



Meander Valley Council
Working Together

MINUTES

ORDINARY COUNCIL MEETING

Tuesday 8 August 2023

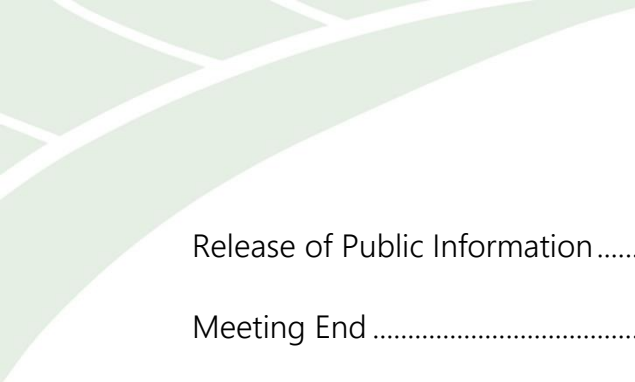
Time 3.00pm

Location Council Chambers
26 Lyall Street
Westbury, Tasmania

Phone (03) 6393 5300

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Meeting Open - Attendance & Apologies

Meeting opened at 3:01 pm.

Chairperson Deputy Mayor Stephanie Cameron

Councillors present
Councillor Lochie Dornauf
Councillor Ben Dudman
Councillor Kevin House
Councillor Anne-Marie Loader
Councillor Rodney Synfield
Councillor John Temple

Apologies Mayor Wayne Johnston
Councillor Michael Kelly

Officers present	Jonathan Harmey	Acting General Manager
	Wezley Frankcombe	Manager Governance & Performance (Minute-Taker)
	Dino De Paoli	Director Infrastructure Services
	Jonathan Harmey	Director Corporate Services
	Matthew Millwood	Director Works
	Krista Palfreyman	Director Development & Regulatory Services
	Natasha Whiteley	Team Leader Town Planning
	Brenton Josey	Town Planner

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.

Confirmation of Minutes

Motion Receive and confirm minutes of the last Special Council Meeting held 25 July 2023.

Moved Councillor Lochie Dornauf

Seconded Councillor Anne-Marie Loader

Votes for Deputy Mayor Stephanie Cameron
Councillor Lochie Dornauf
Councillor Ben Dudman
Councillor Kevin House
Councillor Anne-Marie Loader
Councillor Rodney Synfield
Councillor John Temple

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

Minute reference: 203/2023

Declarations of Interest

Nil.

Minute reference: 203/2023

Council Workshop Report

Topics Discussed – 25 July 2023

Sponsorship Request by Candlelight

Presentation: Launceston City FC Strategic Plan

Presentation: Deloraine Police Station Update Inspector Michael Johnston

Roxford Road Bridge Renewal Options

Council's Audit Panel Membership

Organisational Culture Reports

Council Workshop and Meeting Agenda Preparation and Distribution

Westbury Bicentenary Planning

Minute reference: 204/2023

Mayor & Councillor Report

Councillor Official Activities and Engagements Since Last Meeting

11 July 2023

Meeting: Meander Valley – Local Government Reform Feedback Session (Deloraine)

Attended by:

Mayor Johnston

Deputy Mayor Cameron

Cr Dornauf

Cr Dudman

Cr House

Cr Kelly

Cr Temple

Cr Loader

Cr Synfield

12 July 2023

Meeting: Recreational Swimming Community Forums – Deloraine

Attended by:

Cr Dudman

Cr Loader

Meeting: Rotary Club of Westbury Club Meeting

Attended by:

Cr Dudman

13 July 2023

Meeting: Recreational Swimming Community Forum – Mole Creek

Attended by:

Cr Loader

Meeting: GRiT, Tasmanian Spirit on Screen - Deloraine

Attended by:

Cr Loader

14 July 2023

Meeting: Recreational Swimming Community Forum - Westbury

Attended by:

Cr Loader

Cr House

Community Event: Westbury Community Tea

Attended by:

Cr Dudman

20 July 2023

Meeting: Mole Creek Progress Association

Attended by:

Cr Loader

25 July 2023

Community Event: Meander Valley Citizenship Ceremony

Attended by:

Mayor Johnston

Deputy Mayor Cameron

Cr Dudman

Cr House

Cr Loader

Cr Synfield

27 July 2023

Community Event: Westbury Play Gym's 25th Birthday Celebration

Attended by:

Cr Loader

29 July 2023

Community Event: Westbury Town Common parkrun's First Birthday Celebration

Attended by:

Cr Loader

2 August 2023

Meeting: Blackstone Heights Community News

Attended by:

Cr Synfield

Councillor Announcements & Acknowledgements

Cr Loader - Westbury Play Gym's 25th Birthday

Cr Loader - Westbury Town Common parkrun's First Birthday

Minute reference: 205/2023

Petitions

Nil.

Minute reference: 206/2023

Community Representations

Nil requests received.

Community representations are an opportunity for community members or groups to request up to three minutes to address Council on a topic of particular interest.

Requests received at least fourteen days prior to a Council Meeting will be considered by the Chairperson. For further information, contact the Office of the General Manager on (03) 6393 5317 or email ogm@mvc.tas.gov.au.

Minute reference: 207/2023

Public Question Time

This Month's Public Questions With Notice

Nil Received.

Minute reference: 208/2023

This Month's Public Questions Without Notice

Nil Received.

Minute reference: 209/2023

Councillor Question Time

This Month's Councillor Questions With Notice

Nil Received.

Minute reference: 210/2023

This Month's Councillor Questions Without Notice

Question 1: Councillor House

A unit owner situated in Lonsdale Promenade, feel there is some danger with the elm trees, they feel at risk, what is the councils involvement, can we assist with this?

Krista Pralfreyman, Director Development & Regulatory Services advised that we have been in discussion with property owners regarding the Elm trees, it has been established that the trees are on private property, not on heritage listed property, therefore the heritage council have no involvement in their management. It has also been established that there are no requirements under the planning scheme for us to issue a planning permit for their removal.

Question 2: Councillor Temple

Has there been any further updates regarding the Northern Regional Prison Project since our last meeting?

Jonathan Harmey, Acting General Manager advised that we have not received any correspondence relating to the State Government's proposed prison project in the past two weeks.

Question 3: Councillor Temple

Has any correspondence been received in relation to the letter we wrote to the state government relating to Swapping proposed prison for a stadium?

Jonathan Harmey, Acting General Manager advised that This will be taken on notice.

Question 4: Councillor Dornauf

In Lonsdale Promenade there is a tree held together with a ratchet strap, could we get some more information on this tree?

Matthew Millwood, Director Works advised that the tree has been strapped professionally, trees and independently audited for safety every 3 years and there has been on in the last 6 months, it is safe and it is an accepted method of managing the tree.

Minute reference: 211/2023

Planning Authority Report

14 Taylor Street, Westbury

Proposal Subdivision (2 lots) and Multiple dwellings (6 units)

Report Author George Walker
Town Planner - Consultant

Authorised by Krista Palfreyman
Director Development & Regulatory Services

Application reference PA\23\0241

Motion Council receives the agenda report tabled for PA\23\0241 and resolves to approve the application.

Refer to "Details" below for further specification of Council's decision and any conditions or notes.

Moved Councillor Ben Dudman

Seconded Councillor Lochie Dornauf

Votes for Deputy Mayor Stephanie Cameron
Councillor Lochie Dornauf
Councillor Ben Dudman
Councillor Kevin House

Votes against Councillor Anne-Marie Loader
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

Minute reference: 212/2023

Details

Council must take qualified advice before making a decision, and ensure that its reasons for any planning decisions are (a) minuted and (b) based on the Planning Scheme.

See Local Government Act 1993: s65, Local Government (Meeting Procedures) Regulations 2015: s25(2) and Land Use and Approvals Act 1993: ss57-59.

After receiving qualified advice about this planning application and its compliance with the Planning Scheme, Council resolved as follows:

Recommendation

This application by Design to Live for a Subdivision (2 lots) and Multiple dwellings (6 units), on land located at 14 Taylor Street, Westbury (CT: 238665/1) is recommended for approval generally in accordance with the Endorsed Plans, and recommended Permit Conditions and Permit Notes.

Endorsed Plan

- a) Design to Live; Dated: 06/06/2023; Proposed Subdivision and Unit Development; Job No.: TYLR14; Drawing No.: TYLR14-1 to TYLR14-12 (inclusive); Revision R3.

Permit Conditions

1. Covenants or similar restrictive controls must not be included on or otherwise imposed on the titles to the lots created by the subdivision, permitted by this permit unless:
 - a) Such covenants or controls are expressly authorised by the terms of this permit or by the consent in writing of Council; and
 - b) Such covenants or similar controls are submitted for and receive written approval by Council prior to submission of a Plan of Survey and associated title documentation is submitted to Council for sealing.
2. The new vehicle crossing to serve Lot 1 must be constructed generally in accordance with Tasmanian Standard Drawings TSD-R03, R04 and R09 to the satisfaction of Council's Director Infrastructure Services. Refer to Note 1.

3. The widened area of the existing vehicle crossing to serve Lot 2 must be constructed generally in accordance with Tasmanian Standard Drawings TSD-R03 and R04 to the satisfaction of Council's Director Infrastructure Services. Refer to Note 1.
4. The sections of footpath abutting the vehicle crossing and the driveway widening must be upgraded to a trafficable standard generally in accordance with Tasmanian Standard Drawings TSD-R03, R04 and R09 to the satisfaction of Council's Director Infrastructure Services. Refer to Note 1.
5. The new stormwater connection to service the Lot must be completed generally in accordance with Tasmanian Standard Drawing TSD-SW25 to the satisfaction of Council's Director Infrastructure Services. Refer to Note 1.
6. The visitor car parking spaces for the multiple dwellings must be physically delineated with line marking and appropriate signage to the satisfaction of Council's Town Planner.
7. A 'Shared Zone' sign (R4-4) is to be installed at the entrance to the multiple dwellings to identify that the driveway is used for both pedestrians and vehicles, to the satisfaction of Council's Town Planner.
8. The developer must pay to Council \$4295, a sum equivalent to 5% of the unimproved value of the approved lots, as a Public Open Space contribution.
9. Prior to commencement of use of the multiple dwellings the following must be completed to the satisfaction of Council:
 - a) The vehicle crossing installed and widened to the satisfaction of Council's Director Infrastructure Services in accordance with Condition 2 and 3.
 - b) The footpath upgraded to the satisfaction of Council's Director Infrastructure Services in accordance with Condition 4.
 - c) The installation of the stormwater connection to the satisfaction of Council's Director Infrastructure Services in accordance with Condition 5.
 - d) The delineation of the visitor car parking spaces to the satisfaction of Council's Town Planner in accordance with Condition 6.

- e) The installation of a 'Shared Zone' sign (R4-4) to the satisfaction of Council's Town Planner in accordance with Condition 7.
10. Prior to the sealing of the Final Plan of Survey, the following must be completed to the satisfaction of Council:
- a) The vehicle crossing installed and widened to the satisfaction of Council's Director Infrastructure Services in accordance with Condition 2 and 3.
 - b) The footpath upgraded to the satisfaction of Council's Director Infrastructure Services in accordance with Condition 4.
 - c) The installation of the stormwater connection to the satisfaction of Council's Director Infrastructure Services in accordance with Condition 5.
 - d) The payment of the Public Open Space contribution in accordance with Condition 8.
11. Stormwater runoff from the driveway and new building areas is to be captured and directed to the public stormwater system so that concentrated or nuisance flows do not cross the property boundaries to adjoining land.
12. The development must be in accordance with the Submission to Planning Authority Notice issued by TasWater (TWDA 2023/00660-MVC) attached.

Permit Notes

1. Works must be completed by a suitably qualified and insured contractor. Prior to any construction being undertaken in the road reserve, separate consent is required by the Road Authority. An Application for Works in Road Reservation form is enclosed. All enquiries should be directed to Council's Infrastructure Department on (03) 6393 5312.
2. It is noted from Council's flood modelling that the lot is subject to inundation during certain storm events. Although the risk is considered low it is recommended that the floor level of all habitable rooms is 300mm above the existing surface level. If you have any questions about stormwater drainage, please contact Council's Infrastructure Department on (03) 6393 5312.
3. Stormwater detention is required for Lot 2 of this development. Please see attached letter regarding the provision of detention and the requirements of Council acting as the Stormwater Authority in accordance with the *Urban Drainage Act 2013*.

4. In accordance with the *Urban Drainage Act 2013*, Council, as the stormwater authority, will not accept internal stormwater drainage to cross property boundaries. Other service providers may not allow internal services to cross property boundaries and adjustments may be required.
5. The unit development is unlikely to be able to be serviced by Council's kerbside waste contractor and a private contractor may be required at the cost of the body corporate. If you'd like to discuss this matter further, please contact Council's Waste Services Project Manager on (03) 6393 5329.
6. It is recommended that the developer or their electrical contractor contact TasNetworks Customer Enquiries team at customer.enquiries@tasnetworks.com.au to discuss the establishment of an electricity connection to support the development.
7. Any other proposed development and/or use, including amendments to this proposal, may require a separate planning application and assessment against the Planning Scheme by Council. All enquiries can be directed to Council's Development & Regulatory Services on 6393 5320 or via email: mail@mvc.tas.gov.au.
8. This permit takes effect after:
 - a. The 14-day appeal period expires; or
 - b. Any appeal to the Tasmanian Civil & Administrative Tribunal (TASCAT) is determined or abandoned; or
 - c. Any other required approvals under this or any other Act are granted.
9. Planning appeals can be lodged with TASCAT Registrar within 14 days of Council serving notice of its decision on the applicant. For further information, visit the TASCAT website.
10. This permit is valid for two years only from the date of approval. It will lapse if the development is not substantially commenced. Council has discretion to grant an extension by request.
11. All permits issued by the permit authority are public documents. Members of the public may view this permit (including the endorsed documents) at the Council Office on request.
12. If any Aboriginal relics are uncovered during works:

- a. All works to cease within delineated area, sufficient to protect unearthed or possible relics from destruction;
- b. Presence of a relic must be reported to Aboriginal Heritage Tasmania; and
- c. Relevant approval processes for state and federal government agencies will apply.

Planning Authority Report

1/17 Main Street, Hadspen

Proposal	Change of use to include Visitor Accommodation Use
Report Author	Brenton Josey Town Planner
Authorised by	Krista Palfreyman Director Development & Regulatory Services
Application reference	PA\23\0251
Motion	Council receives the agenda report tabled for PA\23\0251 and resolves to approve the application. Refer to "Details" below for further specification of Council's decision and any conditions or notes.
Moved	Councillor Anne-Marie Loader
Seconded	Councillor Ben Dudman
Votes for	Deputy Mayor Stephanie Cameron Councillor Lochie Dornauf Councillor Ben Dudman Councillor Kevin House Councillor Anne-Marie Loader
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

Minute reference: 213/2023

Details

Council must take qualified advice before making a decision, and ensure that its reasons for any planning decisions are (a) minuted and (b) based on the Planning Scheme.

See Local Government Act 1993: s65, Local Government (Meeting Procedures) Regulations 2015: s25(2) and Land Use and Approvals Act 1993: ss57-59.

After receiving qualified advice about this planning application and its compliance with the Planning Scheme, Council resolved as follows:

Recommendation

This application by J. M. Eady for a change of use to include Visitor Accommodation Use, on land located at 1/17 Main Street Hadspen (CT: 141321/1) is recommended for approval generally in accordance with the Endorsed Plans, and recommended Permit Conditions and Permit Notes.

Endorsed Plan

- a) Application description – Dated 31/05/2023 – 1 page; and
- b) Additional information – Dated 08/06/2023 – 1 page.

Permit Conditions

1. Use as visitor accommodation is limited to short or medium term accommodation for persons away from their normal place of residence.
2. Prior to the commencement use the following signage must be installed to the satisfaction of Council's Town Planner:
 - a) Signage identifying the parking location for Unit 1;
 - b) Signage which clearly identifies the location of Unit 1; and
 - c) Signage inside the premises noting to be mindful and respectful of neighbours when coming and going from the premises.

Permit Notes

1. The property retains its use rights for Residential (Multiple dwelling). A use right expires after two (2) years of not being utilised.
2. Registration as a Food Business under the *Food Act 2003* is required if food is provided as part of the proposed visitor accommodation business. Please contact Council's Environmental Health Officer on (03) 6393 5320.
3. Any other proposed development or use (including amendments to this proposal) may require separate planning approval. For further information, contact Council.
4. This permit takes effect after:
 - a. The 14-day appeal period expires; or
 - b. Any appeal to the Tasmanian Civil & Administrative Tribunal (TASCAT) is determined or abandoned; or
 - c. Any other required approvals under this or any other Act are granted.
5. Planning appeals can be lodged with TASCAT Registrar within 14 days of Council serving notice of its decision on the applicant. For further information, visit the TASCAT website.
6. This permit is valid for two years only from the date of approval. It will lapse if the development is not substantially commenced. Council has discretion to grant an extension by request.
7. All permits issued by the permit authority are public documents. Members of the public may view this permit (including the endorsed documents) at the Council Office on request.
8. If any Aboriginal relics are uncovered during works:
 - a. All works to cease within delineated area, sufficient to protect unearthed or possible relics from destruction;
 - b. Presence of a relic must be reported to Aboriginal Heritage Tasmania; and
 - c. Relevant approval processes for state and federal government agencies will apply.

Works

Review of 2023-24 Capital Works Program Budgets

Report Author Matthew Millwood
Director Works

Attachments Nil

Motion That Council, pursuant to section 82(5) of the *Local Government Act 1993*, noting no overall change to the value of the program, approves:

1. removal of project 8768 "Chipper (new)" from the capital works program and reallocates the budget of \$60,000 to projects 8771 and 8744;
2. adjustment of project 8771 "Loader 515 (replacement)", increasing the budget by \$50,000; and
3. adjustment of project 8744 "Deloraine Depot utility 200 (replacement)", increasing the budget by \$10,000.

Moved Councillor Kevin House

Seconded Councillor Lochie Dornauf

Votes for Deputy Mayor Stephanie Cameron
Councillor Lochie Dornauf
Councillor Ben Dudman
Councillor Kevin House
Councillor Anne-Marie Loader
Councillor Rodney Synfield
Councillor John Temple

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

Minute reference: 214/2023

Corporate Services

Council Audit Panel Minutes of Meeting

Report Author Jonathan Harmey
Acting General Manager

Motion That Council receives the minutes of the Audit Panel meeting held on 27 June 2023 in Attachment 1.

Moved Councillor Ben Dudman

Seconded Councillor Lochie Dornauf

Votes for Deputy Mayor Stephanie Cameron
Councillor Lochie Dornauf
Councillor Ben Dudman
Councillor Kevin House
Councillor Anne-Marie Loader
Councillor Rodney Synfield
Councillor John Temple

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

Minute reference: 215/2023

14.1.1 Audit Panel Minutes 27 June 2023

 Meander Valley Council Working Together	<h1 style="margin: 0;">Audit Panel Minutes</h1>
Meeting Time & Date: 10:30am, 27 June 2023	Venue: Westbury Council Chambers
Present:	
Chairman Andrew Gray	Councillor Ben Dudman
Mr Ken Clarke	
In Attendance:	
John Jordan, General Manager	Justin Marshall, Team Leader Finance
Jon Harmey, Director Corporate Services	Wezley Frankcombe, Manager Governance & Performance
Dino De Paoli, Director Infrastructure Services (via Zoom)	Susan Ellston, Finance Officer
Krista Palfreyman, Director Development & Regulatory Services	
Apologies:	
Matthew Millwood, Director Works	Councillor Kevin House

ORDER OF BUSINESS

ITEM
1. Declaration of Pecuniary Interests/conflict of interest Nil.
2. Adoption of Previous Minutes Adopted.
3. Outstanding from previous meeting - Action Sheet The Panel reviewed the Action Sheet and discussed the following items: <ul style="list-style-type: none"> 3.1. Policy No. 23 – Responsibilities of Council Representatives – Approved in April 2023 General Council Meeting. Received and Noted. 3.2. Policy No. 66 – Security for Incomplete Works in Subdivisions – Approved in March 2023 General Council Meeting. Received and Noted. Policy No. 81 – Online Communication (social media Councillors) – Deferred; Further Review required. Appointing a consultant to engage a strategy. Received and Noted. 3.3. Policy No. 37 – Vegetation Management – Deferred; Further Review required. Received and Noted.

<p>3.4. Submit the External Audit JLT Waste Transfer Station (WTS) Management Report to the next Audit Panel Meeting – Council is in the process of entering new 5-year contract with waste sites operator. The new contract will require significantly different reporting and performance requirements from the contractor, and obligation on Council officers will also increase. This upcoming work will mitigate the public liability risks flagged in the JLT report. Received and Noted.</p> <p>3.5. Review management’s implementation of Tas Audit Office recommendations Council has sought input from two consultants on the rehabilitation and aftercare issue. Director Infrastructure has reviewed and prepared a draft costing for discussion with Corporate Services Director and Team Leader Finance. Received and Noted.</p> <p>3.6. Policy No. 24 – Councillor Expense Entitlements, Attendance at Conferences and Training – Approved in April 2023 General Council Meeting. Received and Noted.</p>
<p>4. Review Annual Meeting Schedule and Work Plan The Annual Meeting Schedule and Workplan 2023-24 was presented to the Audit Panel, some minor changes were made.</p> <p>The reports were accepted and to be submitted for the July Council Meeting agenda for adoption.</p> <p>Received and Noted.</p>
<p>Governance and Strategy</p>
<p>5. Review of Council Strategic Plan Council’s Community Strategic Plan is to be updated by December 2023 following the renewal process presented.</p> <p>Received and Noted.</p>
<p>6. Review of Annual Budget and report to Council Council’s draft budget estimates were workshopped with Councillors again on 13 June and are due to be presented to a special meeting of Council on 27 June 2023.</p> <p>The following focuses points were raised:-</p> <ul style="list-style-type: none"> • The Capital Works program is enormous including many carry forward projects and several significant projects planned. • The Rates revenue for 2022-23 has a favourable increase due to new properties. • The cost of garbage disposal has had a substantial increase. • Waste services charges have seen a moderate increase. <p>Received and Noted.</p>

7.	<p>Review policies and procedures Policy No. 1 – Risk Management – See Item 18</p>
Financial and Management Reporting	
8.	<p>Review most current results and report any relevant findings to Council The April 2023 Financial Report was presented to the Audit Panel.</p> <p>Discussion was held around the Investment of Surplus Council Funds (Policy No. 71). An early review of the policy was suggested due to the uncertainty of the current banking environment with the collapse of several US banks.</p> <p>Received and Noted.</p>
9.	<p>Review any business unit or special financial reports</p> <p>None to Report.</p>
10.	<p>Review the impact of changes to Australian Account Standards</p> <p>Nothing to Report.</p>
Internal Audit	
11.	<p>Consider any available audit reports Internal audit</p> <ol style="list-style-type: none"> 1. A home-based work policy is in place; and is being complied with <ol style="list-style-type: none"> a. Comment was made by the independent member that the Working from Home Policy is one of the most comprehensive policies that he has read. 2. A review of current process for the disclosure and management of staff conflict of interest is underway. <p>Outsourced Internal Audit</p> <ol style="list-style-type: none"> 1. Audit corrective actions from Major Project Controls/Variations – There are 7 actions required including review of Code of Tenders and Contracts. Work has commenced on one of the corrective actions. <p>Received and noted.</p>
12.	<p>Review management’s implementation of audit recommendations Corrective Actions Register was presented for discussion.</p> <p>Received and noted.</p>
13.	<p>Review and approve annual internal audit program and alignment with risk register No current scheduled internal audit until a resource is appointed.</p> <p>Two outsourced Audits are to be scheduled for next financial year.</p> <p>Received and noted.</p>

14.1.1 Audit Panel Minutes 27 June 2023

External Audit	
14. Consider any available audit reports	None to Report.
15. Review management's implementation of audit recommendations	The Memorandum of Audit Findings document provided by the Tas Audit Office was presented to the Panel with the following recommendations implemented for findings 1.2, 1.3 and 2.3. Findings 1.1, 2.1 and 2.2 are in progress. Received and noted.
16. Review and approve external audit plan including meeting with Tas Audit Office representative	The Financial Audit Strategy document for the year ending 30 June 2023 was presented to the Panel. Received and noted.
17. Consider any performance audit reports that will be undertaken by the Tas Audit Office and address implications for the Council	The following reports were presented to the Panel :- <ol style="list-style-type: none">1. Strategic Procurement in Local Government report and the Report of the Auditor-General 2022-23 Vol. 22. Tas Audit Office Annual Plan of Work for 2023-24 Received and noted.
Risk Management and Compliance	
18. Receive material risk management reports (risk profile, risk management and treatment and periodical/rotational risk review)	The Risk Appetite Statement was presented to Council on 13 June 2023 for adoption. The Risk Management Policy No. 1 was also presented to Council on 13 June for adoption. Both documents are well set out and a great tool that clearly identifies Council's appetite. No improvements were identified in either document. Received and noted.
19. Monitor any major claims or lawsuits by or against the Council and complaints against the Council	None to Report.

14.1.1 Audit Panel Minutes 27 June 2023

20. Oversee the investigation of any instances of suspected cases of fraud or other illegal and unethical behaviour
None to Report.
Audit Panel Performance
21. Report to Council regarding execution of duties and responsibilities by the Audit Panel
The Chairman tabled his Annual Report 2022-23.
The report needs some minor updates and these will be completed by the Director Corporate Services so the report can be presented at the next Council meeting.
Received and noted.
Other Business
22. The Panel Chair thanked the General Manager for his input and contribution to the Audit Panel over the years.
Meeting close
This meeting closed at 11:33 am
Next Meeting
The next meeting to be held on Tuesday 26 September 2023 at 10.30am

Governance

2023-24 Annual Plan

Report Author Jonathan Harmey
Acting General Manager

Motion That Council adopts the Annual Plan for the 2023-24 financial year, in Attachment 1, prepared in accordance with section 71 of the *Local Government Act 1993*.

Moved Councillor Ben Dudman

Seconded Councillor Kevin House

Votes for Deputy Mayor Stephanie Cameron
Councillor Lochie Dornauf
Councillor Ben Dudman
Councillor Kevin House
Councillor Anne-Marie Loader
Councillor John Temple

Votes against Nil

Abstained Councillor Rodney Synfield

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

Minute reference: 216/2023

Meander Valley Council

2023-24 ANNUAL PLAN



ACKNOWLEDGMENT OF TRADITIONAL OWNERS

The Meander Valley municipality was once home to Aboriginal people of the Pallitore clan in the West and the Panninher clan to the East.

We recognise the cultural history of these now past peoples and support a continuing acknowledgment of their connection with the lands and waterways which we now call Meander Valley.

We also respect and encourage the role of local Aboriginal people in acknowledging and preserving the connection of the past peoples as well as their own culture and connection to the land and waterways of Meander Valley.

We acknowledge all traditional owners of the land and pay our respects to elders past, present and emerging.

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MEANDER VALLEY COUNCILLORS



Mayor
Wayne Johnston



Deputy Mayor
Stephanie Cameron



Councillor
Michael Kelly



Councillor
Kevin House



Councillor
Anne-Marie Loader



Councillor
Rodney Synfield



Councillor
John Temple



Councillor
Ben Dudman



Councillor
Lochie Dornauf

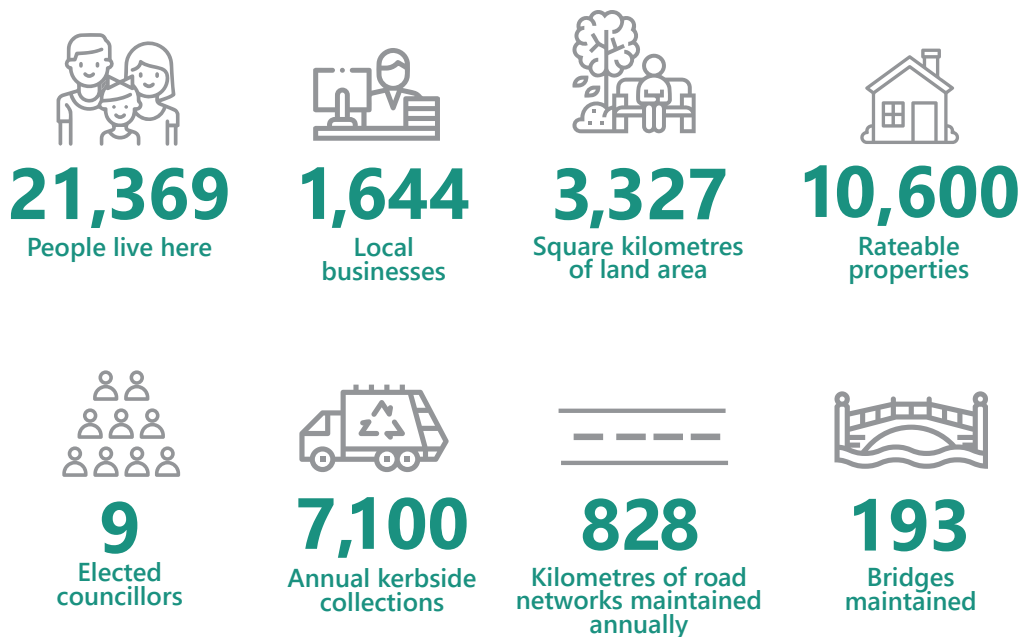
Meander Valley's elected Council comprises nine Councillors, including a Mayor and Deputy Mayor. All Councillors serve as representatives of the whole municipality and serve for a term of four years.

Councillors play a vital role in representing the collective interests of our municipality and demonstrate leadership as a board, by making decisions considering feedback from the community, expert advice, legislation and policy. Our Councillors take an active role in the development of our Annual Plan through budget and priority setting workshops and engagement with the community and Council officers.

ABOUT OUR REGION

Meander Valley has a geographic area of 3,331 square kilometers and a growing population of 21,369 people. The region is home to 1,644 local businesses and employs people in a range of industries, predominantly in agriculture, forestry, fishing and an increasing array of manufacturing.

While classified as a very large rural Council, our region blends a significant urban and peri-urban population in east with rural townships and farmland in the west. This diversity provides a richness of experiences and varying needs and challenges in terms of services and infrastructure.



ABOUT THE ANNUAL PLAN

Under *Section 71 of the Local Government Act*, Council is required to produce an Annual Plan that sets out the programs, projects and services that Council plans to deliver over the 2023-24 financial year.

It is a plan that outlines the practical actions we intend to undertake including major projects and our business as usual activities that ensure services are delivered and facilities are maintained. Meander Valley Council's Annual Plan is informed by:

OUR SIX FUTURE DIRECTIONS

The actions included in the Annual Plan are guided by the six future directions of Council's Community Strategic Plan. The programs of work are designed to progress our achievement of these six future directions over the short, medium and long term.

STRATEGIC PLANS AND COUNCIL DECISIONS

Actions are also drawn from Council decisions, Council endorsed strategic plans, emerging issues and essential reforms.

COUNCIL RESOURCING AND BUDGET

The Annual Plan also complements Council's annual budget and both are developed together to provide consistency between Council's work program and the resourcing allocations determined in the budget.

LEGISLATION

Some of the activity in the Annual Plan are functions that Council is legislated to perform under the *Local Government Act* and the state and federal governments.

ABOUT THE ANNUAL PLAN

The COMMUNITY STRATEGIC PLAN is for the whole municipality and was supported by Council through a process of community engagement. Council cannot realise the Community Strategic Plan on its own. All sectors of the community need to work on the parts relevant to them as Council can only act where it has a role.

The six future directions and priorities expressed through the Community Strategic Plan help shape the annual work programs within each annual plan. This relationship provides us with an informed, relevant and integrated approach to delivering value and relevance in the services we provide to the Meander Valley community.



ABOUT THE ANNUAL PLAN

HOW TO READ THE ANNUAL PLAN TABLES

The following pages set out the operational program for 2023-24. Scheduled work is identified as core program activities and annual projects.

CORE PROGRAM ACTIVITIES are the year on year tasks that are undertaken in order for Council to operate successfully. Performance reporting against these tasks occurs annually through the annual report.

ANNUAL PROJECTS are specific projects to be undertaken in 2023-24 in order to achieve a certain deliverable, outcome or capability change. These are reported mid-year and at year's end, with supplementary reporting on specific matters as requested.

All activities align with various aspects of our Community Strategic Plan and the LINK column on the left of the table indicates the correlation between the activity and the Six Future Directions contained in our Community Strategic Plan.

Activity timing indicates the quarter in which the activity is anticipated to take place with quarter one aligned to the commencement of the financial year (July - September).

Link indicates which Future Directions the activity aligns with.

Activity describes the project, program and work actions.

Measure describes how we will assess the results of the activity.

Department responsible for delivery of the activity.

The quarter of the year we will report on our progress.

Link	Activity	Measure	Department Lead	Activity Timing
CORE PROGRAM ACTIVITIES				
5.4, 5.6	Provide accessible contact for the community enquiries via customer service centre, web and telephone service channels.	Service channel maintained	Corporate Services	1,2,3,4
ANNUAL PROJECTS				
5.1, 5.3, 5.6	Renew the Customer Service Charter to ensure alignment to customer expectations and our capacity to deliver service outcomes.	Review complete	Corporate Services	2,3,4

Supporting our customers

Link	Activity	Measure	Department Lead	Activity Timing
CORE PROGRAM ACTIVITIES				
5.4, 5.6	Provide accessible first point of contact for community enquiries via customer service center, website and telephone service channels.	Service channel maintained	Corporate Services	1,2,3,4
5.4, 5.6	Maintain systems and reporting practices to manage customer service requests in line with our Service Charter and records management policy.	Requests actioned and resolved	Corporate Services	1,2,3,4
5.4, 5.6	Provide responses to correspondence and customer requests in line with our Service Charter.	Performance against targets	All	1,2,3,4
5.4, 5.6	Manage dog registrations, renewals, and processing of payments.	Registrations maintained	Corporate Services	1,2,3,4
5.2, 5.6	Process rates, pension applications, notice of sale updates, supplementary valuations and financial hardship applications.	Number processed by type	Corporate Services	1,2,3,4
4.1,4.2	Maintain Council's cemetery records in accordance with the Cemeteries Act (including online information for Council's cemetery facilities).	Legislative compliance	Corporate Services	1,2,3,4
5.2, 5.6	Respond to information access requests under the Right to Information Act 2009.	Legislative compliance	Governance	1,2,3,4
2.3, 2.4	Operate tourism and visitor information services through the Great Western Tiers Visitor Centre.	Services provided	Community Wellbeing	1,2,3,4
4.3	Provide general planning, building and plumbing advice in response to customer requests.	Number of responses	Development & Regulatory Services	1,2,3,4
5.4, 5.6	Manage the invoicing and payment processing of fees and charges for Council and relevant state government charges.	Payments processed	Corporate Services	1,2,3,4
5.4, 5.6	Support billing and payment for use of Council sports grounds and reserves.	Value of fees outstanding	Infrastructure Services	1,2,3,4
5.4, 5.6	Assist Councillors to respond to customer queries.	Number of responses	All	1,2,3,4

ANNUAL PROJECTS				
4.1, 6.4	Review and update Council's website information and user guides for the use of indoor facilities.	Website updated	Infrastructure	1,2
4.1, 6.4	Implement a new on-line booking system for Council facilities.	Online system operational	Infrastructure	1,2
5.1, 5.3, 5.6	Undertake a customer satisfaction survey (of at least 400 residents) through an independent market research firm.	Survey results reported to Council	Corporate Services	2,3
5.1, 5.3, 5.6	Implement system and process improvements to increase reporting against the Customer Service Charter and Standards.	Management reporting to Council	Corporate Services	3,4
5.1, 5.3, 5.6	Renew the Customer Service Charter and Customer Service Standards to set expectations that continue to meet the changing needs of our community.	Service Charter approved by Council	Corporate Services	2,3
2.3, 2.4	Expand the services offered through the Great Western Tiers Visitor Centre to enhance face to face service.	New services offered	Community Wellbeing	3,4
2.3	Complete development and roll out of the new resident's pack.	New resident pack in use	Community Wellbeing	2
2.3	Reduce reliance on paper-based processes by implementing a program to enable more online webforms, automation and workflow specific forms.	Increased number of online forms	Corporate Services	3,4

Managing our asset portfolio

Link	Activity	Measure	Department Lead	Activity Timing
CORE PROGRAM ACTIVITIES				
5.2,6.1-6.4, 6.6	Manage our asset portfolio to ensure optimal value and least cost, maintain Strategic Asset Management Plan (SAMP) and Asset Management Plans.	Complete	Infrastructure	2,3,4
6.1, 6.3, 6.4, 6.6	Maintain the asset management system and asset data (Conquest) to inform asset planning and development of works program.	Complete	Infrastructure	1,2,3,4
6.1,6.3, 6.4,6.6	Maintain a schedule of asset condition audits, including upkeep of asset register and complete audits to schedule.	Audits completed to schedule	Infrastructure	1,2,3,4
5.2, 6.1-6.6	Develop and maintain forward years (four year) capital works program for budget and financial planning.	Developed	Infrastructure	2,3,4
5.2, 6.1-6.6	Manage Council's property portfolio and land dealings (acquisition, valuation and disposal of land, road openings and closures).	Number of finalised actions	Infrastructure	1,2,3,4
5.2, 6.1-6.6	Process road naming applications in accordance with current legislation and guidelines.	Applications processed	Infrastructure	1,2,3,4
5.2, 6.1-6.6	Assess and manage proposed gifted assets under the gifted asset policy to minimise financial burden and adherence to standards.	Policy compliance	Infrastructure	1,2,3,4
5.2, 6.1-6.6	Provide cost effective and sustainable fleet management that meets the operational needs of the organisation.	Fleet maintained	Corporate Services	1,2,3,4
5.2, 6.1-6.6	Review and assess plant replacement needs, facilitate the replacement of heavy, light and small plant including purchase and disposal.	Plant replaced	Works	1,2,3,4
5.2, 6.1-6.6	Update asset information and asset re-valuation in line with the revaluation cycle.	Revaluations completed	Infrastructure	1,2,3,4
5.2, 6.1, 6.3	Apply for and administer State and Federal Grant Funding requests and documentation for approved projects.	Complete	Infrastructure	1,2,3,4

ANNUAL PROJECTS				
5.2, 6.1, 6.3	Complete divestment of surplus property assets as determined by Council.	Properties Sold	Works	1,2,3,4
6.1, 6.3	Establish formal project management and complete the detailed design and tender documentation for a new centralised works depot at Westbury.	Tender Complete	Works	1,2
6.1, 6.3	Complete tendering and construction contract awarded for the new centralised Works Depot at Westbury.	Contract Awarded	Works	3,4
6.2, 6.3	Progress the Hadspen Meander Valley Road intersection upgrades design and procurement documentation.	Complete	Infrastructure	1,2,3,4
6.2, 6.3	Update the Sport and Recreation Venue Action Plan to inform the provision, replacement and upgrading of sport and recreation amenities.	Complete	Infrastructure	2,3
6.2	Renew the Eastern Play Spaces Strategy 2020.	Complete	Infrastructure	2,3

Investing in community facilities and infrastructure

Link	Activity	Measure	Department Lead	Activity Timing
CORE PROGRAM ACTIVITIES				
4.1, 4.2	Operate Council's Deloraine, Westbury and Prospect Vale works depots and material storage areas.	Facilities operational	Works	1,2,3,4
4.1, 4.2	Manage community centres and halls in line with facility management plans.	Facilities operational	Infrastructure	1,2,3,4
4.1, 4.2	Maintain Council's parks, reserves, recreation grounds, cemeteries and other related facilities.	Progress to schedule	Works	1,2,3,4
4.1,4.2	Manage Council's Customer Service Centre and administration buildings in line with facility management plans.	Facilities operational	Infrastructure	1,2,3,4
4.1, 4.2	Deliver planned and reactive maintenance of community facilities (buildings) to ensure safe, well used facilities.	Facilities operational	Infrastructure	1,2,3,4
4.1, 4.2	Deliver operational programs to maintain road related assets.	Progress to schedule	Works	1,2,3,4
4.1, 4.2	Deliver operational programs to maintain urban streetscapes, public amenities and on-street waste collection.	Progress to schedule	Works	1,2,3,4
4.1, 6.4	Manage the Deloraine swimming pool to ensure availability, safety and compliance standards.	Facility operational	Infrastructure	2,3
4.1, 6.4	Facilitate safety standard compliance and continuing management by the community of the Caveside pool.	Facility operational	Infrastructure	1,2,3,4
4.1, 4.2. 5.6	Oversight of maintenance and safety at Deloraine and Districts Folk Museum.	Facility operational	Infrastructure	1,2,3,4
4.1, 6.4	Manage contracts and arrangements for cleaning buildings.	Facilities maintained	Infrastructure	1,2,3,4
4.1, 6.4	Complete and submit State and Federal grant funding applications to support facility maintenance or renewal.	Number lodged/successful	Infrastructure	1,2,3,4

ANNUAL PROJECTS				
4.1, 6.4	Complete level of service review for Council's pools at Deloraine and Caveside and natural swimming sites.	Review complete	Infrastructure	1,2
4.1, 6.4	Review and update asbestos register, priorities based on building hierarchy.	Progress to schedule	Infrastructure	1,2,3,4
4.6	Complete an audit of lease currency for Council owned facilities and implement a program of lease renewal.	Progress to schedule	Infrastructure	1,2,3,4
4.1, 6.4	Develop a contemporary lease document and renew leases when due.	Progress to schedule	Infrastructure	1,2,3,4
4.1, 6.4	Develop a community hall renewal policy, considering asset condition, utilisation rates, renewal and maintenance costs and service options.	Review complete	Infrastructure	1,2,3,4
4.1, 6.4	Progress construction of the Deloraine Squash Court project.	Progress to schedule	Infrastructure	1,2,3,4
6.1, 6.3	Plan and deliver Capital Works Program projects.	Progress to schedule	Works	1,2,3,4

15.1.1 2023-24 Meander Valley Council Annual Plan

Link	Activity	Measure	Department Lead	Activity Timing
ANNUAL PROJECTS				
6.2, 6.3	Progress consultation, master planning and design of the Deloraine Recreation Precinct.	Progress to schedule	Infrastructure	1,2,3,4
6.1, 6.3	Deliver the bridge inspection and maintenance program.	Progress to schedule	Infrastructure	1,2,3,4
6.1, 6.3	Deliver civil construction and infrastructure works for transport and recreation assets.	Progress to schedule	Infrastructure	1,2,3,4
6.2, 6.3	Plan, manage, construct and maintain bridges, culverts and other infrastructure.	Progress to schedule	Infrastructure	1,2,3,4
6.2	Undertake targeted community engagement on flood resilience and learnings from the October 2022 flood.	Completed	Community Wellbeing & Infrastructure	2,3



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Making a positive contribution to community wellbeing

Link	Activity	Measure	Department Lead	Activity Timing
CORE PROGRAM ACTIVITIES				
4.1, 6.4	Promote and facilitate activities and events that connect community and develop community capacity.	Number of events held	Community Wellbeing	1,2,3,4
3.3, 3.4	Provide advice and delivery support for community engagement activities for Council projects.	No of projects supported	Community Wellbeing	1,2,3,4
3.1, 3.2, 3.4	Promote, administer and distribute Council's Community Grants each quarter.	Number and value of grants	Community Wellbeing	1,2,3,4
3.3, 3.4	Manage MOUs with Deloraine and Westbury Community Cars and support initiatives for increasing the skills of drivers.	Services sustained and provided	Community Wellbeing	1,2,3,4
4.1, 6.4	Process applications for Place of Assembly Licences for large events.	Number and response times	Development & Regulatory Services	1,2,3,4
3.1, 3.4, 4.1	Promote and deliver the annual Australia Day Awards (all categories).	Number of award nominees	Community Wellbeing	2,3
3.1, 3.4, 4.1	Deliver quarterly Citizenship Ceremonies.	Number of ceremonies (4)	Community Wellbeing	1,2,3,4
3.2, 3.4, 3.5	Provide in-kind support to approved community events such as ANZAC day, Winterfire, Deloraine Car Show, St Patrick's Festival.	Support delivered	Works	1,2,3,4

ANNUAL PROJECTS				
3.1, 3.4, 4.1	Support and deliver Council contributions to the Westbury Bicentenary celebrations.	Completed	Community Wellbeing	1,2,3
3.1, 3.4, 4.1	Deliver youth programs under the Premiers Fund for Child and Youth Wellbeing grant.	Completed	Community Wellbeing	1,2
3.1, 3.4, 4.1	Develop and deliver an enhanced program of community events.	Community events delivered	Community Wellbeing	1,2,3,4
4.1	Facilitate and enable staff volunteering in the community.	Volunteering hours	Community Wellbeing	1,2,3,4
3.1, 3.4, 4.1	Manage recurrent sponsorship funding to Deloraine Cup, Deloraine, Chudleigh and Westbury Show Societies.	Payments made	Community Wellbeing	1, 4
3.1-3.5, 4.1	Deliver programmed activity and support for Volunteer Week.	Number of initiatives delivered	Community Wellbeing	3
3.1, 3.4, 4.1	Deliver programmed activity and support for Seniors Week.	Number of initiatives delivered	Community Wellbeing	2

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Supporting economic growth, prosperity and the environment

Link	Activity	Measure	Department Lead	Activity Timing
CORE PROGRAM ACTIVITIES				
2.3, 2.4	Fund and partner in regional collaboration through the Northern Tasmanian Development Corporation.	MVC participation	Governance	1,2,3,4
2.3, 2.4	Fund and partner in regional collaboration with Visit Northern Tasmania.	MVC participation	Governance	1,2,3,4
2.3, 2.4	Represent Council owner's interest in TasWater owners' forums.	MVC participation	Governance	1,2,3,4
1.3, 1.4, 1.6	Fund and partner with the Tamar Estuary Management Taskforce and contribute to the Tamar Estuary and Esk Rivers Program (NRM North).	MVC participation	Governance	1,2,3,4
2.3, 2.4	Support volunteers at the Deloraine and Districts Folk Museum to deliver new exhibits to highlight the history of the Meander Valley.	Exhibition delivered	Community Wellbeing	3,4
1.1, 1.2, 1.3	Support the Northern Council's Climate Action Planning (CCAP) Group.	Number of meetings attended	Governance	1,2,3,4
1.1, 1.3	Manage weeds on Council and roadside land.	Annual schedule completed	Works	1,2,3,4
1.4, 1.5	Manage the Westbury Town Common in line with the Management Plan.	Works complete	Works	1,2,3,4
2.3, 2.4	Support regional management of stray cats by contributing funds to Just Cats, the Northern Cat Management Facility.	Annual payment made	Development & Regulatory Services	1

ANNUAL PROJECTS				
1.4, 1.5	Provide Westbury Town Common Management Plan report to Natural Resources and Environment (NRE) Tasmania and renewal application lodged for the Management Plan.	Works complete	Works	3
1.4, 1.5	Application and approval from Natural Resources and Environment (NRE) Tasmania to undertake flood remediation works, including reclamation and revegetation at Rotary Park, Deloraine.	Approval received	Works	1,2
1.4, 1.5	Complete agreed remediation works including reclamation and revegetation at Rotary Park, Deloraine.	Works complete	Works	2,3
1.4, 1.5	Complete identified path and trees works at Wildwood, Deloraine to improve public safety.	Works complete	Works	2,3

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Supporting community health outcomes, resilience and emergency management responses

Link	Activity	Measure	Department Lead	Activity Timing
CORE PROGRAM ACTIVITIES				
4.1, 1.5	Manage public health risk through monitoring and sampling of recreational water.	Number of samples	Development & Regulatory Services	1,2,3,4
4.1, 4.3	Promote safe food practices including registrations, education, monitoring, inspections and compliance in accordance with the <i>Food Act 2003</i> .	Number of interactions	Development & Regulatory Services	1,2,3,4
4.1, 4.3	Provide a school-based immunisation program as part of the National Immunisation Program.	Complete	Development & Regulatory Services	1,2,3
4.1, 4.3	Ensure environmental health monitoring is compliant and incidents effectively managed.	Number of closed instances	Development & Regulatory Services	1,2,3,4
4.3	Complete annual fire abatement inspections and investigate complaints.	Legislative compliance	Development & Regulatory Services	2,3
4.4	Deliver fuel reduction programs on Council land, including roadsides.	Works complete	Works	2,3
4.4	Support planning and responses under the Tasmanian Emergency Management Arrangements (TEMA).	Complete	Infrastructure	1,2,3,4
4.4	Support Meander Valley SES units through ongoing management of the Memorandum of Understanding (MoU).	Complete	Infrastructure	1,2,3,4
4.4	Maintain and implement the Municipal Emergency Management Plan.	Complete	Infrastructure	1,2,3,4
4.4	Support Municipal Emergency Management and Social Recovery Committee.	Complete	Infrastructure	1,2,3,4

ANNUAL PROJECTS				
4.4	Review Municipal Emergency Management Plan in line with new SES regional template.	Complete	Infrastructure	2,3
4.4	Complete logical test of Emergency Management Plan.	Complete	Infrastructure	3
4.4	Procure Emergency Response Trailer and equipment.	Delivered	Infrastructure	3

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Managing planning, development and regulation

Link	Activity	Measure	Department Lead	Activity Timing
CORE PROGRAM ACTIVITIES				
4.3	Provide strategic and statutory land use planning advice for planning proposals.	Number of responses	Development & Regulatory Services	1,2,3,4
4.3	Process applications for amendment to the <i>Tasmanian Planning Scheme – Meander Valley</i> within statutory time limits.	Statutory requirements met	Development & Regulatory Services	1,2,3,4
4.3	Process planning, building and plumbing applications within statutory time limits.	Statutory requirements met	Development & Regulatory Services	1,2,3,4
4.3	Manage planning appeals through Tasmanian Civil and Administrative Tribunal.	Statutory requirements met	Development & Regulatory Services	1,2,3,4
4.3	Provide animal management and responsible pet ownership services (enforcement and education).	Number of interactions	Development & Regulatory Services	1,2,3,4
4.3	Administer dog registration compliance in line with the <i>Dog Control Act 2000</i> .	Number of dogs registered	Development & Regulatory Services	1,2,3,4
4.3	Respond to reports of dogs and livestock at large in a timely manner.	Number and response times	Development & Regulatory Services	1,2,3,4
1.1, 1.2, 1.3,4.3	Investigate identified non-compliance against the <i>Building Act 2016</i> and the <i>Tasmanian Planning Scheme - Meander Valley</i> .	Number and response times	Development & Regulatory Services	1,2,3,4
4.3	Provide environmental health related assessment of development applications.	Number and response times	Development & Regulatory Services	1,2,3,4
4.3	Provide road, stormwater and other infrastructure assessment of development applications.	Number and response times	Infrastructure	1,2,3,4

ANNUAL PROJECTS				
1.1, 1.2, 1.3	Contribute to regional planning initiatives: Northern Tasmanian Regional Land Use Strategy Review.	Participation	Development & Regulatory Services	1,2,3,4
1.1, 1.2, 1.3	Contribute to the Greater Launceston Plan Review.	Participation	Development & Regulatory Services	2,3
1.2	Progress development of a Structure Plan for Carrick.	Plan development progressed	Development & Regulatory Services	2,3
1.1, 1.2, 1.3	Review the Prospect Vale - Blackstone Heights Structure Plan.	Completed	Development & Regulatory Services	2,3,4
1.1, 1.2, 1.3	Participate in Planning Reforms and Statutory reviews.	Participant	Development & Regulatory Services	1,2,3,4
1.1, 1.2, 1.3	Review and implement Public Open Space Policy.	Completed	Development & Regulatory Services	3,4

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Provide contemporary waste collection, disposal and recycling services and infrastructure

Link	Activity	Measure	Department Lead	Activity Timing
CORE PROGRAM ACTIVITIES				
6.1, 6.6	Manage waste facilities and kerbside collection service contracts.	KPIs reviewed to schedule	Infrastructure	1,2,3,4
1.1, 1.5	Collaborate with the Northern Tasmanian Waste Management Group.	Participate in initiatives	Infrastructure	1,2,3,4

ANNUAL PROJECTS				
1.1, 1.5	Deliver a new Waste Management Strategy.	Endorsed strategy	Infrastructure	1,2
6.1, 6.6	Undertake feasibility assessment for new landfill within Meander Valley.	Complete	Infrastructure	1,2,3,4
1.1, 1.5	Complete purchase of existing landfill area at Cluan.	Complete	Infrastructure	1,2,3
1.5, 6.6	Complete design and commence construction for new transfer station at Deloraine.	Progress to schedule	Infrastructure	1,2,3,4
1.1, 1.5	Deliver the annual Hard Waste Collection.	Collection provided	Infrastructure	2
1.5, 6.1, 6.6	Complete design for expanded landfill cell at Cluan.	Complete	Infrastructure	1,2,3
1.1, 1.5	Maintain planning and environmental approvals and compliance for existing landfill operations.	Nil environmental improvement notices	Infrastructure	1,2,3,4
1.3, 1.4, 1.5	Achieve EPA approvals for increased height and manage landfill cell at Deloraine in accordance with approvals to provide for continuing operation.	Approval obtained	Infrastructure	1,2



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Provide a robust, reliable, secure and available ICT environment

Link	Activity	Measure	Department Lead	Activity Timing
CORE PROGRAM ACTIVITIES				
5.1, 5.2	Manage review and schedule changeover of corporate hardware requirements, implement modern, resilient platforms and solutions.	Availability and reliability	Corporate Services	1,2,3,4
5.1, 5.2	Define and meet performance and availability performance indicators for ICT systems.	KPI performance	Corporate Services	1,2,3,4
5.1, 5.2	Provide helpdesk services for efficient management of incidents and requests.	Support provided	Corporate Services	1,2,3,4
5.1, 5.2	Procure, administer, maintain and support corporate hardware (PCs and laptops).	Hardware purchased	Corporate Services	1,2,3,4
5.1, 5.2	Manage ancillary communications including printing, email and internet services and contractor support contracts.	Support provided	Corporate Services	1,2,3,4
5.1, 5.2	Plan and provision for business continuity of ICT services in line with the Risk Appetite Statement, undertake annual review when a material change to ICT hardware or systems is made.	Planned response in place	Corporate Services	3
5.1, 5.2	Manage ongoing network storage capacity.	Reviews completed	Corporate Services	1,2,3,4
5.1, 5.2	Implement network security improvements and protections as required.	Support provided	Corporate Services	1,2,3,4

ANNUAL PROJECTS				
5.1	Deliver digital transformation and service modernisation roadmap to inform the sequencing of ICT investment and roll out.	Roadmap delivered	Governance	1
5.1	Procure third-party support agreement to sustain unsupported TechnologyOne legacy systems from September 2023.	Support in place	Corporate Services	1,2
5.1, 5.2, 5.3, 5.4, 5.6.	Procure agreed ERP software products, prepare and resource implementation project and governance and sourcing of technical support roles.	ERP program endorsed by Council	Corporate Services	1,2,3,4
5.1	Review and recommend ICT costs to deliver ERP software and modernisation roadmap, vendor and software related costs, governance and change management.	Plan approved by Council	Corporate Services	2,3
5.3, 5.4.	Determine and procure a cloud-based records management system replacement and prepare implementation roadmap.	Roadmap approved	Corporate Services	1,2,3,4
5.1, 5.2, 5.3, 5.4, 5.6.	Review and recommend any changes to Council's internal resources to support a maturing capability in the management of information.	Review complete	Corporate Services	1,2
5.1, 5.3, 5.4, 5.6.	Progressively develop a contemporary suite of information policy and standards to ensure the protection and appropriate use of information.	Policies in place	Corporate Services	1,2,3,4
5.1, 5.2	Review software requirements to support future GIS and asset management systems.	Review completed	Infrastructure	1,2,3

15.1.1 2023-24 Meander Valley Council Annual Plan

Deliver good governance and resilience through sound corporate and financial management

Link	Activity	Measure	Department Lead	Activity Timing
CORE PROGRAM ACTIVITIES				
5.2, 5.6	Deliver the Annual Budget Estimates (2023-24) and Long-Term Financial Plan.	Budget and plan approved	Corporate Services	3,4
5.2, 5.6	Review and set Council's annual fees and charges for 2023-24.	Fees and charges approved	Corporate Services	3,4
5.2, 5.6	Manage and report on Council's financial position and alignment to the Long-Term Financial Plan and supporting financial strategies.	Performance in line with plans	Corporate Services	1,2,3,4
5.2, 5.6	Manage and report on borrowings and investments in accordance with the Financial Management Strategy 2024-2033 and investment policy.	Performance in line with plans	Corporate Services	1,2,3,4
5.2, 5.6	Completion of Council's annual financial statements, preparation of compliant financial statements and State Government audit.	Legislative compliance	Corporate Services	3
5.2, 5.6	Deliver the internal audit program.	Audits completed	Corporate Services	1,2,3,4
5.2, 5.6	Coordinate functions of the Meander Valley Council Audit Panel.	Audit Panel meetings held (4)	Corporate Services	1,2,3,4
5.2, 5.6	Manage Council's financial information system and related authorisations.	Currency maintained	Corporate Services	1,2,3,4
5.2, 5.6	Manage accounts payable and receivable.	Payment terms achieved	Corporate Services	1,2,3,4
5.2, 5.6	Review financial policies and procedures when due or as required.	Policies reviewed	Corporate Services	1,2,3,4
5.2, 5.6	Provision of relevant, timely and accurate financial information for corporate and audit reporting.	Reports delivered	Corporate Services	1,2,3,4
5.2, 5.6	Provide ongoing staff training for budgeting processes and monitoring.	Training provided	Corporate Services	1,2,3,4
5.2, 5.6	Manage Council's rates; issue Section 132 Certificates (property rates) and manage revenue and debtors' functions.	Legislative compliance	Corporate Services	1,2,3,4
5.2, 5.6	Complete State Authority Returns.	Completed	Corporate Services	1,2,3,4
5.2, 5.6	Manage taxation compliance (submit BAS, FBT and payroll tax returns within legislative timeframes).	Completed	Corporate Services	1,2,3,4
5.2, 5.6	Maintain strategic and operational risk registers.	Reviews complete	Corporate Services	1,2,3,4
5.2, 5.6	Arrange annual insurance renewals and reconciliation of control accounts.	Insurance secured	Corporate Services	1,2,3,4
5.2, 5.6	Maintain records management processes in line with requirements of the Archives Act, including annual archive disposal.	Legislative compliance	Corporate Services	1,2,3,4
5.2, 5.6	Maintain records management system and deliver training to ensure compliance with policies.	ECM registrations	Corporate Services	1,2,3,4

15.1.1 2023-24 Meander Valley Council Annual Plan

Link	Activity	Measure	Department Lead	Activity Timing
5.2, 5.6	Coordinate external audit programs.	Audits completed.	Corporate Services	1,2,3,4
5.2, 5.6	Facilitate reporting of progress of audit recommendations and tasks.	Report to Audit Panel	Corporate Services	1,2,3,4
5.2, 5.6	Review controls for addressing fraud and corruption risk and deliver awareness training.	Review and training complete	Corporate Services	1,2,3,4
5.2, 5.6	Coordinate updating of Council's policies and procedures in accordance with the review schedule.	Completed as scheduled	Governance	1,2,3,4
5.2, 5.6	Review and manage Council's gifts and benefits register.	Completed as scheduled	Governance	1,2,3,4

ANNUAL PROJECTS				
5.1, 5.2	Complete a review and update of financial, planning, and other legislation-based delegations.	Delegations approved	Governance	1,2
5.1, 5.2	Deliver employee training on right to information legislation and record keeping.	Training delivered	Governance	2,3
5.1, 5.2	Establish agreed reporting for management briefing reports to Council.	Reporting in place	Governance	1,2,3,4

Managing our supply chain to procure goods and services

Link	Activity	Measure	Department Lead	Activity Timing
CORE PROGRAM ACTIVITIES				
5.4, 5.6	Monitor implementation of audits and compliance with policy and procedures to minimise supply procurement and contract management risks and costs.	Compliance with policy	Corporate Services	1,2,3,4
5.4, 5.6	Maintain a contractor induction and verification of requirements regime in line with policy and processes.	Compliance with policy	Corporate Services	1,2,3,4

ANNUAL PROJECTS				
5.6	Deliver procurement and contract management training to employees.	Training delivered	Infrastructure	3,4
5.6	Deliver project management training to employees involved in major project delivery.	Training delivered	Infrastructure	3,4

15.1.1 2023-24 Meander Valley Council Annual Plan

Informing and engaging our community

Link	Activity	Measure	Department Lead	Activity Timing
CORE PROGRAM ACTIVITIES				
5.1, 5.3	Provide strategic communication, media and issues management responses to the Mayor, Councillors and General Manager.	Responses provided	Governance	1,2,3,4
5.1, 5.3	Provide communication services and support including the production of media and project communication material.	Number of media responses	Governance	1,2,3,4
5.1, 5.3	Provide social media and announcements in response to unplanned activities such as road closures and service disruptions.	Number of media responses	Governance	1,4
5.1, 5.3	Provide communication services, production of media and project communication material, including supporting unplanned road closures, service disruptions, etc.	Volume of responses	Governance	1,2,3,4
5.1, 5.3	Production of budget related collateral including rate notice insert and waste vouchers.	Collateral produced	Governance	1,2
5.1, 5.3	Produce information to support special projects and engagement activities as requested (briefing notes, advertising, project collateral, promotional material).	Collateral produced	Governance	1,2,3,4
5.1, 5.3	Administer and coordinate all Council's social media accounts.	Increased engagement	Governance	1,2,3,4
5.1, 5.3	Complete annual content audit of website information and update as required.	Information current	All	3,4
5.1, 5.3	Develop and maintain Council's online presence including website.	Visits to homepage	Governance	1,2,3,4
5.1, 5.3	Deliver design and layout for corporate documents.	Documents produced	Governance	2,4
5.1, 5.3	Deliver (4) regular council newsletters (Valley News and other initiatives).	Increasing subscribers	Governance	1,2,3,4

ANNUAL PROJECTS				
3.1, 3.4,4.1	Undertake engagement and renew the Community Strategic Plan.	Completed	Community Wellbeing	1,2,3,4
4.1	Develop and implement a Communication and Engagement Strategy.	Completed	Community Wellbeing	2,3
4.1	Deliver enhanced community engagement and consultation functionality on Council's website.	Website operational	Community Wellbeing	1,2
2.1, 2.2	Assess the feasibility of electronic notice boards located at community hubs throughout the region to support Council and community messaging.	Business case to Council	Community Wellbeing	2

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Demonstrating a commitment to our people

Link	Activity	Measure	Department Lead	Activity Timing
CORE PROGRAM ACTIVITIES				
5.3, 5.6	Maintain employee related records, training and reporting systems.	Records maintained	Corporate Services	1,2,3,4
5.3, 5.6	Maintain and administer the employee Code of Conduct Policy.	Records maintained	Corporate Services	1,2,3,4
5.3, 5.6	Maintain a contemporary approach to job design and currency of position descriptions.	Assistance provided	Corporate Services	1,2,3,4
5.3, 5.6	Support recruitment and selection.	Support provided	Corporate Services	1,2,3,4
5.3, 5.6	Manage and investigate workplace complaints and grievances.	Number of instances	Corporate Services	1,2,3,4
5.3, 5.6	Promote and administer Council's Employee Assistance Program.	Service uptake	Corporate Services	1,2,3,4
5.3, 5.6	Provide employee relations support and advice.	Advice provided	Corporate Services	1,2,3,4
5.3, 5.6	Undertake annual and periodic performance and development reviews in line with approved processes.	Process reviewed	Corporate Services	1,2,3,4
5.3, 5.6	Provide advice on employee learning and development opportunities.	Advice provided	Corporate Services	1,2,3,4
5.3, 5.6	Coordinate the annual staff performance review process.	Performance reviews complete	Corporate Services	1,3,4
5.3, 5.6	Coordinate register of mandatory training including tickets, licenses, and permits.	Training complete	Corporate Services	1,2,3,4
5.3, 5.6	Process worker's compensation claims.	Claims processed	Corporate Services	1,2,3,4
5.3, 5.6	Coordinate the delivery of Code of Conduct Policy awareness to Council employees.	Awareness sessions delivered	Corporate Services	1,2,3,4
5.4, 5.6	Maintain professional advisory services for employee relations (legal and HR).	Service in place	Corporate Services	1,2,3,4

ANNUAL PROJECTS				
5.3, 5.4, 5.6	Undertake priority actions identified by employees in the Cultural Development Action Plan.	Number progressed	Corporate Services	1,2,3,4
5.3, 5.4, 5.6	Develop a strategic workforce management plan to optimise skills, staffing levels, attraction and retention.	Strategy delivered	Governance	2,3,4
5.1, 5.2, 5.4, 5.6	Review the strategic and operational risk registers and implement mitigation actions considering Council's Risk Appetite Statement.	Mitigation measures actioned	Corporate Services	2,4
5.3, 5.4, 5.6	Review and update human resource management policies and deliver employee training to align with contemporary practices and industrial law.	Policy suite reviewed & training complete	Corporate Services	3,4
5.3, 5.4, 5.6	Review and update employee Code of Conduct and dispute resolution framework and ensure all staff undertake refresher training.	CofC in place and training complete	Corporate Services	3,4
5.3, 5.4, 5.6	Employee culture survey undertaken and cultural action plan revised.	Survey complete	Corporate Services	3,4

Ensuring a safe and healthy workplace

Link	Activity	Measure	Department Lead	Activity Timing
CORE PROGRAM ACTIVITIES				
5.4, 5.6	Develop and implement an enhanced WH&S system so that our work environment remains healthy and safe.	System implemented	Corporate Services	1,2,3,4
5.4, 5.6	Coordinate safety inspections and finalisation of corrective actions to minimise the risk of workplace injury or loss.	Inspections/ actions completed	Corporate Services	1,2,3,4
5.4, 5.6	Provide information, training and supervision to ensure people take reasonable care for their own health and safety and that of others.	Implemented	Corporate Services	1,2,3,4
5.4, 5.6	Monitor third party suppliers to ensure that the supply of goods and services comply with all WH&S requirements.	System implemented	Corporate Services	1,2,3,4
5.4, 5.6	Promote the Risk and WH&S Committee as a consultative forum for employees to have input into matters that impact upon their work health and safety.	Quarterly meetings occur and are supported	Corporate Services	1,2,3,4
5.4, 5.6	Review, investigate, and report incidents and near misses, recommend controls and prevention strategies.	Reports provided to EMT	Corporate Services	1,2,3,4
5.4, 5.6	Delivery of workplace WH&S wellness initiatives to encourage our people to maintain a physically and psychologically healthy lifestyle.	Initiatives delivered	Corporate Services	1,2,3,4
5.4, 5.6	Provide regular reporting of WH&S incidents and performance to the Executive Management Team.	Monthly reporting to EMT	Corporate Services	1,2,3,4
5.4, 5.6	Maintain a fair and equitable workers' compensation and claims management process to provide care and rehabilitation to minimise the costs and loss for injured employees and Council.	Claims performance	Corporate Services	1,2,3,4

ANNUAL PROJECTS				
5.4	Complete annual employee skin checks.	Completed	Corporate Services	1
5.4	Hold departmental level initiatives for R U OK day and Mental Health Month.	Delivered events	Corporate Services	2,3
5.4	Implement an organisation wide engagement on WHS including sharing incident stories and promoting the reporting of hazards, incidents and near misses.	Implemented	Corporate Services	2,3
5.4	Review workers compensation and rehabilitation management procedures to ensure active case management.	Review complete	Corporate Services	3,4

2023-24 BUDGET SUMMARY

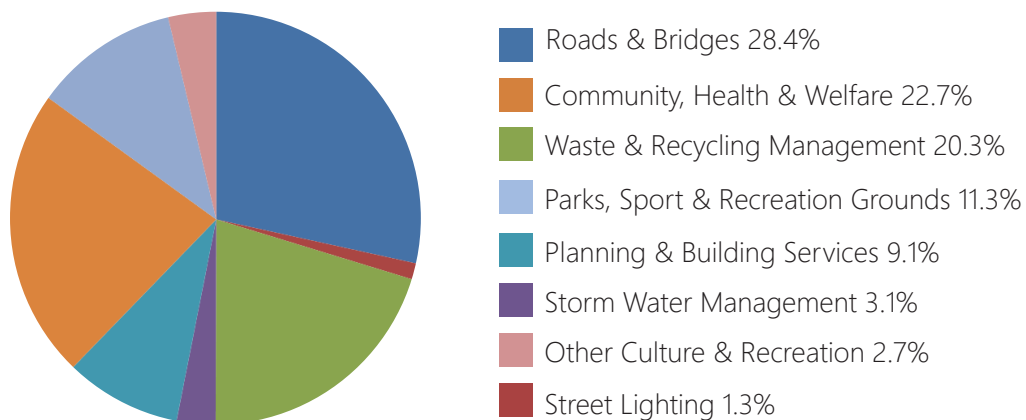
For the 2023-24 financial year, Council has worked hard to deliver an equitable budget that seeks to balance the cost of living pressures faced by ratepayers and the significant rise in the costs for Council to deliver services.

Despite the challenging economic climate, this years' budget incorporates a \$16.4m capital works program that includes renewal of road, bridge and stormwater infrastructure, new intersection designs for Meander Valley Road at Hadspen and the development of a new footpath along Church Street in Carrick.

New community recreation infrastructure also features, as does a number of projects carried over from the previous financial year including the development of the Deloraine Squash Courts and progression of the Deloraine Racecourse Recreational Precinct.

Services at Meander Valley's waste facilities will be improved with upgrades planned for the Deloraine and Cluan sites that include the development of a weighbridge and other infrastructure to support residents to sort more and help them manage the costs associated with disposing of their household waste.

DISTRIBUTION OF REVENUE



SUMMARY OF BUDGET ESTIMATES

OPERATING REVENUE	2023-24	2022-23	2021-22
Rates and Charges	\$17,727,500	\$15,750,400	\$14,654,722
Fees and User Charges	\$1,489,500	\$1,482,600	\$1,550,523
Contributions	\$134,700	\$129,600	\$307,035
Interest	\$982,200	\$595,700	\$525,510
Operating Grants	\$5,563,600	\$4,894,600	\$4,895,837
TasWater Distributions	\$667,200	\$667,200	\$667,200
Other Revenue	\$121,400	\$201,800	\$202,973
Total Operating Revenue	\$26,686,100	\$23,721,900	\$22,803,800

OPERATING EXPENDITURE	2023-24	2022-23	2021-22
Operating Wages	\$9,892,000	\$8,399,400	\$7,701,886
Operating Materials and Contracts	\$9,655,300	\$8,245,500	\$7,324,172
Finance Costs	\$46,500	\$251,700	\$248,078
Depreciation	\$6,172,800	\$5,918,500	\$5,624,060
State Fire Contribution	\$1,388,500	\$1,346,300	\$1,294,652
Other Expenditure	\$261,200	\$250,300	\$151,892
Total Operating Expenditure	\$27,416,300	\$24,411,700	\$22,344,740
Underlying Surplus/Deficit	-\$730,200	-\$689,800	\$459,060

CAPITAL, CASH AND INVESTMENTS	2023-24	2022-23	2021-22
Capital Revenue	\$7,867,600	\$5,721,000	\$3,794,476
Capital Expenditure	-\$16,382,500	-\$12,558,800	-\$7,195,476
Opening Cash and Investment Balance	\$23,111,800	\$20,291,500	\$18,753,158
Closing Cash and Investment Balance	\$20,270,100	\$18,150,700	\$20,291,500

PUBLIC HEALTH GOALS & OBJECTIVES

Council's Environmental Health Officers are responsible for ensuring the statutory obligations in relation to public and environmental health are met. This includes requirements under the *Public Health Act 1997*, *Food Act 2003*, *Local Government Act 1993*, *Building Act 2016*, *Burial and Cremation Act 2019* and *Environmental Management and Pollution Control Act 1994*.

As part of Meander Valley Council's 2023-24 public health goals and objectives, the Environmental Health Officers will seek to:

- Ensure safe food practices at food businesses and events, and provide food handler training for community groups;
- Promptly investigate public and environmental health complaints;
- Respond to notifiable disease notifications and investigations;
- Continue to actively participate and contribute to policy and legislative development at a regional and state level to further the public and environmental health of our community;
- Coordinate a school based immunisation program in accordance with the National Immunisation Program and directives from the Department of Health;
- License and undertake routine inspections of public health risk activities, water carriers and public events;
- Continue to actively participate in the Tamar Estuary and Esk Rivers program (TEER) and the River Health Action Plan (RHAP).
- Coordinate a monitoring program of public recreational waters and public pools and spas to ensure water quality is suitable for swimming.

PHOTO CREDITS

Tourism Tasmania and Geoffrey Lea (p.2), Tourism Tasmania (cover, p.12, p.17).



Meander Valley Council
Working Together

www.meander.tas.gov.au

Motion to Close Meeting

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 Councillor Ben Dudman

Seconded Councillor Anne-Marie Loader

Votes for Deputy Mayor Stephanie Cameron
Councillor Lochie Dornauf
Councillor Ben Dudman
Councillor Kevin House
Councillor Anne-Marie Loader
Councillor Rodney Synfield
Councillor John Temple

Votes against Nil

Motion carried by absolute majority

Minute reference: 217/2023

Closed Session Agenda

Confirmation of Closed Minutes

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

Minute reference: 218/2023

Leave of Absence Applications

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

Minute reference: 219/2023

Position of General Manager

Refer to *Local Government (Meeting Procedures) Regulations 2015: s15(2)(a)* regarding personnel matters, including complaints against an employee of the council and industrial relations matters.

Minute reference: 220/2023

Release of Public Information

Motion Council in Closed Session determined there was no information suitable for release for the public's information.

Minute reference: 221/2023

Meeting End

Meeting closed at 4:32 pm.

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Deputy Mayor Stephanie Cameron
Chairperson