



Meander Valley Council
Working Together

AGENDA

ORDINARY COUNCIL MEETING

Tuesday, 16 January 2024

Time 3.00pm

Location Council Chambers
26 Lyall Street
Westbury, Tasmania

Telephone (03) 6393 5300



Meander Valley Council
Working Together

Our Values

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

Respect, listen and care for one another

Be trustworthy, honest and tolerant

Be positive and receptive to new ideas

Be innovative, creative and learn

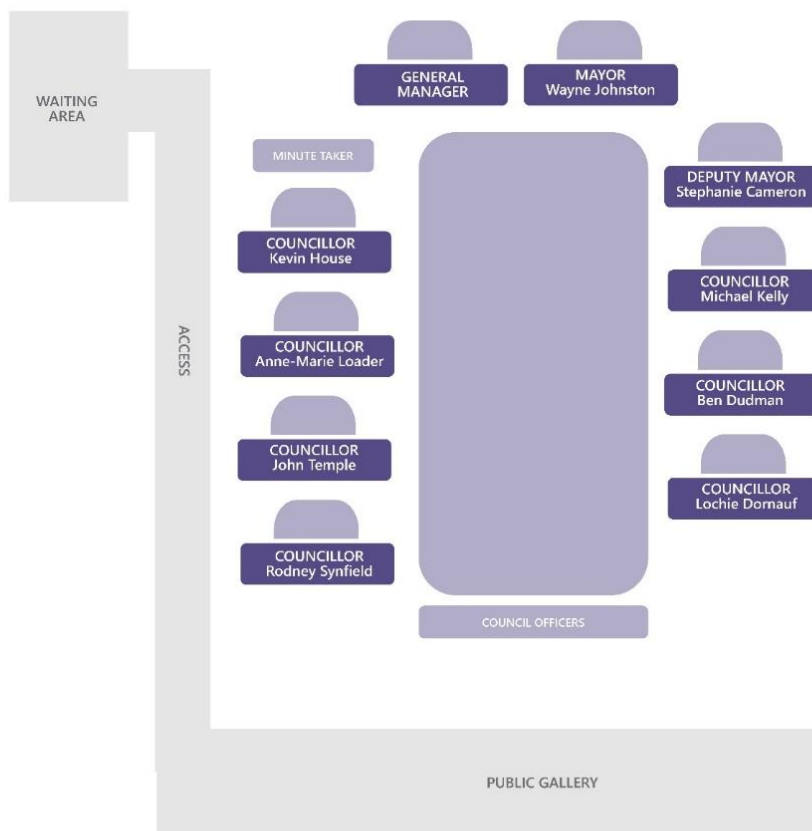
Take a fair, balanced and long term approach

Use sound business practices

Work together

Council Chambers

Seating Plan



Certificate of Qualified Advice

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

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

Accordingly, I certify that, where required:


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



Jonathan Harmey
GENERAL MANAGER

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Opening of Meeting - Attendance and Apologies

Acknowledgment of Country

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

Confirmation of Minutes

- Motion**
1. Receives and confirms Minutes of the last Ordinary Council Meeting held on 12 December 2023.
 2. Approves an amendment to the Minutes of the Ordinary Council Meeting of the Meander Valley Council held on 14 November 2023, Public Questions Without Notice submitted by Helen Hutchinson (page 15), to be more accurate. Question 4 be removed and replaced with the following wording for Question 4: *As the Council already has Zoom capability, will the Council make their Meetings more accessible, to more people, by having future Meetings on Zoom?*

Vote Simple majority

Declarations of Interest

Nil received prior to Agenda publication.

Council Workshop Report

Topics Discussed – 19 December 2023

Deloraine Recreation Precinct – Concept Masterplan – Stakeholder Feedback

Recreation Area Mudmaps

Councillors and Executive Management Team Working Together – DISC Profiles

2024-25 Capital Works Program Timeline

New Footpath Construction Strategy – Deloraine and Bracknell

Community Strategic Plan Development 2024

Future of Local Government Review – Final Report Submission

Items for Noting

Deloraine Intersections Assessment

Review of Policy No. 89 – Camping on Council Reserves

Mayor and Councillors' Reports

Councillors' Official Activities and Engagements Since Last Meeting

| |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6 December 2023 |
| Meeting: Blackstone Heights Community News Association Meeting <i>Attended by:</i> <i>Councillor Synfield</i> |
| 7 December 2023 |
| Meeting: City of Launceston Annual General Meeting <i>Attended by:</i> <i>Councillor Synfield</i> |
| 12 December 2023 |
| Meeting: Carrick Hall Public Meeting – Community Bushfire Preparedness <i>Attended by:</i> <i>Councillor Synfield</i> <i>Councillor Dudman</i> |
| 13 December 2023 |
| Community Event: Bracknell Primary School Awards Presentation <i>Attended by:</i> <i>Councillor Dudman</i> |
| 14 December 2023 |
| Community Event: Mole Creek Primary School Presentation Evening <i>Attended by:</i> <i>Councillor Loader</i> <i>Councillor Dudman</i> |
| 15 December 2023 |
| Community Event: Westbury Primary School Presentation Afternoon - Kindergarten to Grade 5 <i>Attended by:</i> <i>Councillor Loader</i> <i>Councillor Dudman</i> |
| 16 December 2023 |
| Community Event: Deloraine Market <i>Attended by:</i> <i>Councillor Dudman</i> |

17 December 2023

Community Event: Blackstone Heights Community Christmas Barbeque

Attended by:
Councillor Loader

19 December 2023

Meeting: Audit Panel

Attended by:
Councillor House
Councillor Dudman

Meeting: Grants Committee

Attended by:
Councillor Loader
Councillor House

Meeting: Development Assessment Group Meeting

Attended by:
Councillor Dudman

Community Event: Westbury Pickleball

Attended by:
Councillor Dudman

20 December 2023

Community Event: Prospect High School Awards Presentation

Attended by:
Councillor House

Community Event: Giant Steps Presentation Afternoon

Attended by:
Councillor Loader
Councillor Dudman

24 December 2023

Community Event: United Church Congregation Eve Mass

Attended by:
Councillor Dudman

Councillors' Announcements and Acknowledgements

Councillor Loader extends condolences to the Chilcott family on the loss of Hilton Chilcott and acknowledges the community support that has been extended to the family.

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 14 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.

Public Question Time

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

Thirty minutes is set aside for members of the public to ask questions provided with or without notice. Council will accept up to two questions *with notice* and two questions *without notice* per person, per Meeting.

Click here to submit an online question.

Refer to pages 3 and 4 of this Agenda for more information about attending a Council Meeting.

Public Questions With Notice

Question 1: *Robin Badcock, Exton (Taken on Notice at 12 December 2023 Council Meeting)*

With reference to the Deloraine prison proposal, as it is currently being prosecuted by the Liberal State Government Department of Justice, will the receipt of the draft social impact assessment and the formalisation of the many numerous community changes identified by the consultants. Is the Council happy for Deloraine to become a prison town?

Jonathan Harmey, General Manager advised that Council does not have a position on the Tasmanian Government's northern correctional facility project proposed for development of the Ashley Youth Detention Centre property. Council has acknowledged that the Tasmanian Government has published its social impact assessment report and encourages community members to review this report.

Question 2: *Robin Badcock, Exton (Taken on Notice at 12 December 2023 Council Meeting)*

What is the total sum of rates and disbursements the Council is expecting to receive annually from a \$289 million dollar prison development?

Jonathan Harmey, General Manager advised that the Council has not discussed rates payable at this property with the Tasmanian Government and has no expectation around any change to rates at the property. General rates payable to councils are based on the valuation of the land and improvements, this value being set by the Tasmanian Government's Office of the Valuer General. It is expected that if the value of

a property increases due to additional building construction, that the value of the rates payable at a property would increase.

Question 3: *Helen Hutchinson, Western Creek (Taken on Notice at 12 December 2023 Council Meeting)*

Will the Council investigate the possibility of providing public accessible cool areas for at risk residents, who are those over 65, frail, elderly and the very young?

Jonathan Harmey, General Manager advised that *Policy Number 91 – Climate Change Mitigation and Adaption* is due to be reviewed and updated in 2024. The Council will take a number of factors into consideration when reviewing this policy, including feedback from the community that has been received in recent months. The Council may elect to implement new strategies in the future following the review.

Councillor Question Time

Councillors' Questions With Notice

Nil received prior to Agenda publication.

Councillors' Questions Without Notice

Development and Regulatory Services

Review of Policy No. 89 - Camping on Council Reserves

Report Author Krista Palfreyman
Director Development and Regulatory Services

Authorised by Jonathan Harmey
General Manager

Decision Sought Council review and update Policy No. 89 – Camping on Council Reserves

Vote Simple majority

Recommendation to Council

That Council confirms the continuation of Policy No. 89 – Camping on Council Reserves, as amended and shown below:

| | |
|------------------------------|------------------------------------------------------------------------|
| Policy Number: 89 | Camping on Council Reserves |
| Purpose: | To provide guidance about the use of the Council reserves for camping. |
| Department: | Development and Regulatory Services |
| Author: | Krista Palfreyman, Director |
| Council Meeting Date: | 16 January 2024 |
| Minute Number: | XXX |
| Next Review Date: | <i>January 2028</i> |

POLICY

1. Definitions

Council Reserves Includes parklands, sports fields, reserves, council land provided or managed by the Council for the purpose of recreation.

Management Committee Special Committee of Council or community group approved by Council.

Overflow Events Agfest, Tasmanian Craft Fair and other significant events.

2. Objective

The objective of this policy is to ensure that camping on the Council reserves is managed in accordance with principles of the National Competition Policy.

3. Scope

This policy applies to land owned or managed by the Council.

4. Policy

- a. Free camping is not permitted on the Council's reserves.
- b. During Overflow Events, the Council may allow temporary camping areas on the Council reserves to manage overflow demand from local commercial operators. A fee may be charged to cover the costs of administration and maintenance.
- c. Camping on the Council's reserves will be considered in the following circumstances:
 - i. a management committee will manage the site;
 - ii. an appropriate level and type of public liability insurance is in place;
 - iii. a planning permit has been issued for the use, or there are established existing use rights;
 - iv. the reserve has the appropriate facilities to cater for campers, recreational vehicles or caravans; and
 - v. no longer than four consecutive nights camping is permitted.

5. Legislation

- *Land Use Planning and Approvals Act 1993*
- *Local Government Act 1993*
- Tasmanian Planning Scheme – Meander Valley

6. Responsibility

Responsibility for the operation of this policy rests with the Director Development and Regulatory Services.

Report

Council Policy No.89 - Camping on Council Reserves was first adopted by Council in November 2017.

This Policy provides guidance for the use of the Council's reserves for camping.

The review by the Council's Officers has resulted in a small number proposed changes to the wording of the Policy.

Councillors considered the review of this Policy at the Council Workshop on 19 December 2023. A marked up version of the Policy is included as Attachment 1.

Attachments 1. Policy No. 89 - Camping on Council Reserves Marked Up Version [10.1.1 - 2 pages]

Strategy Supports the objectives of Council's strategic future direction
4: a healthy and safe community
5: innovative leadership and community governance.

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

Policy The process of policy review ensures that policies are kept up-to-date and appropriate.

Legislation *Local Government Act 1993*
Land Use Planning and Approvals Act 1993
Tasmanian Planning Scheme – Meander Valley

Consultation Not applicable.

Budget and Finance Not applicable.

Risk Management Not applicable.

Alternative Motions Council can approve the continuation of Policy No. 89 with further amendments.

POLICY MANUAL

Policy Number: 89

Camping on Council Reserves

Purpose: To provide guidance about the use of the Council's reserves for camping.

Department: Community & Development and Regulatory Services

Author: Lynette While, Director Krista Palfreyman, Director

Council Meeting Date: 14 November 2017 XXX

Minute Number: 247/2017 XXX

Next Review Date: ~~November 2021~~ **January 2028**

POLICY

1. Definitions

Council Reserves Includes parklands, sports fields, reserves, council land provided or managed by Council for the purpose of recreation.

Management Committee Special Committee of Council or community group approved by Council.

Overflow Events Agfest, Tasmanian Craft Fair and other significant events

2. Objective

The objective of this policy is to ensure that camping on the Council's reserves is managed in accordance with principles of the National Competition Policy.

3. Scope

This policy applies to land owned or managed by the Council.

4. Policy

- a. Free camping is not permitted on the Council reserves.
- b. During ~~other significant~~ **Overflow** Events, the Council may allow temporary camping areas on the Council reserves to manage overflow demand from local commercial operators. A fee may be charged to cover the costs of administration and maintenance.
- c. Camping on ~~particular~~ the Council's reserves will be considered in the following circumstances:
 - i. a management committee will manage the site;

10.1.1 Policy No 89 Camping On Council Reserves Marked Up Copy

- ii. an appropriate level and type of public liability insurance is in place;
- iii. a planning permit has been issued for the use, or there are established existing use rights;
- iv. the reserve has the appropriate facilities to cater for campers, recreational vehicles or caravans; and
- v. no longer than four consecutive nights camping is permitted.

5. Legislation

- *Land Use Planning and Approvals Act 1993*
- *Local Government Act 1993*
- *Tasmanian Planning Scheme – Meander Valley*

6. Responsibility

Responsibility for the operation of this policy rests with the Director Development and Regulatory Services of Community and Development Services.

Development and Regulatory Services

Delegations Under the Land Use Planning and Approvals Act 1993

Report Author Thomas Wagenknecht
Senior Strategic Planner

Authorised by Krista Palfreyman
Director Development and Regulatory Services

Decision Sought Council to approve Planning Authority delegations to the General Manager and the Council Officers.

Vote Simple majority

Recommendation to Council

That Council:

1. revokes the previous powers and functions delegated to the General Manager and Council Officers pertaining to the *Land Use Planning and Approvals Act 1993*; and
2. pursuant to section 6(3) of the *Land Use Planning and Approvals Act 1993*, hereby delegates the functions and powers specified in Column A to the officers who hold the positions (in either a permanent or acting capacity) specified in Column B subject to the conditions (if any) specified in Column C as shown below:

| COLUMN A Function or Power | COLUMN B Officers | COLUMN C Conditions |
|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Section 12C Draft of the TPPs | - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | Consult with the Minister regarding a draft of the Tasmanian Planning Policies, on behalf of the Planning Authority |
| Part 3 – State Planning Provisions | | |
| Section 18 Preparation of draft of the State Planning Provisions | - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | Consult with the Minister regarding a draft of the State Planning Provisions, on behalf of the Planning Authority |

| COLUMN A Function or Power | COLUMN B Officers | COLUMN C Conditions |
|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Section 19 Preparation of draft of the State Planning Provisions | - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | Consult with the Commission regarding a draft of the State Planning Provisions, on behalf of the Planning Authority |
| Section 30D Preparation of draft amendments of the State Planning Provisions | - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | Consult with the Minister regarding a draft amendment of the State Planning Provisions, on behalf of the Planning Authority |
| Section 30E Preparation of draft amendments of the State Planning Provisions | - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | Consult with the Minister regarding a draft amendment of the State Planning Provisions, on behalf of the Planning Authority |
| Section 30NA Preparation of minor amendments of the State Planning Provisions | - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | Consult with the Minister regarding a draft amendment of the State Planning Provisions, on behalf of the Planning Authority |
| Part 3A – Local Provisions Schedule (LPS) | | |
| Section 35(1) Draft LPS to be provided to Commission | - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | Prepare and submit a draft LPS to the Tasmanian Planning Commission, in accordance with the decision of the Planning Authority |
| Section 35(4) Draft LPS to be provided to Commission | - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | Nil |
| Section 35(5)(c) Draft LPS to be provided to Commission | - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | Negotiate and reach agreement with the Tasmanian Planning Commission to modify a draft LPS so that the draft LPS meets the criteria in section 34 |
| Section 35(6) Draft LPS to be provided to Commission | - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | Nil |
| Section 35A(5) Commission may be required to provide draft LPS | - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | Nil |

| COLUMN A Function or Power | COLUMN B Officers | COLUMN C Conditions |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Section 35C Notice of exhibition of draft LPS | - General Manager - Director Development and Regulatory Services - Senior Strategic Planner - Development Administration Officer | Nil |
| Section 35D Exhibition of draft LPS | - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | Nil |
| Section 35F | - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | Provide a report containing the information required under section 35F(2) and section 35F(3) to the Tasmanian Planning Commission, in accordance with a decision of the Planning Authority |
| Section 35G | - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | In accordance with a decision of the planning authority to notify the Tasmanian Planning Commission that the content of a provision of the SPPs should be altered |
| Section 35I Withdrawal of draft LPS | - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | In accordance with a decision of the planning authority to withdraw a draft LPS |
| Section 35K(2) Modifications to draft LPS | - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | Nil |
| Section 35K(3) Modifications to draft LPS | - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | Prepare and submit to the Tasmanian Planning Commission a substitute draft LPS in accordance with a direction issued under section 35K(1)(c) |

| COLUMN A Function or Power | COLUMN B Officers | COLUMN C Conditions |
|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Section 35KB Where substantial modifications required | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | <p>In accordance with a direction issued by the Tasmanian Planning Commission under section 35KB(1):</p> <ul style="list-style-type: none"> - Prepare and submit to the Tasmanian Planning Commission an amendment of a LPS; - Publicly exhibit the amendment in accordance with section 40G; and - Resubmit to the Tasmanian Planning Commission an amended draft of the amendment of the LPS |
| Section 35M(2) Notice of approval of Local Provisions Schedule | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Senior Strategic Planner - Development Administration Officer | Nil |
| Section 35P Review of LPSs - Conduct of review | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | In accordance with a decision of the planning authority to conduct a review as required by section 35O(1) or (2) or by a notice under section 35O(4) |
| Section 38(3) Requests for amendments of LPSs - Decision in relation to request for amendment | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 40 Requests for amendments of LPSs - additional Information may be required | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |

| COLUMN A Function or Power | COLUMN B Officers | COLUMN C Conditions |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| Section 40A(3) Requests for amendments of LPSs - review of requirement for additional information Planning Authority must provide material to commission if requested | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 40B (3) Requests for amendments of LPSs - review of refusal of request to amend LPS | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 40B (6) Review of refusal of request to amend LPS. Planning Authority that is given a notice must reconsider whether to prepare draft amendment and must notify the person who made the request | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 40D Amendment of LPS - Preparation of draft amendments | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 40E(3) Amendment of LPS - Withdrawal of draft amendments | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | In accordance with decision of the Planning Authority |

| COLUMN A Function or Power | COLUMN B Officers | COLUMN C Conditions |
|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| Section 40FA Amendment of LPS - Notice to certain agencies and State Authorities) | - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 40G Amendment of LPS - notice of exhibition | - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 40H Exhibition | - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 40S(3) When amendments of LPS come into effect | - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 40T(3) Combined permit and amendment process - Permit applications that requires amendment of LPS | - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 40U Combined permit and amendment process - additional information | - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |

| COLUMN A Function or Power | COLUMN B Officers | COLUMN C Conditions |
|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Section 40V(3) Combined permit and amendment process - Review of requirement for additional information | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 40W Combined permit and amendment process - Determination of amendment where concurrent permit application sought | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 42D Combined permit and amendment process - Correction of mistakes in permit | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 43(6) Minor amendment of permit – notify persons of amendment to permit | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 43(7) Minor amendment of permit – notify EPA of amendment to permit | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 43(9) Minor amendment of permit – notify Tasmanian Planning Commission of amendment to permit | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |

| COLUMN A Function or Power | COLUMN B Officers | COLUMN C Conditions |
|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Section 43(10) Minor amendment of permit – notify Heritage Council of amendment to permit | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 48 Enforcement of observance of planning schemes | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner | <p>To require the making of a permit application and to undertake actions and proceedings in pursuance of the Council’s obligations as a Planning Authority to observe and enforce compliance of a planning scheme; including –</p> <ul style="list-style-type: none"> to give such advice, consultation, referral or notification as required under Part 4 – Enforcement of Planning Control; to represent the planning authority or to appoint a person to represent the Planning Authority and to give evidence, on a planning appeal or other action, including any mediation, before the Tasmanian Civil and Administrative Tribunal or any other body of competent jurisdiction in respect of any appeal against a decision on a planning permit; to initiate legal proceedings for any use of land, development or act if: <ul style="list-style-type: none"> • contrary to a State Policy, planning scheme or special planning scheme; • an obstruction of a planning scheme or special planning scheme; or |

| COLUMN A Function or Power | COLUMN B Officers | COLUMN C Conditions |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| | | <ul style="list-style-type: none"> • a breach of a condition or restriction of a planning permit |
| Section 48AA Enforcement of major project permits | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner | Nil |
| Section 48A Notice to remove signs | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner | Nil |
| Section 51 | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner - Graduate Town Planner | Graduate Town Planner only when authorised in writing by the Team Leader Town Planning |
| Section 53(5A) and (5B) Granting extension to period to substantially commence | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner - Graduate Town Planner | Graduate Town Planner only when authorised in writing by the Team Leader Town Planning |
| Section 54 Additional Information | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner - Graduate Town Planner | Graduate Town Planner only when authorised in writing by the Team Leader Town Planning |

| COLUMN A Function or Power | COLUMN B Officers | COLUMN C Conditions |
|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Section 55 Correction of mistakes in permit | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner - Graduate Town Planner | <p>Inclusive of Council decision only where the permit amendment does not alter the intent or nature of Council's decision.</p> <p>Graduate Town Planner only when authorised in writing by the Team Leader Town Planning</p> |
| Section 56 Minor amendments of permits issued | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner - Graduate Town Planner | Graduate Town Planner only when authorised in writing by the Team Leader Town Planning |
| Section 57(2) Applications for discretionary permits – refusal to grant | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Refuse to grant a permit if the delegated officer has determined the use or development is Prohibited under Clause 6.9 of the Tasmanian Planning Scheme |
| Section 57(3) Applications for discretionary permits – Notifying of application | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner - Graduate Town Planner - Development Administration Officer | Nil |
| Section 57(5) Applications for discretionary permits – allow additional time to receive representations | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services | Nil |

| COLUMN A Function or Power | COLUMN B Officers | COLUMN C Conditions |
|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Section 57(6) Applications for discretionary permits – granting or refusing to grant a permit | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services | <p>Determine to grant or refuse the application, taking into consideration the recommendation of the Team Leader Town Planning, Senior Strategic Planner or Town Planner, if:</p> <ul style="list-style-type: none"> - the recommendation is to grant a permit and no more than one representation has been received that objects to an application (<i>see Note 1</i>); or - there will be a failure to determine an application for a permit under section 57 before the expiration period referred to in either section 57(6)(b)(i) or (ii) and a request for an extension of time under section 57(6A) has not been agreed to in writing by the applicant |
| | <ul style="list-style-type: none"> - Team Leader Town Planning - Senior Strategic Planner - Town Planner | <p>Grant a permit if no representations that object to an application have been received and the application demonstrates compliance with the requirements of the planning scheme (<i>see Note 1</i>)</p> |
| | <ul style="list-style-type: none"> - Graduate Town Planner | <p>Grant a permit if no representations have been received and the application demonstrates compliance with the requirements of the planning scheme only when authorised in writing by the Team Leader Town Planning</p> |

| COLUMN A Function or Power | COLUMN B Officers | COLUMN C Conditions |
|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| | <p><i>Note 1: For the purposes of this section, a representation that 'objects to an application' does not include a representation that is:</i></p> <ul style="list-style-type: none"> - <i>in support of, or neutral towards, an application; or</i> - <i>by, or on behalf of, a government agency, relevant entity, or regulated entity that either:</i> <ul style="list-style-type: none"> o <i>does not object to the granting of the permit; or</i> o <i>requests that the application be subject to certain conditions or accompanied with certain notes.</i> | |
| Section 57(6A) Applications for discretionary permits – extension of assessment timeframe | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner - Graduate Town Planner | Nil |
| Section 57(7) Notice of decision | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner - Graduate Town Planner - Development Administration Officer | Nil |
| Section 57A Mediation | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner | Nil |

| COLUMN A Function or Power | COLUMN B Officers | COLUMN C Conditions |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| Section 58(2) Application for other permits – granting the application | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner - Graduate Town Planner | Graduate Town Planner only when authorised in writing by the Team Leader Town Planning |
| Section 58(2A) Application for other permits – extension of assessment timeframe | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner - Graduate Town Planner | Nil |
| Section 58(3) Application for other permits – notice of decision | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner - Graduate Town Planner - Development Administration Officer | Nil |
| Section 58A Permits requiring Agreements | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner - Graduate Town Planner | Graduate Town Planner only when authorised in writing by the Team Leader Town Planning |
| Section 59 Failure to determine an application for a permit | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner | Nil |

| COLUMN A Function or Power | COLUMN B Officers | COLUMN C Conditions |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Section 60 Determine compliance with permit condition | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner | Nil |
| Section 60H(3) Minister may request information from council or relevant State entity | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 60I(3) Council to give notice in relation to eligibility of major project proposals | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 60S(4)(b) Refund of ordinary permit where declaration of major project is amended under section 60TG(2) so that the declaration also relates to an additional area of land | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 60S(5) Service of certificate of development completion | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 60TD(1) Notice of request under section 60TC(1) | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |

| COLUMN A Function or Power | COLUMN B Officers | COLUMN C Conditions |
|----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Section 60(TH) Notice of amendment of declaration of a major project to be given | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 60ZX(1) Provision to panel to further information | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 60ZZP(10) Major project permit may be granted subject to conditions or restrictions | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 60ZZZAA(5) Determination as to whether, and the manner in which, proposed significant amendment may be assessed | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 60ZZZAB Enforcement certificates | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 63B(3) Notice of suspected contravention | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner | Nil |

| COLUMN A Function or Power | COLUMN B Officers | COLUMN C Conditions |
|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Section 65B(5) Notice of intention to issue enforcement notice | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner | Nil |
| Section 65C(5) Enforcement notice | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner | Nil |
| Section 65F(2) Notice of intention to cancel permit | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner | Nil |
| Section 65G Cancellation of permits | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner | Nil |
| Section 71 Planning Authority may enter into Agreements | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services | Nil |
| Section 73 Bonds and guarantees | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Director Infrastructure Services | Where recommended for inclusion by Director Infrastructure Services |
| Section 73A Payments and contributions for infrastructure | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Director Infrastructure Services | Where recommended for inclusion by Director Infrastructure Services |

| COLUMN A Function or Power | COLUMN B Officers | COLUMN C Conditions |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Section 74(3) Ending of Agreement | - General Manager - Director Development and Regulatory Services | Nil |
| Section 75 Amendment of Agreements | - General Manager - Director Development and Regulatory Services | Nil |
| Section 76 Agreement to be lodged with Commission | - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner - Development Administration Officer | Nil |
| Section 78 Registration of Agreements | - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner - Development Administration Officer | Nil |

Report

In order to continually strive for best practice governance, it is important to review and update delegations across the Council to ensure that operations remain efficient, timely and consistent with contemporary legislation in an environment of significant legislative reform.

The purpose of delegation is to allow the delegate to undertake particular functions and to make decisions as though they are acting as the Planning Authority. A function or decision under delegation, therefore, has the same status as if that function or decision had been undertaken by Council. Delegation is a necessary and prudent step to ensure that the business of the Council can be conducted efficiently and effectively.

A power of delegation is provided under section 6 of the *Land Use Planning and Approvals Act 1993* (the LUPA Act) and enables a Council to delegate powers of the Planning Authority, other than the power of delegation, to employees of a Council.

Delegations for Planning Authority functions to the General Manager were last updated in May 2019 to provide clearer guidelines as to when planning applications may be determined by a planning officer and to enable the Council's Officers to formally engage in the draft Tasmanian Planning Policy processes.

The inception of the Tasmanian Planning Scheme and subsequent amendments to *Land Use Planning and Approvals Act 1993* has required sections of delegations to be included or updated to ensure current legislative compliance when pertaining to planning application processes, most notably in relation to making amendments to the Tasmanian Planning Scheme and the Major Projects assessment process.

Delegations of planning authority functions to the General Manager and the Director Development and Regulatory Services have also been considered at this time; in particular the existing authority provided to grant a permit for discretionary applications under section 57. Among other conditions/restrictions, both Officers may currently only grant a permit for discretionary applications *where one or less representations objecting to the application have been received* and, in doing so, are to *determine if the matters in a representation are relevant to the assessment of a planning application and would constitute a matter the Planning Authority can consider*.

Following discussions with Councillors at the November Workshop, the Council's Officers have subsequently recommended additional parameters and clarifying statements surrounding determination of discretionary planning applications to ensure transparent, clear, and efficient decision making. These include:

- clarifying when the General Manager and Director Development and Regulatory Services may determine applications in situations where there would otherwise be a failure to make a determination within the requisite period (eg. being unable to take the application to a Council Meeting for a decision within the statutory timeframe);
- clarifying what the Council considers is not a representation that *objects to an application* as follows:
 - those that support, or are neutral towards, the application;
 - those by, or on behalf of, a government agency, relevant entity, or regulated entity that either does not object to the granting of the permit or requests that the application be subject to certain conditions or accompanied with certain notes; and
 - providing a clear *decision making tier* to guide when planning officers can and can not make decisions upon planning applications.

Applications that receive two or more objections will continue to be presented to a Council Meeting for decision and ensure that applications of significant community interest will be determined by Council acting as the Planning Authority.

Importantly, all representations will continue to have rights of appeal and will be considered when assessing the application in accordance with the requirements of the Planning Scheme.

The implementation of the recommended delegations would ensure that the Council's decision making continues to be efficient, timely and consistent with contemporary legislation.

Council considered the review of these delegations at the Council Workshop on 28 November 2023. A marked up version of the proposed changes is included as Attachment 1.

Attachments 1. LUPAA Delegation Table [10.2.1 - 16 pages]

Strategy Supports the objectives of Council's strategic future direction 1: a sustainable natural and built environment
5: innovative leadership and community governance.

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

Policy Not applicable.

Legislation Section 6 of the *Land Use Planning and Approvals Act 1993* provides for the delegation of planning authority functions and powers, other than this power of delegation, to persons employed by the authority.

Consultation Not applicable.

Budget and Finance Delegating certain powers and functions ensures that Council operates in an efficient and effective manner. Delegations mitigate the financial costs of the Council by reducing the number of administrative and technical matters that need to come before Council for decision.

Risk Management It is important for the Council to review its delegations to ensure the efficient operation of the Council and minimise exposure to risk through inaccurate or outdated delegations. Clear and accurate delegations ensure that the Council's employees understand their delegated functions and power.

Alternative Motions Council can elect to not delegate any functions and powers or adopt the recommended delegations with amendments.

10.2.1 Attachment 1 LUPAA Delegation Table

ATTACHMENT 1 DELEGATION TABLE

Land Use Planning And Approvals Act 1993

| COLUMN A Function or Power | COLUMN B Officers | COLUMN C Conditions |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Section 12C Draft of the TPPs Consult with the Minister regarding a draft of the Tasmanian Planning Policies, on behalf of the planning authority | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | Nil Consult with the Minister regarding a draft of the Tasmanian Planning Policies, on behalf of the planning authority |
| Part 3 - Generally Planning Scheme Amendments | <ul style="list-style-type: none"> — General Manager — Director Development and Regulatory Services — Team Leader Town Planning — Senior Strategic Planner | In accordance with decision of Planning Authority |
| Part 3 – State Planning Provisions | | |
| Section 18 Preparation of draft of the State Planning Provisions | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | Consult with the Minister regarding a draft of the State Planning Provisions, on behalf of the planning authority |

10.2.1 Attachment 1 LUPAA Delegation Table

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|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Section 19 Preparation of draft of the State Planning Provisions | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | Consult with the Commission regarding a draft of the State Planning Provisions, on behalf of the planning authority |
| Section 30D Preparation of draft amendments of the State Planning Provisions | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | Consult with the Minister regarding a draft amendment of the State Planning Provisions, on behalf of the planning authority |
| Section 30E Preparation of draft amendments of the State Planning Provisions | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | Consult with the Minister regarding a draft amendment of the State Planning Provisions, on behalf of the planning authority |
| Section 30NA Preparation of minor amendments of the State Planning Provisions | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | Consult with the Minister regarding a draft amendment of the State Planning Provisions, on behalf of the planning authority |
| Part 3A Generally Local Provisions Schedules | <ul style="list-style-type: none"> — General Manager — Director Development and Regulatory Services — Team Leader Town Planning - Senior Strategic Planner | In accordance with the decision of Planning Authority |
| Part 3A – Local Provisions Schedule (LPS) | | |
| Section 35(1) Draft LPS to be provided to Commission | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | Prepare and submit a draft LPS to the Tasmanian Planning Commission, in accordance with the decision of the planning authority |
| Section 35(4) Draft LPS to be provided to Commission | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | Nil |
| Section 35(5)(c) Draft LPS to be provided to Commission | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | Negotiate and reach agreement with the Tasmanian Planning Commission to modify a draft LPS so that the draft LPS meets the criteria in s34 |
| Section 35(6) | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | Nil |

10.2.1 Attachment 1 LUPAA Delegation Table

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| Draft LPS to be provided to Commission | | |
| Section 35A(5) Commission may be required to provide draft LPS | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | Nil |
| Section 35C Notice of exhibition of draft LPS | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Senior Strategic Planner - Development Administration Officer | Nil |
| Section 35D Exhibition of draft LPS | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | Nil |
| Section 35F | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | Provide a report containing the information required under s35F(2) and s35F(3) to the Tasmanian Planning Commission, in accordance with a decision of the planning authority |
| Section 35G | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | In accordance with a decision of the planning authority to notify the Tasmanian Planning Commission that the content of a provision of the SPPs should be altered |
| Section 35I Withdrawal of draft LPS | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | In accordance with a decision of the planning authority to withdraw a draft LPS |
| Section 35K(2) Modifications to draft LPS | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | Nil |
| Section 35K(3) Modifications to draft LPS | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | Prepare and submit to the Tasmanian Planning Commission a substitute draft LPS in accordance with a direction issued under s35K(1)(c) |
| Section 35KB Where substantial modifications required | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | <p>In accordance with a direction issued by the Tasmanian Planning Commission under s35KB(1):</p> <ul style="list-style-type: none"> - Prepare and submit to the Tasmanian Planning Commission an amendment of a LPS; - Publicly exhibit the amendment in accordance with s40G; and |

10.2.1 Attachment 1 LUPAA Delegation Table

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| | | - Resubmit to the Tasmanian Planning Commission an amended draft of the amendment of the LPS. |
| Section 35M | General Manager Director Development and Regulatory Services Senior Strategic Planner Development Administration Officer | Nil |
| Section 35M(2) Notice of approval of Local Provisions Schedule | - General Manager - Director Development and Regulatory Services - Senior Strategic Planner - Development Administration Officer | Nil |
| Section 35P Review of LPSs - Conduct of review | - General Manager - Director Development and Regulatory Services - Senior Strategic Planner | In accordance with a decision of the planning authority to conduct a review as required by s35O(1) or (2) or by a notice under s35O(4) |
| Part 3B Divisions 1 to 4 (inclusive) Amendment of Local Provision Schedules | General Manager Director Development and Regulatory Services Team Leader Town Planning Senior Strategic Planner | In accordance with decision of Planning Authority |
| Section 38(3) Requests for amendments of LPSs - Decision in relation to request for amendment | - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 40 Requests for amendments of LPSs - Additional Information may be required | - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 40A(3) Requests for amendments of LPSs - Review of requirement for additional information Planning Authority must provide material to commission if requested | - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |

10.2.1 Attachment 1 LUPAA Delegation Table

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| Section 40B (3) Requests for amendments of LPSs -Review of refusal of request to amend LPS | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 40B (6) Review of refusal of request to amend LPS. Planning Authority that is given a notice must reconsider whether to prepare draft amendment and must notify the person who made the request | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 40D Amendment of LPS - Preparation of draft amendments | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 40E(3) Amendment of LPS - Withdrawal of draft amendments | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | In accordance with decision of the planning authority |
| Section 40FA Amendment of LPS - Notice to certain agencies and State Authorities) | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 40G Amendment of LPS - notice of exhibition | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 40H Exhibition | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |

10.2.1 Attachment 1 LUPAA Delegation Table

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| Section 40S(3) When amendments of LPS come into effect | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 40T(3) Combined permit and amendment process - Permit applications that requires amendment of LPS | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 40U Combined permit and amendment process - additional information | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 40V(3) Combined permit and amendment process - Review of requirement for additional information | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 40W Combined permit and amendment process - Determination of amendment where concurrent permit application sought | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 42D Combined permit and amendment process - Correction of mistakes in permit | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 43(6) Minor amendment of permit – notify persons of amendment to permit | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 43(7) | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services | Nil |

10.2.1 Attachment 1 LUPAA Delegation Table

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| Minor amendment of permit – notify EPA of amendment to permit | <ul style="list-style-type: none"> - Team Leader Town Planning - Senior Strategic Planner | |
| Section 43(9) Minor amendment of permit – notify Tasmanian Planning Commission of amendment to permit | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 43(10) Minor amendment of permit – notify Heritage Council of amendment to permit | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Part 4 generally Authority to represent the planning authority or to appoint a person to represent the planning authority and to give evidence, on a planning appeal or other action, including any mediation, before the Tasmanian Civil and Administrative Tribunal or any other body of competent jurisdiction | <ul style="list-style-type: none"> —General Manager —Director Development and Regulatory Services —Team Leader Town Planning —Senior Strategic Planner —Town Planner | Nil |
| Section 48 Enforcement of observance of planning schemes | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner | <p>To require the making of a permit application and to undertake actions and proceedings in pursuance of the Council's obligations as a planning authority to observe and enforce compliance of a planning scheme; including –</p> <p style="padding-left: 20px;">to give such advice, consultation, referral or notification as required under Part 4 – Enforcement of Planning Control;</p> <p style="padding-left: 20px;">to represent the planning authority or to appoint a person to represent the planning authority and to give evidence, on a planning appeal or other action, including any mediation,</p> |

10.2.1 Attachment 1 LUPAA Delegation Table

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| | | <p>before the Tasmanian Civil and Administrative Tribunal or any other body of competent jurisdiction in respect of any appeal against a decision on a planning permit;</p> <p>to initiate legal proceedings for any use of land, development or act if:-</p> <ul style="list-style-type: none"> • contrary to a State Policy, planning scheme or special planning scheme; • an obstruction of a planning scheme or special planning scheme; or • a breach of a condition or restriction of a planning permit. |
| Section 48AA Enforcement of major project permits | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner | Nil |
| Section 48A Notice to remove signs | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner | Nil |
| Section 51 Application valid | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner - Graduate Town Planner | <p>Nil</p> <p>Graduate Town Planner only when authorised in writing by the Team Leader Town Planning.</p> |
| Section 52(1B) What if Applicant is not owner | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner | Nil |
| Section 53(5A) & (5B) | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services | Nil |

10.2.1 Attachment 1 LUPAA Delegation Table

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| Granting extension to period to substantially commence | <ul style="list-style-type: none"> - Team Leader Town Planning - Senior Strategic Planner - Town Planner - Graduate Town Planner | Graduate Town Planner only when authorised in writing by the Team Leader Town Planning. |
| Section 54 Additional Information | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner - Graduate Town Planner | <p>Nil</p> <p>Graduate Town Planner only when authorised in writing by the Team Leader Town Planning.</p> |
| Section 55 Correction of mistakes in permit | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner - Graduate Town Planner | <p>Inclusive of Council decision only where the permit amendment does not alter the intent or nature of Council's decision.</p> <p>Graduate Town Planner only when authorised in writing by the Team Leader Town Planning.</p> |
| Section 56 Minor amendments of permits issued | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner - Graduate Town Planner | <p>Nil</p> <p>Graduate Town Planner only when authorised in writing by the Team Leader Town Planning.</p> |
| Section 57(2) Applications for discretionary permits – refusal to grant | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | <p>Refuse to grant a permit an application a discretionary permit – if the Town Planner delegated officer has determined and advised that the performance criteria to be assessed in an application for a discretionary permit cannot be satisfied the use or development is Prohibited under Clause 6.9 of the Tasmanian Planning Scheme.</p> |
| Section 57(3) Notify application for a discretionary permit Applications for discretionary permits – Notifying of application | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner - Graduate Town Planner - Development Administration Officer | Nil |

10.2.1 Attachment 1 LUPAA Delegation Table

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| <p>Section 57(5)</p> <p>Allow additional time for person to submit a representation</p> <p>Applications for discretionary permits – allow additional time to receive representations</p> | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner | <p>Nil</p> |
| <p>Section 57(6)</p> <p>Grant a discretionary permit with or without conditions</p> <p>Applications for discretionary permits – granting or refusing to grant a permit</p> | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services | <p>The General Manager has delegation to grant a discretionary planning permit where one or less representations objecting to the application; and</p> <p>The General Manager is to determine if the matters in a representation are relevant to the assessment of a planning application for a discretionary permit, and would constitute a matter the Planning Authority can consider.</p> <p>Upon the recommendation of the Planning Officer where time for a decision will expire and so create a deemed approval and the applicant has reused and extension of time.</p> <p>Determine to grant or refuse the application, taking into consideration the recommendation of the Team Leader Town Planning, Senior Strategic Planner or Town Planner, if:</p> <ul style="list-style-type: none"> - the recommendation is to grant a permit and no more than one representation has been received that objects to an application (see Note 1); or - there will be a failure to determine an application for a permit under s.57 before the expiration period referred to in either s.57(6)(b)(i) or (ii) and a request for an extension of time under s.57(6A) has not been agreed to in writing by the applicant. |
| | <ul style="list-style-type: none"> - Team Leader Town Planning - Senior Strategic Planner - Town Planner | <p>Where no representation objecting to the application received</p> <p>Grant a permit if no representations that object to an application have been received and the application demonstrates</p> |

10.2.1 Attachment 1 LUPAA Delegation Table

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| | | compliance with the requirements of the planning scheme (see Note 1). |
| | - Graduate Town Planner | Grant a permit if no representations have been received and the application demonstrates compliance with the requirements of the planning scheme only when authorised in writing by the Team Leader Town Planning. |
| | <p><i>NOTE 1: For the purposes of this section, a representation that 'objects to an application' does not include a representation that is:</i></p> <ul style="list-style-type: none"> - <i>in support of, or neutral towards, an application; or</i> - <i>by, or on behalf of, a government agency, relevant entity, or regulated entity that either:</i> <ul style="list-style-type: none"> o <i>does not object to the granting of the permit; or</i> o <i>requests that the application be subject to certain conditions or accompanied with certain notes.</i> | |
| Section 57(6A) Applications for discretionary permits – extension of assessment timeframe | - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner - Graduate Town Planner | Nil Upon agreement in writing from the applicant |
| Section 57(7) Notice of decision | - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner - Graduate Town Planner - Development Administration Officer | Nil |
| Section 57A Mediation | - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner | Nil |
| Section 58(2) Application for other permits – granting the application | - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner | Permitted uses Graduate Town Planner only when authorised in writing by the Team Leader Town Planning. |

10.2.1 Attachment 1 LUPAA Delegation Table

| | | |
|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none"> - Graduate Town Planner | |
| Section 58(2A) Application for other permits – extension of assessment timeframe | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner - Graduate Town Planner | Nil |
| Section 58(3) Application for other permits – notice of decision | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner - Graduate Town Planner - Development Administration Officer | Nil |
| Section 58A Permits requiring agreements | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner - Graduate Town Planner | <p>Nil</p> <p>Graduate Town Planner only when authorised in writing by the Team Leader Town Planning.</p> |
| Section 59 Failure to determine an application for a permit | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner | Nil |
| Section 60 Determine compliance with permit condition | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner | Nil |
| Section 60H(3) Minister may request information from council or relevant State entity | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |

10.2.1 Attachment 1 LUPAA Delegation Table

| | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Section 60I(3) Council to give notice in relation to eligibility of major project proposals | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 60S(4)(b) Refund of ordinary permit where declaration of major project is amended under s. 60TG(2) so that the declaration also relates to an additional area of land | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 60S(5) Service of certificate of development completion | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 60TD(1) Notice of request under s60TC(1) | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 60(TH) Notice of amendment of declaration of a major project to be given | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 60ZX(1) Provision to panel to further information | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 60ZZP(10) Major project permit may be granted subject to conditions or restrictions | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 60ZZZAA(5) Determination as to whether, and the manner in which, proposed | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |

10.2.1 Attachment 1 LUPAA Delegation Table

| | | |
|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| significant amendment may be assessed | | |
| Section 60ZZZAB Enforcement certificates | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner | Nil |
| Section 61 Appeals against planning decisions | <ul style="list-style-type: none"> — General Manager — Director Development and Regulatory Services — Team Leader Town Planning — Senior Strategic Planner — Town Planner | Nil |
| Section 63B(3) Notice of suspected contravention | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner | Nil |
| Section 65A Infringement Notices | <ul style="list-style-type: none"> — General Manager — Director Development and Regulatory Services — Team Leader Town Planning — Senior Strategic Planner — Town Planner | Nil |
| Section 65B(5) Notice of intention to issue enforcement notice | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner | Nil |
| Section 65C(5) Enforcement notice | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner | Nil |
| Section 65F(2) Notice of intention to cancel permit | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner | Nil |

10.2.1 Attachment 1 LUPAA Delegation Table

| | | |
|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Section 65G Cancellation of permits | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner | Nil |
| Section 65I Powers of authorised officer | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner | Nil |
| Section 65K Entry and search warrants | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner | |
| Section 71 Planning authority may enter into agreements | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner | Nil |
| Section 73 Security for payment Bonds and guarantees | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Director Infrastructure Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner | Nil Where recommended for inclusion by Director Infrastructure Services |
| Section 73A Payments and contributions for infrastructure | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Director Infrastructure Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner | Where recommended for inclusion by Director Infrastructure Services |
| Section 74(3) Ending of agreement | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services | Nil |
| Section 75 | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services | Nil |

10.2.1 Attachment 1 LUPAA Delegation Table

| | | |
|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Amendment of agreements | <ul style="list-style-type: none"> — Team Leader Town Planning — Senior Strategic Planner - Town Planner | |
| Section 76 Agreement to be lodged with Commission | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner - Development Administration Officer | Nil |
| Section 78 Registration of agreements | <ul style="list-style-type: none"> - General Manager - Director Development and Regulatory Services - Team Leader Town Planning - Senior Strategic Planner - Town Planner - Development Administration Officer | Nil |

Corporate Services

Financial Report to 31 December 2023

Report Author Justin Marshall
Team Leader Finance

Authorised by Craig Davies
Director Corporate Services

Decision Sought Council to receive the financial report for the period ended 31 December 2023.

Vote Simple majority

Recommendation to Council

That Council receives the financial report for the period ended 31 December 2023 as provided in the Financial Report – 31 December 2023 (Attachment 1).

Report

The financial report for the period 1 July 2023 to 31 December 2023 is provided as Attachment 1.

The financial performance for the first six months of the financial year is discussed in the Exception and Trends Report section of Attachment 1.

Revenue and expenditure overall are currently in line with management expectations. Revenue is lower than the budget with several Government Grants outstanding, these are due to be received primarily across the roads and recreation areas.

Operating Expenditure is slightly below budget to December, primarily due to the timing of contract services, consultants for various one-off projects and vacant staff positions not yet filled.

Attachments 1. Financial Report - 31 December 2023 [11.1.1 - 17 pages]

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

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

Policy Not applicable.

Legislation Not applicable.

Consultation Not applicable.

Budget and Finance The financial report assesses Council's performance against the Budget Estimates adopted for the 2023-24 financial year.

Risk Management Not applicable.

Alternative Motions Not applicable.



Meander Valley Council

Working Together

FINANCIAL REPORT TO 31 DECEMBER 2023

| | |
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1. Introduction

Council's Financial Report provides an overview of our financial performance for the current financial year. The report compares revenue and expenditure areas actual results against the set budget estimates. The report provides an overview of Council's financial position as at 31 December 2023.

The Operating Statement for the first six months of the financial year is overall within management's forecasts. Grants and Subsidies revenue is below budget to December, due to the timing of the Financial Assistance Grants allocation and some capital projects grants anticipated in the Roads & Streets and Recreation & Culture functional areas.

Operating Expenditure overall is slightly below budget to December, primarily due to the timing of contract services, consultants and vacant staff positions not yet filled, most notably across the Infrastructure, Development & Regulatory and Community Wellbeing departments.

There are other exceptions from Council's budget adopted in June 2023 which are discussed further in the Exception and Trends report.

The following information is contained in the Financial Report:

- Consolidated Operating Statement – This report provides a summary of operational revenue and expenditure for the period to date compared to the annual budget estimates.
- Exceptions and Trends Report – This report contains explanation for material revenue and expenditure variations to budget, as well as an analysis of revenue and expenditure by Council in a number of functional areas.
- Capital Expenditure Reports – These reports provide a list of all approved capital projects with their allocated budget, expenditure carried forward from the previous financial year and current year to date expenditure.
- Rates Revenue Report – This report provides a summary of rates raised for the financial year, interest charged on overdue rates and total rates outstanding as at 31 December 2023.
- Cash & Investment Reconciliation – This report shows Council's total cash balance as at 31 December 2023, including funds held in At Call accounts and Term Deposits. Also included is an adjusted cash balance, taking into account estimated future revenue, expenditure and liabilities.



2. Consolidated Operating Statement - 31 December 2023

| | Actual 2024 | Budget 2024 | % of Budget |
|-------------------------------------------|----------------------|----------------------|---------------|
| Total Council Operations | | | |
| Operating Revenue | | | |
| Rate Revenue | 17,674,761 | 17,727,500 | 99.70% |
| Fees & User Charges | 723,729 | 1,489,500 | 48.59% |
| Contributions & Donations | 245,194 | 1,036,900 | 23.65% |
| Interest | 639,408 | 982,200 | 65.10% |
| Grants & Subsidies | 3,025,199 | 13,163,008 | 22.98% |
| Other Revenue | 346,656 | 1,013,600 | 34.20% |
| Total Operating Revenue | \$ 22,654,947 | \$ 35,412,708 | 63.97% |
| Operating Expenditure | | | |
| Departments | | | |
| Governance | 935,703 | 2,035,000 | 45.98% |
| Corporate Services | 1,097,806 | 2,610,900 | 42.05% |
| Infrastructure Services | 2,536,172 | 6,405,400 | 39.59% |
| Works | 2,212,623 | 4,635,200 | 47.74% |
| Development & Regulatory Services | 1,110,638 | 2,871,300 | 38.68% |
| Community Wellbeing | 407,345 | 1,164,500 | 34.98% |
| Maintenance & Working Expenses | \$ 8,300,287 | \$ 19,722,300 | 42.09% |
| Interest | - | 46,500 | 0.00% |
| Depreciation | 3,086,400 | 6,172,800 | 50.00% |
| Payments to Government Authorities | 694,246 | 1,388,500 | 50.00% |
| Administration Allocated | - | - | |
| Other Payments | 105,715 | 261,200 | 40.47% |
| Total Operating Expenditure | \$ 12,186,647 | \$ 27,591,300 | 44.17% |
| Operating Surplus/(Deficit) | \$ 10,468,300 | \$ 7,821,408 | |



3. Exception & Trends Report

This report contains explanations for any material income and expenditure variations to budget for the financial year to date, as well as an analysis of income and expenditure by Council functional area.

REVENUE

Rate Revenue – All Rate Revenue is recognised for the year with only additional rates received on supplementary valuations between now and the financial year end to be included. The rate debtor balances outstanding at 31 December 2023 appears in the Rates Revenue Reconciliation report.

Fees & User Charges – Is within budget expectations for the year to date and is expected to remain within budget by year end.

Contributions & Donations – Is well below budget however when new subdivision assets taken over by Council are recognised at financial year end, is expected to be within budget.

Interest – Is above budget expectations for the year to date and is expected to remain above budget by year end. Interest rates on offer from financial institutions have remained high during the current financial year and Council’s cash balance is higher than budgeted.

Grants & Subsidies – Is below budget expectations, due primarily to the timing of several significant capital project grant receipts and the prepayment of approximately 100% of the 2023-24 Financial Assistance Grants allocation having been received in June 2023 and recognised in the 2022-23 financial year.

Other Revenue – Relates primarily to TasWater distributions and is expected to be within budget at year end.

EXPENSES

| | |
|----------------------------------------------|------------------------------------|
| Governance | within budget expectations |
| Corporate Services | slightly below budget expectations |
| Infrastructure Services | below budget expectations |
| Works | within budget expectations |
| Development & Regulatory Services | below budget expectations |
| Community Wellbeing | below budget expectations |

Interest – The annual recognition for unwinding of the Westbury and Deloraine tip rehabilitation provisions will be accounted for at year end which has caused this item to be under budget.

Depreciation – Is accurately calculated and accounted for at year end however a proportionate amount (50%) of the budget has been allocated for the purposes of the Operating Statement.

Payments to Government Authorities – Two of the four annual instalments for the Fire Levy have been incurred to December.

Other Payments – Is slightly below budget. This item is largely notional accounting values of infrastructure assets written off upon reconstruction or disposal, this is accounted for as part of the year end procedures. The Tasmanian Audit Office fees and Community Grants are also recognised in Other Payments. This item is expected to be within budget at year end.



ANALYSIS BY FUNCTION

Administration

| | | |
|-----------------|---------------------|----------------|
| Revenue | \$ 80,471 | 46.84 % |
| Expenses | \$ 2,228,066 | 44.08 % |

Revenue is within budget to December, primarily due to the level of property sales related activities including the 337 property certificate fees income being in line with expectations to date.

Administration expenditure is within budget expectations to this point of the year. Expenses for *Development & Regulatory Services* include employee expenses required to prepare the 337 certificates. Expenses for *Governance* include the annual LGAT subscription, contribution to Northern Tasmania Development Corporation and monthly Councillor allowances. Expenses for *Corporate Services* include annual insurance premiums, IT consultant costs and external recruitment costs.

Roads, Streets and Bridges

| | | |
|-----------------|---------------------|----------------|
| Revenue | \$ 1,079,837 | 17.26 % |
| Expenses | \$ 2,902,029 | 48.36 % |

Grants & Subsidies is under budget primarily due to the prepayment of close to 100% of the 2023-24 Grants Commission allocation in 2022-23. Contributions & Donations budget includes subdivision road assets taken over from developers and is expected to be in line with budget when accounted for at year end.

Roads & Streets maintenance expenditure is within budget to December and expected to remain within budget by year end. Bridge maintenance expenditure is above budget expectations for the year but expected to be within budget by year end. Other Payments are budgeted amounts for road and bridge infrastructure that is written off upon reconstruction or disposal, this will be accounted for at financial year end.

Health, Community and Welfare

| | | |
|-----------------|---------------------|----------------|
| Revenue | \$ 6,813,107 | 75.26 % |
| Expenses | \$ 4,506,485 | 39.24 % |

Revenue overall is above budget to date, due to the full recognition of all Waste Management Service Charges and Fire Levies for the year. Contributions & Donations income will increase to be within budget once stormwater infrastructure assets from new subdivisions are recognised and contributions from community cars are accounted for at year end. Grants & Subsidies revenue is \$1.4m received to date from the State Government as part of the Natural Disaster Relief funding following the October 2022 flood event.

Expenditure overall is below budget expectations to this point of the year. *Infrastructure* is below budget, primarily due to the timing of waste collection fees, street lighting charges and expenditure on the redesign of Meander Valley Road at Hadspen. *Works* is below budget largely due to expenditure on stormwater maintenance, street cleaning and timing of the street bin replacement program. *Community Wellbeing* is below budget due to staff vacancies and timing of various one-off projects.

Payments to Government Authorities is the State Fire Levy, two of the four instalments have been paid up to December. Interest Expense is the budget for the accounting transactions of unwinding the liability for Council to rehabilitate tip sites at Cluan and Deloraine, which will be calculated at year end.



ANALYSIS BY FUNCTION

Land Use Planning & Building

| | | |
|-----------------|-------------------|----------------|
| Revenue | \$ 372,467 | 62.49 % |
| Expenses | \$ 758,737 | 39.35 % |

Fees and User Charges are development approval and building approval fees which are slightly above budget expectations to date.

Development & Regulatory Services expenditure is below budget to December primarily due to vacant positions not yet being filled.

Recreation and Culture

| | | |
|-----------------|---------------------|----------------|
| Revenue | \$ 694,568 | 32.25 % |
| Expenses | \$ 1,690,764 | 53.87 % |

Revenue overall is below budget to December, primarily due to the timing of Grants not yet received. Significant grants are yet to be received for the Deloraine Squash Courts and Deloraine Recreation Ground upgrades. Contributions & Donations revenue is significantly above budget, due to public open space contributions received in respect of developments in Deloraine and Quamby Brook.

Overall expenditure is within budget. *Infrastructure* expenditure includes the Huntsman Lake Boat Ramp project and the external review of Council's swimming pools and natural swimming sites. *Works* expenditure includes maintenance of Council's recreation grounds, parks and reserves.

Unallocated & Unclassified

| | | |
|-----------------|----------------------|----------------|
| Revenue | \$ 13,614,498 | 79.25 % |
| Expenses | \$ 100,567 | N/A |

Rate Revenue is the general rates component of the rates raised for the year. Interest income is above budget expectations for the year to date and is expected to remain above budget by year end. The first two instalments of Financial Assistance Grants from the State Grants Commission have been received; however this is significantly below budget due to the prepayment of close to 100% of the 2023-24 Grants allocation in 2022-23. Other Revenue includes distributions received from TasWater for the year to date of \$278,000.

Departmental expenditure is principally accounting entries to balance depreciation across the functions of Council and gravel inventory allocations. This expenditure will trend closer to budget at year end.



4. Capital Project Report

2024 Financial Year

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| | <i>Prior Year Expenditure</i> | <i>Current Year Expenditure</i> | <i>Total Expenditure</i> | <i>Total Budget</i> | <i>Variance Amount</i> | <i>Percentage of Total Budget</i> |
|---------------------------------------------------|-----------------------------------|-------------------------------------|------------------------------|-------------------------|----------------------------|---------------------------------------|
| Administration | | | | | | |
| 100 - Administration | | | | | | |
| 5040 Council Chambers - Office Space Improvements | \$0 | \$0 | \$0 | \$50,000 | -\$50,000 | 0.00% |
| 5101 Workstations and Peripherals | \$0 | \$0 | \$0 | \$35,000 | -\$35,000 | 0.00% |
| 5102 Network Infrastructure | \$15,829 | \$5,965 | \$21,794 | \$64,600 | -\$42,806 | 33.74% |
| 5110 Replacement GPS Unit | \$0 | \$0 | \$0 | \$20,000 | -\$20,000 | 0.00% |
| 5111 Software and Upgrades | \$0 | \$0 | \$0 | \$31,900 | -\$31,900 | 0.00% |
| 5115 Conquest Software Upgrade | \$0 | \$0 | \$0 | \$10,500 | -\$10,500 | 0.00% |
| 5127 MVC Website Upgrade | \$0 | \$0 | \$0 | \$20,000 | -\$20,000 | 0.00% |
| 5133 Core Enterprise Software Replacement 21/22 | \$504 | \$0 | \$504 | \$1,000,000 | -\$999,496 | 0.05% |
| 5134 Council Office Improvements | \$0 | \$0 | \$0 | \$150,000 | -\$150,000 | 0.00% |
| 100 - Administration Sub Total | \$16,333 | \$5,965 | \$22,298 | \$1,382,000 | -\$1,359,702 | 1.61% |
| 100 - Administration Sub Total | \$16,333 | \$5,965 | \$22,298 | \$1,382,000 | -\$1,359,702 | 1.61% |

Roads Streets and Bridges

201 - Roads and Streets

| | | | | | | |
|--------------------------------------------|-----------|----------|-----------|-----------|------------|--------|
| 5817 Church St - Carrick | \$15,147 | \$3,540 | \$18,688 | \$235,000 | -\$216,312 | 7.95% |
| 5820 Ashburner St - Carrick | \$0 | \$3,890 | \$3,890 | \$26,100 | -\$22,210 | 14.90% |
| 5821 Liffey St - Carrick | \$0 | \$977 | \$977 | \$30,000 | -\$29,023 | 3.26% |
| 5825 Emu Bay Rd - Deloraine | \$0 | \$709 | \$709 | \$10,000 | -\$9,291 | 7.09% |
| 5828 Barrack St West - Deloraine 21/22 | \$1,234 | \$15 | \$1,250 | \$110,000 | -\$108,750 | 1.14% |
| 5848 Rickman St - Deloraine | \$0 | \$0 | \$0 | \$6,500 | -\$6,500 | 0.00% |
| 5861 West Parade - Deloraine | \$6,513 | \$74,971 | \$81,483 | \$150,000 | -\$68,517 | 54.32% |
| 5877 Rutherglen Rd - Hadspen 20/21 | \$0 | \$0 | \$0 | \$15,000 | -\$15,000 | 0.00% |
| 5894 Country Club Av - Prospect Vale 21/22 | \$109,657 | \$2,309 | \$111,966 | \$918,000 | -\$806,034 | 12.20% |
| 5895 Mt Leslie Rd - Prospect Vale | \$33,581 | \$13,148 | \$46,729 | \$900,000 | -\$853,271 | 5.19% |
| 5896 Westbury Rd - Prospect Vale | \$0 | \$0 | \$0 | \$115,000 | -\$115,000 | 0.00% |

11.1.1 Financial Report - 31 December 2023



2024 Financial Year

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| | <i>Prior Year Expenditure</i> | <i>Current Year Expenditure</i> | <i>Total Expenditure</i> | <i>Total Budget</i> | <i>Variance Amount</i> | <i>Percentage of Total Budget</i> |
|----------------------------------------------------------------|-----------------------------------|-------------------------------------|------------------------------|-------------------------|----------------------------|---------------------------------------|
| 5972 Lonsdale Prom - Westbury | \$0 | \$0 | \$0 | \$30,000 | -\$30,000 | 0.00% |
| 5983 Meander Valley Road, Westbury | \$0 | \$794 | \$794 | \$10,000 | -\$9,206 | 7.94% |
| 5989 Pioneer Drive - Mole Creek | \$0 | \$0 | \$0 | \$100,000 | -\$100,000 | 0.00% |
| 6102 Blackstone Rd - Blackstone Heights 21/22 | \$30,193 | \$31,089 | \$61,282 | \$465,000 | -\$403,718 | 13.18% |
| 6105 Panorama Rd - Blackstone Heights | \$0 | \$33,172 | \$33,172 | \$75,000 | -\$41,828 | 44.23% |
| 6177 Cheshunt Rd - Meander | \$0 | \$67,528 | \$67,528 | \$0 | \$67,528 | 0.00% |
| 6194 Railton Main Road - Moltema | \$0 | \$15 | \$15 | \$35,000 | -\$34,985 | 0.04% |
| 6204 R2R 2024 Parkham Rd - Parkham | \$0 | \$102,289 | \$102,289 | \$475,000 | -\$372,711 | 21.53% |
| 6208 Bogan Rd - Quamby Brook | \$0 | \$34,917 | \$34,917 | \$0 | \$34,917 | 0.00% |
| 6210 R2R 2024 Porters Bridge Rd - Reedy Marsh | \$0 | \$120,868 | \$120,868 | \$100,000 | \$20,868 | 120.87% |
| 6214 Selbourne Rd - Selbourne | \$0 | \$15 | \$15 | \$10,000 | -\$9,985 | 0.15% |
| 6223 Dynans Bridge Rd - Weegen | \$21,657 | \$13,412 | \$35,069 | \$450,000 | -\$414,931 | 7.79% |
| 6245 R2R 2024 Westwood Rd - Westwood | \$0 | \$286,001 | \$286,001 | \$430,000 | -\$143,999 | 66.51% |
| 6272 East Barrack St - Deloraine 20/21 | \$0 | \$63,547 | \$63,547 | \$150,200 | -\$86,653 | 42.31% |
| 6273 Gulf Rd, Liffey - Landslip Works | \$29,843 | \$100,779 | \$130,622 | \$600,000 | -\$469,378 | 21.77% |
| 6281 Westbury Rd, Prospect Vale - New Handrail | \$0 | \$8,529 | \$8,529 | \$10,000 | -\$1,471 | 85.29% |
| 6358 Westbury Rd, Prospect Vale - Crossing Improvements Vale : | \$3,363 | \$47 | \$3,410 | \$15,000 | -\$11,590 | 22.73% |
| 6363 Westwood Rd - Golf Course Area Design | \$0 | \$0 | \$0 | \$10,000 | -\$10,000 | 0.00% |
| 6694 Footpath Renewals - Bracknell, Deloraine, Carrick | \$0 | \$0 | \$0 | \$309,000 | -\$309,000 | 0.00% |
| 6697 Road Rehabilitation Program | \$0 | \$0 | \$0 | \$114,000 | -\$114,000 | 0.00% |
| 201 - Roads and Streets Sub Total | \$251,188 | \$962,563 | \$1,213,751 | \$5,903,800 | -\$4,690,049 | 20.56% |
| 210 - Bridges | | | | | | |
| 5203 Western Creek Montana Road | \$0 | \$3,363 | \$3,363 | \$400,000 | -\$396,637 | 0.84% |
| 5264 Quamby Brook Roxford Road | \$0 | \$4,128 | \$4,128 | \$595,000 | -\$590,872 | 0.69% |
| 5317 Un-Named Creek Fellows Road | \$0 | \$431 | \$431 | \$180,000 | -\$179,569 | 0.24% |
| 5409 Un-Named Drain Harveys Road 21/22 | \$89 | \$227 | \$317 | \$25,000 | -\$24,683 | 1.27% |
| 210 - Bridges Sub Total | \$89 | \$8,149 | \$8,238 | \$1,200,000 | -\$1,191,762 | 0.69% |
| 200 - Roads Streets and Bridges Sub Total | \$251,277 | \$970,712 | \$1,221,989 | \$7,103,800 | -\$5,881,811 | 17.20% |

11.1.1 Financial Report - 31 December 2023



2024 Financial Year

05-Jan-2024 03:01:58

| | <i>Prior Year Expenditure</i> | <i>Current Year Expenditure</i> | <i>Total Expenditure</i> | <i>Total Budget</i> | <i>Variance Amount</i> | <i>Percentage of Total Budget</i> |
|-------------------------------------------------|-----------------------------------|-------------------------------------|------------------------------|-------------------------|----------------------------|---------------------------------------|
| Health and Community Welfare | | | | | | |
| 314 - Emergency Services | | | | | | |
| 6754 Emergency Response Trailer | \$0 | \$7,891 | \$7,891 | \$33,000 | -\$25,109 | 23.91% |
| 314 - Emergency Services Sub Total | \$0 | \$7,891 | \$7,891 | \$33,000 | -\$25,109 | 23.91% |
| 315 - Cemeteries | | | | | | |
| 6302 Deloraine Lawn Cemetery Concrete Slabs | \$0 | \$7,243 | \$7,243 | \$5,000 | \$2,243 | 144.86% |
| 6312 Deloraine Lawn Cemetery Extend Access Road | \$0 | \$0 | \$0 | \$5,000 | -\$5,000 | 0.00% |
| 315 - Cemeteries Sub Total | \$0 | \$7,243 | \$7,243 | \$10,000 | -\$2,757 | 72.43% |
| 316 - Community Amenities | | | | | | |
| 6516 Deloraine Train Park Toilets | \$0 | \$0 | \$0 | \$10,000 | -\$10,000 | 0.00% |
| 6529 Carrick Rec Ground - Public Toilets 21/22 | \$14,146 | \$228 | \$14,374 | \$200,000 | -\$185,626 | 7.19% |
| 6531 Alveston Drive Public Toilets | \$0 | \$5,378 | \$5,378 | \$10,000 | -\$4,622 | 53.78% |
| 6532 Westbury RV Dump Point | \$0 | \$3,542 | \$3,542 | \$20,000 | -\$16,458 | 17.71% |
| 6533 Westbury Library Kitchenette Upgrades | \$0 | \$12,298 | \$12,298 | \$15,000 | -\$2,702 | 81.99% |
| 6534 Deloraine Public Toilets Improvements | \$0 | \$0 | \$0 | \$10,000 | -\$10,000 | 0.00% |
| 316 - Community Amenities Sub Total | \$14,146 | \$21,446 | \$35,592 | \$265,000 | -\$229,408 | 13.43% |

11.1.1 Financial Report - 31 December 2023



2024 Financial Year

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| | <i>Prior Year Expenditure</i> | <i>Current Year Expenditure</i> | <i>Total Expenditure</i> | <i>Total Budget</i> | <i>Variance Amount</i> | <i>Percentage of Total Budget</i> |
|------------------------------------------------------------------|-----------------------------------|-------------------------------------|------------------------------|-------------------------|----------------------------|---------------------------------------|
| 335 - Household Waste | | | | | | |
| 6602 Westbury Land fill Site - Cell Expansion 21/22 | \$120,345 | \$204 | \$120,549 | \$504,100 | -\$383,551 | 23.91% |
| 6605 Mobile Garbage Bins | \$0 | \$42,997 | \$42,997 | \$131,500 | -\$88,503 | 32.70% |
| 6607 Deloraine Landfill Site - Entrance Rd & Internal Roundabout | \$0 | \$0 | \$0 | \$150,000 | -\$150,000 | 0.00% |
| 6608 Deloraine Landfill Site - Saw Tooth Retaining Wall | \$0 | \$0 | \$0 | \$570,000 | -\$570,000 | 0.00% |
| 6611 Mobile Organics Bins | \$6,234 | \$0 | \$6,234 | \$97,600 | -\$91,366 | 6.39% |
| 6616 Landfill Sites Capacity Expansion 20/21 | \$1,381 | \$0 | \$1,381 | \$40,000 | -\$38,619 | 3.45% |
| 6617 Cluan Landfill Site Access Road 21/22 | \$0 | \$0 | \$0 | \$50,000 | -\$50,000 | 0.00% |
| 6618 Landfill Sites Land Purchase 21/22 | \$3,416 | \$10,510 | \$13,926 | \$270,000 | -\$256,074 | 5.16% |
| 6619 Deloraine Landfill Site Improvements 21/22 | \$109,395 | \$38,145 | \$147,541 | \$627,541 | -\$480,000 | 23.51% |
| 6620 Cluan Landfill Site | \$0 | \$0 | \$0 | \$120,000 | -\$120,000 | 0.00% |
| 335 - Household Waste Sub Total | \$240,771 | \$91,857 | \$332,628 | \$2,560,741 | -\$2,228,113 | 12.99% |
| 351 - Storm Water Drainage | | | | | | |
| 6400 Various Locations - Stormwater Improvement Program | \$0 | \$0 | \$0 | \$45,000 | -\$45,000 | 0.00% |
| 6404 East St, Carrick Stormwater 21/22 | \$0 | \$390 | \$390 | \$10,900 | -\$10,510 | 3.57% |
| 6408 Railway St Deloraine - Stormwater | \$0 | \$0 | \$0 | \$30,000 | -\$30,000 | 0.00% |
| 6433 Jane St, Bracknell Stormwater | \$0 | \$0 | \$0 | \$35,000 | -\$35,000 | 0.00% |
| 6450 West Parade Deloraine Stormwater 21/22 | \$1,411 | \$0 | \$1,411 | \$135,000 | -\$133,590 | 1.04% |
| 6472 Marriott St, Westbury - Stormwater | \$0 | \$0 | \$0 | \$25,000 | -\$25,000 | 0.00% |
| 6473 South Esk Dr, Hadspen - Stormwater | \$0 | \$4,142 | \$4,142 | \$25,000 | -\$20,858 | 16.57% |
| 6489 Liffey St Carrick Stormwater | \$0 | \$137,465 | \$137,465 | \$150,000 | -\$12,535 | 91.64% |
| 6498 Open Drain Program, Westbury | \$0 | \$0 | \$0 | \$102,500 | -\$102,500 | 0.00% |
| 6866 Jones St, Westbury - Stormwater 21/22 | \$0 | \$7,734 | \$7,734 | \$138,000 | -\$130,266 | 5.60% |
| 6869 Buell Drive, Prospect Vale - Stormwater | \$4,443 | \$1,138 | \$5,581 | \$110,000 | -\$104,419 | 5.07% |
| 6870 Harley Parade, Prospect Vale - Stormwater | \$0 | \$2,544 | \$2,544 | \$75,000 | -\$72,456 | 3.39% |
| 351 - Storm Water Drainage Sub Total | \$5,854 | \$153,414 | \$159,267 | \$881,400 | -\$722,133 | 18.07% |
| 300 - Health and Community Welfare Sub Total | \$260,771 | \$281,850 | \$542,621 | \$3,750,141 | -\$3,207,520 | 14.47% |

11.1.1 Financial Report - 31 December 2023



2024 Financial Year

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| | <i>Prior Year Expenditure</i> | <i>Current Year Expenditure</i> | <i>Total Expenditure</i> | <i>Total Budget</i> | <i>Variance Amount</i> | <i>Percentage of Total Budget</i> |
|---------------------------------------------------------|-----------------------------------|-------------------------------------|------------------------------|-------------------------|----------------------------|---------------------------------------|
| Recreation and Culture | | | | | | |
| 505 - Public Halls | | | | | | |
| 7428 Bracknell Hall - Building Replacement 16/17 | \$802,767 | \$434,377 | \$1,237,145 | \$1,235,000 | \$2,145 | 100.17% |
| 505 - Public Halls Sub Total | \$802,767 | \$434,377 | \$1,237,145 | \$1,235,000 | \$2,145 | 100.17% |
| 525 - Recreation Grounds & Sports Facilities | | | | | | |
| 7611 Deloraine Rec Ground Precinct 21/22 | \$44,219 | \$93,545 | \$137,764 | \$4,178,000 | -\$4,040,236 | 3.30% |
| 7618 Westbury Sports Ctr - Change Room Upgrade | \$12,977 | \$198,033 | \$211,009 | \$220,000 | -\$8,991 | 95.91% |
| 7626 Deloraine Rec Ground - Ground Seating | \$0 | \$0 | \$0 | \$10,000 | -\$10,000 | 0.00% |
| 7627 Deloraine Rec Ground - Clubroom Upgrade | \$0 | \$0 | \$0 | \$100,000 | -\$100,000 | 0.00% |
| 7628 Deloraine - Half Court Basketball | \$0 | \$0 | \$0 | \$10,000 | -\$10,000 | 0.00% |
| 7678 PVP Ring Road & Main Access 21/22 | \$6,530 | \$47 | \$6,577 | \$82,500 | -\$75,923 | 7.97% |
| 7687 PVP Lighting Upgrade | \$0 | \$0 | \$0 | \$10,000 | -\$10,000 | 0.00% |
| 7695 Deloraine Community Complex - Squash Courts 20/21 | \$270,151 | \$950,313 | \$1,220,464 | \$3,700,000 | -\$2,479,536 | 32.99% |
| 525 - Recreation Grounds & Sports Facilities Sub Total | \$333,877 | \$1,241,937 | \$1,575,814 | \$8,310,500 | -\$6,734,686 | 18.96% |
| 565 - Parks and Reserves | | | | | | |
| 8002 Deloraine Steel Arch Footbridge | \$10,870 | \$777 | \$11,647 | \$580,000 | -\$568,353 | 2.01% |
| 8013 Carrick Rec Ground - Playground Upgrade | \$0 | \$0 | \$0 | \$60,000 | -\$60,000 | 0.00% |
| 8030 Westbury Town Common - Parkrun Finishing Chute | \$0 | \$8,667 | \$8,667 | \$10,000 | -\$1,333 | 86.67% |
| 8078 Pitcher Parade Wetlands - Replacement Footbridge | \$0 | \$0 | \$0 | \$65,000 | -\$65,000 | 0.00% |
| 8099 Poets Place Reserve, Hadspen - Divest Land 18/19 | \$556 | \$0 | \$556 | \$5,000 | -\$4,444 | 11.12% |
| 8101 Chris St Reserve, Prospect - Divest Land 18/19 | \$425 | \$0 | \$425 | \$5,000 | -\$4,575 | 8.50% |
| 8104 Various Locations Dog Area Improvements 20/21 | \$68,523 | \$55,151 | \$123,674 | \$175,000 | -\$51,326 | 70.67% |
| 565 - Parks and Reserves Sub Total | \$80,374 | \$64,595 | \$144,969 | \$900,000 | -\$755,031 | 16.11% |
| 500 - Recreation and Culture Sub Total | \$1,217,018 | \$1,740,910 | \$2,957,928 | \$10,445,500 | -\$7,487,572 | 28.32% |

11.1.1 Financial Report - 31 December 2023



2024 Financial Year

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| | <i>Prior Year Expenditure</i> | <i>Current Year Expenditure</i> | <i>Total Expenditure</i> | <i>Total Budget</i> | <i>Variance Amount</i> | <i>Percentage of Total Budget</i> |
|-------------------------------------------------------|-----------------------------------|-------------------------------------|------------------------------|-------------------------|----------------------------|---------------------------------------|
| Unallocated and Unclassified | | | | | | |
| 625 - Management and Indirect O/Heads | | | | | | |
| 8803 Minor Plant Purchases | \$0 | \$27,946 | \$27,946 | \$43,300 | -\$15,354 | 64.54% |
| 8819 New Works Depot Design & Construction 20/21 | \$78,221 | \$52,738 | \$130,959 | \$4,543,000 | -\$4,412,041 | 2.88% |
| 625 - Management and Indirect O/Heads Sub Total | \$78,221 | \$80,684 | \$158,905 | \$4,586,300 | -\$4,427,395 | 3.46% |
| 655 - Plant Working | | | | | | |
| 8702 Backhoe Replacement (Plant 301) | \$0 | \$0 | \$0 | \$130,000 | -\$130,000 | 0.00% |
| 8712 Mower Replacement (Plant 620) | \$2,750 | \$26,000 | \$28,750 | \$35,000 | -\$6,250 | 82.14% |
| 8735 Mower Replacement (Plant 615) | \$2,750 | \$25,000 | \$27,750 | \$35,000 | -\$7,250 | 79.29% |
| 8744 Depot Utility (No. 200) | \$0 | \$31,739 | \$31,739 | \$35,000 | -\$3,261 | 90.68% |
| 8759 Mower (No. 610) | \$0 | \$23,635 | \$23,635 | \$20,000 | \$3,635 | 118.18% |
| 8771 Loader Replacement (No. 515) | \$0 | \$0 | \$0 | \$209,000 | -\$209,000 | 0.00% |
| 8772 New Compactor Truck | \$0 | \$0 | \$0 | \$255,000 | -\$255,000 | 0.00% |
| 8775 New Utility | \$0 | \$0 | \$0 | \$40,000 | -\$40,000 | 0.00% |
| 8776 Asphalt Roller (No. 765) | \$0 | \$32,916 | \$32,916 | \$34,000 | -\$1,084 | 96.81% |
| 8777 Street Sweeper | \$0 | \$0 | \$0 | \$65,000 | -\$65,000 | 0.00% |
| 8778 Spray ATV | \$0 | \$32,428 | \$32,428 | \$40,000 | -\$7,572 | 81.07% |
| 655 - Plant Working Sub Total | \$5,500 | \$171,718 | \$177,218 | \$898,000 | -\$720,782 | 19.73% |
| 675 - Other Unallocated Transactions | | | | | | |
| 8707 Fleet Vehicle Purchases | \$0 | \$39,876 | \$39,876 | \$165,400 | -\$125,524 | 24.11% |
| 8773 416-418 Westbury Rd, PV - Divest Property | \$1,806 | \$0 | \$1,806 | \$0 | \$1,806 | 0.00% |
| 8774 35 William St, Westbury - Community Hive Project | \$0 | \$0 | \$0 | \$20,000 | -\$20,000 | 0.00% |
| 675 - Other Unallocated Transactions Sub Total | \$1,806 | \$39,876 | \$41,682 | \$185,400 | -\$143,718 | 22.48% |
| 600 - Unallocated and Unclassified Sub Total | \$85,527 | \$292,279 | \$377,806 | \$5,669,700 | -\$5,291,894 | 6.66% |
| Total Capital Project Expenditure | \$1,830,926 | \$3,291,715 | \$5,122,641 | \$28,351,141 | -\$23,228,500 | 18.07% |



5. Capital Resealing Report

2024 Financial Year

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| | <i>Total Expenditure</i> | <i>Total Budget</i> | <i>Variance Amount</i> | <i>Percentage of Total Budget</i> |
|---------------------------------------------------|------------------------------|-------------------------|----------------------------|---------------------------------------|
| Roads Streets and Bridges | | | | |
| 201 - Roads and Streets | | | | |
| 5647 Gaffneys - Moltema | \$3,402 | \$0 | \$3,402 | 0.00% |
| 5882 Reibey St - Hadspen | \$22,522 | \$0 | \$22,522 | 0.00% |
| 5884 Bowdens Rd - Hadspen | \$390 | \$0 | \$390 | 0.00% |
| 5900 Chris St To Clifton Crt - Prospect Vale | \$140,084 | \$0 | \$140,084 | 0.00% |
| 5907 Akuna Ct - Prospect Vale | \$29,726 | \$0 | \$29,726 | 0.00% |
| 5934 Hutton Ct - Prospect Vale | \$16,545 | \$0 | \$16,545 | 0.00% |
| 5938 Clifton Place - Prospect Vale | \$25,263 | \$0 | \$25,263 | 0.00% |
| 5947 Stuart Av - Prospect Vale | \$34,836 | \$0 | \$34,836 | 0.00% |
| 5963 Field St - Westbury | \$4,253 | \$0 | \$4,253 | 0.00% |
| 5970 Arthur St - Westbury | \$4,457 | \$0 | \$4,457 | 0.00% |
| 5971 Marriott St Moore To End - Westbury | \$5,150 | \$0 | \$5,150 | 0.00% |
| 5975 Adelaide St - Westbury | \$4,855 | \$0 | \$4,855 | 0.00% |
| 5980 Dexter St, Franklin St to William St - Westb | \$2,002 | \$0 | \$2,002 | 0.00% |
| 5981 Shadforth St - Westbury | \$15,424 | \$0 | \$15,424 | 0.00% |
| 5982 Mary St, Westbury | \$11,664 | \$0 | \$11,664 | 0.00% |
| 6106 Oaks Rd - Bracknell | \$11,547 | \$0 | \$11,547 | 0.00% |
| 6170 Bengeo Rd Dunorlan To Mole Ck Rd- Red | \$21,854 | \$0 | \$21,854 | 0.00% |
| 6194 Railton Main Road - Moltema | \$22,399 | \$0 | \$22,399 | 0.00% |
| 6197 Montana Rd - Montana | \$23,515 | \$0 | \$23,515 | 0.00% |
| 6208 Bogan Rd - Quamby Brook | \$6,651 | \$0 | \$6,651 | 0.00% |
| 6223 Dynans Bridge Rd - Weegena | \$4,817 | \$0 | \$4,817 | 0.00% |
| 6241 Moore St - Westbury | \$31,905 | \$0 | \$31,905 | 0.00% |
| 6259 Railton Rd - Kimberley 21/22 | \$206,227 | \$0 | \$206,227 | 0.00% |
| 6299 Reseals General Budget Allocation | \$0 | \$1,612,400 | -\$1,612,400 | 0.00% |
| 201 - Roads and Streets Sub Total | \$649,488 | \$1,612,400 | -\$962,912 | 40.28% |
| Capital Resealing Expenditure Total | \$649,488 | \$1,612,400 | -\$962,912 | 40.28% |



6. Capital Gravelling Report

2024 Financial Year

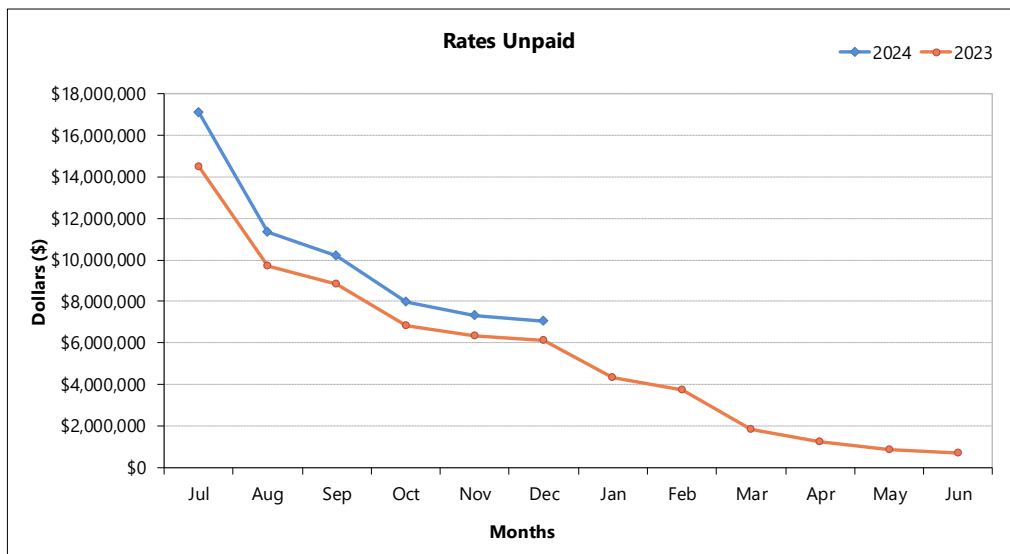
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| | <i>Total Expenditure</i> | <i>Total Budget</i> | <i>Variance Amount</i> | <i>Percentage of Total Budget</i> |
|---------------------------------------------|------------------------------|-------------------------|----------------------------|---------------------------------------|
| Roads Streets and Bridges | | | | |
| 201 - Roads and Streets | | | | |
| 5554 Elmers - Dunorlan | \$21,382 | \$0 | \$21,382 | 0.00% |
| 5573 Brodies Rd - Golden Valley | \$27,878 | \$0 | \$27,878 | 0.00% |
| 5596 Grubbs - Lemana | \$26,347 | \$0 | \$26,347 | 0.00% |
| 5602 Old Gads Hill Rd - Liena | \$41,663 | \$0 | \$41,663 | 0.00% |
| 5612 Sherriffs Rd - Meander | \$7,198 | \$0 | \$7,198 | 0.00% |
| 5614 Cummings Rd - Meander | \$17,443 | \$0 | \$17,443 | 0.00% |
| 5619 Barbers Rd - Meander | \$2,691 | \$0 | \$2,691 | 0.00% |
| 5622 Reiffers Rd - Meander | \$20,255 | \$0 | \$20,255 | 0.00% |
| 5655 Tomes Rise - Off Davies Rd | \$10,516 | \$0 | \$10,516 | 0.00% |
| 5668 Maloneys Rd - Parkham | \$19,762 | \$0 | \$19,762 | 0.00% |
| 5675 Davis - Quamby Brook | \$9,752 | \$0 | \$9,752 | 0.00% |
| 5678 Bogan Rd - Quamby Brook | \$48,761 | \$0 | \$48,761 | 0.00% |
| 5695 Sykes - Union Bridge | \$38,975 | \$0 | \$38,975 | 0.00% |
| 5738 Westrope - Western Creek | \$17,311 | \$0 | \$17,311 | 0.00% |
| 5799 Gravel Resheeting General Budget Alloc | \$0 | \$378,400 | -\$378,400 | 0.00% |
| 6177 Cheshunt Rd - Meander | \$1,631 | \$0 | \$1,631 | 0.00% |
| 6245 R2R 2024 Westwood Rd - Westwood | \$5,756 | \$0 | \$5,756 | 0.00% |
| 6353 Beveridges Rd - Golden Valley | \$21,486 | \$0 | \$21,486 | 0.00% |
| 6382 Paynes Rd - Meander | \$2,173 | \$0 | \$2,173 | 0.00% |
| 201 - Roads and Streets Sub Total | \$340,980 | \$378,400 | -\$37,420 | 90.11% |
| Capital Gravelling Expenditure Total | \$340,980 | \$378,400 | -\$37,420 | 90.11% |



7. Rates Revenue Reconciliation - 31 December 2023

| | 2024 | 2023 |
|--------------------------------------------------------|---------------------|---------------------|
| Rate Balance Carried Forward from previous Year | \$ 676,909 | \$ 535,237 |
| 2023/24 Rates Raised | \$ 17,674,282 | \$ 15,824,937 |
| Interest | \$ 50,806 | \$ 42,496 |
| Rates Adjustments | \$ 32,008 | \$ 11,014 |
| Payments Received | \$ (11,362,494) | \$ (10,304,902) |
| Rates Control Account Balance | \$ 7,071,511 | \$ 6,108,781 |
| % of Rates Unpaid | 38.43% | 37.24% |





8. Cash & Investment Reconciliation - 31 December 2023

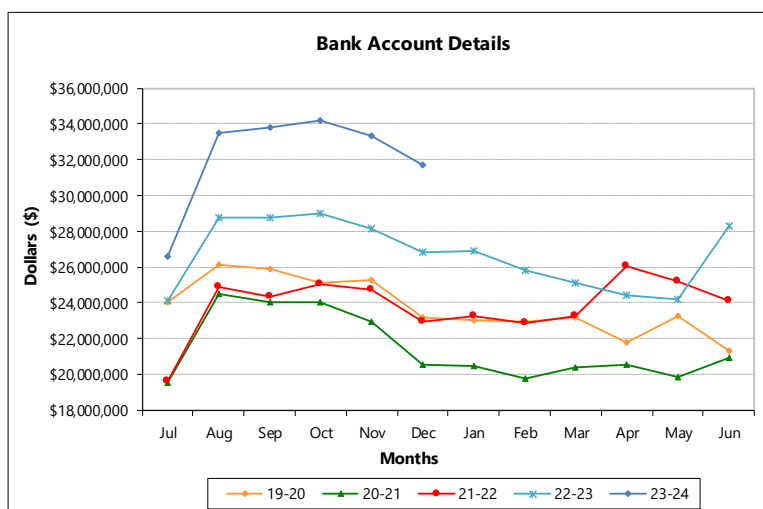
| | 2023-24 | 2022-23 |
|---------------------------------------------------|----------------------|----------------------|
| Balance Carried Forward from previous Year | 28,270,041 | 24,093,527 |
| Add Deposits | 18,687,827 | 15,354,292 |
| Less Payments | - 15,268,514 | - 12,597,845 |
| Balance as per Bank Account | \$ 31,689,354 | \$ 26,849,975 |

| Made up of: | Amount | Interest Rate |
|--------------------------------------|-----------|---------------|
| Cash at Bank | 89,629 | 4.26% |
| Westpac Bank Cash Management Account | 2,208 | 4.30% |
| Commonwealth Bank At Call Account | 1,527,484 | 4.35% |
| Term Deposits: | | |
| National Australia Bank | 6,000,000 | 5.03-5.18% |
| Commonwealth Bank | 5,030,033 | 4.63-5.30% |
| Westpac Bank | 2,000,000 | 5.43% |
| ING Bank | 7,000,000 | 5.30-5.62% |
| MyState Financial | 5,040,000 | 4.82-5.70% |
| Bendigo Bank | 3,000,000 | 5.15-5.20% |
| Maitland Mutual | 2,000,000 | 5.50% |

\$ 31,689,354

| | |
|-----------------------------------------|-------------|
| Less expenditure commitments: | |
| 2024 Operating expenditure outstanding | -12,318,252 |
| 2024 Capital expenditure outstanding | -24,228,074 |
| Add assets: | |
| 2024 Operating income outstanding | 12,757,761 |
| 2024 Estimated rate debtors outstanding | 7,071,511 |
| Less liabilities: | |
| 2023 Tip rehabilitation provision | -6,490,626 |
| 2023 Employee leave provisions | -1,824,355 |

Adjusted Cash Balance \$ 6,657,319



11.1.1 Financial Report - 31 December 2023



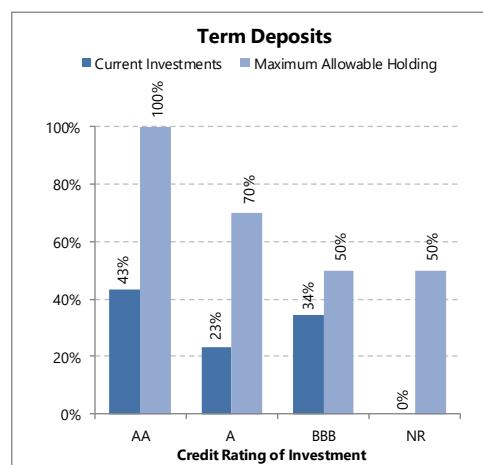
Term Deposits Summary - 31 December 2023

| Institution | Deposit | Rate % | Entered | Due |
|-------------------------|-------------------|--------|------------|------------|
| Commonwealth Bank | 2,030,033 | 4.63% | 17/01/2023 | 17/01/2024 |
| Bendigo Bank | 1,000,000 | 5.20% | 14/08/2023 | 12/02/2024 |
| Commonwealth Bank | 1,000,000 | 4.93% | 16/02/2023 | 16/02/2024 |
| National Australia Bank | 1,000,000 | 5.03% | 6/09/2023 | 6/03/2024 |
| Bendigo Bank | 2,000,000 | 5.15% | 22/08/2023 | 19/03/2024 |
| MyState Financial | 1,000,000 | 4.82% | 6/04/2023 | 5/04/2024 |
| MyState Financial | 1,000,000 | 4.82% | 14/04/2023 | 12/04/2024 |
| MyState Financial | 2,000,000 | 5.40% | 14/11/2023 | 14/05/2024 |
| National Australia Bank | 3,000,000 | 5.13% | 30/08/2023 | 27/05/2024 |
| MyState Financial | 1,040,000 | 5.70% | 30/06/2023 | 27/06/2024 |
| ING Bank | 2,000,000 | 5.62% | 29/06/2023 | 28/06/2024 |
| ING Bank | 2,000,000 | 5.30% | 14/08/2023 | 13/08/2024 |
| ING Bank | 1,000,000 | 5.37% | 22/08/2023 | 21/08/2024 |
| Maitland Mutual | 2,000,000 | 5.50% | 4/12/2023 | 2/09/2024 |
| National Australia Bank | 2,000,000 | 5.18% | 6/09/2023 | 5/09/2024 |
| Commonwealth Bank | 2,000,000 | 5.30% | 22/09/2023 | 20/09/2024 |
| ING Bank | 2,000,000 | 5.35% | 20/10/2023 | 18/10/2024 |
| Westpac Bank | 2,000,000 | 5.43% | 31/10/2023 | 31/10/2024 |
| | 30,070,033 | | | |

Average Interest Rate 5.21%

Term Deposits by institution

| Institution | Credit Rating | Amount | Allocation |
|-------------------------|---------------|-------------------|------------|
| National Australia Bank | AA | 6,000,000 | 19.95% |
| Commonwealth Bank | AA | 5,030,033 | 16.73% |
| Westpac Bank | AA | 2,000,000 | 6.65% |
| ING Bank | A | 7,000,000 | 23.28% |
| Bendigo Bank | BBB | 3,000,000 | 9.98% |
| MyState Financial | BBB | 5,040,000 | 16.76% |
| Maitland Mutual | BBB | 2,000,000 | 6.65% |
| | | 30,070,033 | |



Corporate Services

Council Audit Panel Minutes of Meeting

Report Author Craig Davies
Director Corporate Services

Authorised by Jonathan Harmey
General Manager

Decision Sought To receive the Minutes of the 19 December 2023 Audit Panel Meeting.

Vote Simple majority

Recommendation to Council

That Council receives the Minutes of the Audit Panel Meeting, held on 19 December 2023 as per Audit Panel Minutes – 19 December 2023 (Attachment 1).

Report

The purpose of this report is for Council to receive the minutes of the Council's Audit Panel Meeting held on 19 December 2023.

The Minutes of the Meeting have been reviewed and confirmed by the Council Audit Panel Chair Andrew Gray. The Minutes are provided for Council's information, as required under the Audit Panel Charter.

Attachments 1. Audit Panel Minutes - 19 December 2023 [11.2.1 - 8 pages]

Strategy Supports the objectives of Council’s strategic future direction 5: innovative leadership and community governance.

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

Policy The recommendation fulfils the requirements outlined in Council’s Audit Panel Charter confirmed at the July 2022 Council Meeting.

Legislation *Local Government Act 1993*: sections 85, 85A and 85B
Local Government (Audit Panels) Orders


Consultation Not applicable.

Budget and Finance Not applicable.

Risk Management Not applicable.

Alternative Motions Not applicable.

11.2.1 Audit Panel Minutes 19 December 2023

| | |
|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
|  Meander Valley Council Working Together | <h3 style="margin: 0;">Audit Panel Minutes</h3> |
| Meeting Time and Date: 10:00am, 19 December 2023 | Venue: Meander Valley Council Chambers |
| Present: | |
| Chairman Andrew Gray | Councillor Ben Dudman |
| Ken Clarke | Councillor Kevin House |
| In Attendance: | |
| Jon Harmey, General Manager | Wezley Francombe, Manager Governance & Performance |
| Craig Davies, Director Corporate Services | Averil Hill, WHS Officer |
| Matthew Millwood, Acting Director Infrastructure Services | Susan Ellston, Finance Officer |
| Krista Palfreyman, Director Development & Regulatory Services | Jan Lynch, Lead Financial Audit, Tasmanian Audit Office <i>via Zoom</i> |
| Rob Little, Asset Management Coordinator | Jessica O'Grady, Financial Audit, Tasmanian Audit Office <i>via Zoom</i> |
| Justin Marshall, Team Leader Finance | |
| Apologies: | |
| | |

ORDER OF BUSINESS

The Chair adjusted the order of business to accommodate external presentations, covering agenda items 10, 11, and 12 out of order.

10. Consider any available audit reports

Jan Lynch, (Lead Financial Audit) and Jessica O'Grady (Financial Audit Team) – Tasmanian Audit Office attended the meeting via Zoom at 10:09 am

10.1 Jan provided an overview of the Audit of the Financial Report for the year ended 30 June 2023 and thanked all those, the Team Leader Finance, that assisted leading to a smooth audit.

The financial report:

- (a) presents fairly, in all material respects, Council's financial position as at 30 June 2023 and its financial performance and its cash flows for the year then ended
- (b) is in accordance with the Local Government Act 1993 and Australian Accounting Standards.

No high-risk findings were identified; however, three low risk audit findings were identified. No instances of non-compliance with applicable laws and regulations were observed that would have an impact on the financial report.

New Audit Findings

1. Expense control improvements (*Low risk*) – Through gaining an understanding of and testing expense controls at Council, it was found that reconciliations between the accounts

payable subsidiary ledger and general ledger are prepared monthly however these reconciliations are only reviewed and approved independently annually.

2. Asset control improvements (*Low risk*) - Through gaining an understanding of and testing Property, plant and equipment controls at Council, it was found that the Project closeout documentation for transfers to the asset register lack formal review.
3. IT services single person dependency (*Low Risk*) – From review of Council’s IT environment and structure TAO has identified that there is a single person dependency risk in IT services which results in a lack of segregation of duties.

10.2 Roads to Recovery 2022-23 Auditor’s Report:

(a) the financial statement is prepared, in all material respects, in accordance with the financial reporting provisions of the National Land Transport Act 2014 (the Act) and is in accordance with the Roads to Recovery Funding Conditions 2019 (the Conditions)

(b) the financial statement is based on, and in agreement with, proper accounts and records

(c) the amount reported as expended during the year was used solely for expenditure on the maintenance and/or construction of roads

(d) the amount certified by the management in the financial statement as the funding recipient’s own source expenditure on roads during the year is based on, and in agreement with, proper accounts and records.

10.3 LRCO 2022-23 Auditor’s Report:

(a) the Annual Reports and Final Reports are prepared, in all material respects, in accordance with the financial reporting provisions of the COVID-19 Local Roads and Community Infrastructure Program Guidelines for Phase 1, Phase 2 and Phase 3 (Guidelines)

(b) the Chief Executive Officer’s Financial Statements and the financial statements in the Annual Report Tables for Phase 1, Phase 2 and Phase 3 are based on, and in agreement with, proper accounts and records

(c) the amount reported as expended during the year was used solely for expenditure on approved LRCI projects (d) the amount certified by management in the Chief Executive Officer’s Financial Statements as the funding recipient’s own source expenditure on the LRCI Program during the year is based on, and in agreement with, proper accounts and records.

11. Review management’s implementation of audit recommendations

Previously reported audit findings that are now marked unresolved: -

1. IT policies and controls (*Low risk*) –
2. Identifying and assessing business risks relevant to financial reporting objectives (*Low risk*)
3. Documentation of financial procedures and control activities (*Low risk*) -

These unresolved findings are all in progress and will be resolved by 30 June 2024 as per the MOAF document.

12. Consider any performance audit reports that will be undertaken by the Tas Audit Office and address implications for the Council

The Preliminary Findings documents in respect of the current Private Works Undertaken by Councils Audit were presented: -

The TAO reviewed the effectiveness of the management of private works across all 29 Councils to form a limited assurance conclusion. The total revenue from private works in 2021-22 across all Councils was approximately \$3.6m. One Council accounted for

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approximately \$1.5m of this, and one accounted for approximately \$1m. One had \$370,000, and five had between \$60,000 and \$180,000 in private works revenue. The remaining 21 had between approximately \$0 and \$50,000 in private works revenue. On a limited assurance basis, we found that Councils had not established processes to effectively manage private works. Meander Valley Council had NO adverse findings. General Manager was happy to participate in a performance audit, noting <\$1000 in private works revenue for Council.
Noted by the TAO.

The TAO left the meeting at 10:20am

| 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 26 September 2023 be received and confirmed. |
| 3. | <p>Outstanding from previous meeting - Action Sheet</p> <p>3.1 - Policy No. 81 – Online Communication (social media Councillors) A complete re-write of this policy has been completed. Presented to Council on 12 December 2023.</p> <p>3.2 - Policy No. 37 – Vegetation Management Minor amendments only are proposed to the existing Policy. Endorsed by the Audit Panel; to be presented for discussion at Council Workshop in January 2024.</p> <p>3.3 - Review Policies and Procedures - Submit the External Audit JLT Waste Transfer Station (WTS) Management Report to the next Audit Panel meeting: - Reconcile JLT findings with new Contractor.</p> <p>Consultant, The Safety Process (TSP) were engaged to review safety systems and processes implemented by contractor JustWaste. Council officers held an initial meeting with TSP on 8 September 2023. Inspections at Cluan, Deloraine and Mole Creek sites were completed in September and October 2023. The Contractor participated in the inspections and assessment process. Copy of JLT audit was provided to TSP for background.</p> <p>In all, 45 recommendations have been made. Action will be completed on the High priority tasks within the next 4-6 weeks; Medium priority tasks within 12 weeks and Low priority with 24 weeks.</p> <p>3.4 - Policy No. 71 – Investment of Surplus Council Funds Minor amendments were made from previous Audit Panel discussions. Endorsed by the Audit Panel; to be presented for discussion at Council Workshop in January 2024.</p> |

3.5 - Review Long-Term Strategic Asset Management Plan

The Draft Strategic Asset Management Plan (SAMP) – 2023 was tabled for discussion.

The approved AM Policy and SAMP are to be provided to the Department of Premier and Cabinet and made available Council’s website within four weeks of adoption.

The SAMP review has been a general review and updated with current assumptions, operational and maintenance expenditures, capital work expenditure forecasts, asset risks, and demand management along with charts and figures.

3.5 – Policy No. 86 - Industrial Development Incentive

Minor amendments were made and presented to Council on 12 December 2023.

3.7 – Assessment of governance and operating processes integration with financial management practices of the Council

Agenda and governance processes are under review following appointment of Manager Governance & Performance.

Identified Delegations register update requirements which will be developed and presented to Council in due course.

Financial aspects for asset management and finance planning integration achieved in the recent Long Term Financial Plan update.

Live streaming of Council meetings is under review.

Capital Works Plan may need reviewing due to staffing and resourcing.

Received and Noted.

Governance and Strategy

4. Review policies & procedures

Policy No. 60 – Asset Management

This policy has been reviewed against requirement of the LG and Orders. Also a peer review of City of Launceston, City of Hobart, Huon Valley, Glamorgan-Spring Bay, Barossa Valley (SA) and the IPWEA NAMS+ Asset Management Policy template has been undertaken as part of this policy review.

Changes identified from this review has seen the inclusion of Climate Change, mitigation and community resilience now included in the policy. Other areas have also been reviewed and updated, such as asset data and review, roles and responsibilities have been updated to further align with the Act and Orders.

Endorsed by the Audit Panel; to be presented for discussion at Council Workshop in February 2024.

Policy No. 78 – New and Gifted Assets

This is a Council policy and is not a requirement under the Local Government Act. This review has only minor wording changes and the addition of one area to include further detail in council workshop and meeting agendas to disclose whole of life impacts from requests for capital expenditure or from any grant funding approved by Council.

Endorsed by the Audit Panel; to be presented for discussion at Council Workshop in January 2024.

Policy No.14 – Fencing – Council owned land

This policy has been reviewed and updated in line with the recurring review schedule. The only proposed material change is recognition of Council responsibility for fencing in the higher risk reserve being the Alveston Drive dog exercise area. The proposed amendments are presented to the Panel for comment given the risk aspect noted and commitment for Council to make future financial contributions.

Endorsed by the Audit Panel; to be presented for discussion at Council Workshop in January 2024.

Code of Tenders and Contracts

Amended Code of Tenders and Contracts 2024

The proposed amendments to the Code are minor in nature. Since the previous 2019 version, the Director Infrastructure Services has received nil external supplier enquiries in relation to the Code or any internal concerns that warrant specific amendment. The Infrastructure Department has amended the Code to reflect recommendations made by Synectic as part of the audit into Major Project Variation Controls. Further detail regarding the internal management of variations is not considered warranted for the Code, being an external facing document.

Endorsed by the Audit Panel; to be presented for discussion at Council Workshop in January 2024.

Received and Noted.

5. Review performance of plans, strategies and policies including performance against identified benchmarks.

The Annual Report 2022-23 was presented. The report provides an overview of Council's performance against the Annual Plan 2022-23. The Financial Statements (Note 43) also demonstrates Council's performance against the management indicator benchmarks.

Received and Noted.

Financial and Management Reporting

6. Review most current results and report any relevant findings to Council

The financial report as at 31 October 2023 was presented. The September quarter report was presented at the October 2023 Council Meeting.

Grant funding due from flood relief is still outstanding at approximately \$1.5 million.

Report Received and Noted.

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| <p>7. Review any business unit or special financial reports</p> <p>Nil to Report.</p> |
| <p>Internal Audit</p> |
| <p>8. Consider any available audit reports.</p> <p>A WHS audit has been completed for Just Waste Consulting by The Safety Process (David Chambers). Refer Item 3.3.</p> <p>Corrective actions from Major Project Controls/Variations (Synectic audit) The seven recommendations from the Audit are in progress.</p> <p>Item 1.1: The Code for Tenders and Contracts has been reviewed and presented separately to Audit Panel.</p> <p>Items 1.2 & 1.3: included in Draft "Project Control Procedure" that has been developed for review by Infrastructure officers.</p> <p>Item 1.4: Contract register saved to ECM as control document. Reporting to Annual Report will be captured in abovementioned procedure.</p> <p>Item 1.5 & 1.6: Recommendations captured in "Project Control Procedure".</p> <p>Item 1.7: Recommendation to be captured in "Project Control Procedure" for project variations approved by GM. Noted evidence of reporting to Council in Dec Ordinary Meeting.</p> <p>Reports Received and Noted.</p> |
| <p>9. Review management's implementation of audit recommendations</p> <p>The Outstanding Corrective Actions Register was presented for comment.</p> <ul style="list-style-type: none"> ▪ Major Projects Variation Controls – Waiting on Director Infrastructure Services to action recommendations from Synectic Audit - 26 August 2022. Delay due to workload, 7 recommendations are in progress. ▪ Poor process for the disclosure and management of staff Conflicts of Interest leading to partial decision making – In progress. ▪ New Independent flexibility agreement form – In progress. ▪ Review of Current HR – Home based work Policy and procedure – In progress. ▪ Review of Current HR – Corporate home based work Policy and procedure – In progress. <p>Report Received and Noted.</p> |
| <p>External Audit</p> |
| <p>10. Consider any available audit reports</p> <p>The following reports were presented: -</p> <p>10.1 Audited Financial Statements 2022-2023, Auditors Report and Report to those charged with Governance.</p> <p>10.4 Roads to Recovery 2022-23 Auditor's Report.</p> <p>10.3 LRCO 2022-23 Auditor's Report.</p> <p>Reports Received and Noted.</p> |

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| <p>11. Review management’s implementation of audit recommendations The following reports were presented from the Tasmanian Audit Office: -</p> <p>11.1 – Meander Valley Council – Memorandum of Audit findings (MOAF) – Cover letter – 30 June 2023 11.2 – Meander Valley Council - Memorandum of Audit findings (MOAF) – 30 June 2023</p> <p>These documents reflect internal controls within Council. No high-risk findings were identified; however, three low risk audit findings were identified and three further low risk audit findings remain unresolved. The new findings are in progress and the unresolved findings are all in progress and will be resolved by 30 June 2024.</p> <p>Reports Received and Noted.</p> |
| <p>12. Consider any performance audit reports that will be undertaken by the Tas Audit Office and address implications for the Council The Preliminary Findings documents in respect of the current Private Works Audit was presented.</p> <p>Report Received and Noted.</p> |
| <p>Risk Management and Compliance</p> |
| <p>13. Annual Review of risk management framework policies The Risk Management Policy has been reviewed and presented.</p> <p>Strategic & Operational Registers have been met on each month by the Directors and General Manager with the last meeting on the 14 December 2023.</p> <p>Received and Noted.</p> |
| <p>14. Receive material risk management reports (risk profile, risk management and treatment and periodical/rotational risk review) A Risk Management software review is being undertaken to move towards a centralised WHS management system and deliver streamlined information to enhance safety in our workplace. This system will replace health and safety functionality currently managed manually through Excel and word documents as well as replace systems such as Intedat (contractor management).</p> <p>Received and Noted.</p> |
| <p>15. Review Information and communications technology governance, including processes and controls for management and use of data, information and knowledge Council has a number of ICT Policies that are due for review. Each employee completes a use agreement for ICT upon commencement. Employees use the “Service Desk” system to log requests and service improvements, this is then a listing on known issues and improvement opportunities. There are system controls such as password requirements, there are likely to change with greater adoption of Microsoft 365 functionality. Council has been undertaking a security awareness program and phishing testing for 18 months.</p> <p>Received and Noted.</p> |

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| <p>16. Review Business Continuity Plan The BCP was last updated following the test scenario on 24 April 2023. The WHS Officer is updating contact details in December 2023 due to some employee changes.</p> <p>Received and Noted.</p> |
| <p>17. Review W H & S Management process Review of paperwork compliance in the Works Team (Safe Work Method Statements, Safe Work Procedures and Daily Pre-Starts) has been completed.</p> <p>Received and Noted.</p> |
| <p>18. Monitor any major claims or lawsuits by or against the Council and complaints against the Council The GM advised nil to report.</p> |
| <p>19. Oversee the investigation of any instances of suspected cases of fraud or other illegal and unethical behaviour The GM advised nil to report.</p> |
| <p>Other Business</p> |
| <p>Meeting close This meeting closed at 11:22am.</p> |
| <p>Next Meeting The next meeting will be held on Tuesday, 26 March 2024 at 09:30am.</p> |

Governance

Annual Plan December 2023 - Quarterly Report

Report Author Wezley Frankcombe
Manager Governance and Performance

Authorised by Jonathan Harmey
General Manager

Decision Sought To receive the update on the 2023-24 Annual Plan.

Vote Simple majority

Recommendation to Council

That Council receives and notes the report of performance against the Annual Plan 2023-24 for the period from October to December 2023 (Quarter 2) as shown below:

Supporting Our Customers

| ANNUAL PROJECTS | | | | | | |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------|-------------|--------|----------------------------------------------------------------------------------------------------------|
| Link | Activity | Measure | Lead | Status | Timing | Comments |
| 4.1, 6.4 | Review and update the Council's website information and user guides for the use of indoor facilities | Website updated | Infra | Progressing | 1, 2 | Template for updated guides prepared. Facility information to supposed on-line booking system completed. |
| 4.1, 6.4 | Implement a new on-line booking system for the Council's facilities | Online system operational | Infra | Achieved | 1, 2 | System implementation completed. |
| 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 | CS | Pending | 2, 3 | Survey is proposed in the Community Strategic Plan process which is currently being designed. |
| 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 | CS | N/A | 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 | CS | Progressing | 2, 3 | Review progressing with internal stakeholders through the Customer Service Group. |
| 2.3, 2.4 | Expand the services offered through the Great Western Tiers Visitor Centre to enhance face to face service | New services offered | CW | N/A | 3, 4 | |
| 2.3 | Complete development and roll out of the new Resident's Welcome Pack | New Resident Pack in use | CW | Pending | 2 | New residents' kit commenced, with communications for finalisation of draft to a Council Workshop. |
| 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 | CS | N/A | 3, 4 | |

Managing Our Asset Portfolio

ANNUAL PROJECTS

| Link | Activity | Measure | Lead | Status | Timing | Comments |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------|-------------|------------|------------------------------------------------------------------------------------------------|
| 5.2, 6.1, 6.3 | Complete divestment of surplus property assets as determined by Council (Minute Reference 268/2022) | Properties Sold | Works | Progressing | 1, 2, 3, 4 | Non-public land sales progressing - four sold. Public land sales to be progressed in Q3. |
| 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 | Achieved | 1, 2 | Detailed design and tender documentation finalised. Public tender advertised in December 2023. |
| 6.1, 6.3 | Complete tendering and construction contract awarded for the new centralised Works Depot at Westbury | Contract Awarded | Works | N/A | 3, 4 | |
| 6.2, 6.3 | Progress the Hadspen Meander Valley Road intersection upgrades design and procurement documentation | Complete | Infra | Achieved | 1, 2, 3, 4 | Awaiting review comments from DoSG for Bartley Street roundabout. |
| 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 | Infra | Pending | 2, 3 | No activity in Q2. |
| 6.2 | Renew the <i>Eastern Play Spaces Strategy 2020</i> | Complete | Infra | Progressing | 2, 3 | Information to be presented to Council at upcoming Workshop. |

Investing in Community Facilities and Infrastructure

| ANNUAL PROJECTS | | | | | | |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------|-------------|------------|-------------------------------------------------------------------------------------|
| Link | Activity | Measure | Lead | Status | Timing | Comments |
| 4.1, 6.4 | Complete level of service review for the Council's pools at Deloraine and Caveside and natural swimming sites | Review complete | Infra | Achieved | 1, 2 | Consultant presentation to a Council Workshop completed. Final report received. |
| 4.1, 6.4 | Review and update asbestos register priorities based on building hierarchy | Progress to schedule | Infra | Pending | 1, 2, 3, 4 | No activity in Q2. |
| 4.6 | Complete an audit of lease currency for the Council's owned facilities and implement a program of lease renewal | Progress to schedule | Infra | Pending | 1, 2, 3, 4 | No activity in Q2. |
| 4.1, 6.4 | Develop a contemporary lease document and renew leases when due | Progress to schedule | Infra | Progressing | 1, 2, 3, 4 | Governance reviewing lease and license requirements. |
| 4.1, 6.4 | Develop a community hall renewal policy, considering asset condition, utilisation rates, renewal and maintenance costs and service options | Review complete | Infra | Pending | 1, 2, 3, 4 | No activity in Q2. |
| 4.1, 6.4 | Progress construction of the Deloraine Squash Court project | Progress to schedule | Infra | Achieved | 1, 2, 3, 4 | Construction in progress. |
| 6.1, 6.3 | Plan and deliver Capital Works Program projects | Progress to schedule | Works | Achieved | 1, 2, 3, 4 | Plant procurement, road and drainage projects in progress. |
| 6.2, 6.3 | Progress consultation, master planning and design of the Deloraine Recreation Precinct | Progress to schedule | Infra | Achieved | 1, 2, 3, 4 | Updated draft masterplan presented to Council Workshop in Q2. |
| 6.1, 6.3 | Deliver the bridge inspection and maintenance program | Progress to schedule | Infra | Achieved | 1, 2, 3, 4 | Additional inspections undertaken by the Council's consultant. |
| 6.1, 6.3 | Deliver civil construction and infrastructure works for transport and recreation assets | Progress to schedule | Infra | Achieved | 1, 2, 3, 4 | Westbury Sports Centre changeroom upgrade completed. |
| 6.2, 6.3 | Plan, manage, construct and maintain bridges, culverts and other infrastructure | Progress to schedule | Infra | Achieved | 1, 2, 3, 4 | Contract awarded for Roxford Road bridge. Tenders received for Montana Road bridge. |
| 6.2 | Undertake targeted community engagement on flood resilience and learnings from the October 2022 flood | Completed | CW/Infra | Achieved | 2, 3 | Community engagement session held on 17 October 2023. |

Making a Positive Contribution to Community Wellbeing

ANNUAL PROJECTS

| Link | Activity | Measure | Lead | Status | Timing | Comments |
|---------------|---------------------------------------------------------------------------------------------------------|---------------------------------|------|-------------|------------|------------------------------------------------------------------------------------------------------------------------|
| 3.1, 3.4, 4.1 | Support and deliver the Council's contributions to the Westbury Bicentenary celebrations | Completed | CW | Achieved | 1, 2, 3 | Westbury Bicentenary event complete. Finalisation of all remaining projects continuing with Infrastructure department. |
| 3.1, 3.4, 4.1 | Deliver youth programs under the Premiers Fund for Child and Youth Wellbeing grant | Completed | CW | Achieved | 1, 2 | Project continuing and engagement being completed in line with funding agreement. |
| 3.1, 3.4, 4.1 | Develop and deliver an enhanced program of community events | Community Events Delivered | CW | Achieved | 1, 2, 3, 4 | <i>LIFT Local Meander Valley</i> program completed in the December quarter. |
| 4.1 | Facilitate and enable staff volunteering in the community | Volunteering hours | CW | Pending | 1, 2, 3, 4 | Guidelines for volunteering program in development. Agreement formed with Volunteering Tasmania. |
| 3.1, 3.4, 4.1 | Manage recurrent sponsorship funding to Deloraine Cup, Deloraine, Chudleigh and Westbury Show Societies | Payments made | CW | Progressing | 1, 4 | Discussions held with show societies. |
| 3.1-3.5, 4.1 | Deliver programmed activity and support for Volunteer Week | Number of initiatives delivered | CW | N/A | 3 | |
| 3.1, 3.4, 4.1 | Deliver programmed activity and support for Seniors Week | Number of initiatives delivered | CW | Achieved | 2 | Various programs delivered through the <i>LIFT Local Meander Valley</i> program. |

Supporting Economic Growth, Prosperity and the Environment

| ANNUAL PROJECTS | | | | | | |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------|-------------|--------|-----------------------------------------------------------------------------------------------------------|
| Link | Activity | Measure | Lead | Status | Timing | Comments |
| 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 | Achieved | 3 | Report and application for renewal of Management Plan submitted. |
| 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 | Progressing | 1, 2 | Application submitted. Further information requested including submission of a Natural Values Assessment. |
| 1.4, 1.5 | Complete agreed remediation works including reclamation and revegetation, at Rotary Park, Deloraine | Works complete | Works | Progressing | 2, 3 | Willow regrowth treated. |
| 1.4, 1.5 | Complete identified path and trees works at Wildwood, Deloraine to improve public safety | Works complete | Works | Achieved | 2, 3 | Tree work completed. |

Supporting Community Health Outcomes, Resilience and Emergency Management Responses

| ANNUAL PROJECTS | | | | | | |
|-----------------|-----------------------------------------------------------------------------------|-----------|-------|-------------|--------|-----------------------------------------------------------------------------------------------------------|
| Link | Activity | Measure | Lead | Status | Timing | Comments |
| 4.4 | Review Municipal Emergency Management Plan in line with new SES regional template | Complete | Infra | Progressing | 2, 3 | Draft Plan completed in late December and will be complete in Q3. |
| 4.4 | Complete logical test of Emergency Management Plan | Complete | Infra | N/A | 3 | |
| 4.4 | Procure Emergency Response Trailer and equipment | Delivered | Infra | Progressing | 3 | Procurement of resources for trailer complete. Trailer design and quotation received from local supplier. |

Managing Planning, Development and Regulation

ANNUAL PROJECTS

| Link | Activity | Measure | Lead | Status | Timing | Comments |
|---------------|---------------------------------------------------------------------------------------------------|-----------------------------|------|-------------|------------|---------------------------------------------------------------------|
| 1.1, 1.2, 1.3 | Contribute to regional planning initiatives: Northern Tasmanian Regional Land Use Strategy Review | Participation | D&RS | Achieved | 1, 2, 3, 4 | REMPAN Demand and Supply draft report completed. To be released Q3. |
| 1.1, 1.2, 1.3 | Contribute to the Greater Launceston Plan Review | Participation | D&RS | Achieved | 2, 3 | Workshop conducted with elected members. |
| 1.2 | Progress development of a Structure Plan for Carrick | Plan development progressed | D&RS | Pending | 2, 3 | To be progressed in Q3. |
| 1.1, 1.2, 1.3 | Review the Prospect Vale - Blackstone Heights Structure Plan | Completed | D&RS | Progressing | 2, 3, 4 | Awaiting consultant's input. |
| 1.1, 1.2, 1.3 | Participate in Planning Reforms and Statutory reviews | Participant | D&RS | Achieved | 1, 2, 3, 4 | SPP Review of Action Group 1 items - workshops commenced. |
| 1.1, 1.2, 1.3 | Review and implement Public Open Space Policy | Completed | D&RS | N/A | 3, 4 | |

Provide Contemporary Waste Collection, Disposal and Recycling Services and Infrastructure

| ANNUAL PROJECTS | | | | | | |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-------|-------------|------------|-----------------------------------------------------------------------------|
| Link | Activity | Measure | Lead | Status | Timing | Comments |
| 1.1, 1.5 | Deliver a new Waste Management Strategy | Endorsed strategy | Infra | Progressing | 1, 2 | Draft strategy document prepared by the Council's consultant. Under review. |
| 6.1, 6.6 | Undertake feasibility assessment for new landfill within Meander Valley | Complete | Infra | Progressing | 1, 2, 3, 4 | Consultant engaged to commence feasibility work. |
| 1.1, 1.5 | Complete purchase of existing landfill area at Cluan | Complete | Infra | Progressing | 1, 2, 3 | |
| 1.5, 6.6 | Complete design and commence construction for new transfer station at Deloraine | Progress to schedule | Infra | Progressing | 1, 2, 3, 4 | Contractor engaged for construction of weighbridge civil works. |
| 1.1, 1.5 | Deliver the annual Hard Waste Collection | Collection provided | Infra | Progressing | 2 | Planning for collection in early 2024 underway. |
| 1.5, 6.1, 6.6 | Complete design for expanded landfill cell at Cluan | Complete | Infra | Pending | 1, 2, 3 | Awaiting consultant inputs. |
| 1.1, 1.5 | Maintain planning and environmental approvals and compliance for existing landfill operations | Nil environmental improvement notices | Infra | Achieved | 1, 2, 3, 4 | Ongoing. |
| 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 | Infra | Achieved | 1, 2 | Approval received from EPA. |

Provide a Robust, Reliable, Secure and Available ICT Environment

| ANNUAL PROJECTS | | | | | | |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-------|-------------|------------|---------------------------------------------------------------------------------------------------------|
| Link | Activity | Measure | Lead | Status | Timing | Comments |
| 5.1 | Deliver digital transformation and service modernization roadmap to inform the sequencing of ICT investment and roll out | Roadmap delivered | Gov | Achieved | 1 | Roadmap delivered in June 2023. |
| 5.1 | Procure third-party support agreement to sustain unsupported <i>TechnologyOne</i> legacy systems from September 2023 | Support in place | CS | Achieved | 1, 2 | Support agreement in place. |
| 5.1, 5.2, 5.3, 5.4, 5.6 | Procure agreed ERP software products, prepare and resource implementation project and governance, sourcing of technical support roles | ERP program endorsed by Council | CS | Progressing | 1, 2, 3, 4 | Discussion held with suppliers. |
| 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 | CS | Progressing | 2, 3 | Planning continuing with ICT consultant. |
| 5.3, 5.4 | Determine and procure a cloud-based records management system replacement, prepare implementation roadmap | Roadmap approved | CS | Progressing | 1, 2, 3, 4 | Contract signed with IT consultant (<i>Councilio</i>) for implementation for implementation in Q3/Q4. |
| 5.1, 5.2, 5.3, 5.4, 5.6 | Review and recommend any changes to the Council's internal resources to support a maturing capability in the management of information | Review complete | CS | Pending | 1, 2 | On hold pending other components of the ERP project. |
| 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 | CS | Pending | 1, 2, 3, 4 | To follow records management system procurement. |
| 5.1, 5.2 | Review software requirements to support future GIS and asset management systems | Review completed | Infra | Progressing | 1, 2, 3 | Review commenced. Change to GIS viewing software to be implemented. |

Deliver Good Governance and Resilience Through Sound Corporate and Financial Management

ANNUAL PROJECTS

| Link | Activity | Measure | Lead | Status | Timing | Comments |
|----------|---------------------------------------------------------------------------------------------|----------------------|------|-------------|------------|-------------------------|
| 5.1, 5.2 | Complete a review and update of financial, planning and other legislation-based delegations | Delegations approved | Gov | Progressing | 1, 2 | Review commenced. |
| 5.1, 5.2 | Deliver employee training on right to information legislation and record keeping | Training delivered | Gov | Pending | 2, 3 | To be progressed in Q3. |
| 5.1, 5.2 | Establish agreed reporting for management briefing reports to Council | Reporting in place | Gov | Progressing | 1, 2, 3, 4 | Review commenced. |

Managing Our Supply Chain to Procure Goods and Services

ANNUAL PROJECTS

| Link | Activity | Measure | Lead | Status | Timing | Comments |
|------|-------------------------------------------------------------------------------------|--------------------|-------|--------|--------|----------|
| 5.6 | Deliver procurement and contract management training to employees | Training delivered | Infra | N/A | 3, 4 | |
| 5.6 | Deliver project management training to employees involved in major project delivery | Training delivered | Infra | N/A | 3, 4 | |

Informing and Engaging Our Community

ANNUAL PROJECTS

| Link | Activity | Measure | Lead | Status | Timing | Comments |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------|----------|------------|----------------------------------------------------------------------------------------------------|
| 3.1, 3.4, 4.1 | Undertake engagement and renew the Community Strategic Plan | Completed | CW | Achieved | 1, 2, 3, 4 | Plan for development of the Community Strategic Plan has been workshopped and consultants engaged. |
| 4.1 | Develop and implement a Communication and Engagement Strategy | Completed | CW | Pending | 2, 3 | On hold pending communications resources. |
| 4.1 | Deliver enhanced community engagement and consultation functionality on the Council's website | Website operational | CW | Pending | 1, 2 | Not yet commenced. |
| 2.1, 2.2 | Assess the feasibility of electronic notice boards located at community hubs throughout the region to support the Council and community messaging | Business case to Council | CW | Pending | 2 | Not yet commenced. |

Demonstrating a Commitment to Our People

| ANNUAL PROJECTS | | | | | | |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|------|----------|------------|--------------------------------------------------------------------------|
| Link | Activity | Measure | Lead | Status | Timing | Comment |
| 5.3, 5.4, 5.6 | Undertake priority actions identified by employees in the Cultural Development Action Plan | Number progressed | CS | Achieved | 1, 2, 3, 4 | Cultural Development Action Plan being progressed with employees. |
| 5.3, 5.4, 5.6 | Develop a strategic workforce management plan to optimise skills, staffing levels, attraction and retention | Strategy delivered | Gov | Pending | 2, 3, 4 | Not yet commenced. |
| 5.1, 5.2, 5.4, 5.6 | Review the strategic and operational risk registers and implement mitigation actions considering Risk Appetite Statement | Mitigation measures actioned | CS | Achieved | 2, 4 | Strategic and operational risk registers have been reviewed and updated. |
| 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 and training complete | CS | N/A | 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 | CS | N/A | 3, 4 | |
| 5.3, 5.4, 5.6 | Employee culture survey undertaken and cultural action plan revised | Survey complete | CS | Achieved | 3, 4 | Six monthly employee culture survey completed and received in December. |

Ensuring a Safe and Healthy Workplace

ANNUAL PROJECTS

| Link | Activity | Measure | Lead | Status | Timing | Comments |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------|----------|--------|-----------------------------------------------------------------------------------------------------------------------------|
| 5.4 | Complete annual employee skin checks | Completed | CS | Achieved | 1 | Skin checks completed. |
| 5.4 | Hold departmental level initiatives for RUOK day, Mental Health Month | Delivered events | CS | Achieved | 2, 3 | RUOK day event conducted. Mental health first aid training planned for February. Lifeline training for management staff. |
| 5.4 | Implement an organisation wide engagement on WHS including sharing incident stories and promoting the reporting of hazards, incidents and near misses | Implemented | CS | Pending | 2, 3 | WHS Officer has commenced looking for opportunities to increase engagement with staff and build awareness around reporting. |
| 5.4 | Review workers compensation and rehabilitation management procedures to ensure active case management | Review complete | CS | N/A | 3, 4 | |

Report

The Council's 2023-24 Annual Plan contains 81 operational activities which are executed across each of the Council's business areas, in line with the organisation's strategic objectives.

Working to the targets set by the Annual Plan ensures that the Council continually progresses, improves and achieves its stated strategic objectives.

Each activity listed in the Annual Plan is carefully planned out over the course of the financial year, forming the basis of a transparent and accountable performance assessment and reporting mechanism.

Achieved

30 activities were achieved.

Activities achieved are those with an inherent and identifiable quarterly goal, which has been attained to the high quality standards that are expected.

Progressing

22 activities are progressing, three of which were partially achieved.

Activities that are progressing are those with substantial work underway, where it can be demonstrated that the Council is on track to achieve its projected Annual Plan target within the financial year. Details of the Council's specific progress against each individual activity is noted.

Pending

17 activities are pending.

Deferred activities are those that cannot be commenced in the current quarter due to an intervening delay that cannot be resolved by the Council (this mostly refers to external factors beyond the Council's span of control).

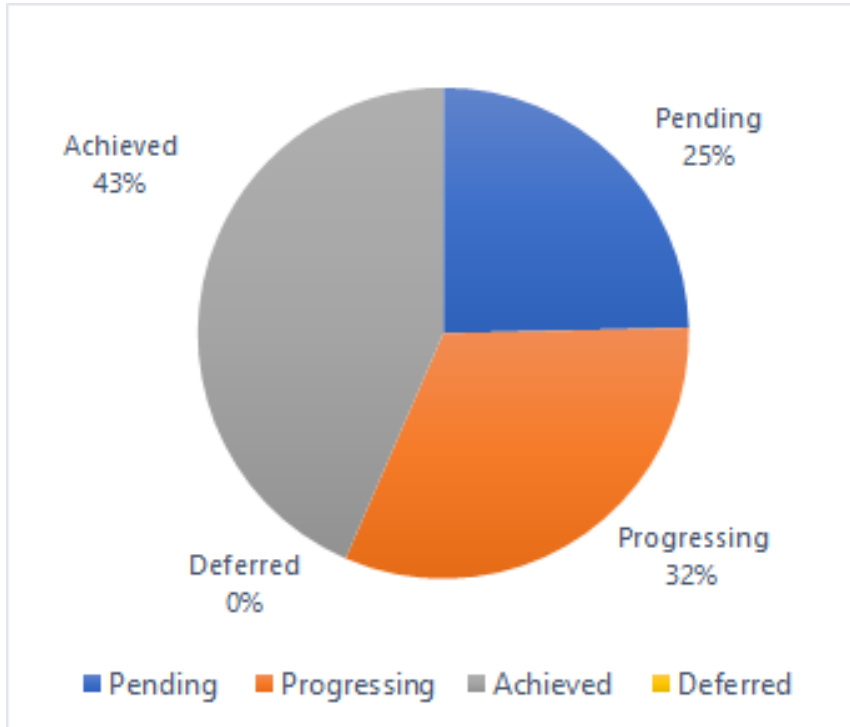


Figure 1 – December Quarter Performance – December 2023

Attachments Nil

Strategy Supports the objectives of the Council’s strategic future direction
 1: a sustainable natural and built environment
 2: a thriving local economy
 3: vibrant and engaged communities
 4: a healthy and safe community
 5: innovative leadership and community governance
 6: planned infrastructure services.

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

Policy Not applicable.

Legislation *Local Government Act 1993*: including section 71

Consultation Not applicable.

Budget and Finance The Meander Valley Council Annual Plan 2023-24 will align with the 2023-24 Budget Estimates and include a summary of the estimates adopted under section 82 of the *Local Government Act 1993*.

Risk Management Not applicable.

Alternative Motions Council can receive the report with amendments.

Governance

New Policy No. 96 - Safeguarding Children and Young People

Report Author Wezley Frankcombe
Manager Governance and Performance

Authorised by Jonathan Harmey
General Manager

Decision Sought Council reviews and adopts Policy No. 96 – Safeguarding Children and Young People.

Vote Simple majority

Recommendation to Council

That Council adopts Policy No. 96 - Safeguarding Children and Young People as shown below:

| | |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policy Number: 96 | Safeguarding Children and Young People |
| Purpose: | To provide direction to assist all employees of the Meander Valley Council, Councillors and representatives in compliance with the <i>Child and Youth Safe Organisations Act 2023</i> . |
| Department: | Governance |
| Author: | Manager Governance and Performance |
| Council Meeting Date: | 16 January 2024 |
| Minute Number: | XXX |
| Next Review Date: | 16 January 2025 |

POLICY

1. Definitions

Abuse means an act, or a failure to act, towards or on behalf of a child or young person that may result in harm. It can occur on one occasion, or multiple occasions. Sometimes the impact of multiple events leads to harm that becomes cumulative in nature.

Types of abuse include physical, emotional, sexual and neglect.

Child/Children/Young Person

Any person under 18 years of age as defined by *Children, Young Persons and their Families Act 1997*.

Child Safe

For this policy, child safe means protecting the rights of children and young people to be safe by taking actions that can help prevent harm and abuse.

Child Safe Organisation

Defined in the Royal Commission Final Report as an organisation that:

- creates an environment where childrens' safety and wellbeing are at the centre of thought, values and actions;
- places emphasis on genuine engagement with and valuing of children and young people;
- creates conditions that reduce the likelihood of harm to children and young people;
- creates conditions that increase the likelihood of identifying any harm; and
- responds to any concerns, disclosures, allegations or suspicions of harm.

Note: in the context of Local Government organisations, this would involve referring concerns to the Independent Regulator and in the case of suspected criminal behaviour, to Tasmania Police to respond as appropriate.

Implementation of the Child and Youth Safe Standards (which mirror the National Principles for Child Safe Organisations) give effect to the above.

Child and Youth Safe Standards (the Standards)

Ten standards that specific organisations in Tasmania (including Councils) must put into practice in an ongoing and simultaneous manner. These are defined under the legislation and mirror the National Principles for Child Safe Organisations.

Contractor

In the scope of this policy means a person or company used by the Meander Valley Council to

provide services directly to children and young people, or where the contract's activities will, or are likely to involve contact with children and young people that is a usual part of and more than incidental to, the services.

Council Facilities

Properties, buildings and facilities including parks and sporting facilities owned and managed by the Meander Valley Council including those used by the public or available for hire.

Council Staff

Includes Meander Valley Council employees, volunteers, students on placement, contractors, consultants, elected representatives and visitors and anyone else who undertakes work on behalf of the Meander Valley Council. This is regardless of their work related to children or young people.

Harm

Any detrimental effect of a significant nature on the child's wellbeing, whether caused by a single act, omission or circumstance, or a series or combination of acts, omissions or circumstances.

Independent Regulator

An independent oversight body that exists to help organisations understand how to comply with Tasmania's Child and Youth Safe Framework, provide guidance and advice and monitor compliance.

LGAT

Means the Local Government Association of Tasmania.

Reportable Conduct Scheme

Requires leaders of specific organisations to notify the Independent Regulator when concerns are raised about conduct related to child abuse.

Taking the actions necessary to ensure children and young people feel safe and are safe. This also means that if children or young people do not feel safe, steps are taken to restore their safety.

Universal Principle for Aboriginal Cultural Safety

This applies across all 10 Child and Youth Safe Standards and means the right of Aboriginal and

Torres Strait Islander children and young people to cultural safety must be respected.

Wellbeing of children and young people includes the care, development, education, health and safety of children and young people.

2. Objective

The objective of this policy is to define Meander Valley Council's commitment to creating and maintaining a Child Safe Organisation in accordance with the *Child and Youth Safe Organisations Act 2023 (the Act)*. This policy outlines the Meander Valley Council's approach towards achieving best practices for safeguarding of children and young people.

3. Scope

In line with the Act, this policy applies to all employees and representatives of the Meander Valley Council, including:

- a. the Mayor and Councillors;
- b. full-time, part-time and casual employees;
- c. permanent and temporary employees performing work for the Meander Valley Council, including work experience students, apprentices, interns and trainees;
- d. temporary and casual individuals engaged through an employment agency;
- e. staff on secondment from another roll or another council;
- f. volunteers of the Meander Valley Council; and
- g. contractors, or consultants, directly engaged/renumerated by the Meander Valley Council.

4. Policy

4.1 Child Safe Standards

- a. The Child Safe Standards outline how an organisation can develop a culture with child safety and wellbeing at its centre. The Child Safe Standards contribute to preventing abuse and harm. The Child Safe Standards require organisations to meet a benchmark which ensures children and young people's rights to safety and wellbeing are respected and upheld.
- b. All 10 The Child Safe Standards must be put into practice in accordance with a Universal Principle for Aboriginal Cultural Safety. The Universal Principle says organisation must provide an environment that ensures the right to cultural safety of Aboriginal and Torres Strait Islander children is respected.
- c. Tasmania's 10 Child and Youth Safe Standards mirror the National Principles for Child Safe Organisations which emerged from the work of the Royal Commission into Institutional Responses to Child Sexual Abuse.
- d. The 10 Child and Youth Safe Standards are:

| Standard | Requirements |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Standard 1: Child safety and wellbeing is embedded in organisational leadership, governance and culture.</p> | <p>All people in the organisation care about children and young people's safety and wellbeing above everything else and make sure they act that way and lead others to act that way.</p> |
| <p>Standard 2: Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.</p> | <p>Children and young people are told about their human rights, have a say in decisions and are taken seriously.</p> |
| <p>Standard 3: Families and communities are informed and involved in promoting child safety and wellbeing.</p> | <p>Families, carers and communities know about and are involved in the organisation's child and safety and wellbeing activities.</p> |
| <p>Standard 4: Equity is upheld and diverse needs respected in policy and practice.</p> | <p>The rights of every child and young person are being met and children and young people are treated with dignity, respect and fairness.</p> |
| <p>Standard 5: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.</p> | <p>People working with children and young people are safe to work with children and young people and are respectful of them. They are taught how to keep children safe and well.</p> |

| Standard | Requirements |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Standard 6: Processes to respond to complaints and concerns are child focused.</p> | <p>Children, young people, families, carers, staff and volunteers are listened to and can share problems and concerns.</p> |
| <p>Standard 7: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.</p> | <p>Staff and volunteers keep learning all the time so they know how to keep children and young people safe and well.</p> |
| <p>Standard 8: Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.</p> | <p>Children and young people are safe in online and physical spaces.</p> |
| <p>Standard 9: Implementation of the Child and Youth Safe Standards is regularly reviewed and improved.</p> | <p>The organisation keeps reviewing and improving its child safety and wellbeing practices.</p> |
| <p>Standard 10: Policies and procedures document how the organisation is safe for children and young people.</p> | <p>The organisation writes down how it keeps children and young people safe and well and makes sure that everyone can see these documents</p> |

4.2 Reportable Conduct Scheme

- a. The Reportable Conduct Scheme aligns closely with the Standards. The Reportable Conduct Scheme aims to improve how organisations (in this instance, the Council) respond to allegations of certain types of misconduct involving children and/or young people, committed by their workers and volunteers.

- b. The Reportable Conduct Scheme imposes legal obligations on the General Manager as head of the organisation to have systems in place to prevent child abuse and if child abuse is alleged, to ensure allegations are brought to the attention of the Independent Regulator within three business days of receipt of the complaint, along with appropriate persons for investigation and response.
- c. The Meander Valley Council may engage an external third party for the purpose of conducting investigations and reporting on allegations of abuse.
- d. Under the Reportable Conduct Scheme, reportable conduct is broader than suspected criminal behaviour and includes:
 - i. sexual offences (against, with or in the presence of, a child);
 - ii. sexual misconduct (against, with or in the presence of, a child);
 - iii. physical violence (against, with or in the presence of, a child);
 - iv. grooming of a child;
 - v. behaviour that causes significant emotional or psychological harm;
 - vi. significant neglect; and
 - vii. relevant offences such as failing to report child abuse.

4.3 Roles and Responsibilities

- a. Safeguarding children and young people is a shared responsibility across the Meander Valley Council.
- b. The Meander Valley Council's Officers will continue to identify specific role requirements and update Officer Position Descriptions as necessary, in order to continue to work towards best practice in accordance with the Act.

4.4 Continual Improvement

The Meander Valley Council will work with the Regulator, Local Government Associations of Tasmania, other Councils, training providers and other entities as necessary in developing future policies, procedures, processes and training.

5. Legislation and Related Council Policies

Legislation:

- *Local Government Act 1993*
- *Archives Act 1983*
- *Right to Information Act 2009*
- *Child and Youth Safe Organisations Act 2023*

Policies:

- Risk Management Policy
- Information Management Policy
- Human Resources Policies and Procedures

Report

The Child and Youth Safe Organisations Bill has been in development by the State Government in response to the recommendations from the Royal Commission into Institutional Responses to Child Sexual Abuse.

On 13 June 2023, the *Child and Youth Safe Organisations Act 2023* (the Act) was passed by Parliament. This new legislation imposes new requirements for councils to comply with.

Since this time the Meander Valley Council's Officers (the Council) have been engaging with other Councils and the Local Government Association of Tasmania (LGAT) to seek further clarity on various matters regarding the implementation of the Act.

The Child and Youth Safe Framework consists of four key elements:

- 10 Child and Youth Safe Principles.
- The Reportable Conduct Scheme.
- The Independent Regulator.
- New Information Sharing Provisions.

There has been a large amount of information to work through and interpret from the Act. The Council's Officers have spent a considerable amount of time interpreting the information provided by Department of Justice, including compliance guidelines and presentations delivered during online webinars held for all Tasmanians.

The Council has been liaising on a regular basis with LGAT, who have been advocating for the State Government to provide support to councils for the implementation of policies and procedures, with the belief it is essential that councils should have a consistent approach to how we respond to these new obligations.

Effective from 1 January 2024, councils will have certain responsibilities under the Act including implementation of the Child and Youth Safe Principles and participation in the Reportable Conduct Scheme.

This policy is the first step in working towards compliance and best practice in relation to the Act. Further work including development of procedures, processes, delegations and amendments to this Policy will be required. This is expected to impact on the workload and priorities of several of the Council's Officers across the organisation, particularly in the first 12 months of the Act additional resourcing is likely to be required to ensure that the Council is meeting its obligations under the Act.

Attachments Nil

Strategy Supports the objectives of Council’s strategic future direction
1: a sustainable natural and built environment
2: a thriving local economy
3: vibrant and engaged communities
4: a healthy and safe community
5: innovative leadership and community governance
6: planned infrastructure services.

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

Policy The process of policy review ensures that policies are kept up-to-date and appropriate.

Legislation *Child and Youth Safe Organisations Act 2023*

Consultation Northern Councils and Local Government Association of Tasmania.

Budget and Finance Not applicable.

Risk Management Not applicable.

Alternative Motions Not applicable.

Governance

Future of Local Government Review: Final Report Submission

Report Author Jonathan Harmey
General Manager

Decision Sought Council establish points to form a submission on The Future of Local Government Final Report.

Vote Simple majority

Recommendation to Council

That Council approves the points to form a submission on *The Future of Local Government Final Report*:

1. Meander Valley Council does not support forced amalgamation or forced boundary changes to the existing Tasmanian Local Government areas.
2. Meander Valley Council does not support the maps of alternative future design for Local Government in Tasmania, involving a structural redesign to form 15 new Local Government areas.
3. Meander Valley Council supports councils that wish to progress voluntary amalgamations to do so with the support of their communities and the Tasmanian Government. Our community does not support voluntary amalgamation of the Meander Valley Council area with any other Tasmanian councils.
4. The Final Report does not adequately outline the substantial costs to achieve the proposed reforms. It is unrealistic for Council Officers to deliver the significant reforms in addition to their current roles. The cost of implementing the reforms should be met by the Tasmanian Government and not property owners.
5. Final Report Recommendation 3: *The Tasmanian Government should work with the sector to develop, resource, and implement a renewed Strategic Planning and Reporting Framework that is embedded in a new Local Government Act to support and underpin the role of local government. Under this Framework councils will be required to develop – within the first year of every council election – a four-year strategic plan. The plan would consist of component plans including, at minimum, a: community engagement plan; workforce development plan; elected member capability and professional development plan; and financial and asset sustainability plan.*

This recommendation does not recognise the significant time and cost required to develop the suggested new plans. It may take years to develop informed and accurate plans.

6. Final Report Recommendation 5: *A new Local Government Board should be established to undertake detailed assessment of formal council amalgamation proposals and make recommendations to the Tasmanian Government on specific new council structures.* This recommendation should be limited to the voluntary amalgamation proposals identified by respective councils in Recommendation 4.
7. Final Report Recommendation 9: *The new Local Government Act should provide that the Minister for Local Government can require councils to participate in identified shared service or shared staffing arrangements.* This recommendation seeks to force councils and their employees into structurally different resourcing arrangements. Shared service arrangements are recommended to be voluntary or by agreement from a majority of Tasmanian Councils.
8. Final Report Recommendation 10: *Give councils the opportunity to design identified shared service arrangements themselves, with a model only being imposed if councils cannot reach consensus.* This recommendation seeks to force councils and their employees into structurally different resourcing arrangements. The following wording is recommended for removal *with a model only being imposed if councils cannot reach consensus.*
9. Final Report Recommendation 11: *Before endorsing a particular mandatory shared service arrangement, the Minister for Local Government should seek the advice of the Local Government Board.* Recommended change that *the Minister for Local Government will consult with all Tasmanian councils.*
10. Final Report Recommendation 12: *If councils are unable to reach consensus on a mandatory service sharing agreement, the Minister for Local Government should have the power to require councils to participate in a specific model or models the Tasmanian Government has developed.* This recommendation seeks to force councils and their employees into structurally different resourcing arrangements. Shared service arrangements are recommended to be voluntary or by agreement from a majority of Tasmanian Councils.
11. Final Report Recommendation 15: *To be eligible to stand for election to council, all candidates should first undertake – within six months prior to nominating – a prescribed, mandatory education session, to ensure all candidates understand the role of councillor and their responsibilities if elected.* Meander Valley Council supports education sessions following a candidates election, not before being elected. This is not a requirement for State or Federal election candidates. This recommendation should also take into account those elected members that are reelected and have previously completed training. Education sessions must accommodate a range of learning styles to be available for all elected members to participate.

12. Final Report Recommendation 23: *The Tasmanian Government should review the current rating system under the Local Government Act to make it simpler, more equitable, and more predictable for landowners. The review should only be undertaken following implementation of the Board's other rating and revenue recommendations.* The current Local Government Act has many avenues for councils to provide an equitable rating system. The principal reason that rates vary and may fluctuate is changes to property values which are determined by the Tasmanian Government's Office of the Valuer General.
13. Final Report Recommendation 24: *The Tasmanian Government should work with the sector to develop, resource and implement a best practice local government performance monitoring system.* The Council supports best practice local government performance reporting which should be used for benchmarking purposes only.
14. Final Report Recommendation 25: *The Tasmanian Government should develop a clear and consistent set of guidelines for the collection, recording and publication of datasets that underpin the new performance reporting system to improve overall data consistency and integrity and prescribe data methodologies and protocols via a Ministerial Order or similar mechanism.* The Tasmanian Government should fund and deliver the performance reporting platform that is user friendly for Council Officers to input data.
15. Final Report Recommendation 26: *The new Strategic Planning and Reporting Framework should actively inform and drive education, compliance and regulatory enforcement activities for the sector, and entities with responsibility for compliance monitoring and management – including the Office of Local Government and council audit panels – should be properly empowered and resourced to effectively deliver their roles. As part of this the Tasmanian Government should consider introducing a requirement for councils to have an internal audit function given their responsibilities for managing significant public assets and resources and whether this requirement needs to be legislated or otherwise mandated. Consideration should also be given to resourcing internal audit via service sharing or pooling arrangements, particularly for smaller councils.* This recommendation implies that council audit panels are not properly empowered and resourced to effectively deliver their role, this is not the case at Meander Valley Council.
16. Final Report Recommendation 33: *A new Local Government Act should require councils, when developing and adopting their Community Engagement Strategies, to clearly set out how they will consult on, assess and communicate the community impact of all significant new services or infrastructure.* This recommendation has a level of subjectivity around the definition of *significant new services or infrastructure*. The requirement to engage should be limited to major change, it would be impractical for councils to engage on all service delivery.

17. Final Report Recommendation 36: *The Tasmanian Government should: support the Local Government Association of Tasmania (LGAT) to develop and implement – in consultation with councils and their staff – a workforce development toolkit tailored to the sector and aligned with the Tasmanian Government’s workforce development system; support councils to update their workforce plans at the time of any consolidation; support LGAT to lead the development and implementation of a state-wide approach to workforce development for key technical staff, beginning with environmental health officers, planners, engineers and building inspectors; recognise in statute that workforce development is an ongoing responsibility of council General Managers and is included as part of the new Strategic Planning and Reporting Framework; and include simple indicators of each council’s workforce profile in the proposed council performance dashboard.* It has been widely accepted for many years that there are vacancies at Tasmanian Councils due to a shortage of available applicants in areas such as environmental health, planning and engineering. The Tasmanian Government are recommended to review and advocate for greater training opportunities for potential employees in these areas.

Report

The Future of Local Government Review has now moved into the final stage with the Local Government Board providing their Final Report to the Tasmanian Government. Minister for Local Government, the Honourable Nic Street MP, wrote to the Mayor on 16 November 2023 to provide a copy of the report and invited the Council to provide a submission on any matter covered in the report by 29 February 2024.

The Final Report can be accessed via the following link: <https://www.futurelocal.tas.gov.au/wp-content/uploads/2023/11/The-Future-of-Local-Government-Review-Final-Report.pdf>.

Meander Valley Council has undertaken engagement with relevant stakeholders during June and July 2023. This was seen as an important process to receive feedback from our community about the issues that are important to them in the State Government’s Local Government Review. The Council has received strengths and weaknesses identified by the community on proposed reform and an overwhelming message of support from its community, they value the Meander Valley Council as it currently is and are opposed to forced amalgamation and boundary changes. The key issues that have been identified are the importance of local representation in decision making, concern for cost impacts to property owners, uncertainty around the way services would be provided by Local Government under any reforms.

At the Special Council Meeting on 25 July 2023, following considerable community consultation, Council formed the following position regarding the Future of Local Government Review:

1. Meander Valley Council works hard to achieve a sustainable business model and responsible decision making that ensures appropriate services are available in our community now and for future generations.
2. We are calling on the State Government to complete their current Local Government reform agenda with no forced alterations to Tasmanian council boundary areas unless a Council agrees to accept changes to their current boundary areas.
3. The Meander Valley community does not support forced amalgamation of the current council areas.
4. We have received insufficient evidence to justify the significant changes to the current council boundaries proposed by the State Government's Local Government Board.
5. The Meander Valley community is concerned about the likely negative economic impact on smaller townships if forced amalgamations of Tasmanian councils is undertaken by the State Government.
6. We request information to be provided that clearly demonstrates how economies of scale will deliver real cost savings to the Meander Valley Council property owners as a result of amalgamation of Tasmanian councils by the State Government.
7. We support greater use of agreed key performance indicators to be used as a guide of performance for Tasmanian councils, which will demonstrate whether, like Meander Valley, councils are delivering sustainable services to their community.
8. We support councils that wish to progress voluntary amalgamations to do so with the support of their communities and the State Government. Our community does not support voluntary amalgamation of the Meander Valley Council area with any other Tasmanian councils.
9. We support the investigation of greater use of shared services for Tasmanian councils, including investigation of future legislated shared services, for services that Tasmanian councils currently deliver and can be better delivered on a regional or statewide basis. This would be with the support and approval of Tasmanian councils. Examples of potential shared services include Information Technology, procurement tendering and assessment and policy development.
10. We do not support any of the four Tamar Valley proposed amalgamation scenarios.
11. We do not support any of the four Central and Midlands proposed amalgamation scenarios.
12. We do not support the Meander Valley community being required to pay for any new council areas created by the State Government.

13. We will continue to work with all other Tasmanian councils to improve the local government sector.
14. We believe that Local Government is well placed to continue our active role in planning for our community.

The *Future of Local Government Review* was discussed at the 19 December 2023 Council Workshop.

Attachments Nil

Strategy Supports the objectives of Council's strategic future direction:

- 1: a sustainable natural and built environment
- 2: a thriving local economy
- 3: vibrant and engaged communities
- 4: a healthy and safe community
- 5: innovative leadership and community governance
- 6: planned infrastructure services

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

Policy Not applicable.

Legislation *Local Government Act 1993*

Consultation Engagement with the Meander Valley community has assisted in forming Council's position regarding the Local Government Board's review into the future of Local Government in Tasmania.

Consultation methods used to form the position included:

- Councillor discussions with community members
- Internal councillor and employee meetings
- All employees meeting
- Survey of employees (48 respondents)
- Online community survey (334 respondents)
- Two Facebook posts (one a purchased advertisement)
- Media release to Gazette and commercial media
- Responses to media enquiries
- Phone survey of 360 respondents
- Prospect Vale community feedback session (35 attended)
- Deloraine community feedback session (87 attended)

Promotion for public community feedback sessions included:

- Information provided to the Meander Valley Gazette
- Online survey via Council's website
- Survey and the community feedback sessions promoted on Facebook
- Media statement and subsequent enquiries about community feedback sessions
- Advertising with Meander Valley FM
- Advertising with commercial radio
- Advertising printed quarter page advert in Saturday's *The Examiner* Newspaper
- Display in Council's customer service office
- Political representatives invited
- Community noticeboards information on display
- Direct email campaign (277 subscribers)

Budget and Finance Not applicable.

Risk Management Consultation undertaken with Meander Valley Council stakeholders identified that there are risks associated with forced alterations to Tasmanian council boundary areas, as proposed in the Final Report.

Alternative Motions

1. Council can approve the recommendation with amendments.
2. Council can elect to not provide a submission on the Final Report.

Community Wellbeing

Community Grants and Sponsorship Fund - Round 3 - 2023-24

Report Author Nate Austen
Manager Community Wellbeing

Authorised by Jonathan Harmey
General Manager

Decision Sought Approval of recommended grant and sponsorship funding allocations for Quarter 3 2023-24 (January to March).

Vote Simple majority

Recommendation to Council

That Council:

1. notes the recommendations of the Grants and Sponsorship Fund Committee as listed.
2. approves grant and sponsorships to a total value of \$18,295 with the grant category totals as follows:
 - a. Community Grants totalling \$14,390:

| Applicant | Purpose | Project Cost | Grant Request | Grant Recom | Comments |
|-----------------------------------------------|------------------|---------------------|----------------------|--------------------|-----------------|
| Blackstone Heights Community News Association | Street Library | \$400 | \$400 | \$400 | Supported |
| Deloraine Football Club | Goal Post Covers | \$3,692 | \$2,000 | \$2,000 | Supported |

| Applicant | Purpose | Project Cost | Grant Request | Grant Recom | Comments |
|--------------------------------------|-----------------------------------------------|---------------------|----------------------|--------------------|---------------------------------------------------------------------------------------------------------|
| Deloraine Table Tennis Club | Virtual Reality Table Tennis | \$1,577 | \$1,297 | \$1,300 | Supported |
| Girl Guides Tasmania – Central North | Camping Gear | \$4,405 | \$3,000 | \$3,000 | Supported |
| Prospect Hawks Football Club | New Turf Line Marker for AFL at Prospect Park | \$3,682 | \$1,682 | \$1,690 | Supported |
| Quamby Bend Landcare | AED | \$3,000 | \$3,000 | Nil | The Committee considered the project proposal would not address need equitably and invites resubmission |
| Quamby Fly Fishers Club | Engagement and Participation | \$6,000 | \$3,000 | \$3,000 | Supported |
| Westbury Bowls Club | Disability Aides | \$3,567 | \$3,000 | \$3,000 | Supported |
| Sub-Total | | \$26,322 | \$17,379 | \$14,390 | |

b. Reimbursement Grant totalling \$3,755:

| Applicant | Purpose | Grant Request | Grant Recom | Comments |
|-----------------------------------|----------------------------------|----------------------|--------------------|-----------------|
| Launceston City Football Club | Changerooms – Prospect Vale Park | \$3,755 | \$3,755 | Supported |
| Reimbursement Grant Totals | | \$3,755 | \$3,755 | |

- c. Sponsorship Donations for Individuals totalling \$150:

| Applicant | Purpose | Sponsorship Request | Sponsorship Recom | Comments |
|---------------------------------------------------|---------------------------------------------------|----------------------------|--------------------------|--------------------------------------------------------------------|
| Baylis, L | Junior National Under 15 8-ball Championship, ACT | \$150 | Nil | Unable to confirm eligibility. Resubmit with eligibility confirmed |
| Kerr, R | Australian Orienteering Championships, WA | \$150 | \$150 | Supported |
| Sponsorship Donation for Individuals Total | | \$300 | \$150 | |

3. notes the sponsorships approved by the General Manager within this Quarter as listed below:

| Applicant | Purpose | Granted | Comments |
|---------------------------------------|--------------------------------------------|----------------|-----------------------------------------------------------------------------------------|
| New Horizons Tasmania | <i>Great Western Tiers Cycle Challenge</i> | \$2,000 | Meander Valley Council will have naming rights to one of the ride classes at this event |
| General Manager Approved Total | | \$2,000 | |

Report

The Grants and Sponsorship Fund Committee (the Committee) met on 19 December 2023 to assess the third round of applications seeking support from the Grants and Sponsorship Fund in the current financial year. Applications were reviewed and assessed against the relevant guidelines.

Councillor Kevin House, Councillor Anne-Marie Loader, Karl Boss-Walker (Team Leader Facilities) and Justin Marshall (Team Leader Finance) attended.

Funds Available for Allocation in Round 3

An annual budget of \$100,000 has been approved by Council for the 2023-24 financial year. Round 1 allocations totalled \$20,534 and Round 2 allocations totalled \$34,122 leaving a balance of \$45,344 for allocation across Rounds 3 and 4.

Summary of Round 3 Assessments

Community Grants

Council received eight applications which in total requested an amount of \$17,379 from the fund. The total recommended funding amount is \$14,390.

One project was not supported in this Round. All other projects were recommended to receive the funding their applications requested.

Reimbursement Grant

One application was received for this grant category. A funding allocation of \$3,755 is recommended by the Committee.

Sponsorship Donations for Individuals

Two applications were received for this category. A funding allocation of \$150 is recommended by the Committee for Round 3. One applicant was unable to confirm eligibility ahead of recommendations and will be invited to resubmit when they can do so.

General Manager Approved Sponsorships

A sponsorship request was made by New Horizons Tasmania for their annual event, *The Great Western Tiers Cycle Challenge*. This request was reviewed by the Committee and recommended for funding. A funding allocation of \$2,000 was approved by the General Manager on 8 December 2023. This occurred ahead of the scheduled Committee Meeting to ensure receipt of the naming rights promotional opportunities of the sponsorship.

Attachments Nil

Strategy Supports the objectives of Council's strategic future direction
3: vibrant and engaged communities
4: a healthy and safe community.

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

Policy Policy No. 82 - Community Grants and Sponsorship Fund.

Legislation *Local Government Act 1993*: section 77

Consultation The Community Grants and Sponsorship program is communicated through community networks and the media. Guidelines and applications are available from the Council's website and on request. Assistance is provided to applicants on request.

Budget and Finance There will be sufficient funds to meet the recommendations of the Committee. The total grants and sponsorship fund budget for the 2023-24 financial year is \$100,000.

This is the third of four rounds with a recommended total allocation of \$18,295 and pre-approved allocation of \$2,000. If recommendations are fully allocated from the approved \$100,000 budget less Rounds 1, 2 and 3, the balance remaining for allocation across the final round will be \$25,049.

Risk Management Not applicable.

Alternative Motions Council can approve the recommendations with amendments.

Motion to Close Meeting

Motion That Council close the Meeting to the public for discussion of matters in the list of Agenda items below.

Refer to *Local Government (Meeting Procedures) Regulations 2015*: section 15(1).

Vote Absolute majority

Closed Session Agenda

Confirmation of Closed Minutes

Refer to *Local Government (Meeting Procedures) Regulations 2015*: section 34(2).

Leave of Absence Applications

Refer to *Local Government (Meeting Procedures) Regulations 2015*: section 15(2)(h).

Release of Public Information

Refer to *Local Government (Meeting Procedures) Regulations 2015*: section 15(8).

Close of Meeting