



Meander Valley Council  
Working Together

# MINUTES

## ORDINARY COUNCIL MEETING

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**Tuesday 12 July 2022**

**Time** 3.00pm

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

**Phone** (03) 6393 5300

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## Meeting Open - Attendance & Apologies

Meeting opened at 3:02 pm.

**Chairperson** Mayor Wayne Johnston

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

**Apologies** Nil

**Officers present**

John Jordan	General Manager
Jacqui Parker	Manager Governance & Performance (Minute-Taker)
Dino De Paoli	Director Infrastructure Services
Jonathan Harmey	Director Corporate Services
Matthew Millwood	Director Works
Krista Palfreyman	Director Development & Regulatory Services
Natasha Whiteley	Team Leader Town Planning
Nate Austen	Community Programs Officer
Sharon Roberts	Administration Officer

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## Acknowledgment of Country

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

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## Confirmation of Minutes

**Motion** Receive and confirm Minutes of the last Ordinary Council Meeting held 14 June 2022.

**Moved** Councillor Tanya King

**Seconded** Councillor Stephanie Cameron

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

**Votes against** Nil

**Abstained** Nil

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

**Motion carried by simple majority**

**Minute reference: 128/2022**

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## Declarations of Interest

<b>Councillor</b>	Councillor Stephanie Cameron
<b>Agenda item</b>	Community Wellbeing Report Community Grants and Sponsorship Fund
<b>Action</b>	The Councillor elected to leave Chambers during discussion and voting on the agenda item.  The Councillor disclosed a historic family connection with the Westbury Preservation Association.

**Minute reference: 129/2022**

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## Council Workshop Report

### Topics Discussed – 28 June 2022

Carrick Survey

Community Forum Update

Review of Existing Projects and Budgets for the Capital Works Program

Waste Management – Update on Key Actions

Potential Disposal of Footway – Kipling Crescent, Hadspen

Meander River Steel Arch Pedestrian Bridge – Deloraine

State Planning Provisions – Proposed Submission

**Minute reference: 130/2022**

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# Mayor & Councillor Report

## Councillor Activities Since Last Meeting

<b>21 June</b>	<b>Meeting</b>	<i>Mayor Johnston</i>
	Deloraine Apex Caravan Park	
<b>22 June</b>	<b>Meeting</b>	<i>Councillor White</i>
	Council's Director Community Wellbeing & Community Programs Officer (re: Youth Forums)	
<b>23 June</b>	<b>Meeting</b>	<i>Mayor Johnston</i>
	41 Degrees South Salmon Farm	
<b>1 July</b>	<b>Meeting</b>	<i>Mayor Johnston</i>
	Local Government Association of Tasmania (LGAT) Annual General Meeting	
<b>6 July</b>	<b>Meeting</b>	<i>Mayor Johnston</i>
	Northern Tasmanian Development Corporation (NTDC) Sports Facility Workshop	
<b>15 June</b>	<b>Community Event</b>	<i>Mayor Johnston</i>
	Telstra Board cocktail party	

**Minute reference: 131/2022**

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## Petitions

Nil.

**Minute reference: 132/2022**

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## Community Representations

Nil.

Formerly referred to as “deputations”, community representations are an opportunity for community members or groups to request up to three minutes to address Council on a topic of particular interest.

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

**Minute reference: 133/2022**

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## Public Question Time

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

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

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

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### This Month's Public Questions With Notice

Nil received prior to agenda distribution.

**Minute reference: 134/2022**

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### This Month's Public Questions without Notice

*Question 1*      *Anne Marie Loader, Westbury*

*In October 2019, I was invited by the then Community Manager, Patrick Gambles, to take part in a community forum called "100 Voices" to be held in April 2020. The event was described as a cross-sector planning day to identify priorities for a municipal Community Plan. In February 2020 Patrick advised that Council was reviewing the initiative and that the event was postponed. Patrick also advised that I would be kept informed of developments. I've heard nothing since. Can you please give me an update?*

**Response**      **John Jordan, General Manager** advised that the '100 Voices' approach was reviewed in the lead up to the renewal for the Community Strategic Plan. Subsequently, the COVID 2020 event occurred. Council has considered the renewal of the strategic plan since, noting the plan is in place until 2024. The 'drop-in' sessions scheduled now over the next couple of months, are intended to pre-empt a new and renewed plan.

Question 2 *Anne Marie Loader, Westbury*

*In the Examiner (26 June 2022) there is an article about MVC [Meander Valley Council] renewing their membership with the NTDC [Northern Tasmanian Development Corporation]. The article says that after "observing a positive change" the council decided to renew. Can you tell me what the "positive change" is? Are there specific benchmarks that NTDC had to reach that have created the positive change and if so can you tell me what these benchmarks are?*

**Response** **John Jordan, General Manager** informed the meeting that Councillors had expressed a view that they were looking for a more direct and measurable contribution from NTDC. Hence, Council entered into an arrangement where, after 12 months the performance of NTDC would be reviewed. The matter was subsequently brought before to Council, where a decision was made to extend membership for the full term of the agreement (which would be 3 years ending, from memory, in June 2023).

The General Manager took on notice the specifics about what caused the Council to make a decision to extend.

Question 3 *Neville Scott, Hadspen*

*Does any Councillors or Council staff members know anything about 97 small homes being built in and around the Rutherglen area of Hadspen?*

**Response** **Mayor Wayne Johnston** took the question on notice.

Question 4 *Neville Scott, Hadspen*

*Regarding your reply to Councillor Temple's question last meeting [June 2022]. Three and a half pages and still haven't got any answer out of it. So it's approximately 31, that's approximately half of the staff have left. Just thought you'd like to know that, thanks.*

**Response** **Mayor Wayne Johnston** noted the comment and thanked Mr Scott.

Question 5 *Mr Badcock, Deloraine*

*I have just now returned from a meeting with the Attorney-General's*

*Justice Department, as a representative for the neighbours of the Ashley [Detention Centre] group. There were 12 other landholders in attendance. This is the start, in part, of a consultation process they've agreed upon between the parties. My question to Council today: as the near neighbours are severely impacted by any prison proposal, does the Council intend on contacting and consulting with the neighbours, and become better informed of their concerns of this project?*

*Fifth of May this year, we contacted the Attorney-General's department. And we were questioning the validity of information in a news article. The Examiner ran a headline piece titled "Neighbours Not Opposed". The neighbours are opposed to the prison project and, for the life of us, we cannot fathom how this could have been concluded (that we were in favour).*

*The neighbours have conducted their own due diligence regarding the matter of those properties within a two kilometre radius from Ashley, as set by [Department of] Justice. Justice had the property owners as 12 yes or neutral, 13 against and 8 did not contribute. Our own diligence, which included phone calls, letters, kicking open gates and bashing on doors, and actually speaking to people. And the number that we turned up: a total of 30 landholders. There was one "yes". Sixteen "no". Nine "to be advised", and four neutral. I find it extraordinary, that these numbers have changed so much from the original report that Justice had on their webpage. So my question to Council is, will Council do its own due diligence, as best they, in regards to information that is fed to them in respect of this Project?*

## **Response**

**Mayor Wayne Johnston** thanked Mr Badcock and indicated he was happy to facilitate and have a discussion with the landowners that are bordering on the Ashley Detention Centre. He indicated that Council was yet to action this and acknowledged an email received from Mr Badcock earlier in the week, adding that he was certainly happy to take any correspondence or material that Mr Badcock may have and have a conversation with the Government. The Mayor thanked Mr Badcock for his question.

**Minute reference: 135/2022**

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# Councillor Question Time

## This Month's Councillor Questions With Notice

Question 1

*Councillor Rodney Synfield*

*In relation to the wind event in 2016, Council opened up the tip after the Meander Valley Council - Ordinary Meeting Minutes: 14 June 2022 Page 14 flooding event for people to use for free, is there any such consideration in relation to the event we have just had on the weekend, bearing in mind that a lot of the wind affected stuff is probably a lot of barns being destroyed etc. Are we going to do something about allowing that to go free?*

*Question without notice at past Council Meeting (June 2022)*

*Taken on notice*

Response

**John Jordan, General Manager**

The option of free access to Council's waste facilities to accommodate clean up from the recent storms was considered.

As advised on 16 June 2022, where a person or business had suffered a particular loss and was in need of support or assistance (including waivering of tip fees etc.), then Councillors (and others) should refer them to Matthew Millwood, Director Works who would provide tailored support on a case-by-case basis. Alternatively, if Councillors knew of someone in need, then they could also provide their details to Council so that Matthew could reach out and make contact directly. Council did not receive any requests for assistance.

Question 2

*Councillor John Temple*

*Referring back to the question put by Neville Scott in Public Question Time, is there a way we could more fulsomely answer the question so that we can dispel any community concern?*

*Question without notice at past Council Meeting (June 2022)*

*Taken on notice*

## Response

### Mayor Wayne Johnston

Recently, I spoke to a number of Mayors about the trend we've all noticed in staff turnover. From these conversations I can say we are not alone. Attraction and retention is clearly an issue common across the local government sector.

I also note that retention issues are not limited to staff. Many Councillors across the state will not run again in the upcoming election.

As Mayor I have learnt that local government is far more complex and challenging than most people realise. We achieve what we do because of great people with a motivation focused on the community.

Our work is incredibly rewarding, but the work of council staff and elected representatives does require resilience, particularly given high workloads and high community expectations. At the best of times it is not a space suited to everyone.

Answering the 'why' behind the attraction and retention issue is complex. The big picture is that the labour market has changed. Severe skills shortages, restricted migration, and a clear change in the career priorities of people mean the market is very different than two years ago. It is highly competitive. There is much talk about the 'great resignation' and the 'war for talent' as a very real situation that employers must deal with. Meander Valley Council is not unique in having to deal with this new reality.

As Councillors we must also consider we have pushed for change, including a restructuring of the Council workforce, and while this change is needed, it is never easy. Recalibrating Council to better meet the needs of the community is hard. Some people have moved on, but at the same time we have attracted some fantastic new people from diverse backgrounds to complement the great people we already had.

Work by the Local Government Association of Tasmania highlights some reasons driving skills shortages across local government. These include:

- Location – rural and regional locations.

- Inability to compete with the private sector on remuneration.
- Lack of suitably qualified/experienced candidates.
- Reputation and public image of councils.
- Lack of vocational and higher education training providers in Tasmania.

While we still offer some great opportunities for people, Tasmania's historic advantages are fading. Lifestyle remains a standout attractor of talent, but there are now emerging economic and social factors influencing people's choices, these include:

- Scarce rental accommodation, high rents and relocation costs.
- High house prices and cost of living expenses.
- Comparatively lower wages, particularly for professions compared to the mainland.
- Different career ambitions and progression pathways.
- Distance, commuting time and fuel costs.

Like most councils, we are exposed to all of the above factors. The simple reality is that regional councils need to be more competitive in the labour market and this means a re-think of our approaches. We cannot do this overnight.

Councillors have been well-briefed by the General Manager about these challenges over the past couple of years. Cr Temple will recall the briefings we've had on this topic culminating in a Workshop presentation from the General Manager covering attraction and retention in December 2021. The General Manager also provided a detailed assessment via email this week, some of which I have referenced in this response. As Councillors, we need to support and contribute to ensure understanding of the issues and how Council is responding to the different context we find ourselves in.

In terms of what can be done, it is worth noting that individual reasons for resignations vary greatly. It is inevitable that there are instances where individual performance, a poor hiring decision or conflict has resulted in change. But exit interviews suggest other factors.

Some of these factors are not easily changed or competed

against. For example:

- The cost of travelling. Workers who commute are looking to reduce costs by obtaining work closer home.
- Westbury as an office location offers fewer local facilities and services (shops, government agencies, etc.) that people otherwise might frequent in their lunch hours.
- People moving to pursue career opportunities a Council of this size cannot offer.
- Retirement, health and family circumstances that may compel people to make choices.
- Heading hunting and taking up higher salary offers, or moving to more lucrative contracting roles.

Other factors cited by people leaving Council are more readily addressed. Work underway in response to these includes:

- A new enterprise agreement under negotiation to improve salary and working entitlements, and support more flexible approaches to work.
- We are upgrading our computer systems. This will deliver efficiencies and help make people's working lives simpler. It will also improve customer service outcomes.
- The employment of a business improvement officer to enhance reporting and also streamline processes.
- Renewing our office and depot facilities to provide a more contemporary work environment that meets people's expectations and promotes wellbeing.
- Better recruitment and selection, hiring the right people first up with consideration of team fit as much as technical skills.
- Enhancing the "brand" and reputation of Council as an employer by changing our approach to communication, messaging and community engagement.
- Introducing emotional intelligence, team profiling and mental health first aid training to help people cope with the pressures and inevitable tensions that come with our work.

Our success requires us to focus on our people, their wellbeing, and the values and culture that define who we are and how we

work. I support the General Manager's action to work in partnership with the University of South Australia to measure, benchmark and enhance our workplace culture.

I also appreciate high sustained workloads is an important issue. The need for responsible growth in our workforce to address workloads must be a focus. Council has supported in this area through an increase of 7 FTE since 2020. However, we remain below the average staffing levels of other comparable councils and skills remain in short supply relative to workloads. Something I know the General Manager is considering.

As a Council, we employ a dedicated team of people who work hard every day to deliver services to our community. It is through their dedication and hard work that we achieve what we achieve.

I want to acknowledge the sustained workload and thank staff for their efforts. They have my full support and gratitude.

## Minute reference: 136/2022

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### This Month's Councillor Questions Without Notice

*Question 1*      *Councillor Deborah White*

*Concerning correspondence about the prison development near the Ashley Detention Center from Mr Badcock. Was this included in our [Councillors'] Weekly Correspondence?*

**Response**      **Mayor Wayne Johnston** took the question on notice.

*Question 2*      *Councillor Deborah White*

*There is a group that puts out a birdlife action kit, promoting and preserving birdlife. Will we be taking up action? When will we hear an answer?*

**Response**      **John Jordan, General Manager** advised that Council was yet to consider its position in terms of correspondence. A response would be

forthcoming of the next two weeks once evaluated. The General Manager confirmed that given the particular interest in this matter a copy of the correspondence would be provided to Councillors.

*Question 3*      *Councillor Deborah White*

*Congratulations on the Water Refill Station at the [Deloraine] Community Complex, not a formal question, just a comment.*

**Response**      **Mayor Wayne Johnston** noted the comment and thanked the Councillor.

*Question 4*      *Councillor John Temple*

*Are there any updates on the proposed prison in the Meander Valley?*

**Response**      **Mayor Wayne Johnston** advised that there was no update at this time.

**John Jordan, General Manager** also advised that there was no update at this time.

*Question 5*      *Councillor John Temple*

*What is the next step regarding leadership, culture and prestige of the council? Would Council consider any ways to improve, or develop a Workshop to improve, our desirability as an employer?*

**Response**      **Mayor Wayne Johnston** took the question on notice.

*Question 6*      *Councillor John Temple*

*Council is currently looking at upgrading the current footbridge in Deloraine. The current style of the footbridge does resemble a Japanese style garden. Could Council consider this the centrepiece of a small Japanese garden. The garden would have entrances on both sides of the bridge along the path leading to the bridge. The garden would potentially be named the Shinzo Abe Garden in honour of Japan's longest serving Prime Minister whose funeral is today.*

**Response**      **Mayor Wayne Johnston** took the question on notice.

Question 7      Councillor John Temple

*My fourth question is in relation to COVID. I know that we fulsomely adopt the all the recommendations coming from the State Government on the issue, but I have heard that in the last month more people have died in the last year of COVID related illnesses than have died in the first two years of the disease. I am wondering if we need to be encouraging staff and others at this time, beyond what the government regulation is - and I mean as an encouragement and not as a mandatory thing - to wear masks. There are only three of us in the room wearing masks.*

**Response**      **John Jordan, General Manager** took the question on notice.

**Minute reference: 137/2022**

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## Council as a Planning Authority

In planning matters, Council acts as a Planning Authority under the *Land Use Planning and Approvals Act 1993*. Unless otherwise stated, the following applies to all Planning Authority reports:

**Strategy** Council has an Annual Plan target to process planning applications in accordance with delegated authority and statutory timeframes.

**Policy** Not applicable.

**Legislation** Council must process and determine applications under the *Land Use Planning and Approvals Act 1993* (LUPAA) and its Planning Scheme. Each application is made in accordance with LUPAA, s57.

**Consultation** The “Agency Consultation” section of each Planning Authority report outlines the external authorities consulted during the application process.

Community consultation in planning matters is a legislated process. The “Public Response – Summary of Representations” section of each Planning Authority report outlines all complying submissions received from the community in response to the application.

**Budget & Finance** Where a Planning Authority decision is subject to later appeal to the Tasmanian Civil and Administrative Tribunal (Resource & Planning Stream), Council may be liable for costs associated with defending its decision.

**Risk Management** Risk is managed by all decision-makers carefully considering qualified advice and inclusion of appropriate conditions on planning permits as required.

**Alternative Motions** Council may approve an application with amended conditions, or may refuse an application.

Regardless of whether Council seeks to approve or refuse an application, a motion must be carried stating its decision and outlining reasons. A lost motion is not adequate for determination of a planning matter.

**Motion** Simple majority

## Planning Authority Reports

### Draft Amendment 1/2022 - Meander Valley Local Provision Schedule - Rezoning a portion of land at Blackstone Park, Longvista Road, Blackstone Heights

**Report Author** Natasha Whiteley  
Team Leader Planning

**Authorised by** Krista Palfreyman  
Director Development & Regulatory Services

- Attachments**
1. Planners Advice: Assessment of Draft Amendment 1/2022 [12.1.1 - 23 pages]
  2. Draft Amendment 1.2022 - Certification Map [12.1.2 - 1 page]
  3. M Seen - Request for rezoning and accompanying documentation [12.1.3 - 13 pages]

**Motion** That Council:

1. Pursuant to Section 38(1), 40D(a) and 40F of the *Land Use Planning and Approvals Act 1993*:
  - a. Prepare Draft Amendment 1/2022 to the Meander Valley Local Provision Schedule to rezone the portion of land described in the certification document at Longvista Road, Blackstone Heights with Certificate of Title reference 141734/8 from Open Space Zone to Environmental Management Zone and Low Density Residential Zone; and
  - b. Certify that the draft amendment meets the requirements of the *Land Use Planning and Approvals Act 1993*.

**Moved** Councillor Stephanie Cameron

**Seconded** Councillor Deborah White

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



Councillor Tanya King  
Councillor Andrew Sherriff  
Councillor Rodney Synfield  
Councillor Deborah White

**Votes against** Nil

**Abstained** Councillor John Temple

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

**Motion carried by simple majority**

**Minute reference: 138/2022**

# Community Wellbeing

## Community Grants and Sponsorship Fund

**Report Author** Nate Austen  
Community Programs Officer

**Authorised by** Melissa Lewarn  
Director Community Wellbeing

**Attachments** 1. Community Grants & Sponsorship Fund – Committee Recommendations [13.1.1 - 1 page]

The General Manager provided Councillors with this report, which was omitted from the Ordinary Council Meeting Agenda published on Thursday 7 July 2022.

The report was published online on the day of the meeting, and circulated to all in attendance.

In accordance with section 8(6) of the *Local Government (Meeting Procedures) Regulations 2015*, the General Manager advised the meeting that:

- a. The reason for the matter not being included on the agenda was administrative oversight;
- b. The matter is urgent in that a failure to determine Council's quarterly issue of grants has the potential for adverse impacts on community groups and individuals; and
- c. The matter has been reviewed by professional staff as required, and this report is included in the General Manager's certification regarding receipt of qualified advice in line with the requirements of the *Local Government Act 1993*.

**Motion** That Council approves dealing with a matter not on the Council agenda, being the report titled "Community Grants and Sponsorship Fund" distributed and published for public inspection on the day of the meeting.

**Moved** Councillor Michal Frydrych

**Seconded** Councillor Tanya King

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

**Votes against** Nil

**Abstained** Nil

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

**Motion carried by absolute majority**

**Minute reference: 139/2022**

Councillor Stephanie Cameron left the meeting at 3:27pm.

**Motion** That Council approves 2022-23 Round 1 grants and sponsorships to a total of \$13,245 as follows:  
1. Community Grants, as per Table 1, to the value of \$12,145; and  
2. Sponsorship Donations, as per Table 2, to the value of \$1,100.

**Moved** Councillor Michal Frydrych

**Seconded** Councillor Tanya King

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

**Votes against** Nil

**Abstained** Nil

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

**Motion carried by simple majority**

**Minute reference: 140/2022**

Councillor Stephanie Cameron returned to the meeting at 3:30 pm.

Attachment 13.1.1 Community Grants And Sponsorship Fund - Committee Recommendations

<b>Table 1: Community Grants Committee Recommendations</b>		
<b>Organisation</b>	<b>Project</b>	<b>Funding Recommended</b>
AIC Tennis Club	Fencing	\$3,000
Deloraine Agricultural and Pastoral Society	Heating in Atkins Pavilion	\$716
Mole Creek Hall Committee	Preserving Historic Photos	\$3,000
Westbury Preservation Society	Women on the Land Display	\$3,000
Sculpture Tasmania	Site Gallery - Deloraine	\$2,429*
<b>Total</b>		<b>\$12,145</b>

\* Recommend an allocation of \$2,429 if the Organisation is successful in securing the additional funding required from Arts Tasmania grant funding.

<b>Table 2: Sponsorship Donations for Organisations and Individuals Committee Recommendations</b>		
<b>Organisation</b>	<b>Project</b>	<b>Funding Recommended</b>
Tamar NRM Community Working Group	Sustainable Business Forum	\$500
<b>Individual</b>	<b>Event</b>	<b>Funding Recommended</b>
Arnott, E.	National Indoor Cricket Championship - VIC	\$150
Bloomfield, D.	Men's Netball Nationals – New Zealand	\$300
Davey, O.	Southern States Rugby Championships	\$150
<b>Total</b>		<b>\$1,100</b>

## Corporate Services

# Council Audit Panel Minutes, Reports & Review of Audit Panel Charter

**Report Author** Jonathan Harmey  
Director Corporate Services

- Attachments**
1. Audit Panel Minutes - 28 June 2022 [14.1.1 - 5 pages]
  2. Audit Panel Annual Report 2021-22 [14.1.2 - 3 pages]
  3. Audit Panel Biennial Performance Evaluation 2020-21 and 2021-22 [14.1.3 - 1 page]
  4. Audit Panel Annual Workplan 2022-23 [14.1.4 - 2 pages]
  5. Audit Panel Charter Review 2022 [14.1.5 - 9 pages]

**Motion** That Council:

1. receive the minutes of the Audit Panel meeting held on 28 June 2022;
2. receive the Audit Panel Annual Report for 2021-22;
3. receive the Audit Panel biennial performance evaluation for 2020-21 and 2021-22;
4. approve the Audit Panel annual work plan for 2022-23; and
5. confirm the continuation of the amended Audit Panel Charter.

**Moved** Councillor Tanya King

**Seconded** Councillor Stephanie Cameron

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

**Votes against** Nil

**Abstained** Nil

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

**Motion carried by simple majority**

**Minute reference: 141/2022**

 Meander Valley Council Working Together	<b>Audit Panel Minutes</b>
<b>Meeting Time &amp; Date:</b> <b>9:30am, 28 June 2022</b>	<b>Venue: Westbury Council Chambers</b>
<b>Present:</b>	
Chairman Andrew Gray	Councillor John Temple
Mr Ken Clarke	Councillor Michal Frydrych
<b>In Attendance:</b>	
John Jordan, General Manager	Justin Marshall, Team Leader Finance
Jon Harmey, Director Corporate Services	Jacqui Parker, Manager Governance & Performance
Dino De Paoli, Director Infrastructure Services	Tania Sharman, Workplace Health & Safety Officer
Krista Palfreyman, Director Development & Regulatory Services	Susan Ellston, Finance Officer
Melissa Lewarn, Director Community Wellbeing	
<b>Apologies:</b>	
Matthew Millwood, Director Works	

#### ORDER OF BUSINESS

ITEM
<b>1. Declaration of Pecuniary Interests/conflict of interest</b> Nil.
<b>2. Adoption of Previous Minutes</b> Adopted.
<b>3. Outstanding from previous meeting - Action Sheet</b> The Panel reviewed the Action Sheet and discussed the following items: <ul style="list-style-type: none"> <li><b>3.1. Policy No. 23</b> – Responsibilities of Council Representatives – Deferred; Further Review required</li> <li><b>3.2. Policy No. 67</b> – Personal Information Protection – Referred to Council Workshop for further review.  <b>Policy No. 84</b> – Gifts and Benefits – Deferred; Full rewrite required then to Council Workshop for further review.</li> <li><b>3.3. Policy No. 66</b> – Security for Incomplete Works in Subdivisions – Deferred; Further Review required.  <b>Policy No. 81</b> – Online Communication (social media Councillors) – Deferred; Further Review required. Appointing a consultant to engage a strategy.</li> <li><b>3.4. Submit a list of Policies which have been identified as requiring Audit Panel Review</b>            A list of policies was submitted to the Panel members to review those requiring Audit Panel review. The Policies will be reviewed outside the meeting and present for comment at next Audit Panel Meeting.</li> </ul>

<p><b>4. Review Annual Meeting Schedule and Work Plan</b>                  The Annual Meeting Schedule and Workplan 2022-23 was presented to the Audit Panel, some minor changes.</p> <p>The reports were accepted and to be submitted for the July Council Meeting agenda for adoption.</p> <p>Received and Noted.</p>
<p><b>Governance and Strategy</b></p>
<p><b>5. Review of Council Strategic Plan</b>                  No requirement for a Review until 2024.                  Consultation will take place after the Council Elections in October 2022.</p> <p>Received and Noted.</p>
<p><b>6. Review of Annual Budget and report to Council</b>                  The Budget Report and Budget Estimates &amp; Rates Resolution document were presented to the Audit Panel.</p> <p>Comment was received from panel members around the level of detail and in particular the well written commentary around Waste Management Service and Charges in the document, making for an easy but informative read.</p> <p>There was a comment in relation to the Interest revenue from investment that the actual may be higher due to the institutions beginning to increase rates in the June quarter after a period of very low rates.</p> <p>Comment was made on the Loan payable to Tascorp being offsetting by the Loan due by Aged Care Deloraine.</p> <p>Received and Noted.</p>
<p><b>7. Review policies and procedures</b></p> <p><b>8.</b></p> <p><b>7.1 In addition to the policies outstanding in section 3, the following are currently outstanding for review:</b></p> <ul style="list-style-type: none"> <li>- <b>Policy No. 37</b> – Vegetation Management – Deferred; Further review required.</li> <li>- <b>Policy No. 43</b> – Dog Management – Deferred; Further review required.</li> <li>- <b>Policy No. 80</b> – Management of Public Art – Deferred; Further review required.</li> <li>- <b>Policy No. 85</b> – Open Space – Deferred; Further review required.</li> <li>- <b>Policy No. 89</b> – Management of Public Art – Deferred; Further review required.</li> </ul> <p><b>7.2 The following Policies will soon become due and are provided for comment for the Audit Panel:</b></p> <ul style="list-style-type: none"> <li>- <b>Policy No. 1</b> – Risk Management – Comments were made to include a link to the Risk Register, Risk Management Framework and also update the Standards.</li> <li>- <b>Policy No. 68</b> – Writing off Bad Debts – Comments were made to possibly report more than annually and also a report back to elected members more frequently.</li> </ul>

<p>- <b>Policy No. 45</b> – Information Management – Comments were received to possibly set the review date in 2 years due to the changes in the Information Management area.</p> <p>Received and Noted.</p>
<p><b>Financial and Management Reporting</b></p>
<p><b>9. Review most current results and report any relevant findings to Council</b> The April 2022 Financial Report was presented to the Audit Panel.</p> <p>Comment was made that the Balance Sheet was not included in the Financial Reports and may be of benefit. Corporate Services Director commented that this could be included without much effort.</p> <p>Chairman commented on possibly including the Balance Sheet quarterly.</p> <p>Received and Noted.</p>
<p><b>10. Review any business unit or special financial reports</b> The updated 2022 Council’s Financial Management Strategy was presented to the Audit Panel. Minor changes were made by Council.</p> <p>Received and Noted.</p>
<p><b>11. Review the impact of changes to Australian Account Standards</b></p> <p>Nothing to report.</p>
<p><b>Internal Audit</b></p>
<p><b>12. Consider any available audit reports</b> Internal audit areas in progress; Contractor induction process and building application legislative timeframe achievement.</p> <p>External Audit of Major Project Variation controls to be conducted by Synectic, commencing on 12 July 2022 and concluding on 12 August 2022. A report will be presented at the next Audit Panel meeting.</p> <p>Received and noted.</p>
<p><b>13. Review management’s implementation of audit recommendations</b> Records management security review (Nov 2021):</p> <ol style="list-style-type: none"> <li>1. Wording of Policy 45 to be reviewed and updated as considered appropriate. Refer Item 7.2</li> <li>2. Meeting with software supplier to investigate permanent deletion option from database.</li> </ol> <p>Received and noted.</p>

<p><b>14. Review and approve annual internal audit program and alignment with risk register</b></p> <p>Internal Audit Plan for the next 12 months is being reviewed and developed relating directly to monthly KPI's for contractors and works crew.</p> <p>Received and noted.</p>
<p><b>External Audit</b></p>
<p><b>15. Consider any available audit reports</b></p> <p>The following reports were presented to the Audit Panel:</p> <ol style="list-style-type: none"> <li>1. Independent Auditor's Report for Audit of Grant Funds for Hadspen Recreation Ground project was presented to the Audit Panel.</li> <li>2. Term of Audit Engagement for the Local Roads and Community Infrastructure Program of Meander Valley Council.</li> </ol> <p>Received and noted.</p>
<p><b>16. Review management's implementation of audit recommendations</b></p> <p>Audit Findings from 2020-21 are still being actioned/implemented. Tas Audit Office have provided a draft MOAF document based on the 2021-22 interim audit, which is currently being reviewed. The actions/implementations will be finalised for September Audit Panel Meeting.</p> <p>Received and noted.</p>
<p><b>17. Review and approve external audit plan including meeting with Tas Audit Office representative</b></p> <p>The Final version of the Audit Strategy document for the year ending 30 June 2022 was presented to the Panel.</p> <p>Received and noted.</p>
<p><b>18. Consider any performance audit reports that will be undertaken by the Tas Audit Office and address implications for the Council</b></p> <p>Nothing to report.</p>
<p><b>Risk Management and Compliance</b></p>
<p><b>19. Receive material risk management reports (risk profile, risk management and treatment and periodical/rotational risk review)</b></p> <p>The minutes from the Risk &amp; WHS Committee meeting from 8 June 2022 were presented to the Audit Panel.</p> <p>1st Draft Review of SWMS and Work Instructions is now completed and with Director of Works for review.</p> <p>Received and noted.</p>

<b>20. Monitor any major claims or lawsuits by or against the Council and complaints against the Council</b>
None to Report.
<b>21. Oversee the investigation of any instances of suspected cases of fraud or other illegal and unethical behaviour</b>
None to Report.
<b>Audit Panel Performance</b>
<b>22. Report to Council regarding execution of duties and responsibilities by the Audit Panel</b>
The Chairman tabled his Annual Report 2021-2022.
The report was accepted and to be submitted for the July Council Meeting agenda for adoption.
Received and noted.
<b>23. Initiate the biennial Audit Committee performance self-assessment (every 2<sup>nd</sup> year)</b>
The following reports were presented to the Audit Panel:
1. Audit Panel - Performance self-assessment 2021-2022.
2. Responses - Audit Panel performance self-assessment.
The report was accepted and to be submitted for the July Council Meeting agenda for adoption.
Received and noted.
<b>Other Business</b>
<b>24. Charter review</b>
Council's audit panel charter is due for review in October 2022, The Document was presented to the Audit Panel for review. No major changes were identified.
Received and noted.
<b>25. Correspondence in</b>
Correspondence from Nic Street MP, Minister for Local Government – Local Government Amendment (Elections) Act 2022 was presented to the Audit Panel for comment.
Received and noted.
<b>Meeting close</b>
This meeting closed at 10:45 am
<b>Next Meeting</b>
The next meeting to be held on Tuesday 23 September 2022 at 9.30am

## Meander Valley Council

### Annual report of the Audit Panel to the Council for 2021-22

This report explains how the Audit Panel discharged their responsibilities during 2021-22. The report also outlines the Panel's plan for 2022-23.

The key purpose of this report is to:

- achieve greater awareness of the purpose, role and objectives of the Audit Panel;
- outline the outcomes achieved by the Panel; and
- provide council with information on the future objectives of the Panel.

### Membership

The Audit Panel currently comprises four members, the two independent members plus two Councillors.

During 2021-22, the independent members were Andy Gray (Chairperson) and Ken Clarke (from December 2021).

The Councillors during 2021-22 were:

- Clr Frank Nott (until August 2021)
- Clr John Temple (from August 2021)
- Clr Michal Frydrych (from October 2021)

### Meetings and attendance

The Audit Panel had meetings on 21 September 2021, 14 December 2021, 22 March 2022 and 28 June 2022. The four meetings held meets the minimum required number of meetings under the Audit Panel's Charter.

The audit panel meeting and attendance record was:

	<b>21 Sep 2021</b>	<b>14 Dec 2021</b>	<b>22 Mar 2022</b>	<b>28 Jun 2022</b>	<b>Total</b>
Andy Gray	Yes	Yes	Yes	Yes	4/4
Ken Clarke	n/a	Yes	Yes	Yes	3/3
Clr John Temple	Yes	Yes	Yes	Yes	4/4
Clr Michal Frydrych	n/a	Yes	Yes	Yes	3/3
Clr Frank Nott *	n/a	n/a	n/a	n/a	n/a

\* No meetings were held between the start of the year and Clr Nott's resignation in August 2021.

### Functions of the Audit Panel

The function of the Audit Panel is to review Council's performance across a range of areas. The specifics of this function are sourced from:

- Section 85A of the Local Government Act 1993, which includes review of Council's performance in relation to:
  - Financial systems, financial governance arrangements and financial management
  - Strategic Plan, Long-term Financial Plan, and Asset Management Strategies and Policies
  - Policies, systems and controls to safeguard long-term financial position
- Local Government (Audit Panels) Order 2014, which includes consideration of:
  - Annual financial statements of Council
  - Strategic Plan, Long-term Financial Masterplan, and Asset Management Strategies and Policies
  - Accounting, internal control, anti-fraud, anti-corruption and risk management policies, systems and controls
  - Compliance with the Local Government Act
  - Whether Council has taken any action in relation to recommendations provided by the Audit Panel
- Council's Audit Panel Charter (dated October 2018), which include considering:
  - The matters noted above
  - Human resource management, including policies, procedures and enterprise agreements
  - Information and communications technology governance
  - Management and governance of the use of data, information and knowledge
  - Other activities with the Panel's remit, as determined by the Panel

### Liaison with Tasmanian Audit Office

Council's external auditor, the Tasmanian Audit Office (TAO), attended meetings with the Panel during the year.

The Audit Panel considered all reports from TAO on their activities undertaken in reviewing and auditing the internal control environment. The independent audit of the annual financial statements of the Council for 2021 was reviewed by the Audit Panel.

### Key activities in 2021-22

The key activities of the Audit Panel during 2021-22 included:

- Reviewed the accounting policies and draft financial report for the year ended 30 June 2022
- Monitored the effectiveness of Council's risk management processes and controls, including a review of the insurance portfolio
- Received regulatory updates to maintain current knowledge of contemporary governance practice and legislative requirements
- Received internal audit reports covering:
  - Records management security (completed by external resources – Crowe)
- Noted details of internal audits in action at the end of 2021-22 as being:

- Major project variation controls – assess and evaluate process and variation approval practices for larger projects (>\$100,000) (being completed by external resources – Synectic)
- Contractors are being effectively inducted before commencing work (being completed by internal resources)
- Building applications not being assessed within legislative timeframes (being completed by internal resources)
- Considered the findings from the TAO procurement compliance audit report (noting that Council was not subject to review as part of this process)
- Reviewed the external audit strategy for financial year 2021-22
- Developed and approved the Panel’s annual work plan for 2022-23

### **Internal audit function**

The use of a blend of internally resourced and externally resourced internal audit activity continued in 2021-22. The Management Team have acted on internal audit findings and recommendations, which in turn lead to incremental improvements in Council’s control framework.

We recommend that a partially outsourced internal audit function continue to be used in future years. This blended internal audit function serves two purposes:

- enables Management and the Council to have greater assurance that there is compliance with policy, procedure and internal control; and
- enables the Audit Panel to discharge its responsibilities.

### **Program for 2022-23**

In accordance with Council’s Audit Panel Charter, the Audit Panel is required to develop an annual work plan that includes, but is not limited to, a schedule of meetings and the known objectives for each meeting.

The review of the annual work plan has consisted of:

- Consideration of the requirements of the Local Government Act 1993, Local Government (Audit Panels) Order 2014, and Council’s Audit Panel Charter (as noted above)
- Consideration of matters discussed by the Audit Panel during the last year that may warrant a separate agenda item
- Requests from Council to the Audit Panel, if any

Based on this review, there are no changes proposed for the 2022-23 Audit Panel work plan.

Attached to this report is the proposed work plan of the Audit Panel for the next twelve months. The Audit Panel’s meeting in June 2022 recommended this work plan to Council for approval.

In concluding, I thank all Panel members for their contributions this year. I also thank the Management Team who provided support to the Audit Panel.

Andy Gray

Chairperson Audit Panel

## **Meander Valley Council**

### **Audit Panel Performance Self-Assessment**

#### **Background**

As part of our work plan, we are required to complete a periodic self-assessment on the Audit Panel's performance. This occurs every two years and was due again in 2021-2022 in advance of the June 2022 Audit Panel meeting.

The self-assessment was a series of questions through Microsoft Forms around the function and operation of the Audit Panel. A free-form section also allowed members to contribute specific comments.

As with previous self-assessments, all Audit Panel members and Management Team members who attend the meetings were invited to respond to the self-assessment survey.

#### **Ratings**

Each question was rated on a scale of 1-5 as follows:

- 5 - indicating that you strongly agree with the statement
- 4 - indicating that you agree with the statement
- 3 - indicating that you neither agree or disagree with the statement
- 2 - indicating that you disagree with the statement
- 1 - indicating that you strongly disagree with the statement

#### **High level observations from the self-assessment**

The majority of questions rated above 4, indicating members were in agreement with the statement.

The questions that scored below 4 (agreeing with the statement) were in relation to:

- Audit Panel members oversee the process and are notified of communications received from governmental or regulatory agencies, or other parties, related to alleged or actual areas of non-compliance (score of 3.8).
- Audit Panel meetings include separate private sessions with the internal auditor and independent external auditor (score of 3).
- The Audit Panel develops an Annual Work Plan that dedicates the appropriate time and resources needed to fulfil its responsibilities (score of 3.8).
- The Audit Panel considers, understands, and approves the process implemented by management to effectively identify, assess, and respond to Council's business and financial risks (score of 3.8).

#### **Specific comments made**

The following specific comments were made:

1. Very well run
2. It has been pleasing to see the Audit Panel increased to four members (two Councillors and two independent) during the year, this will benefit Council going forward
3. Perhaps more focus on prompting continuous improvement and maturing of processes; monitoring actions to enhance organizational performance on matters within the remit of the Panel

The self-assessment was discussed at the Audit Panel meeting on Tuesday 28 June 2022.



## Meander Valley Council Audit Panel Annual Work Plan

Proposed Meeting Dates 2022			Sept	Dec
Proposed Meeting Dates 2023	March	June		

AGENDA ITEM		March	June	Sep	Dec
<b>Standing Items</b>					
1.	Declaration of Pecuniary Interests/conflict of interest	√	√	√	√
2.	Adoption of Previous Minutes	√	√	√	√
3.	Outstanding from previous meeting - Action Sheet	√	√	√	√
4.	Review Annual Meeting Schedule and Work Plan		√		
<b>Governance and Strategy</b>					
5.	Review of Council Strategic Plan		√		
6.	Review 10-Year Financial Plan	√			
7.	Review Financial Management Strategy (Sustainability)	√			
8.	Review preliminary Budget parameters and assumptions	√			
9.	Review annual budget and report to Council		√		
10.	Review Annual Plan			√	
11.	Review Long-Term Strategic Asset Management Plan			√	
12.	Review Asset Management Strategy			√	
13.	Review Asset Management Policy			√	
14.	Review policies and procedures	√	√	√	√
15.	Review performance of plans, strategies and policies including performance against identified benchmarks				√
16.	Assessment of governance and operating processes integration with financial management practices of the Council			√	
<b>Financial and Management Reporting</b>					
17.	Review most current results and report any relevant findings to council	√	√	√	√
18.	Review any business unit or special financial reports	√	√	√	√
19.	Review annual financial report, audit report and management representation letter (for advice to GM) and make recommendation to Council including meeting with Tas Audit Office representative			√	
20.	Review the impact of changes to Australian Accounting Standards		√		
<b>Internal Audit</b>					
21.	Consider any available audit reports	√	√	√	√
22.	Review management's implementation of audit recommendations	√	√	√	√
23.	Review and approve annual internal audit program and alignment with risks		√		
24.	Review the adequacy of internal audit resources for consideration in Council's annual budget and review performance of internal auditors	√			
<b>External Audit</b>					
25.	Consider any available audit reports	√	√	√	√
26.	Review management's implementation of audit recommendations		√		√
27.	Review and approve external audit plan including meeting with Tas Audit Office representative		√		
28.	Consider any performance audit reports that will be undertaken by the Tas Audit Office and address implications for the Council	√	√	√	√
<b>Risk Management and Compliance</b>					
29.	Annual review of risk management framework policies				√
30.	Receive material risk management reports (risk profile, risk management and treatment and periodical/rotational risk review)		√		√
31.	Monitor ethical standards and any related party transactions to determine the systems of control are adequate and review how ethical and lawful behaviour and culture is promoted within the Council.	√		√	

## Attachment 14.1.4 Audit Panel Annual Workplan 2022-23

<b>AGENDA ITEM</b>		<b>March</b>	<b>June</b>	<b>Sep</b>	<b>Dec</b>
32.	Review the procedure for Council's compliance with relevant laws, legislation and Council policies	√			
33.	Review internal, anti-fraud and anti-corruption management controls	√			
34.	Review information and communications technology governance, including processes and controls for management and use of data, information and knowledge				√
35.	Review business continuity plan				√
36.	Review processes to manage insurable risks and existing insurance cover			√	
37.	Review delegation processes and exercise of these	√			
38.	Review tendering arrangements and advise Council	√			
39.	Review WH&S management processes				√
40.	Monitor any major claims or lawsuits by or against the Council and complaints against the Council	√	√	√	√
41.	Oversee the investigation of any instances of suspected cases of fraud or other illegal and unethical behaviour	√	√	√	√
<b>Audit Panel Performance</b>					
42.	Review Audit Panel Charter and make any recommendations for change to the Council for adoption (review due every four years)				√
43.	Report to Council regarding execution of duties and responsibilities by the Audit Panel		√		
44.	Initiate biennial Audit Committee performance self-assessment (every 2nd year)		√		
<b>Other</b>					
45.	Review issues relating to National competition policy	√			



# MEANDER VALLEY COUNCIL

## Audit Panel Charter

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## 1 INTRODUCTION

The Council has established the Meander Valley Council Audit Panel (the Audit Panel) in compliance with **Part 8** Division 4 of the Local Government Act 1993 (the Act), the Local Government (Audit Panels) Order 2014 (the Audit Panels Order) and the Local Government (Audit Panels) Amendment Order 2015, as amended from time to time.

This Charter has been developed in cooperation with Local Government Audit Panel Working Group and sets out the Audit Panel's objectives, authority, composition, tenure, functions, reporting and administrative arrangements.

## 2 OBJECTIVE

The objective of the Audit Panel is to:

- assist Council in providing a transparent and independent process to ensure accountability to the community in the governance, management and allocation of resources; and
- review the Council's performance under section 85A of the Act and report to the Council its conclusions and recommendations.

## 3 DEFINITIONS

- *Audit Panel* – the Meander Valley Council Audit Panel as stipulated in section 1 of this document.
- *Audit Panel Working Group* – consists of Council officers representing the Break O'Day, George Town, Meander Valley and West Tamar Councils.
- *Chief Financial Officer* – the Director Corporate Services of the Meander Valley Council as appointed from time to time.
- *Commissioner* - a person appointed under sections 230 or 231 of the Act to exercise the powers and perform the functions of the Councillors.
- *Council* – the Meander Valley Council.
- *Council member* - a Councillor representing the Council on the Audit Panel.
- *General Manager* - the General Manager of the Meander Valley Council as appointed from time to time.
- *Independent member* - a person who is not a Councillor, Commissioner or employee of the Meander Valley Council and has not been a Councillor or employee of the Council within the previous two years.
- *Management* - employees of Council tasked with managing the operations and daily functions.
- *Part 7 plan* - a strategic plan, an annual plan, a long term financial management plan or a long term strategic asset management plan of a Council prepared under Division 2 of part 7 of the Act.
- *The Act* - the *Local Government Act 1993* as amended.

- *The Orders* - the Local Government (Audit Panels) Order 2014 ~~Statutory Rules 2014~~ and the Local Government (Audit Panels) Amendment Order 2015, as amended.

#### **4 AUTHORITY**

The Council authorises the Audit Panel, within its responsibilities, to:

- obtain any information it requires from any employee or external party (subject to any legal obligation to protect information);
- discuss any matters with the Tasmanian Audit Office (TAO), or other external parties (subject to confidentiality considerations);
- request the attendance of any employee, including members of the Council, at Audit Panel meetings; and
- obtain legal or other professional advice, as considered necessary to meet its responsibilities (subject to prior approval by the Mayor or General Manager).

The Council will include an allocation in its Annual Plan and Budget Estimates to allow the Panel to conduct reviews in accordance with its annual work plan.

#### **5 COMPOSITION AND TENURE**

The Audit Panel comprises a minimum of 3 and a maximum of 5 members appointed by the Council, of whom:

- if the panel has 4 or 5 members, at least 2 must be independent members; or
- if the panel has 3 members, at least 1 must be an independent members.

A person who is an employee, or the General Manager, or the Mayor of the Council is not eligible for appointment as a member of the panel.

A person who is an employee or Councillor of another municipal Council is not eligible for appointment as a member of the panel.

If a Commissioner is appointed to the Council, he or she may be appointed as a Council member of the panel.

The Council will appoint an independent member as the Chairperson of the panel.

Audit Panel members are appointed for a period not exceeding two years.

If an Audit Panel member resigns, Council will appoint a replacement at the earliest convenient time.

Audit Panel members may be re-appointed at the approval of the Council.

#### **6 QUALIFICATIONS AND SELECTION OF INDEPENDENT MEMBERS**

Independent members of the Audit Panel are to possess:

- Good business acumen
- Sound management skills

- Good communication skills
- Knowledge and expertise in audit practices
- Knowledge and expertise in financial management
- Experience with governance processes including but not limited to risk management.

Knowledge of and skills in government, local government, not for profit organisations and organisations requiring a high degree of legislative compliance and delivery of projects and processes which offer solutions to complex community service obligations will be highly desirable in panel members.

Calls for independent members to apply for a position on the Audit Panel shall be publicly advertised in the first instance.

The selection process for independent members will be determined and undertaken by Council and supported using Council's existing recruitment and selection processes.

## **7 FUNCTIONS**

To comply with the Orders, when reviewing the Council's performance the Audit Panel is to consider:

- the Council's financial system, financial governance arrangements and financial management;
- whether the annual financial statements of the Council accurately represent the state of affairs of the council;
- whether and how the strategic plan, annual plan, long-term financial management plan and long-term strategic asset management plans of the Council are integrated and the processes by which, and assumptions under which, those plans were prepared;
- the accounting, internal control, anti-fraud, anti-corruption and risk management policies, systems and controls that the Council has in relation to safeguarding its long-term financial position;
- whether the Council is complying with the provisions of the Act and any other relevant legislation;
- whether the Council has taken any action in relation to previous recommendations provided by the Audit Panel to the Council and, if it has so taken action, what that action was and its effectiveness; and
- any other activities within the panel's remit, as determined by the panel.

In fulfilling its functions, the Audit Panel should consider the following key areas:

- corporate governance;
- systems of internal control;
- risk management frameworks;

- human resource management, including policies, procedures and enterprise agreements;
- procurement;
- information and communications technology governance;
- management and governance of the use of data, information and knowledge; and
- internal and external reporting requirements.

## **8 RESPONSIBILITIES OF PANEL MEMBERS**

Members of the Audit Panel are expected to understand and observe the legal requirements of the Act and the Orders. Members are also expected to:

- act in the best interests of the Council;
- apply sound analytical skills, objectivity and judgment;
- express opinions constructively and openly;
- raise issues that relate to the Audit Panel's functions and pursue independent lines of enquiry within the Panel's deliberations and meetings; and
- contribute the time required to review the papers provided.

## **9 REPORTING**

The Audit Panel is to provide a copy of its meeting minutes to the Council as soon as practical after each Audit Panel meeting, preferably for the ordinary Council meeting following the Audit Panel meeting.

If the Audit Panel has conducted a review under section 85A of the Act, the Audit Panel must provide a written report of its conclusions and recommendations to the Council as soon as practicable after the review is completed.

The Audit Panel must provide an annual report to the Council that comprises, at least:

- a summary of the work undertaken and significant findings during the past year;
- a review of the Panel's Charter and, if required, recommended changes to the Council for its approval;
- an update on the membership of the Panel, in particular if there have been or may be change;
- the significant aspects of the Panel's deliberations for the coming year, together with a proposed work plan for the coming year; and
- any other matters deemed, by the Panel, as requiring the Council's attention.

## **10 ADMINISTRATIVE ARRANGEMENTS**

### **10.1 MEETINGS**

The Audit Panel will meet at least four times per year.

The Chairperson must seek Council approval prior to holding more than five meetings per year. The Chairperson must seek Council approval to hold additional meetings if asked to do so by at least two members of the Panel.

The Audit Panel is to regulate its own proceedings in accordance with this Charter.

The Chairperson may determine that a meeting is to be held in private.

The General Manager and CFO, or their delegates, are to attend Audit Panel meetings unless the Chairperson determines a meeting is to be held in private.

The Audit Panel may invite or allow any councillor and/or employee of the Council and/or representative of the TAO to attend meetings of the Audit Panel.

## **10.2 QUORUM**

A quorum of an Audit Panel meeting will consist of the majority of members, including at least one independent member.

## **10.3 WORK PLAN**

Prior to 1 July each year the Audit Panel is to develop an annual work plan that includes, but is not limited to, a schedule of meetings and the known objectives for each meeting.

All discretionary items referred to the Audit Panel that fit within its remit should be brought before the Panel so it can determine which items will be prioritised for inclusion in the work plan.

The forward meeting schedule should include the dates, location, and proposed agenda items for each meeting.

## **10.4 SECRETARIAT**

The Council, in consultation with the Audit Panel, will appoint a person to provide secretariat support to the Audit Panel. The secretariat will:

- ensure the agenda for each meeting is approved by the Chairperson;
- endeavour to ensure the agenda and supporting papers are circulated at least one week prior to the meeting; and
- ensure the minutes of the meetings are prepared and submitted to the Council as soon as practicable after each meeting.

## **10.5 INTERESTS**

Audit Panel members must declare any real, potential or perceived pecuniary or non-pecuniary interests that may affect them in carrying out their functions. The Audit Panel member with the interest must also notify the General Manager of the Council, in writing, of the interest within seven days of declaring the interest.

Independent members are to consider past employment, consultancy arrangements and related party issues in making these declarations.

A standing item for declarations of interests should be included in all panel meeting agendas.

The Chairperson of the Audit Panel is to ensure that the declaration of an interest is recorded in the minutes of the meeting and any relevant written report.

#### **10.6 CONFIDENTIALITY**

Panel members must maintain the confidentiality of any information, documents and communication that the Council or Panel has designated as being in confidence, and only access Council information in order to perform their role as a Panel member.

#### **10.7 CODE OF CONDUCT**

Audit Panel members are to abide by standards of behaviour in the Code of Conduct for Members of the Audit Panel (Appendix 1).

#### **10.8 INDUCTION**

The Council will provide new Audit Panel members with relevant information and briefings upon their appointment to assist them to meet their Audit Panel responsibilities.

#### **10.9 PERFORMANCE EVALUATION**

The Audit Panel will undertake **an a biennial** performance evaluation of its work and provide a report and any recommendations in relation to the evaluation to Council.

The performance evaluation will review the extent to which the Audit Panel has met its responsibilities under this charter and in accordance with the Act and the order.

#### **11 REMUNERATION**

Independent members of the Audit Panel shall be paid a fee per meeting attended as approved by Council at the time of appointment.

Council will include independent members of the Audit Panel in its professional indemnity insurance coverage for the services provided to Council.

#### **12 REVIEW OF CHARTER**

The Audit Panel Working Group will review this Charter every four years. The outcomes and recommendations from this review will be provided to Council for information and approval.

#### **13 APPROVAL**

Approved by the Council on **9 October 2018** **12 July 2022** (minute reference **191/2018**).

Signed: \_\_\_\_\_  
General Manager

## **APPENDIX 1: CODE OF CONDUCT FOR MEMBERS OF THE AUDIT PANEL**

This code of conduct sets out the standards of behaviour expected of the Meander Valley Council's Audit Panel members (members). The standards support the characteristics of good governance outlined in the Good Governance Guide for Local Government in Tasmania (reference below).

As an independent source of scrutiny in the interests of the community, the Audit Panel provides checks and balances on key Council activities and a means of highlighting issues that require strategic attention.

Councillors who are members of the Audit Panel are in a unique position and have an obligation to maintain an Audit Panel perspective in the interests of the community when they discharge their duties as Panel members, i.e. they must display independence of mind, separate from their role as a Councillor.

In performing their role on the Audit Panel, and in acting in the best interests of the community, all members of the Audit Panel commit to the following standards.

### **1. Effective management of conflicts of interest**

Members avoid conflicts of interest that arise between their personal interests and their public duty as an Audit Panel member, as far as reasonably possible. This includes pecuniary and non pecuniary conflicts of interest (actual, potential or perceived). Where avoidance is not possible, members appropriately manage conflicts of interest. Members are responsible for acting in good faith and exercising reasonable judgment to manage conflicts of interest, including the offer or receipt of gifts and benefits.

Council members may at times deal with conflicts of interest as a consequence of their dual roles as an audit panel member and a councillor. This may present as a conflict between the interests of the community (as seen from the Audit Panel perspective).

All members will regularly provide advice of their actual, potential and perceived conflicts to the panel.

### **2. Proper use of Council information**

Members maintain the confidentiality of any information, documents and communication that the Council or panel has designated as being in confidence. Members only access Council information needed for them to perform their role as a panel member and not for personal interests or reasons.

### **3. Proper use of position**

Members perform their role in the best interests of the Council and the community. Members operate within the intended scope of the Audit Panel (as outlined in the Audit Panel Charter) and adhere to relevant Council policies and procedures.

### **4. Appropriate interactions**

Members act ethically and treat all persons with fairness and respect. Members conduct themselves in a way that positively represents the panel, and is in the best interests of the Council and the community. Members interact appropriately with fellow members, councillors, Council staff and the community, and give full respect and consideration of to all relevant information known to them. Members should not interact directly with Council staff without the prior approval of the panel and the general manager.

Further information on the ethical standards covered in this code of conduct, and the terminology used, can be found in the Good Governance Guide for Local Government in Tasmania: ([www.dpac.tas.gov.au/divisions/local\\_government](http://www.dpac.tas.gov.au/divisions/local_government)).

# Infrastructure Services

## Review of 2021-22 Capital Works Program Budgets

**Report Author** Dino De Paoli  
Director Infrastructure Services

**Attachments** 1. Capital Works Program - Budget Changes [15.1.1 - 4 pages]

**Motion** The Council approves in line with Section 82(4) of the *Local Government Act 1993*: variations to the 2021-22 Capital Works Program, as per attachment titled "Capital Works Program - Budget Changes", noting an overall decrease in the value of the program of \$119,700.

**Moved** Councillor Tanya King

**Seconded** Councillor Stephanie Cameron

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

**Votes against** Councillor Rodney Synfield

**Abstained** Nil

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

**Motion carried by simple majority**

**Minute reference: 142/2022**

## Capital Works Projects Budget Changes

Project No.	Project Name	Council Costs to date	Current Budget	Proposed Budget Variation	Revised Budget	Delegation	Comments
5211	Cheshunt Road culvert renewal	\$97,376	\$200,000	-\$102,000	\$98,000	Council	Transfer funds to PN8002
5448	Cheshunt Road irrigation channel culvert renewal	\$127,048	\$200,000	-\$72,000	\$128,000	Council	Transfer funds to PN8002
5370	Bradys Creek Tribulet, Davies Road, bridge renewal	\$183,048	\$215,000	-\$31,000	\$184,000	Council	Transfer funds to PN8002
5255	Meander River, Selbourne Road, bridge deck replacement	\$449,771	\$525,750	-\$38,000	\$487,750	Council	Transfer funds to PN8002
8002	Meander River, Deloraine, steel arch footbridge renewal	\$4,921	\$345,000	\$243,000	\$588,000	Council	Transfer funds from PN5211, 5448, 5370 & 5255
6498	Open Drain Program, Westbury	\$0	\$117,500	-\$15,000	\$102,500	GM	Transfer funds to PN6470
6470	William Street, Westbury - Stormwater construction	\$153,213	\$138,400	\$15,000	\$153,400	GM	Transfer funds from PN6498
5361	Mole Creek, Den Road, bridge fencing installation	\$0	\$30,000	-\$30,000	\$0	Council	Transfer funds to PN5409 (\$15K). Remove from program.

## Attachment 15.1.1 Capital Works Program - Budget Changes

Project No.	Project Name	Council Costs to date	Current Budget	Proposed Budget Variation	Revised Budget	Delegation	Comments
5409	Un-Named Drain, Harveys Road, culvert extension	\$0	\$10,000	\$15,000	\$25,000	GM	Transfer funds from PN5361
6272	East Barrack Street, Deloraine, footpath construction from Morrison to Liverpool	\$145,770	\$238,000	\$0	\$238,000	Council	Approval required for change of scope. Drainage work to be completed as Stage 1 prior to path construction.
5887	Scott Street footpath - Hadspen	\$99,145	\$135,000	-\$19,000	\$116,000	GM	Transfer funds to PN6110
5978	Franklin Street kerb and channel - Westbury	\$82,863	\$75,000	\$8,000	\$83,000	GM	Transfer funds to PN6110
6110	Bridgenorth Road reconstruction	\$181,268	\$170,000	\$11,000	\$181,000	GM	Transfer funds from PN5887 & PN 5978
7671	Prospect Vale Park Development Plan – Allocation for future projects	\$0	\$62,500	-\$62,500	\$0	Council	Transfer funds to PN7678. Remove from program.
7678	Prospect Vale Park ring road & main access	\$1,861	\$20,000	\$62,500	\$82,500	Council	Transfer funds from PN7671
6861	Main Road, Meander, stormwater construction	\$36,561	\$43,600	-\$4,000	\$39,600	GM	Transfer funds to PN6867

## Attachment 15.1.1 Capital Works Program - Budget Changes

Project No.	Project Name	Council Costs to date	Current Budget	Proposed Budget Variation	Revised Budget	Delegation	Comments
6867	Bartley Street, Hadspen, stormwater construction	\$54,275	\$50,000	\$4,000	\$54,000	GM	Transfer funds from PN6861
6259	Railton Road, Kimberley, safety improvements	\$38,124	\$78,000	-\$8,000	\$70,000	GM	Transfer funds to PN7411
7411	Chudleigh Hall, carpark Improvements	\$22,335	\$14,000	\$8,000	\$22,000	GM	Transfer funds from PN6259
7665	Hadspen Memorial Centre, change room extension	\$156,919	\$180,000	-\$23,000	\$157,000	Council	Transfer funds to PN6529
7634	Whitemore Recreation Ground, tennis courts drainage	\$7,902	\$15,000	-\$7,000	\$8,000	GM	Transfer funds to PN6529
6529	Carrick Recreation Ground, public toilets upgrade	\$2,493	\$100,000	\$30,000	\$130,000	Council	Transfer funds from PN7665 & PN7634
6284	New Footpath Developments – Westbury	\$0	\$30,700	-\$30,700	\$0	Council	No defined project. Remove from program.
6285	New Footpath Developments - Blackstone	\$857	\$7,000	-\$7,000	\$0	Council	No defined project. Remove from program.

## Attachment 15.1.1 Capital Works Program - Budget Changes

Project No.	Project Name	Council Costs to date	Current Budget	Proposed Budget Variation	Revised Budget	Delegation	Comments
6496	Open Drain Program, Blackstone Heights 15/16	\$0	\$34,000	-\$34,000	\$0	Council	No defined project. Remove from program.
8701	Major Plant Replacements	\$0	\$33,000	-\$33,000	\$0	Council	Funding is surplus to program requirements. Remove from program.
	<b>Totals</b>		<b>\$3,067,450</b>	<b>-\$119,700</b>	<b>\$2,947,750</b>		

*Note: Listed "costs to date" are based on the Technology One Report dated 20 June 2022.*

## Motion to Close Meeting

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

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

**Vote** Absolute majority

**Minute reference: 143/2022**

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## Closed Session Agenda

### Confirmation of Closed Minutes

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

**Minute reference: 144/2022**

### Leave of Absence Applications

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

**Minute reference: 145/2022**

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## Release of Public Information

Nil.

**Minute reference: 146/2022**

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## Meeting End

Meeting closed at 3.39pm.

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**Mayor Wayne Johnston**  
**Chairperson**