-2028 presented at Council Workshop. Following Councillors feedback Strategy to go to Community for consultation, and to be presented at Council Meeting for adoption early 2024 15.01.24 Community consultation for Waste Strategy closes on 19.01.24. Waste update scheduled for 07.02.24 Council workshop. Consideration of Waste Strategy scheduled for Ordinary Council Meeting of 24.02.24.	In progress	
172.09.2021	Moved: Cr V Grace/Seconded: Cr A Burke That Council a) Authorises the General Manager, Warren Groves to sign the Flinders Island Vet Facility grant deed under Common Seal for the purpose of constructing and equipping a new veterinarian facility, b) Approves the investigation and use of appropriate Council land to site the facility and; c) Approves the receipt of the veterinary facility onto Council's asset register upon completion.	01.10.21 Initial meeting of Project committee - recommendation to undergo a risk assessment process to determine the most appropriate location for the proposed Vet facility per (b). 09.12.21 This project progresses well with detailed designs expected from Project Architects in the new year. 06.01.22 The Grant has been signed and a substantial amount of the funding has been received. Work is well underway with the successful architectural design team who aim to have a Development Application to Council in late January 2022. 08.03.22 DA expected to be submitted by week ending 18.03.22. 07.04.22 DA submitted and in process - advertising for DA and Community Consultation to commence together in second week of April. 09.05.22 Awaiting outcome of discretionary advertising period. 27.06.22 Tender pack for construction of facility advertised. 9.8.22 Two tenders were received and council is currently negotiating with the successful tenderer. Council negotiating with grant provider re the allocation of more funds to complete the project. Project currently on hold until these negotiations have been concluded. 11.10.22 Due to rising building costs, the funding is no longer sufficient to cover the entire project. Currently seeking direction from State Government on how it wishes to progress the project. 15.11.22 Council has submitted a request for further assistance to the State Government Committee charged with assessing State Government funded project cost over-runs. 16.03.23 Project Manager continues to follow up with Funding Committee without meaningful update to date. 15.05.23 Discussion with RDA Tas 11.05.23. Just released and upcoming Federal funding may assist with the progression of this project. 14.06.23 Considering funding application - Growing Regions to secure additional funding for this project. 17.08.23 Federal funding EOI for Veterinary Facility submitted 01.08.2023. 20.09.23 Awaiting release of grant application process, expected within the next month. 18.10.23 Still awaiting release of grant application process. 15.11.23 Expecting release of grant application around 28.11.23. 27.11.23 Advised funding application for Stage 1 of EOI Process successful. 15.01.24 Stage 2 of EOI process submission lodged 15/1/2024.	a) Completed b) Completed c) in progress	

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Minute	Resolution	Activity	Status	
175.09.2021	Moved: Cr V Grace Seconded: Cr S Blyth That Council: a) Makes an application to the Bushfire Recovery Grants Program ; b) Authorises General Manager, Warren Groves to sign the Bushfire Recovery grant deed under Common Seal; c) Incorporates the required project and financial allocations into the 2021/2022 Council Budget; and d) Approves the receipt of the resulting infrastructure onto Council's asset register upon completion.	07.10.21 Grant application submitted. Awaiting outcome. 05.01.22 Still awaiting outcome of grant application. 15.02.22 Advised of successful grant application 11.05.2022 Grant deed signed and submitted. First stage funding of \$600,000 received by Council. This stage consists of purchasing the portable site office. Consultation has been conducted with the Emita and Lady Barron Hall committees and TasFire. 13.07.22 Portable site shed purchased and en route from NSW. 9.8.22 The shed is on route from Launceston and initial concept plans for Emita Hall have been received. 15.09.22 Portable site shed arrived on Island. Preliminary designs for both Holloway Park and Emita received. 11.10.22 Designs for Holloway Park and Emita under consideration. 15.11.22 The project manager has been in discussions with TasFire re formalising their contribution to the proposed fire sheds aspect of this project 16.03.23 Draft MOU with TasFire complete. Costings being sourced for TasFire Sheds. 21.06.23 Notified during the June FMAC meeting that the TFS Chief has resigned. Still working with regional TFS Officer Rick MAHNKEN regarding what effect this, if any, will have on the co-funding aspect of this project (Emita and Holloway Park Fire Sheds). 20.09.23 Officers still working with TasFire re finer agreement details such as ownership of sheds, amount of co-funding. 15.11.23 Officers continue to work with Tas Fire on the details mentioned above. 17.01.24 Discussions continue with FireTas regarding financial contribution and building of sheds at Holloway Park and Emita Hall - MOU to be signed regarding conditions of contribution. FAEC planning permit completed. Technical details nearing finalisation in preparedness for release to tender.	a) Completed b) Completed c) Completed d) Not started	
97.04.2023	Moved: Cr C Cox Seconded: Cr K Stockton That Council instruct the General Manager to carry on with design work for Option 2 (annexure 4.1.2) to extend the Rock Wall . That Council continues to actively pursue further funding to enable extension of the Rock Wall and additional marina infrastructure. CARRIED UNANIMOUSLY (5-0)	19.04.23 Final draft of deed submitted to CDG in morning of 18.04.23. Aim is to sign deed by C.O.B. 21.04.23. 24.04.23 Deed signed and sent to the Project Assessment, Regional Programs Branch, Regional Development and Local Government Division for counter signing. 27.04.2023 Final co signed Deed received. 15.05.23 Met with Chief Executive Officer and Executive General Manager of TasPorts on 02.05.23 re \$900,000 election funding commitment resulting in a positive discussion with further mutual opportunities to be examined. Batchelor presented to Council Workshop re Project progress and ECI Stage Two on 10.05.23. Agenda Item to be considered at 24 May 2023 Council Meeting. 06.06.2023 Ongoing productive discussions and correspondence with TasPort regarding potential further funding for the FIMASH. 21.06.23 Contract being developed between Batchelors and Council in progression of ECI stage 2. 17.08.23 Media release announcing the provision of up to \$900,000.00 extra funding to the project by TasPorts released on 04.08.23. On Island meeting with TasPorts CEO and Group Exec re progressing \$900,000.00 contribution scheduled for 18.08.23. 23.8.23 GM met with TasPorts last Friday, will work through with GM and TasPorts financial representative on appropriate facilities. 21/9/23 BCG on island considering rock options 18.10.23 Awaiting draft agreement from TasPorts and DA process continuing with required specialised reports in process. 15.11.23 TasPorts have draft agreement and are finalising it for transmission to Council. The DA process continues with a specialised report (Natural Values Report - Flora) still outstanding. 29/11/23 Planner engaged to assist with consolidating environmental reports against requirements of the planning scheme. 15.01.24 TasPorts agreement negotiations continue.	In Progress	
142.03.2023	Moved: Mayor Rachel Summers Seconded: Cr K Stockton That Council works with relevant stakeholders, including our current childcare provider; Thrive Group, to: a) Investigate options for the provision of reliable early childhood education and childcare services (including before and after school care and school holiday care); and b) Advocate to both State and Federal governments for appropriate support and funding. CARRIED UNANIMOUSLY (7-0)	21.06.23 Council has participated in a number of meetings with Island and Tasmania mainland based stakeholders in furtherance of this project over the past few months. The Thrive Group is currently in the process of applying for federal funding to construct a purpose-built facility on Island. 20.09.23 Cr. Summers continues contact with Principal of FDHS regarding this matter. 2023.09.21 Flinders Island has been selected as a trial site for the Early Learning for 3 year old program to be started in early 2024. Whilst this should help alleviate concerns around the waiting list, there are still staffing issues that are being attended to by Thrive. Thrive have submitted an application to the Growing Regions Fund to construct a fit for purpose facility on school grounds. 27/9/23 DOE not happy to hand over land now project is in writing. M Fergusson proposed he could help but DOE have said no. Talks around DOE building re trial of 3YO's at school. Thrive will provide the 10% required for the EOI/Grant if successful 27/11/23 Thrive advised that stage 1 of EOI process - application was successful. 15.01.24 No Progress, Principal FIDHS has withdrawn.	In Progress	
152.05.2023	Moved: Cr A Burke Seconded: Cr P Rhodes That Council defers item 20.5 Information Management Procedure until the General Manager has further information regarding the new Information Technology systems being implemented and the Procedure has been further workshoped at another Council Workshop. CARRIED UNANIMOUSLY (7-0)	21.06.23 Following IT Management Meeting workshop in May, awaiting a detailed prioritised progression plan from Community Development. 17.08.23 IT plan presented to workshop of 12.07.23. 18.10.23 IT Procedure in process. 15.11.23 IT procedure near completion, awaiting input from Techquity. 15.01.24 Scheduled to be presented at 21 Feb Council meeting for consideration	In Progress	

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Minute	Resolution	Activity	Status	
182.06.2023	Moved: Mayor R Summers Seconded: Cr P Rhodes That Council allocates \$30,000 in the Budget 2023/2024 for works to be undertaken specifically to benefit Cape Barren Island residents. Appropriate works to be defined in collaboration with Cape Barren Island Community. CARRIED UNANIMOUSLY (6-0)	19.07.23 Mayor Summers continues to contact Denise Gardner to arrange a meeting time. 15.11.23 Contact made with Denise Gardner and Rebecca Digney re this matter. Denise is aware of and happy to discuss with Council in the near future. Has recently been dealing with some personal matters. 13.12.23 CBI suggest they would like Portable Water Tank, RH to research quotes 15.01.24 Quotations to be presented at 21/1/24 Workshop and for consideration at Council Meeting 24/1/24.	In Progress	
263.09.2023	Moved: Cr Carol Cox Seconded: Cr Ken Stockton That Council rescind motion 141.05.2015 and support amending Council's internal planning process to prevent the publishing of any personal details within representations received regarding discretionary planning applications and, if required, update the personal information protection policy to reflect this change. CARRIED (5-2) For: Mayor Rachel Summers, Deputy Mayor Vanessa Grace, Cr Aaron Burke, Cr Carol Cox, and Cr Ken Stockton. Against: Cr Garry Blenkhorn, Cr Peter Rhodes	29/9/23 Staff advised of rescinded motion 29/11/23 Personal Information Policy review in draft, updated to include amendment to planning process to prevent publishing of personal details within representations. 15.01.24 Policy drafted, awaiting review.	In Progress	
266.09.2023	Moved: Cr Rachel Summers Seconded: Cr Aaron Burke That Council: a) Authorises the Acting Infrastructure Manager to arrange with local contractors to inspect the Palana ramp and get advice and costing regarding works as outlined in the inspection report, b) That due to the urgent nature of the repairs, providing the quotes are less than \$10,000 , quotes are presented to council for action, c) Gets two quotes to extend the Whitemark jetty by 6 metres , and d) Approves the concept plans for the Whitemark boat ramp for further development so quotes can be sought, noting that there is to be no rock border and to have a timber edge the same as the other side. CARRIED UNANIMOUSLY (7-0) For: Mayor Rachel Summers, Deputy Mayor Vanessa Grace, Cr Garry Blenkhorn, Cr Aaron Burke, Cr Carol Cox, Cr Peter Rhodes and Cr Ken Stockton.	27/09/23 Quote to repair Palana Boat ramp \$7400excl GST 05/10/23 Grant funding from Bait filleting stations maycover \$36K costs to date, variation to grant has been sought. B – Contractor notified and will commence works this month (October), I will advise once works have commenced. Other, C – Mick Sherriff will provide a quote for the 6m extension, I will forward through once received, hopefully this week. D – Engineering Plus have accepted and commenced drawings to allow quotes to be called for, EP has been requested for a ballpark figure on costings, Other •Flinders Council has placed more gravel and graded the Emita Boat ramp entrance. 28/11/23 Rev B drawing received from Engineering plus for review -Works have commenced on the Palana jetty repairs -Mick Sherriff has 95% completed works to the Whitemark jetty – just some small fenders to go on the small piers inserted at the lower portion of the jetty. -Emita boat ramp entrance graded and extra gravel placed where required – completed. 29/11/2023 Updated concept plans received 15/1/2024 Boating Committee Meeting Scheduled to discuss Concept plans on 22/1/2024.	In Progress	
252.12.2021	Moved: Deputy Mayor D Williams Seconded: Cr R Summers That Council adopts the land known as 165274/1: as a local highway under s6 of Local Government (Highways) Act 1982 and develops a staged approach regarding forming the road and associated budget. CARRIED UNANIMOUSLY (6-0) For: Mayor A Revie, Deputy Mayor D Williams, Cr A Burke, Cr V Grace, Cr P Rhodes and Cr R Summers.	<u>From Closed Council:</u> Road Off Pot Boil Road, Lady Barron 17.05.2023 Chris advised he provided budget but works have not commenced 13.06.23 Due to the lack of development, there has been very little done to progress this matter. However, I have been monitoring the existing road/ex-driveway for maintenance requirements. The plan going forward: 1.engage a surveyor to mark the boundaries (Jul-Dec 2023). 2.arrange to remove the trees and clear the ground (Jan-Jun 2024). 3.design the road (Jul 23 - Jun 24) and budget funds in 2024/25 for the first stage of construction. Of course, this can be brought forward if development of the lots starts to occur earlier. 04.12.2023 Acting Infrastructure Manager plans to re-visit matter following completion of roads program in February/March 2024.	In Progress	
337.11.2023	DECISION Moved: Cr Carol Cox Seconded: Cr Garry Blenkhorn That Council authorises the advertising of an Expression of Interest (EOI) for the lease of the vacated airport hangar identified as 'that part of the Land described in Certificate of Title Volume 227191 Folio 1' at Flinders Island Airport. CARRIED UNANIMOUSLY (5-0) For: Mayor Rachel Summers, Deputy Mayor Vanessa Grace, Cr Garry Blenkhorn, Cr Carol Cox and Cr Peter Rhodes	22/11/23 <u>From Closed Council</u> 28/11/23 EOI opened, closes 22/1/2024 15.01.24 EOI still in process.	In Progress	

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Minute	Resolution	Activity	Status		
339.11.2023	DECISION Moved: Deputy Mayor Vanessa Grace Seconded: Cr Ken Stockton That Council instructs the General Manager to release the expression of interest (EOI) for the Whitemark Tennis Court as per the details provided in the advertisement, information memorandum and Site Data Pack with a closing date of Monday 22 January 2024. CARRIED (5-1) For: Mayor Rachel Summers, Deputy Mayor Vanessa Grace, Cr Garry Blenkhorn, Cr Carol Cox and Cr Ken Stockton Against: Cr Peter Rhodes	22/11/23 From Closed Council 28/11/23 EOI opened, closes 22/1/2024 15.01.24 EOI still in process.	In Progress		
256.09.2023	Procurement of Roller Moved: D/Mayor Vanessa Grace Seconded: Cr Carol Cox That Council defers this decision until Council does more research including cost benefit analysis between hire versus purchase on a model that fits Councils requirements. CARRIED UNANIMOUSLY (4-0) Mayor Rachel Summers, D/Mayor Vanessa Grace, Cr Carol Cox, Cr Peter Rhodes	18/9/23 Special Council meeting - deferred decision until further considerations/research was undertaken 15.11.23 Matter remains in abeyance until a workshop on plant and machinery is held 13.12.23 Budget Variation presented at workshop - to go to January 24 meeting for approval 15.01.24 Budget Variation to be presented at Council meeting 24/1/2024 for consideration, Funds to be reallocated toward the new loader - Complete	Complete	13/12/23	
31.02.2023	Moved: Mayor Rachel Summers Seconded: Cr Carol Cox That the following work be undertaken at the Whitemark boat ramp , funded by the grant received from the State Government: •Extension of additional fenders to 300mm of the seabed; •Extra two fenders and one ladder on the end of the jetty; •Access ladder on the boat ramp side of the jetty and handrail included; •White rubber strips on all the fenders; •An appropriate life saving device; and •Rubbers on all of the jetty, with fittings to be stainless steel. CARRIED UNANIMOUSLY (7-0)	15.03.23 The life saving device, cabinet and post have been ordered and are expected to arrive within two weeks, Mick Sherriff's previous quote for the additional fenders and extension of fender still stands, with the addition of 10% to cover price increases and Mick Sherriff will provide a quote for the additional ladder and white rubber strips in the near future. 16.03.2023 The life saving device is expected to arrive this week. Infrastructure Manager is waiting for Mick to supply a quote for the extra work that was not included in his original quote and expects to issue a purchase order as soon as the revised quote is received. 19.04.23 Quote received, deed arranged and signed and invoice sent to MAST for payment of quote amount to Council during April. 05.05.23 GM gave Chris authorisation to proceed with quoted works with Mick Sherriff. Purchase order submitted and provided to Mick. 16.10.23 Mick Sherriff has commenced putting on the fenders and pier columns extensions to Whitemark boat ramp jetty. 28/11/23 Rev B drawing received from Engineering plus for review -Works have commenced on the Palana jetty repairs -Mick Sherriff has 95% completed works to the Whitemark jetty – just some small fenders to go on the small piers inserted at the lower portion of the jetty. -Emita boat ramp entrance graded and extra gravel placed where required – completed. 13.12.23 - Works Completed	Complete	13/12/23	