

AGENDA ORDINARY COUNCIL MEETING

Tuesday, 8 July 2025

Time 3.00pm

Location Council Chambers

26 Lyall Street

Westbury, Tasmania

Telephone 6393 5300

The Way We Work Together Our Agreed Behaviours

- 1. We work as a team, value each other's contribution and are accountable for our work.
- 2. We support each other's roles to deliver the best outcomes for our customers and community.
- 3. We are supported, trusted and empowered to do our work.
- 4. We value open and transparent communication to keep each other well informed.
- 5. We operate in an environment where people feel connected.

Council Chambers Seating Plan

General Manager Mayor Jonathan Harmey Wayne Johnston **Governance Officer Deputy Mayor** Anthea Rooney Stephanie Cameron Councillor Kevin House Councillor **Christine Cronshaw** Councillor Anne-Marie Loader Councillor Ben Dudman Councillor Councillor John Temple Daniel Smedley Councillor Rodney Synfield **Council Officers Public Gallery**

Going to a Council Meeting

Members of the community are encouraged to engage with Council's monthly meetings. You can submit questions online or attend in person.

The Council's website offers handy fact sheets with information about what to expect at a Council Meeting, including how to participate in Public Question Time.

In accordance with Policy No. 98: Council Meeting Administration, this Meeting will be recorded and live streamed to the general public. By attending the Meeting in person, you are consenting to personal information being recorded and published.

No unauthorised filming or recording of the Meeting is allowed.

Copies of Agendas and Minutes are also available to view at the Council's office.

Learn More

Click here to find fact sheets about attending a Council Meeting, or to submit a question online for a future Meeting.

Click here to view Agendas and Minutes online or listen to audio of Meetings.

Following the Meeting Agendas, Minutes, Audio and Live Stream Recordings will be available online. Audio recordings will remain available to the public for a minimum of 12 months.

You can also contact the Office of the General Manager by telephone on 6393 5317, or email ogm@mvc.tas.gov.au to ask any questions, to submit a question or learn more about opportunities to speak at a Council Meeting.

Public Access to Chambers

Where there is a need to manage demand, seating will be prioritised as follows:

For Planning Decisions:

Applicants and representors have first priority. A representor is a community member who writes to the Council to object to or support a planning application (statutory timeframes apply for becoming a representor during the planning process).

For All Decisions:

Members of the media are welcome to take up any seats not in use by the public or email <code>ogm@mvc.tas.gov.au</code> to request specific information about a Council decision.

Attendees are requested to consider the health and wellbeing of others in attendance.

If you are symptomatic or in an infectious state, then you are requested to stay away from the Meeting or follow good practices to minimise risk to others. This includes measures such as social distancing, wearing of face-masks and the use of hand sanitisers.

Conduct at Council Meetings

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

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

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

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

Access and Inclusion

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

Any person with a disability or other specific needs is encouraged to contact the Council prior to the Meeting on 6393 5317 or via email to <code>ogm@mvc.tas.gov.au</code> to discuss how the Council can best assist you with access.

Council Meeting Processes

During Council Meetings, the following, processes occur:

All motions are passed by simple majority unless otherwise stated in the Agenda Item.

Councillors abstaining from voting at a Council Meeting are recorded as a negative vote (Local Government (Meeting Procedures) Regulations 2025).

Councillors are able to move amended, alternate or procedural motions during debate.

Councillors' are able to ask a maximum of three questions during Councillors' Questions Without Notice. Councillors are requested to provide Questions Without Notice in writing at the conclusion of the Meeting.

Members of the Public are able to ask a maximum of two questions during Questions Without Notice. Members of the Public are requested to provide Questions Without Notice in writing at the conclusion of the Meeting.

Certificate of Qualified Advice

The 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 the 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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1. Opening of Meeting and Apologies

2. Acknowledgment of Country

I begin today by acknowledging the Pallitore and Panninher past peoples, the Traditional Owners and Custodians of the land on which we gather today and I pay my respects to Elders past and present. I extend that respect to all Aboriginal and Torres Strait Islander peoples here today.

3. Statement of Attendance

Local Government (Meeting Procedures) Regulations 2025 – Regulation 8

The Chair advised that persons attending this Meeting should note that:

- (a) an audio and visual recording is being made of the Meeting;
- (b) all persons attending the Meeting are to be respectful of, and considerate towards, other persons attending the Meeting; and
- (c) language and conduct at the Meeting that could be perceived as offensive, defamatory or threatening to a person attending the Meeting, or listening to the recording, is not acceptable.

4. Confirmation of Minutes

Local Government (Meeting Procedures) Regulations 2025 – Regulation 41(1)(b)

Recommendation

That Council receives and confirms the Minutes of the last Ordinary Council Meeting held on 10 June 2025.

5. Declarations of Interest

Local Government Act 1993 – section 48

(A councillor must declare any interest that the councillor has in a matter before any discussion on that matter commences).

6. Council Workshop Report

Local Government (Meeting Procedures) Regulations 2025 – Regulation 10(3)(c)

Topics Discussed – 24 June 2025

Planning Applications for July Council Meetings

Councillors received a review of Planning Applications to be presented to the July Council Meeting along with a briefing on the the current TASCAT appeals.

Chair for 8 July 2025 Council Meeting

Due to the absence of both the Mayor and Deputy Mayor from the upcoming Council Meeting, Councillors discussed the position of Chair.

Community Bank Model – External Presentation

Councillors received a presentation from the Bendigo Community Bank Deloraine and Districts regarding services that can be provided.

State Government Election Priorities

Councillors identified and discussed priorities for the upcoming State Government election.

Emu Bay Road Accessible Parking

Councillors were presented with options for both new and upgraded accessible parking bays along Emu Bay Road in the Deloraine CBD.

Whitemore Recreation Ground – Tennis Courts Lighting

Councillors were presented with the updated financial position regarding this project and provided direction and guidance regarding the project.

Local Government Association of Tasmania CCTV Project Update

Councillors received an update on the progress for new CCTV equipment in the Meander Valley region.

Recycling – What Information Should be Distributed to Encourage Recycling?

Councillors contributed to discussion regarding community recycling publicity designed to encourage more recycling.

Great Western Tiers Tourism Association Request

Councillors contributed to discussion regarding the request for the development of a Meander Valley Tourism Strategy.

Request From Mole Creek Online Access Centre

Councillors discussed a request from the Mole Creek Online Access Centre for funding support.

Tourism Levy Request

Councillors discussed a proposed motion regarding a tourism levy.

Proposed New Council Logo Options

Councillors discussed the development of a new logo for the Council's corporate governance activities.

Proposed New Policy Code of Conduct Dispute Resolution

Councillors discussed a proposed new policy required under the Local Government Act 1993 regarding dispute resolution.

Items for Noting

Local Government (Meeting Procedures) Regulations 2025

Councillors were provided with a summary of the updates to the Local Government (Meeting Procedures) Regulations 2025 due to come into effect.

TasNetworks North West Transmission Developments

Councillors were updated on the TasNetworks North West Transmission Development project.

7. Mayor and Councillors' Reports

Councillors' Official Activities and Engagements Since Last Meeting

Mayor Wayne Johnston

Attended or participated in the following events:

- 20 June 2025 Northern Tasmania Development Corporation Meeting
- 23 June 2025 TasWater General Meeting
- 24 June 2025 Hadspen Community Forum

Deputy Mayor Stephanie Cameron

Attended or participated in the following events:

• 24 June 2025 – Hadspen Community Forum

Councillor Ben Dudman

Attended or participated in the following events:

- 17 June 2025 Meander Valley Council Audit Panel Meeting
- 24 June 2025 Hadspen Community Forum

Councillor Kevin House

Attended or participated in the following events:

- 14 June 2025 Launceston City Soccer Club Men's Health Day
- 17 June 2025 Community Grants and Sponsorship Fund Meeting
- 24 June 2025 Hadspen Community Forum

Councillor Anne-Marie Loader

Attended or participated in the following events:

- 10 June 2025 Carrick Hall Committee Meeting
- 11 June 2025 Great Western Tiers Tourism Association Meeting
- 12 June 2025 Westbury St Patrick's Festival Committee Meeting
- 24 June 2025 Hadspen Community Forum
- 26 June 2025 Our Lady of Mercy Community Consultation

Councillor Rodney Synfield

Attended or participated in the following events:

• 24 June 2025 – Hadspen Community Forum

Councillor John Temple

Attended or participated in the following events:

- 24 June 2025 Meander Valley Council Audit Panel Meeting
- 24 June 2025 Hadspen Community Forum

Councillor Christine Cronshaw

Attended or participated in the following events:

• 24 June 2025 – Hadspen Community Forum

Councillors' Announcements and Acknowledgements

8. Petitions

No Petitions have been received as part of this Agenda

9. Community Representations

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 6393 5317 or email ogm@mvc.tas.gov.au.

No Community Representations have been received as part of this Agenda

10. Public Question Time

Members of the public may ask questions in person or using the form available on the Council's website.

During the Meeting, a minimum of 15 minutes is available and is set aside for members of the public to ask Questions With or Without Notice. Council will accept up to two Questions With Notice and two Questions Without Notice per person, per Meeting.

Questions Without Notice are required in writing at the conclusion of the Meeting.

Click here to submit an online question for a future Meeting.

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

10.1. Public Questions With Notice

Local Government (Meeting Procedures) Regulations 2025 – Regulation 38(1)

(Questions With Notice must be in writing and should be received by the General Manager at least seven days before the relevant Council Meeting).

Question

Tanya King – Gravel Roads in the Municipality – submitted in writing via email on Tuesday, 1 July 2025

- 1. What is the length of Jones Street, South between the intersection or Moore and South Street, Westbury?
 - Matthew Millwood (Director Works) advises that Jones Street South, between Moore Street and South Street is approximately 650m in length.
- 2. How many other gravel roads in the Meander Valley Municipality of this same length support 12 driveway crossovers and an intersection?

David Murray (Director Infrastructure Services) advises that in response to this question, and in order to provide an accurate and comprehensive response, the Council's Officers will need to complete a desktop assessment of the Council's records. The assessment will not be completed in time for a written response to be included in this Agenda which has a publication deadline of 3 July 2025. Subsequently, this question and the researched response will be published in the Council Agenda for the Council Meeting to be held on 12 August 2025.

10.2. Public Questions Without Notice

Local Government (Meeting Procedures) Regulations 2025 – Regulation 37

(Members of the public who ask Questions Without Notice at a Meeting will have both the question and any answer provided recorded in the Minutes.

Public Questions Without Notice should be provided in writing at the conclusion of the Meeting.

If the Council's Officers are unable to answer the question asked at the Meeting, the question and a response will be provided in the next Council Meeting Agenda).

11. Councillor Question Time

11.1. Councillors' Questions With Notice

Local Government (Meeting Procedures) Regulations 2025 – Regulation 35

(Questions With Notice must be in writing and should be received by the General Manager at least seven days before the relevant Council Meeting).

No Councillors' Questions With Notice have been received as part of this Agenda

11.2. Councillors' Questions Without Notice

Local Government (Meeting Procedures) Regulations 2025 – Regulation 34

(Councillors who ask Questions Without Notice at a Meeting will have both the question and any answer provided recorded in the Minutes.

Councillors' Questions Without Notice should be provided in writing at the conclusion of the Meeting.

If the Council's Officers are unable to answer the question asked at the Meeting, the question and a response will be provided in the next Council Meeting Agenda).

12. Councillor Notices of Motion

Local Government (Meeting Procedures) Regulations 2025 – Regulation 19 and 20

No Notices of Motion have been received as part of this Agenda

Council as a Planning Authority

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

Strategy The Council has an Annual Plan target to process Planning

Applications in accordance with delegated authority and statutory

timeframes.

Policy Not Applicable.

Legislation The Council must process and determine applications under the

Land Use Planning and Approvals Act 1993 (LUPA) and its Planning Scheme. Each application is made in accordance with LUPA,

section 57.

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 and Finance Where a Planning Authority decision is subject to later appeal to

the Tasmanian Civil and Administrative Tribunal (Resource and Planning Stream), the 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

Council 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.

13. Planning Authority Reports

13.1. PA\25\0206 - 7 Hampshire Place, Prospect Vale

Proposal Extension to Single dwelling (carport)

Report Author Jana Rockliff

Town Planner

Authorised By Krista Palfreyman

Director Development and Regulatory Services

Decision Due 9 July 2025

Decision Sought It is recommended that Council refuses this application.

See section titled Planner's Recommendation for further details.

Applicant's Proposal

Applicant Optimo Awnings

Property 7 Hampshire Place, Prospect Vale (CT 112905/57)

Description The applicant seeks planning permission for the construction of

a carport within 4.5m from the primary frontage.

Documents submitted by the Applicant are attached, titled Application

Documents.



Figure 1: Aerial image of the site (yellow) with the approximate location of the proposed carport (red) (source: Spectrum Spatial)



Figure 2: Street view of subject site (source: Google Earth)

Planner's Report

Planning Scheme Tasmanian Planning Scheme - Meander Valley (the Planning

Scheme)

Zoning General Residential

Applicable Overlay Nil

Existing Land Use Residential – Single dwelling

Summary of Planner's Assessment

Generally, the extension to Single dwelling (carport) is classed as no permit required in this zone (General Residential).

Discretions

For this application, two discretions are triggered. This means Council has discretion to approve or refuse the application based on its assessment of:

Clause	Performance Criteria	Standard	
8.4.2	P2	Setbacks and building envelope for all dwellings	
		Particular: Setback of carport from primary frontage	
8.4.2	P3	Setbacks and building envelope for all dwellings	
		Particular: Setback of carport from side boundary	

Before exercising a discretion, Council must consider the relevant Performance Criteria, as set out in the Planning Scheme.

See Attachment titled Planner's Advice - Performance Criteria for further discussion.

Performance Criteria and Applicable Standards

This proposal is assessed as not satisfying the relevant Performance Criteria and not compliant with all Applicable Standards of the Scheme.

See Attachments titled Planner's Advice – Performance Criteria and Planner's Advice – Applicable Standards for further discussion.

Public Response

The application was advertised for a period of 14 days from 31 May to 17 June 2025. No responses (representations) were received from the public.

Agency Consultation

Nil

Internal Referrals

Infrastructure Services

No Infrastructure conditions or notes are applicable.

Environmental Health

No Environmental Health conditions or notes are applicable.

Planner's Recommendation to Council

Council must note the qualified advice received before making any decision, then ensure that reasons for its decision are based on the Planning Scheme. Reasons for the decision are also published in the Minutes.

For further information, see Local Government Act 1993 – section 65, Local Government (Meeting Procedures) Regulations 2025 – Regulation 29(2) and Land Use and Approvals Act 1993 – section 57.

Recommendation

That this application by Optimo Awnings, for an Extension to Single dwelling (carport), on land located at 7 Hampshire Place, Prospect Vale (CT 112905/57) is recommended for refusal on the following ground:

1. the proposal does not satisfy Clause 8.4.2, Performance Criteria P2 as the setback of the carport is not compatible with the setbacks of existing garages or carports in Hampshire Place, Prospect Vale.

Attachments

- 1. Planner's Advice Applicable Standards [13.1.1 8 pages]
- 2. Planner's Advice Performance Criteria [13.1.2 12 pages]
- 3. Application Documents [13.1.3 12 pages]

Background

An application has been received for the use and development of land located at 7 Hampshire Place, Prospect Vale ('the site' - refer to Figure 1).

The application involves the construction of a carport attached to the existing dwelling and located in front of the existing garage.



Figure 1: Aerial image showing the location and spatial extent of the site. (Source: Spectrum Spatial).

The site comprises one title (CT 112905/57) having an area of 647m². The site is almost square in shape being approximately 25m wide and deep. The site is located at the end of Hampshire Place with access off a T-head turning area of Hampshire Place. This results in the property having two frontage boundaries and three side boundaries. The vehicle crossing is shared with the adjoining property, 9 Hampshire Place (refer to Figure 2).



Figure 2: Aerial image showing allocation of boundaries (source: Spectrum Spatial).

The land is almost level with a very gentle slope towards the most northern property corner. There is approximately 0.5m of fall across the site equating to a fall of 1.7%. There is a stormwater main located along the rear boundary of the site with a sewer main parallel to the stormwater main on the adjoining land.

The site is located within an established residential area and comprises an existing dwelling with an attached garage. The site itself as well as surrounding properties are zoned General Residential. About 30m south of the site is a Council owned public walkway / open space area (refer to Figure 3).

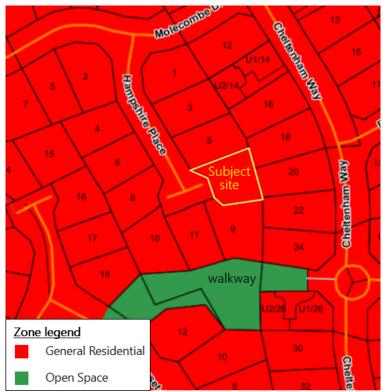


Figure 3: Zone map illustrating the zoning of the site and surrounding area (source: Spectrum).

The development on the adjoining land includes single dwellings and residential outbuildings. Multiple dwellings are located to the south-east and north-east of the site.

Proposed Use and Development

The proposed development is for the construction of a carport to be located in front of the existing garage and over the existing sealed driveway. The carport has a site coverage of approximately 33m^2 and will be attached to the existing dwelling. Due to the shape of the property located adjacent to the T-turning head of Hampshire Place, the carport will be located 1.42m from the frontage boundary and 0.2m from the side boundaries. Refer to Figures 4 and 5 that demonstrate the proposed development.



Figure 4: Site Plan (source: Application Documents).

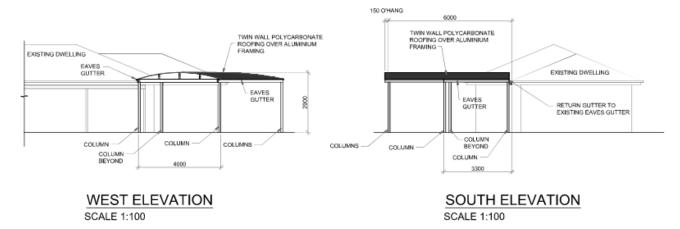


Figure 5: Elevation Plans (source: Application Documents).



Figure 6: Street view of entire frontage of subject site.



Figure 7: Site photo showing intended location of carport.

Summary of Planner's Advice

This application was assessed against General Provisions Standards, as well as the Applicable Standards for this Zone and any relevant Codes.

All Standards applied in this assessment are taken from the Planning Scheme.

This application is assessed as compliant with the relevant Acceptable Solutions, except where "Relies on Performance Criteria" is indicated (see tables below).

Council has discretion to approve or refuse the application based on its assessment of the Performance Criteria, where they apply. Before exercising discretion, Council must consider the relevant Performance Criteria, as set out in the Planning Scheme.

For the purposes of clause 6.2.1 of the Planning Scheme, the proposed development is categorised into the Residential Use Class. Use of land for Residential (single dwelling) is listed as a 'No Permit Required' use within Table 8.2 of the Planning Scheme.

For a more detailed discussion of any aspects of this application reliant on Performance Criteria, see the attachment titled "Planner's Advice - Performance Criteria".

	8.0 General Residential Zone	
Scheme Standard	Planner's Assessment	Assessed Outcome
8.3.1	Discretionary uses	
	The proposal is associated with a residential single dwelling, which does not require a permit in this zone.	Not Applicable
8.3.2	Visitor Accommodation	
	The proposal is not for visitor accommodation.	Not Applicable
8.4.1	Residential density for multiple dwellings	
A1	The proposal is associated with a residential single dwelling.	Not Applicable
8.4.2	Setbacks and building envelope for all dwellings	
A1	The proposal is for a carport which is excluded from this clause.	Not Applicable
A2	The proposed carport has a minimum frontage setback of 1.42m. The acceptable solution is 5.5m.	Relies on Performance Criteria
А3	The carport has a maximum building height of 2.9m and therefore must be considered against this clause.	Relies on Performance Criteria
	The proposed carport has side boundary setbacks of 0.2m.	
	South-western side boundary	

Figure 8: Boundary setbacks of proposed carport

	8.0 General Residential Zone	
Scheme Standard	Planner's Assessment	Assessed Outcome
	The Planning Scheme allows for a building to extend to a side boundary for 1/3 of the boundary length. The proposed development will be located 0.2m from two separate side boundaries (refer to Figure 8). The development on the south-western side boundary has a length of 4m. This boundary has a length of 6.01m. Therefore, the extent of the carport along this boundary will be more than 1/3 of its length. The performance criteria is relied upon.	
	The southern side boundary has a length of 20.91m. The proposed development extends into this boundary for 3.3m. An existing building has a length of 2.6m, resulting in a total length along this boundary of 5.9m. The total length of buildings along this boundary is less than 1/3 of the boundary length, compliant with this clause.	
8.4.3	Site coverage and private open space for all dwe	ellings
A1	The proposal is associated with a single dwelling. The area of the carport is approximately 33m ² . The land area is 647m ² . The existing dwelling has a roofed area of 142.5m ² , resulting in a total site coverage of 27.1%.	Complies with Acceptable Solution
A2	The proposal is located over the internal driveway. There is ample space for private open space to the rear of the house.	Complies with Acceptable Solution
8.4.4	Sunlight to private open space of multiple dwell	ings
A1	The proposal is associated with a residential single dwelling.	Not Applicable

8.4.5 Width of openings for garages and carports for all dwellings

	8.0 General Residential Zone	
Scheme Standard	Planner's Assessment	Assessed Outcome
A1	The proposed carport is within 12m of the primary frontage and has an opening to the primary frontage of 4m.	Complies with Acceptable Solution
8.4.6	Privacy for all dwellings	
A1	The proposed carport does not have a finished surface level of more than 1m.	Not Applicable
A2	The proposal is not for a habitable space.	Not Applicable
A3	The proposal does not include the construction of a shared driveway.	Not Applicable
8.4.7	Frontage fences for all dwellings	
A1	The proposal does not include the construction of a frontage fence.	Not Applicable
8.4.8	Waste storage for multiple dwellings	
A1	The proposal is associated with a single dwelling.	Not Applicable
8.5.	Development Standards for Non-dwellings	
	The proposal is associated with a single dwelling. The development standards for dwellings have been assessed.	Not Applicable
8.6.	Development Standards for Subdivision	
	The proposal does not include subdivision.	Not Applicable

Codes

There are no applicable standards relevant to the proposed development within any of the applicable Codes of the Planning Scheme.

10.0 General Residential Zone

8.4.2 Setbacks and building envelope for all dwellings Objective The siting and scale of dwellings: (a) provides reasonably consistent separation between dwellings and their Planning Scheme Provision frontage within a street; (b) provides consistency in the apparent scale, bulk, massing and proportion of dwellings; (c) provides separation between dwellings on adjoining properties to allow reasonable opportunity for daylight and sunlight to enter habitable rooms and private open space; and (d) provides reasonable access to sunlight for existing solar energy installations. Performance Criteria P2 A garage or carport for a dwelling must have a setback from a primary frontage that is compatible with the setbacks of existing garages or carports in the street, having regard to any topographical constraints.

Summary of Planner's Advice

The development is assessed as not satisfying the Performance Criteria P2 and therefore is not consistent with the objective.

Details of the planner's assessment against the provision are set out below.

Scheme Provision	Planner's Assessment
8.4.2 Performance Criteria P2	The proposed carport is located 1.42m from the frontage boundary and therefore requires assessment against the Performance Criteria. The setback of a garage or carport must be compatible with the setback from the primary frontage of existing garages or carports in the street. The street regarding the proposed development is identified as Hampshire Place as shown below.



Figure 1: Identification of the applicable street according to Performance Criteria P2.

<u>Compatible</u>

The former Resource Management and Planning Appeal Tribunal (RMPAT) considered the meaning of 'compatible' in S Cai v Launceston City Council and TRC Multi Property Pty Ltd [2019] RMPAT 22. It determined that it "requires an outcome which is in harmony or broad correspondence with the surrounding area".

The Macquarie Concise Dictionary defines harmony as "agreement; accord or harmonious relations and correspondence as meaning relation or similarity or analogy".

The property is nearly flat, having a slope towards Hampshire Place of approx. 1.7%. Therefore, there are no topographical constraints requiring the construction of the carport within the frontage setback.

There are 11 properties along Hampshire Place. The properties are developed with single dwellings. Five dwellings have an attached garage while four dwellings have a detached garage. One property has an attached carport, while one property provides parking within the driveway without a carport or garage on site.



Figure 2: Existing carport at 3 Hampshire Place.



Figure 3: Carport in front of garage at 8 and 10 Hampshire Place.

Figure 4 below shows existing garages or carports within the street.



Figure 4: Existing garages (blue) and carports (red) within Hampshire Place.

Garages and carports within Hampshire Place are either behind the building line or further setback from the frontage. 6 Hampshire Place has a garage attached to the dwelling facing the frontage and aligned with the building line. While there is no garage or carport constructed within the frontage setback along Hampshire Place, there are three properties (No. 1, 8 and 10 Hampshire Place) with a carport in front of a garage (refer to Figure 4), similar in nature to the proposed development.



Figure 5: View of subject site from 8 Hampshire Place across the road.



Figure 6: View when driving towards subject site.

The subject site is located at the end of Hampshire Place. A T-head provides for a turning area, resulting in the creation of two frontages for the property. The southern road reserve of the T-head is wider than all other road reserve widths along Hampshire Place to allow for on-street parking and crossovers from the road to the corner lots.

13.1.2 Planner's Advice - Performance Criteria



Figure 7: Approximately road reserve widths along Hampshire Place.

Given the shape and depth of the road reserve adjoining the subject site, the proposed carport will be perceived to provide for a greater separation to the road than is implied by a frontage setback of 1.42m.

However, frontage is defined in the planning scheme as "a boundary of a lot which abuts a road". The application of the 4.5m required frontage setback to the frontage as shown in Figure 8 below shows that there are no existing developments within Hampshire Place that encroach into the frontage setback.



Figure 8: 4.5m frontage setback applied to Hampshire Place.

A site inspection was conducted by the Council Town Planner on 16 June 2025 to confirm that there are no existing developments within the frontage setback.

13.1.2 Planner's Advice - Performance Criteria



Figure 9: Looking north-west towards No. 2 Hampshire Place.



Figure 10: Looking south-east towards subject site.

8.4.2 Performance Criteria P2 Conclusion It is concluded that the setback would result in an outcome that is not in harmony with the existing setbacks of garages or carports of the street. The proposed setback is therefore not compatible with the setbacks of existing garages or carports in Hampshire Place. The proposal does not comply with the objective (a) and the Performance Criteria P2 of the standard and therefore is recommended for refusal.

8.4.2 Setbacks and building envelope for all dwellings

Objective

The siting and scale of dwellings:

- (a) provides reasonably consistent separation between dwellings and their frontage within a street;
- (b) provides consistency in the apparent scale, bulk, massing and proportion of dwellings;
- (c) provides separation between dwellings on adjoining properties to allow reasonable opportunity for daylight and sunlight to enter habitable rooms and private open space; and
- (d) provides reasonable access to sunlight for existing solar energy installations.

Performance Criteria P3

The siting and scale of a dwelling must:

- (a) not cause an unreasonable loss of amenity to adjoining properties, having regard to:
 - (iv) reduction in sunlight to a habitable room (other than a bedroom) of a dwelling on an adjoining property;
 - (iv) overshadowing the private open space of a dwelling on an adjoining property;
 - (iv) overshadowing of an adjoining vacant property; and
 - (iv) visual impacts caused by the apparent scale, bulk or proportions of the dwelling when viewed from an adjoining property;
- (b) provide separation between dwellings on adjoining properties that is consistent with that existing on established properties in the area; and
- (c) not cause an unreasonable reduction in sunlight to an existing solar energy installation on:
 - (ii) an adjoining property; or
 - (ii) another dwelling on the same site.

Summary of Planner's Advice

The development is assessed as satisfying Performance Criteria P3 and is consistent with the relevant objective.

Details of the planner's assessment against the provision are set out below.

Scheme Provision	Planner's Assessment
---------------------	----------------------

8.4.2 Performance Criteria P3	The performance criteria is triggered due to the encroachment into the side boundary setback of more than 1/3 of the boundary length. Due to the shape of the property being located at the end of the street, the property has several side boundaries with the relevant one being only 6m in length.
8.4.2 Performance Criteria P3(a)	The proposed carport does not cause an unreasonable loss of amenity due to overshadowing or visual impacts.
8.4.2 Performance Criteria P3(a)(i)	The provided shadow diagrams show that overshadowing impact to dwellings on adjacent properties is minimal and limited to some additional overshadowing of 11 Hampshire Place in the early morning and 9 Hampshire Place for the rest of the day.
	Place, the north-eastern building corner comprises a living room with a window facing north and east. This space will be impacted by overshadowing caused by midday. It is therefore not considered unreasonable.
	The extent of overshadowing on 9 Hampshire Place is limited to the driveway and some overshadowing of a bedroom window in the late afternoon only (BA1997/73) which is not considered unreasonable.
8.4.2 Performance Criteria P3(a)(ii)	There is vehicle access infrastructure directly adjoining the relevant side boundary. The overshadowing diagrams provided with the application indicate that the additional shadow cast by the proposed development is minimal and mostly overshadowing the driveway.
8.4.2 Performance Criteria P3(a)(iii)	Not applicable. Adjoining property is developed.

8.4.2 Performance Criteria P3(a)(iv)

The proposal is for a carport without any walls. The roof rises approximately 0.5m to its highest point in the middle of the carport due to the arch shape. The roof is supported by 5 columns and attached to the gutter of the existing dwelling in one corner. The relevant boundary comprises an existing fence anticipated to be 1.8m in height with about 30cm at the top with 30% transparency (refer to Figure 12). The dwelling on the adjoining property has a similar arched roofed structure attached to the dwelling, providing as small, roofed porch.



Figure 12: Proposed development site and surrounding developments.

The relevant side boundary turns away from the adjoining property, reducing the bulk when viewed from the adjoining dwelling. Combined with the proposed carport being constructed with columns, reducing the overall bulk and scale, the proposed carport along the above shown side boundary is not considered to cause an unreasonable visual impact when viewed from the adjoining property.

8.4.2 Performance Criteria P3(b)

The dwelling on the adjoining property to the south is setback from the frontage, providing for a large building separation between 7 and 9 Hampshire Place of approximately 10.5m. The proposed development will reduce the building separation to about 8m. Existing developments in the area provide for building separations between approximately 2m to 10.5m. There are several existing developments along Hampshire

Place providing for lower building separation than the proposal will result Figure 13: Aerial image highlighting existing building separations below proposed one. Therefore, the proposed carport will be consistent with existing building separations in the area. 8.4.2 There are no existing solar installations on adjoining properties, which could be impacted by the proposed development. **Performance** Criteria *P3(c)* 8.4.2 The proposed carport is consistent with existing developments in the **Performance** area regarding building separation and scale. The reduced side boundary Criteria P3 setback will not cause an unreasonable loss of amenity to adjoining **Conclusion** properties and is therefore considered consistent with the relevant Objectives and Performance Criteria.

PROPOSED CARPORT

7 HAMPSHIRE PLACE PROSPECT VALE 7250

 OWNER
 G. Andrewartha

 TITLE
 112905/57

 AWNING AREA
 33m²

 WIND SPEED
 N1

 CLIMATE ZONE
 7

 BAL
 N/A

 CORROSION ENVIRONMENT
 Low

 ALPINE AREA
 N/A

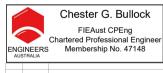
DRAWING SCHEDULE

250204-1 COVER PAGE & DRAWING SCHEDULE

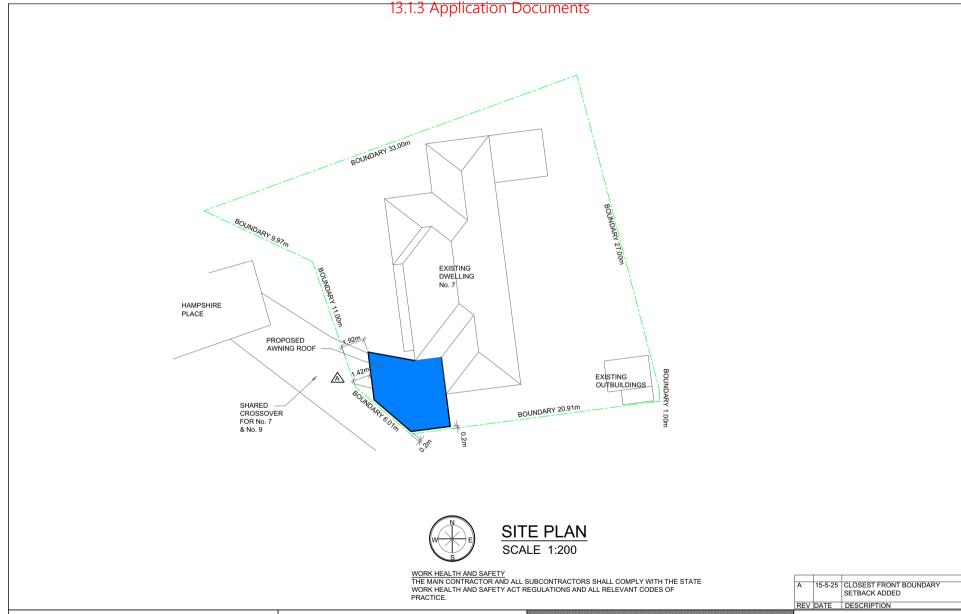
250204-2 SITE PLAN & NOTES

250204-3 ELEVATIONS

250204-4 ROOF FRAMING PLAN, SLAB PLAN & DETAILS



		REV	DATE	DESCRIPTION	ON		
GOWLAND DRAFTING		DRA	WN	BREN	IDEN SULZBEF	RGEI	R
OOTILATIO	TELEPHONE6343 0282	LICE	ENCE	No.	CC812I		
62A CAMERON ST LAUNCESTON T250	EMAIL: info@gowlanddrafting.com.au		E		11/3/25		
ABN 16 102 865 350			LE		NTS @ A	3	
BUILDING DESIGN & ENGINEERING DRAFTING. RESIDENTIAL & COMMERCIAL				NO. 25	0204 1 of	4	



SITE PLAN & NOTES

PROPOSED CARPORT 7 HAMPSHIRE PLACE PROSPECT VALE 7250

GOWLAND DRAFTING TELEPHONE6343 0282 62A CAMERON ST

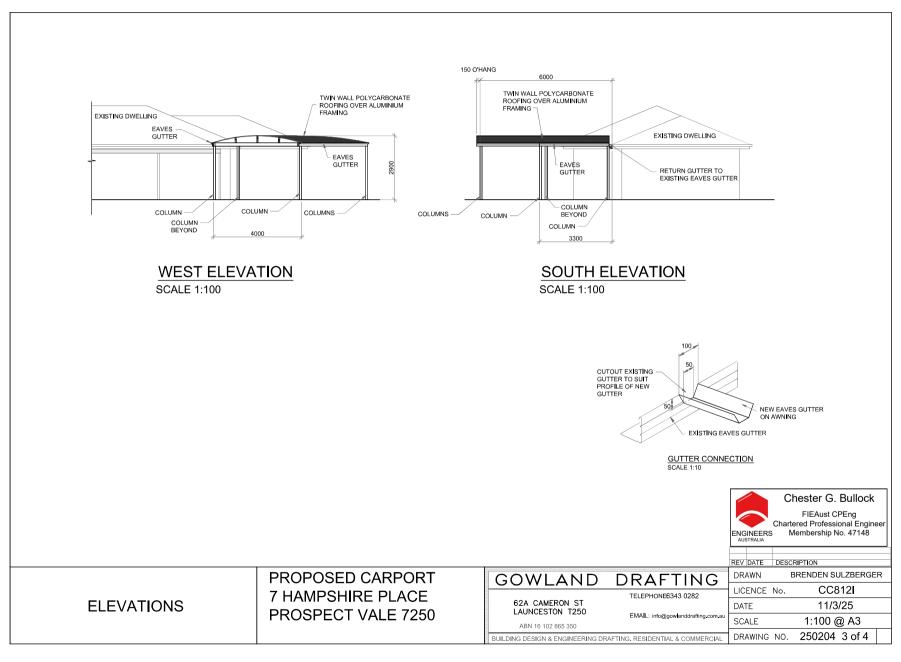
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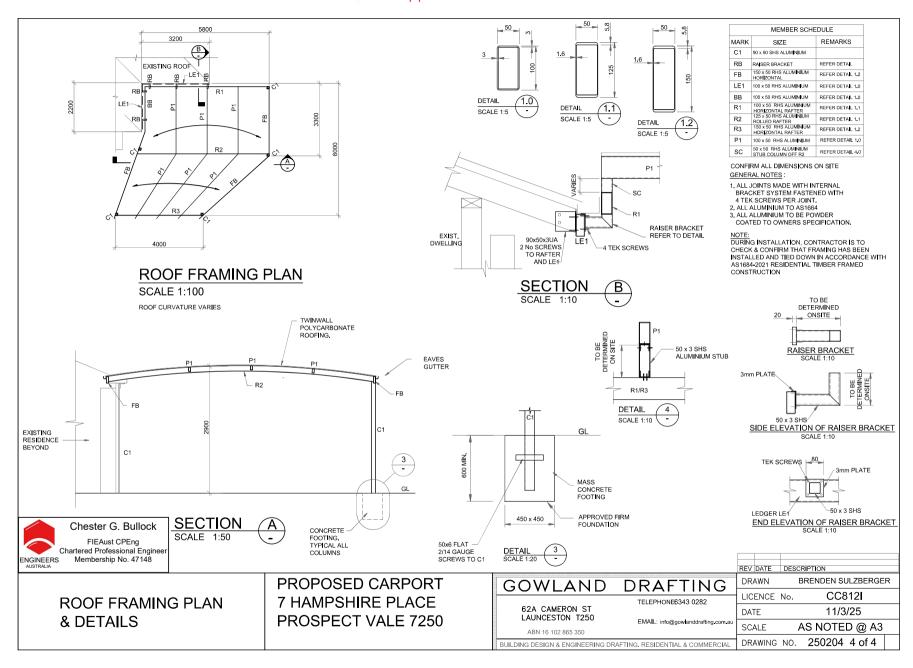
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EMAIL: info@gowlanddrafting.com.au

BRENDEN SULZBERGER DRAWN CC812I LICENCE No. 11/3/25 DATE 1:200 @ A3 SCALE 250204 2 of 4 A DRAWING NO.

Meander Valley Council - Ordinary Meeting Agenda: 8 July 2025





CERTIFICATE OF THE RESPONSIBLE DESIGNER

Section 94 Section 106 Section 129

					Section 155		
To:	G. Andrewartha 7 Hampshire Place			Owner name Address	Form 35		
[Prospect Vale		7250	Suburb/postcode			
Designer details	S:						
Name:	Brenden Sulzberger			Category:	Architectural Limited		
Business name:	Gowland Drafting			Phone No:	6343 0282		
Business address:	62A Cameron St						
	Launceston		7250	Fax No:			
Licence No:	C812I Email ad	dress:	brenden@	gowlanddraftin	g.com.au		
Details of the pr	roposed work:						
Owner/Applicant	G. Andrewartha			Designer's proje reference No.	250204		
Address:	7 Hampshire Place			Lot No:	:		
	Prospect Vale		7250				
Type of work:	Type of work: Building work x			Plumbing work	X (X all applicable)		
Description of wor	k:			(ne	ew building / alteration /		
Additions, Storm				re- we stc on me ba	Idition / repair / removal / -erection ater / sewerage / ormwater /site wastewater anagement system / ckflow prevention / other)		
	Design Work (Scope, limitat	ions or e	1				
Certificate Type:	Certificate			esponsible Prac			
	☒ Building design☐ Structural design			Architect or Building Designer Engineer or Civil Designer			
	☐ Fire Safety design			re Engineer	203igi10i		
	☐ Civil design			Civil Engineer or Civil Designer			
	☐ Hydraulic design		Вι	ilding Services	Designer		
	☐ Fire service design			ilding Services			
				Building Services Designer			
	Dlu			uilding Service D	Pesigner Architect, Building		
	Des			esigner or Engin	,		
	☐ Other (specify)						
Deemed-to-Satisfy:	X	Perform	nance Solu	tion: (X th	ne appropriate box)		
Other details:							

Design docume	ents provided:					
The following docum	ents are provided v	vith this Certificate	-			
Document description: Drawing numbers:	P	Prepared by:			Date:	
1 to 4		Brenden Sulzberge	er		11/3/	
Schedules:	Р	repared by:			Date:	
Specifications:	P	Prepared by:			Date:	
Computations:	Р	Prepared by:			Date:	
Performance solution	on proposals: P	Prepared by:			Date:	
Test reports:	Р	Prepared by:			Date:	
Standards, cod process:	es or guideline	s relied on in	design			
NCC, BCA volu	umes 2 & 3					
Any other relev	ant documenta	tion:				
Form 55 b	y Chester G. Bulloc	ck				
Attribution as d						
Work as described in	n Sulzberger this certificate;		am respon	sible for the c	design o	of that part of the
The documentation relating to the design includes sufficient information for the assessment of the work in accordance with the <i>Building Act 2016</i> and sufficient detail for the builder or plumber to carry out the work in accordance with the documents and the Act;						
This certificate confinential National Construction		d is evidence of su	uitability of this	design with t	the req	uirements of the
	Name:	(print)		Signed		Date
Designer:	Brenden Su	Izberger		Suff		21/3/25
Licence No:	CC812I					

Assessment of Certifiable Works: (TasWater) Note: single residential dwellings and outbuildings on a lot with an existing sewer connection are not considered to increase demand and are not certifiable. If you cannot check ALL of these boxes, LEAVE THIS SECTION BLANK. TasWater must then be contacted to determine if the proposed works are Certifiable Works. I confirm that the proposed works are not Certifiable Works, in accordance with the Guidelines for TasWater CCW Assessments, by virtue that all of the following are satisfied: The works will not increase the demand for water supplied by TasWater The works will not increase or decrease the amount of sewage or toxins that is to be removed by, or discharged into, TasWater's sewerage infrastructure The works will not require a new connection, or a modification to an existing connection, to be made to TasWater's infrastructure ✓ The works will not adversely affect TasWater's operations The work are not within 2m of TasWater's infrastructure and are outside any TasWater easement I have checked the LISTMap to confirm the location of TasWater infrastructure If the property is connected to TasWater's water system, a water meter is in place, or has been applied for to TasWater. Certification: being responsible for the proposed work, am satisfied that the works described above are not Certifiable Works, as defined within the Water and Sewerage Industry Act 2008, that I have answered the above questions with all due diligence and have read and understood the Guidelines for TasWater CCW Assessments. Note: the Guidelines for TasWater Certification of Certifiable Works Assessments are available at: www.taswater.com.au

Name: (print)

Signed

Date

Designer:

Brenden Sulzberger

MAG

21-3-25

Measured form and function 6ty

6ty Pty Ltd ABN 27 014 609 900

Riverside Tasmania 7250

Postal Address PO Box 63

W 6tv.com.au

Tamar Suite 103 The Charles

287 Charles Street

Launceston 7250

P (03) 6332 3300

57 Best Street PO Box 1202

Devonport 7310

P (03) 6424 7161

E admin@6ty.com.au

CERTIFICATE OF QUALIFIED PERSON ASSESSABLE ITEM (Form 55, Section 321)

Details of work to which this Certificate applies:

OWNER/ AGENT: G. Andrewartha

7 Hampshire Place

PROSPECT VALE 7250

QUALIFIED PERSON: Chester G. Bullock

6ty Pty Ltd PO Box 63

RIVERSIDE TAS 7250

Phone No: (03) 6332 3300 Facsimile No: (03) 6331 7188

Email: admin@6ty.com.au

LICENCE NO.: CC1633 I

QUALIFICATIONS AND

INSURANCE DETAILS: Licensed as an Engineer – Civil.

SPECIALITY AREA OF EXPERTISE: Structural Engineering

DETAILS OF WORK:

ADDRESS: 7 Hampshire Place, Prospect Vale

CERTIFICATE OF TITLE NO: 112905/57

THE ASSESSABLE ITEM

RELATED TO THIS CERTIFICATE: Carport

CERTIFICATE DETAILS:

Type: Structural

This certificate is in relation to the above assessable item, at any stage, as part of - (tick one) building work, plumbing work or plumbing installation or demolition work:

a building, temporary structure or plumbing installation:

In issuing this certificate, the following matters are relevant:

DOCUMENTS: 250204 1 to 4 inclusive

RELEVANT CALCULATIONS: AS 1664.1:1997

REFERENCES: Building Code of Australia

SUBSTANCE OF CERTIFICATE: New Awning

Scope and/or Limitations: As per documentation

I certify the matters described in this certificate.

Signature: Date: 29th April 2025

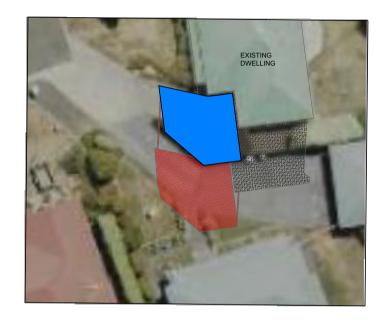
Certificate Number: CS1

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SUN POSITION INFORMATION ON THE 21st JUNE 2025, 9am, 12 Noon & 3pm WAS OBTAINED FROM THE GEOSCIENCE AUSTRALIA WEB SITE

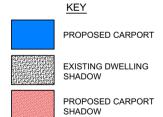






SHADOW PLAN 9am SCALE 1:200

SUN ALTITUDE ANGLE 11°14'45" SUN DIRECTION 44°18'45"





SUN ALTITUDE ANGLE 25°03'14"

SUN DIRECTION 3°22'39"

SHADOW PLAN

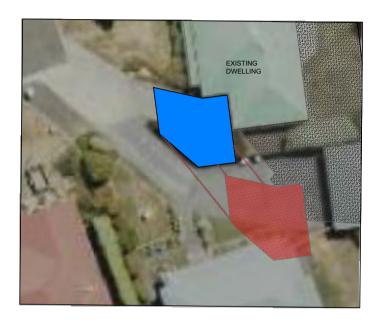
PROPOSED CARPORT 7 HAMPSHIRE PLACE PROSPECT VALE 7250

GOWLAND	DRAFTING	
	TELEPHONE6343 0282	L
62A CAMERON ST LAUNCESTON T250	EMAIL: info@gowlanddrafting.com.au	
		ıδ

REV DATE DESCRIPTION BRENDEN SULZBERGER DRAWN CC812I LICENCE No. 15/5/25 DATE 1:200 @ A3 SCALE 250204 SP1 DRAWING NO. BUILDING DESIGN & ENGINEERING DRAFTING, RESIDENTIAL & COMMERCIAL

Meander Valley Council - Ordinary Meeting Agenda: 8 July 2025

SUN POSITION INFORMATION ON THE 21st JUNE 2025, 9am, 12 Noon & 3pm WAS OBTAINED FROM THE GEOSCIENCE AUSTRALIA WEB SITE





SHADOW PLAN 3pm SCALE 1:200

SUN ALTITUDE ANGLE 14°33'09" SUN DIRECTION 320°57'32"





PROPOSED CARPORT



EXISTING DWELLING SHADOW



PROPOSED CARPORT SHADOW

EMAIL: info@gowlanddrafting.com.au

SHADOW PLAN

PROPOSED CARPORT 7 HAMPSHIRE PLACE PROSPECT VALE 7250 GOWLAND DRAFTING
TELEPHONE6343 0282

62A CAMERON ST LAUNCESTON T250

ABN 16 102 865 350

BUILDING DESIGN & ENGINEERING DRAFTING. RESIDENTIAL & COMMERCIAL

	REV	DATE	DES	CRIPTION
***	DRA	AWN		BRENDEN SULZBERGER
	LIC	ENCE	No.	CC812I
	DAT	E		15/5/25
	SCA	ALE		1:200 @ A3
	DRA	AWING	NO.	250204 SP2 52
_				1 000 0 0

Meander Valley Council - Ordinary Meeting Agenda: 8 July 2025

Optimo Awnings Northern Pty Ltd 6 Union Street Longford TAS 7301



Meander Valley Council Planning Department – Jana Rockliff PO Box 102 Westbury TAS 7303

Thursday 22 May 2025

Dear Sir/Madam

Re: Planning Application 7 Hampshire Place, Prospect Vale

We submit to you justification for the addition of a carport awning at the abovementioned address in relation to the Tasmanian Planning Scheme Clause 8.4.2 P2 Setbacks and building envelope for all dwellings criteria.

P2

A garage or carport for a dwelling must have a setback from a primary frontage that is compatible with the setbacks of existing garages or carports in the street, having regard to any topographical constraints.

The siting and scale of dwellings:

- (a) provides reasonably consistent separation between dwellings and their frontage within a street;
 - The proposed carport is open on three sides and will not negatively impact the frontage of #7, nor the neighbouring property #9 as that dwelling is set back in the block, quite some distance away from the boundary the carport will be aligned with.
- (b) provides consistency in the apparent scale, bulk, massing and proportion of dwellings;
 - The addition of the carport will be consistent in all aspects of the current dwelling and neighbouring properties. Open on three sides, the carport will be aesthetically complimentary to the street frontage.
- (c) provides separation between dwellings on adjoining properties to allow reasonable opportunity for daylight and sunlight to enter habitable rooms and private open space;
 - The addition of the proposed carport will have minimal impact regarding the opportunity for daylight/sunlight to neighbouring/adjoining properties. This is detailed in the shadow plans submitted with this application.
- (d) provides reasonable access to sunlight for existing solar energy installations.
 - There are no existing solar energy installations at either #9 or #11.

We would be happy to provide clarification, or further information should it be required.

Kind regards

Alana Crack
Office Administrator
OBO Paul Smith
Optimo Awnings Northern Pty Ltd

14. Corporate Services

14.1. Audit Panel Report 2024-25 and Annual Workplan 2025-26

File Reference S13-12-013

Report Author Craig Davies

Director Corporate Services

Authorised By Jonathan Harmey

General Manager

Decision Sought Receipt and approval of documentation arising from, and in

support of Council's Audit Panel and its continuing program.

Vote Simple majority

Recommendation

That Council:

1. receives the Audit Panel's Annual Report for 2024-25 (as provided in Attachment 1); and

2. approves the Audit Panel's Annual Workplan for 2025-26 (as provided in Attachment 2).

Report

The purpose of this report is to table the Annual Report for Council's Audit Panel for the 2024-25 financial year and approve the Annual Workplan for the 2025-26 financial year. The Audit Panel meets at least four times a year with the Minutes of the Meetings reported to Council.

The Audit Panel considered and endorsed the 2024-25 Annual Report and 2025-26 Annual Workplan at its 24 June 2025 Meeting.

Attachments

- 1. Meander Valley Council Audit Panel Report 2024-25 [14.1.1 3 pages]
- 2. Meander Valley Council Audit Panel Annual Work Plan 2025-26 [14.1.2 2 pages]

Strategy

Supports the objectives of Council's strategic future direction

5. Delivering responsible leadership and governance

See Meander Valley Community Strategic Plan 2024-34. *Click here* or visit *https://www.meander.tas.gov.au/plans-reports* to visit.

Policy

Meander Valley Council Audit Panel Charter

Legislation

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

Consultation

Not applicable

Budget and Finance

The cost to undertake actions of the Annual Workplan for 2025-26 has been provided for in the approved 2025-26 Budget Estimates.

Risk Management

Not applicable

Alternate Motion

Council can adopt the Recommendation with amendments.

Meander Valley Council Annual Report of the Audit Panel to Council for 2024-25

This report explains how the Audit Panel discharged their responsibilities during 2024-25. The report also outlines the Audit Panel's plan for 2025-26.

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 Audit Panel; and
- provide Council with information on the future objectives of the Audit Panel.

Membership

In accordance with the Audit Panel Charter, where the Panel has four members appointed by Council, at least two must be independent members.

During 2024-25, the Panel composition was Andy Gray (Independent Chairperson), Ken Clarke (Independent Member), Councillor Ben Dudman, Councillor Kevin House (until August 2024) and Councillor John Temple (from August 2024).

Meetings and Attendance

The Audit Panel held Meetings on 24 September 2024, 17 December 2024, 25 March 2025 and 24 June 2025. 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:

	24 Sep 2024	17 Dec 2024	25 Mar 2025	24 Jun 2025	Total
Andy Gray	Yes	Yes	Yes	Yes	4/4
Ken Clarke	Yes	Yes	Yes	Yes	4/4
Councillor Ben Dudman	Yes	Yes	Yes	Yes	4/4
Councillor John Temple	Yes	Yes	-	Yes	3/4

Functions of the Audit Panel

The function of the Audit Panel is to review the 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 the Council's performance in relation to:
 - o financial systems, financial governance arrangements and financial management.
 - Strategic Plan, Long-term Financial Plan and Asset Management Strategies and Policies.
 - o Policies, systems and controls to safeguard long-term financial position.
- Local Government (Audit Panels) Order 2014, which includes consideration of:
 - o annual financial statements of the Council.
 - Strategic Plan, Long-term Financial Masterplan and Asset Management Strategies and Policies.
 - o accounting, internal control, anti-fraud, anti-corruption and risk management policies, systems and controls.
 - o compliance with the Local Government Act 1993.

14.1.1 Meander Valley Council Audit Panel Report 2024-25

- whether the Council has taken any action in relation to recommendations provided by the Audit Panel.
- Council's Audit Panel Charter, which includes and considers:
 - the matters noted above.
 - o human resource management, including policies, procedures and enterprise agreements.
 - o information and communications technology governance.
 - o management and governance of the use of data, information and knowledge.
 - o other activities with the Audit Panel's remit, as determined by the Audit Panel.

Liaison with Tasmanian Audit Office

The Council's external auditor, the Tasmanian Audit Office (TAO), attended meetings with the Audit 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 2024 was reviewed by the Audit Panel.

Key Activities in 2024-25

The key activities of the Audit Panel during 2023-24 included:

- Reviewed the accounting policies and annual financial report for the year ended 30 June 2024.
- Received Tasmanian Audit Office (TAO) annual reporting on the outcome of the audit for the year ended 30 June 2024.
- Received and reviewed updates and enhancements to the Council's policies.
- Monitored the effectiveness of the Council's risk management processes and controls.
- Received regulatory updates to maintain current knowledge of contemporary governance practice and legislative requirements.
- Received internal audit reports covering:
 - Plumbing assessments not being made in accordance with legislation (completed by internal resources);
 - Fraud and Corruption Control Framework (completed by Marsh);
 - Strategic and Operational Risk Audit (completed by internal resources); and
 - o Event Insurance and Administration (completed by internal resources);
- Received periodic reports updating on the status of past internal audit findings.
- Received reporting on the Business Continuity Plan simulation exercise.
- Considered preliminary budget parameters and assumptions for 2025-26 in light of the current economic environment.
- Reviewed the TAO external audit strategy for financial year 2024-25.
- Reviewed the Audit Panel Charter.
- Developed and approved the Panel's annual work plan for 2025-26.

Internal Audit Function

The use of a blend of internally resourced and externally resourced internal audit activity continued in 2024-25. The Management Team has progressively acted on internal audit findings and recommendations, which in turn lead to incremental improvements in the Council's control framework.

14.1.1 Meander Valley Council Audit Panel Report 2024-25

The Audit Panel recommends 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 2025-26

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, other than minor wording edits and the inclusion of an AI consideration action item, there are no changes proposed for the 2025-26 work plan.

Attached to this report is the proposed work plan of the Audit Panel for the next 12 months. The Audit Panel's Meeting in June 2025 recommended this work plan be submitted to Council for approval.

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

Andy Gray
Audit Panel Chair

24 June 2025

Meander Valley Council Audit Panel

2025 – 26 Annual Work Plan

Proposed Meeting Dates 2025			23 Sep 2025	16 Dec 2025
Proposed Meeting Dates 2026	Mar 2026	Jun 2026		

AGEN	IDA ITEM	Mar	Jun	Sep	Dec
Stand	ling Items				
1.	Declaration of Pecuniary Interests/Conflict of Interest	√	√	√	√
2.	Adoption of Previous Minutes	√	√	√	√
3.	Outstanding Issues from Previous Meetings - Action Sheet	√	√	√	√
4.	Review Annual Meeting Schedule and Work Plan		√		
Gove	rnance and Strategy				
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. 13.	Review Asset Management Strategy				
	Review Asset Management Policy			√	
14.	Review Policies and Procedures	√	√	√	√
	cial and Management Reporting	1			
15.	Review Financial Results and Management Reports	√	√	√	√
16.	Review any Business Unit or Special Financial Reports	√	√	√	√
17.	Review Annual Financial Report and Audit Report, Including			√	
	Meeting with Tasmanian Audit Office Representative				
18.	Review the Impact of Changes to Australian Accounting		√		
	Standards on Financial Reporting				
	nal Audit	1			1
19.	Consider any Available Audit Reports	√	√	√	√
20.	Review Management's Implementation of Audit	√	√	√	√
24	Recommendations		,		
21.	Review and Approve Annual Internal Audit Program and Alignment with Risks		√		
22.	Review the Adequacy of Internal Audit Resources for	√			
22.	Consideration in the Council's Annual Budget and Review	V			
	Performance of Internal Auditors				
Fyter	nal Audit				
23.	Consider any Audit Reports (Financial or Performance) From	V	V	V	√
25.	the Tasmanian Audit Office	•	·	•	· '
24.	Review Management's Implementation of Audit		√		√
	Recommendations				
25.	Review and Approve External Audit Plan Including		√		
	Meeting with the Tasmanian Audit Office Representative				
26.	Consider any Performance Audit Reports that will be	√	√	√	√
	Undertaken by the Tasmanian Audit Office and Address				
	Implications for the Council				

AGEN	IDA ITEM	Mar	Jun	Sep	Dec
Risk N	Management and Compliance	•			
27.	Annual Review of Risk Management Framework Policies				√
28.	Review Periodic Risk Management Reports (Including Periodical/Rotational Risk Review)		√		√
29.	Review How Ethical and Lawful Behaviour and Culture is Promoted Within the Council.	√		√	
30.	Review Related Party Declaration Process		√		
31.	Review the Procedure for the Council's Compliance With Relevant Laws, Legislation and Council Policies	√			
32.	Review Internal, Anti-Fraud and Anti-Corruption Management Controls	√			
33.	Review Information and Communications Technology Governance, Including Processes and Controls for Management and Use of Data, Information and Knowledge				√
34.	Review Business Continuity Plan				√
35.	Review Processes to Manage Insurable Risks and Existing Insurance Cover			>	
36.	Review Delegation Processes and Exercise of These Processes	√			
37.	Review Tendering Arrangements and Advise Council	√			
38.	Review Work, Health and Safety Management Processes				√
39.	Monitor any Major Claims or Lawsuits by or Against the Council and Complaints Against the Council	√	√	√	√
40.	Oversee the Investigation of any Instances of Suspected Cases of Fraud or Other Illegal and Unethical Behaviour	√	√	√	√
Audit	Panel Performance				
41.	Review Audit Panel Charter and make any Recommendations for Change to the Council for Adoption (Review Due Every Four Years)				√
42.	Report to Council Regarding Execution of Duties and Responsibilities by the Audit Panel (Annually)		√		
43.	Initiate Bi-Annual Audit Committee Performance Self- Assessment (Every 2nd Year)		√		
Other				1	•
44.	Review Issues Relating to National Competition Policy	√			
45.	Gifts and Benefits Register Report		√		V
46.	Consider Any Al Implications to the Council	1	√		1

14.2. Audit Panel Minutes - 24 June 2025

File Reference S13-12-013

Report Author Craig Davies

Director Corporate Services

Authorised By Jonathan Harmey

General Manager

Decision Sought Receipt of the Minutes of the Audit Panel Meeting held on

24 June 2025

Vote Simple majority

Recommendation

That Council receives the Minutes of the Audit Panel Meeting held on 24 June 2025 as provided in Attachment 1.

Report

The purpose of this report is for Council to receive the Minutes of the Council's Audit Panel Meeting held on 24 June 2025.

The Minutes of the Meeting have been reviewed and confirmed by the Audit Panel Chair Andrew Gray. The Minutes are provided for Council's information (Attachment 1) as required under the Council's Audit Panel Charter.

Attachments

1. Audit Panel Minutes - 24 June 2025 [14.2.1 - 16 pages]

Strategy

Supports the objectives of Council's strategic future direction

5: innovative leadership and community governance.

See Meander Valley Community Strategic Plan 2024-34. *Click here* or visit *https://www.meander.tas.gov.au/plans-reports* to view.

Policy

This recommendation fulfils the requirements outlined in the Council's Audit Panel Charter confirmed at the July 2022 Council Meeting.

Legislation

Local Government Act 1993: sections 85, 85A and 85B

Consultation

Not applicable

Budget and Finance

Not applicable

Risk Management

Not applicable

Alternate Motion

Not applicable



MINUTES AUDIT PANEL

Tuesday, 24 June 2025

Time 9.32am

Location Council Chambers

26 Lyall Street Westbury, Tasmania

Telephone 6393 5300

Present

Andrew Gray (Independent Member) (Chair) Ken Clarke (Independent Member) Councillor Ben Dudman Councillor John Temple

In Attendance

Jonathan Harmey (General Manager)
Craig Davies (Director Corporate Services)
Krista Palfreyman (Director Development and Regulatory Services)
David Murray (Director Infrastructure Services)
Justin Marshall (Team Leader Finance)
Averil Hill (Work Health and Safety Officer)
Anthony Kempnich (Manager Governance and Legal)
Anthea Rooney (Governance Officer)

Audit Panel Minutes: 24 June 2025

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Order of Business and External Presentations

External Presentations

No external presentations were identified for this Meeting

1 Opening of Meeting and Apologies

The Chair, Andrew Gray, opened the Meeting at 9.32am.

2 Attendance Statement

Local Government (Meeting Procedures) Regulations 2025 – Regulation 8

The Chair, Andrew Gray, advised that all persons attending this Meeting were to be respectful of, and considerate towards, other persons attending the Meeting and language and conduct at this Meeting that could be perceived as offensive, defamatory or threatening to a person attending the Meeting was not acceptable.

3 Confirmation of Previous Minutes

Recommendation

That the Minutes of the Meander Valley Council Audit Panel Meeting held on 25 March 2025 be confirmed as a true and correct record.

Confirmed

4 Declaration of Pecuniary Interests

No Declaration of Pecuniary Interests were declared for this Meeting

5 Review of Annual Meeting Schedule and Work Plan

5.1 Review Annual Meeting Schedule and Work Plan 2025-26

The Panel discussed the proposed Meeting Schedule and Work Plan for 2025-26 and noted that the 2025-26 Annual Work Plan would be presented to Council for endorsement.

AGEN	DA ITEM	Mar	Jun	Sep	Dec
Stand	ing Items				
1.	Declaration of Pecuniary Interests/Conflict of Interest	√	√	V	√
2.	Adoption of Previous Minutes	√ √	√	√	√
3.	3. Outstanding Issues from Previous Meetings - Action Sheet			V	√
4.	Review Annual Meeting Schedule and Work Plan		√		
Gover	nance and Strategy				
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 ✓ Review Annual Plan				
10.	Review Annual Plan			√	
11.	Review Long-Term Strategic Asset Management			√	
	Plan				
12.	12. Review Asset Management Strategy			√	
13.	Review Asset Management Policy			√	
14.			√	√	√
Financ	cial and Management Reporting				
15.	Review Financial Results and Management Reports		√	V	√
16.	Review any Business Unit or Special Financial Reports			V	√
17.	Review Annual Financial Report and Audit			\checkmark	
	Report, Including Meeting with the Tasmanian				
	Audit Office Representative				
18.	Review the Impact of Changes to Australian		√		
	Accounting Standards on Financial Reporting				
	al Audit				
19.	Consider Any Available Audit Reports	√	√	√	√
20.	Review Management's Implementation of Audit Recommendations	√	√	V	√
21.	Review and Approve Annual Internal Audit Program and Alignment With Risks	Annual Internal Audit √ nent With Risks			
22.	Review the Adequacy of Internal Audit	√			
	Resources for Consideration in the Council's				
	Annual Budget and Review Performance of Internal Auditors				
	cai / taaitois	l	1		

	DA ITEM	Mar	Jun	Sep	Dec
	al Audit		, ,		,
23.	Consider any Audit Reports (Financial or Performance) from the Tasmanian Audit Office	√	V	√	√
24.	Review Management's Implementation of Audit		√		√
	Recommendations				
25.	Including Meeting With the Tasmanian Audit Office Representative		V		
26.	be Undertaken by the Tasmanian Audit Office and Address Implications for the Council		√	\checkmark	√
Risk M	anagement and Compliance				
27.	Annual Review of Risk Management Framework Policies	entation of Audit Audit Plan Smanian Audit Audit Plan Smanian Audit Audit Office and Suncil Audit Office and Audit			√
28.	Review Periodic Risk Management Reports (Including Periodical/Rotational Risk Review)		√		√
29.	29. Review How Ethical and Lawful Behaviour and Culture is Promoted Within the Council. 30. Review Related Party Declaration Process			√	
30.			√		
31.					
32.	Review Internal, Anti-Fraud and Anti-Corruption Management Controls				
33.	Review Information and Communications Technology Governance, Including Processes and Controls for Management and Use of Data, Information and Knowledge				V
34.	Review Business Continuity Plan				√
35.	5. Review Processes to Manage Insurable Risks and Existing Insurance Cover			V	
36.	Review Delegation Processes and Exercise of These Processes	V			
37.	Review Tendering Arrangements and Advise Council	V			
38.	Review Work, Health and Safety Management Processes				√
39.	Monitor any Major Claims or Lawsuits by or	\checkmark	√	√	√
	Against the Council and Complaints Against				
	the Council				
40.	Oversee the Investigation of Any Instances	\checkmark	√	\checkmark	√
	of Suspected Cases of Fraud or Other Illegal				
	and Unethical Behaviour				
	DA ITEM	Mar	Jun	Sep	Dec
Audit	Panel Performance				1
41.	Review Audit Panel Charter and Make Any Recommendations for Change to the Council for Adoption (Review Due Every Four Years)				√
42.	Report to Council Regarding Execution of Duties and Responsibilities by the Audit Panel (Annually)		√		
43.	Initiate Bi-Annual Audit Committee		√		
	Performance Self-Assessment (Every 2nd Year)				

14.2.1 Audit Panel Minutes - 24 June 2025

AGENE	DA ITEM	Mar	Jun	Sep	Dec		
Other							
44.	Review Issues Relating to National Competition Policy	√					
45.	Gifts and Benefits Report		√		V		
46.	Consider Any AI Implications to the Council		√				

6 Outstanding Issues from Previous Meetings

6.1 Outstanding Items from Previous Meetings

Date of Meeting	Agenda Item	Requested Action	Resp Off	Status Update - Resolution
25 Mar 2025	Agenda Item 8.2 Consider any Performance Audit Reports that will be Undertaken by the Tasmanian Audit Office and Address Implications for the Council	Council's End of Financial Year Asset Management Reports for 2024-25 to be provided to the Audit Panel.	DM/ RL	Updated Asset Capitalisation Report will be provided at the September Audit Panel Meeting.
24 Jun 2025	Agenda Item 10.2 Review Management's Implementation of Audit Panel Recommendations	Include as an Agenda Item in September Audit Panel Agenda.	JM	Discussion to occur at September Audit Panel Meeting.
24 Jun 2025	Agenda Item 5.1 and 12.1 Report to Council Regarding Execution of Duties and Responsibilities by the Audit Panel	Audit Panel Annual Report 2024-25 and Audit Panel Work Plan 2025-26 to be forwarded to 8 July 2025 Council Meeting for consideration.	CD	To be forwarded to 8 July 2025 Council Meeting.

Note: Items highlighted in red denote completion and subsequent deletion from the table.

7 Governance and Strategy

7.1 Review of the Council's Strategic Plan

Responsible Officer: Jonathan Harmey (General Manager)

Council's Community Strategic Plan was adopted by Council in November 2024. It remains current and can be accessed via the following link: https://www.meander.tas.gov.au/assets/docs/MV_Strategic-Plan_FINAL.pdf

7.2 Review Annual Budget and Report to Council

Responsible Officer: Craig Davies (Director Corporate Services)

Craig Davies (Director Corporate Services) addressed the item noting that Meander Valley Council's Budget Estimates and Rates Resolutions were approved by Council at the 10 June 2025 Meeting. The average General Rate increase of 4.3% is comparable with other northern councils based on current feedback. The Budget Estimate is for a small deficit in 2026 following on from a forecast surplus in 2025. The 2025 forecast also includes large write down of asset values associated with the Cluan Waste Facility that is scheduled for closure on 30 June 2025.

The Long Term Financial Plan is premised on small increases above inflation in the General Rate for the near term to enable a return to surplus in 2032-33. A question was raised with regard to community consultation and the current budget process and it was noted that the community has a variety of ways to provide other input into budget discussions, but there is not a formal community consultation for the budget.

7.3 Review of Policies and Procedures

Responsible Officer: Anthony Kempnich (Manager Governance and Legal)

Policies and procedures documents as provided were reviewed by the Panel. Additional comment was made on:

Policy No. 82: Community Grants and Sponsorship Fund

The Panel noted Council support for an overall increase to the Community Grants and Sponsorship Fund program. Accompanying Policy documents were noted as being beneficial to those applying for grants.

Policy No. 96: Safeguarding Children and Young People

It was reported that implementation of the legislation is impacting this Policy and further internal documents are being developed to support the intention of the legislation.

Meander Valley Council

Audit Panel Minutes: 24 June 2025

8 Financial and Management Reporting

8.1 Review Most Current Results and Report Any Relevant Findings to Council Responsible Officer: Justin Marshall (Team Leader Finance)

Justin Marshall (Team Leader Finance) noted that funding relief for the storm event is expected in the new financial year and the advance payment of the Financial Assistance grant is due to be received this week. The Panel questioned actions being taken on unpaid rates and it was noted that there is currently none underway that involved sale of land under section 137 of the *Local Government Act 1993*.

8.2 Review Any Business Unit or Special Financial Reports
Responsible Officer: Justin Marshall (Team Leader Finance)

Nothing to report this Quarter.

8.3 Review the Impact of Changes to Australian Accounting Standards
Responsible Officer: Justin Marshall (Team Leader Finance)

There are no changes to accounting standards that will impact on the financial year ending 30 June 2025.

9 Internal Audit

9.1 Consider Any Available Audit Reports

Responsible Officer: Averil Hill (Workplace Health and Safety Officer)

Averil Hill (Workplace Health and Safety Officer) addressed the item in relation to the recent audit of public liability insurances and noted that the Council is working towards best practice procedures. Issues such as event management process, document version control, record accessibility and corporate knowledge retention will require more work in order to meet a better practice system.

A question was raised regarding the status of the current audit report. Craig Davies (Director Corporate Services) noted that the current audit report has been discussed by the Executive Management Team, stakeholder meetings have been conducted and responsibilities are now being allocated.

9.2 Review Management's Implementation of Audit Recommendations Responsible Officer: Craig Davies (Director Corporate Services)

The Panel noted that they would like to see more progress on the resolution of outstanding corrective actions.

9.3 Review and Approve Annual Internal Audit Program and Alignment With Risks

Responsible Officer: Craig Davies (Director Corporate Services)

The Panel noted that the final audit program for the 2025-26 year is still under development.

For internal audit purposes, the Council is looking at establishing a rolling review of compliance against relevant State Government legislation. For external audit purposes the Council is considering a review of information technology systems. The Council has received a preliminary scope of work for an Information Security Health Check and will assess this for implementation.

10 External Audit

10.1 Consider Any Available Audit ReportsResponsible Officer: Justin Marshall (Team Leader Finance)

The Panel noted the Auditor-General's Annual Plan 2025-26.

10.2 Review Management's Implementation of Audit Recommendations Responsible Officer: Justin Marshall (Team Leader Finance)

The Panel noted that the remaining unresolved findings for the year ended 30 June 2024 are in progress and will be resolved for the financial year end audit in September.

10.3 Review and Approve External Audit Plan Including Meeting With the Tasmanian Audit Office Representative

Responsible Officer: Justin Marshall (Team Leader Finance)

Nothing to report this Quarter.

10.4 Consider Any Performance Audit Reports That Will Be Undertaken by the Tasmanian Audit Office and Address Implications for the Council Responsible Officer: Justin Marshall (Team Leader Finance)

The Management of Landfill performance audit is currently underway. The Meander Valley Council was not selected for inclusion in the audit but the findings may be relevant to its operations. It is expected that this will be tabled in the first Quarter of 2025-26.

11 Risk Management and Compliance

11.1 Receive Material Risk Management Reports (Risk Profile, Risk Management and Treatment and Periodical/Rotational Risk Review)

Responsible Officer: Averil Hill (Workplace Health and Safety Officer)

The Meander Valley Council is undertaking a signage assessment of inland waterways with Royal Life Saving Australia.

11.2 Monitor Any Major Claims of Any Instances of Suspected Cases of Fraud or Other Illegal and Unethical Behaviour

Responsible Officer: Anthony Kempnich (Manager Governance and Legal)

Nothing to report this Quarter.

11.3 Oversee the Investigation of Any Instances of Suspected Cases of Fraud or Other Illegal and Unethical Behaviour

Responsible Officer: Anthony Kempnich (Manager Governance and Legal)

Nothing to report this Quarter.

12 Audit Panel Performance

12.1 Report to Council Regarding Execution of Duties and Responsibilities by the Audit Panel

Responsible Officer: Andrew Gray (Chair)

The Annual Report for the Audit Panel for the 2024-25 year and Draft Workplan for 2025-26 was discussed. Both will be forwarded to the 8 July 2025 Council Meeting for consideration.

13 Other Business

13.1 Six Monthly Report - Gifts and Benefits Register Responsible Officer: Anthony Kempnich (Manager Governance and Legal)

The Meander Valley Councils' Gift and Benefits Register is currently up to date and is available for viewing on the Meander Valley Council's website. The link is: Meander-Valley-Council-Gifts-and-Benefits-Register.pdf.

13.2 Enterprise Agreement Bargaining Update

Responsible Officer: Jonathan Harmey (General Manager)

The Council's Enterprise Agreement bargaining process formally commenced on 3 April 2025. Negotiations are currently underway with time frames pushed out at the request of the Employee Bargaining Group and the Australian Services Union.

13.3 Payment of Personal Legal Fees

Responsible Officer: Anthony Kempnich (Manager Governance and Legal)

An internal review has been conducted regarding legal fees paid by the Council across the past eight years to determine if there are any that have not been, incurred by Council for Council business. There were no reportable incidents as a result of this review.

13.4 Annual Leave Reporting

Responsible Officer: Craig Davies (Director Corporate Services)

The report, as presented, was noted by the Panel.

14.2.1 Audit Panel Minutes - 24 June 2025

14 Next Meeting

The next Meeting of the Meander Valley Council Audit Panel is scheduled for 9.30am on Tuesday, 24 September 2025.

15 Meeting Closure

There being no further business, the Chair, Andrew Gray closed the Meeting at 10.36am.

14.3. Financial Report to 30 June 2025

File Reference S12-04-014

Report Author Justin Marshall

Team Leader Finance

Authorised By Craig Davies

Director Corporate Services

Decision Sought Receipt of the draft Financial Report for the year ended 30 June

2025

Vote Simple majority

Recommendation

That Council receives the Draft Financial Report for the year ended 30 June 2025, as provided in Attachment 1.

Report

The financial report for the financial year 1 July 2024 to 30 June 2025 is provided as Attachment 1. The report presented is a draft only as the financial year-end adjustments are in the process of being completed. Full end of year financial statements, complete with external audit report, will be included in the 2024-25 Annual Report and presented at the Council's Annual General Meeting.

Overall revenue and expenditure are in line with management expectations and the anticipated results presented in the recently adopted 2025-26 budget estimates. Revenue is lower than the budget with several Government Grants remaining outstanding at financial year end. These are primarily in the recreation and cultural area and are now anticipated to be received in the 2025-26 financial year.

Grant revenue is also impacted by the timing of Financial Assistance Grant instalments from the Commonwealth Government. It is noted that 50% of the 2025-26 Financial Assistance Grant was prepaid in June 2025, being \$2,860,671 in total.

Operating Expenditure overall is significantly below budget for the financial year, primarily due to the timing of contract services, consultants and vacant staff positions either not yet filled or filled part way through the financial year, most notably across the Infrastructure and Development & Regulatory departments.

Depreciation is a significant expense for Council and will be accurately calculated and accounted for as part of the financial year-end adjustments.

Attachments

1. Financial Report – 30 June 2025 [**14.3.1** - 15 pages]

Strategy

Supports the objectives of Council's strategic future direction

5. Delivering responsible leadership and governance.

See Meander Valley Community Strategic Plan 2024-34. *Click here* or visit *https://www.meander.tas.gov.au/plans-reports* to visit.

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 2024-25 financial year.

Risk Management

Not applicable

Alternate Motion

Not applicable



DRAFT FINANCIAL REPORT TO 30 JUNE 2025

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5. Capital Gravelling Report	12
6. Rates Revenue Reconciliation	13
7. Cash & Investment Reconciliation	14



1. Introduction

Council's Financial Report provides an overview of our financial performance for the 2024-25 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 30 June 2025, which is subject to financial year-end adjustments.

The Operating Statement for the financial year ended 30 June 2025 is overall in line with management expectations. Revenue is slightly lower than the budget with several Government Grants outstanding at financial year end, particularly in the recreation and culture area and are anticipated to be received in the 2025-26 financial year. Grant revenue is also impacted by the timing of Financial Assistance Grant instalments from the Commonwealth Government. It is noted that 50% of the 2025-26 Financial Assistance Grant was prepaid in June 2025, being \$2,860,671 in total.

User fees revenue is within budget for the year. Contributions & Donations revenue is well below budget however when new subdivision assets taken over by Council are recognised as part of the year-end adjustments, is expected to be within budget. Interest received from financial institutions is above budget expectations, this will trend closer to budget at year end when accrual adjustments are made. Other revenue remains significantly under budget as Council continues to work through the process of selling the parcels of public land that were approved in late 2024. This revenue has not been recognised in the 2024-25 year as anticipated, leading to a budget shortfall in this area.

Operating Expenditure overall is below budget for the financial year, primarily due to several significant one-off expenditure items not being substantially commenced for the year, particularly in the Infrastructure Department. There have been several vacant staff positions either not yet filled or filled part way through the financial year, most notably across the Infrastructure and Development & Regulatory departments.

Interest expense is the annual recognition for unwinding of the Westbury and Deloraine tip rehabilitation provisions and will be accounted for as part of the year-end adjustments. Depreciation is accurately calculated and accounted for at year end however a proportionate amount (100%) of the budget has been allocated for the purposes of the Operating Statement. All four quarterly payments to the State Government for the Fire Levy have been made to the end of June. Other Payments is below budget, due to the value of infrastructure assets written off upon reconstruction or disposal being not yet accounted for.

The following information is contained in the Financial Report:

- Consolidated Operating Statement This report provides a summary of operational revenue and expenditure for the financial year compared to the annual budget estimates.
- 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 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 30 June 2025.
- Cash & Investment Reconciliation This report shows Council's total cash balance as at 30 June 2025, 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 - 30 June 2025

	Actual 2025	Budget 2025	% of Budget
Total Council Operations			
Operating Revenue			
Rate Revenue	18,899,861	18,785,400	100.61%
Fees & User Charges	1,746,149	1,661,800	105.08%
Contributions & Donations	265,377	1,589,500	16.70%
Interest	1,500,750	1,273,800	117.82%
Grants & Subsidies	8,912,781	12,823,693	69.50%
Other Revenue	820,479	1,984,900	41.34%
Total Operating Revenue	\$ 32,145,398	\$ 38,119,093	84.33%
Operating Expenditure Departments			
Governance & Community	2,490,457	2,881,017	86.44%
Corporate Services	2,796,684	3,165,900	88.34%
Infrastructure Services	5,190,763	6,321,600	82.11%
Works	5,203,373	5,151,100	101.01%
Development & Regulatory Services	2,381,165	2,924,100	81.43%
Maintenance & Working Expenses	\$ 18,062,442	\$ 20,443,717	88.35%
Interest	-	50,000	0.00%
Depreciation	6,632,700	6,632,700	100.00%
Payments to Government Authorities	1,431,903	1,431,900	100.00%
Other Payments	141,913	289,653	48.99%
Total Operating Expenditure	\$ 26,268,958	\$ 28,847,970	91.06%
Operating Surplus/(Deficit)	\$ 5,876,440	\$ 9,271,123	



3. Capital Project Report

	n-2025 06:22:29	Prior Year Expenditure	Current Year Expenditure	Total Expenditure	Total Budget	Variance Amount	Percentage of Total Budget
Adm	inistration	Experiation	Expenditure	Expenditure	Dauget	Amount	rotat baaget
100 -	Administration						
5040	Council Chambers - Office Space Improvements 23/24	\$0	\$0	\$0	\$170,000	-\$170,000	0.00%
5101	Workstations and Peripherals	\$0	\$36,613	\$36,613	\$35,000	\$1,613	104.61%
5102	Network Infrastructure	\$0	\$34,784	\$34,784	\$48,400	-\$13,616	71.87%
5110	Replacement GPS Unit 23/24	\$0	\$0	\$0	\$20,000	-\$20,000	0.00%
5111	Software and Upgrades	\$0	\$0	\$0	\$31,900	-\$31,900	0.00%
5127	GWTVC Website Upgrade 23/24	\$0	\$0	\$0	\$20,000	-\$20,000	0.00%
5133	Core Enterprise Software Replacement 21/22	\$504	\$280,027	\$280,531	\$1,000,000	-\$719,469	28.05%
5134	Council Office Improvements 23/24	\$3,000	\$115,105	\$118,105	\$250,000	-\$131,895	47.24%
5135	Phone System Replacement	\$0	\$0	\$0	\$100,000	-\$100,000	0.00%
5136	Council Office Solar Panels	\$0	\$0	\$0	\$60,000	-\$60,000	0.00%
	100 - Administration Sub Total	\$3,504	\$466,529	\$470,033	\$1,735,300	-\$1,265,267	27.09%
	100 - Administration Sub Total	\$3,504	\$466,529	\$470,033	\$1,735,300	-\$1,265,267	27.09%
Road	ds Streets and Bridges						
201 -	Roads and Streets						
5525	Wet Caves Rd - Caveside	\$0	\$33,586	\$33,586	\$0	\$33,586	0.00%
5715	Dexter St - Westbury	\$0	\$0	\$0	\$5,000	-\$5,000	0.00%
5825	Emu Bay Rd - Deloraine	\$6,983	\$155,647	\$162,630	\$217,000	-\$54,370	74.94%
5828	Barrack St West - Deloraine 21/22	\$1,250	\$21,168	\$22,418	\$110,000	-\$87,582	20.38%
5861	West Parade - Deloraine	\$0	\$137,043	\$137,043	\$428,400	-\$291,357	31.99%
5870	Chapman PI - Hadspen	\$0	\$14,437	\$14,437	\$0	\$14,437	0.00%
5877	Rutherglen Rd - Hadspen 20/21	\$0	\$0	\$0	\$15,000	-\$15,000	0.00%
5891	South Esk Dr - Hadspen	\$0	\$76,045	\$76,045	\$0	\$76,045	0.00%
5894	Country Club Av - Prospect Vale 21/22	\$113,338	\$230	\$113,568	\$1,558,000	-\$1,444,432	7.29%
5895	Mt Leslie Rd - Prospect Vale 23/24	\$53,411	\$363,285	\$416,696	\$900,000	-\$483,304	46.30%



	n-2025 06:22:29	Prior Year	Current Year	Total	Total	Variance	Percentage of
		Expenditure	Expenditure	Expenditure	Budget	Amount	Total Budget
5896	Westbury Rd - Prospect Vale 23/24	\$15	\$12,177	\$12,193	\$115,000	-\$102,807	10.60%
5925	Bimbimbi Av - Prospect Vale 23/24	\$37,430	\$125,805	\$163,235	\$160,000	\$3,235	102.02%
5960	Longvista Rd - Blackstone Heights	\$0	\$78,105	\$78,105	\$105,000	-\$26,895	74.39%
5962	William St, Westbury 23/24	\$4,639	\$113,646	\$118,285	\$137,000	-\$18,715	86.34%
5972	Lonsdale Prom - Westbury 23/24	\$0	\$0	\$0	\$30,000	-\$30,000	0.00%
5976	Taylor St - Westbury	\$0	\$246,781	\$246,781	\$350,000	-\$103,219	70.51%
5978	Franklin St - Westbury	\$0	\$85,412	\$85,412	\$100,000	-\$14,588	85.41%
5981	Shadforth St - Westbury	\$0	\$29,430	\$29,430	\$0	\$29,430	0.00%
5983	Meander Valley Road, Westbury	\$6,883	\$96,596	\$103,479	\$410,000	-\$306,521	25.24%
5989	Pioneer Drive - Mole Creek 23/24	\$0	\$0	\$0	\$100,000	-\$100,000	0.00%
6102	Blackstone Rd - Blackstone Heights 21/22	\$210,810	\$307,751	\$518,561	\$525,000	-\$6,439	98.77%
6105	Panorama Rd - Blackstone Heights	\$0	\$6,426	\$6,426	\$1,250,000	-\$1,243,574	0.51%
6106	R2R 2025 Oaks Rd - Bracknell	\$0	\$336,578	\$336,578	\$0	\$336,578	0.00%
6112	Bishopsbourne Rd - Carrick	\$0	\$139,235	\$139,235	\$150,000	-\$10,765	92.82%
6197	Montana Rd - Montana	\$0	\$62,549	\$62,549	\$66,900	-\$4,351	93.50%
6214	Selbourne Rd - Selbourne 23/24	\$709	\$0	\$709	\$10,000	-\$9,291	7.09%
6223	R2R 2025 Dynans Bridge Rd - Weegena	\$352,512	\$438,045	\$790,557	\$377,000	\$413,557	209.70%
6245	R2R 2025 Westwood Rd - Westwood	\$0	\$349,022	\$349,022	\$0	\$349,022	0.00%
6259	Railton Rd - Kimberley	\$0	\$0	\$0	\$95,000	-\$95,000	0.00%
6271	Emu Bay Rd, Deloraine - Intersection, Pedestrian Crossing	\$73	\$14,159	\$14,232	\$95,000	-\$80,768	14.98%
6276	Westbury Rd, Prospect Vale - Signalised Intersection	\$0	\$1,195	\$1,195	\$50,000	-\$48,805	2.39%
6291	Meander Valley Rd - Hadspen	\$0	\$30	\$30	\$1,500,000	-\$1,499,970	0.00%
6357	Emu Bay Rd, Deloraine - Disabled Parking	\$0	\$1,731	\$1,731	\$25,000	-\$23,269	6.92%
6358	Westbury Rd, Prospect Vale - Crossing Improvements Vale !	\$3,410	\$12,831	\$16,240	\$15,000	\$1,240	108.27%
6363	R2R 2025 Westwood Rd - Golf Course Area	\$124	\$282,645	\$282,769	\$285,000	-\$2,231	99.22%
6384	Wood St - Westbury	\$0	\$23,607	\$23,607	\$20,000	\$3,607	118.03%
6694	Footpath & Kerb Renewals	\$0	\$0	\$0	\$175,000	-\$175,000	0.00%
6697	Road Rehabilitation Program	\$0	\$0	\$0	\$1,165,000	-\$1,165,000	0.00%
	201 - Roads and Streets Sub Total	\$791,586	\$3,565,198	\$4,356,784	\$10,544,300	-\$6,187,516	41.32%



30-Jun-2025 06:22:29	Prior Year	Current Year	Total	Total	Variance	Percentage of
	Expenditure	Expenditure	Expenditure	Budget	Amount	Total Budget
210 - Bridges						
5203 Western Creek Montana Road 23/24	\$247,476	\$124,813	\$372,289	\$372,300	-\$11	100.00%
5409 Un-Named Drain Harveys Road 21/22	\$9,842	\$9,784	\$19,627	\$25,000	-\$5,373	78.51%
210 - Bridges Sub Total	\$257,318	\$134,598	\$391,915	\$397,300	-\$5,385	98.64%
200 - Roads Streets and Bridges Sub Total	\$1,048,904	\$3,699,796	\$4,748,700	\$10,941,600	-\$6,192,900	43.40%
Health and Community Welfare						
310 - Animal Control						
6706 Moore St, Westbury - New Dog Run	\$9,504	\$21,824	\$31,329	\$80,000	-\$48,671	39.16%
310 - Animal Control Sub Total	\$9,504	\$21,824	\$31,329	\$80,000	-\$48,671	39.16%
314 - Emergency Services						
6754 Emergency Response Trailer 23/24	\$28,706	\$5,362	\$34,067	\$33,000	\$1,067	103.23%
6755 Mobile Generator	\$0	\$10,920	\$10,920	\$20,000	-\$9,080	54.60%
6756 Mobile Generator - Mole Creek Hall	\$0	\$26,835	\$26,835	\$28,640	-\$1,805	93.70%
314 - Emergency Services Sub Total	\$28,706	\$43,117	\$71,823	\$81,640	-\$9,817	87.98%
315 - Cemeteries						
6312 Deloraine Lawn Cemetery Extend Access Road	\$2,165	\$41,628	\$43,793	\$105,000	-\$61,207	41.71%
6313 Mole Creek Lawn Cemetery Concrete Slabs	\$0	\$5,046	\$5,046	\$6,000	-\$954	84.10%
315 - Cemeteries Sub Total	\$2,165	\$46,674	\$48,839	\$111,000	-\$62,161	44.00%

14.3.1 Financial Report 30 June 2025



30-Jun-202	25 06:22:29	Prior Year Expenditure	Current Year Expenditure	Total Expenditure	Total Budget	Variance Amount	Percentage of Total Budget
316 - Com	nmunity Amenities						
6529 Ca	arrick Rec Ground - Public Toilets 21/22	\$0	\$5,563	\$5,563	\$10,800	-\$5,237	51.51%
6531 Alv	veston Drive Public Toilets	\$7,507	\$200,620	\$208,128	\$260,000	-\$51,873	80.05%
6534 De	eloraine Public Toilets Improvements	\$0	\$36,366	\$36,366	\$80,000	-\$43,634	45.46%
	316 - Community Amenities Sub Total	\$7,507	\$242,549	\$250,057	\$350,800	-\$100,744	71.28%
321 - Tou	rism & Area Promotion						
7832 Va	arious Locations - Feature Town Entry Signs	\$0	\$9,750	\$9,750	\$40,000	-\$30,250	24.38%
	321 - Tourism & Area Promotion Sub Total	\$0	\$9,750	\$9,750	\$40,000	-\$30,250	24.38%
335 - Hou	usehold Waste						
6602 We	estbury Land fill Site - Cell Expansion 21/22	\$5,618	\$283,051	\$288,669	\$544,100	-\$255,431	53.05%
6605 Mo	obile Garbage Bins	\$0	\$25,530	\$25,530	\$90,500	-\$64,970	28.21%
6607 De	eloraine Transfer Station - Entrance Road and Roundabou	\$27,727	\$10,360	\$38,087	\$150,000	-\$111,913	25.39%
6608 De	eloraine Transfer Station - LBins	\$69,530	\$239,279	\$308,809	\$690,000	-\$381,191	44.75%
6611 Mo	obile Organics Bins	\$0	\$16,644	\$16,644	\$91,400	-\$74,756	18.21%
6617 Clu	uan Landfill Site Access Road 21/22	\$0	\$0	\$0	\$50,000	-\$50,000	0.00%
6618 La	andfill Sites Land Purchase 21/22	\$0	\$0	\$0	\$270,000	-\$270,000	0.00%
6619 De	eloraine Landfill Site - Weighbridge	\$0	\$186,779	\$186,779	\$186,800	-\$21	99.99%
6621 We	estbury Landfill Site - Recycling Shed 23/24	\$3,952	\$42,849	\$46,800	\$46,800	\$0	100.00%
6622 De	eloraine Landfill Site - Leachate and Drainage	\$0	\$15,493	\$15,493	\$50,000	-\$34,507	30.99%
6623 De	eloraine Landfill Site - Tip Shop Improvements	\$0	\$0	\$0	\$135,000	-\$135,000	0.00%
	335 - Household Waste Sub Total	\$106,826	\$819,985	\$926,811	\$2,304,600	-\$1,377,789	40.22%



30-Jur	n-2025 06:22:29	Prior Year	Current Year	Total	Total	Variance	Percentage of
		Expenditure	Expenditure	Expenditure	Budget	Amount	Total Budget
351 -	Storm Water Drainage	-	-	•	_		_
6400	Various Locations - Stormwater Improvement Program	\$0	\$0	\$0	\$155,000	-\$155,000	0.00%
6401	Various Locations - Stormwater Flooding Assessment Desig	\$0	\$5,457	\$5,457	\$50,000	-\$44,543	10.91%
6404	East St, Carrick Stormwater	\$0	\$90,834	\$90,834	\$155,000	-\$64,166	58.60%
6439	King St Westbury Stormwater	\$0	\$10,585	\$10,585	\$10,000	\$585	105.85%
6450	West Parade Deloraine Stormwater 21/22	\$1,441	\$4,714	\$6,155	\$135,000	-\$128,845	4.56%
6470	William St Westbury - Stormwater	\$0	\$41,759	\$41,759	\$60,000	-\$18,241	69.60%
6472	Marriott St, Westbury - Stormwater 23/24	\$1,233	\$10,016	\$11,249	\$25,000	-\$13,751	45.00%
6473	South Esk Dr, Hadspen - Stormwater	\$11,515	\$174,842	\$186,356	\$212,000	-\$25,644	87.90%
6485	Montpellier Dr, Prospect Vale - Stormwater	\$0	\$4,674	\$4,674	\$120,000	-\$115,326	3.90%
6498	Open Drain Program, Westbury	\$0	\$0	\$0	\$72,500	-\$72,500	0.00%
6858	East Goderich St, Deloraine - Stormwater	\$0	\$39,668	\$39,668	\$40,000	-\$332	99.17%
6861	Main Rd, Meander - Stormwater	\$0	\$21,520	\$21,520	\$30,000	-\$8,480	71.73%
6869	Buell Drive, Prospect Vale - Stormwater 23/24	\$6,323	\$4,605	\$10,929	\$110,000	-\$99,071	9.94%
6870	Harley Parade, Prospect Vale - Stormwater 23/24	\$4,913	\$64,873	\$69,786	\$75,000	-\$5,214	93.05%
6871	Scott St, Hadspen - Stormwater	\$0	\$24,344	\$24,344	\$30,000	-\$5,656	81.15%
6872	Jones St, Westbury, Dexter St to King St - Stormwater	\$0	\$130,430	\$130,430	\$112,100	\$18,330	116.35%
	351 - Storm Water Drainage Sub Total	\$25,425	\$628,323	\$653,748	\$1,391,600	-\$737,852	46.98%
	300 - Health and Community Welfare Sub Total	\$180,133	\$1,812,224	\$1,992,357	\$4,359,640	-\$2,367,283	45.70%
Recr	eation and Culture						
505 -	Public Halls						
7422	Meander Hall - Outdoor Extension	\$0	\$45,195	\$45,195	\$45,000	\$195	100.43%
7443	Mole Creek Hall - Floor Replacement	\$0	\$52,149	\$52,149	\$63,000	-\$10,851	82.78%
	505 - Public Halls Sub Total	\$0	\$97,344	\$97,344	\$108,000	-\$10,656	90.13%



30-Jur	n-2025 06:22:29	Prior Year Expenditure	Current Year Expenditure	Total Expenditure	Total Budget	Variance Amount	Percentage of Total Budget
515 -	Swimming Pools and Other						
7507	Deloraine Pool - Remediation Pool Shell Surfacing	\$0	\$195,444	\$195,444	\$200,000	-\$4,556	97.72%
7508	Deloraine Pool - Improvement Masterplan	\$0	\$31,177	\$31,177	\$52,500	-\$21,323	59.38%
	515 - Swimming Pools and Other Sub Total	\$0	\$226,621	\$226,621	\$252,500	-\$25,879	89.75%
525 -	Recreation Grounds & Sports Facilities						
7602	Bracknell Recreation Ground - Drainage	\$0	\$167,797	\$167,797	\$170,000	-\$2,203	98.70%
7611	Deloraine Rec Ground Precinct 21/22	\$318,833	\$721,971	\$1,040,804	\$4,178,000	-\$3,137,196	24.91%
7627	Deloraine Rec Ground - Clubroom Upgrade 23/24	\$0	\$25,548	\$25,548	\$100,000	-\$74,452	25.55%
7628	Deloraine - Half Court Basketball	\$11,084	\$155,087	\$166,171	\$190,000	-\$23,829	87.46%
7629	Caveside - Resurfacing of Multipurpose Courts	\$0	\$0	\$0	\$20,000	-\$20,000	0.00%
7635	Whitemore Rec Ground - Lighting Renewal	\$0	\$16,448	\$16,448	\$40,000	-\$23,552	41.12%
7636	Carrick Rec Ground - Flagpole, Power & Lighting	\$0	\$4,509	\$4,509	\$10,000	-\$5,491	45.09%
7640	Carrick Rec Ground - Playing Field & Parking Redevelopmer	\$0	\$0	\$0	\$400,000	-\$400,000	0.00%
7674	Carrick Rec Ground - Playground Upgrade 23/24	\$2,764	\$93,726	\$96,490	\$110,000	-\$13,510	87.72%
7678	PVP Ring Road & Main Access 21/22	\$25,346	\$9,955	\$35,301	\$82,500	-\$47,199	42.79%
7687	PVP Lighting Upgrade 23/24	\$0	\$6,465	\$6,465	\$10,000	-\$3,535	64.65%
7695	Deloraine Community Complex - Squash Courts 20/21	\$2,047,354	\$1,652,437	\$3,699,792	\$3,700,000	-\$208	99.99%
	525 - Recreation Grounds & Sports Facilities Sub Total	\$2,405,382	\$2,853,944	\$5,259,326	\$9,010,500	-\$3,751,174	58.37%
565 -	Parks and Reserves						
8002	Deloraine Steel Arch Footbridge 23/24	\$368,356	\$224,337	\$592,693	\$600,000	-\$7,307	98.78%
8031	Deloraine Riverbank - Walking Path Lighting & Signage	\$0	\$1,595	\$1,595	\$300,000	-\$298,405	0.53%
8058	Blackstone Park - Canoe Polo	\$0	\$66	\$66	\$200,000	-\$199,934	0.03%
8062	Henry Burrows Res Prospect - Playground Renewal	\$62	\$72,221	\$72,283	\$75,000	-\$2,717	96.38%
8078	Pitcher Parade Wetlands - Replacement Footbridge 23/24	\$0	\$15	\$15	\$65,000	-\$64,985	0.02%
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%
8107	Wild Wood Reserve - Parking & Signage Improvements	\$0	\$29,222	\$29,222	\$80,000	-\$50,778	36.53%



30-Jun-2025 06:22:29	Prior Year	Current Year	Total	Total	Variance	Percentage of
	Expenditure	Expenditure	Expenditure	Budget	Amount	Total Budget
8108 Deloraine Caravan Park - Property Improvements	\$0	\$65,537	\$65,537	\$120,000	-\$54,463	54.61%
8109 Bushfield Rise, Hadspen - New Walkway	\$0	\$25,525	\$25,525	\$42,300	-\$16,775	60.34%
8110 Hadspen Hills - Land Purchase	\$0	\$1,250	\$1,250	\$520,000	-\$518,750	0.24%
8111 Scott St, Hadspen - Pathway Linkage to Lions Park	\$0	\$47,431	\$47,431	\$60,000	-\$12,569	79.05%
8112 Scott St, Hadspen - New Reserve Walkway	\$0	\$30,390	\$30,390	\$65,000	-\$34,610	46.75%
565 - Parks and Reserves Sub Total	\$369,398	\$497,588	\$866,986	\$2,137,300	-\$1,270,314	40.56%
500 - Recreation and Culture Sub Total	\$2,774,781	\$3,675,496	\$6,450,277	\$11,508,300	-\$5,058,023	56.05%
Unallocated and Unclassified						
625 - Management and Indirect O/Heads						
8803 Minor Plant Purchases	\$0	\$14,800	\$14,800	\$38,900	-\$24,100	38.05%
8819 New Works Depot Design & Construction 20/21	\$200,215	\$4,526,901	\$4,727,116	\$5,043,000	-\$315,884	93.74%
625 - Management and Indirect O/Heads Sub Total	\$200,215	\$4,541,701	\$4,741,916	\$5,081,900	-\$339,984	93.31%
655 - Plant Working						
8701 Major Plant Replacements	\$0	\$367,184	\$367,184	\$765,800	-\$398,616	47.95%
655 - Plant Working Sub Total	\$0	\$367,184	\$367,184	\$765,800	-\$398,616	47.95%
675 - Other Unallocated Transactions						
8707 Fleet Vehicle Purchases	\$0	\$102,835	\$102,835	\$90,000	\$12,835	114.26%
8774 35 William St, Westbury - Community Hive Project 23/24	\$0	\$0	\$0	\$20,000	-\$20,000	0.00%
675 - Other Unallocated Transactions Sub Total	\$0	\$102,835	\$102,835	\$110,000	-\$7,165	93.49%
600 - Unallocated and Unclassified Sub Total	\$200,215	\$5,011,720	\$5,211,935	\$5,957,700	-\$745,765	87.48%
Total Capital Project Expenditure	\$4,207,536	\$14,665,765	\$18,873,301	\$34,502,540	-\$15,629,239	54.70%



4. Capital Resealing Report

2025 Financial Year

29-Jun-2025 20:11:41

		Total Expenditure	Total Budget	Variance Amount	Percentage of Total Budget
Road	ls Streets and Bridges	•	-		-
201 - 1	Roads and Streets				
5810	Elizabeth St - Bracknell	\$8,650	\$0	\$8,650	0.00%
5825	Emu Bay Rd - Deloraine	\$232,251	\$0	\$232,251	0.00%
5884	Bowdens Rd - Hadspen	\$51,429	\$0	\$51,429	0.00%
5901	Las Vegas Dr - Prospect Vale	\$81,068	\$0	\$81,068	0.00%
5921	Lindfield PI - Prospect Vale	\$81,068	\$0	\$81,068	0.00%
5931	Wakefield Pl - Prospect Vale	\$419	\$0	\$419	0.00%
5953	Castleford Ct - Prospect Vale	\$419	\$0	\$419	0.00%
6106	R2R 2025 Oaks Rd - Bracknell	\$381,410	\$0	\$381,410	0.00%
6107	Bracknell Rd, Bracknell	\$217,830	\$0	\$217,830	0.00%
6116	Pool Rd - Caveside	\$95,965	\$0	\$95,965	0.00%
6223	R2R 2025 Dynans Bridge Rd - Weegena	\$51,080	\$0	\$51,080	0.00%
6242	Western Creek Rd - Western Creek	\$244,019	\$0	\$244,019	0.00%
6243	Lee F Road - Western Creek	\$45,231	\$0	\$45,231	0.00%
6299	Reseals General Budget Allocation	\$0	\$1,514,900	-\$1,514,900	0.00%
	201 - Roads and Streets Sub Total	\$1,490,839	\$1,514,900	-\$24,061	98.41%
Ca	pital Resealing Expenditure Total	\$1,490,839	\$1,514,900	-\$24,061	98.41%



5. Capital Gravelling Report

2025 Financial Year

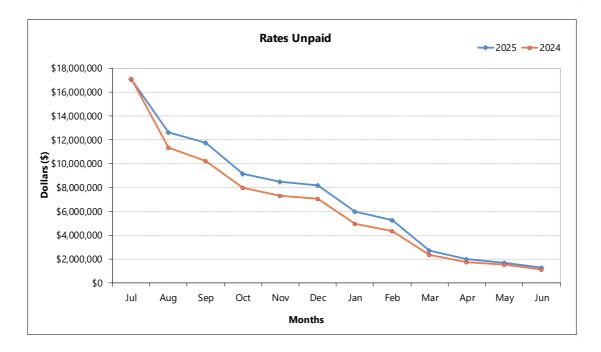
29-Jun-2025 20:09:51

		Total Expenditure	Total Budget	Variance Amount	Percentage of Total Budget
Road	ls Streets and Bridges				
201 - 1	Roads and Streets				
5510	Pearns Rd - Bracknell	\$27,226	\$0	\$27,226	0.00%
5534	Mersey Hill Rd - Chudleigh	\$21,206	\$0	\$21,206	0.00%
5587	Jackeys Marsh Rd - Jackeys Marsh	\$6,409	\$0	\$6,409	0.00%
5619	Barbers Rd - Meander	\$39,257	\$0	\$39,257	0.00%
5650	Berrydale - Montana	\$53,866	\$0	\$53,866	0.00%
5652	Leonards Rd - Montana	\$3,859	\$0	\$3,859	0.00%
5660	Fern Bank Rd - Osmaston	\$9,917	\$0	\$9,917	0.00%
5661	Donovans Rd - Osmaston	\$14,311	\$0	\$14,311	0.00%
5663	Aylett G - Parkham	\$12,469	\$0	\$12,469	0.00%
5669	Bradys Plain Rd - Parkham	\$54,023	\$0	\$54,023	0.00%
5678	Bogan Rd - Quamby Brook	\$27,248	\$0	\$27,248	0.00%
5693	Four Springs Rd - Selbourne	\$10,768	\$0	\$10,768	0.00%
5695	Sykes - Union Bridge	\$32,385	\$0	\$32,385	0.00%
5742	Creeleys - Western Creek	\$25,016	\$0	\$25,016	0.00%
5755	Huntsman Rd - Meander	\$8,660	\$0	\$8,660	0.00%
5799	Gravel Resheeting General Budget Alloc	\$0	\$391,700	-\$391,700	0.00%
	201 - Roads and Streets Sub Total	\$346,621	\$391,700	-\$45,079	88.49%
Сар	 pital Gravelling Expenditure Total	\$346,621	\$391,700	-\$45,079	88.49%



6. Rates Revenue Reconciliation - 30 June 2025

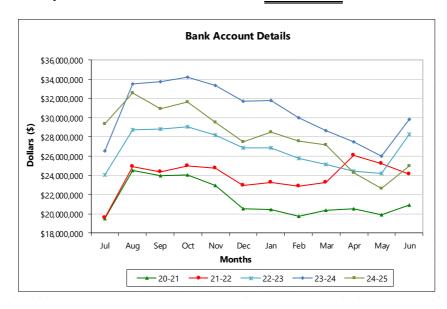
		2025		2024
Rate Balance Carried Forward from previous Year	\$	1,099,535	\$	676,909
2024/25 Rates Raised	\$	18,899,898	\$	17,738,446
Interest	\$	172,633	\$	144,599
Rate Adjustments	\$	34,698	\$	51,013
Payments Received	-\$	18,957,644	-\$	17,511,431
Rates Control Account Balance	\$	1,249,120	\$	1,099,535
% of Rates Unpaid		6.19%		5.92%





7. Cash & Investment Reconciliation - 30 June 2025

	2024-25	2023-24
Balance Carried Forward from previous Year	29,872,411	28,270,041
Add Deposits	36,117,196	35,170,742
Less Payments	- 41,006,392	- 33,568,372
Balance as per Bank Account	\$ 24,983,214	\$ 29,872,411
Made up of:	Amount	Interest Rate
Cash at Bank	2,053,314	3.76%
Westpac Bank Cash Management Account	2,353	3.80%
Commonwealth Bank At Call Account	1,270,048	3.75%
Term Deposits:		
National Australia Bank	3,000,000	4.90-5.15%
Westpac Bank	1,000,000	5.07%
ING Bank	5,106,000	4.81-5.10%
Bank of Queensland	1,000,000	4.73%
MyState Financial	4,551,500	4.25-5.00%
Judo Bank	6,000,000	4.40-4.80%
Police Credit Union SA	1,000,000	5.11%
	\$ 24,983,214	
Less expenditure commitments:	22 246 700	
2026 Budgeted operating expenditure	-23,346,700	
2025-26 Capital expenditure outstanding	-25,074,879	
Add assets:		
2026 Budgeted operating income	36,917,600	
2025 Estimated rate debtors outstanding	1,249,120	
Less liabilities:		
2024 Tip rehabilitation provision	-6,621,577	
2024 Employee leave provisions	-1,914,227	
Adjusted Cash Balance	\$ 6,192,551	



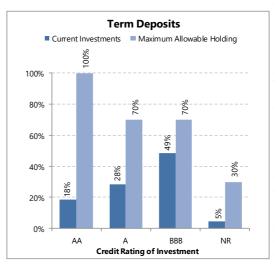


Term Deposits Summary - 30 June 2025

Institution	Deposit	Rate %	Entered	Due
National Australia Bank	1,000,000	5.15%	1/08/2024	1/08/2025
MyState Financial	1,051,500	4.75%	13/02/2025	13/08/2025
ING Bank	2,106,000	5.00%	13/08/2024	15/08/2025
MyState Financial	1,000,000	5.00%	21/08/2024	21/08/2025
Judo Bank	1,000,000	4.70%	28/02/2025	27/08/2025
Judo Bank	2,000,000	4.80%	6/03/2025	2/09/2025
National Australia Bank	2,000,000	4.90%	5/09/2024	5/09/2025
Judo Bank	2,000,000	4.80%	21/03/2025	17/09/2025
Bank of Queensland	1,000,000	4.73%	4/04/2025	1/10/2025
ING Bank	2,000,000	5.10%	25/10/2024	24/10/2025
Police Credit Union SA	1,000,000	5.11%	29/10/2024	29/10/2025
Westpac Bank	1,000,000	5.07%	31/10/2024	31/10/2025
Judo Bank	1,000,000	4.40%	26/06/2025	16/12/2025
ING Bank	1,000,000	4.81%	14/02/2025	16/02/2026
MyState Financial	2,500,000	4.25%	26/06/2025	26/06/2026
	21,657,500			
Average Interest Rate	4.84%			

Term Deposits by institution

	Credit		
Institution	Rating	Amount	Allocation
National Australia Bank	AA	3,000,000	13.85%
Westpac Bank	AA	1,000,000	4.62%
ING Bank	Α	5,106,000	23.58%
Bank of Queensland	Α	1,000,000	4.62%
MyState Financial	BBB	4,551,500	21.02%
Judo Bank	BBB	6,000,000	27.70%
Police Credit Union SA	NR	1,000,000	4.62%
	_	21.657.500	



15. Infrastructure Services

15.1. Budget Adjustments

File Reference S12-02-001

Report Author David Murray

Director Infrastructure Services

Authorised By Jonathan Harmey

General Manager

Decision Sought Approval of recommended budget changes to projects included

in the Capital Works Program.

Vote Absolute majority

Recommendation

That Council, by absolute majority, pursuant to section 82(4) of the *Local Government Act* 1993, approves variations to the Budget Estimates and Capital Works Program (as provided in Attachment 1) noting additional grant revenue of \$50,000 and a reduction of \$551,900 to the value of the Capital Works Program.

Report

The purpose of this report is to seek Council endorsement for the reallocation of funding to projects included in the Capital Works Program (the Program) and to remove three projects from the capital works program. There is a reduction of \$551,900 to the value of the program.

Project budget allocations within the Program that are submitted to Council for approval prior to the commencement of each financial year are prepared using a range of methods. In some instances and depending on the availability of resources and time constraints, projects can be thoroughly scoped and accurate estimates prepared using available empirical or supplier information. Conversely, project cost estimates may only be general allowances prepared using the best information available at the time.

During the financial year, detailed design, adjustment to project scope and the undertaking of additional works during construction, results in project expenditure under and over approved budget amounts. New projects may also be requested for inclusion in the program, or removal.

The overall financial objective in delivering the Program is to have no overall variation in the total Program budget. Project savings are generally used to offset project overruns and additional funding can be requested to assist with balancing the budget or to finance new projects.

The following key changes to budgets have been identified for the June quarter, included in the proposed budget changes and are detailed below:

- The Council was successful in receiving a grant commitment of \$50,000 from Circular North (NRM North program) to fund improvement of recycling options for metals, as part of the Deloraine Waste Transfer Station development.
- During detailed investigations and planning for the Whitemore Tennis Club Lighting Upgrade project, it was discovered that addition unplanned work is required to successfully complete the project. The existing power switchboard was found to not be to current electrical standards and requires replacement. The existing light poles and footing were also undocumented and deemed unsuitable to be re-used as part of the lighting upgrade. This item was discussed with Councillors at the 24 June 2025 Workshop and includes the provision of lighting for all three courts.
- A number of recently completed road and footpath renewal projects are receiving individual project budget allocations from the program holding accounts for Road Renewals Programs and the Kerb and Footpath Renewal Program, now that final project costings are confirmed.
- Two projects that were listed as provisional are now proposed to be removed from the program due to being unsuccessful in receiving external grant funding support.

Attachments

1. Capital Works Project Adjustments [15.1.1 - 1 page]

Strategy

Supports the objectives of Council's strategic future direction

- 4. Investing in infrastructure that strengthens connection
- 5. Delivering responsible leadership and governance

See Meander Valley Community Strategic Plan 2024-34. *Click here* or visit *https://www.meander.tas.gov.au/plans-reports* to visit.

Policy

Not applicable

Legislation

Local Government Act 1993: section 82(4)

Consultation

Not applicable

Budget and Finance

The Recommendation will reduce the overall value of the Capital Works program.

Risk Management

Not applicable

Alternate Motion

Council can adopt the Recommendation with amendments.

15.1.1 Capital Works Project Adjustments

CAPITAL WORKS PROJECT ADJUSTMENTS - JUNE 2025

	S PROJECT ADJUSTMENTS - JUNE 2025			Proposed		
		Council Cost	Current	Budget	Revised	
Project No.	Project Name	to date	Budget	Variation	Budget	Comments
.,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		J			Transfer to Project 2025-26 Footpath Renewal Program
PR 5825	Emu Bay Road - Deloraine (Footpath)	\$162,630	\$217,000	-\$55,000	\$162,000	- Project 6694
PR 6694	Foothpath Renwal Program	\$0	\$0	\$55,000	\$55,000	Transfer from Project 5825
PR 5870	Chapman Place - Hadspen (Footpath)	\$14,437	\$0	\$45,000	\$45,000	Transfer from Project 6694
PR 5891	South Esk Drive - Hadspen (Footpath)	\$76,045	\$0	\$162,000	\$162,000	Transfer from Project 6694
PR 5962	William Street - Westbury (Footpath)	\$118,285	\$137,000	-\$18,000	\$119,000	Transfer to Project 5891
PR 5978	Franklin Street - Westbury (Footpath)	\$85,412	\$100,000	-\$14,000	\$86,000	Transfer to Project 5891
PR 6694	Footpath and Kerb Renewals	\$0	\$175,000	-\$175,000	\$0	Transfer to Projects 5870 and 5891
PR 6106	R2R 2025 Oaks Road - Bracknell	\$336,578	\$0	\$337,000	\$337,000	Transfer funds from Project 6697
PR 6223	R2R 2025 Dynans Bridge Road - Weegena	\$790,557	\$377,000	\$414,000	\$791,000	Transfer funds from Project 6697
PR 6245	R2R 2025 Westwood Road - Westwood	\$349,022	\$0	\$349,000	\$349,000	Transfer funds from Project 6697
PR 6384	Wood Street - Westbury	\$23,607	\$20,000	\$10,000	\$30,000	Transfer funds from Project 6697
PR 6271	Emu Bay Road - Deloraine - Intersection, Pedestrian Crossing	\$14,159	\$95,000	-\$80,900	\$14,100	Transfer funds to Project 6245
PR 6697	Road Rehabilitation Program	\$0	\$1,165,000	-\$1,029,100	\$135,900	Transfer to Projects 6106, 6223, 6245 and 6384
PR 7635	Whitemore Recreation Ground - Lighting Renewal	\$16,448	\$40,000	\$80,100	\$120,100	Transfer funds from Project 5989
PR 7832	Feature Town Entry Signs (various locations)	\$9,750	\$40,000	\$20,000	\$60,000	Transfer funds from Projects 5989 and 8078
DD 6072		#120.420	¢112.100	¢10.000	¢120.100	T (() () D : 10070
PR 6872	Jones Street - Westbury, Dexter Street to King Street - Stormwater	\$130,430	\$112,100	\$18,000		Transfer funds from Project 8078
PR 7687	PVP Lighting Upgrade 2023-24	\$6,465	\$10,000	\$10,000	\$20,000	Transfer funds from Project 8078
DD 5000	D: N. 1 C 2022 24	40	¢100.000	¢100.000	t o	Remove Provisional Project from program and
PR 5989	Pioneer Drive - Mole Creek 2023-24	\$0	\$100,000	-\$100,000	\$0	reallocate budget
BB 0070		445	465.000	#65.000	40	Remove Project from program and reallocate budget -
PR 8078	Pitcher Parade Wetlands - Replacement Footbridge 2023-24	\$15	\$65,000	-\$65,000	\$0	to be considered in a future program
PR 8774	35 William Street - Westbury - Community Hive Project 2023-24	\$0	\$20,000	-\$20,000	\$0	Remove Project from program - Project not proceeding
PR 7640	Carrick Recreation Ground - Playing Field and Parking Redevelopment	\$0	\$400,000	-\$400,000	\$0	Remove Provisional Project from program
PR 6259	Railton Road - Kimberley	\$0	\$95,000	-\$95,000	\$0	Remove Provisional Project from program
PR 6608	Deloraine Waste Transfer Station	\$308,809	\$690,000	\$50,000	\$740,000	Grant Funding Received (Circular North)
GL 3.565.4319	Grant Income	\$0	\$0	-\$50,000	-\$50,000	Grant Funding Received (Circular North)
	Totals	\$2,133,840	\$3,168,100	-\$551,900	\$2,616,200	

16. Governance and Community Wellbeing

16.1. Annual Plan 2024-25 - Quarter 4 Performance

File Reference S13-12-002

Report Author Anthony Kempnich

Manager Governance and Legal

Authorised By Jonathan Harmey

General Manager

Decision Sought Receipt of the report of performance against the Annual Plan

2024-25 for the period April to June 2025.

Vote Simple majority

Recommendation

That Council receives and notes the report of performance against the Annual Plan 2024-25 for the period from April to June 2025 (Quarter 4) as shown below:

Supporting Our Customers

	ANNUAL PROJECTS									
Strategic Plan Ref.	Activity Description	Annual Activity Measurement	Department Lead	Current Quarter Status	Quarter Delivered	Comments				
4.1, 6.4	Review and update the Council's website information	Website updated	G&CW	Progressing	2,3	Review of website content undertaken. Changes to colour scheme and font page undertaken in test environment but placed on hold pending decision on Council logo decision. Budget requested and approved for rebuild of website in the 2025-26 financial year.				
5.1, 5.3, 5.6	Renew the Customer Service Charter and Customer Service Standards and establish reporting mechanisms to meet needs of the community	Service Charter approved by Council	CS	Achieved	2,3	The Customer Service Charter was approved at the January Council Meeting and updated customer service standards have been implemented.				

Managing Our Asset Portfolio

		Α	NNUAL PROJEC	TS		
Strategic Plan Ref.	Activity Description	Annual Activity Measurement	Department Lead	Current Quarter Status	Quarter Delivered	Comments
5.2, 6.1, 6.3	Divestment of the Council's properties in accordance with Council's decision 268/2022	Properties sold	WORKS	Progressing	1,2,3,4	The Council is progressing the rezoning process in preparation to sell the properties.
6.1, 6.3	Construction of new centralised Works Depot at Westbury	Percentage complete	WORKS	Progressing	1,2,3,4	This project is 90% complete with security fencing and pavement sealing to be completed.
6.2, 6.3	Support the development of the Hadspen Urban Growth area	Engagement with stakeholders	INFRA/ D&RS	Achieved	1,2,3,4	Continued correspondence with the State Government regarding required intersection work.

Investing in Community Facilities and Infrastructure

	·	A	NNUAL PROJEC	TS		
Strategic Plan Ref.	Activity Description	Annual Activity Measurement	Department Lead	Current Quarter Status	Quarter Delivered	Comments
6.1, 6.3	Plan and deliver projects in line with approved Capital Works Program	Percentage completed	WORKS/ INFRA	Achieved	1,2,3,4	This activity is approximately 80% complete. A number of projects have been identified to be carried-over to the 2025-26 financial year for completion.
6.2, 6.3	Progress the Deloraine Recreation Precinct project and contracts for delivery of design elements	Percentage complete	INFRA	Achieved	1,2,3,4	Contracts have been awarded for the construction of civil works, playground elements and heritage steeple construction. Various demolition works are in progress. This activity is 30% complete.
6.1	Installation of street litter bins and replacement program, adjust level of service to support community needs	Percentage Installed	WORKS	Achieved	1,2,3,4	Installation of bins is completed.
1.5	Progress construction of the new waste transfer station at the Deloraine waste facility	Percentage completed	INFRA	Deferred	3,4	Detailed design work is progressing. Construction to occur in the 2025-26 financial year.
1.5	Implement weight-based pricing system following weighbridge installation at the Deloraine waste facility	Completed	INFRA	Achieved	2,3	Weight based pricing model was implemented 1 July 2025.
5.2	Review and update the Council's public building facility security and access agreements	Percentage completed	INFRA	Achieved	3,4	Staged implementation of access system upgrade in progress.

	ANNUAL PROJECTS							
Strategic Plan Ref.	Activity Description	Annual Activity Measurement	Department Lead	Current Quarter Status	Quarter Delivered	Comments		
5.2	Engage with contractors and suppliers on tendering for the Council's work	Delivery of Workshop	INFRA	Deferred	4	Deferred to 2025-26 financial year.		

Making a Positive Contribution to Community Wellbeing

J	ANNUAL PROJECTS									
Strategic Plan Ref.	Activity Description	Annual Activity Measurement	Department Lead	Current Quarter Status	Quarter Delivered	Comments				
3.3	Connect with community and employees on key infrastructure projects any key service delivery changes and to share the broader work of the Council with community	Engagements completed	G&CW	Achieved	1,2,3,4	Many points of consultation occurred in the June quarter. Three Community forums have been held during 2024-25 (Blackstone Heights, Carrick and Hadspen).				
1.1	Implement Meander Valley place brand concepts into the Council's communications	Documentation updated	G&CW	Achieved	3,4	Staged updates to branding have been progressing and will continue into next year. Further work commenced in the June quarter to provide differentiation of when the Council logo applies, when the place brand applies and when the two will be used in conjunction.				

Supporting Economic Growth, Prosperity and the Environment

	ANNUAL PROJECTS							
Strategic Plan Ref.	Activity Description	Annual Activity Measurement	Department Lead	Current Quarter Status	Quarter Delivered	Comments		
1.4	Encourage environmentally sustainable practices and support action of the Council's Climate Change Action and Mitigation Policy	Completed	G&CW	Progressing	1,2,3,4	Draft Council Climate Change Adaptation Plan developed. Workshop conducted with Councillors.		

Managing Planning, Development and Regulation

		Α	NNUAL PROJEC	TS		
Strategic Plan Ref.	Activity Description	Annual Activity Measurement	Department Lead	Current Quarter Status	Quarter Delivered	Comments
1.1, 1.2, 1.3	Actively participate in regional planning initiatives including the review of the Northern Tasmanian Regional Land Use Strategy	Participation	D&RS	Achieved	1,2,3,4	The NTRLUS Review continues to be progressed by all eight Northern Councils. A Memorandum of Understanding has been signed, the Steering Committee has been established.
1.1, 1.2, 1.3	Contribute to the review of the Greater Launceston Plan	Participation	D&RS	Achieved	1,2,3,4	Project being progressed with NTDC and the City of Launceston.
1.2	Develop Structure Plan for Carrick	Completed	D&RS	Progressing	1,2,3	Targeted landowner and State agency consultation underway. A summary document of Survey results made available to community. Draft Structure Plan to be presented to Councillors and public exhibition planned for Quarter 1 2025-26.

		A	NNUAL PROJEC	TS		
Strategic Plan Ref.	Activity Description	Annual Activity Measurement	Department Lead	Current Quarter Status	Quarter Delivered	Comments
1.1, 1.2, 1.3	Review and update the Prospect Vale – Blackstone Heights Structure Plan	Completed	D&RS	Progressing	1,2,3,4	Targeted landowner and State agency consultation underway. A summary document of Survey results made available to community. Draft Structure Plan planned to be presented to Councillors and public exhibition for Quarter 1 2025-26.
1.1, 1.2, 1.3	Commence consultation on Westbury Village Green character precinct specific area plan	Consultation commenced	D&RS	Achieved	3,4	Consultation Strategy prepared. Draft Westbury Town Centre Character Study prepared and consultation with landowners to occur in Quarter 1 2025- 26.
1.1, 1.2, 1.3	Review and implement the Public Open Space Policy	Completed	D&RS/ INFRA	Achieved	1,2	Revised Policy approved by Council in March 2025.
1.1	Review the Council's Dog Management Policy to include additional declared areas including Moore Street, Westbury	Completed	D&RS	Progressing	3,4	Consultation commencing in July 2025.

Provide Contemporary Waste Collection, Disposal and Recycling Services and Infrastructure

ANNUAL PROJECTS						
Strategic Plan Ref.	Activity Description	Annual Activity Measurement	Department Lead	Current Quarter Status	Quarter Delivered	Comments
1.5, 6.6	Complete design and commence construction for new transfer station at Deloraine	Percentage constructed	INFRA	Progressing	1,2,3,4	Design work is in progress.
1.5, 6.1, 6.6	Complete design and commence construction of expanded landfill cell at Cluan	Percentage constructed	INFRA	Deferred	1,2,3	No longer required due to change in approved strategy (closure of Cluan landfill).
1.5	Build community awareness around the planned closure of Westbury waste facility to the public	Completed	INFRA/ G&CW	Achieved	3,4	Media statements occurred, letters have been sent to all ratepayers explaining the impending closure of the Westbury facility, information placed on site, facebook and website posts.
1.5	Update information resources relating to waste management of the Meander Valley Council's website	Completed	INFRA	Achieved	4	Website information has been updated to reflect the closure of the Cluan Waste Disposal site and the new weight-based fees structure adopted by Council.

Provide a Robust, Reliable, Secure and Available ICT Environment

ANNUAL PROJECTS							
Strategic Plan Ref.	Activity Description	Annual Activity Measurement	Department Lead	Current Quarter Status	Quarter Delivered	Comments	
5.1	Embrace new technologies through agreement of ERP upgrade pathway for Finance and Property systems	Roadmap delivered	CS	Achieved	1,2,3,4	Potential vendors shortlisting complete. Vendor Presentations complete. (2024-25 target achieved but project continues into 2025-26)	
5.1, 5.2, 5.3, 5.4, 5.6.	Continue delivery of the ERP upgrade pathway through procurement of Records Management and <i>SharePoint</i> software products, plan and commence implementation	Product delivered	CS	Achieved	1,2,3,4	Implementation of <i>SharePoint</i> based Records Management System is in progress and scheduled for completion in the September 2025 quarter. (2024-25 target achieved but project continues into 2025-26)	

Deliver Good Governance and Resilience Through Sound Corporate and Financial Management

ANNUAL PROJECTS						
Strategic Plan Ref.	Activity Description	Annual Activity Measurement	Department Lead	Current Quarter Status	Quarter Delivered	Comments
5.2	Engage with candidates and political parties in advance of the Federal Election	Engagement opportunities	G&CW	Achieved	2,3	Funding secured in the Federal Election. Engaged with candidates in the June quarter for the July 2025 State Election.
5.2	Councillors attend Council Meetings and Workshops in order to contribute to Policy and Strategy development and adoption	Meeting attendance	G&CW	Achieved	1,2,3,4	Factoring in approved leave of absences, attendance at Council Meetings and Workshops was 98%.

Managing Our Supply Chain to Procure Goods and Services

	ANNUAL PROJECTS						
Strategic Plan Ref.	Activity Description	Annual Activity Measurement	Department Lead	Current Quarter Status	Quarter Delivered	Comments	
5.5	Continue to explore opportunities for shared services and/or resource sharing opportunities with other Councils	Shared services investigated	G&CW	Achieved	1,2,3,4	Discussions with other Council's occur regularly. Group training project undertaken in 2024-25 with other northern councils.	

Informing and Engaging Our Community

	ANNUAL PROJECTS						
Strategic Plan Ref.	Activity Description	Annual Activity Measurement	Department Lead	Current Quarter Status	Quarter Delivered	Comments	
3.1, 3.4, 4.1	Finalise Draft Community Strategic Plan 2024-34, receive community feedback to inform agreed Plan	Completed	G&CW	Achieved	1,2,3,4	2024-34 Community Strategic Plan adopted by Council in November 2024.	
5.2	Deliver new place making initiatives to engage community spaces in the Meander Valley	Community spaces activated	G&CW	Achieved	1,2,3,4	Three projects progressing, signage for Blackstone Heights and Hadspen design agreed and ordered. Signage for Westbury Recreation Ground in development.	

Demonstrating a Commitment to Our People

Strategic Plan Ref.	Activity Description	Annual Activity Measurement	Department Lead	Current Quarter Status	Quarter Delivered	Comments
5.3, 5.4,	Undertake priority actions identified	Number	CS	Achieved	1,2,3,4	Annual culture survey results and
5.6	by employees in the Cultural	progressed				action planning completed.
	Development Action Plan					

Strategic Plan Ref.	Activity Description	Annual Activity Measurement	Department Lead	Current Quarter Status	Quarter Delivered	Comments
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	Progressing	3,4	Policy review has commenced and will continue into 2025-26.
5.3, 5.4, 5.6	Undertake employee culture survey and revise cultural action plan	Survey complete	CS	Achieved	3,4	Survey complete and awaiting results
5.3, 5.4, 5.6	Negotiate with all employees to form a new Enterprise Agreement	Completed	G&CW	Progressing	2,3,4	Discussions commenced with employees and ASU, two formal bargaining meetings occurred, due dates of meetings and information postponed at the request of the bargaining group and ASU.

Ensuring a Safe and Healthy Workplace

		A	NNUAL PROJEC	TS		
Strategic Plan Ref.	Activity Description	Annual Activity Measurement	Department Lead	Current Quarter Status	Quarter Delivered	Comments
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	Achieved	2,3	Implementation of WHS new software provides greater transparency and reporting of hazards and incidents.
5.3	Embed the Child and Youth Safe Organisations Framework, as required by the Tasmanian Government's Child and Youth Safe Organisations Act 2023	Completed	G&CW	Progressing	1,2,3,4	Policy has been adopted in January 2024. Policy is currently being reviewed. Information sessions conducted with employees. Participation in meetings with other Tasmanian councils. Procedure for implementation of the Policy with officers, elected members and volunteers is in progress.
5.3	Implement WHS software, equipment purchases, digitisation of employee templates and undertake training for employees	Percentage Implemented	CS/ WORKS	Achieved	1,2,3,4	Incidents module of <i>Lucidity</i> has been launched with contractor management scheduled for mid-2025. Hardware options being trialled with procurement to occur over the next quarter. Work is 30% complete.

Report

The Council's 2024-25 Annual Plan contains 40 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

26 activities were achieved.

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

Progressing

11 activities are progressing.

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.

Deferred

3 activities are deferred.

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).

No Target This Quarter

0 activities are not being considered for this quarter.

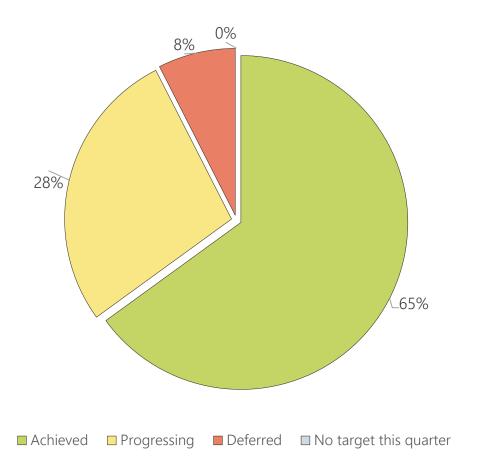


Figure 1: April - June 2025 Performance

Attachments

Nil

Strategy

Supports the objectives of Council's strategic future direction

- 1. Cultivating a diverse, unified and empowered community
- 2. Valuing and protecting our natural environment
- 3. Creating a well-designed, sustainable built environment
- 4. Investing in infrastructure that strengthens connection
- 5. Delivering responsible leadership and governance

See Meander Valley Community Strategic Plan 2014-24. *Click here* or visit https://www.meander.tas.gov.au/plans-reports to view.

Policy

Not applicable

Legislation

Not applicable

Consultation

Not applicable

Budget and Finance

Not applicable

Risk Management

Not applicable

Alternate Motion

Not applicable

16.2. Community Grants and Sponsorship Fund - Round 1 2025-26

File Reference S15-01-202

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 1 2025-26 (July-September).

Vote Simple majority

Recommendation

That Council:

1. notes the recommendations of the Community Grants and Sponsorship Fund Committee from their Meeting held on Tuesday, 17 June 2025.

- 2. approves the grants and sponsorships requested to a total value of \$34,158 with the grant categories as follows:
 - a. Major Project Grant totalling \$10,000:

Applicant/Project	Project Cost	Grant Request	Amount
			Recommended
Arts Deloraine	\$15,000	\$10,000	\$10,000
Pocket Park Activation			
Total			\$10,000

b. Three Year Event Grant totalling \$5,000 per annum for three years:

Applicant/Project	Project Cost	Grant Request	Amount
			Recommended
The Local Events	\$10,000p/a	\$5,000p/a	\$5,000p/a
Network Inc.			(2026-2028)
Hop to Harvest			
Total			\$5,000

c. Community Grants totalling \$18,158:

Applicant/Project	Project Cost	Grant Request	Amount
			Recommended
Bracknell Town Hall	\$7,260	\$3,780	\$3,780
Committee War Memorial			

Deloraine Junior	\$9,600	\$5,000	\$5,000
Basketball Club <i>Vending</i>			
Machine			
Dragon Boating Deloraine	\$3,600	\$2,500	\$2,500
Regatta Paddles			
Northern Tasmanian	\$4,350	\$4,350	\$4,350
Eventing Association			
Barrett Flail Mower			
Toddle Inn	\$3,023	\$2,528	\$2,528
AED Unit and Signage			
Total			\$18,158

d. Organisation Sponsorship totalling \$1,000:

Applicant/Project	Project Cost	Funding	Amount
		Request	Recommended
Deloraine Table Tennis	N/A	\$500	\$500
Popcorn and Paddles			
Meander Valley U3A	\$750	\$500	\$500
Seniors Week			
Total			\$1,000

e. Establishment Grant totalling \$250:

Applicant/Project	Funding	Amount
	Request	Recommended
Meander into Westbury	\$250	\$250
Total		\$250

3. notes the approval of and allocation of individual sponsorships to the value of \$2,400:

Applicant/Event	Request	Amount	Comments
		Approved	
Brown, E.	\$300	\$300	PAID
Touch Football National Youth			
Championships, NSW			
Clark, O.	\$300	\$300	PAID
Football Tasmania Emerging			
Matilda's Championship, NSW			
Davey, O.	\$300	\$300	PAID
Junior Rugby Union			
Championships, QLD			

Applicant/Event	Request	Amount	Comments
		Approved	
Howard, P.	\$300	\$300	PAID
Australian Football 15 Years			
and Under Championships,			
QLD			
Humphries, F.	\$300	\$300	PAID
Touch Football National Youth			
Championships, NSW			
Muller, J.	\$300	\$300	PAID
National Gymnastics			
Championships, QLD			
Smedley, I.	\$300	\$300	PAID
Tasmanian Devils			
AFL Talent League, TAS, VIC,			
NSW			
Whiteman, L.	\$300	\$300	PAID
Touch Football National Youth			
Championships, NSW			
Total	\$2,400	\$2,400	

4. approves the recommendation to renew three-year show society sponsorships for the Westbury Agricultural Society Inc, the Deloraine Agricultural and Pastoral Society Inc. and the Chudleigh Agricultural and Pastoral Society Inc. for \$1,920 each with a total allocation of \$5,760 from the 2025-26 grant program; and

Applicant/Project	Sponsorship	Amount	
		Recommended	
Chudleigh Agricultural Society Inc.	\$1,920	\$1,920	
Deloraine Agricultural and Pastoral Society Inc.	\$1,920	\$1,920	
Westbury Agricultural Society Inc.	\$1,920	\$1,920	
Total		\$5,760	

5. notes that during this quarter a payment of \$300 was made to Horsburgh, M., for an individual sponsorship originally approved for \$150 from Round 4 of the 2024-25 grants program.

Report

The Community Grants and Sponsorship Fund Committee (the Committee) met on 17 June 2025 to assess the first 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, approved by Council in April 2025. This round of applications is the first to be reviewed and assessed against the updated guidelines.

Councillors Kevin House and Anne-Marie Loader, Justin Marshall (Team Leader Finance), Karl Boss-Walker (Team Leader Facilities), Nate Austen (Manager Community Wellbeing) and Ami Alexis (Community Engagement Officer) were in attendance. Councillor Daniel Smedley was an apology.

Funds Available for Allocation in Round 1

An annual budget of \$150,000 has been approved by Council for the 2025-26 financial year. As this is the first round of the program, the full budget remains available for allocation.

Summary of Round 1 Assessments

Major Project Grant

The Council received one application for this new grant category. The Committee recommends funding the *Pocket Park* Activation project by Arts Deloraine as the Major Project for the year by allocating \$10,000. The project application was of a very high standard and was assessed to be reflective of the Council's strategic action to *actively support the development and contribution of the Meander Valley creative sector*.

The development of the *Pocket Park* was considered by the Committee to reflect a showcase community-led project with both substantial financial and in-kind investment from local community organisations, businesses and individuals already occurring and continuing. The Committee also considered the amount of support that Council has also already provided for the development of the Pocket Park, namely \$3,000 was provided in October 2024 as a Community Grant for the local manufacture of some outdoor park seating by the Community Shed and \$3,000 was provided recently in June 2025 from the budget allocated annually for Arts Deloraine's *Winterfire* event to deliver a Pocket Park Opening event.

While the Committee discussed the options of funding this project as either a \$5,000 community grant or offering a lower amount of \$7,000 (considering \$3,000 was paid for the opening event) full funding was recommended in consideration of the potential secondary benefits this project could provide as an example of a locally led community project, for local artists and performers and the arts sector in general, for place and business activation within the main street of Deloraine and as events that have the potential to attract intrastate visitation.

It is acknowledged that the *Pocket Park* site still has a planning application pending and, therefore, any grant funding needs to be contingent of the planning application approval and conditions of funding should ensure that opportunities to showcase the project, events and place brand are maximised.

Three Year Event Grant

One application was received for this grant type, the other new funding category. Again, the application from the Local Events Network Inc. for the *Hop to Harvest* event was of a high standard. This event was assessed as consistent with the Council's strategic action to recognise and celebrate the lifestyle of our communities by supporting and growing our range of local events as well as being an opportunity to continue to build Meander Valley's Place Brand. The Committee recommends full funding of \$5,000 per annum over the next three years (2025-26, 2026-27 and 2027-28) with the yearly funding contingent on successful delivery and annual reporting during this period.

Community Grants

The Council received six applications, which in total, requested an amount of \$18,658. One application was considered to be more reflective of an organisational sponsorship request and so was considered within that funding category. For the remaining five applications, the Committee recommends funding of \$18,158.

Additional considerations for the individual projects include:

- confirming the community consultation and design approval process for the Bracknell Hall War Memorial design. Council grant funding would be contingent on additional funding being received from other funding sources including the Teddy Sheehan memorial fund.
- that the grant for the vending machine is conditional upon the Deloraine Junior Basketball Club (the Club) confirming that the Club can fund the additional \$4,600 required to purchase the machine and upon installation, a clear indication is to be provided stating that the Club manage the machine with the Club contact being provided for any vending machine enquiries/complaints;
- ensuring that Dragon Boating Deloraine acknowledge the Council's support at their Annual Regatta on the Meander River; and

• ensuring that the Northern Tasmanian Eventing Club (the Club) provides confirmation the Club has a dedicated property and property owner permission to operate eventing activities and also that the Club has the maintenance responsibilities for the areas that are required for their events.

Establishment Grant

One application was received in this category from a group called *Meander into Westbury* that aims to foster inclusive, engaging and enriching experiences that celebrate the unique culture of Westbury and the greater Meander Valley, through the delivery of small monthly events in collaboration with other local groups. The Committee recommends funding the eligible amount of \$250 to help this group incorporate and establish.

Organisation Sponsorship

Two applications were received and one community grant application was also considered in this category, so a total of three projects were considered for Organisation Sponsorship. The application from the Tasmanian Amputee Society was not supported as the Committee's assessment suggested it did not clearly indicate the benefit to Meander Valley residents nor what activity the sponsorship money would contribute to. The other two projects considered in this category were supported in full, so the total recommended allocation is \$1,000.

Individual Sponsorship

A payment of \$300 was made to Horsburgh, M. in the final round of the 2024-25 Community Grant and Sponsorship program. A sponsorship for \$150 was approved at the April 2025 Council Meeting. The \$300 payment was made as it was a correction based on eligibility. The individual sporting representation was for an international event rather than a national event. Horsburgh, M. is to represent Australia in the Junior Roller Derby World Cup to be held on the Gold Coast in late July 2025. The \$300 amount was assessed with the funding guidelines that were current at the time of original sponsorship approval.

The Community Grant and Sponsorship guideline changes approved in April 2025 provided responsibility for assessing and approving new individual sponsorship requests with the Manager, Community Wellbeing. During the period from the guideline change to the close of Round 1 2025-26 funding applications on 10 June 2025, a total of eight individual sponsorship requests were received with all eight assessed as eligible for the new \$300 national representation amount and approved. The Community Wellbeing Team has commenced administering the required payments.

Three Year Show Society Sponsorship

In 2022, the Council commenced three-year Sponsorship Agreements with each of the Meander Valley Show Societies (Westbury Agricultural Society Inc., Deloraine Agricultural and Pastoral Society Inc.). These Agreements expired during the 2024-25 financial year. It was considered that these events are consistent with the Council's Strategic Action 1.7 and the Committee recommends that new three-year Agreements are offered commencing this financial year (2025-26).

Previous Agreements were indexed to CPI, with the 2024-25 payment made to each organisation valued at \$1,874. Consistent with a CPI adjustment with the latest figures, an amount of \$1,920 will be offered in 2025-26. The total allocation from the fund in this financial year would, therefore, be recommended to be \$5,760.

Attachments

Nil

Strategy

Supports the objectives of Council's strategic future direction

- 1. Cultivating a diverse, unified and empowered community
- 2. Valuing and protecting our natural environment
- 5. Delivering responsible leadership and governance

See Meander Valley Community Strategic Plan 2024-34. *Click here* or visit *https://www.meander.tas.gov.au/plans-reports* to visit.

Policy

Policy No. 82: Community Grant and Sponsorship Fund

Legislation

Local Government Act 1993: section 77

Consultation

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

Budget and Finance

Total grants and sponsorships recommended for approval in Round 1 2025-26 equates to \$39,918. Including the individual sponsorships approved during the quarter of \$2,400, a total allocation from the Community Grants and Sponsorship Fund for Round 1 2025-26 will be \$42,318. The remaining budget for allocation across the next three rounds will be \$107,682.

Risk Management

Not applicable

Alternate Motion

Council can adopt the Recommendation with amendments.

16.3. New Policy No. 6: Code of Conduct Dispute Resolution

File Reference S21-01-003

Report Author Jonathan Harmey

General Manager

Decision Sought Approval of Policy No. 6: Code of Conduct Dispute Resolution.

Vote Simple majority

Recommendation

That Council approves the adoption of Policy No. 6: Code of Conduct Dispute Resolution as shown below:

Policy No. 6 Code of Conduct Dispute Resolution

PurposeTo establish the principles and procedures for dispute

resolution with, and between, councillors related to matters outlined under the Code of Conduct in accordance with the *Local Government Act 1993*, section 28JA, the *Local Government (General) Regulations 2015*

and Policy No. 4: Governance Charter.

DepartmentGovernance and Community Wellbeing

Author Jonathan Harmey, General Manager

Council Meeting Date 8 July 2025 **Minute Reference** XXX/2025

Next Review Date July 2029

POLICY

1. Objective

To ensure that disputes with, and between, councillors are dealt with in an equitable and consistent manner.

2. Scope

This Policy applies to disputes with, and between, councillors. Matters of dispute include those under the Code of Conduct and behaviour of councillors towards each other, council employees and community members more broadly.

3. Policy

3.1. Relationship to the Code of Conduct

This Policy is to support the resolution of disputes with, and between, councillors before a Code of Conduct complaint is lodged.

Where a Code of Conduct complaint is lodged, the *Local Government Act 1993* requires that a complainant details why the outcome from the dispute resolution process was not satisfactory¹, or if the process was not used, why the dispute resolution process was not appropriate for the circumstances². An exception is where the dispute resolution process is not appropriate to resolve the dispute.

3.2. When this Policy may not be Appropriate

A Code of Conduct complaint may be required where either party is unable, or unwilling to participate in some, or all, of the dispute resolution process, such as mediated discussions. These reasons will be documented by the Dispute Resolution Officer.

Other matters such as, but not limited to, health and safety risks, criminal misconduct, discrimination, breaches of the *Local Government Act 1993* are to be addressed outside this Policy.

4. Principles

4.1. Procedural Fairness

The principles of procedural fairness, or natural justice, will apply when dealing with a dispute under this Policy.

In particular:

- (a) the parties in the dispute will be afforded equitable opportunities to be heard.
- (b) any recommendations, or dispute resolution plans will be based on genuine consideration of the circumstances and evidence.
- (c) the roles in the process will support procedural fairness.

4.2. Roles

Complainant

The person raising the dispute about a relevant matter.

Respondent

The councillor(s) that are subject to a dispute.

¹ Local Government Act 1993, section 28V (fc).

² Local Government Act 1993, section 28V (fd).

Mayor

The Mayor, as Chairperson of the council, may ask for parties to engage in the dispute resolution process.

General Manager

The General Manager is responsible for identifying a council officer to act as the Dispute Resolution Officer. Where the Dispute Resolution Officer has an actual or perceived conflict of interest with the parties in dispute, the General Manager may appoint an alternative officer. The General Manager may appoint themselves where no other person is able to perform this role and they can meet the requirements of this Policy.

The General Manager is to identify a panel of Dispute Resolution Advisors for use under this Policy. Alternatively, councils may access the provider panel developed by the Local Government Association of Tasmania (LGAT).

Dispute Resolution Officer

The Dispute Resolution Officer manages the process, is responsible for maintaining the records of the process and appoints the Dispute Resolution Advisor. The Dispute Resolution Officer does not have a role in assessing the dispute.

Dispute Resolution Advisor (the Advisor)

The Advisor is a person external to the council who undertakes the dispute resolution process with the parties in dispute. Refer to Section 5.4 for more detail on the Advisor.

Support Person

The support person is a person who may support the complainant or respondent as part of the dispute resolution process. Refer to Section 5.7 for more detail.

4.3 Personal and Shared Responsibility

Councillors represent the views of the community, so at times they may hold and express views that are different, and opposing, to their fellow councillors. The democratic process means that there may be active debate that should be considered and respectful.

However, this debate may become a conflict or dispute. Where this happens, the parties should use their best endeavour to resolve the issue or dispute in an informal and courteous manner.

Where the parties have been unable to resolve the issue or dispute themselves, or it is not appropriate, then the dispute resolution process can then be applied. The process is to be approached by the parties in good faith to find a resolution.

4.4 Confidentiality

All parties will take all reasonable steps to maintain confidentiality when dealing with the dispute, to protect both the complainant and respondent.

With the mutual agreement of the complainant and respondent a closed meeting of Council may be advised that the parties are participating in dispute resolution process.

4.5. Accessibility

The Council will ensure that information on how to lodge a dispute, including this Policy, is available via its customer service centre and on the Council's website. The Council will make information available in accessible formats if requested. Any person wishing to lodge a dispute may contact the Dispute Resolution Officer if they require assistance in completing the dispute resolution form or otherwise navigating the dispute resolution process.

4.6. Equitable Access

This Policy and process is designed to address the different needs and priorities of all persons, including of different genders. It provides measures that address different levels and types of experiences, power, information and influence. These measures include:

- (a) addressing power imbalances with an external neutral Dispute Resolution Advisor to support dispute resolution and providing for support person(s), detailing access to information, and maintaining accurate, clear records.
- (b) providing a safe environment through confidentiality and neutral party lodgement.
- (c) requiring Dispute Resolution Advisors with appropriate training for inclusiveness, gender responsiveness and trauma.

5. Procedures

5.1. Lodging and Withdrawing Disputes

Any person may lodge a dispute regarding a councillor's behaviour.

The Dispute Resolution Form must be completed in full to lodge a dispute. Completed forms must include the name and contact details of the complainant. A dispute must specify the part(s) of the Code of Conduct that the behaviour relates to.

Anonymous disputes cannot be accepted. Where an individual wishes to remain anonymous or does not want to put their complaint in writing the Dispute Resolution Officer may direct them to alternative avenues outside this Policy.

Where a Dispute Resolution Form omits required details, the Dispute Resolution Officer will invite the complainant to provide this information for the dispute to be progressed.

The dispute lodgement fee is 25 fee units. Separate costs and processes apply to Code of Conduct complaints. The current unit fee can be found at https://www.treasury.tas.gov.au/economy/economic-policy-and-reform/fee-units. Separate costs and processes apply to Code of Conduct complaints.

Disputes may be withdrawn by the complainant by writing to the Dispute Resolution Officer. The Dispute Resolution Officer will provide written notice of the withdrawal to the respondent. Notice will not be provided if the withdrawal is prior to the respondent being notified of a dispute being lodged (Refer Section 4.3).

5.2. Notice to Complainant

Within 10 business days after receiving a dispute, the Dispute Resolution Officer will provide written notice to the complainant that:

- (a) confirms receipt of the dispute
- (b) outlines the process that will be followed
- (c) notes the confidentiality requirements of Section 4.4 of this Policy
- (d) includes a copy of this Policy.

5.3. Notice to Respondent

Within 15 business days after receiving a dispute, the Dispute Resolution Officer will provide written notice to the respondent that:

- (a) advises that a dispute has been made in accordance with this Policy
- (b) includes a completed Dispute Resolution Form
- (c) outlines the process that will be followed
- (d) notes the confidentiality requirements of Section 4.4 of this Policy
- (e) includes a copy of this Policy.

5.4. Appointment of Dispute Resolution Advisor

The Dispute Resolution Officer is to engage a Dispute Resolution Advisor (Advisor) to conduct dispute resolution. The Advisor must:

- (a) not be an employee of Council
- (b) not have any direct relationship to the parties

- (c) must be objective and impartial, with no real or perceived bias
- (d) must be able to demonstrate that their practice is gender and trauma aware
- (e) be accredited under the National Mediator Accreditation System (NMAS), or its successor, the Australian Mediator and Dispute Resolution Accreditation Standards (AMDRAS); or have a minimum of a Diploma in Mediation or Dispute Resolution.

In selecting a person to act in the capacity of the Advisor, the Dispute Resolution Officer will consider the nature of the issue under discussion, knowledge/experience of local government and interpersonal skills that can most likely assist in resolving matters of conflict.

The Dispute Resolution Officer will provide written notice of the appointment of the Advisor to the complainant and the respondent.

The parties may object to the Dispute Resolution Officer if they believe that the Advisor does not meet the requirements detailed in this section and will provide evidence to substantiate their view. The Officer will consider an objection and determine whether an alternate Advisor is to be appointed.

It is expected that there be no conflicts of interest between the Advisor and the complainant or respondent. If during the review process a conflict of interest arises between any party, the party must notify the Dispute Resolution Officer promptly. Where the Dispute Resolution Officer determines there is an actual conflict of interest, an alternative Advisor is to be appointed.

5.5 Dispute Resolution Process

5.5.1. Commencement

In commencing the dispute resolution process, the Advisor will bring together the parties to conduct an initial facilitated discussion or mediation. Where needed they may also undertake initial individual interviews with the parties and others.

The initial discussion is to provide a general picture of the dispute and to allow the Advisor to provide an estimate of the timeframe for the process based on the parties' willingness and availability. This discussion will support the Advisor's consideration of the appropriateness of undertaking the process including:

- (a) the parties' willingness to participate in the process
- (b) health and safety risks to the parties, or others.

The Advisor may determine that the process cannot continue due to:

- (a) the risk that the process may cause harm to the health and safety of either of the parties; or
- (b) one of the parties is unwilling or unable to participate; or
- (c) initial engagement reveals circumstances that must be addressed through a different process, such as those outlined in Section 3.2.

Where the Advisor has determined the process cannot continue, they will provide a report to the Dispute Resolution Officer. The report will provide their reasons and state their determination that the dispute will need to be resolved through alternative avenues. The Advisor may make recommendations regarding these avenues.

5.5.2. Process

The Advisor will determine the appropriate resolution processes based on their expertise and experience. This may include, but not be limited to, approaches such as mediation and facilitated restorative processes.

Resolutions may include, but not be limited to:

- (a) a commitment to changing behaviours.
- (b) a commitment to cease the behaviour.
- (c) a commitment to apologise.
- (d) counselling.
- (e) undertaking professional development.

The Advisor may also make a recommendation to the Council that it review a Policy, Procedure, or other document related to the dispute.

The parties must represent themselves.

The maximum timeframe for a dispute resolution process is three months. At this time the Advisor is to provide a report to the Dispute Resolution Officer and close the dispute. This timeframe may be extended on the Advisor's recommendation and with the mutual agreement of the parties.

5.5.3. Information Requests

Councillors and the Council's staff are to respond to the Advisor's reasonable requests for information about the dispute. Information pertaining to a third party will require their consent for the information to be released.

The Advisor may request the Dispute Resolution Officer to search for any relevant records or information in the Council's Record Management System.

The Advisor must provide the complainant and respondent with a copy of any records that are identified.

In addition, where a clarification or additional information has been sought from the complainant by either the Dispute Resolution Officer or the Advisor, copies must also be provided to the complainant and respondent.

5.6 Order of Disputes

Disputes will normally be dealt with in the order in which they are received. If more than one dispute is received that relates to the same alleged breach, the Dispute Resolution Officer may progress those disputes concurrently, provided confidentiality can be maintained.

5.7. Support Person

Complainants and respondents may include a support person as part of the dispute resolution process.

The role of the support person is to observe and provide emotional support. They are not to provide views on the process or on legal context. The support person must not be an Australian lawyer.

The parties are to provide written notice to the Dispute Resolution Officer of their intention to include a support person in the dispute resolution process. This notice is to include the person's name, occupation and relationship to the party.

The Advisor is to consider, before and during the process, the impact of the support person's participation on the principles in this Policy. The Advisor has absolute discretion to remove, or not to allow the person to participate in some, or all, of the process. The Advisor's determination will be provided in writing to the parties and to the Dispute Resolution Officer.

6. Reporting Obligations

6.1. Report from Dispute Resolution Advisor

The Advisor must include in the confidential report to the Dispute Resolution Officer and to the parties:

- (a) the process and methods that were used
- (b) outcomes of the process including commitments made by one or more of the parties
- (c) the views of the parties regarding the outcomes of the process.

6.2. Council

In accordance with *Local Government (General) Regulations 2015*, Regulation 30B, the Council is required to maintain a record of the number of disputes, including whether they were determined, withdrawn or underway, and their total costs. This information is to be reported in its Annual Report.

7. Legislation and Related Council Policies

Local Government (Code of Conduct) Order 2024 Local Government Act 1993 Local Government (General) Regulations 2015 Policy No. 4: Governance Charter

8. Responsibility

Responsibility for the operation of this policy rests with the General Manager.

Report

The Tasmanian Government introduced a legislative requirement (section 28JA of the *Local Government Act 1993*) in September 2024 requiring that from 10 September 2025 all councils must implement a dispute resolution policy which outlines the process for managing disputes at a council level.

The Local Government Association Tasmania (LGAT) developed a model policy to support councils to manage disputes and fulfil their legislative obligations. The Council's proposed new Policy is based on the LGAT model, with minor changes. Attachments that will accompany the new Policy are included as Attachment 1 for reference.

The proposed Policy was discussed at the 24 June 2025 Workshop.

Attachments

1. Code of Conduct Dispute Resolution - Attachments to Accompany Policy [16.3.1 - 5 pages]

Strategy

Supports the objectives of Council's strategic future direction

5. Delivering responsible leadership and governance

See Meander Valley Community Strategic Plan 2024-34. *Click here* or visit *https://www.meander.tas.gov.au/plans-reports* to visit.

Policy

Not applicable

Legislation

Local Government Act 1993

Consultation

Not applicable

Budget and Finance

Adoption of the Policy is designed to meet the Council's new legislative requirements and does not have a direct budget implication.

Risk Management

Adoption of the Policy is an appropriate measure to reduce the Council's exposure to legislative non-compliance. It also identifies a process to follow should a code of conduct complaint be received.

Alternate Motion

Council can adopt the Recommendation with amendments.

Attachment 1 Dispute Resolution Form

Instructions for Use

This form is for lodging a dispute under the Meander Valley Council's Code of Conduct Dispute Resolution Policy.

This form has been provided to ensure that you include all the information required under the *Code of Conduct Dispute Resolution Policy* in your dispute. You will need to complete all the sections in this form.

To make a valid dispute, you will need to:

☐ Complete this form.

☐ Lodge the dispute with the General Manager of Council within two months of the alleged behaviour by the councillor or councillors.

☐ Pay the fee for lodging a complaint to the relevant council. 25 fee units (\$46.75 in 2024-2025). The fee may be waived if the applicant can demonstrate to the satisfaction of the General Manager that they would find it difficult to pay the fee, for example they are receiving income support

or are in financial hardship.

Contact Details (of person lodging the dispute – the complainant)			
Name:		Telephone (mobile):	
Address (Residential):		Telephone (work):	
Address (Postal):		Telephone (home):	
Email address:		Preferred mode of contact:	
Summary of dispute			
Name of councillor who you are in dispute with (the respondent):			
Part(s) of the Code of Conduct that you believe have been infringed:			
Date(s) of incident(s):			
Location(s) of incident(s):			

Details of the disp	ute (further informat	tion may be attach	ned)	
Witnesses (include	anyone with knowle	edge of what happ	pened)	
Have you previous	sly made a dispute ab	out this matter?		
	□ No	out till mutter.		
	d to whom did you ma	ke the dispute?		
, ,				

Have you made any efforts to resolve the dispute directly with the respondent? (Note: this section is compulsory. Incomplete forms will be returned)			
□ Yes	□ No		
Briefly describe the efforts that you have made (Note: You must complete this section)	Include a brief statement explaining why you have not made any efforts to resolve the issue with the respondent.		
Please explain what you would like to happe	n because of lodging this dispute.		
Please sign and date			
Signature:			
Date:			

Personal Information Protection Statement

As required under the Personal Information Protection Act 2004

- 1. Personal information is managed in accordance with the *Personal Information Protection Act 2004* (the Act) and may be accessed by the individual to whom it relates, on request to the Meander Valley Council.
- 2. Information may be used and disclosed for other purposes permitted by the Act. Personal information may be disclosed to third parties, including other public sector bodies, agents or contractors of the Meander Valley Council, in accordance with our Policy No. 67, Personal Information Protection Policy, and the Act.
- 3. Failure to provide this information may result in your application not being able to be accepted or processed.

17. Motion to Close Meeting

Refer to Local Government (Meeting Procedures) Regulations 2025 – Regulations 16 and 17

Motion

That Council, by absolute majority, pursuant to the *Local Government (Meeting Procedures) Regulations 2025 – Regulation 17*, closes the Meeting to the public for discussion of the Agenda Items listed below:

17.1. Confirmation of Closed Minutes

Refer to Local Government (Meeting Procedures) Regulations 2025 – Regulation 40(6)

7.2. Leave of Absence Applications

Refer to Local Government (Meeting Procedures) Regulations 2025 – Regulation 17(2)(i) requests by Councillors for leave of absence

17.3. Notification of Leave of Absence for Parental Leave

Refer to Local Government (Meeting Procedures) Regulations 2025 – Regulation 17(2)(j) notifications by Councillors of leave of absence for parental leave

17.4. Current TASCAT Appeals

Refer to Local Government (Meeting Procedures) Regulations 2025 – Regulation 17(2)(k) matters relating to actual or possible litigation taken, or to be taken, by or involving the council or an employee of the council.

17.5. General Manager's Quarterly Performance Report

Refer to Local Government (Meeting Procedures) Regulations 2025 – Regulation 17(2)(a) regarding personnel matters, including complaints against an employee of the council and industrial relations matters.

17.6. End of Closed Session and Release of Public Information

Refer to Local Government (Meeting Procedures) Regulations 2025 – Regulation 17(8)

To be determined in Closed Council.

18. Close of Meeting