



Meander Valley Council
Working Together

MINUTES

ORDINARY COUNCIL MEETING

Tuesday 10 May 2022

Time 3pm

Location Council Chambers
26 Lyall Street
Westbury, Tasmania

Phone (03) 6393 5300

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Meeting Open - Attendance & Apologies

Meeting opened at 3:00 pm.

Chairperson Mayor Wayne Johnston

Councillors present	Deputy Mayor Michael Kelly	Councillor Andrew Sherriff
	Councillor Stephanie Cameron	Councillor Rodney Synfield
	Councillor Michal Frydrych	Councillor John Temple
	Councillor Tanya King	Councillor Deborah White

Apologies Nil

Officers present	John Jordan	General Manager
	Rachel Burt	Executive Assistant (Minute-Taker)
	Jarred Allen	Acting Director Infrastructure Services
	Jonathan Harmey	Director Corporate Services
	Matthew Millwood	Director Works
	Katie Proctor	Acting Director Development & Regulatory Services
	Jacqui Parker	Manager Governance & Performance
	Robert Little	Asset Management Coordinator
	Geoff Guiver	Business Improvement Officer

Acknowledgment of Country

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

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.

Confirmation of Minutes

Ref: 86/2022

Motion Receive and confirm Minutes of the last Council Meeting
(Ordinary Meeting held 12 April 2022)

Moved Councillor Deborah White

Seconded Councillor Michal Frydrych

Votes for Mayor Wayne Johnston
Councillor Stephanie Cameron
Councillor Michal Frydrych
Councillor Tanya King
Councillor Andrew Sherriff
Councillor Rodney Synfield
Councillor John Temple
Councillor Deborah White

Votes against Nil

Abstained Nil

To abstain from voting at a Council Meeting is to vote in the negative: *Local Government (Meeting Procedure) Regulations 2015: s28.*

Motion carried by simple majority

Declarations of Interest

Ref: 87/2022

Nil.

Council Workshop Report

Ref: 88/2022

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

Mayor & Councillor Report

Ref: 89/2022

Councillor Activities Since Last Meeting

25 April Community Event

Mole Creek ANZAC Day Service Wreath laying

Deputy Mayor Kelly

25 April Community Event

Westbury, Carrick and Hagley ANZAC Day Service Wreath laying

Cr Temple

25 April Community Event

Deloraine ANZAC Day Service Presentation

Cr White

25 April Community Event

Deloraine ANZAC Day Service Wreath Laying

Cr Frydrych

29 April Community Event

Deloraine Train Park "Youth in the Park" event

Cr White

3 May Meeting

Northern Tasmania Development Corporation Member Meeting and Board Review findings

Mayor Johnston

7 May Community Event

AgFest 40th Anniversary Dinner

Mayor Johnston

7 May Community Event

Deloraine Show Society - Atkins Pavilion Opening

*Deputy Mayor Kelly
& Cr Cameron*

Petitions

Ref: 90/2022

Nil.

Community Representations

Ref: 91/2022

Nil.

Public Question Time

This Month's Public Questions With Notice

Ref: 92/2022

Nil.

This Month's Public Questions Without Notice

Ref: 93/2022

Nil

Councillor Question Time

This Month's Councillor Questions With Notice

Ref: 94/2022

Nil.

This Month's Councillor Questions Without Notice

Ref: 95/2022

Question 1 *Councillor John Temple*

Has there been any update with regard to the proposed Northern Regional Prison Project since the last Council meeting?

Response **Mayor Wayne Johnston**

Yes there has been. Just last week, the state government made an announcement that Ashley would be their preferred site. They gave me a couple of hours' notice before mentioning it in Parliament. We were able to do some media on that going forward. Have you anything further to add General Manager?

John Jordan, General Manager

The Director of the prison project had also called me in advance regarding the announcement.

Question 2 *Councillor John Temple*

Should the state government go ahead with the Ashley Prison site for an adult prison, what will their interaction be with Council?

Response **Mayor Wayne Johnston**

What I can guess and gather is that they will have to put development applications and building permits in, and those kind of things. My understanding is there are two sites zoned for the prison: Risdon and the Ashley site.

John Jordan, General Manager

I will have to take that on notice to be accurate.

Question 3 *Councillor Deborah White*

Same topic, do we know what the state government's intentions are in terms of community consultation now that they have announced the possibility of using the Ashley site, is there going to be any?

Response **Mayor Wayne Johnston**

No.

John Jordan, General Manager

Nothing specific has been provided. The next step is there will be a range of due diligence needed, and that would include consultation with neighbours and the broader public. But nothing specifically at this stage has been provided.

Question 4 *Councillor Michael Frydrych*

Are we going to discuss what our attitude is toward it? Do we need to agree within the council as to Council's approach to it? On Saturday I was overwhelmed with people wanting to discuss it, I was even followed into the toilet. He just wasn't going to stay out; it was that ridiculous. I think that it's important that in the near future we sit down and discuss – and give it proper timing – on our feeling of the whole thing. Otherwise we are just facing what we did before, if we can avoid it.

Response

Mayor Wayne Johnston

Councillor, we will put that on the agenda to discuss at the next Workshop meeting.

Question 5

Councillor Stephanie Cameron

Maybe it would be a good idea for Council to write to the Department or the State Government to open the communication lines, reiterating that we would like to be involved in the consultation process to the public.

Response

Mayor Wayne Johnston

Thanks Councillor. We have stated to the Government that we would like communication all the way through, we will obviously get those lines of communication open.

Development & Regulatory Services

2022-23 Dog Registration Fees

Ref: 96/2022

Report Author Katie Proctor
Team Leader, Environment Health & Regulation

Authorised by John Jordan
General Manager

Motion That Council adopt the recommended dog registration fees for 2022-23, as attached.

Moved Councillor Deborah White

Seconded Councillor Stephanie Cameron

Deputy Mayor Michael Kelly entered the meeting at 3.15pm.

Votes for Mayor Wayne Johnston
Deputy Mayor Michael Kelly
Councillor Stephanie Cameron
Councillor Michal Frydrych
Councillor Tanya King
Councillor Andrew Sherriff
Councillor Rodney Synfield
Councillor John Temple
Councillor Deborah White

Votes against Nil

Abstained Nil

To abstain from voting at a Council Meeting is to vote in the negative: *Local Government (Meeting Procedure) Regulations 2015: s28.*

Motion carried by simple majority

Attachment 11.1.1 Recommended 2022-23 Dog Registration Fees And Charges

Registration	Regular Fee (*GST inclusive)	If paid by 31 July 2022
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	\$610.00	Not Applicable
Guard Dog	\$70.00	\$52.00
Other	Regular Fee (*GST inclusive)	If paid by 31 July 2022
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 and subsequent occasions	\$62.00	
Daily Maintenance Fee	\$26.00*	
Replacement Lifetime Tag	\$10.00	

Development & Regulatory Services

2022-23 Environmental Health Fees

Ref: 97/2022

Report Author Katie Proctor
Team Leader, Environment Health & Regulation

Authorised by John Jordan
General Manager

Motion That Council approves the recommended Environmental Health fees and charges for 2022-23, as attached.

Moved Councillor Michal Frydrych

Seconded Councillor Andrew Sherriff

Votes for Mayor Wayne Johnston
Deputy Mayor Michael Kelly
Councillor Stephanie Cameron
Councillor Michal Frydrych
Councillor Tanya King
Councillor Andrew Sherriff
Councillor Rodney Synfield
Councillor John Temple
Councillor Deborah White

Votes against Nil

Abstained Nil

To abstain from voting at a Council Meeting is to vote in the negative: *Local Government (Meeting Procedure) Regulations 2015: s28.*

Motion carried by simple majority

Attachment 11.2.1 Recommended 2022-23 Environmental Health Fees And Charges

Food Premises (Except for bona fide not for profit organisations) Annual Registration/Renewal of Registration	Fees/Charges (*GST inclusive)
P3	\$62.00
P1 and P2	\$185.00
Late fee if application for renewal not received by 31 July 2022	\$56.00
Additional inspections due to non-compliance	\$126.00*
Temporary Food Stall Registration (Except for bona fide not for profit organisations)	Fees/Charges (*GST inclusive)
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
Public Health	Fees/Charges (*GST inclusive)
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*
Mobile Food Vehicles	Fees/Charges (*GST inclusive)
Vendor's Permit	\$185.00

Corporate Services

Council Audit Panel: Receipt of Minutes

Ref: 98/2022

Report Author Jonathan Harmey
Director Corporate Services

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

Moved Deputy Mayor Michael Kelly

Seconded Councillor Michal Frydrych


Votes for Mayor Wayne Johnston
Deputy Mayor Michael Kelly
Councillor Stephanie Cameron
Councillor Michal Frydrych
Councillor Tanya King
Councillor Andrew Sherriff
Councillor Rodney Synfield
Councillor John Temple
Councillor Deborah White

Votes against Nil

Abstained Nil

To abstain from voting at a Council Meeting is to vote in the negative: *Local Government (Meeting Procedure) Regulations 2015: s28.*

Motion carried by simple majority

 Meander Valley Council <small>Working Together</small>	Audit Panel Minutes
Meeting Time & Date: 09:30am 22 March 2022	Venue: Meander Valley Council – Council Chambers
Present:	
Chairman Andrew Gray	Councillor John Temple
Mr Ken Clarke	Councillor Michal Frydrych
In Attendance:	
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	
Apologies:	
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	
1.	Declaration of Pecuniary Interests/conflict of interest Nil.
2.	Adoption of Previous Minutes It was resolved that the minutes of the meeting held on 14 December 2021 be received

and confirmed.	
3.	<p>Outstanding from previous meeting - Action Sheet</p> <p>3.1 – Policy No. 23 – Responsibilities of Council Representatives – Further review required.</p> <p>3.2 – Policy No. 67 – Personal Information Protection – Further review required.</p> <p>3.2 – Policy No. 84 – 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>
Governance and Strategy	
4.	<p>Review 10-Year Financial Plan</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>
5.	<p>Review Financial Management Strategy (Sustainability)</p> <p>The Financial Management Strategy & 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>
6.	<p>Review preliminary Budget parameters and assumptions</p> <ul style="list-style-type: none"> - Timelines established for budget development. Workshop with elected members in May and approval to be sought in June. - 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. - No new employee positions identified for 2023 at this point. - Favourable increase in Financial Assistance Grants 2022 \$200,000. - Changes to be factored in for Kerbside Waste Bin Collection services and FOGO bin

rollout in the municipalities Eastern townships.																	
Received and Noted.																	
7.	<p>Review policies and procedures See notes in tem 3.</p> <p>Policy No. 66 – Security for Incomplete Works in Subdivisions Further review required</p> <p>Policy No. 81 – Online Communication (social media – Councillors) Further review required</p>																
Financial and Management Reporting																	
8.	<p>Review most current results and report any relevant findings to Council 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>																
9.	<p>Review any business unit or special financial reports Nothing to Report</p>																
Internal Audit																	
10.	<p>Consider any available audit reports No available audit reports March quarter. Council's Workplace Heath & 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 (> 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>11. Review management's implementation of audit recommendations</p> <p>New actions created upon finalisation of the Records Management Security Audit conducted by Crowe.</p> <ul style="list-style-type: none"> - 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> - 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. - 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. <p>Received and Noted.</p>
<p>12. Review the adequacy of internal audit resources for consideration in Council's annual budget and review performance of internal auditors</p> <p>Council will continue with risk based internal audits. The timing of these internal audits subject to the commencement of the Workplace Health & 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>External Audit</p>
<p>13. Consider any available audit reports</p> <p>Details at the commencement of the meeting.</p>
<p>14. Consider any performance audit reports that will be undertaken by the Tas Audit Office and address implications for the Council</p> <p>Details at the commencement of the meeting.</p>
<p>Risk Management and Compliance</p>
<p>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</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>

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

Motion to Close Meeting

Ref: 99/2022

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

See *Local Government (Meeting Procedures) Regulations 2015*, s15(1).

Moved Deputy Mayor Michael Kelly

Seconded Councillor Andrew Sherriff

Votes for Mayor Wayne Johnston
Deputy Mayor Michael Kelly
Councillor Stephanie Cameron
Councillor Michal Frydrych
Councillor Tanya King
Councillor Andrew Sherriff
Councillor Rodney Synfield
Councillor John Temple
Councillor Deborah White

Votes against Nil

Motion carried by absolute majority

Closed Session Agenda

Confirmation of Closed Minutes

Ref: 100/2022

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

Review of Budget for the Deloraine Squash Court Project

Ref: 101/2022

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 Works Program (CWP)

Ref: 102/2022

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

Ref: 103/2022

Motion The following decisions taken by Council in Closed Session are to be released for the public's information:

1. Council has approved Deloraine Squash Courts proceeding to tender for construction.

Moved Councillor Stephanie Cameron

Seconded Councillor Michal Frydrych

Votes for Mayor Wayne Johnston
Deputy Mayor Michael Kelly
Councillor Stephanie Cameron
Councillor Michal Frydrych

**Votes for
(cont'd)** Councillor Tanya King
Councillor Andrew Sherriff
Councillor Deborah White

Votes against Councillor Rodney Synfield
Councillor John Temple

Abstained Nil

To abstain from voting at a Council Meeting is to vote in the negative: *Local Government (Meeting Procedure) Regulations 2015: s28.*

Motion carried by simple majority

Meeting Close

Meeting closed at 4.09pm.