

West Tamar Council

QUARTERLY REPORT

Edition 8

Apr - Jun 2025





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Message from the CEO

I am pleased to share with you the highlights from the fourth and final quarter of the 2024-25 financial year. This quarter has been marked by continued progress and achievements across Council.

I am delighted to report that our customer service request compliance was once again above 98%. The 2024/25 year has not seen a customer service request compliance level below 97%. This ensures that our community has a responsive council that meets its needs. Thank you to all Council Officers who ensure that our community receive such fantastic customer service.

Our community engagement initiatives have continued to go from strength to strength. We officially opened the \$2 million redevelopment of Windsor Park in May, and commemorated Anzac Day at Beaconsfield's RSL Park on April 25 with an 11am service, which drew an audience of hundreds of people and service groups.

There was less net capital expenditure activity for the quarter than previous quarters for the financial year with net capital expenditure of \$5.6m earmarked for carryover into the 2025-26 financial year capital budget.

It was very pleasing to see increased visitation at the Beaconsfield Mine and Heritage Centre with over 34,000 visitors in the 2024/25 financial year, up from just over 30,500 in the 2023/24 financial year.

I would like to again thank Council staff for their continued dedication and hard work and I look forward to reporting on what I am sure will be a very busy 2025/26 financial year.



Kristen Desmond
Chief Executive Officer



CEO Meeting Schedule

Quarter 4, 2024-25 – April to June 2025

April	
1	Interim Workshop
2	LGAT General Meeting, Hobart
4	Official Opening – Legana Primary School
	NTRLUS Steering Committee Meeting
5	Relay for Life
8	Budget Workshop
9	Meeting with Brand Tasmania
10	Catch up with Visit Northern Tasmania
	Networking lunch with NTDC
	TasTafe Networking event
11	Meeting with Sidmouth Hall Committee
	Media event – TEER
	Northern General Manager/CEOs Regional Meeting
14	Meeting with Rate Payer
	Meeting with Rate Payer
	Meeting with Mayor
15	Pre-Meeting Workshop and Ordinary Council Meeting
16	Meeting with Minister Oglivie
	Meeting with TOMRA Cleanaway
	2025 CareSuper Business Excellence Awards Launch Event
17	Meeting with prospective land purchaser
	Meeting with local community group
	Meeting with sporting club
	Meeting with sporting club
24	Media event
	Meeting with prospective land purchaser
25	Beaconsfield ANZAC Day 11am service
28	International Workers Memorial Day Breakfast
	Launceston Chamber of Commerce and TasICT CoPilot training
	Consultation meeting with Independent Review Panel of RTI Framework in Tasmania
29	Meeting with local business owner
May	
1	Meeting with Rate Payer
5	CBOS Permit Authority Forum
6	Interim Workshop
7	Meeting with Libraries Tasmania
	RDA Tasmania – Launch of the 2025 Tasmania Economic review webinar
	NTRLUS Regional Strategic Directions – Local Government Workshop
8	Meeting with prospective land purchaser
	Meeting with prospective land purchaser
12	Meeting with Launceston Chamber of Commerce and Mayor
15	Sustainable Tourism Growth Workshop

	Meeting with CEO City of Launceston Council
	Local Government Workshop on Guideline for Community Engagement, Benefit Sharing and Local Procurement
20	Pre-meeting Workshop and Ordinary Council Meeting
21	Launceston Chamber of Commerce Tamar Valley Leaders Lunch – Speaker
22	Meeting with organisation
	Turner Stillhouse Whisk(e)y Launch
23	The Valley Church – Australia’s Biggest Morning Tea
25	Winkleigh Hall – Australia’s Biggest Morning Tea
26	Meeting with Hall Committee
	Meeting with West Tamar Community Carols Committee
	Meeting with Mayor
27	TEMT Infrastructure Master Plan Workshop
28	2025 National Reconciliation Week Breakfast
	Launceston Events Strategy/Convention Demand Study Reference Group Meeting
	Meeting with tenant
29	Meeting with business owner
30	NTRLUS Meeting
	2025 State Budget Lunch
31	Official Opening – Windsor Oval
June	
2	Meeting with sports representatives
	Rowella Hall Committee Meeting
3	Interim Workshop
	Infrastructure and Amenity Steering Committee meeting
4	West Tamar Council Audit Panel Quarter 4 meeting
5	Meeting with sporting club
6	2025 State Budget Reply Breakfast
	Northern General Manager/CEOs Regional Meeting
10	Meeting with WLF regarding Emergency Management
	Meeting with Office of the Coordinator General
	Meeting with sports representatives
11	Meeting with proponent
12	Waste Not event
13	Meeting with Rate Payer
	Tour of local business facilities
16	TEMT Meeting
	Meeting with sporting club
17	Pre-meeting Workshop and Ordinary Council Meeting
	Business Events Tasmania Catch up
18	NTRLUS update
19	Meeting with Minister Jo Palmer
	Citizenship Ceremony
20	Circular North Steering Committee Meeting
	NTDC SGM & MRG
	George Town Council – Solstice in the Square
23-27	ALGA Conference, Canberra
26	National Local Government Professionals Breakfast
30	Meeting with Minister Jo Palmer
	West Tamar Council Community Carols Committee Meeting

Use of the Council Seal

Date Common Seal Affixed	Reference No	Document Under Seal	Applicant/Other Party	Names of Signatories
07.04.2025	CS-165	Grant Agreement – EC24-154 Legana Community Sport and Recreation Plan	The Crown in Right of Tasmania	CEO Kristen Desmond, Mayor Christina Holmdahl
14.04.2025	CS-166	PA2023235 Final Survey Diagram and Schedule of Easements	Radian Surveying	CEO Kristen Desmond, Mayor Christina Holmdahl
14.04.2025	CS-167	PA2023258 Final Survey Diagram and Schedule of Easements	Cohen & Associates Pty. Ltd.	CEO Kristen Desmond, Mayor Christina Holmdahl
14.04.2025	CS-168	PA2023270 Final Survey Diagram and Schedule of Easements	D J McCulloch Surveying	CEO Kristen Desmond, Mayor Christina Holmdahl
14.04.2025	CS-169	PA2024159 Final Survey Diagram and Schedule of Easements	Cohen & Associates Pty. Ltd.	CEO Kristen Desmond, Mayor Christina Holmdahl
14.04.2025	CS-170	PA2023323 Final Survey Diagram and Schedule of Easements	Cohen & Associates Pty. Ltd.	CEO Kristen Desmond, Mayor Christina Holmdahl
17.04.2025	CS-171	Contract of Sale for Lot 3, Legana Park Drive	OPT Tasmania Pty Ltd	CEO Kristen Desmond, Mayor Christina Holmdahl
12.05.2025	CS-172	Data Sharing Agreement	Crown in Right of Tasmania	CEO Kristen Desmond, Mayor Christina Holmdahl
14.05.2025	CS-173	Beaconsfield Community Sport and Recreation Plan	Crown in Right of Tasmania	CEO Kristen Desmond, Mayor Christina Holmdahl
14.05.2025	CS-174	PA2022507 Final Survey Diagram and Schedule of Easements	Radian Surveying	CEO Kristen Desmond, Mayor Christina Holmdahl
21.05.2025	CS-175	Grant Deed - Caravan and Motorhome Plan – Council Infrastructure Grants in duplicate	Crown in Right of Tasmania	CEO Kristen Desmond, Mayor Christina Holmdahl

21.05.2025	CS-176	Grant Deed – Grant Program: isolated Communities Resilience Grants – Stream 2	Crown in Right of Tasmania	CEO Kristen Desmond, Mayor Christina Holmdahl
21.05.2025	CS-177	Deed of Agreement under the Land Use Planning and Approvals Act 1993 re Certificate of Title Vol 188449 Folio 1000	West Tamar Council (as Council)	CEO Kristen Desmond, Mayor Christina Holmdahl
21.05.2025	CS-178	Deed of Agreement under the Land Use Planning and Approvals Act 1993 re Certificate of Title Vol 188449 Folio 1000	West Tamar Council (as Owner)	CEO Kristen Desmond, Mayor Christina Holmdahl
26.05.2025	CS-179	Grant Deed – Kelso Public Toilets and Parking – EC21-035	Crown in Right of Tasmania	CEO Kristen Desmond, Mayor Christina Holmdahl
26.05.2025	CS-180	PA2023293 Final Survey Diagram and Schedule of Easements	D J McCulloch & Associates	CEO Kristen Desmond, Mayor Christina Holmdahl
05.06.2025	CS-181	Cancellation of Seal – PA2015165 Final Survey Diagram and Schedule of Easements - original Seal placed 20 September 2017	Land Titles Office & Registry of Deeds	CEO Kristen Desmond, Mayor Christina Holmdahl
10.06.2025	CS-182	Grand Deed – Grant Program: Isolated Communities Resilience Grants – Stream 3	Crown in Right of Tasmania	CEO Kristen Desmond, Mayor Christina Holmdahl
18.06.2025	CS-183	PA2022152 Final Survey Diagram and Schedule of Easements	Woolcott Land Services	CEO Kristen Desmond, Mayor Christina Holmdahl
20.06.2025	CS-184	Deed of Variation of Funding Agreement – FA00003403 Tasmanian Councils supporting climate healthy and resilient communities	Crown in Right of Tasmania	CEO Kristen Desmond, Mayor Christina Holmdahl
30.06.2025	CS-185	PA2024234 Final Survey Diagram & Schedule of Easements	Survey & Alignment Services	CEO Kristen Desmond, Mayor Christina Holmdahl
30.06.2025	CS-186	PA2024151 Final Survey Diagram & Schedule of Easements	Cohen & Associates	CEO Kristen Desmond, Mayor Christina Holmdahl

Audit Panel Actions



Audit Panel Action Sheet

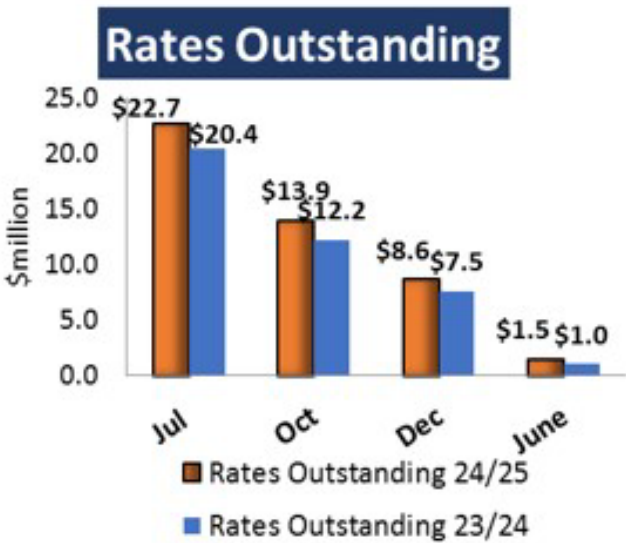
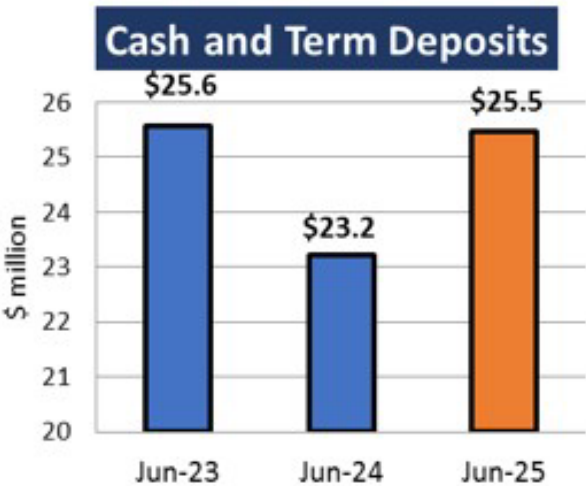
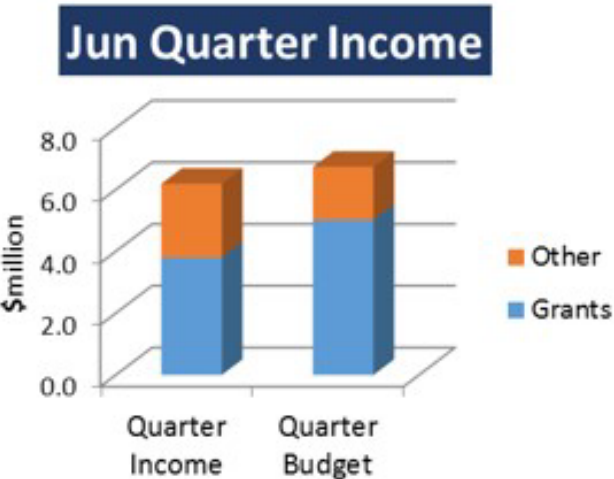
Ref	Date	Item	Action	Responsible	Comment
2412.01	11/12/24	2	Table confirmed minutes at Council Meeting for noting	Governance Officer	January 2025
2412.02	11/12/24	4	Present 10-Year Financial Plan and Financial Management Strategy at Council Workshop	Chief Financial Officer	January 2025
2412.03	11/12/24	6	Prioritise review of Fitness for Work Policy	Director People, Culture & Governance	March 2025
2412.05	11/12/24	18	Provide update on Fraud Awareness Training	Director People, Culture & Governance	March 2025
2412.06	11/12/24	20	Provide draft Delegation Policy to Audit Panel for review	Governance Officer	March 2025
2412.04	11/12/24	16	Engage external provider for Risk Analysis function	Chief Executive Officer	June 2025
2503.01	25/03/25	7	Review previous motion of Council re delegations	Chief Executive Officer	June 2025
2503.02	25/03/25	11	Prioritise the Corrective Action Register and the development of an appropriately scheduled program of work	Chief Executive Officer	June 2025
2503.03	25/03/25	12	Prepare proposed internal audit program	Director Corporate & Community	June 2025

* Denotes items completed previously and able to be removed

BOLD Denotes items completed or included on the current agenda

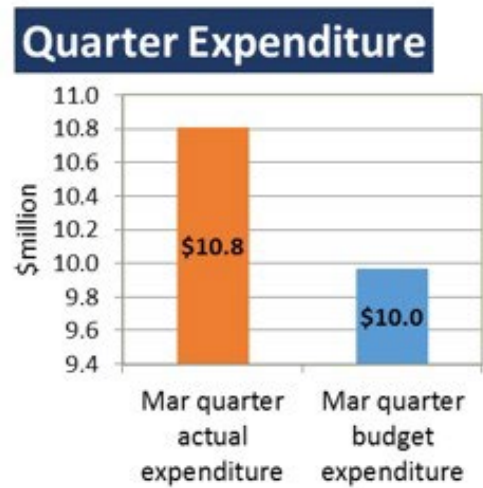
Financial Reports

Grants for the quarter are ahead of budget due to the unexpected and unbudgeted 50% prepayment of 2025-26 financial assistance grant allocations.

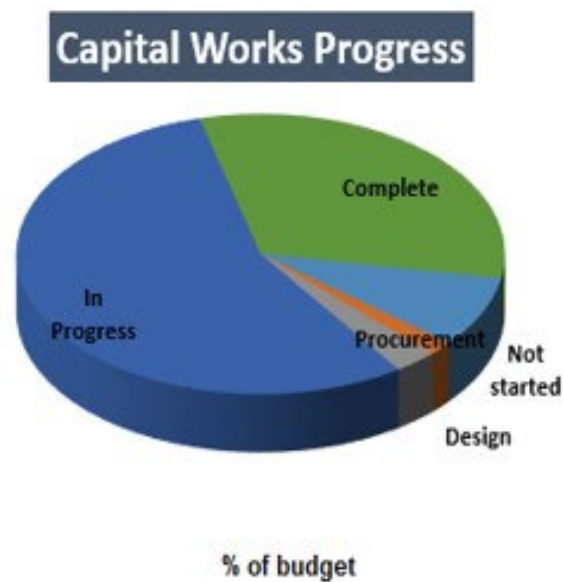
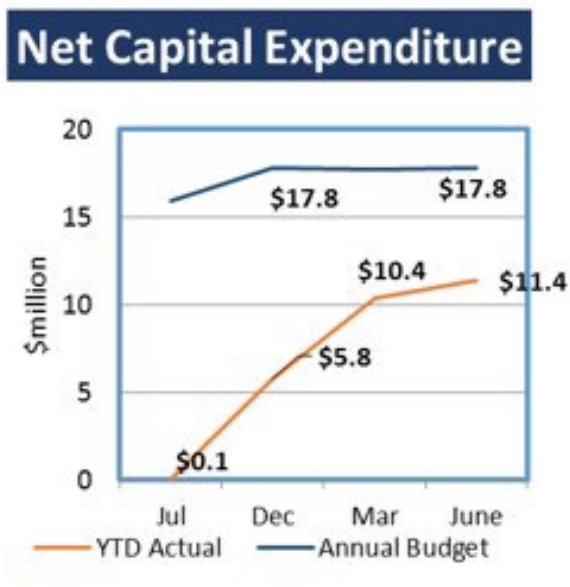


Rates outstanding at year end has increased \$0.4m from the balance 12 months earlier with over 5% of rates still outstanding as at 30th June.

Financial Reports



Operational expenses for the quarter are above budget, mainly driven by accelerated depreciation of \$1.1m on the Exeter Child Care Centre building to recognise the future ownership transfer of this building. Employee costs were under for the quarter but more than offset by the use of labour hire reported under materials and services.



There was less net capital expenditure activity for the quarter than previous quarters for the financial year with net capital expenditure of \$5.6m earmarked for carryover into the 2025-26 financial year capital budget.

Service Delivery

Customer Service Requests

- 462 total Customer Service Requests
- 454 compliant
- 8 non-compliant
- 98.27 per cent compliant
- Works and Infrastructure responded to 310 customer service requests during the first quarter

Planning and Development

Description	Previous Year Total	Q3 Mar 25	Q4 June 25	Year to Date
S57 Discretionary	209	29	55	180
S57 Discretionary (avg days)		37.55	36.83	
S58 Permitted	56	13	10	42
S58 Permitted (avg days)		12.69	13.8	
S56 Amended Permits	35	2	7	21
No permit required/exempt	112	34	31	125
Planning Appeals	3	2	0	2

Building

Description	Previous Year Total	Q3 Mar 25	Q4 Mar 25	Year to Date
Council issued Certificate of Likely Compliance (COLC)	92	34	27	107
Privately surveyed (COLC)	155	34	44	164
Council issued Permits	24	6	19	45
Privately surveyed Certificates of Substantial Compliance	12	0	6	10
Inspections	420	787	120	383

Plumbing

Description	Previous Year Total	Q3 Mar 25	Q4 Jun 25	Year to Date
CoLC/Permit:				
West Tamar Council	191	35	39	167
Dorset Council	52	7	9	40
George Town Council	243	28	23	94
Flinders Island Council	12	5	6	18
Inspections:				
West Tamar Council	718	158	130	550
Dorset Council	87	16	13	68
George Town Council	174	28	72	173
Flinders Island Council	18	0	7	7
Drainage Nuisances:	61	15	13	59

Compliance

Development Compliance

Description	Previous Year Total	Q3 Mar 25	Q4 Jun 25	Year to Date
Complaints received and investigation initiated	78	13	19	62
Building orders issued	45	12	10	47
Plumbing orders issued	14	4	3	18
Planning notice of intent	12	1	1	3
Planning Enforcement notice issued	6	1	0	1
Matter resolved - withdrawn	10	0	1	5
Matter resolved – satisfied/revoked	32	3	2	15

There were 222 ongoing compliance matters during the June quarter 2025

Environmental Health

Description	Previous Year Total	Q3 Mar 25	Q4 Jun 25	Year to Date
New food business applications approved		3	1	16
Food business inspections - number		73	69	250
Vaccinations administered – number		0	0	0
Complaints received and investigations initiated - number		16	23	77
Complaints resolved - number		12	21	61
Notifiable disease investigations		8	3	15
OWMS consent		11	10	44
OWMS inspections		6	6	73

Compliance

Municipal Inspectors

Description	Previous Year Total	Q3 Mar 25	Q4 Jun 25	Year to Date
Dog registrations - number		4301	4171	
Dogs at large detained - number		2	21	75
Barking dog complaints investigated - number		2	1	6
Dog attacks investigated – number		4	9	21
Burials - number		2	7	16
Internment of ashes - number		0	0	5
Fire abatement inspections - number		47	0	114
Fire abatement notices issued - number		37	0	80

Community

Event highlights

JUNE CITIZENSHIP CEREMONY

In late June, West Tamar Council celebrated its latest Citizenship Ceremony, welcoming 12 new Australian citizens to our community.

Our amazing conferees came from Sri Lanka, Iran, New Zealand, Nepal, Taiwan, the Philippines and South Africa.

Congratulations to everyone and thank you for choosing the West Tamar as your home.



Community

ANZAC DAY 2025

The West Tamar Council commemorated Anzac Day at Beaconsfield's RSL Park on April 25 with a packed 11am service, with hundreds of people and service groups in attendance.



Windsor Community Precinct

The following events were considered as highlights for the precinct during the quarter:

- In April, the Department of State Growth hosted the Tamar River Crossing Consultation in the Community Hall.
- While there was a break over the Easter Holiday, the Community Team – in conjunction with the Beaconsfield RSL hosted another Anzac Day commemoration.
- In May, the team celebrated the opening of the Windsor Oval. The Community Hall hosted the Federal Election while the May ordinary Council Meeting was held for the first time in the new Windsor Chambers.

	April	May	June
WCP Halls/Rooms*	81	84	92
WCP Recreation	154	159	167
SUB TOTAL	235	243	259
Riverside Cricket Club/ Riverside Olympic Football Club Rooms**	40	43	44
TOTAL	275	286	300

**Includes: Amphitheatre and Training Room (Youth Space) **Included to show roster change.*

Beaconsfield Mine and Heritage Centre

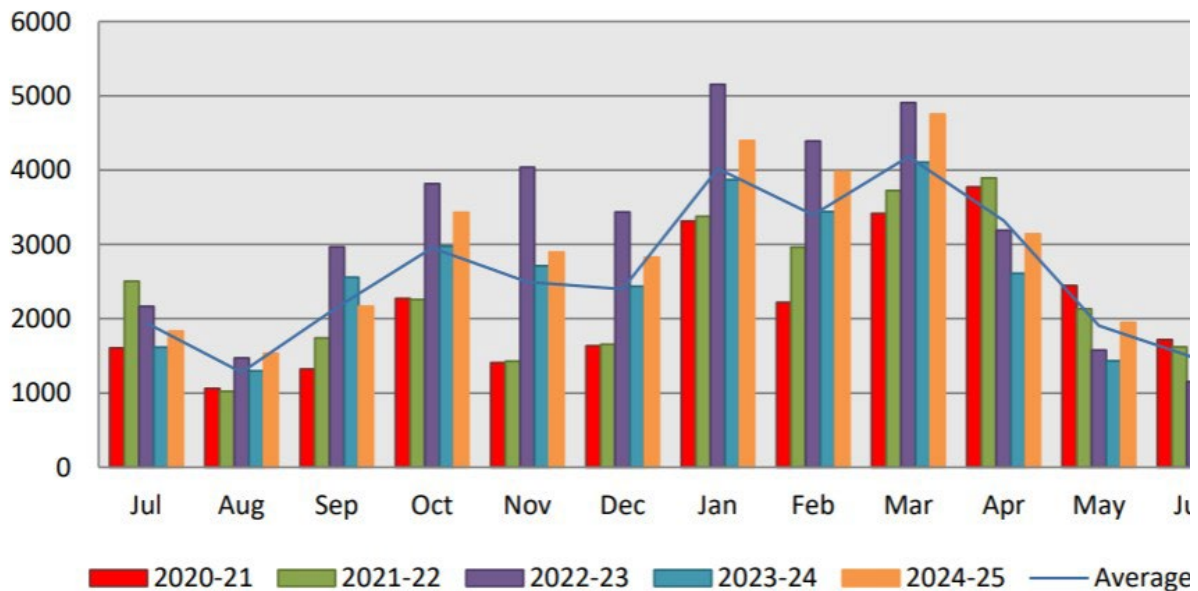
1.	GROUPS		
Date	Number of entries	Number of Groups	
April	3139	14 groups	
May	240	6 groups	
June	114	6 groups	
2.	SOCIAL MEDIA INSIGHTS BMHC		
Facebook	Followers	Post views	Post Engagement
April 5 Facebook posts	3243 total followers	10.562	Post engagement 1.1k
May Facebook posts	3240 total followers	5273	Post engagement 896
June Facebook posts	3251 total followers	38,107	Post engagement 1.5k

3. VISITOR FIGURES

Year	2022-23	2023-24	2022-23 YTD	2023-24 YTD	2024-25 YTD
Visitor Numbers YTD			38,251	30,542	34,291

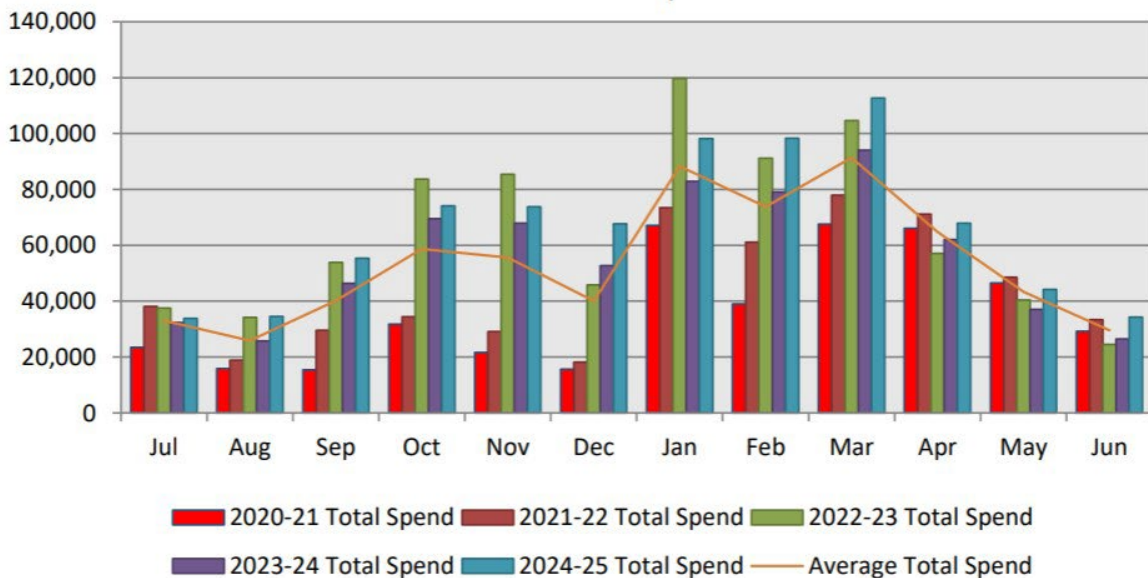
4. FIVE-YEAR VISITOR NUMBERS

Monthly Visitor Numbers



5.

Total Visitor Spend



Key Project Update



WINDSOR OVAL REDEVELOPMENT

West Tamar Council officially opened its \$2 million redevelopment of Windsor Park in May.

Originally constructed in 1968, Windsor Park has been home to the Launceston Football Club for more than half a century.

Mayor Christina Holmdahl officially opened the redevelopment on Saturday, May 31, alongside Launceston Football Club president Scott Stephens and AFL Tasmania's State Participation and Programs Manager Aaron Roberts prior to the Blues first home game on the new surface against Scottsdale.

Mayor Holmdahl said that the oval has been plagued with drainage issues for a number of years due to the poor condition of the playing surface, specifically over the winter months.

The redevelopment of the oval began in late 2024 with the purpose of delivering the best value playing surface in Northern Tasmania, and improved lighting in accordance with relevant Australian Standards and AFL Guidelines and with minimal environmental and stakeholder impact.

Civil works included the re-leveling of the oval surface, installing new drainage systems, sand slitting, irrigation, the establishment of a 100mm sand mattress, reseeding, as well as new perimeter fencing and improved lighting.

The redevelopment of Windsor is the second major sporting oval project the Council has completed in the past six months following the construction of the Legana oval adjacent to the new primary school.

Mayor Holmdahl said that while the total cost for this project is in the vicinity of \$2 million, Council fully appreciates just how important these facilities are for our community.

"We are also very grateful for the assistance from AFL Tasmania, which has committed a \$74,000 grant to assist council with this project," Mayor Holmdahl said.

"The rich history of this precinct underscores Windsor Park's evolution from a football-focused ground to a modern, multi-sport precinct, adapting to community needs through significant investments and innovative maintenance."



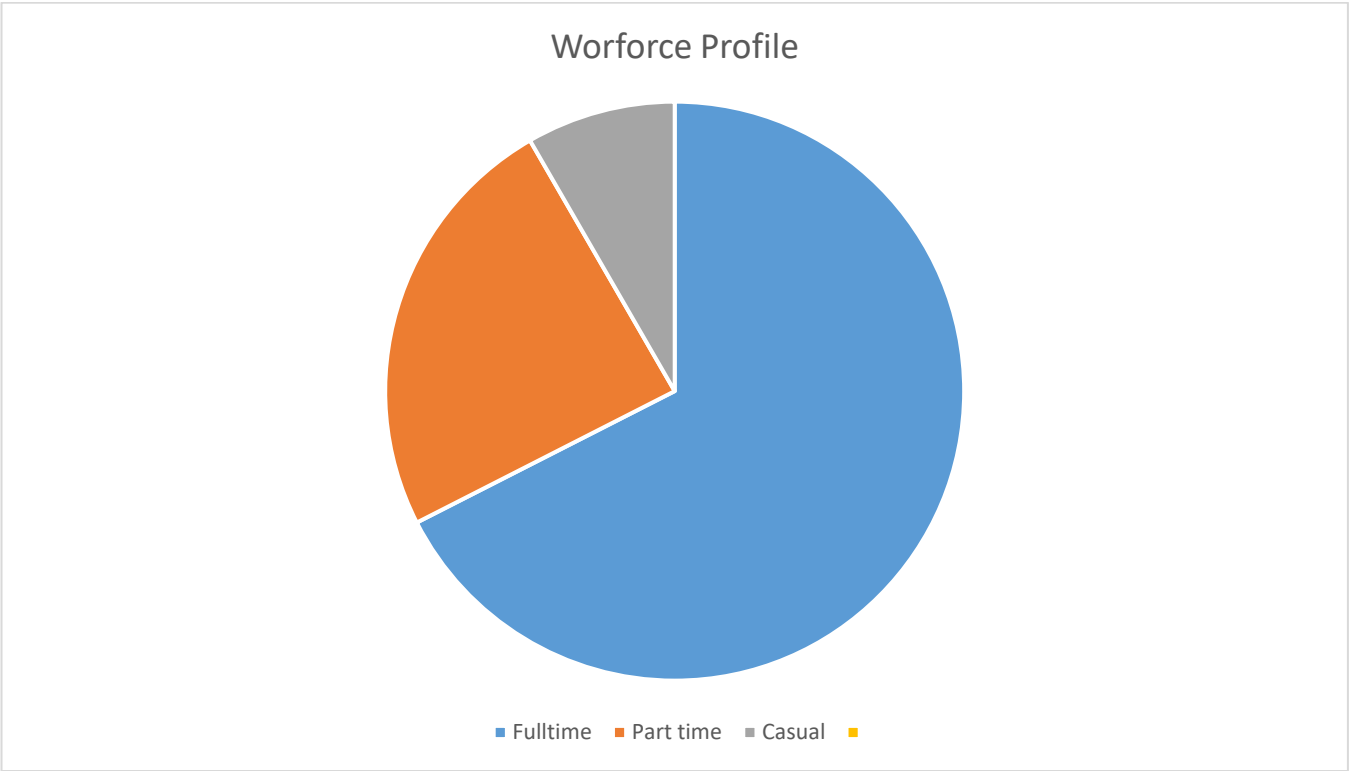
Workforce

At the end of the reporting period Council had a headcount of 117 employees. This equated to an establishment of 102.84 FTE.

Council has a total budgeted FTE of 118 establishment for the 2025/26 year.

Council continues to work through the process of filling current staff vacancies.

The workforce profile can be found in the chart below:



Four staff departed Council during this period (including casual and part-time employees), with 9 new staff members joining Council during the same period.

The turnover rate for the quarter was approximately 3.5 per cent.

Incident Reporting

The chart below sets out the April to June 2025 incidents reported along with the total numbers of hazards reported through Council’s Take 5 process.

Description	April	May	June	Total Incidents
Near miss	1	1	0	2
Minor first-aid injury	4	2	0	6
Serious injury	0	0	0	0
Equipment/property/vehicle damage	7	4	2	13
Psychosocial hazards	0	0	1	1
Serious or Notifiable incidents	0	0	0	0
Minor incident (other)	1	1	2	4
Total incidents	13	8	5	26

Incident severity	Low	Medium	High	Critical
	19	7	0	0

Appendix 1 – Capital Works Program

		Operational Report				
		Apr - Jun 2025				
		Actual Quarter Apr-Jun 25 \$'000	Budget Quarter Apr-Jun 25 \$'(000)	Variance \$'(000)	Draft YTD \$'(000)	Annual Budget \$'(000)
Recurrent Income						
Fees & Charges	✓	(892) ▼	(773) ▼	119	(3,569) ▼	(3,495)
Grants Current	✓	(2,598)	(1,768)	831	(4,581) ▼	(5,358)
Interest	✓	(979)	(553)	425	(1,289) ▼	(914)
Investment Water Corporation	✓	(295)	(295)	0	(787) ▼	(787)
Other Income	✓	(228)	(101)	126	(480) ▼	(337)
Rates	✓	(26)	(134)	(109)	(26,015) ▼	(25,918)
Total Recurrent Income		(5,018)	(3,625)	1,393	(36,721)	(36,809)
Expenditure						
Depreciation	✓	2,911	1,821	(1,090)	8,396 ▼	7,286
Employee Costs	✓	3,290	3,539	250	12,005 ▼	13,401
Finance Charges	✓	1	1	(0)	2 ▼	2
Materials & Services	✓	3,866	3,702	(163)	12,086 ▼	12,243
Other Operating Expenses	✓	328	495	167	1,458 ▼	1,577
Statutory Contributions	✓	410	410	0	1,639 ▼	1,639
Total Underlying Expenditure		10,804	9,968	(836)	35,586	36,149
Net loss on disposal	✓	486	450	(36)	435 ▼	450
Underlying (Surplus)/Deficit		6,273	6,793	520	(701)	(211)
Timing Fed Assist Grants		0	0	0	1,270 ▼	0
Capital Grants	✓	(1,199)	(3,250)	(2,051)	(2,653) ▼	(3,770)
Contributions	✓	(4,037)	0	4,037	(4,066) ▼	0
Net (Surplus)/Deficit		1,038	3,543	2,506	(6,150)	(3,980)

Appendix 1 – Capital Works Program

Capital Works Budget 2024/25		YTD	On	Forecast	Annual	Code
	Work	Actual	Order		Budget	
	No	\$'(000)	\$'(000)	\$'(000)	\$'(000)	
Transport Capital						
Bridges						
1	Guard Rail upgrades to bring steel rails to current standards	60002	21	0	21	70 C
4	Rowella Road Bridge No 3791- Guardrail upgrade	60024	18	0	18	0 C
5	Holwell Road - New guardrail safety barrier 1819 Holwell Rd	60025	18	0	18	0 C
Bridges Total			57	0	57	70
Footpaths						
6	Footpaths renewal/upgrade/new	60206	16	0	100	353 IP
7	Riverside, Pitten Crief footpath	60221	126	0	126	135 C
8	Beaconsfield, Cornwall St footpath - from Grubb St to Cross St	60219	5	0	5	0 C
9	Riverside, Assisi Ave, back of cul-de-sac	60222	9	0	9	20 C
10	Gravelly Beach, Beach Rd to Edinburgh Park - design 24/25	60228	0	0	0	10 R
11	Legana, Koorlingal Avenue - construct pram crossing	60229	15	0	12	0 C
12	Legana , Freshwater Pt Rd & Legana Grove - KFC footpath	60230	8	0	7	0 C
13	Legana , Freshwater Pt Rd & Bindaree Rd - replace pram crossing	60231	5	0	5	0 C
14	Trevallyn, Bowen Avenue - footpath	60232	191	0	170	0 IC
15	Riverside, Pendennis Street - footpath	60233	85	0	150	0 C
16	Beaconsfield, Cornwall Street - footpath	60234	63	23	2	125 IC
Footpaths Total			523	23	586	643
Road Gravel Resheeting						
17	Gravel Resheet Program	64013	347	0	450	575 IC
Gravel Resheeting Total			347	0	450	575
Road Reseals						
Road Reseals Total			661	0	680	700
Urban Streets						
19	Beaconsfield streetscape improvement plan	63116	0	0	0	40 R
20	Design works various infrastructure projects	69061	(3)	0	50	79 IP
21	Developer contribution, unplanned	63132	0	0	0	0 D
22	Exeter, Beaton Street extension	63141	29	0	29	30 C

Appendix 1 – Capital Works Program

Capital Works Budget 2024/25		YTD	On	Forecast	Annual	Code
	Work	Actual	Order		Budget	
	No	\$(000)	\$(000)	\$(000)	\$(000)	
23	Legana, Bindaree Rd, retrofit roundabout, Ridge Rd to Bindaree Rd - in stages	63103	0	0	50	R
24	Beaconsfield, Julian St upgrade Weld to Bell St - design 24/25	63140	7	0	7	IP
25	Riverside, Assissi Ave hammer head pavement reconstruction	63136	53	0	53	C
26	Riverside Drive, pavement/embankment reconstruction - design 24/25	63134	0	0	50	R
27	Riverside, Eden St, reconstruct Cleghorn St to WTH - design 24/25	63135	0	0	40	R
28	Trevallyn, Cherry Road, reconstruction between Newland St and existing kerb (150m)	63100	0	0	11	C
29	Legana, Industrial estate access road sealing	63138	49	0	49	C
30	Riverside, Pitt Av, k&c and footpath from Cherry Ave to Anthony St - design 24/25	63157	16	0	16	C
Urban Streets Total		151	0	208	437	

Rural Roads						
31	Bridgenorth Rd/Long Plains Rd intersection improvement - grant funded \$365,000	64058	26	0	24	C
33	Deviot Rd capital repairs	64082	43	0	42	C
34	Rosevears Drive / McEwans Rd	64078	240	0	240	C
35	Grindelwald, Atkinsons Rd, road base, drainage, kerb and channel further stage	64051	320	397	787	IP
36	Kelso, Greens Beach Rd, Paranalpe Rd+1152m reconstruct	64091	659	0	660	C
37	Riverside, Ecclestone Rd 624+220m reconstruction, \$100k grant funded	64084	154	0	156	C
38	Rosevears Drive, from Brady's Lookout Rd north 300m, reconstruct - design 24/25	64088	11	0	15	IP
39	Sidmouth, Valley Rd, upgrade pavement and seal, stage 1	64089	23	45	20	P
40	Deviot Rd retaining wall, design 24/25	64062	102	0	90	IP
41	Rosevears, Brady's Lookout Rd, approx 175m reconstruct - design 24/25	64087	12	0	15	IP
42	Notley Hills Rd reconstruction	64092	14	0	15	R
Rural Roads Total		1,604	442	2,064	2,488	

Total Transport		3,344	465	4,045	4,913	
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Stormwater						
43	Emergency infrastructure works and unplanned infrastructure contributions, budget allocation	69056	28	31	75	IP
44	Beauty Point, stormwater upgrade existing culvert to open drain at No 32 Flinders St	65132	0	0	0	R
45	Legana, Jetty Rd, drainage works to mitigate flooding Beach Rd, investigate and design	65133	0	0	10	R

Appendix 1 – Capital Works Program

Capital Works Budget 2024/25		YTD	On	Forecast	Annual	Code
	Work	Actual	Order		Budget	
	No	\$(000)	\$(000)	\$(000)	\$(000)	
Stormwater Capital Total		28	31	75	135	

Waste Management						
46	Exeter Depot EPA compliant wash bay	65911	0	0	0	50 R
47	Exeter Waste Transfer Station, upgrades	65905	0	0	0	0 NS
Waste Management Capital Total		0	0	0	50	

Community, Recreation, Parks & Reserves Capital						
48	Barbeque and shelter replacement program ongoing	67269	0	0	0	35 R
49	Beaconsfield Cemetery, expand capacity and improvements	67240	0	0	10	50 NS
50	Beaconsfield, Fysh St Cricket Ground, pitch upgrade	67270	2	0	0	0 C
51	Beaconsfield basketball ring	67209	0	0	0	9 R
52	Beaconsfield Lions lookout upgrade	67271	0	0	0	8 R
53	Beauty Point foreshore master plan, partially Cmwth funded	67200	1,244	247	1,520	1,520 IC
54	Brady's Lookout capital maintenance	67273	0	0	0	30 R
55	Clarence Point Hall, replace public toilets, secure storage	67212	179	0	180	180 C
56	Clarence Point Hall - external defibrillator	67274	0	0	0	4 C
57	Exeter Community Hub, kitchen upgrade, cabinetry, oven & deepfryer	67214	6	0	20	20 C
58	Gravelly Beach Foreshore Project, partially Cmwth funded	67201	62	1	40	1,190 IC
59	Greens Beach Caravan Park, capital upgrades	67243	29	0	27	22 C
60	Kayena, Bonnie Beach, retaining structure and toilet ramp	67275	5	0	10	50 IC
61	Kelso toilet & carpark, \$150k grant component	67254	46	0	15	320 P
62	Legana future recreational developments	67251	229	37	275	258 IP
63	Playground renewal program (PRP)	67106	324	0	325	330 IC
64	Riverside Swimming Centre, capital maintenance	67225	155	4	305	330 IC
65	Riverside, Windsor Park, main oval, resurface + lighting upgrade.	67228	2,001	0	2,015	2,015 C
67	Riverside Office, dog cage enclosure 2 bay	67265	0	0	7	7 NS
68	Rowella Hall - safety barrier / fence	67277	8	0	8	5 C
69	Trevallyn, Tailrace Park, vegetation improvements	67264	8	0	13	15 C
70	Greens Beach Caravan Park, sewerage upgrade	67286	4	0	20	250 NS
71	Beaconsfield Community Centre, internal improvements	67287	19	0	30	30 IP
72	Beaconsfield Mine and Heritage Centre, CCTV upgrade	67288	0	0	0	30 R
73	Beaconsfield Tennis courts upgrade lights to LED	67289	13	0	13	50 C

Appendix 1 – Capital Works Program

Capital Works Budget 2024/25		YTD	On	Forecast	Annual	Code
	Work	Actual	Order		Budget	
	No	\$'(000)	\$'(000)	\$'(000)	\$'(000)	
74	Beaconsfield Grubb Recreation St public toilet renewal, design 24-25	67290	1	0	0	20 R
75	Exeter Community Park, improvements, design 24/25	67179	0	0	0	10 R
76	Exeter Community Hub, bowls club lighting (grant dependent)	67291	0	0	0	75 D
77	Exeter Community Hub, new synthetic greens (grant dependent)	67299	215	0	215	212 C
78	Green Beach Masterplan implementation stage 1 - State grant	67292	7	29	5	150 D
79	Riverside, windsor Park, Cricket 1 drainage around turf wickets	67259	31	0	40	40 C
80	Legana Orchard estate Jonagold Gold Playground	67293	6	0	0	50 R
81	Legana Park design and toilets renewal	67294	(0)	0	0	278 R
82	Trevallyn dam, signage water quality	67297	0	0	6	6 D
83	Tourism & Entrance signage	67298	0	0	15	50 NS
Community, Recreation, Parks and Reserves Capital Total		4,594	317	5,114	7,648	

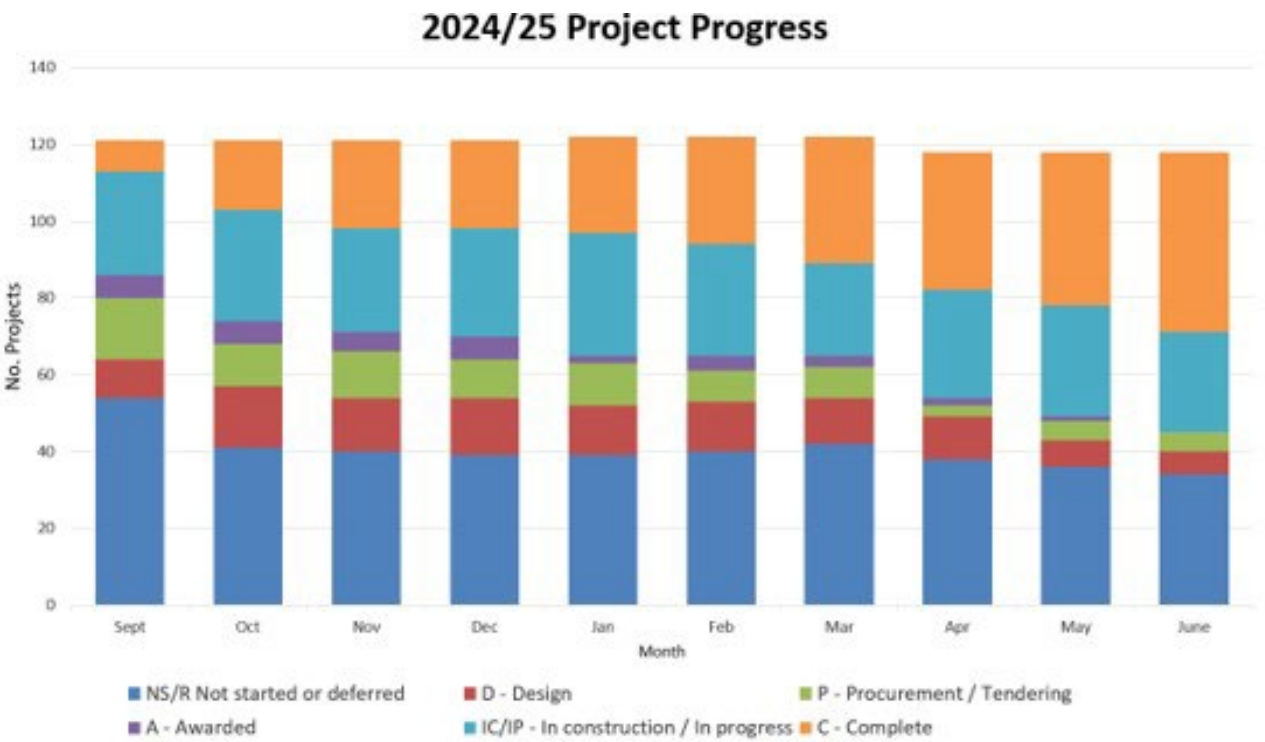
Information Technology						
84	Hardware / User Devices	68536	46	0	50	30 C
85	Hardware, Desktop computers	68534	0	0	0	10 C
86	Hardware, Laptops (bulk buy)	68529	0	0	0	6 C
87	Ethernet wiring upgrade, Beaconsfield	68540	0	0	0	10 R
88	Monitors bulk buy	68541	(4)	0		0
89	Software, Windows licences	68531	0	0	0	40 R
90	Software, website / communication	68522	12	0	12	20 C
91	Software, expense management system	68543	0	0	0	9 R
92	Software, WTC Software suite enhancement	68504	34	0	50	75 C
93	Tablets - WHS Online	68544	5	0	5	20 IP
94	Servers	68510	0	2	0	60 C
95	UPS Batteries / upgrades	68507	0	0	5	5 R
Information Services Capital Total		93	2	122	285	

Purchase of Individual & Corporate Assets						
97	Beaconsfield Depot facility improvements	69071	0	0	40	40 D
98	Riverside, Windsor Depot, relocation of Exeter space to new shed	69065	244	0	250	250 C
99	Exeter Depot, design Property Services shed	69067	0	0	5	20 D
100	Exeter Depot security improvements	69068	0	0	22	18 R
101	Legana, Industrial Estate extension	69064	2,107	5	2,454	2,454 IC
102	Organisation unified alarm system & surveillance- in stages	69053	0	0	0	70 R
103	Xmas decorations, B'fld & Exeter	69033	0	0	0	50 R
104	Defibulator program	69072	0	0	0	20 R

Appendix 1 – Capital Works Program

Capital Works Budget 2024/25		YTD	On	Forecast	Annual	Code
	Work	Actual	Order		Budget	
	No	\$(000)	\$(000)	\$(000)	\$(000)	
105	Exter Depot, block walls for gravel	69073	6	4	10	P
106	Windsor Community Precinct, external mail boxes for tenancies	69074	7	0	10	C
107	Windsor Community Precinct, CCTV & security lighting upgrade	69075	0	0	0	R
108	Windsor Community Precinct, chambers council chairs - bulk buy	69076	10	0	20	IP
109	Windsor Community Precinct, larger interactive board for hall	69077	10	0	10	C
110	Windsor Community Precinct, directional signage program	69078	0	0	6	NS
111	Windsor Community Precinct, promotion TVs in common areas +1 for WTAG	69079	11	0	10	C
112	Windsor Community Precinct, Council Chambers establishment	69081	1	0	0	
113	Windsor Community Precinct, Riverside Olympic Football Club, relocate light switches from bar area	69080	2	0	0	C
Purchase of Individual Assets Total		2,398	8	2,837	3,043	
Purchase of Grouped Assets						
114	Furniture, fitting and equipment	69500	21	0	60	C
115	Fleet and equipment	69502	185	7	227	IP
116	Land and buildings	69510	0	0	250	P
117	Tractors & machinery	69520	162	0	198	IP
118	Trucks	69530	619	77	667	IP
119	Mowers	69540	40	0	40	C
120	Utilities and vans	69550	308	0	322	C
121	Sedans and wagons	69560	0	31	65	P
Purchase of Grouped Assets Total		1,334	115	1,829	2,165	
Sale/Disposal of Assets						
122	Disposal of land and buildings	69800	0	0	(670)	NS
123	Disposal of plant (trade and tender)	69810	(397)	(20)	(460)	IP
Sale of Assets Total		(397)	(20)	(1,130)	(477)	
Total Capital Purchases		11,789	937	14,022	18,239	
Total Capital Sales		(397)	(20)	(1,130)	(477)	
Total Net Capital Works		11,393	918	12,892	17,763	

Appendix 1 – Capital Works Program



Appendix 2 – Annual Plan Report

No.	Directorate	Annual Plan Action	On Track?	Target Status Q1 July-September	Status Update/Notes	On Track?	Target Status Q2 October-December	Status Update/Notes	On Track?	Target Status Q3 January - March	Status Update/Notes	On Track?	Target Status Q4 April-June	Status Update/Notes
1	Community Assets	Progression of the Beauty Point Masterplan - including completion of construction for the Esplanade and wharf car parking sections of the project	Progressing as expected	25%	Construction work in the Esplanade is well underway with completion anticipated in Jan/Feb 2025.	Progressing as expected	50%	Construction on the Esplanade is expected to be completed mid Feb 2025. Tenders for car park work at the wharf closing early Feb. Quotes under assessment for Sandy Beach access ramp.	Progressing slower than expected	75%	Construction of work on the Esplanade is completed. Commencement of work on the TasPorts carpark area pending TasPorts approvals. Work has commenced on the Sandy Beach access ramp.	Progressing as expected	75%	Work on the beach access stairs and TasPorts parking area well under way and nearing completion at 30 June.
2	Community Assets	Completion of >75 of the precinct 2 works Gravelly Beach Masterplan	Progressing slower than expected	25%	Some delays experienced in working with the grantor to vary the funding agreement. Design work in progress.	Progressing slower than expected	25%	Awaiting approval for deed variation. Design 50% complete.	Progressing slower than expected	25%	Design documentation completed for rescoped precinct 2 works. Tender to be issued in first week of May.	Progressing as expected	25%	Contract for stage 2 works awarded. Construction scheduled for commencement early September.
3	Community Assets	Progression of the implementation of the Greens Beach Masterplan including design, procurement and commencement of construction for the Stage 1 works	Progressing as expected	Not Yet Started	Guidance sought from Council, design work anticipated to commence next quarter.	Progressing slower than expected	Not Yet Started	Consultant to be engaged to undertake design work.	Progressing slower than expected	25%	Request for fee proposal issued to consultants for design work.	Progressing as expected	25%	Consultant engaged and design work in progress.
4	Community Assets	Complete stage one civil work works for the Legana Industrial Estate	Progressing as expected	100%	Works completed as scheduled.	Progressing as expected	100%	Civil works complete. Substation installation pending	Progressing as expected	100%	Civil works complete. Substation installation complete.	Progressing as expected	100%	Completed
5	Office of the CEO	Commence feasibility study for the West Tamar Trail Strategy Riverside to Legana section	Progressing slower than expected	Not Yet Started	Grant Deed executed in September. Scoping for RFQ commenced.	Progressing slower than expected	25%	RFQ scoping not yet complete	Progressing slower than expected	50%	RFQ out at market	Progressing as expected	100%	Consultant engaged and feasibility study commenced.
6	Planning & Development	Review of the Legana Structure Plan	Progressing as expected	Not Yet Started	Activity to commence in Quarter 3	Progressing as expected	Not Yet Started	Activity to commence in Quarter 3	Progressing as expected	25%	RFQ released and responded to. Project to be substantially commenced next quarter	Progressing as expected	50%	Consultant engaged and review commenced.
7	Planning & Development	Development of the West Tamar Growth Strategy	Progressing as expected	25%	Consultants engaged and initial investigations commenced	Progressing as expected	50%	State of Play released and first round of consultation completed	Progressing as expected	75%	Review of consultation feedback consolidated and work on preferred growth strategy progressing	Progressing as expected	100%	Draft Growth Strategy received with consultation expected in August 2025
8	Office of the CEO	Development of a WTC Advocacy Plan	Progressing as expected	Not Yet Started	To be discussed with Council in Quarter 2	Progressing as expected	75%	Federal Government Advocacy asks completed. Prospectus to be produced in Q3	Progressing as expected	100%	Advocacy prospectus produced and Federal Government lobbied.	Progressing as expected	100%	Completed.

No.	Directorate	Annual Plan Action	On Track?	Target Status Q1 July-September	Status Update/Notes	On Track?	Target Status Q2 October-December	Status Update/Notes	On Track?	Target Status Q3 January - March	Status Update/Notes	On Track?	Target Status Q4 April-June	Status Update/Notes
9	Corporate & Community	Endorsed WTC Community Health and Wellbeing Plan	Progressing as expected	100%	WTC Community Health and Wellbeing Plan endorsed by Council at its Ordinary Council Meeting on 17 September 2024.	Progressing as expected	100%	Completed	Progressing as expected	100%	Completed	Progressing as expected	100%	Completed
10	Corporate & Community	Establishment of a special committee in relation to the Future of the Riverside Pool	Progressing as expected	100%	Terms of Reference for the Riverside Swimming Centre Redevelopment Advisory Committee were approved by Council at its Ordinary Meeting on 16 July 2024, and amended on 20 August 2024. Committee members were approved by Council on 20 August 2024.	Progressing as expected	100%	Completed	Progressing as expected	100%	Completed	Progressing as expected	100%	Committee formed and meeting regularly
11	Planning & Development	Scoping and establishment of an Education Program in relation to council's Environmental Health responsibilities	Progressing as expected	Not Yet Started	Planned for Quarter 3 and Quarter 4	Progressing as expected	Not Yet Started	Planned for Quarter 3 and Quarter 4	Progressing slower than expected	Not Yet Started	Scheduled for a Q4 activity	Progressing as expected	100%	Completed - options for an education program have been developed and will be implemented through operational activities in 2025-26
12	Planning & Development	Commence investigations into fire hazards within 5 days of receiving a complaint	Progressing as expected	Not Yet Started	Quarter 2 and Quarter 3 activity	Progressing as expected	100%	Investigations within fire permit period (declared 19/11/2024) commenced in 5 bd	Progressing as expected	100%	Investigation and abatement process undertaken and completed	Progressing as expected	100%	Out of fire season and fire abatements not required at this time
13	Planning & Development	Completion of the Exeter Structure Plan	Progressing as expected	50%	Consultants engaged and initial investigations commenced	Progressing as expected	50%	Consultants progressed investigations and initial concept plans	Progressing as expected	75%	Presented to Council for direction, consultation and structure plan revisions scheduled for Q4	Progressing slower than expected	75%	The Structure Plan has not been completed, however the investigations are complete and the next stage of consultation prior to adoption will occur in coming months.
14	People, Culture & Safety	Progression of Council's new online Work Health Safety system through to Implementation	Progressing as expected	25%	2 of 4 modules implemented	Progressing as expected	50%	Working on Module 3	Progressing as expected	75%	Incident reporting module about to go live	Progressing as expected	100%	Moving to have completed 4 of the 8 identified areas of the new systems implementation
15	People, Culture & Safety	Development of a Council Employee Mental Health Strategy	Progressing as expected	Not Yet Started	Work for 2025, not scheduled to have commenced as yet	Progressing as expected	Not Yet Started	In discussions	Progressing slower than expected	Not Yet Started	Not yet started	Progressing slower than expected	25%	Discussing with external agency for strategy
16	People, Culture & Safety	Establishment of a new corporate induction program for all staff	Progressing as expected	25%	Program is in design stage for rollout in H2 2025	Progressing as expected	25%	Outline agreed and being developed for April implementation	Progressing as expected	50%	Implementation due for Q4.	Progressing as expected	75%	Progressing for roll out in mid 2025 in line with Scout role out
17	People, Culture & Safety	Implementation of a new	Progressing as expected	75%	Finalising scope for stage 1 with Onboarding and Talent	Progressing as expected	75%	Scout/onboarding and Talent active, trial roles being progressed	Progressing as expected	75%	Scout: Recruit actively used in Q3 with Onboard and Talent to be implemented May/June.	Progressing as expected	100%	Movement to Scout in the recruitment process is completed and continues to be fine tuned

No.	Directorate	Annual Plan Action	On Track?	Target Status Q1 July-September	Status Update/Notes	On Track?	Target Status Q2 October-December	Status Update/Notes	On Track?	Target Status Q3 January - March	Status Update/Notes	On Track?	Target Status Q4 April-June	Status Update/Notes
		recruitment process			functions to be implemented in 2025						Development requirements being addressed with Scout to have system 100% by end of June.			
18	People, Culture & Safety	Review, modernise and update Council's Recruitment, WHS and Wellbeing Policies	Progressing as expected	25%	Being reviewed for contemporary practice and legal compliance	Progressing as expected	25%	Program to be agreed and commenced	Progressing slower than expected	50%	Will be attempting to get more policy updates up to end of FY	Progressing slower than expected	25%	Work on time allows
19	Office of the CEO	Establishment of an Employee Consultative Committee	Progressing as expected	50%	Requests for nominations for new Employee Consultative Group sent out to all employees	Progressing slower than expected	50%	Nominations received, initial meeting to be organised.	Progressing as expected	75%	Inaugural meeting date set for April 2025. Agenda produced.	Progressing as expected	100%	Committee established and inaugural meeting held
20	Office of the CEO	Establishment of a new Policy Governance review schedule	Progressing as expected	50%	Policy Review Schedule drafted out to October 25 across all directorates	Progressing as expected	50%	Awaiting Councillor review to complete prioritisation	Progressing slower than expected	50%	Progression slowed due to staff absences	Progressing as expected	75%	Progressing as expected given staff absences.
21	Office of the CEO	Completion of a review of the West Tamar Council Risk Register	Progressing slower than expected	Not Yet Started	Review process and schedule to be developed by December 2024 for undertaking in H1 2025	Progressing as expected	25%	Initial internal discussions held re engagement of external provider to undertake function	Progressing slower than expected	50%	Progression slowed due to staff absences further work is expected to occur in early Q4.	Progressing slower than expected	75%	Consultant now engaged
22	Corporate & Community	Review and update Council's Social Recovery Plan	Progressing as expected	Not Yet Started	Planned for Quarter 3 and Quarter 4	Progressing as expected	Not Yet Started	Review to start Feb 25	Progressing slower than expected	25%	Will need further work to consider the revised EMP	Progressing slower than expected	25%	WT MEMP recently updated but still waiting formal adoption. This underpins the SRP so will need consideration as part of review. Additional staff training in recovery centre training has been undertaken. A new SRP template has been introduced and will be used for revision of the plan.
23	Corporate & Community	Commence a review of the West Tamar Recreation Plan	Progressing as expected	Not Yet Started	Planned for Quarter 3 and Quarter 4	Progressing as expected	Not Yet Started	RO has returned to role, review to start in Feb	Progressing slower than expected	25%	Initial review suggests could be refreshed in-house but may wait till Beaconsfield Recreation Plan is finalised	Progressing as expected		Aim to undertake review in-house as grant funding not successful. Will need to consider outcomes of Legana and Beaconsfield recreation plans once these are complete
24	Corporate & Community	Establish and report on a Quarterly Business Sentiment Survey	Progressing as expected	75%	Survey completed and results currently being collated for information. May be recommended to become an annual survey.	Progressing as expected	75%	Survey completed, TEDO to report to council in Feb workshop	Progressing as expected	100%	Survey results and recommendations presented to Council	Progressing as expected	100%	Survey results and recommendations presented to Council. Next survey to be launch August 2025
25	Corporate & Community	Continue migration to the relevant Microsoft 365 products	Progressing slower than expected	75%	Loss of key resources has slowed progress with implementation.	Progressing as expected	75%	Teams is being rolled out to the organisation	Progressing as expected	75%	Ongoing preparation for Windows 11 and data transfer to SharePoint	Progressing as expected	100%	Ongoing preparation for Windows 11 and data transfer to SharePoint
26	Office of the CEO	Implementation of Doc Assembler	Progressing as expected	75%	Doc Assembler installed and training for staff completed. Doc Assembler now being utilized for	Progressing as expected	75%	Fine tuning of reports continuing, further agendas under consideration	Progressing as expected	100%	Doc Assembler usage for preparation of Agendas and Minutes for Council meetings fully embedded. Audit Panel	Progressing as expected	100%	Implementation completed. Expansion of usage underway.

No.	Directorate	Annual Plan Action	On Track?	Target Status Q1 July-September	Status Update/Notes	On Track?	Target Status Q2 October-December	Status Update/Notes	On Track?	Target Status Q3 January - March	Status Update/Notes	On Track?	Target Status Q4 April-June	Status Update/Notes
					preparation of Council Meeting Agendas and Minutes. Further fine tuning of reports and addition of further agendas to be completed.						Agendas set up and testing in progress.			
27	Office of the CEO	Complete brand refresh	Progressing as expected	75%	Final designs to be provided and embedded.	Progressing as expected	75%	New logo and letterhead starting to be implemented throughout organisation. Rollout continuing.	Progressing as expected	75%	Brand refresh complete roll-out in progress. Expected to be completed by end of Q4	Progressing as expected	100%	Completed.
28	Office of the CEO	Complete establishment and implementation of a new Council website	Progressing as expected	25%	Council's communications officer continues to complete the required data migration,	Progressing as expected	50%	Migration of content about 80 per cent complete. There have been some issues with the direct payment system (held up by ReadyTech/Synergy) with developers now working on interface. This has caused some delays well beyond our control.	Progressing as expected	100%	New website launched in March 2025. Further development to improve online accessibility underway.	Progressing as expected	100%	Completed.
29	People, Culture & Safety	Review and updating of all Volunteer processes including inductions	Progressing as expected	Not Yet Started	Work for 2025, not scheduled to have commenced as yet	Progressing as expected	Not Yet Started	To be actioned	Progressing slower than expected	Not Yet Started	Not Yet Started	Progressing slower than expected	25%	To be progressed. Initial work completed.
30	Corporate & Community	Ensure that outstanding rates meet the following thresholds: 30 September 2024 55%, 31 December 2024 35%, 31 March 2025 19%, 30 June 2025 5%	Progressing as expected	100%	As at 30 September outstanding rates was 53.9%.	Progressing as expected	100%	Within targets	Progressing as expected	100%	Within targets	Progressing slower than expected	75%	Rates Outstanding 5.6% Result 30 June 2025
31	Corporate & Community	Completion of the Legana Community Sport and Recreation Precinct Masterplan	Progressing as expected	25%	Request for tender completed and consultant appointed August 2024	Progressing as expected	25%	Council has been briefed, community consultation to take place in QRT3	Progressing as expected	75%	Concepts have been completed and community consultation commenced	Progressing slower than expected	75%	Some delays in finalising concepts due to consideration of further community feedback. Final concepts to be presented to Council in August 2025
32	Community Assets	Completion of a draft storm water plan for Green's Beach	Progressing as expected	Not Yet Started	Proposals to be obtained from consultants to undertake the required work	Progressing as expected	Not Yet Started	Proposals to be obtained from consultants to undertake the required work	Progressing slower than expected	Not Yet Started	Consultant fee proposal received. To be assessed.	Progressing as expected	25%	Consultant engaged and catchment modelling work in progress.
33	Corporate & Community	Completion of a Draft Beaconsfield Recreation Plan	Progressing as expected	Not Yet Started	Planned for Quarter 3 and Quarter 4	Progressing as expected	25%	Internal committee established starting in Feb 25	Progressing slower than expected	50%	RFP drafted and prepared for advertising in Q4	Progressing slower than expected	50%	Consultant appointed in June 2025 - project completion due December 2025.

No.	Directorate	Annual Plan Action	On Track?	Target Status Q1 July-September	Status Update/Notes	On Track?	Target Status Q2 October-December	Status Update/Notes	On Track?	Target Status Q3 January - March	Status Update/Notes	On Track?	Target Status Q4 April-June	Status Update/Notes
34	Office of the CEO	Publication of a Quarterly Performance Report	Progressing as expected	25%	4th Quarter Performance Report April to June 2024 approved by Council in August 2024.	Progressing as expected	50%	1st Quarter Performance report July to September 2024 approved by Council in November 2024.	Progressing as expected	75%	2nd Quarter Performance Report October to December 2024 approved by Council in February 2025.	Progressing as expected	100%	3rd Quarter Performance Report January to March 2025 approved by Council in May 2025.
35	Community Assets	Ongoing Monitoring and reporting on Legana Landslip	Progressing as expected	25%	Information report prepared for Council Workshop. Level survey scheduled for early Quarter 2.	Progressing as expected	50%	Technical working group reviewing latest survey data. Landowner meetings to be scheduled for mid-March	Progressing as expected	75%	Consultant engaged for technical review of monitoring data. Site inspections completed. Technical working group meetings convened. Letter sent to landowners. Meeting rescheduled to occur after landslide technical review report submitted.	Progressing as expected	100%	Draft report submitted for review. To be presented to Council Workshop early in new FY.
36	Office of the CEO	Completion of an Organisational Review	Progressing as expected	50%	Survey undertaken and report prepared.	Progressing as expected	75%	Staff and Council consultation undertaken on report results, feedback requested and consolidated. Implementation of changes started.	Progressing as expected	75%	Implementation of changes continued. Organisational charts provided to each Directorate for final feedback.	Progressing as expected	100%	Completed.
37	Community Assets	Progress Legana Orchards Playground	Progressing as expected	Not Yet Started	Procurement activity to commence Quarter 2	Progressing as expected	50%	Preliminary concept work undertaken. Project scope to be discussed at Council Workshop 18 Feb	Progressing as expected	75%	Budget increase proposed for increased scope of work. Communication collateral being prepared for consultation with community on playground elements.	Progressing as expected	100%	Community consultation phase in progress.
38	Community Assets	Complete Beaconsfield streetscape concept plans	Progressing as expected	Not Yet Started	Information to be prepared and presented to Council Workshop for discussion	Progressing slower than expected	Not Yet Started	Information to be prepared and presented to Council Workshop for discussion in March	Progressing slower than expected	Not Yet Started	Workshop material to be prepared for discussion at Council Workshop in final quarter.	Progressing slower than expected	Not Yet Started	Not yet started.
39	Community Assets	Complete design and construction of scheduled footpath work in Beaconsfield	Progressing as expected	Not Yet Started	Project work to commence in Quarter 2	Progressing slower than expected	Not Yet Started	Design work to commence March	Progressing slower than expected	50%	Design work completed. Tender documentation to be issued in May for pricing.	Progressing as expected	75%	Construction of Cornwall Street footpath well underway at 30 June.
40	Community Assets	Ensure third party safety compliance inspections of playgrounds have occurred and recommendations are actioned appropriately	Progressing as expected	25%	Inspections commenced, majority scheduled for Quarter 2	Progressing as expected	50%	Third party inspections complete. Recommended actions in progress.	Progressing as expected	75%	Third party inspections complete. Work to address recommendations for improvement in progress.	Progressing as expected	100%	Third party inspections complete. Work to address recommendations for improvement ongoing.
41	Office of the CEO	Development of a Climate Mitigation and Adaptation Strategy	Progressing as expected	50%	Initial draft completed based on NTARC work undertaken for WTC. Draft to be discussed with Councillors at the next available workshop.	Progressing as expected	75%	In person workshops undertaken with staff and NTARC. Work undertaken to collate information to further expand draft Strategy.	Progressing slower than expected	75%	Ongoing presentations to Executive team and timeline locked in for presentation to Council for consideration early in Q4	Progressing as expected	100%	The strategy was provided to a Council workshop in June and was approved to be sent to the graphic designer. To be presented to Council at the July Ordinary Meeting for endorsement.

*NB Progress on Annual Plan Actions is monitored by a traffic light system:

- Green for “Progressing as Expected”
- Amber for “Progressing Slower than Expected”
- Red for “Not Progressing”

Appendix 3

Outstanding Motions

Note: Council motions that are completed will be removed from this list for the next Quarterly Reporting period

Minute No.	Date	Motion	Resolution	Action
Office of the Chief Executive Officer				
24/140	19/11/2024	Cr Sladden - Motion on Public Advocacy on Reported DNA Contamination in COVID-19 Vaccines As per resolution		Completed - Ongoing
24/175	17/12/2024	Cr Sladden - Motion to Live Stream video of Council Meetings That the motion be deferred.		Deferred
24/176	17/12/2024	Cr Manticas - Motion to implement audio recordings of confidential sessions of Council That the motion be deferred.		Completed
25/32	18/03/2025	Cr Holmdahl - Motion on WT Highway reclassification, speed reduction and resurfacing between Riverside and Legana As per resolution		Completed
25/34	15/04/2025	Confirmation of Minutes of Meeting held 18 March 2025 That the Minutes of Council's Ordinary Meeting held on 18 March 2025 numbered 25/20 to 25/33 as provided to Councillors be received and confirmed as a true record of proceedings		Completed
25/36	15/04/2025	CEO 1 - Council Workshops held in March and April That Council receives the report on Council Workshops held on 18 March, 25 March, 1 April and 8 April 2025		Completed
25/37	15/04/2025	CEO 2 - Request for Funding - Exeter Show Society That Council: <ol style="list-style-type: none"> 1. Approve an allocation of \$20,000 per financial year for three (3) years from 2025/26 to 2027/28 with the following conditions: 2. An annual acquittal is to be completed by the end of August each year 3. That the Exeter Show Society is excluded from applying for West Tamar Council Community or Business Grants for 3 years 4. Any unexpended funds from the \$20,000 annual allocation is to be returned to Council. 		Completed

25/38	15/04/2025	CEO 3 - ALGA 2025 Federal Election Funding Priorities That Council: <ol style="list-style-type: none"> 1. Supports the national federal election funding priorities identified by the Australian Local Government Association; 2. Supports and participates in the Put Our Communities First federal election campaign; and 3. Writes to the local Federal member of Parliament, all known election candidates in the electorate of Bass and the President of the Australian Local Government Association expressing support for ALGA's federal election funding priorities. 	Completed
25/39	15/04/2025	CEO 4 - Recording of Confidential Ordinary Council Meetings That Council: <ol style="list-style-type: none"> 1. develops an Audio Recording and Minutes Policy for consideration by Council at the June 2025 Ordinary Council meeting, to include the audio recording of confidential sessions of Ordinary Council Meetings. 	Completed
25/46	15/04/2025	Pet 1 - Petition to Reduce Speed Limit - Winkleigh Road That Council: <ol style="list-style-type: none"> 1. Notes the receipt of the petition; 2. Undertakes a review of the road corridor along Winkleigh Road from 76 Winkleigh Road to the Crawford Road junction with a view to a potential speed limit reduction with the results of that review presented at the first available workshop. 	
25/47	15/04/2025	Into Closed Meeting As per resolution.	Completed
25/C18	15/04/2025	Confirmation of Minutes of Closed Meeting held 18 March 2025 That the Minutes of Council's Closed Ordinary Meeting held on March 2025 numbered 25/C15 to 25/C17 as provided to Councillors be received and confirmed as a true record of proceedings.	Completed
25/C19	15/04/2025	Confidential 1 - Authority to enter into a Contract of sale of land As per resolution	Completed
25/C21	15/04/2025	Move Out of Closed Meeting That Council: <ol style="list-style-type: none"> 1. moves out of Closed Meeting at 5.34pm; and 2. endorses those decisions made while in Closed Meeting; and 3. the information remains Confidential unless authorised to be released at the Chief Executive Officer's discretion 	Completed

25/48	20/05/2025	Confirmation of Minutes of Meeting held 15 April 2025 That the Minutes of Council's Ordinary Meeting held on 15 April 2025 numbered 25/34 to 25/48 as provided to Councillors be received and confirmed as a true record of proceedings.	Completed
25/52	20/05/2025	CEO 1 - Council Workshops held in April and May 2025 That Council receives the report on Council Workshops held on 15 April and 6 May 2025.	Completed
25/53	20/05/2025	CEO 2 - New Policy - Dispute Resolution Policy That Council refuse to adopt the Dispute Resolution Policy as presented.	Completed
25/54	20/05/2025	CEO 3 - Submission to Minister for Infrastructure on second kanamaluka/River Tamar crossing That Council: <ol style="list-style-type: none"> 1. Endorses the submission to the Minister for Infrastructure in relation to a second crossing of the Kanamaluka/River Tamar included in Attachment 1; and 2. Authorises the Mayor to sign the submission on their behalf. 	Completed
25/55	20/05/2025	CEO 4 - 3rd Quarter Performance Report - January to March 2025 That Council: <ol style="list-style-type: none"> 1. Receives the West Tamar Council 3rd Quarter Performance Report 1 January 2025 to 31 March 2025; and 2. Provides public access to the report as part of Council's commitment to ongoing good governance 	Completed
25/62	20/05/2025	Into Closed Meeting As per resolution	Completed
25/C22	20/05/2025	Confirmation of Minutes of Closed Meeting held 15 April 2025 That the Minutes of Council's Closed Ordinary Meeting held on 15 April 2025 numbered 25/C18 to 25/C21 as provided to Councillors be received and confirmed as a true record of proceedings.	Completed
25/C23	20/05/2025	Adoption of the Chief Executive Officer Performance Agreement 2024/25 As per resolution	Completed
25/C24	20/05/2025	Local Government Association of Tasmania (LGAT) - 2025 Elections As per resolution	Deferred

25/C26	20/05/2025	Move Out of Closed Meeting That Council: <ol style="list-style-type: none"> 1. moves out of Closed Meeting a 3.57 pm; and 2. endorses those decisions made while in Closed Meeting; and 3. the information remains Confidential unless authorised to be released at the Chief Executive Officer's discretion 	Completed
25/63	17/06/2025	Confirmation of Minutes of Meeting held 20 May 2025 That the Minutes of Council's Ordinary Meeting held on 20 May 2025 numbered 25/48 to 25/62 as provided to Councillors be received and confirmed as a true record of proceedings.	Completed
25/66	17/06/2025	CEO 1 - Council Workshops held in May and June That Council receives the report on Council Workshops held on 20 May 2025 and 3 June 2025.	Completed
25/67	17/06/2025	CEO 2 - Business Events Tasmania - Memorandum of Understanding That Council: <ol style="list-style-type: none"> 1. Approves West Tamar Council entering into a further Memorandum of Understanding with Business Events Tasmania on the terms contained in the draft Memorandum of Understanding attached to this paper; and 2. Authorises the Chief Executive Officer to sign the Memorandum of Understanding and return it to Business Events Tasmania on its behalf. 	Completed
25/68	17/06/2025	CEO 3 - Visit Northern Tasmania - Partnership Agreement That Council: <ol style="list-style-type: none"> 1. Approves West Tamar Council to enter into a further Partnership Agreement with Tourism Northern Tasmania Inc's (trading as Visit Northern Tasmania) on the terms contained in the draft Funding Agreement attached to this paper; and 2. Authorises the Chief Executive Officer to sign the Partnership Agreement and return it to Tourism Northern Tasmania Inc's (trading as Visit Northern Tasmania) on its behalf. 	Completed
25/69	17/06/2025	Gov 1 - West Tamar Council Audit Panel Minutes That Council receives and notes the confirmed Minutes of the Audit Panel meeting held on 25 March 2025 and the unconfirmed Minutes of the Audit Panel meeting held on 4 June 2025.	Completed
25/70	17/06/2025	Gov 2 - West Tamar Council Audit Panel Annual Report 2024-2025	Completed

		That Council receives for information the Audit Panel Annual Report 2024-2025.	
25/71	17/06/2025	<p>Gov 3 - West Tamar Council Audit Panel Annual Work Plan 2025-2026</p> <p>That Council approves the adoption of the 2025-2026 Annual Work Plan as presented.</p>	Completed
25/72	17/06/2025	<p>Gov 4 - New Policy - Audio Recording and Minutes Policy</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Adopts the new Audio Recording and Minutes Policy as presented, effective 17 June 2025; 2. Allocates a new policy number of 68.00; 3. Updates the version number to 1.00; and 4. Approves a review date of June 2027. 	Completed
25/76	17/06/2025	<p>Cr Manticas - Motion regarding Bell Bay Advanced Manufacturing Zone</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Writes to the Chief Executive Officer of the Bell Bay Advanced Manufacturing Zone (BBAMZ) requesting an urgent briefing to be provided to the elected members of West Tamar Council regarding the current and future operations of the Bell Bay industrial precinct; and 2. Specifically seeks information and strategic insight into the broader implications of any operational changes at key facilities within the precinct, including Liberty Bell Bay, and how these may affect the local economy, employment opportunities, and future industrial investment across the region. 	Completed
25/77	17/06/2025	<p>Cr Shegog - Motion Without Notice regarding the LGAT Alternative Dispute Resolution Policy</p> <p>That West Tamar Council Chief Executive Officer write to the leaders of the Liberal, Labor and Greens Party, expressing our concerns surrounding new legislation surrounding the Local Government Code of Conduct in relation to the new Alternative Dispute Resolution Policy, to ensure any vexatious matters or complaints can be dismissed at the earliest opportunity.</p>	Completed
25/78	17/06/2025	<p>Cr Shegog - Motion Without Notice regarding the Sending of Condolences to the Commissioner of Police</p> <p>That the Chief Executive Officer writes to the Commissioner of Police sending condolences on behalf of the West Tamar Community of the sad and terrible loss of Constable Keith Smith in a tragic shooting in the State's North West yesterday.</p>	Completed

25/79	17/06/2025	Into Closed Meeting As per resolution	Completed
25/C27	17/06/2025	Confirmation of Minutes of Closed Meeting held 20 May 2025 That the Minutes of Council's Closed Ordinary Meeting held on 20 May 2025 numbered 25/C23 to 25/C26 as provided to Councillors be received and confirmed as a true record of proceedings.	Completed
25/C28	17/06/2025	Leave of Absence Requests As per resolution	Completed
25/C29	17/06/2025	Late Confidential - Motion to accept late items As per resolution	Completed
25/C30	17/06/2025	Late Confidential 1 - Election of an acting Deputy Mayor As per resolution	Completed
25/C31	17/06/2025	Confidential 1 - Local Government Association of Tasmania (LGAT) - 2025 Elections As per resolution	Completed
25/C32	17/06/2025	Confidential 2 - Authority to enter into negotiations for contract of sale of land As per resolution	In Progress
25/C35	17/06/2025	Move Out of Closed Meeting That Council: <ol style="list-style-type: none"> 1. moves out of Closed Meeting at 3.47pm; and 2. endorses those decisions made while in Closed Meeting; and 3. the information remains Confidential unless authorised to be released at the Chief Executive Officer's discretion 	Completed
Corporate & Community			
25/41	15/04/2025	Corp 1 - West Tamar Council Audit Panel Minutes That Council receives and notes the confirmed Minutes of the Audit Panel meeting held on 11 December 2024 and the unconfirmed Minutes of the Audit Panel meeting held on 25 March 2025.	Completed
25/42	15/04/2025	Comm 1 - Community Grant Application - Birralelee and Districts Pony Club That Council: <ol style="list-style-type: none"> 1. Approve Birralelee & Districts Pony Club community grant application for the installation of an AED cabinet and replacement battery/pads for \$671.00 	Completed

25/43	15/04/2025	Comm 2 - Community Grant Application - Exeter Bowls and Community Club That Council: <ol style="list-style-type: none"> 1. Support the application for funding from the Exeter Bowls and Community Club CLUBMAP Packages/Programs to the value of \$4997.80. 	Completed
25/44	15/04/2025	Comm 3 - Community Grant Application - West Tamar Dance Academy That Council: <ol style="list-style-type: none"> 1. Does not approve the community grant application by West Tamar Dance Academy for \$10,000 for the purchase and installation of a wooden floor. 	Completed
25/45	15/04/2025	Comm 4 - Sponsorship Application - Festival of Voices That Council: <ol style="list-style-type: none"> 1. Approve a one year sponsorship of \$2,165 for the 2024/25 financial year, including \$165 payable for hire of the hall for the Festival of Voices Sip N Sing. 	Completed
25/C20	15/04/2025	Confidential 2 - Sale of property for unpaid rates As per resolution	Completed
25/57	20/05/2025	Com 1 - Sponsorship Application - Family Christmas Carols Event That Council approves the sponsorship application submitted by the Tamar Valley Christian Church Inc. for future funding of the annual Family Christmas Carols subject to the following conditions: <ol style="list-style-type: none"> 1. That West Tamar Council and Tamar Valley Christian Church Inc. develop and agree to a Memorandum of Understanding acceptable to Council's Chief Executive Officer that will outline the obligations of both parties; 2. That West Tamar Council has exclusive naming rights of the Carols; and 3. That Council's sponsorship contribution is limited to \$15,000 per annum for 2025/26, 2026/27 and 2027/28. 	Completed
25/58	20/05/2025	Com 2 - Sponsorship Application - Launceston Chamber of Commerce Excellence Award That Council: <ol style="list-style-type: none"> 1. Supports the Launceston Chamber of Commerce request by providing sponsorship funding of \$4,700 (plus GST) in 2025/2026 to sponsor the category of Exceptional Workplace at its 2025 Business Excellence Awards. 	Completed

25/59	20/05/2025	Com 3 - Sponsorship Application - Tamar Valley Wine Route - Taste of the Tamar That Council: <ol style="list-style-type: none"> 1. approves a one-year sponsorship of \$8,000 for the 2025 Taste of the Tamar event to be held at the Exeter Showgrounds, to be funded from Council's 2025-2026 sponsorship budget. 	Completed
25/60	20/05/2025	Com 4 - Community Grant Application - Tamar Sea Rescue That Council: <ol style="list-style-type: none"> 1. Approve Tamar Sea Rescue's community grant application to the amount of \$4,455.00 for the upgrading of the electrical switchboard at its Inspection Head base. 	Completed
25/73	17/06/2025	Corp 1 - Related Party Disclosures Policy That Council: <ol style="list-style-type: none"> 1. Rescinds the existing Related Party Disclosures Policy (WT-HRM 41.00 April 2021); 2. Adopts the updated Related Party Disclosures Policy as presented, effective 17 June 2025; 3. Updates the version number to 3.00; and 4. Approves a review date of April 2029. 	Completed
25/74	17/06/2025	Corp 2 – 2025/2026 Estimates and Rates and Charges As per resolution	Completed
25/75	17/06/2025	Corp 3 - Fees and Charges for 2025/2026 Financial Year As per resolution	Completed
25/C33	17/06/2025	Confidential 3 – Windsor Café Operations As per resolution	Completed
Planning & Development			
25/22	18/03/2025	Plan 2 - AMD03/24 - Amendment to the Planning Scheme for land at 11 Upper McEwans Road, Legana (CT174506/1) and Planning Application PA2024132 to subdivide the land into three (3) lots As per resolution	Completed
25/35	15/04/2025	Plan 1 - PA2024139 - Multiple Dwellings (2 New, 1 Existing) - 39 Freeland Crescent, Riverside As per resolution	Completed

25/40	15/04/2025	Dev 1 - Submission to Land Use Planning and Approvals Amendment (Development Assessment Panel) Bill 2025 (Ver.2) That Council: <ol style="list-style-type: none"> 1. Endorse the submission to the Land Use Planning and Approvals Amendment (Development Assessment Panels) Bill 2025 included as Attachment 1; and 2. Authorises the Chief Executive to sign the submission on Councils behalf. 	Completed
25/49	20/05/2025	Plan 1 - PA2025037 - Subdivision 1 into 2 Lots - Allen Street with access over 115 Top Road West, Greens Beach As per resolution	Completed
25/50	20/05/2025	Plan 2 - PA2024312 - Subdivision - 1 into 9 Lots, Boundary Adjustment and New Road - 1306 West Tamar Road and Ridge Road, Legana As per resolution	Completed
25/51	20/05/2025	Plan 3 - AMD03/24 - Amendment to the Planning Scheme for land at 11 Upper McEwans Road, Legana (CT174506/1) and Planning Application PA2024132 to subdivide the land into three (3) lots As per resolution	Completed
25/56	20/05/2025	Dev 1 - Environmental Health and Municipal Fees and Charges 2025/26 As per resolution	Completed
25/64	17/06/2025	Plan 1 - PA2024152 - Residential - 7 x Outbuildings (Retrospective) and resurfacing of existing gravel area - 19 Lachlan Parade, Trevallyn As per resolution	Completed
25/65	17/06/2025	Plan 2 - PA2025092 - Residential - Dwellings (2 new, 1 existing) - Lot 1 Greens Beach Road, Greens Beach As per resolution	Completed
Community Assets			
153/23	19/12/2024	Infra 1 – Speed Limit Review Overview That Council: <ol style="list-style-type: none"> 1. Endorses the priority list of works as set out above; and 2. Authorises the Chief Executive Officer to prepare all necessary documents for submission to the Department of State Growth for consideration. 	In Progress
25/61	20/05/2025	Asset 1 - Capital Works Budget Variations That Council receives this report under the Local Government Act 1993 section 82(7) noting the capital works project budget	Completed

		adjustments approved under delegation by the Chief Executive Officer.	
25/C34	17/06/2025	Confidential 4 - Contract WTC 03/2025 Gravelly Beach Village Centre Upgrade As per resolution	Completed