



Meander Valley Council  
Working Together

# AGENDA

## ORDINARY COUNCIL MEETING

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**Tuesday 10 May 2022**

**Time** 12 am

**Location** Council Chambers  
26 Lyall Street  
Westbury, Tasmania

**Phone** (03) 6393 5300

## Our Values

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

Respect, listen and care for one another

Be trustworthy, honest and tolerant

Be positive and receptive to new ideas

Be innovative, creative and learn

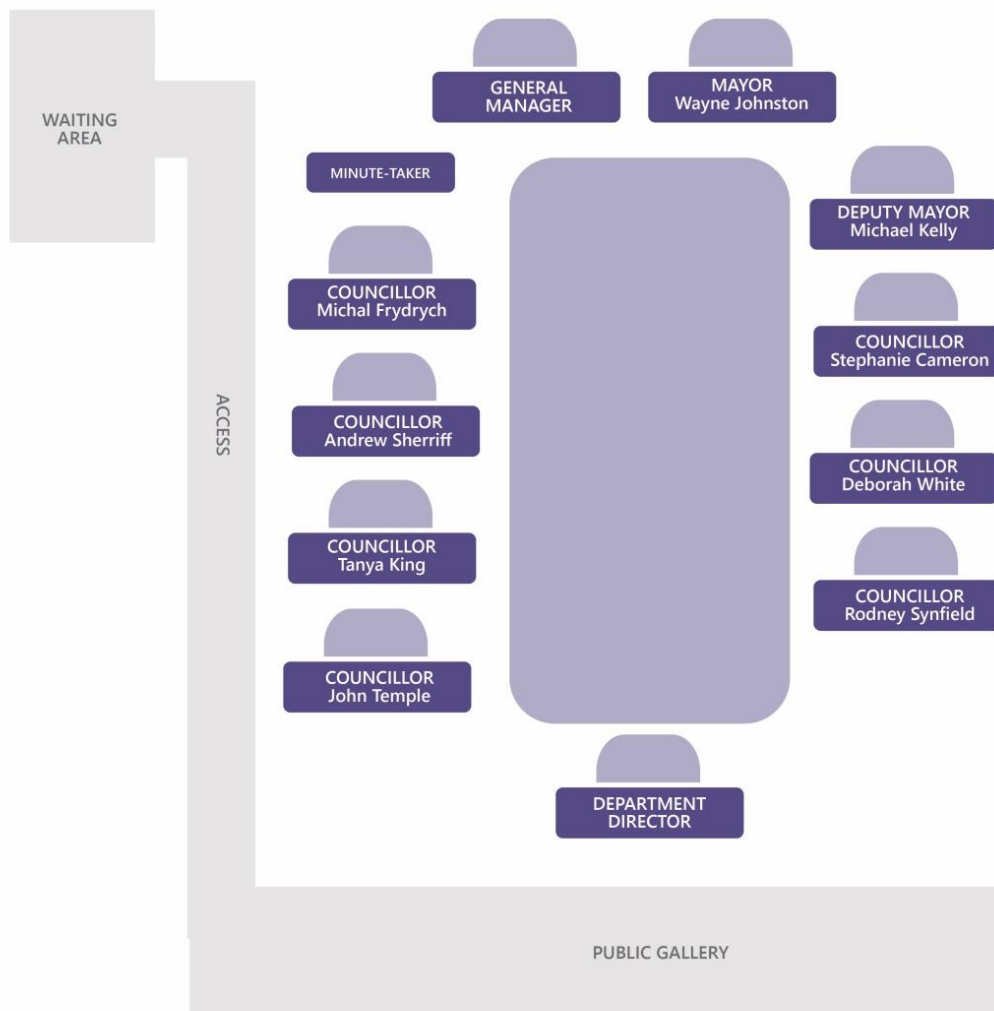
Take a fair, balanced and long term approach

Use sound business practices

Work together

## Council Chambers

Seating Plan



## Going to a Council Meeting

Members of the community are encouraged to engage with Meander Valley Council's monthly meetings.

You can submit questions online or register to attend in person. After the meeting, you'll find minutes and an audio recording online. We also offer handy fact sheets with information about what to expect at a Council Meeting, including how to participate in Public Question Time.

Hard copies of minutes and other documents are available to view at Council's Customer Service Centre.

### Learn more

Visit [www.meander.tas.gov.au/council-meeting-guidelines](http://www.meander.tas.gov.au/council-meeting-guidelines) to find fact sheets or submit a question. online Agendas and minutes are located at [www.meander.tas.gov.au/minutes-and-agendas](http://www.meander.tas.gov.au/minutes-and-agendas).

Contact the Office of the General Manager by phone (03) 6393 5317 or email [ogm@mvc.tas.gov.au](mailto:ogm@mvc.tas.gov.au) to book a seat in the public gallery, submit a question, or to learn more about opportunities to speak at a Council Meeting.

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## COVID-19 Notice: Public Access to Chambers

Due to COVID-19, there is currently seating for up to seven people in the public gallery. Bookings are essential. Please note, seating is prioritised as follows:

**For planning decisions:** applicants and representors have first priority. A representor is a community member who writes to Council to object to or support a planning application. Statutory timeframes apply for making a valid submission.

**All other decisions:** priority of access is offered to members of the public who pre-register to attend (in order of registration).

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

If you are experiencing any symptoms associated with COVID-19, or you are a close contact, please stay home. You may not enter or remain on Council premises if staff form a reasonable view that you should be isolating under current health directives.

## Conduct at Council Meetings

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

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

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

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

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## Access & Inclusion

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

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

## Certificate of Qualified Advice

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

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

Accordingly, I certify that, where required:

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



John Jordan  
**GENERAL MANAGER**

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## Meeting Open - Attendance & Apologies

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### Acknowledgment of Country

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

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### Confirmation of Minutes

**Motion** Receive and confirm Minutes of the last Council Meeting

(Ordinary Meeting held 12 April 2022)

**Vote** Simple majority

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### Declarations of Interest

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# Council Workshop Report

## Topics Discussed – 3 May 2022

Visit Northern Tasmania - CEO Presentation

Draft 2022-23 Capital Works Program

Former Meander School – Community Shortlisting Group Recommendation

Deloraine Landfill – Land Acquisition

General Manager Updates

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## Mayor & Councillor Report

### Councillor Activities Since Last Meeting

<b>25 April</b>	<b>Council Event</b>	<i>Deputy Mayor Kelly</i>
	Mole Creek ANZAC Day Service Wreath laying	
<b>25 April</b>	<b>Council Event</b>	<i>Cr Temple</i>
	Westbury, Carrick and Hagley ANZAC Day Service Wreath Laying	
<b>25 April</b>	<b>Council Event</b>	<i>Cr White</i>
	Deloraine ANZAC Day Service Presentation	
<b>25 April</b>	<b>Council Event</b>	<i>Cr Frydrych</i>
	Deloraine ANZAC Day Service Wreath Laying	
<b>29 April</b>	<b>Council Event</b>	<i>Cr White</i>
	Deloraine Train Park "Youth in the Park" event	
<b>3 May</b>	<b>Meeting</b>	<i>Mayor Johnston</i>
	Northern Tasmania Development Corporation Member Meeting and Board Review findings	



7<sup>th</sup> May

Community Event

Mayor Johnston

AGFEST 40<sup>th</sup> Anniversary Dinner

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## Petitions

For further information about petitions, refer to the *Local Government Act 1993*: ss57-60A.

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## Community Representations

Nil.

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## Public Question Time

Members of the public may ask questions in person or using our online form.

Click [here](#) or visit [www.meander.tas.gov.au/public-question-time](http://www.meander.tas.gov.au/public-question-time) to submit a question.

Due to social distancing requirements and limited space in the Council Chambers, you do need to book a seat if you would like to attend in person. Refer to pages 3 and 4 of this agenda for more information.

### **This Month's Public Questions With Notice**

Nil

### **This Month's Public Questions Without Notice**

Nil received prior to agenda publication

## **Councillor Question Time**

### **This Month's Councillor Questions With Notice**

Nil.

### **This Month's Councillor Questions Without Notice**

Nil received prior to agenda publication

# Development & Regulatory Services

## 2022-23 Dog Registration Fees

**Report Author** Katie Proctor  
Team Leader, Environment Health & Regulation

**Authorised by** John Jordan  
General Manager

**Decision Sought** Approval of recommended dog registration fees for 2022-23.

**Recommendation to Council** That Council adopt the recommended dog registration fees for 2022-23.

**Vote** Simple majority

### Report

The purpose of this report is for Council to adopt dog registration fees and charges for 2022-23. The dog registration fees and charges are determined at the May Council meeting so the 2022-23 fees can be published by the end of the first week in June.

The fees set by Council for the 2021-22 financial year are set out in Table 1.

Registration	Regular Fee (*GST inclusive)	If paid by 31 July 2021
Domestic Dog not Desexed	\$67.00	\$50.00
Domestic Dog Desexed	\$23.00	\$14.00
Working Dog	\$23.00	\$14.00
Greyhound	\$23.00	\$14.00
Purebred ( <i>for breeding</i> )	\$23.00	\$14.00
Pensioner's Dog ( <i>one per pension card</i> )	\$23.00	\$14.00
Guide Dog/Hearing Dog ( <i>on production of suitable evidence by applicant</i> )	Nil	Nil
Dangerous Dog	\$586.00	Not Applicable

Guard Dog	\$67.00	\$50.00
<b>Other</b>	<b>Regular Fee (*GST inclusive)</b>	<b>If paid by 31 July 2022</b>
Renewal of Kennel Licence	\$35.00	Not Applicable
New Kennel Licence	\$131.00	
Fee to make a nuisance dog complaint	\$23.00	
Dangerous Dog Collars	Cost*	
Impounding Fee	\$35.00	
Impounding Fee – Second Time	\$60.00	
Daily Maintenance Fee	\$25.00*	
Replacement Lifetime Tag	\$10.00	

*Table 1: 2021-22 Dog Registration Fees and Charges.*

The Council continues to run a comprehensive service in this program. Council is one of the few remaining Local Government authorities in the region that provides a 24/7 call out service.

In order for the program to continue to provide the same level of service to our community, it is recommended that the dog registration fees and charges are increased, and that these increases reflect the Council Cost Index (CCI) for 2022. The CCI is prepared by the Local Government Association of Tasmania (LGAT) and captures the cost increases associated with the delivery of Local Government services recognising that the Consumer Price Index alone does not reflect cost increases across the range of Council services.

The CCI for 2022 is 4.06%. It is recommended that fees are increased by CCI and rounded to the nearest dollar. The recommended dog registration fees and charges for the 2022-23 financial year are provided in Table 2.

An increase to \$50.00 (above CCI) has been recommended for renewal of a kennel licence to better reflect the cost associated with routine inspections.

<b>Registration</b>	<b>Regular Fee (*GST inclusive)</b>	<b>If paid by 31 July 2022</b>
Domestic Dog not Desexed	\$70.00	\$52.00
Domestic Dog Desexed	\$24.00	\$15.00
Working Dog	\$24.00	\$15.00
Greyhound	\$24.00	\$15.00
Purebred (for breeding)	\$24.00	\$15.00
Pensioner's Dog (one per pension card)	\$24.00	\$15.00
Guide Dog/Hearing Dog (on production of suitable evidence by applicant)	Nil	Nil
Dangerous Dog – initial fee – first year	\$610.00	Not Applicable
Guard Dog	\$73.00	\$54.00
<b>Other</b>	<b>Regular Fee (*GST inclusive)</b>	<b>If paid by 31 July 2022</b>
Renewal of Kennel Licence	\$50.00	Not Applicable
New Kennel Licence	\$136.00	
Fee to make a nuisance dog complaint	\$24.00	
Dangerous Dog Collars	Cost*	
Impounding Fee	\$35.00	
Impounding Fee – Second Time	\$62.00	
Daily Maintenance Fee	\$26.00*	
Replacement Lifetime Tag	\$10.00	

Table 2: Recommended 2022-23 Dog Registration Fees and Charges.

**Attachments** Nil

**Strategy** Progresses the objectives of the Council's strategic future direction 4: a healthy and safe community.

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

**Policy** Council Policy No. 43: *Dog Management*.

**Legislation** *Local Government Act 1993: s205.*

**Consultation** Not applicable

**Budget & Finance** If approved, the dog registration fees are anticipated to raise estimated revenue of \$94,000 for the 2022-23 financial year.

**Risk Management** Not applicable

**Alternative Motions** The Council may elect to approve the proposed fees structure with amendments.

# Development & Regulatory Services

## 2022-23 Environmental Health Fees

**Report Author** Katie Proctor  
Team Leader, Environment Health & Regulation

**Authorised by** John Jordan  
General Manager

**Decision Sought** Approval of recommended Environmental Health fees and charges for 2022-23.

**Recommendation to Council** That Council approves the recommended Environmental Health fees and charges for 2022-23.

**Vote** Simple majority

### Report

The purpose of this report is for Council to adopt Environmental Health fees and charges for 2022-23.

Council fees and charges are set in conjunction with the annual budget process. However, the environmental health fees and charges are determined at the May Council meeting so the 2022-23 fees can be published by the end of May to enable registration renewals to be issued in June.

The fees set by Council for the 2021-22 financial year are set out in Table 1 (Note: licence fees required by legislation do not include GST).

<b>Food Premises (Except for bona fide not for profit organisations) Annual Registration/Renewal of Registration</b>	<b>Fees/Charges (*GST inclusive)</b>
P3 <sup>^(see explanation note below)</sup>	\$60.00
P1 and P2 <sup>^(see explanation below)</sup>	\$178.00
Late fee if application for renewal not received by 31 July 2021	\$54.00
Additional inspections due to non-compliance	\$121.00*



<b>Temporary Food Stall Registration (Except for bona fide not for profit organisations)</b>	<b>Fees/Charges (*GST inclusive)</b>
One-off event	\$37.00
Up to 6 months	\$60.00
6 – 12 months	\$89.00
Late fee if not received before event	\$42.00
<b>Public Health</b>	<b>Fees/Charges (*GST inclusive)</b>
Place of Assembly Licence – Public events, 1 day	\$77.00
Place of Assembly Licence – Public events, greater than 1 day	\$242.00
Registration of Private Water Supplier	\$101.00
Other premises requiring licencing under <i>Public Health Act 1997</i>	\$101.00
Late fee if not received before event	\$121.00*
<b>Mobile Food Vehicles</b>	<b>Fees/Charges (*GST inclusive)</b>
Vendor's Permit	\$178.00

Table 1: 2021-22 Environmental Health Fees and Charges.

In order for the program to continue to provide the same level of service to our community, it is recommended that the environmental health fees are increased, and that the fee increase reflects the Council Cost Index (CCI) for 2022. The CCI is prepared by the Local Government Association of Tasmania (LGAT) and captures the cost increases associated with the delivery of Local Government services recognising that the Consumer Price Index alone does not reflect cost increases across the range of Council services.

The CCI for 2022 is 4.06%. It is recommended that fees are increased by CCI and rounded to the nearest dollar. The recommended environmental health fees and charges for the 2022-23 financial year are provided in Table 2.

<b>Food Premises (Except for bona fide not for profit organisations) Annual Registration/Renewal of Registration</b>	<b>Fees/Charges (*GST inclusive)</b>
P3 ^ (see explanation below)	\$62.00
P1 and P2 ^ (see explanation below)	\$185.00
Late fee if application for renewal not received by 31 July 2022	\$56.00
Additional inspections due to non-compliance	\$126.00*
<b>Temporary Food Stall Registration (Except for bona fide not for profit organisations)</b>	<b>Fees/Charges (*GST inclusive)</b>
One-off event	\$38.00
Up to 6 months	\$62.00
6 – 12 months	\$93.00
Late fee if not received before event	\$44.00
<b>Public Health</b>	<b>Fees/Charges (*GST inclusive)</b>
Place of Assembly Licence – Public events, 1 day	\$80.00
Place of Assembly Licence – Public events, greater than 1 day	\$252.00
Registration of Private Water Supplier	\$105.00
Other premises requiring licencing under Public Health Act 1997	\$105.00
Request for inspection and written reports on food premises for prospective purchasers	\$126.00*
<b>Mobile Food Vehicles</b>	<b>Fees/Charges (*GST inclusive)</b>
Vendor's Permit	\$185.00

Table 2: Recommended 2022-23 Environmental Health Fees and Charges.

The categories of food premises listed in the environmental health fees and charges reflect the Tasmanian Food Business Risk Classification System (TFBRCS). Based on the national food safety risk profiling framework, food businesses are to be classified into five categories according to the types of food handled by the business, together with the size and method of its food handling activities.

Following the implementation of the TFBRCS in July 2019, the fees and charges have been reviewed. It is recommended that the two-tiered fee structure be maintained, as this appropriately reflects the food safety risk and subsequent difference in inspection frequency required between P1, P2 and P3 food businesses<sup>^</sup>.

The TFBRCS also includes food businesses that are classified as P3-N or P4, largely businesses handling or processing non-potentially hazardous foods. As in previous years, it is proposed that food businesses classified as P3-N or P4 are not included in Council's fees and charges.

A Vendor's Permit, issued under the *Vehicle and Traffic Act 1999*, is required in addition to a Registration of a Food Business for mobile food vehicles wishing to operate from a public street or from Council owned or managed property. Mobile food vehicles based in other municipalities may apply for and obtain a Vendor's Permit to trade in the Meander Valley area.

**Attachments** Nil

**Strategy** Progresses the objectives of the Council's strategic future direction 4: a healthy and safe community.

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

**Policy** Not applicable

**Legislation** *Local Government Act 1993*: s205.

**Consultation** Not applicable

**Budget & Finance** If approved, the environmental health fees are anticipated to raise estimated revenue of \$36,000 for the 2022-23 financial year.

**Risk Management** Not applicable

**Alternative Motions** The Council may elect to approve the proposed fees structure with amendments.

## Corporate Services

### Council Audit Panel: Receipt of Minutes

**Report Author** Jonathan Harmey  
Director Corporate Services

**Authorised by** John Jordan  
General Manager

**Decision Sought** Council to receive the minutes of the Audit Panel meeting on 22 March 2022.

**Recommendation to Council** It is recommended that Council receive the minutes of the Audit Panel meeting held on 22 March 2022.

**Vote** Simple majority

#### Report

The purpose of this report is for Council to receive the minutes of the Council Audit Panel meeting held on 22 March 2022.

The minutes of the meeting held on 22 March have been reviewed and endorsed by the Council Audit Panel Chairperson and are provided for Council's information as required under its Audit Panel Charter.

**Attachments** 1. Audit Panel Minutes - 22 March 2022 [12.1.1 - 5 pages]

**Strategy** The recommendation fulfils the requirements outlined in Council's Audit Panel Charter confirmed at the October 2018 Council Meeting.

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

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

**Policy** Not applicable

**Legislation** *Local Government Act 1993*: sections 85, 85A and 85B.


*Local Government (Audit Panels) Orders*

**Consultation** Not applicable

**Budget & Finance** Not applicable

**Risk Management** Not applicable

**Alternative Motion** Council can approve the recommendation with amendment.

 <b>Meander Valley Council</b> <small>Working Together</small>	<b>Audit Panel Minutes</b>
<b>Meeting Time &amp; Date: 09:30am 22 March 2022</b>	<b>Venue: Meander Valley Council – Council Chambers</b>
<b>Present:</b>	
Chairman Andrew Gray	Councillor John Temple
Mr Ken Clarke	Councillor Michal Frydrych
<b>In Attendance:</b>	
John Jordan, General Manager	Justin Marshall, Team Leader Finance
Jon Harmey, Director Corporate Services	Susan Ellston, Finance Officer
Dino De Paoli, Director Infrastructure Services	Stephen Morrison - Tasmanian Audit Office <i>(via Zoom)</i>
Krista Palfreyman, Director Development & Regulatory Services	Chloe Bellchambers – Tasmanian Audit Office <i>(via Zoom)</i>
Jacqui Parker, Manager Governance and Performance	
<b>Apologies:</b>	
Melissa Lewarn, Director Community Wellbeing	Matthew Millwood, Director Works

## ORDER OF BUSINESS

### 13. Consider any available audit reports

The following reports were tabled-

1. MVC - Financial Audit Strategy - Year ending 30 June 2022
2. Report of the Auditor-General - Draft Commentary
3. Report of the Auditor-General – Letter

Stephen Morrison and Chloe Bellchambers from the Tasmanian Audit Office (TAO) joined via Zoom meeting. Stephen gave an overview of the Financial Audit Strategy Document and commented that not much had changed from last years report. Stephen noted that the risk of fraud in revenue has been rebutted due to the nature of the revenue sources and Council's strong controls in place around this.

The financial audit will aim to be completed by 29 September 2022. There have been no significant changes impacting the financial statements and audit process for this year.

There were no questions from the Audit Panel and the TAO left the meeting at 09:38 am.

Reports were received and Noted.

ITEM	
<b>1.</b>	<b>Declaration of Pecuniary Interests/conflict of interest</b> Nil.
<b>2.</b>	<b>Adoption of Previous Minutes</b> It was resolved that the minutes of the meeting held on 14 December 2021 be received

and confirmed.	
<b>3.</b>	<p><b>Outstanding from previous meeting - Action Sheet</b></p> <p><b>3.1 – Policy No. 23</b> – Responsibilities of Council Representatives – Further review required.</p> <p><b>3.2 – Policy No. 67</b> – Personal Information Protection – Further review required.</p> <p><b>3.2 – Policy No. 84</b> – Gifts and Benefits – Further review required.</p> <p>The General Manager advised the panel there is a revised Policy Schedule being developed based on a <i>need</i> to review strategy. If there are priority issues certain policies will be escalated to a <i>priority</i> list. Policies will be reviewed based on urgency rather than on a scheduled basis from a spreadsheet.</p> <p>Policies will be moved to individual documents rather than a single document.</p> <p>An investment in skills is needed to achieve consistent policy reviews.</p> <p>Panel queried which policies which identified as requiring Audit Panel review. Agreed that a list of these would be circulated in the papers for the next meeting.</p> <p>Received and Noted.</p>
<b>Governance and Strategy</b>	
<b>4.</b>	<p><b>Review 10-Year Financial Plan</b></p> <p>The Long Term Financial Plan Summary 2022-2031 was tabled for discussion.</p> <p>The Financial Plan is reviewed every year rather than every four years and preliminary stages of review has begun.</p> <p>Report was Received and Noted.</p>
<b>5.</b>	<p><b>Review Financial Management Strategy (Sustainability)</b></p> <p>The Financial Management Strategy &amp; Long Term Financial Plan September 2021-2030 was tabled for discussion.</p> <p>The document is due for renewal this year. The Team Leader Finance will be Workshopping changes with elected members in April 2022 or May 2022.</p> <p>Reports were Received and Noted.</p>
<b>6.</b>	<p><b>Review preliminary Budget parameters and assumptions</b></p> <ul style="list-style-type: none"> <li>- Timelines established for budget development. Workshop with elected members in May and approval to be sought in June.</li> <li>- Enterprise Agreement in negotiations (current EA expires 30 June 2022), salary and superannuation changes unknown at this point. Anticipated wages for 2022 below budget due to unfilled positions.</li> <li>- No new employee positions identified for 2023 at this point.</li> <li>- Favourable increase in Financial Assistance Grants 2022 \$200,000.</li> <li>- Changes to be factored in for Kerbside Waste Bin Collection services and FOGO bin</li> </ul>

rollout in the municipalities Eastern townships.																	
Received and Noted.																	
<b>7.</b>	<p><b>Review policies and procedures</b> See notes in tem 3.</p> <p><b>Policy No. 66 – Security for Incomplete Works in Subdivisions</b> Further review required</p> <p><b>Policy No. 81 – Online Communication (social media – Councillors)</b> Further review required</p>																
<b>Financial and Management Reporting</b>																	
<b>8.</b>	<p><b>Review most current results and report any relevant findings to Council</b> The Financial Reports February 2021 was tabled for discussion.</p> <p>Outcomes include two Capital Expenditure projects that have been carried forward due to a lack of securing suitably qualified tradesmen. There is also a significant lack of players competing for Capital projects mainly due to the increased activity in the building industry in general.</p> <p>Report was received and Noted.</p>																
<b>9.</b>	<p><b>Review any business unit or special financial reports</b> Nothing to Report</p>																
<b>Internal Audit</b>																	
<b>10.</b>	<p><b>Consider any available audit reports</b> No available audit reports March quarter. Council's Workplace Health &amp; Safety Officer has resigned and finished employment. This will directly affect the delivery of internal audits. A recruitment process has begun to fill the position.</p> <p>Internal audit schedule is planned as follows:</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Externally Conducted Internal Audit</th> </tr> </thead> <tbody> <tr> <td>June 22</td> <td>ICT Governance - assess and evaluate processes and controls for decision making around ICT assets and controls.</td> </tr> <tr> <td>Dec 22</td> <td>Major project variation controls - assess project reporting and variation approval practices for larger projects (&gt; 100K).</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Quarter</th> <th>WHS Officer Internal Audit</th> </tr> </thead> <tbody> <tr> <td>March 22</td> <td>Contractors are being effectively inducted before commencing work.</td> </tr> <tr> <td>June 22</td> <td>Building applications not being assessed within legislative timeframes.</td> </tr> <tr> <td>Sept 22</td> <td>A home based work policy is in place and being complied with.</td> </tr> <tr> <td>Dec 22</td> <td>Poor processes for the disclosure and management of staff conflicts of interest leading to partial decision making.</td> </tr> </tbody> </table> <p>Received and Noted.</p>	Quarter	Externally Conducted Internal Audit	June 22	ICT Governance - assess and evaluate processes and controls for decision making around ICT assets and controls.	Dec 22	Major project variation controls - assess project reporting and variation approval practices for larger projects (> 100K).	Quarter	WHS Officer Internal Audit	March 22	Contractors are being effectively inducted before commencing work.	June 22	Building applications not being assessed within legislative timeframes.	Sept 22	A home based work policy is in place and being complied with.	Dec 22	Poor processes for the disclosure and management of staff conflicts of interest leading to partial decision making.
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<p><b>11. Review management's implementation of audit recommendations</b></p> <p>New actions created upon finalisation of the Records Management Security Audit conducted by Crowe.</p> <ul style="list-style-type: none"> <li>- 1. (Low) Management should ensure that regular review of ECM rights is in sufficient detail and regularity to identify any issues arising on a timely basis. Level of reported detail to be considered when next security setting review is due. <u>Report to be reviewed 24/3/22.</u></li> <li>- 4. (Low) This wording in the policy should be reviewed to provide greater clarity on identification of documents requiring registration. Wording of Policy to be reviewed and updated as considered appropriate.</li> <li>- 5. Management should investigate with the software provider whether it is possible to amend the software to make compliance with the Personal Information Protection Act possible. Meeting with software supplier to investigate permanent deletion option from database. It is noted that hard copy disposals are undertaken in accordance with the Disposal Schedule.</li> </ul> <p>Received and Noted.</p>
<p><b>12. Review the adequacy of internal audit resources for consideration in Council's annual budget and review performance of internal auditors</b></p> <p>Council will continue with risk based internal audits. The timing of these internal audits subject to the commencement of the Workplace Health &amp; Safety Officer. Council is also anticipating a similar budget amount to prior years for third party (external) internal audit projects.</p> <p>Received and Noted.</p>
<p><b>External Audit</b></p>
<p><b>13. Consider any available audit reports</b></p> <p>Details at the commencement of the meeting.</p>
<p><b>14. Consider any performance audit reports that will be undertaken by the Tas Audit Office and address implications for the Council</b></p> <p>Details at the commencement of the meeting.</p>
<p><b>Risk Management and Compliance</b></p>
<p><b>15. Monitor ethical standards and any related party transactions to determine the systems of control are adequate and review how ethical and lawful behaviour and culture is promoted within the Council</b></p> <p>No concerns to report.</p> <p>Director's declarations due for insurance March 2022. Elected Members and Director's related party declarations coordinated by Team Leader Finance June 2022.</p> <p>Councils Induction program now includes an Integrity Commission Presentation.</p> <p>Fraud awareness training is to be represented when a suitable trainer can be locked in.</p> <p>Received and Noted</p>

<b>16. Review the procedures for Council's compliance with relevant laws, legislation and Council policies</b>
Nothing to report.
<b>17. Review internal and fraud management controls</b>
Staff Code of Conduct is currently in Employment Agreement negotiations.
Received and Noted.
<b>18. Review delegation process and exercise of these</b>
General Manager and Financial delegations have been revised and updated.
Received and Noted.
<b>19. Review tendering arrangements and advise Council</b>
Nothing to report.
<b>20. Monitor any major claims or lawsuits by or against the Council and complaints against the Council</b>
No matters to report.
<b>21. Oversee the investigation of any instances of suspected cases of fraud or other illegal and unethical behaviour</b>
No matters to report.
<b>Other Business</b>
<b>22. Review issues relating to National competition policy</b>
There are no notable changes to the NCP legislation (that we are aware of) or to Council's business operations.
Received and Noted.
<b>Meeting close</b>
This meeting closed at 10:48 am
<b>Next Meeting</b>
The next meeting is to be held on Tuesday 28 June 2022 at 9:30 am

## Motion to Close Meeting

**Motion** Close the meeting to the public for discussion of matters in the list of agenda items below.

Refer to *Local Government (Meeting Procedures) Regulations 2015: s15(1)*.

**Vote** Absolute majority

## Closed Session Agenda

### Confirmation of Closed Minutes

Refer to *Local Government (Meeting Procedures) Regulations 2015: s34(2)*.

### Leave of Absence

Refer to *Local Government (Meeting Procedures) Regulations 2015: s15(2)(h)*.

### Review of budget for the Deloraine Squash Court Project

Refer to *Local Government (Meeting Procedures) Regulations 2015: s15(2)(c)* regarding commercial information of a confidential nature that, if disclosed, is likely to (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the council; or (iii) reveal a trade secret.

And s15(2)(d) regarding contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal.

### 2022-23 Capital Work Program (CWP)

Refer to *Local Government (Meeting Procedures) Regulations 2015: s15(2)(b)* regarding information that, if disclosed, is likely to confer a commercial advantage or impose a commercial disadvantage on a person with whom the council is conducting, or proposes to conduct, business.

And s15(2)(d) regarding contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal.

### Release of Public Information

Refer to *Local Government (Meeting Procedures) Regulations 2015: s15(8)*.

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## Meeting Close