



Meander Valley Council
Working Together

AGENDA

ORDINARY COUNCIL MEETING

Tuesday, 9 July 2024

Time 3.00pm

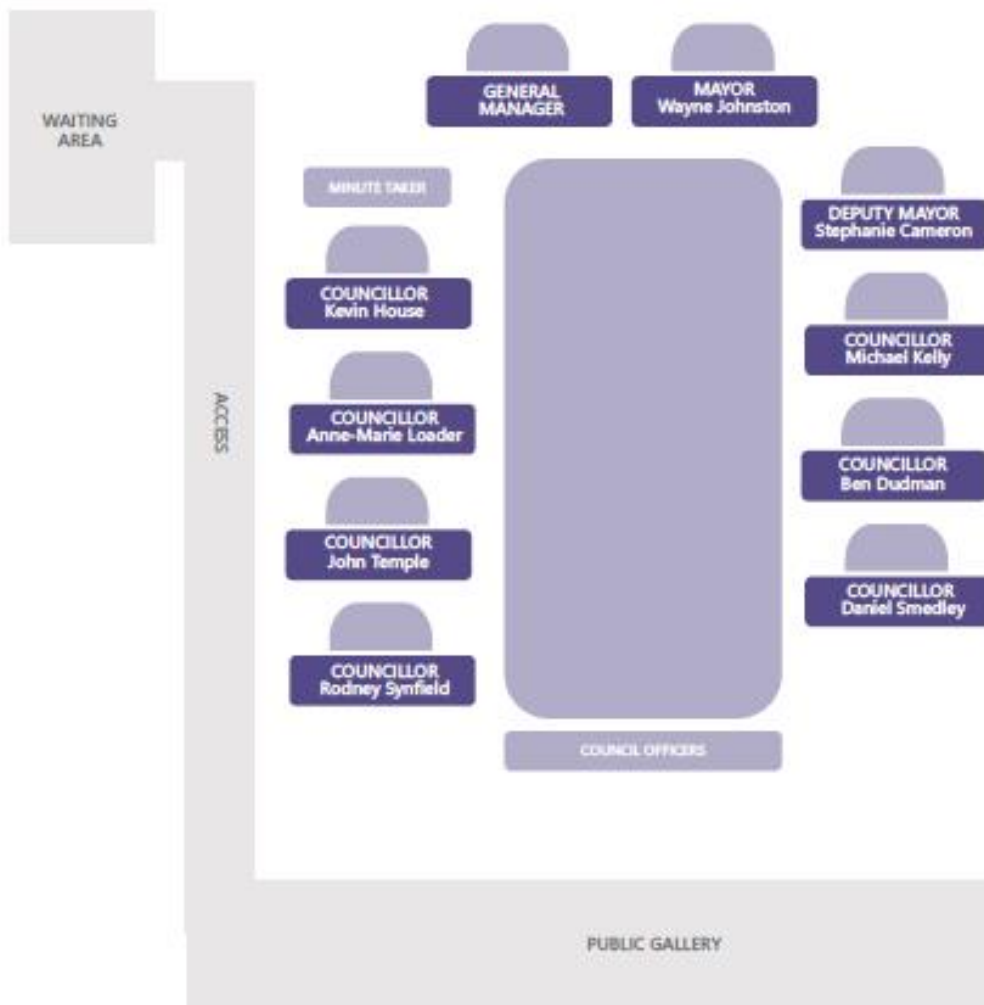
Location Council Chambers
26 Lyall Street
Westbury, Tasmania

Telephone (03) 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



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.

Hard 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.

A copy of the latest Agenda and Minutes are available to view at the Council's office in Westbury. **Click here** to view Agendas and Minutes online or listen to audio of Meetings.

After the Meeting, you will find Minutes, Audio and Live Stream Recordings online. The recordings will remain available to the public for six months.

You can also contact the Office of the General Manager by telephone on (03) 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 ogm@mvc.tas.gov.au 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 (03) 6393 5317 or via email to ogm@mvc.tas.gov.au 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 2015*).

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

Councillors' Questions Without Notice will not be recorded in the Minutes unless they are Taken on Notice.

Members of the Public are able to ask two questions during Questions Without Notice.

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 - Attendance 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.

Mayoral Announcements

Mayor Wayne Johnston will present Certificates of Appointment to Meander Valley Council's representatives David Murray – Municipal Emergency Management Coordinator and Krista Palfreyman – Deputy Municipal Coordinator who have been appointed by The Hon. Felix Ellis MP – Minister for Police, Fire and Emergency Management for a period of five years.

3. Confirmation of Minutes

Local Government (Meeting Procedures) Regulations 2015 – Regulation 35(1)(b)

Recommendation

That Council receives and confirms the Minutes of the last Ordinary Council Meeting held on 11 June 2024.

4. 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).

5. Council Workshop Report

Local Government (Meeting Procedure) Regulations 2015 – Regulation 8(2)

Topics Discussed – 25 June 2024

Planning Applications to be Presented at July Council Meeting

Councillors discussed Planning Applications to be considered at the Council Meeting.

Review of Policy No. 80: Management of Public Art

Councillors were asked to provide input into potential changes to Policy No. 80: Management of Public Art.

Review of Australia Day Awards and Event

Councillors provided input into the direction of delivery for the Council's annual Australia Day celebrations and community recognition awards.

Renewal of Delegations Update

Councillors considered delegations from Council to the General Manager.

New Policy No. 99: Use of Body Worn Cameras

Councillors discussed and provided input into a new Policy regarding the use of body worn cameras.

Review of Policy No. 21: Vandalism Reduction

Councillors discussed the redundancy of this Policy.

Proposed Human Resources Policies – General Manager Performance Reviews and Councillor and Staff Interaction

Councillors provided feedback on two new proposed Human Resources policies.

Council Audit Panel – Reappointment of Independent Chair

Councillors received a briefing on the reappointment of an Independent Chair to the Council's Audit Panel.

Transfer of Assets and Memorandum of Understanding – State Emergency Service

Councillors received details on a proposed new Memorandum of Understanding between the Meander Valley Council and the State Emergency Service.

Councillor Learning and Development Framework

Councillors considered information about the State Government's Learning Management System and associated online modules.

Items for Noting

HR+ – Access to Health Services Project

Councillors were provided with information about the progress of the Access to Health Services Project.

6. Mayor and Councillors' Reports

Councillors' Official Activities and Engagements Since Last Meeting

Mayor Wayne Johnston

Attended the following events:

- 19 June 2024 – Met with City of Launceston Mayor Matthew Garwood
- 21 June 2024 – Officiated at the Citizenship Ceremony at Westbury
- 27 June 2024 – Attended the TasWater General Meeting
- 1-5 July 2024 – Attended the National General Assembly Conference in Canberra
- 8 July 2024 – Met with Senator Wendy Askew – Senator for Tasmania

Deputy Mayor Stephanie Cameron

Attended the following events:

- 24 June 2024 – Attended the Meander Valley Council Grants and Sponsorship Committee Meeting

Councillor Ben Dudman

Attended the following events:

- 25 June 2024 – Attended the Meander Valley Council Audit Panel Meeting

Councillor Kevin House

Attended the following events:

- 11 June 2024 – Joined Peter Gutwein's Migrant and Refugee Awareness Walk at Deloraine
- 21 June 2024 – Attended the Citizenship Ceremony at Westbury
- 24 June 2024 – Attended the Meander Valley Council Grants and Sponsorship Committee Meeting
- 25 June 2024 – Attended the Audit Panel Meeting
- 3 July 2024 – Attended the Blackstone Heights Community News Annual General Meeting

Councillor Anne-Marie Loader

Attended the following events:

- 21 June 2024 – Attended the Citizenship Ceremony at Westbury
- 24 June 2024 – Attended the Meander Valley Council Grants and Sponsorship Committee Meeting
- 26 June 2024 – Attended the Great Western Tiers Tourism Association Meeting
- 3 July 2024 – Attended the Blackstone Heights Community News Annual General Meeting
- 4 July 2024 – Attended the Westbury St Patrick's Festival Committee Meeting

Councillor Rodney Synfield

<i>Attended the following events:</i>

- | |
|---|
| <ul style="list-style-type: none">• 21 June 20204 – Attended the Citizenship Ceremony at Westbury |
|---|

Councillors' Announcements and Acknowledgements

7. Petitions

For further information about Petitions, refer to the Local Government Act 1993: sections 57-60A

No new Petitions or Actions on Previous Petitions have been received as part of this Agenda

8. 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 (03) 6393 5317 or email ogm@mvc.tas.gov.au.

No Community Representations have been received as part of this Agenda

9. 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.

[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.

9.1. Public Questions With Notice

Local Government (Meeting Procedures) Regulations 2015 – Regulation 31(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).

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

9.2. Public Questions Without Notice

Local Government (Meeting Procedures) Regulations 2015 – Regulation 31(2)(b)

(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. 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).

10. Councillor Question Time

10.1. Councillors' Questions With Notice

Local Government (Meeting Procedures) Regulations 2015 – Regulation 30

(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 Councillor Questions With Notice have been received as part of this Agenda

10.2. Councillors' Questions Without Notice

Local Government (Meeting Procedures) Regulations 2015 – Regulation 29

(Councillors who ask Questions Without Notice at a Meeting will have the question answered at the Meeting. Questions and responses will not be recorded in the Minutes 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 Notices of Motion

Local Government (Meeting Procedures) Regulations 2015 – Regulation 16

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

12. Development and Regulatory Services

12.1 New Policy No. 99: Use of Body Worn Cameras

File Reference	S13-11-002/S13-11-004
Report Author	Wezley Frankcombe Manager Governance and Legal
Authorised By	Krista Palfreyman Director Development and Regulatory Services
Decision Sought	Endorsement and adoption of Policy No. 99: Use of Body Worn Cameras.
Vote	Simple majority

Recommendation

That Council adopts Policy No. 99: Use of Body Worn Cameras (as shown below) and includes Policy No. 99 in the Meander Valley Council's Policy Manual:

Policy No. 99	Use of Body Worn Cameras
Purpose	The purpose of this policy is to provide for a framework for the use of a Body Worn Camera.
Department Author	Development and Regulatory Services Krista Palfreyman, Director Development and Regulatory Services
Council Meeting Date	9 July 2024
Minute Reference	XXX/2024
Next Review Date	July 2028

POLICY

1. Definitions

<i>Body Worn Cameras - BWC(s)</i>	A small recording device that captures video and audio recordings when activated.
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Authorised Council Officers

An Authorised Council Officer for the purposes of this Policy is the Director Development and Regulatory Services and the General Manager or as authorised or delegated.

2. Objectives

The objectives of this Policy are to:

- a. ensure the safety of Council Officers while undertaking compliance and enforcement activities, including investigations, by reducing the risk of exposure to violence, aggressive, or abusive behaviour; and
- b. capture evidence to assist with compliance activities, enhance transparency, and manage potential allegations and claims of misconduct; and
- c. establish governance mechanisms for the protection of information and compliance with relevant legislation; and
- d. provide guidelines to ensure the safety and privacy of members of the public is managed appropriately.

3. Scope

This Policy applies to Council Officers who use BWCs as part of their duties. It covers the use, management, storage and use of BWC recordings.

4. Policy

4.1 Deployment and Use

- **Issuance:** BWCs may be issued to Council Officers who have completed relevant training, and whose duties involve, or are assisting with, interaction with the public through compliance and enforcement activities and investigations. They may also be issued to Council Officers when interacting with members of the public in accordance with workplace health and safety protections.
- **How BWCs will be worn:** BWCs must be worn in an overt manner and in a prominent location on the body of the Council Officer.
- **Activation:** Council Officers may activate BWCs during public interactions and when responding to calls for service relating to compliance and legislative activities, including under the *Work Health and Safety Act 2012*. The BWC should be activated as soon as the Council Officers are aware of the need to record the interaction. Council Officers will make all reasonable efforts to announce that a BWC is recording.

- **Express or implied consent:** a Council Officer must not use a BWC if:
 - any persons objects to being recorded or revokes consent to be recorded; and
 - the Council Officer is not exercising an express statutory power to record; and
 - there is no imminent threat of serious violence to person or of substantial damage to property; or

A Council Officer may use a BWC without express or implied consent if:

- in accordance with workplace health and safety protections; or
- there is an imminent threat of serious violence to person or of substantial damage to property.
- **Deactivation:** BWCs should be deactivated upon completion of the interaction or when the incident is resolved. Council Officers may announce their intent to deactivate the BWC, except in circumstances where this could compromise safety.
- **Exceptions:** BWCs should not be activated in locations where there is a reasonable expectation of privacy, such as restrooms or locker rooms and where Council Officers are invited into private residences or property, unless the interaction is directly related to an active investigation or incident.

4.2 Prohibited Use

- **Personal Use:** BWCs are for use by Council Officers when completing their duties only and must not be used for recording personal activities or private conversations unrelated to the duties of their employment.
- **Covert Recording:** Council Officers must not use BWCs to record individuals without their knowledge, except in circumstances where there is an imminent threat of serious violence to persons or of substantial damage to property.
- **Recording Council Officers:** Council Officers must not use BWCs to record other Council Officers unless related to an active investigation or incident and the other Council Officers are aware of the recording.
- **Use of Recordings in Disciplinary Action Against Staff:** An Authorised Council Officer cannot use footage to initiate or substantiate disciplinary action against Council Officers when reviewing footage recorded by BWCs, except for in instances where Council Officers engage in unlawful conduct or have failed to adhere to Council Policies.
- **Other Prohibitions:** BWCs must not be used in any way that is contrary to the *Listening Devices Act 1991*.

4.3 Data Management

4.3.1 Storage and Retention

- **Uploading:** Council Officers must upload BWC footage to the Designated Storage System at the end of each day, or as soon as practicable the next working day. If unable to do so, they must notify their Team Leader.
- **Retention Period:** Recorded data will be retained in accordance with relevant legislation and the retention schedule.

4.3.2 Access and Review

- **Access:** Access to BWC footage is restricted to Authorised Council Officers. Council Officers may review their own BWC recordings for the purpose of report writing or court testimony. The data may be used to form part of a Work Health and Safety review process or investigation.
- **Requests for access from police and media:** Requests for access to BWC footage from the police and media must be directed to an Authorised Council Officers for review.
- **Request for access from persons recorded:** A person who has been recorded on a BWC may request to access a copy of the footage to an Authorised Council Officer. Should an Authorised Council Officer refuse such a request, they must provide a reason(s) for refusal.
- **Objecting to a refusal for access to data:** A person who has been recorded on a BWC and had their request to access a copy of the footage refused by an Authorised Council Officer may make a request to access the data under the *Right to Information Act 2009*.

4.4 Privacy and Confidentiality

4.4.1 Privacy Considerations

- **Privacy Interests:** The use of BWCs is managed in accordance with the *Personal Information Protection Act 2004*, which governs the collection, use and disclosure of personal information.
- **Notification:** Council Officers will announce that a BWC is recording, unless it is unreasonable to do so.
- **Minors:** In instances where a minor is present and likely to be recorded, BWCs will only be activated while being used in accordance with this Policy.

4.4.2 Confidentiality

- **Sensitive Information:** Council Officers must be cautious not to capture sensitive information, such as personal identifiers, health information or other confidential details, whilst engaging in a compliance or enforcement activity or investigation, unless relevant and necessary to the matter at hand.

- **Dissemination:** Unauthorised sharing or dissemination of BWC footage is prohibited. Only appropriate Council Officers may release footage in accordance with relevant legislation or where appropriate to do so.

4.5 Training and Compliance

4.5.1 Training

- **Initial Training:** Council Officers must complete training on the proper use, activation, and management of BWCs prior to accessing a BWC. This will include training on this Policy and any relevant procedure or guidelines.
- **Ongoing Training:** Refresher training will be provided to Council Officers to ensure continued understanding and adherence to this Policy and any relevant procedure or guidelines and address any updates or changes to relevant legislation, as required.

4.5.2 Compliance and Accountability

- **Monitoring:** Authorised Council Officers may conduct periodic audits of footage and data management practices if considered reasonable to do so.

5. Legislation and Related Standards

Personal Information Protection Act 2004

Local Government Act 1993

Right to Information Act 2009

Archives Act 1983

Listening Devices Act 1991

Work Health and Safety Act 2012

Building Act 2016

Land Use Planning and Approvals Act 1993

Dog Control Act 2000

Public Health Act 1997

Environmental Management Pollution Control Act 1994

6. Responsibility

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

Report

Following concerns raised by Council Officers, the use of body worn cameras was considered to be an effective and efficient method of protection, for both Council Officers and members of the public. Following consultation with Councillors at the Workshop held on 25 June 2024, Policy No. 99: Use of Body Worn Cameras is presented for consideration and endorsement. Once endorsed, the Policy will be published in the Meander Valley Council Policy Manual which is available to the public.

Attachments

Nil

Strategy

Supports the objectives of Council's strategic future direction

- 4: a healthy and safe community
- 5: innovative leadership and community governance.

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

Policy

Not applicable

Legislation

Personal Information Protection Act 2004

Right to Information Act 2009

Archives Act 1983

Listening Devices Act 1991

Work Health and Safety Act 2012

Consultation

Not applicable

Budget and Finance

Not applicable

Risk Management

A key aspect of this Policy is to aid in the mitigation of risk to the Council's Officers; this is from a workplace health and safety perspective as well collection of evidence.

Alternate Motion

Council can accept the Recommendation with amendments.

13. Community Wellbeing

13.1 Review of Policy No. 80: Management of Public Art

File Reference	S04-05-029
Report Author	Nate Austen Manager Community Wellbeing
Authorised By	Jonathan Harmey General Manager
Decision Sought	Review and continuation of Policy No. 80: Management of Public Art.
Vote	Simple majority

Recommendation

That Council endorses continuation of Policy No. 80: Management of Public Art as shown below:

Policy No. 80	Management of Public Art
Purpose	The purpose of this Policy is to guide the Council's management of public art within its authority.
Department Author	Governance and Community Wellbeing Nate Austen, Manager Community Wellbeing
Council Meeting Date	4 June 2024
Minute Reference	XXX/2024
Next Review Date	June 2028

1. Definitions

Public Art

Public art consists of artistic productions and constructions that may be permanent or temporary, functional or aesthetic in any medium, planned and executed outside a gallery context and intended specifically for exhibition within public space. Works of public art can include, but are not restricted to, paintings, murals, photography, sculpture, earthworks, signage, performance, water features, sound works, audio, text and multimedia.

Monuments and memorials are not included for the purposes of this policy.

2. Objective

The purpose of this Policy is:

- to establish a clear and effective process for developing and managing public art within Meander Valley Local Government Area (LGA).
- to facilitate the provision of public art in street-scaping, master-planning and town design projects for Meander Valley's communities.
- to further enhance Meander Valley's reputation as a respected exponent of public art in Tasmania.

3. Scope

This Policy applies to the Council's employees, contractors and volunteers in the management of public art through the Council's activities, the Council's facilities or property managed by the Council within Meander Valley.

4. Policy

Public art in the Meander Valley area arises from many sources with mixed funding models. The Council commissions some public art and contributes to projects developed by other parties. The Council is often required to be responsible for the ongoing maintenance and safety of public art. This involves working in partnership with communities, artists, voluntary organisations, businesses and agencies of State and Federal Governments.

In the development and management of public art within Meander Valley LGA the Council will:

- a. be guided by the background paper *Public Art in Meander Valley* (Mary Gill 2011);
- b. engage with local and regional arts organisations to ensure local and regional public art development and management in Meander Valley maintains best practice frameworks;
- c. involve and consult with local communities and local art organisations in regard to existing and proposed public art works;
- d. take a strategic approach to the development of public art within the LGA;
- e. consider public art opportunities in new or renewal capital projects in public spaces;
- f. appropriately contract and attribute creators of public art;
- g. apply effective processes for the commissioning and decommissioning of public art;
- h. ensure that access, risk management and public liability responsibilities are met;
- i. ensure that all relevant permissions and statutory approvals are identified and obtained;
- j. appropriately register and maintain existing works;
- k. respond to public art works proposed to be gifted to the Meander Valley community in accordance with its Gifted Assets and Asset Management Policies;
- l. apply best practice standards of asset management including a commitment to consult with the artist(s) regarding any repairs or modifications to their work or its immediate surrounds;
- m. consultation fee processes should be outlined in contract documents for any new works; and
- n. provide funds in its annual operational budget for ongoing maintenance of public art.

5. Legislation and Related Standards

Copyright Act 1968

Copyright Amendment (Moral Rights) Act 2000

Meander Valley Council Policy No. 60: Asset Management

Meander Valley Council Policy No. 78: New and Gifted Assets

State and Commonwealth legislation addressing the protection of cultural heritage

6. Responsibility

Responsibility for the operation of this Policy rests with the Manager, Community Wellbeing.

Report

Policy No. 80: Management of Public Art was reviewed by Councillors at the 25 June 2024 Workshop. The Policy is written taking into consideration the *Public Art in the Meander Valley* paper written by Mary Gill. Attachment 1 shows the suggested changes and alterations to the current policy.

Attachments

1. Policy No. 80: Management of Public Art 2024 Review - Marked Up Version [13.1.1 - 3 pages]

Strategy

Supports the objectives of Council's strategic future direction
3: vibrant and engaged communities.

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

Policy

Not applicable

Legislation

Local Government Act 1993: section 123

Copyright Act 1968

Copyright Amendment (Moral Rights) Act 2000

Consultation

Not applicable

Budget and Finance

Not applicable

Risk Management

Not applicable

Alternate Motion

Council can approve the continuation of Policy No. 80: Management of Public Art with amendments.

POLICY MANUAL

Policy No. 80

Management of Public Art

Purpose

The purpose of this Policy is to guide the Council's management of public art within its authority.

**Department
Author**

Governance and Community ~~Services~~Wellbeing
~~Patrick Gambles~~Nate Austen, Manager Community
DevelopmentWellbeing

**Council Meeting Date
Minute Reference**

17 January 2017, ~~TBA~~
19/2017 ~~TBA~~

Next Review Date

February 2021 ~~2028~~7

POLICY

1. Definitions

Public Art

~~Is artwork freely accessible in the public domain.~~
Public art ~~It~~ consists of artistic productions and constructions that may be permanent or temporary, functional or aesthetic in any medium, planned and executed outside a gallery context and intended specifically for exhibition within public space. Works of public art can include, but are not restricted to, paintings, murals, photography, sculpture, earthworks, signage, performance, water features, sound works, audio, text and multimedia.

Monuments and memorials are not included for the purposes of this policy.

2. Objective

The purpose of this Policy is:

- to establish a clear and effective process for developing and managing ~~and supporting~~ public art ~~in the municipal~~within Meander Valley Local Government Area-(LGA)area.
- to facilitate the provision of public art in street-scaping, master-planning and town design projects for Meander Valley's communities.
- to further enhance Meander Valley's reputation as a respected exponent of public art in Tasmania.

3. Scope

13.1.1 Policy No. 80: Management Of Public Art 2024 Review - Marked Up Version

This Policy applies to the Council, employees, contractors and volunteers in the management of public art through the Council's activities, Council's facilities or Council managed property within Meander Valley.

4. Policy

Public art in the Meander Valley area arises from many sources with mixed funding models. ~~The~~ Council commissions some public art and contributes to projects developed by other parties. ~~The~~ Council is often required to be responsible for the ongoing maintenance and safety ~~of~~ of art works in the public domain public art. This involves working in partnership with communities, artists, volunteer organisations, businesses and agencies of State, Commonwealth and Federal Governments.

In the development and management of public art ~~in the municipal area in Meander Valley LGA,~~ the Council will:

- a. ~~be guided by the background paper *Public Art in Meander Valley* (Mary Gill 2011);~~
- b. ~~engage with local and regional arts organisations to ensure best practise;~~
- c. ~~involve and consult with local communities in regard to existing and proposed public art works;~~
- a. ~~take a strategic approach to the development of public art within the municipal area; LGA~~
- d. ~~consider public art opportunities in new or renewal capital projects in public spaces.~~
- e. ~~appropriately contract and attribute creators of public art;~~
- a. ~~apply effective processes for the commissioning and decommissioning of public art;~~
- b. ~~ensure that access, risk management and public liability responsibilities are met;~~
 - a. ~~ensure that all relevant permissions and statutory approvals are identified and obtained;~~
 - b. ~~appropriately register and maintain existing works;~~
 - b. ~~respond to public art works proposed to be gifted to the Meander Valley community in accordance with its Gifted Assets and Asset Management Policies;~~
- c. ~~take a strategic approach to the development of public art within the municipal area;~~
- d. ~~encourage community consultation and involvement;~~
- e. ~~support the creation of a voluntary Public Art Advisory Group with wide representation;~~
- f. ~~appropriately register and maintain existing works;~~
- g. ~~ensure that its access, risk management and public liability responsibilities are met;~~
- h. ~~ensure that all relevant permissions and statutory approvals are identified and obtained;~~

13.1.1 Policy No. 80: Management Of Public Art 2024 Review - Marked Up Version

- i. apply best practice standards of asset management including a commitment to consult with the artist(s) regarding any repairs or modifications to their work or its immediate surrounds;
 - a. consultation fee processes should be outlined in contract documents for any new works; and
- ~~j. apply effective processes for the commissioning and decommissioning of public art;~~
- ~~k. appropriately contract and attribute creators of public art;~~
- l. provide funds in its annual operational budget for ongoing maintenance of public art; ~~and~~
- ~~m. consider public art opportunities in new or renewal capital projects in public spaces.~~

5. Legislation and Related Standards

Copyright Act 1968

Copyright Amendment (Moral Rights) Act 2000

Meander Valley Council Policy No. 60 – Asset Management

Meander Valley Council Policy No.78 – New and Gifted Assets

State and Commonwealth legislation addressing the protection of cultural heritage

6. Responsibility

Responsibility for the operation of this Policy rests with the ~~Director Governance and Community Services Manager, Community Wellbeing.~~

13.2 Community Grants and Sponsorship Fund 2024-25 Round 1

File Reference	S15-01-036
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 2024-25 (July to September).
Vote	Simple majority

Recommendation

That Council:

1. notes the recommendations of the Community Grants and Sponsorship Fund Committee from their Meeting held on 24 June 2024.
2. approves the grants and sponsorships to a total value of \$28,253 with the grant categories as follows:
 - a. Community Grants totalling \$26,403.

Applicant/ Project	Project Cost	Grant Request	Grant Proposed	Comments
Arts Deloraine Pocket Park Project	\$63,200	\$3,000	\$3,000	To be reviewed once conditions are met
Combined Churches of Westbury Carols on the Village Green	\$2,000	\$2,000	\$2,000	Supported
Mole Creek Progress Association Swimming Pool Equipment	\$2,565	\$2,565	\$2,130	Less funds for chemicals

Applicant/ Project	Project Cost	Grant Request	Grant Proposed	Comments
Prospect Vale Park clubroom lighting	\$4,652	\$3,000	\$0	Not supported
AIC Tennis Club AIC (Auspice) Tennis Club Equipment	\$4,208	\$3,000	\$3,000	Supported
Deloraine Districts Pony Club Lawn Mower	\$8,264	\$3,000	\$3,000	Supported
Prospect Hawks Junior Football Club Artificial Turf for Coaches box	\$2,400	\$1,200	\$1,200	Supported
Star Rae Productions Tasdance (Auspice) The Marvellous Wonderettes	\$21,051	\$3,000	\$3,000	Supported
Westbury Bowls Club Rookie Rollers School Program	\$5,464	\$3,000	\$3,000	Supported
Westbury Cricket Club Storage Container	\$3,665	\$3,000	\$3,000	Supported
Westbury RSL Volunteers	\$1,975	\$1,975	\$1,893	Supported Less GST on name tag costs

Applicant/ Project	Project Cost	Grant Request	Grant Proposed	Comments
Wildwood Landcare Tools and Equipment	\$12,953	\$1,180	\$1,180	Supported
Total	\$132,397	\$29,920	\$26,403	

b. Reimbursement Grant totalling \$350.

Applicant/Project	Grant Request	Grant Proposed	Comments
Westbury Bowls Club –planning fees associated with lighting the Westbury Bowling Green	\$350	\$350	Supported
Total	\$350	\$350	

c. Sponsorship Donation for Organisations totalling \$450.

Applicant/Project	Grant Request	Grant Proposed	Comments
Our Lady of Mercy	\$450	\$450	Supported
Total	\$450	\$450	

d. Sponsorship Donation for Individuals totalling \$1,050.

Applicant/Event	Grant Request	Grant Proposed	Comments
Elliott, Q. U18 National Indoor Cricket Championships	\$150	\$150	
Davey, O. U16 State Rugby Championships.	\$150	\$150	
Schipper, W. National T20 Cricket Championship	\$150	\$150	

Applicant/Event	Grant Request	Grant Proposed	Comments
Brown, E. National Touch Football Championships	\$150	\$150	
Overvliet, J. Australian Junior U19 Volleyball championships	\$150	\$150	
Milich, Z. U16 National Youth Football Championships	\$150	\$150	
Flack, E. Womens National Indoor Cricket Championship	\$150	\$150	
Total	\$1,050	\$1,050	

Report

The Community Grants and Sponsorship Fund Committee (the Committee) met on 24 June 2024 to assess the first round of applications seeking support from the Meander Valley Council's Grants and Sponsorship Fund for the new financial year. Applications were reviewed and assessed against the relevant guidelines.

Councillors Kevin House and Anne-Marie Loader as well as Justin Marshall (Team Leader Finance) attended in person and Deputy Mayor Stephanie Cameron and Karl Boss-Walker (Team Leader Facilities) attended via telephone.

Councillor House declared a conflict of interest in the assessment of grant applications for Prospect Hawks Junior Football Club – Artificial turf around the coach box and Westbury Cricket Club – Storage container. Councillor House did not contribute recommendations for these two assessments.

Funds Available for Allocation in Round 1

An annual budget of \$100,000 has been approved by Council for the 2024-25 financial year. Round 1 requests totalled \$31,770.

Summary of Round 1 Assessment

Community Grants

The Council received 12 applications, which in total, requested an amount of \$29,920 from the fund. The total recommended funding amount for Round 1 is \$26,403.

The funding amounts that the Committee has recommended for all projects represent the full demonstrated cost of the project less any GST component for those organisations that are GST registered.

The Committee recommends the following additional considerations and or conditions:

- that the Arts Deloraine, Pocket Park Project be approved subject to the group successfully securing funding for all the necessary base groundworks at the project site. Resubmission of this application will be required if the group can not demonstrate this condition to the Council prior to the close of Round 3 applications on 10 December 2024;
- not supporting the Prospect Vale Park clubrooms lighting upgrade (LED) at the Ray Johnston Centre due to the application request for building maintenance not fitting within the Community Grants and Sponsorship Guidelines;
- not funding the request for the purchase of pool chemicals as part of the Mole Creek Progress Association, Mole Creek Swimming Pool equipment application as it was deemed this request does not fit within the Community Grants and Sponsorship Guidelines. All other lifesaving equipment requests, however, are recommended to be funded.

Reimbursement Grant

One application was received for this grant category. A funding allocation of \$350 is recommended by the Committee for reimbursement of a Westbury Bowls Club lighting installation Planning Application fee.

Sponsorship Donations for Organisations

One application was received for this grant category. A funding allocation of \$450 is recommended by the Committee for the Our Lady of Mercy School Fiesta 2024.

Sponsorship Donations for Individuals

Seven applications were received for this category. A funding allocation of \$1,050 is recommended by the Committee for Round 1.

Attachments

Nil

Strategy

Supports the objectives of Council's strategic future direction

3: vibrant and engaged communities

4: a healthy and safe community.

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

Policy

Policy No. 82: Community Grants and Sponsorship Fund

Legislation

Local Government Act 1993: section 77

Consultation

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

Budget and Finance

There will be sufficient funds to meet the recommendations of the Committee. The total grants and sponsorship fund budget for the 2024-25 financial year is \$100,000.

This is the first round with a recommended total allocation of \$28,253. If recommendations are fully allocated from the approved budget there will be \$71,747 remaining for allocation across the remaining three grant rounds.

Risk Management

Not applicable

Alternate Motion

Council can approve the Recommendation with amendments.

14. Corporate Services

14.1 Financial Report to 30 June 2024

File Reference	S12-04-14
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 2024.
Vote	Simple majority

Recommendation

That Council receives the draft financial report for the year ended 30 June 2024, as provided in Attachment 1.

Report

The financial report for the financial year 1 July 2023 to 30 June 2024 is provided as Attachment 1. The report presented is 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 2023-24 annual report and presented at Council's Annual General Meeting.

Overall revenue and expenditure are in line with management expectations and the anticipated results presented in the recently adopted 2024-25 budget estimates. Revenue is lower than the budget with several Government Grants remaining outstanding at financial year end. These are to be received primarily in the recreation and cultural area and are now anticipated to be received in the 2024-25 financial year.

Grant revenue is also impacted by the timing of Financial Assistance Grant instalments from the Commonwealth Government. It is noted that 85% of the 2024-25 Financial Assistance Grant was prepaid in June 2024, being \$4,782,864 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, Development and Regulatory and Governance 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 2024 [14.1.1 - 14 pages]

Strategy

Supports the objectives of Council's strategic future direction

- 5: innovative leadership and community governance.

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

Policy

Not applicable

Legislation

Not applicable

Consultation

Not applicable

Budget and Finance

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

Risk Management

Not applicable

Alternate Motion

Not applicable



Meander Valley Council

Working Together

DRAFT FINANCIAL REPORT TO 30 JUNE 2024

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1. Introduction

Council's Financial Report provides an overview of our financial performance for the 2023-24 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 2024, which is subject to financial year-end adjustments.

The Operating Statement for the financial year ended 30 June 2024 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 2024-25 financial year. Grant revenue is also impacted by the timing of Financial Assistance Grant instalments from the Commonwealth Government. It is noted that 85% of the 2024-25 Financial Assistance Grant was prepaid in June 2024, being \$4,782,864 in total.

Contributions & Donations revenue is below budget, however when new subdivision assets taken over by Council are recognised as part of financial year end, is expected to be above budget. Interest revenue is above budget for the financial year due to continued high interest rates on offer from financial institutions and Council's cash balance being higher than budgeted. Sale of Assets is the net profit from the sale of a property in Prospect Vale and sale of two vacant lots in Deloraine.

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, Development & Regulatory and Governance 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 2024.
- Cash & Investment Reconciliation – This report shows Council's total cash balance as at 30 June 2024, 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 2024

	Actual 2024	Budget 2024	% of Budget
Total Council Operations			
Operating Revenue			
Rate Revenue	17,739,371	17,727,500	100.07%
Fees & User Charges	1,639,440	1,489,500	110.07%
Contributions & Donations	367,397	1,036,900	35.43%
Interest	1,580,533	982,200	160.92%
Grants & Subsidies	10,187,189	13,193,006	77.22%
Profit on Disposal of Assets	605,107	-	
Other Revenue	887,795	1,013,600	87.59%
Total Operating Revenue	\$ 33,006,832	\$ 35,442,706	93.13%
Operating Expenditure			
Departments			
Governance	1,611,718	2,032,182	79.31%
Corporate Services	2,395,589	2,610,900	91.75%
Infrastructure Services	5,628,537	6,405,400	87.87%
Works	4,747,025	4,635,200	102.41%
Development & Regulatory Services	2,344,553	2,871,300	81.65%
Community Wellbeing	952,513	1,164,500	81.80%
Maintenance & Working Expenses	\$ 17,679,934	\$ 19,719,482	89.66%
Interest	-	46,500	0.00%
Depreciation	6,172,800	6,172,800	100.00%
Payments to Government Authorities	1,388,492	1,388,500	100.00%
Administration Allocated	-	-	
Other Payments	134,360	264,018	50.89%
Total Operating Expenditure	\$ 25,375,586	\$ 27,591,300	91.97%
Operating Surplus/(Deficit)	\$ 7,631,245	\$ 7,851,406	



3. Capital Project Report

2024 Financial Year

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	<i>Prior Year Expenditure</i>	<i>Current Year Expenditure</i>	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>
Administration						
100 - Administration						
5040 Council Chambers - Office Space Improvements	\$0	\$0	\$0	\$50,000	-\$50,000	0.00%
5101 Workstations and Peripherals	\$0	\$37,328	\$37,328	\$35,000	\$2,328	106.65%
5102 Network Infrastructure	\$15,829	\$334	\$16,163	\$64,600	-\$48,437	25.02%
5110 Replacement GPS Unit	\$0	\$0	\$0	\$20,000	-\$20,000	0.00%
5111 Software and Upgrades	\$0	\$0	\$0	\$31,900	-\$31,900	0.00%
5115 Conquest Software Upgrade	\$0	\$10,800	\$10,800	\$10,500	\$300	102.86%
5127 MVC Website Upgrade	\$0	\$0	\$0	\$20,000	-\$20,000	0.00%
5133 Core Enterprise Software Replacement 21/22	\$504	\$0	\$504	\$1,000,000	-\$999,496	0.05%
5134 Council Office Improvements	\$0	\$3,000	\$3,000	\$150,000	-\$147,000	2.00%
100 - Administration Sub Total	\$16,333	\$51,462	\$67,795	\$1,382,000	-\$1,314,205	4.91%
100 - Administration Sub Total	\$16,333	\$51,462	\$67,795	\$1,382,000	-\$1,314,205	4.91%

Roads Streets and Bridges

201 - Roads and Streets

5817 Church St - Carrick	\$15,147	\$200,995	\$216,143	\$235,000	-\$18,857	91.98%
5820 Ashburner St - Carrick	\$0	\$3,890	\$3,890	\$26,100	-\$22,210	14.90%
5821 Liffey St - Carrick	\$0	\$28,986	\$28,986	\$30,000	-\$1,014	96.62%
5825 Emu Bay Rd - Deloraine	\$0	\$6,873	\$6,873	\$10,000	-\$3,127	68.73%
5828 Barrack St West - Deloraine 21/22	\$1,234	\$15	\$1,250	\$110,000	-\$108,750	1.14%
5848 Rickman St - Deloraine	\$0	\$0	\$0	\$13,000	-\$13,000	0.00%
5861 West Parade - Deloraine	\$6,513	\$74,971	\$81,483	\$150,000	-\$68,517	54.32%
5877 Rutherglen Rd - Hadspen 20/21	\$0	\$0	\$0	\$15,000	-\$15,000	0.00%
5894 Country Club Av - Prospect Vale 21/22	\$109,657	\$3,682	\$113,338	\$918,000	-\$804,662	12.35%
5895 Mt Leslie Rd - Prospect Vale	\$33,581	\$19,829	\$53,411	\$900,000	-\$846,589	5.93%
5896 Westbury Rd - Prospect Vale	\$0	\$15	\$15	\$115,000	-\$114,985	0.01%
5925 Bimbimbi Av - Prospect Vale	\$0	\$11,819	\$11,819	\$130,000	-\$118,181	9.09%

14.1.1 Financial Report 30 June 2024



2024 Financial Year

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	<i>Prior Year Expenditure</i>	<i>Current Year Expenditure</i>	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>
5962 William St, Westbury	\$0	\$4,191	\$4,191	\$107,000	-\$102,809	3.92%
5972 Lonsdale Prom - Westbury	\$0	\$0	\$0	\$30,000	-\$30,000	0.00%
5983 Meander Valley Road, Westbury	\$0	\$6,883	\$6,883	\$10,000	-\$3,117	68.83%
5989 Pioneer Drive - Mole Creek	\$0	\$0	\$0	\$100,000	-\$100,000	0.00%
6102 Blackstone Rd - Blackstone Heights 21/22	\$30,193	\$177,884	\$208,078	\$525,000	-\$316,922	39.63%
6105 Panorama Rd - Blackstone Heights	\$0	\$76,650	\$76,650	\$75,000	\$1,650	102.20%
6194 Railton Main Road - Moltema	\$0	\$35,122	\$35,122	\$35,000	\$122	100.35%
6204 R2R 2024 Parkham Rd - Parkham	\$0	\$594,258	\$594,258	\$595,000	-\$742	99.88%
6210 Porters Bridge Rd - Reedy Marsh	\$0	\$125,000	\$125,000	\$125,000	\$0	100.00%
6214 Selbourne Rd - Selbourne	\$0	\$77	\$77	\$10,000	-\$9,923	0.77%
6223 Dynans Bridge Rd - Weegen	\$21,657	\$329,702	\$351,359	\$377,000	-\$25,641	93.20%
6245 R2R 2024 Westwood Rd - Westwood	\$0	\$471,801	\$471,801	\$472,000	-\$199	99.96%
6272 East Barrack St - Deloraine 20/21	\$0	\$160,100	\$160,100	\$160,400	-\$300	99.81%
6273 Gulf Rd, Liffey - Landslip Works	\$29,843	\$433,730	\$463,573	\$600,000	-\$136,427	77.26%
6281 Westbury Rd, Prospect Vale - New Handrail	\$0	\$8,529	\$8,529	\$10,000	-\$1,471	85.29%
6289 Mt Leslie Rd - Footpath Renewal	\$0	\$73,010	\$73,010	\$72,000	\$1,010	101.40%
6358 Westbury Rd, Prospect Vale - Crossing Improvements Vale	\$3,363	\$47	\$3,410	\$15,000	-\$11,590	22.73%
6363 Westwood Rd - Golf Course Area Design	\$0	\$124	\$124	\$10,000	-\$9,876	1.24%
201 - Roads and Streets Sub Total	\$251,188	\$2,848,183	\$3,099,371	\$5,980,500	-\$2,881,129	51.82%
210 - Bridges						
5203 Western Creek Montana Road	\$0	\$160,595	\$160,595	\$400,000	-\$239,405	40.15%
5264 Quamby Brook Roxford Road	\$0	\$417,903	\$417,903	\$484,800	-\$66,897	86.20%
5317 Un-Named Creek Fellows Road	\$0	\$179,508	\$179,508	\$200,000	-\$20,492	89.75%
5409 Un-Named Drain Harveys Road 21/22	\$89	\$9,753	\$9,842	\$25,000	-\$15,158	39.37%
210 - Bridges Sub Total	\$89	\$767,759	\$767,848	\$1,109,800	-\$341,952	69.19%
200 - Roads Streets and Bridges Sub Total	\$251,277	\$3,615,942	\$3,867,220	\$7,090,300	-\$3,223,080	54.54%

14.1.1 Financial Report 30 June 2024



2024 Financial Year

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	<i>Prior Year Expenditure</i>	<i>Current Year Expenditure</i>	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>
Health and Community Welfare						
314 - Emergency Services						
6754 Emergency Response Trailer	\$0	\$28,583	\$28,583	\$33,000	-\$4,417	86.61%
314 - Emergency Services Sub Total	\$0	\$28,583	\$28,583	\$33,000	-\$4,417	86.61%
315 - Cemeteries						
6302 Deloraine Lawn Cemetery Concrete Slabs	\$0	\$7,503	\$7,503	\$7,500	\$3	100.04%
6312 Deloraine Lawn Cemetery Extend Access Road	\$0	\$2,165	\$2,165	\$5,000	-\$2,835	43.30%
315 - Cemeteries Sub Total	\$0	\$9,668	\$9,668	\$12,500	-\$2,832	77.34%
316 - Community Amenities						
6516 Deloraine Train Park Toilets	\$0	\$0	\$0	\$10,000	-\$10,000	0.00%
6529 Carrick Rec Ground - Public Toilets 21/22	\$14,146	\$158,260	\$172,406	\$200,000	-\$27,594	86.20%
6531 Alveston Drive Public Toilets	\$0	\$7,347	\$7,347	\$10,000	-\$2,653	73.47%
6532 Westbury RV Dump Point	\$0	\$46,085	\$46,085	\$46,000	\$85	100.19%
6533 Westbury Library Kitchenette Upgrades	\$0	\$12,298	\$12,298	\$15,000	-\$2,702	81.99%
6534 Deloraine Public Toilets Improvements	\$0	\$0	\$0	\$10,000	-\$10,000	0.00%
316 - Community Amenities Sub Total	\$14,146	\$223,990	\$238,136	\$291,000	-\$52,864	81.83%

14.1.1 Financial Report 30 June 2024



2024 Financial Year

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	<i>Prior Year Expenditure</i>	<i>Current Year Expenditure</i>	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>
335 - Household Waste						
6602 Westbury Land fill Site - Cell Expansion 21/22	\$120,345	\$2,294	\$122,639	\$544,100	-\$421,461	22.54%
6605 Mobile Garbage Bins	\$0	\$42,997	\$42,997	\$131,500	-\$88,503	32.70%
6607 Deloraine Landfill Site - Entrance Rd & Internal Roundabout	\$0	\$0	\$0	\$150,000	-\$150,000	0.00%
6608 Deloraine Landfill Site - Saw Tooth Retaining Wall	\$0	\$69,530	\$69,530	\$570,000	-\$500,470	12.20%
6611 Mobile Organics Bins	\$6,234	\$0	\$6,234	\$97,600	-\$91,366	6.39%
6617 Cluan Landfill Site Access Road 21/22	\$0	\$0	\$0	\$50,000	-\$50,000	0.00%
6618 Landfill Sites Land Purchase 21/22	\$3,416	-\$3,416	\$0	\$270,000	-\$270,000	0.00%
6619 Deloraine Landfill Site Improvements 21/22	\$109,395	\$434,800	\$544,195	\$627,541	-\$83,346	86.72%
6620 Cluan Landfill Site	\$0	\$114,553	\$114,553	\$120,000	-\$5,447	95.46%
6621 Westbury Landfill Site - Recycling Shed	\$0	\$3,840	\$3,840	\$40,000	-\$36,160	9.60%
335 - Household Waste Sub Total	\$239,390	\$664,597	\$903,988	\$2,600,741	-\$1,696,753	34.76%
351 - Storm Water Drainage						
6404 East St, Carrick Stormwater 21/22	\$0	\$9,014	\$9,014	\$10,900	-\$1,886	82.70%
6408 Railway St Deloraine - Stormwater	\$0	\$39,193	\$39,193	\$40,000	-\$807	97.98%
6433 Jane St, Bracknell Stormwater	\$0	\$35,260	\$35,260	\$35,000	\$260	100.74%
6450 West Parade Deloraine Stormwater 21/22	\$1,411	\$31	\$1,441	\$135,000	-\$133,559	1.07%
6472 Marriott St, Westbury - Stormwater	\$0	\$1,233	\$1,233	\$25,000	-\$23,767	4.93%
6473 South Esk Dr, Hadspen - Stormwater	\$0	\$11,359	\$11,359	\$25,000	-\$13,641	45.44%
6489 Liffey St Carrick Stormwater	\$0	\$148,944	\$148,944	\$150,000	-\$1,056	99.30%
6498 Open Drain Program, Westbury	\$0	\$0	\$0	\$72,500	-\$72,500	0.00%
6866 Jones St, Westbury - Stormwater 21/22	\$0	\$160,699	\$160,699	\$168,000	-\$7,301	95.65%
6869 Buell Drive, Prospect Vale - Stormwater	\$4,443	\$1,746	\$6,189	\$110,000	-\$103,811	5.63%
6870 Harley Parade, Prospect Vale - Stormwater	\$0	\$3,486	\$3,486	\$75,000	-\$71,514	4.65%
351 - Storm Water Drainage Sub Total	\$5,854	\$410,965	\$416,819	\$846,400	-\$429,581	49.25%
300 - Health and Community Welfare Sub Total	\$259,390	\$1,337,803	\$1,597,193	\$3,783,641	-\$2,186,448	42.21%

14.1.1 Financial Report 30 June 2024



2024 Financial Year

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	<i>Prior Year Expenditure</i>	<i>Current Year Expenditure</i>	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>
Recreation and Culture						
505 - Public Halls						
7428 Bracknell Hall - Building Replacement 16/17	\$802,767	\$434,377	\$1,237,145	\$1,235,000	\$2,145	100.17%
505 - Public Halls Sub Total	\$802,767	\$434,377	\$1,237,145	\$1,235,000	\$2,145	100.17%
525 - Recreation Grounds & Sports Facilities						
7611 Deloraine Rec Ground Precinct 21/22	\$44,219	\$240,792	\$285,011	\$4,178,000	-\$3,892,989	6.82%
7618 Westbury Sports Ctr - Change Room Upgrade	\$12,977	\$198,033	\$211,009	\$220,000	-\$8,991	95.91%
7626 Deloraine Rec Ground - Ground Seating	\$0	\$10,192	\$10,192	\$10,000	\$192	101.92%
7627 Deloraine Rec Ground - Clubroom Upgrade	\$0	\$0	\$0	\$100,000	-\$100,000	0.00%
7628 Deloraine - Half Court Basketball	\$0	\$11,070	\$11,070	\$10,000	\$1,070	110.70%
7674 Carrick Rec Ground - Playground Upgrade	\$0	\$2,586	\$2,586	\$60,000	-\$57,414	4.31%
7678 PVP Ring Road & Main Access 21/22	\$6,530	\$13,416	\$19,946	\$82,500	-\$62,554	24.18%
7687 PVP Lighting Upgrade	\$0	\$0	\$0	\$10,000	-\$10,000	0.00%
7695 Deloraine Community Complex - Squash Courts 20/21	\$270,151	\$1,772,824	\$2,042,975	\$3,700,000	-\$1,657,025	55.22%
525 - Recreation Grounds & Sports Facilities Sub Total	\$333,877	\$2,248,912	\$2,582,789	\$8,370,500	-\$5,787,711	30.86%
565 - Parks and Reserves						
8002 Deloraine Steel Arch Footbridge	\$10,870	\$354,978	\$365,848	\$600,000	-\$234,152	60.97%
8030 Westbury Town Common - Parkrun Finishing Chute	\$0	\$8,804	\$8,804	\$10,000	-\$1,196	88.04%
8078 Pitcher Parade Wetlands - Replacement Footbridge	\$0	\$0	\$0	\$65,000	-\$65,000	0.00%
8099 Poets Place Reserve, Hadspen - Divest Land 18/19	\$556	\$0	\$556	\$5,000	-\$4,444	11.12%
8101 Chris St Reserve, Prospect - Divest Land 18/19	\$425	\$0	\$425	\$5,000	-\$4,575	8.50%
8104 Various Locations Dog Area Improvements 20/21	\$68,523	\$102,439	\$170,962	\$175,000	-\$4,038	97.69%
565 - Parks and Reserves Sub Total	\$80,374	\$466,221	\$546,595	\$860,000	-\$313,406	63.56%
500 - Recreation and Culture Sub Total	\$1,217,018	\$3,149,510	\$4,366,528	\$10,465,500	-\$6,098,972	41.72%

14.1.1 Financial Report 30 June 2024



2024 Financial Year

02-Jul-2024 03:00:31

	<i>Prior Year Expenditure</i>	<i>Current Year Expenditure</i>	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>
Unallocated and Unclassified						
625 - Management and Indirect O/Heads						
8803 Minor Plant Purchases	\$0	\$37,565	\$37,565	\$43,300	-\$5,735	86.75%
8819 New Works Depot Design & Construction 20/21	\$78,221	\$111,926	\$190,147	\$5,043,000	-\$4,852,853	3.77%
625 - Management and Indirect O/Heads Sub Total	\$78,221	\$149,491	\$227,712	\$5,086,300	-\$4,858,588	4.48%
655 - Plant Working						
8702 Backhoe Replacement (Plant 301)	\$0	\$0	\$0	\$130,000	-\$130,000	0.00%
8712 Mower Replacement (Plant 620)	\$2,750	\$26,000	\$28,750	\$35,000	-\$6,250	82.14%
8735 Mower Replacement (Plant 615)	\$2,750	\$25,000	\$27,750	\$35,000	-\$7,250	79.29%
8744 Depot Utility (No. 200)	\$0	\$31,739	\$31,739	\$35,000	-\$3,261	90.68%
8759 Mower (No. 610)	\$0	\$23,635	\$23,635	\$20,000	\$3,635	118.18%
8771 Loader Replacement (No. 515)	\$0	\$212,962	\$212,962	\$209,000	\$3,962	101.90%
8772 New Compactor Truck	\$0	\$0	\$0	\$255,000	-\$255,000	0.00%
8775 New Utility	\$0	\$0	\$0	\$40,000	-\$40,000	0.00%
8776 Asphalt Roller (No. 765)	\$0	\$32,916	\$32,916	\$34,000	-\$1,084	96.81%
8777 Street Sweeper	\$0	\$0	\$0	\$65,000	-\$65,000	0.00%
8778 Spray ATV	\$0	\$37,027	\$37,027	\$40,000	-\$2,973	92.57%
655 - Plant Working Sub Total	\$5,500	\$389,279	\$394,779	\$898,000	-\$503,221	43.96%
675 - Other Unallocated Transactions						
8707 Fleet Vehicle Purchases	\$0	\$122,620	\$122,620	\$165,400	-\$42,780	74.14%
8774 35 William St, Westbury - Community Hive Project	\$0	\$0	\$0	\$20,000	-\$20,000	0.00%
675 - Other Unallocated Transactions Sub Total	\$0	\$122,620	\$122,620	\$185,400	-\$62,780	66.14%
600 - Unallocated and Unclassified Sub Total	\$83,721	\$661,391	\$745,112	\$6,169,700	-\$5,424,588	12.08%
Total Capital Project Expenditure	\$1,827,740	\$8,816,108	\$10,643,848	\$28,891,141	-\$18,247,293	36.84%



4. Capital Resealing Report

2024 Financial Year

30-Jun-2024 21:05:29

	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>
Roads Streets and Bridges				
201 - Roads and Streets				
5647 Gaffneys - Moltema	\$3,402	\$0	\$3,402	0.00%
5882 Reibey St - Hadspen	\$130,076	\$0	\$130,076	0.00%
5884 Bowdens Rd - Hadspen	\$390	\$0	\$390	0.00%
5900 Chris St To Clifton Crt - Prospect Vale	\$141,331	\$0	\$141,331	0.00%
5907 Akuna Ct - Prospect Vale	\$30,972	\$0	\$30,972	0.00%
5934 Hutton Ct - Prospect Vale	\$17,791	\$0	\$17,791	0.00%
5938 Clifton Place - Prospect Vale	\$26,510	\$0	\$26,510	0.00%
5947 Stuart Av - Prospect Vale	\$36,166	\$0	\$36,166	0.00%
5963 Field St - Westbury	\$8,690	\$0	\$8,690	0.00%
5970 Arthur St - Westbury	\$12,196	\$0	\$12,196	0.00%
5971 Marriott St Moore To End - Westbury	\$27,462	\$0	\$27,462	0.00%
5975 Adelaide St - Westbury	\$19,750	\$0	\$19,750	0.00%
5980 Dexter St, Franklin St to William St - Westb	\$21,137	\$0	\$21,137	0.00%
5981 Shadforth St - Westbury	\$34,026	\$0	\$34,026	0.00%
5982 Mary St, Westbury	\$79,367	\$0	\$79,367	0.00%
6106 Oaks Rd - Bracknell	\$11,547	\$0	\$11,547	0.00%
6170 Bengeo Rd Dunorlan To Mole Ck Rd- Red	\$144,985	\$0	\$144,985	0.00%
6194 Railton Main Road - Moltema	\$249,340	\$0	\$249,340	0.00%
6197 Montana Rd - Montana	\$206,645	\$0	\$206,645	0.00%
6204 R2R 2024 Parkham Rd - Parkham	\$91,497	\$0	\$91,497	0.00%
6208 Bogan Rd - Quamby Brook	\$6,651	\$0	\$6,651	0.00%
6223 Dynans Bridge Rd - Weegena	\$6,302	\$0	\$6,302	0.00%
6241 Moore St - Westbury	\$103,852	\$0	\$103,852	0.00%
6245 R2R 2024 Westwood Rd - Westwood	\$81,139	\$0	\$81,139	0.00%
6259 Railton Rd - Kimberley	\$251,323	\$0	\$251,323	0.00%
6299 Reseals General Budget Allocation	\$0	\$1,742,548	-\$1,742,548	0.00%
201 - Roads and Streets Sub Total	\$1,742,548	\$1,742,548	\$0	100.00%
Capital Resealing Expenditure Total	\$1,742,548	\$1,742,548	\$0	100.00%



5. Capital Gravelling Report

2024 Financial Year

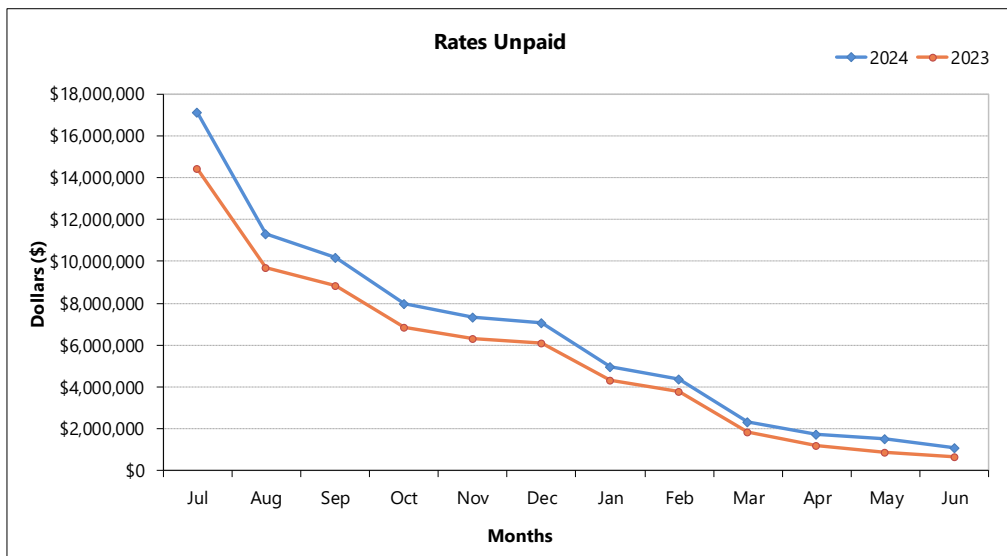
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	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>	
Roads Streets and Bridges					
201 - Roads and Streets					
5537	Trickett Rd - Needles	\$20,735	\$0	\$20,735	0.00%
5554	Elmers - Dunorlan	\$21,382	\$0	\$21,382	0.00%
5573	Brodies Rd - Golden Valley	\$27,878	\$0	\$27,878	0.00%
5596	Grubbs - Lemana	\$26,347	\$0	\$26,347	0.00%
5598	Echo Valley - Liena	\$10,400	\$0	\$10,400	0.00%
5602	Old Gads Hill Rd - Liena	\$31,263	\$0	\$31,263	0.00%
5612	Sherriffs Rd - Meander	\$7,198	\$0	\$7,198	0.00%
5614	Cummings Rd - Meander	\$17,443	\$0	\$17,443	0.00%
5619	Barbers Rd - Meander	\$2,691	\$0	\$2,691	0.00%
5622	Reiffers Rd - Meander	\$20,255	\$0	\$20,255	0.00%
5640	Shalstone Rd - Mole Creek	\$7,393	\$0	\$7,393	0.00%
5655	Tomes Rise - Off Davies Rd	\$10,516	\$0	\$10,516	0.00%
5668	Maloneys Rd - Parkham	\$19,762	\$0	\$19,762	0.00%
5675	Davis - Quamby Brook	\$9,752	\$0	\$9,752	0.00%
5678	Bogan Rd - Quamby Brook	\$48,761	\$0	\$48,761	0.00%
5695	Sykes - Union Bridge	\$38,975	\$0	\$38,975	0.00%
5738	Westrope - Western Creek	\$17,311	\$0	\$17,311	0.00%
5799	Gravel Resheeting General Budget Alloc	\$0	\$378,400	-\$378,400	0.00%
6353	Beveridges Rd - Golden Valley	\$21,486	\$0	\$21,486	0.00%
6382	Paynes Rd - Meander	\$2,173	\$0	\$2,173	0.00%
201 - Roads and Streets Sub Total		\$361,722	\$378,400	-\$16,678	95.59%
Capital Gravelling Expenditure Total		\$361,722	\$378,400	-\$16,678	95.59%



6. Rates Revenue Reconciliation - 30 June 2024

	2024	2023
Rate Balance Carried Forward from previous Year	\$ 676,909	\$ 535,237
2023/24 Rates Raised	\$ 17,738,446	\$ 15,932,141
Interest	\$ 144,599	\$ 92,741
Rate Adjustments	\$ 51,013	\$ 32,615
Payments Received	-\$ 17,511,431	-\$ 15,915,825
Rates Control Account Balance	<u><u>\$ 1,099,535</u></u>	<u><u>\$ 676,909</u></u>
% of Rates Unpaid	5.92%	4.09%





7. Cash & Investment Reconciliation - 30 June 2024

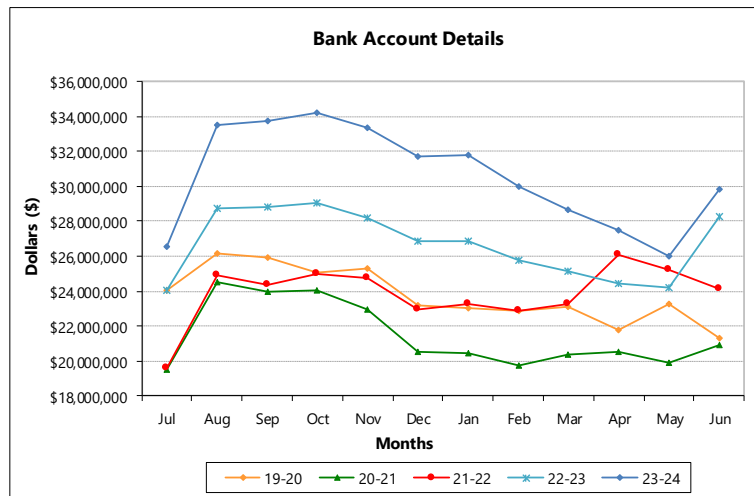
	2023-24	2022-23
Balance Carried Forward from previous Year	28,270,041	24,093,527
Add Deposits	35,170,742	36,091,473
Less Payments	- 33,568,372	- 31,914,960
Balance as per Bank Account	\$ 29,872,411	\$ 28,270,041

Made up of:	Amount	Interest Rate
Cash at Bank	4,836,465	4.26%
Westpac Bank Cash Management Account	2,256	4.30%
Commonwealth Bank At Call Account	1,921,290	4.35%
Term Deposits:		
National Australia Bank	3,000,000	5.18-5.45%
Commonwealth Bank	2,000,000	5.30%
Westpac Bank	2,000,000	5.43%
ING Bank	7,112,400	5.30-5.43%
MyState Financial	2,000,000	5.15-5.35%
Judo Bank	3,000,000	5.15-5.20%
Maitland Mutual	3,000,000	5.13-5.50%
Police Credit Union SA	1,000,000	5.15%

\$ 29,872,411

Less expenditure commitments:	
2025 Budgeted operating expenditure	-22,084,700
2025 Capital expenditure outstanding	-31,518,971
Add assets:	
2025 Budgeted operating income	36,521,800
2024 Estimated rate debtors outstanding	1,099,535
Less liabilities:	
2023 Tip rehabilitation provision	-6,490,626
2023 Employee leave provisions	-1,824,355

Adjusted Cash Balance \$ 5,575,094



14.1.1 Financial Report 30 June 2024



Term Deposits Summary - 30 June 2024

Institution	Deposit	Rate %	Entered	Due
Maitland Mutual	1,000,000	5.13%	30/01/2024	31/07/2024
ING Bank	2,000,000	5.30%	14/08/2023	13/08/2024
ING Bank	1,000,000	5.37%	22/08/2023	21/08/2024
Maitland Mutual	2,000,000	5.50%	4/12/2023	2/09/2024
National Australia Bank	2,000,000	5.18%	6/09/2023	5/09/2024
Commonwealth Bank	2,000,000	5.30%	22/09/2023	20/09/2024
Judo Bank	1,000,000	5.15%	5/04/2024	4/10/2024
ING Bank	2,000,000	5.35%	20/10/2023	18/10/2024
Police Credit Union SA	1,000,000	5.15%	2/02/2024	29/10/2024
Westpac Bank	2,000,000	5.43%	31/10/2023	31/10/2024
Judo Bank	1,000,000	5.20%	27/05/2024	25/11/2024
MyState Financial	1,000,000	5.15%	14/02/2024	13/02/2025
Judo Bank	1,000,000	5.15%	20/03/2024	20/03/2025
MyState Financial	1,000,000	5.35%	14/05/2024	14/05/2025
ING Bank	2,112,400	5.43%	28/06/2024	20/06/2025
National Australia Bank	1,000,000	5.45%	27/06/2024	27/06/2025

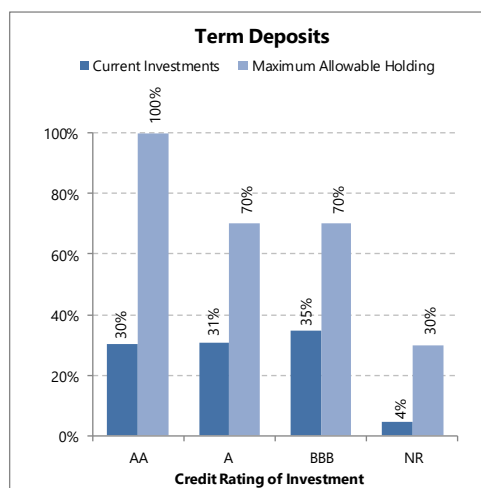
23,112,400

Average Interest Rate 5.29%

Term Deposits by institution

Institution	Credit Rating	Amount	Allocation
National Australia Bank	AA	3,000,000	12.98%
Commonwealth Bank	AA	2,000,000	8.65%
Westpac Bank	AA	2,000,000	8.65%
ING Bank	A	7,112,400	30.77%
MyState Financial	BBB	2,000,000	8.65%
Judo Bank	BBB	3,000,000	12.98%
Maitland Mutual	BBB	3,000,000	12.98%
Police Credit Union SA	NR	1,000,000	4.33%

23,112,400



15. Infrastructure Services

15.1 Deloraine Recreation Precinct Final Masterplan

File Reference	S29-22-051
Report Author	Linda Butler Team Leader Project Delivery
Authorised By	David Murray Director Infrastructure Services
Decision Sought	Approval of the Deloraine Recreation Precinct Masterplan.
Vote	Simple majority

Recommendation

That Council approves the Deloraine Recreation Precinct Masterplan, as presented in Attachment 1.

Report

Philp Lighton Architects (PLA) were engaged in May 2023 to develop a Masterplan for the long term development of the Deloraine Recreation Precinct. They were the Lead Consultant and the collaboration included JMG Engineering Consultants, Inspiring Place Landscape Architects and WT Partnership Quantity Surveyors.

The development of the Masterplan followed seven stages:

- Inception Meeting – Project team meeting where the scope of the project was determined. Community feedback received for the concept design was taken into consideration.
- User Group Meetings – Meetings were held with the stakeholders, including the Heritage Group and the Deloraine Football Club, to provide input into the development of the Masterplan.
- Engineering Services – JMG undertook a high-level assessment of the existing infrastructure and investigated the future requirements for services.
- Masterplan Themes – The themes of active recreation, heritage and local ecology were identified as key to provide guidance and cohesion in the design.
- Concept Design – The concept design was provided to the stakeholders and Council for information and final input.
- Cost Estimation – A cost estimate was prepared by WT Partnership. The scope of work with the current approved budget is estimated to be just over \$4m. The

remaining works included in the Masterplan for which there is no funding strategy, which are costed to be around \$30m. This includes the construction of the new Football Clubrooms and the second oval. The timeline for these works depends on securing funding and is as such yet undetermined.

- Final Masterplan – The Masterplan was finalised in June 2024.

Grant Funding was obtained from the Federal Government’s Community Development Grants Program for \$3,350,000. The six phases as shown in Table 1 set out the scope of work that will be required to be completed by December 2025.

**Deloraine Racecourse Recreation Precinct -
Costing for work packages in approved budget**



Phase	Title	Scope	Indicative Budget
1	Maintenance	General site slashing/clearing Drain maintenance/improvement Fence clearing/construction - west, north & east Inner running rail clearing Outer rail restoration/Remove modern additions to outer rail	\$100,000
2a	Roads & Tracks	New site entrance road, gates & signage New 'football club' road New minor (temporary) carpark adjacent to football ground Construction of initial tracks/pathways. Length TBA Relocation of RV dump point	\$2,200,000
2b	Steeple	Steeplechase jump maintenance plan, approval and works Broader landscaping of track interior	\$150,000
2c	Interpretation	Initial batch of panels - walking track area	\$75,000
2d	RV area	Temporary relocation to facilitate new site entrance	\$10,000
2e	Demolition	Southern stables Eastern stables etc	\$30,000
3	Playspace	New nature playspace incl: BBQ's and shelter(s) Broader landscaping of active recreation zone	\$1,000,000
4	'Heritage' area	Access road and carpark Demolition - buildings, jockey room etc Building reflection/landscaping/interpretation	\$200,000
5	Training Surface	Construction of a training surface	\$400,000
6	Tracks	Construction of additional walking tracks	TBC
TOTAL			\$4,165,000

Table 1 – Work Packages to be Completed by December 2025

Officers have commenced with procurement for:

- design of the roads and tracks;
- reinstatement of steeple and design of internal walkways including landscaping;
- design of the play space area; and
- design of the reimagined Heritage Area.

The next steps, after approval of the Masterplan by Council, will be to share it with the public and stakeholders.

It is important that the focus of the message to the public will be on the works that can be completed with the available funding to not create unrealistic expectations on the timeline for completion of all the works contained in the Masterplan.

Once the public has been informed about the works that will take place, application can proceed for regulatory permits for demolition of the earmarked structures.

Consultation will also be conducted for public input around the play space area and the look of the heritage area.

Attachments

1. Deloraine Racecourse Precinct: Masterplan Report [15.1.1 - 51 pages]

Strategy

Supports the objectives of Council's strategic future direction

- 1: a sustainable natural and built environment
- 6: planned infrastructure services.

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

Policy

Not applicable

Legislation

Not applicable

Consultation

Public consultation was conducted with the concept design prior to the development of the Masterplan. In the development of the Masterplan stakeholders were consulted and their feedback was taken into consideration in the development of the final Masterplan.

Budget and Finance

Budget is \$4,178,000 of which \$3,350,000 is from the Federal Government Community Development Grants Program.

Risk Management

Not applicable

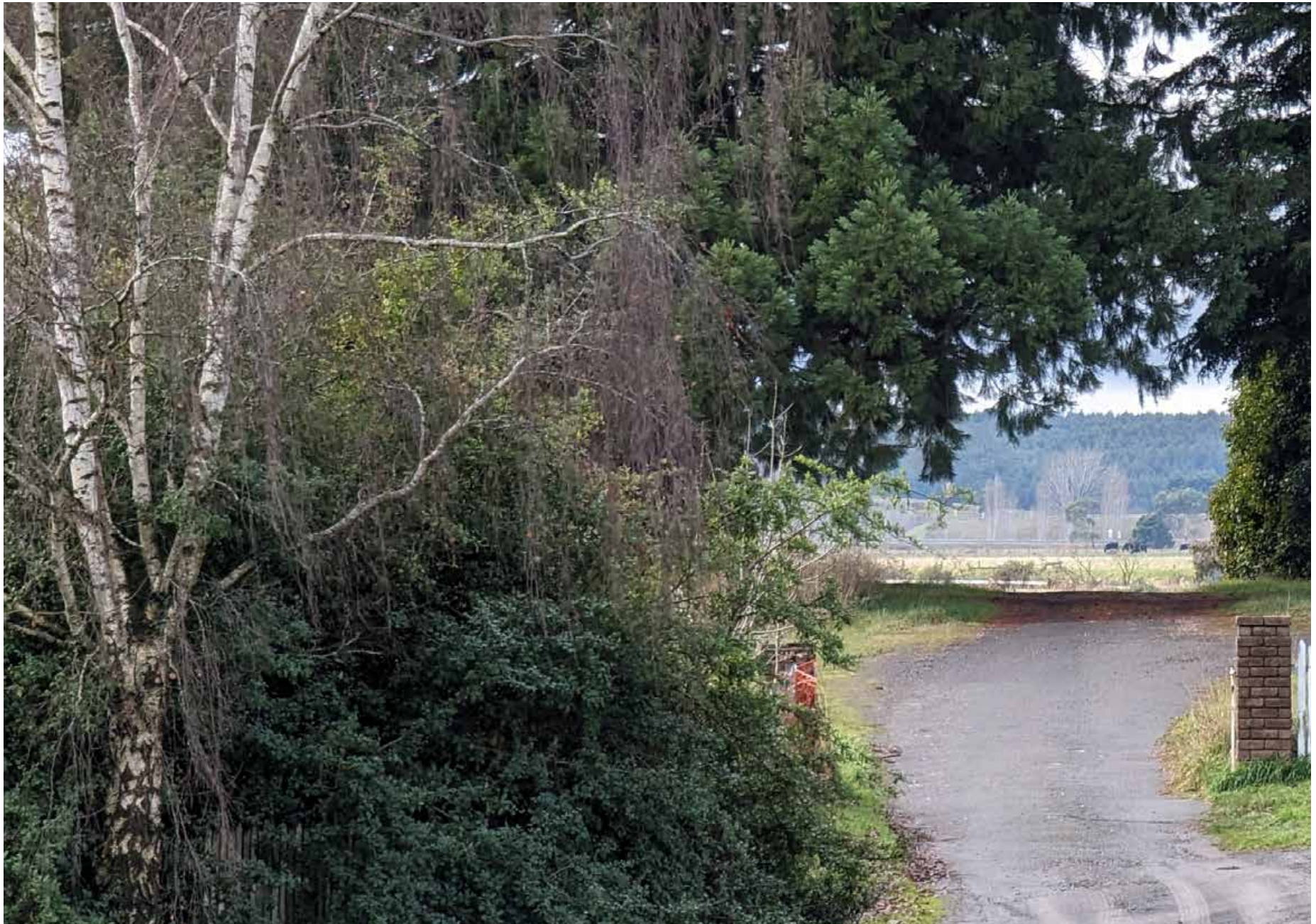
Alternate Motion

Not applicable

Deloraine Recreation Precinct Masterplan Meander Valley Council



15.1.1 Deloraine Racecourse Precinct: Masterplan Report



15.1.1 Deloraine Racecourse Precinct: Masterplan Report



PLA was engaged by the Meander Valley Council to provide a detailed masterplan for the development of the Deloraine Recreation Precinct. PLA worked with subconsultants JMG Engineers, Inspiring Place Landscape Architects and WT Partnership to develop the brief, masterplan theme and concept.

Consultations took place with the Meander Valley Council, Linda Butler, Dino De Paoli, Lauren Houston and Glen Rowlands from Project Portfolio Management.

Thank you to the various stakeholders for the participation in developing this masterplan.

For Further information, please contact Linda Butler:

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**PHILP
LIGHTON
ARCHITECTS**



15.1.1 Deloraine Racecourse Precinct: Masterplan Report



4 Philip Lighton Architects | Deloraine Recreation Precinct Masterplan | June 2024



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PHILIP LIGHTON ARCHITECTS

Executive Summary

The Deloraine Racecourse, a historically prominent piece of community infrastructure, is being encouraged by community members for urban renewal with hopes that the precinct will become a recreation hub for everyone to enjoy and bring new life back, revitalising a currently under-utilised area. The Community Development Grants Program (CDGP), funded by the Australian Government has made available funding for the development of the historic Deloraine Racecourse. On behalf of the Meander Valley Council (MVC), Philip Lighton Architects (PLA) has worked to develop a detailed precinct masterplan, that clearly defines the scope and staging of this urban renewal project.

PLA, supported by Project Portfolio Management (PPM) and consultants inspiring place, JMG Engineers and WT Partnership, have worked to provide an in-depth outline of the differing precinct components and breakdown for the stages of the work packages. The master planning process took place over 7 phases, which began with an inception meeting.

PHASE A: The design team formally met with the MVC, and spent time developing and understanding the project scope, expectations, and framework that the master plan was to respond to.

PHASE B: The consultant team met with the varying user groups, mainly Heritage Tasmania and the Deloraine FC, to understand the specific needs and desires of the precinct.

PHASE C: JMG services engineers undertook a high-level assessment to identify and assess the viability of retaining existing onsite infrastructure. The engineers investigated power supply, communications reticulation, sanitary and sewer conditions, and supply water pressure.

PHASE D: Multiple masterplan themes were explored and shared with the client, eventually establishing a look and feel that was to create an active and inclusive space for the community. The concept was to engage with the site's heritage, nature, as well as, enhancing the local ecology to foster the growth of living systems.

PHASE E: PLA carefully reviewed the previous masterplan phases to collate the information into a working concept for the site. The design team spatially organised the site into zones that reflected the agreed themes. Key areas were identified, as possible nodal points, which could be prominent community wayfinding or gathering areas.

PHASE F: JMG services engineers provided estimations on power reticulation loads, sanitary / water reticulation and requirements to service new load demands onsite. Provisions were also stated to ensure new builds were above flood inundation levels, and proposed services fulfilled regulatory obligations to deliver a contemporary design solution.

PHASE G: The design team consolidated all information uncovered into one master plan that looked toward the long-term vision of the site. PPM used the consolidated plan to provide a staged work methodology that was tailored to suit the grants program offered by the Government, while still achieving the overarching long-term vision for the precinct. Parallel with PPM's staged work methodology, Quantity Surveyors WT Partnership provided overall costings, along with a breakdown cost associated with the works involved to complete each stage.

PLA, working with the design team has worked to deliver a master plan that revitalises the existing Deloraine Racecourse Precinct, offering new and exciting community spaces that can be used simultaneously by a multifaceted user group. Design measures have been incorporated to ensure that existing historic features of significance are carefully respected, and that critical site infrastructure is designed to be resilient to future possible flood events. Through a staged work approach, care has been taken to allow the master plan to obtain its long-term vision, however, not encumber community use along the way, with hopes that the site will see increased community use from Phase 1.



Image: Site Entry Precinct

15.1.1 Deloraine Racecourse Precinct: Masterplan Report

Key Personnel:

Linda Butler

Meander Valley Council -

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15.1.1 Deloraine Racecourse Precinct: Masterplan Report



Phase A - Inception Meeting

The inception meeting was used as an opportunity for key client representatives to formally meet with the consultant team and develop upon the functional brief outlined within the RFT. Prior to the inception meeting, the design team undertook a desktop site analysis and investigation, which helped to inform the agenda of the inception meeting and subsequently steer conversations in the direction where the design team required greater understanding.

This helped to develop and refine the functional brief into a document that clearly articulated the project's scope, expectations and establish a framework for the masterplan to respond to. The client representatives expressed the need for a staged masterplan development over several years that created areas for passive and active recreation throughout.

It was agreed that due to the Precinct's multifaceted user group, the consultants would hold workshops with project stakeholders to further inform the design and gain greater understanding of the required masterplan components.



The consultant team walking the access road towards the existing clubrooms. Existing sheds and other infrastructure are forecast for demolition. Refer to site diagram.



The existing grandstand is at the end of life and beyond repair. It was decided to keep the grandstand as a heritage feature.



Given the state of dilapidation and the inherently low-quality building stock, much of the heritage precinct needs to be demolished.



It was hoped to keep the facade of this particular building but due to the state of the dilapidation it will have to be demolished.



Additional flood inundation consultant services are required for each project undertaken onsite. It is recommended that the design of the clubrooms be undertaken ahead of the other detailed design tasks.

15.1.1 Deloraine Racecourse Precinct: Masterplan Report



The arrivals precinct is dominated by high value heritage trees.



The entry gates are rated highly in the H.I.A document. However, due to vandalism and partial removal, this should be updated.



The delineation of the track is via a mixture of rails and fences in various stages of dilapidation.



Some features of the historic racetrack are considered relics and could be left in situ.



Some historic operable equipment like the starting gates could be relocated to a suitable area once the detailed design and construction of the arrival's precinct is completed.



The origins and purpose of the lake are unclear. It has not been geologically or environmentally tested.



15.1.1 Deloraine Racecourse Precinct: Masterplan Report



Phase B - User Group Meetings

The consultant team met separately with the Deloraine Historic Society members and the Deloraine Football Club to extract the best possible information for the precinct's development. Conversations with these stakeholders added detail and resolution to the masterplan's brief and allowed the design team to expand on the required components.

The following documents were tabled for stakeholders:



The historic steeples are considered level 01, high in the HIA.



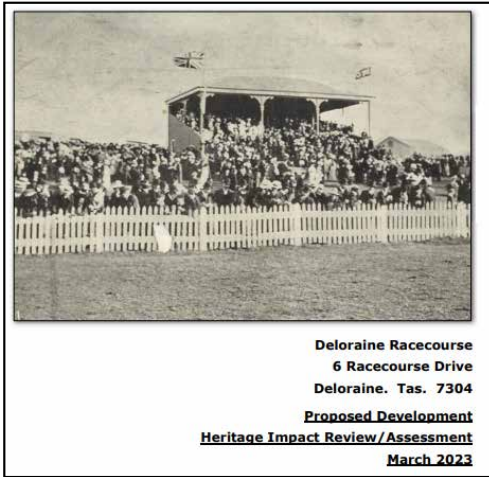
The historic buildings overlook the racecourse which is considered level 01 high in the HIA (footprint).

- LEVEL 01 (HIGH)
- LEVEL 02 (MEDIUM)
- LEVEL 02 (MEDIUM) TO 03 (LOW)
- LEVEL 03 (LOW)



Heritage Heat Map: Prepared by PLA based on the Heritage Impact Assessment for the site.

15.1.1 Deloraine Racecourse Precinct: Masterplan Report



Key Points from Consultation with Heritage Tasmania:

- 150 years of horse racing in Deloraine, which has had a significant impact on the development of the township. 'horse racing put Deloraine on the map';
- Some of the existing heritage buildings are dilapidated, however it would be preference to retain some of the original fabric and showcase elsewhere;
- Some of the original buildings have been demolished / relocated and burnt down, it would be preference that some of the existing heritage buildings be retained and re-purposed.
- Future spaces are required to showcase heritage items;
- Retain significant historic elements throughout the site (starter gates/cast iron stove/steeple/shade structure;
- Regaining the site as a place for community gatherings, important as the existing building fabric found onsite.

Key Points from Consultation with the Deloraine Football Club:

- Club established 1894;
- 12-13 teams across 300 players;
- 8 junior games in a single day, seniors play away;
- 2000 people per game, upwards of 200 cars;
- Club rooms to be positioned centre of wing on the western side of site;
- Fully enclosed playground;
- Baby change rooms and facilities for both male and female teams;
- A review of the AFL facility guidelines has placed the development in the category of local / regional.
- Function spaces for 250 ppl;
- Season 2015-2016 recorded 72 registered players, since then the Deloraine Football Club has seen an annual 10% increase in numbers;
- Storage for balls / tables / chairs / catering /merchandise, currently senior teams utilise a 40ft container;



15.1.1 Deloraine Racecourse Precinct: Masterplan Report





PHASE C - EXISTING SERVICES

Phase C of the masterplan consisted of the design consultants undertaking a site visit and identifying the viability of retaining and / or relocating existing services and site infrastructure. Key pathways, critical site access points and possible locations for future building developments were reviewed in full. This information coupled with previous site reports, such as the flood modelling review were tabled and discussed against client and user group aspirations.

Following the physical site visit the design team provided a consolidated site infrastructure matrix, which reviewed in detail all existing site components. The design team providing advice against each item, regarding the advantages and disadvantages of retaining or relocating certain elements. The matrix had the aim to identify critical masterplan elements, reduce the chance of abortive works and ensure that value for money outcomes were being pursued.

The below are findings from the JMG report:

COMMUNICATIONS RETICULATION

Communication services are currently supplied to the site via an underground connection installed on the southern side of Racecourse Crescent to the existing football clubrooms. We assume that the council workshop and the tennis club are connected to the NBN via Racecourse Crescent. The historic buildings and stables on the southern side of the site are currently not connected to the site communications system, nor the NBN network.

It was noted that a historic Telstra line was installed through the historic site, as noted by a location peg on site. We believe this to be abandoned.

SANITARY /SEWER

There are predominantly three TasWater sewer lines that traverse the Deloraine Recreation Precinct. All lines converge at the

TasWater treatment facility on the northern side of the site. Any future development of the Deloraine Recreation Precinct must consider the locations of the existing subterranean sewer network and associated easements. Given the proximity of the treatment plant any disruptions to this network may have significant impacts to the wider Deloraine sewer network. Meander Valley Council to seek layout from Taswater.

A 225 mm diameter asbestos cement gravity reticulation sewer main enters the precinct from the south and services the tennis court area and the dump point for the overnight stay park. This line A295680 travels under Racecourse Drive and joins a further network between the Meander River and the Meander Valley Council's Depot. According to TasWater asset information, this line was constructed in 1971. Between the Racecourse Drive Sewage pumping station and the TasWater treatment facility, a 150 mm asbestos cement sewer pressure main over 348 metres completes the connection.

A 300 mm diameter high density polyethylene sewer pressurised main crosses the Meander River and enters the Deloraine Recreation Precinct at East Westbury Place on the southern side of the Meander Valley Council's Depot. The pressurised main then reduces to a 225 mm diameter Oriented Polyvinylchloride main as it follows East Westbury Place. Between the Meander River and the Deloraine Recreation Precinct club house, the pressurised sewer main predominantly follows the southern bank of the Meander River until it joins the TasWater treatment facility.

There appears to be adequate sewer capacity to accommodate the existing Deloraine Precinct infrastructure. Future sewer assets must ensure an outlet level of at least 224.37 metres, the invert level of the pit adjacent to the Racecourse Drive Sewage pumping station. Also, as previously stated, any future development of the Deloraine Recreation Precinct must consider the locations of the existing subterranean sewer network and associated easements.



Image: Onsite open drain.

STORMWATER RETICULATION

Most of the stormwater within the catchment of the existing Deloraine Recreation Precinct either traverses grassed areas, flows through open roadside depressions, or follows the existing surface topography to the nearby Meander River. There is a side entry pit in the kerb of the industrial area at the entrance to the precinct. This network would flow directly to the Meander River and be of no consequence to the Deloraine Recreation Precinct.

The carpark drainage at the club house and the building stormwater connection follows a subterranean pipe system that would outflow to the Meander River. A raised earth mound between the club house building and the Meander River would have an obvious effect to the overland waterflows.

There are areas of ponding in depressions within the existing Deloraine Recreation Precinct that detain portions of the surface

15.1.1 Deloraine Racecourse Precinct: Masterplan Report

flow and dissipate the contained water through ground infiltration or evaporation. One of these areas is located on a watercourse on the inside of the southeast corner of the racetrack where noticeable ponding occurs. The Australian Government's Bureau of Meteorology's Design Rainfall Data System (2016) has published data regarding rainfall intensity, frequency and duration. For a 6-minute design storm with an Average Exceedance Probability of 20% at Deloraine, the rainfall intensity would be 72 mm/hr. Given the lack of existing formed stormwater drainage for the Deloraine Recreation Precinct, existing ponding and surface water would be an obvious inconvenience.

WATER RETICULATION

The existing TasWater reticulated water network for the Deloraine Recreation Precinct enters the area in a 100 mm diameter polyvinylchloride reticulated main. This water main predominantly follows East Westbury Place, crosses under the racecourse at the road entrance to the club house and terminates on the western side of the football oval. Numerous water connection points service the Meander Valley Council's Depot and the club house. There are three fire plugs on this line, one outside the Meander Valley Council's Depot, one on the northern side of some horse racing buildings and one on the northern side of the club house. The water connection point to the existing club house is a 40 mm diameter line.

POWER RETICULATION

The existing site power supply is derived from TasNetworks (TN) 315kVA pole mounted transformer No. T56 591, installed on pole No. 137164. The pole and transformer are located on Racecourse Drive, east of the existing tennis court No.1. Mains cabling are installed down the TN pole to a site main switchboard, located at the base of the pole. The existing TasNetworks site infrastructure is rated to supply 438Amps/phase. Based on the

current connected loads, we estimate the current site maximum demand to be in the order of 280Amps. This should be verified by the client via load data logging on the incoming supply.

The main switchboard has a number of existing feeds connected, listed below:

Supply Description	Circuit Breaker Rating (Setting / Max Rating)	Sub-Mains Cable
Main Circuit Breaker	- / 400 Amp	4 x 1C, 240mm ² Cu
Football Club	160 / 250 Amp	4 x 1C, 240mm ² Al
Tennis Courts	70 / 100 Amp	4 x 1C, 25mm ² Al
Works Depot	70 / 100 Amp	4 x 1C, 35mm ² Al
Communal Power	63 / 63 Amp	-


There are two other overhead supplies on the site, as below;

- Supply to TasWater pump station located adjacent to football ground interchange shelters, connected to Tas Networks Pole No.140988 via overhead supply from norther side of Meander River.
- Supply to Existing shed located on the eastern side of the football ground. Power via an overhead supply, installed on a series of private poles around the northern side of the football oval and connected to a Tas Networks pole on the southern side of the Meander River.
- The TasWater treatment plant also has a separate TasNetworks supply. This supply crosses the Meander River immediately west of the treatment plant and passes under the racecourse.
- The existing historical building, old grandstand, pergola and stables do not currently have a connected power supply.



15.1.1 Deloraine Racecourse Precinct: Masterplan Report

Flow Test Report



New System
 Addition
 Minor Alterations/Repairs
 Flow Test

Customer Name:	Meander Valley Council
Customer Address:	
Site of Flow Test:	East Westbury Place - DFC Entrance
Date of Flow Test:	12-3-2024
Class of Building (please circle):	2 3 4 5 6 7a 7b 8 9a 9b 9c
Test carried out on: (please circle):	Hydrant <u>Fire Plug</u> "L" Type Hose Reel Connection
Size of Reticulation Pipework:	100mm
Reticulation pipe material:	Unknown
Outlets tested simultaneously (please circle)	(1) 2 3 4 5
Size of Hydrant / Hose Reel: (mm):	—
Hydrant Stand / Hose Reel material:	—
Fire Plug type:	<input checked="" type="checkbox"/> Spring Loaded <input type="checkbox"/> Rubber Coated Ball
General condition of item being tested:	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Item needs attention: (noted below)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Size of connection: (mm)	—
Connection material:	—
Static Pressure: (Kpa)	700 kPa
Flow Rate at 100% open L/S	32 L/S
Flow Rate at 200 KPA L/S	21 L/S
Flow Rate at 350 KPA L/S	16 L/S
Test Result - Pass / Fail	(Pass)
Photos of site provided:	—
Plans of site provided:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Date of next test due	/ /


Summary

Lid was buried beneath nature strip. Needs raising as well as road and post markers.

Signed: Sam Roach Print Name: Sam Roach Date: 12-3-24

Image: Flow Test of Existing Fire Plug Located East Westbury Place at the Deloraine FC Entrance.

Flow Test Report



New System
 Addition
 Minor Alterations/Repairs
 Flow Test

Customer Name:	Meander Valley Council
Customer Address:	
Site of Flow Test:	Deloraine Football Club - Left Side of Entrance
Date of Flow Test:	12-3-2024
Class of Building (please circle):	2 3 4 5 6 7a 7b 8 9a 9b 9c
Test carried out on: (please circle):	Hydrant <u>Fire Plug</u> "L" Type Hose Reel Connection
Size of Reticulation Pipework:	NA
Reticulation pipe material:	NA
Outlets tested simultaneously (please circle)	(2) 2 3 4 5
Size of Hydrant / Hose Reel: (mm):	—
Hydrant Stand / Hose Reel material:	—
Fire Plug type:	<input checked="" type="checkbox"/> Spring Loaded <input type="checkbox"/> Rubber Coated Ball
General condition of item being tested:	<input type="checkbox"/> Good <input type="checkbox"/> Average <input checked="" type="checkbox"/> Poor
Item needs attention: (noted below)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Size of connection: (mm)	—
Connection material:	—
Static Pressure: (Kpa)	—
Flow Rate at 100% open L/S	—
Flow Rate at 200 KPA L/S	—
Flow Rate at 350 KPA L/S	—
Test Result - Pass / Fail	Pass
Photos of site provided:	—
Plans of site provided:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Date of next test due	/ /

Summary

Rubber seal around ball head was split so this will need replacing/repairing prior to testing.

Signed: Sam Roach Print Name: Sam Roach Date: 12-3-2024

Image: Flow Test of Existing Fire Plug Located East Westbury Place at the Deloraine FC Left Side of Entrance.

15.1.1 Deloraine Racecourse Precinct: Masterplan Report



	RESULT OF SEARCH RECORDER OF TITLES <small>Issued Pursuant to the Land Titles Act 1980</small>										
	SEARCH OF TORRENS TITLE										
	<table border="1"> <tr> <th>VOLUME</th> <th>FOLIO</th> </tr> <tr> <td>165648</td> <td>1</td> </tr> <tr> <th>EDITION</th> <th>DATE OF ISSUE</th> </tr> <tr> <td>1</td> <td>29-Apr-2013</td> </tr> </table>	VOLUME	FOLIO	165648	1	EDITION	DATE OF ISSUE	1	29-Apr-2013		
VOLUME	FOLIO										
165648	1										
EDITION	DATE OF ISSUE										
1	29-Apr-2013										
SEARCH DATE : 01-Jun-2023 SEARCH TIME : 02:16 PM											
DESCRIPTION OF LAND Parish of CALSTOCK Land District of WESTMORLAND Lot 1 on Plan 165648 Being the land described in Conveyance No.10/8969 Excepting thereout Lot 8 P25123 1858m ² , Lot 9 P25123 9012m ² , Lot 1 D29073 573m ² , Lot 1 D30615, 313m ² , Lots 1 & 2 P165343 6. 374ha Derivation : Part of Lot 277, 510 Acres Gtd. to Pearson Foote Derived from A24548 Prior CT 132548/1											
SCHEDULE 1 MEANDER VALLEY COUNCIL											
SCHEDULE 2 Reservations and conditions in the Crown Grant if any D4502 BURDENING EASEMENT: A Pump Station Easement (appurtenant to Lot 1 on P165343) over the Pump Station Easement shown on P165648 D4502 BURDENING EASEMENT: Right of Carriageway (appurtenant to Lots 1 & 2 on P165343) over the Right of Way 6.00 wide shown on P165648											
UNREGISTERED DEALINGS AND NOTATIONS No unregistered dealings or other notations											
Page 1 of 1 <small>Department of Natural Resources and Environment Tasmania</small>											

Image: Certificate of Title Sheet 1.





	FOLIO PLAN RECORDER OF TITLES <small>Issued Pursuant to the Land Titles Act 1980</small>		
	PLAN OF TITLE		
OWNER FOLIO REFERENCE P16 165648-1	LOCATION WESTMORLAND CALSTOCK	Registered Number P 165648	
GRANTEE PART OF LOT 277 510 ACRES GTD TO PEARSON FOOTE	CONVERTED BY PLAN No. P165648 COMPILED BY L.T.O.	APPROVED 11 MAR 00 	
NOT TO SCALE LENGTHS IN METRES			
PARCELS (MUNICIPAL CODE No. 101 (165648-1)) LOT No. CONTIGUOUS LAST PLAN No. P165648		ALL EXISTING SURVEY NUMBERS TO BE CROSS REFERENCED ON THIS PLAN	
SKETCH BY WAY OF ILLUSTRATION ONLY		BALANCE PLAN	
"SHARDED LAND" LOT 8 P165648 1858m ² LOT 9 P25123 9012m ² LOT 1 D29073 573m ² LOT 1 D30615 313m ² LOTS 1 & 2 P165343 6.374 ha.			
			
Page 1 of 1 <small>Department of Natural Resources and Environment Tasmania</small>			

Image: Certificate of Title Sheet 2.

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15.1.1 Deloraine Racecourse Precinct: Masterplan Report



Phase D - Masterplan Themes

Multiple consultations were undertaken with the client, stakeholders, and differing user groups to develop the initial Master Planning Themes and Concepts. Popular themes emerged throughout the consultancy, directing the project to respond to:

- The significance of place;
- History of place;
- Reconciliation;
- Accessibility;
- Sustainability;
- Life cycle analysis;
- Costing.

These conversations helped to further crystallise the design strategies and communicate the level of site intervention that was to be had. This directing the master plan to produce concepts for:

- Retaining significant trees
- Re-purpose heritage buildings to support community use
- Development of a central activity node that offered facility sharing and justify walking trail locations throughout the site.

The existing site ecology provided design opportunities to engage with the lakes, reclaim underutilised utility areas and educate users through restoration and site remediation projects that provide a narrative for the trails to traverse along.

It was understood from numerous stakeholder feedback that the masterplan should encompass an active and vibrant landscape, supportive of community recreation for all users of differing abilities. Understanding the key aspirations for the sites look and feel was imperative to producing a cohesive masterplan that coupled the design strategies with the intended aesthetic.



Image: Courtesy of the Meander Valley Gazette



Image: Courtesy of the Deloraine Historic Society

15.1.1 Deloraine Racecourse Precinct: Masterplan Report



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PHASE E

CONCEPT



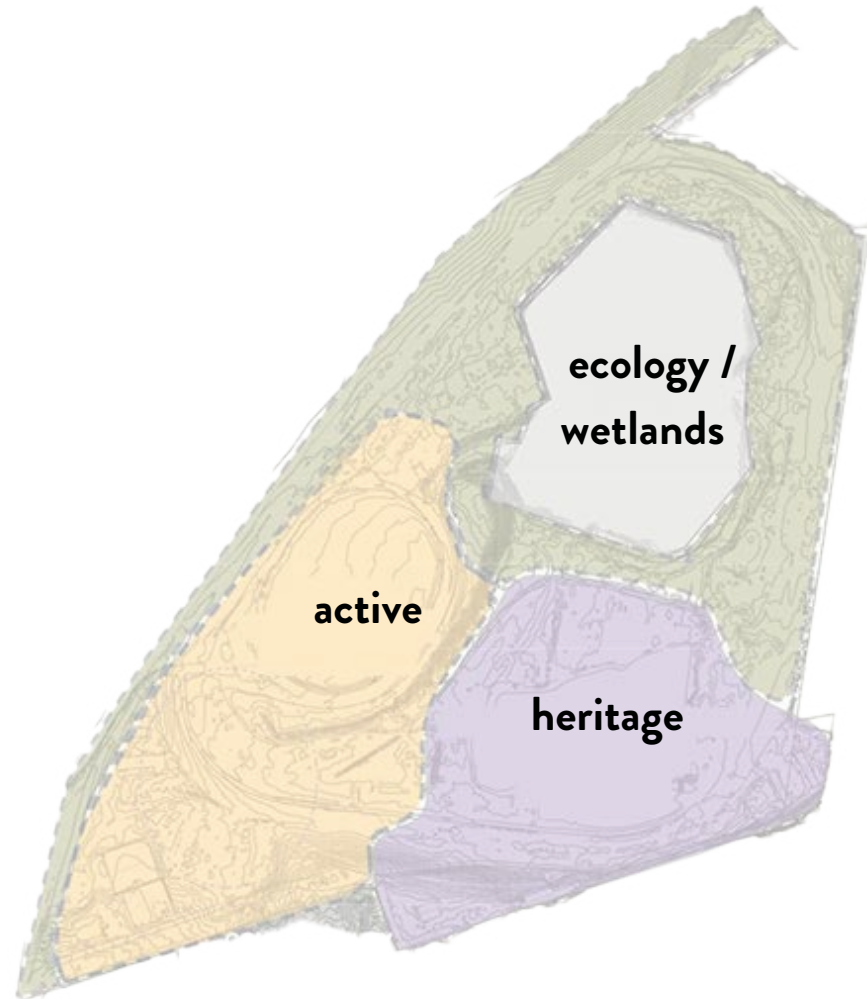
15.1.1 Deloraine Racecourse Precinct: Masterplan Report



Phase E - Masterplan Concept

PLA and the design consultancy team methodically reviewed and carefully considered the factors raised by each of the stakeholders and differing user groups in phases A-D. The Meander Valley Council priorities and requirements, along with existing infrastructure and historical overlays, assisted to strategically plan and spatially organise the masterplan concepts. Multiple concepts were produced and shared that identified spatial relationships between existing and proposed facilities, along with identifying zones that could create spaces for new onsite precincts. These concepts were investigated with council in a collaborative manner to select the most suitable masterplan for the precinct, which was to be further developed.

Working through the existing site conditions and understanding the constraints and limitations, the concept was refined to overcome flood inundation and venue requirements. A new shared clubroom facility proposed as a central node between the sporting fields is to sit above the site flood inundation levels. This providing the protection from future flood inundation, along with opportunities for terraced seating down to ground level. Generous drop off zones for players and spectators, located close to key nodal areas were designed for, with parking at level access. Passive recreation trails meander through historic racetracks and currently dilapidated heritage buildings could be repurposed. Opportunities were found to maximise the sites relationships with water were found, with recreation trails along the banks of the meander river, and platforms into the lakes to promote for water activities.





15.1.1 Deloraine Racecourse Precinct: Masterplan Report

Masterplan Overview



Existing Asset Retain / Restore



Existing Asset Salvage



15.1.1 Deloraine Racecourse Precinct: Masterplan Report

Existing Asset Demolish



Vehicle Movement

Parking Concentrated to Areas Closest to Entrance to Minimise Vehicular Disturbance



Vehicle Movement

Major & Minor Vehicle Access Routes & Parking



Active Recreation

Proximity to Parking Catering for Participation by All.



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15.1.1 Deloraine Racecourse Precinct: Masterplan Report

Active Recreation Football Game Day Parking

200 CAR PARKING SPACES IN CLOSE PROXIMITY TO MAIN FOOTBALL OVAL WITHOUT ENCRUCHING ON PARKING OTHER USES WITHIN THE PRECINCT



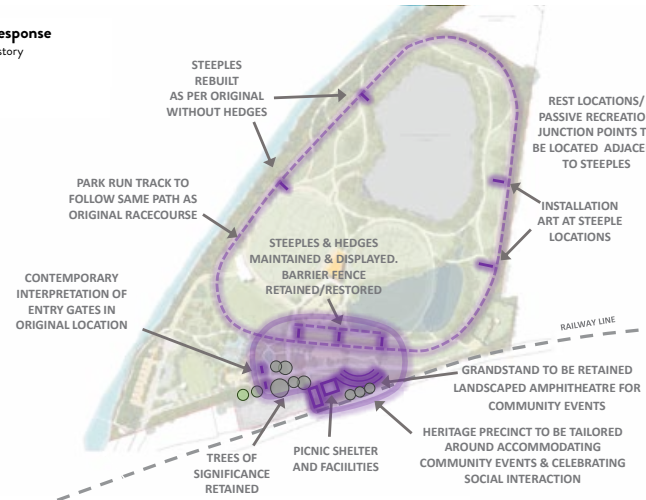
Passive Recreation Separation from Vehicles



Passive Response Connecting with Township and Utilising Every Corner of the Site

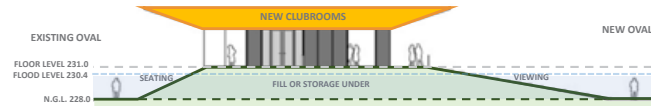


Heritage Response Celebrating History



15.1.1 Deloraine Racecourse Precinct: Masterplan Report

Clubhouse Floor Response Floor Level Strategy

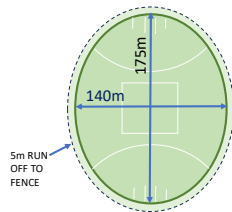


*Levels based on 1:100 year flood events. All levels to be confirmed by project specific flood.

Design Process - Clubroom Positioning

Future Proofing:

- Full size oval including space to grow, maintain and circulate without restriction;
- Maintain the delineation of the race track - easier path to approval and nice justification for precinct boundaries;
- Deloraine FC: Regional Standard - AFL Guidelines



These dimensions correspond to the preferred offering field dimensions outlined in the following table:

Field Dimensions	Preferred Dimensions
140m x 175m	140m x 175m
120m x 150m	120m x 150m
100m x 125m	100m x 125m
80m x 100m	80m x 100m
60m x 75m	60m x 75m
40m x 50m	40m x 50m

Additional text: The preferred dimensions are based on the AFL Guidelines and are suitable for use as a standard for all clubs. The dimensions are based on the AFL Guidelines and are suitable for use as a standard for all clubs. The dimensions are based on the AFL Guidelines and are suitable for use as a standard for all clubs.

Usergroup Feedback: Deloraine Football Club



- Enlarge training surface so that it is suitable for training
- Pedestrian link between the Racecourse Precinct and Alveston Drive
- Happy with the proposed position of new clubrooms
- Would like to see another playground closer to the new clubrooms

Deloraine Tennis Club

- Main concern around future flood events and the impact to the tennis court
- How to future proof the tennis courts?
- Consideration to be given to move tennis grounds to higher ground

Deloraine Historic Society



- That the word "Racecourse" be included in the branding and signage for the Deloraine Recreation Precinct
- The 3 steeple and connecting racetrack be preserved with inclusion of the starting gates
- Heritage Garden next to the Racing Clubroom in the heritage area

PHILIP LIGHTON ARCHITECTS



15.1.1 Deloraine Racecourse Precinct: Masterplan Report



Phase F - Proposed Services

Exerpts from JMG's services report:

POWER RETICULATION

The existing site main switchboard is rated at 400Amps. A maximum of 438Amps is available at the point of supply via the existing 315kVA pole mounted transformer. JMG have estimated the current site maximum demand to be in the order of 280Amps/phase. The site master plans include the construction of a new football grandstand / function space, restoration of some of the historic buildings, installation of road and landscape lighting and supply of various minor power connections to picnic shelters.

It is noted that the existing council workshop will be demolished, as will the existing sheds adjacent to the tennis courts and to the east of the football oval. We have estimated the power demand for the proposed new developments on the site to be as below;

Supply Description	Estimated Load
New Football Grandstand / Function space	160 Amps
Road and Landscape Lighting	20 Amps
Picnic Shelters / Misc. Supplies	40 Amps
Total New Estimated Load	220 Amps

With the removal of the existing workshop from the site, JMG estimate the total new maximum demand for the site will be as follows;

Supply Description	Estimated Load
Tennis Centre	63 Amps
Communal Power	20 Amps
New Football Grandstand / Function Space	160 Amps
Road and Landscape Lighting	20 Amps
Picnic Shelters / Misc. Supplies	40 Amps
Total Site Estimated Load	303 Amps

Based on the estimate site maximum demand to cater for the proposed master plan, the existing site power supply will require an upgrade, including the following;

- New 500 kVA pole mounted transformer
- New mains cabling to allow future loads (existing mains rated at 560 Amp/phase)
- Alterations to the existing site main switchboard, including new main circuit breaker and installation of new circuit breakers for new supplies to grandstand, communal kitchen and ancillary supplies

The existing mains, rated at 560 Amps will be suitable for the supply of the current and proposed loads as noted in the master plan. If any further development on the site is proposed, the mains will need to be upgraded. It may be prudent to manage the site power demand during the redevelopment to ensure that loads don't exceed capacity.

The new power supplies will be required to the proposed new buildings and site services, including the following;

- New football grandstand supply
- Car park, road and landscape lighting supplies
- Picnic shelters and misc. building supplies

It is proposed that the new football grandstand will be derived from the site main switchboard via new understand sub-mains cabling.

The area lighting and miscellaneous building supplies can either be supplied from the site main switchboard, or the nearest distribution boards (i.e. grandstand building) to limit the cable route lengths and voltage drop throughout the site.

It is proposed that the second power supply derived from pole mounted transformer T56 678 located on Grigg Street and an overhead three phase supply installed through 22 Grigg Street be disconnected and removed as part of the master planning works, although this supply may be utilised for a

connection to the historical building if works on this building are staged to be completed prior to the main site.

COMMUNICATIONS RETICULATION

Site communication reticulation is currently limited to an NBN connection to the football clubroom and potential connection to the tennis centre (MVC to confirm). The proposed new football grandstand will require new communications connections.

We would recommend the installation of a new data rack at the existing footing clubroom and the installation of new fibre optic communications cabling installed from this point to the new grandstand and communal kitchen building. This will allow full connectivity throughout the site for current and future needs.



Image: Football Ground Existing Lighting

WATER RETICULATION

There is an existing TasWater reticulation main running within the site to the existing football field. There appears to be adequate water capacity to accommodate the existing Deloraine Precinct infrastructure. Future water

15.1.1 Deloraine Racecourse Precinct: Masterplan Report

supply assets must ensure adequate static head between the asset and the supply reservoir. Also, a water supply for fire protection must be considered for the future infrastructure. The theoretical static head available to the site is approximately 600 kPa with the reservoir tank at elevation RL:293.8m and proposed site levels at RL:231.0m. The Site Master Plans include the construction of a new football grandstand / function space and installation of several picnic shelters. The proposed new water supply would involve one new connection and meter assemblies to the TasWater reticulation main. There could be potential to upsize the existing connection and meter assembly to the existing changerooms to service both the existing changerooms and proposed grandstand/function space. This would also be able to accommodate small take-off feeds to provide a water supply to several picnic shelters and the dog off leash area. Option selection would be based on site serviceability and stakeholder requirements.

There would also be a high probability that a new fire service to the proposed grandstand/function space will be needed. An allowance should be in place to allow for a booster assembly to be installed as part of the fire service.

An allowance should be made to extend the new fire service from grandstand/function space to provide appropriate coverage.

SANITARY / SEWER DRAINAGE

The existing TasWater gravity reticulation main continues to run through the proposed development site down past the existing football changerooms with existing connection to the building.

A proposed new DN150 private sewer pipeline with suitable trade waste and new connection to the TasWater main is to be provided to service the proposed grandstand/function space.

STORMWATER RETICULATION

The existing stormwater system is very limited to small areas within the Deloraine Recreation Precinct. Mainly the existing changerooms and the existing southwest access roadway by kerb and channel and side entry pits.

The site master plans include the construction of a new road network and carparks for various new facilities within Deloraine Recreation Precinct.

A proposed new stormwater drainage system utilising a new piped network, roadside drains and utilising any natural surface depressions to provide adequate site drainage for the proposed development.



PHASE G DOCUMENTATION



15.1.1 Deloraine Racecourse Precinct: Masterplan Report



Phase G - Documentation

The design team worked collaboratively with the stakeholders to document one masterplan that looked toward the long-term vision of the site. A staged work methodology was tailored to suit the short-term cost implications, while still achieving the overarching long-term vision. The masterplan consolidated shared facilities, investing in passive recreation space, and maintaining a focus for user accessibility.

Services consultants have provided extensive information to support the proposed masterplan concept design. Reports issued inform on upgrades that are needed to existing infrastructure and demonstrate what the requirement is for new services to permit the masterplan in being fulfilled. Cost estimates have been provided to supplement this information and further assist with the proposed staging methodology.



Image: Site Entrance Suggestions by PPM.

The site entrance configuration suggested by PPM is to accommodate an 8.9m wide road without any tree removal. The position of the dual lane road has been located to be respectful to the high heritage value trees and entry gateway at the site entry.



Image: Site Drainage Diagram and text provided by PPM.

Southern Side Drainage

- An open drain along front straight it continues under outer track fence and appears to increase in depth as it progresses west.
- An open drain from the site entrance extends down towards race track.
- An open drain between southern stables and race track fence.
- Confirmed culvert under Racecourse Drive near football ground entrance.




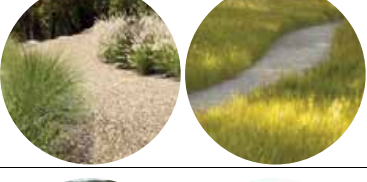

Inside Race Track Drainage

- An open drain from front straight north past the football ground.
- Confirmed two piped discharges from football ground into open drain.
- Open drain is deep past eastern side of football ground.
- Open drain is very deep adjacent to TasWater entrance.
- Open drain is heavily overgrown, but appears to drain to north east of site.
- Visible open drains on either side of race track at far north east. Culvert cant be confirmed.

15.1.1 Deloraine Racecourse Precinct: Masterplan Report

TRAIL HIERARCHY

LOOK & FEEL

HIERARCHY	TRAIL TYPE	TRAIL WIDTH	TRAIL SURFACE	EXAMPLES
PRIMARY	KEY ACCESS PATHS WITHIN ACTIVE / HERITAGE ZONES I.E. PRECINCT ENTRY / PLAY SPACE / COMMUNITY PRECINCT / CLUBROOM PATHWAYS	2.5 metre (min.)	General Purpose Concrete with exposed aggregate feature pavement at key thresholds / path junctures.	
SECONDARY	HERITAGE RACE TRACK - KEY SHARED TRAIL	2.5 metre (min.) shared trail with access for maintenance vehicles.	Compacted Gravel with hardened surfaces for offset infrastructure such as water points / seating / drainage.	
SECONDARY	HERITAGE RACE TRACK - SOFT SURFACE TRAIL	1.8 metres to accommodate two passing people..	Meandering soft fall material (trial short length with local community) to provide footfall cushioning for running / walking. (Refer City of Hobart 'Maxs Infinity Loop' Park Run trail on the Domain in Hobart). Soft fall bark / double cut mulch material - recommend to trial surface with local mulch supplies.	
TERTIARY	EDUCATIONAL NATURE TRAILS - I.E., MEANDERING TRAILS THROUGH REVEGETATION AREAS	1.5 metres	Compacted gravel flush adjacent surfaces.	
TERTIARY	WETLAND BOARD WALK / VIEWING DECKS	1.5 metres	Timber / recycled plastic raised board sections for wetland areas	

15.1.1 Deloraine Racecourse Precinct: Masterplan Report

PRIMARY

KEY ACCESS PATHS PROFILE

Key Elements

1. Concrete shared pathway through key site access points, shaded by trees where achievable and flanked by low vegetation or parkland grass.
2. Proposed typical profile key access G.P. concrete path accommodates cyclists passing dog walkers / prams.
3. Exposed aggregate feature concrete can be located at path junctions / seating areas.



15.1.1 Deloraine Racecourse Precinct: Masterplan Report

SECONDARY

RACE TRACK PROFILE

Key Elements

1. Meandering shared trail of compacted gravel shaded by trees and flanked by low vegetation.
2. Proposed typical profile of heritage racecourse with shared gravel trail and potential meandering mulched surface similar to the Domain park run surface in Hobart. Edges of original racetrack highlighted by edge of vegetation.
3. Path width to accommodate passing people or groups.
4. Opportunity to setback potential infrastructure such as distance markers and water points off the main thoroughfare as demonstrated at the Melbourne Tan track.
5. Mulched surface alternative path along Park Run course at the Domain in Hobart known as 'Maxs Infinity Loop'.



1.



2.



3.



4.



5.

15.1.1 Deloraine Racecourse Precinct: Masterplan Report

TERTIARY

NATURE TRAILS PROFILE



Key Elements

1. Compacted gravel path weaving through revegetated areas.
2. Proposed typical gravel path profile accommodating group / family walking and individual passing.
3. Tertiary compacted gravel path within Domain park run revegetation precinct.

TERTIARY

WETLANDS RAISED WALKWAYS



Key Elements

1. Raised boardwalk example, proposed could be either timber or recycled plastic for low maintenance with splays for viewing wetlands and transparent balustrade.
2. Proposed typical boardwalk example with raised edging, width to allow individual passing.
3. Alternative boardwalk and viewing platform with shuttered balustrade.

15.1.1 Deloraine Racecourse Precinct: Masterplan Report

THEMES



Active and inclusive community:
supporting safe participation
for all ages, genders and
abilities



Engaging heritage: sharing
the site's layered narrative



Growing ecology:
fostering living systems



KEY:

- ① Existing oval retained with surrounding pockets of parking bays to support range of spectators, accessed by a speed limiting shared use lane (Theme 1).
- ② Proposed location for future oval, subject to further studies, to support a broader range of participation (Theme 1).
- ③ Proposed location for new clubrooms on new raised ground profile, along with associated on-grade drop off / bus and all abilities parking supporting broader community access (Theme 1). Location central to existing oval and for future oval, with opportunity to overlook existing wetland and communication of growing ecology (Theme 3).
- ④ Potential for existing water body to be reshaped, pending further investigations of future oval location. Opportunities for viewing decks to provide recreational connection to water and wetland ecology interpretation opportunities (Theme 3).
- ⑤ Turfed training area to reduce wear and tear on oval and to allow concurrent community recreation / sporting activities (Theme 1).
- ⑥ Central sport and recreation precinct carpark with access to recreational trails. Bays separated with run-off water filtering garden beds and spreading canopy shade trees (Theme 3).
- ⑦ Ticket booth to allow for game-day parking charging to support fundraising for sport club/s (Theme 1).
- ⑧ Proposed horse racing memorial reflection garden between steeple with retention of original race track for recreational uses, such as 'Park Run' (Theme 2).
- ⑨ Riverside walk trailhead park, with restored river revegetation (Theme 3). Proposed R.V. camping allotments to the south replacing current depot hard stand.
- ⑩ Proposed location of multi-aged plays paces and exercise equipment, positioned between river, sport grounds and community recreation area (Theme 1).
- ⑪ Community recreation area, re-imagined as a terraced amphitheatre for events and performances (Theme 2). Incorporation of heritage features.
- ⑫ Off-leash dog exercise area, with two separate fenced areas for small / large dogs. Surrounded by revegetation to provide screening, shade and to support living systems (Theme 3).
- ⑬ Opportunity to improve exercise area adjacent to bridge and improve pedestrian links to and along Racecourse Drive (Theme 01).
- ⑭ Investigate opportunity to split access road lanes to allow avenue of trees either side. Further investigate southern gate post location to accommodate vehicles whilst re-orientating eastern access road to reduce potential impact to existing heritage trees. (Theme 02).

LEGEND:

- Site boundary
- Demolished building
- Steeple
- Picnic shelter + seating
- Narrative node (interpretation opportunity)
- Public toilet amenity

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inspiring
place

Deloraine Recreation Precinct
Master Plan

NORTH
Date 18.04.2024
Scale 1:3250 @ A3

STAGING



15.1.1 Deloraine Racecourse Precinct: Masterplan Report



Staging

Summary:

Project stages have been created in collaboration with each stakeholder's recommendation and with the available funding timelines. The priorities for the site have been considered within each phase to allow for maximum benefits to be achieved within both the short and long term.



15.1.1 Deloraine Racecourse Precinct: Masterplan Report

Phase 1 Land Management	
	General site slashing/clearing
	Drain maintenance/improvement
	Fence clearing/construction - south & east
	Bulk purchase, grow-out of feature trees
	Race Track Maintenance
	Inner running rail clearing
	Outer rail restoration/Remove modern additions to outer rail
	Club House area
	Identify future use/maintenance/management of buildings
	Develop Strategic Upgrade/Maintenance Plan

Phase 2a Roads & Tracks	
	New site entrance road, gates & signage
	New 'football club' road
	New minor (temp) carpark adjacent to football ground
	Construction of initial tracks/pathways. Length TBA
	Construction of pond decks (2 of)
Services	Temporary relocation of RV area
	Relocation of RV dump point
Demolition	Southern stables
	Eastern stables etc
Heritage	Initial batch of interpretation panels - 10/12 of
	Steeplechase jump maintenance plan/Approval

Phase 2b Roads & Tracks	
	Racecourse Drive turning circle/Reconfiguration of existing football entrance

Phase 2c Playground and associated shelters etc	
Heritage	Steeplechase jump maintenance/renovation

Phase 3 Roads & Tracks	
	Club House access road and carpark
	Additional construction of tracks/pathways. Length TBA
Demolition	Grandstand, jockey room etc
Heritage	Club House area upgrade/conversion
	Monument Garden/Interpretation at Club House
	Artwork/Additional interpretation panels

Phase 4 Miscellaneous	
	Water, sewage & power services
	Off-leash dog area & road

Phase 5 New football club rooms	
	Main car park (adjacent to new club rooms)
	Additional construction of initial tracks/pathways. Length TBA
	Construction of football training area
	Demolition of existing club rooms
	Demolition of northern stables
	Construction of additional football ground
	Depot demolition/conversion

15.1.1 Deloraine Racecourse Precinct: Masterplan Report



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PHILP LIGHTON ARCHITECTS

15.2 Transfer of Assets and Memorandum of Understanding – State Emergency Services

File Reference	S04-04-068
Report Author	David Murray Director Infrastructure Services
Authorised By	Jonathan Harmey General Manager
Decision Sought	Approval of the State Emergency Service Memorandum of Understanding.
Vote	Simple majority

Recommendation

That Council:

1. approves the Meander Valley Council's entry into a three-year Memorandum of Understanding with the State Emergency Service, as per Attachment 1; and
2. transfer of assets included in the Memorandum of Understand as listed in Attachment 1.

Report

In the past, the Council has provided vehicles, equipment and financial support to assist the Meander Valley State Emergency Service (SES) to carry out emergency response services. Duties have included road crash rescue, assistance during storms and floods and a range of other emergency events.

Last year, the State Government proposed the establishment of a new Act to combine the Tasmania Fire Service (TFS) and the State Emergency Service (SES). In response, the Local Government Association of Tasmania (LGAT) advised Councils to pause negotiations with individual SES units. Earlier this year, LGAT changed its advice when the State Government changed its position.

The Council currently supplies the Meander Valley SES unit with; one vehicle and three trailers. Additionally, the Council has provided direct financial support to the Meander Valley SES unit each year for recurring operating costs including equipment maintenance, vehicle insurance and registration.

In the absence of legislative reform, the proposed Memorandum of Understanding (MoU) provides certainty to the SES unit moving forward. In the event the State Government resurrects its reform of the Act, the Council can set aside the MoU.

Currently, the Council pays recurring operating expenses to the SES Unit as they fall due at an average cost of \$11,000 per annum (excluding vehicle asset depreciation). The new MoU proposes that the Council provides the Meander Valley SES with an annual payment of \$15,000 instead. Under the proposed arrangement the payment of expenses will be the responsibility of the SES unit.

The SES contribution will be included as a line item in the Council's annual budget. The contribution will have an annual adjustment of 5%.

The MoU proposes that the following assets are transferred to the SES. Once the assets are gifted, future capital replacements will be the responsibility of the Tasmanian SES.

Registration	Asset
E35UC	2015 Ford Ranger
KT4463	1978 Box Trailer
UT1090	1983 Trailer
Y95MN	Vehicle trailer

The total written down value of the above assets is \$0 as at 1 July 2024.

Attachments

1. Proposed Memorandum of Understanding with the State Emergency Service
[15.2.1 - 9 pages]

Strategy

Supports the objectives of Council's strategic future direction
4: a healthy and safe community.

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

Policy

Not applicable

Legislation

Not applicable

Consultation

Not applicable

Budget and Finance

The financial contribution to SES will be managed within the approved budget estimates.

The transfer of assets will have no financial impact to the Council.

Risk Management

Not applicable

Alternate Motion

Council can elect to not approve the Recommendation, to continue current funding arrangements and fund the replacement of assets that are now due.

MEMORANDUM OF UNDERSTANDING
(MOU)

BETWEEN THE

TASMANIA
STATE EMERGENCY SERVICE

AND

MEANDER VALLEY COUNCIL



Meander Valley Council
Working Together



July 2024

A Memorandum of Understanding

15.2.1 Proposed Memorandum Of Understanding With The State Emergency Service

PAGE 1 OF 8

THIS MEMORANDUM is made thisday of2024

BETWEEN:

THE TASMANIA STATE EMERGENCY SERVICE, as maintained under Section 25 of the *Emergency Management Act 2006*, of Corner of Argyle and Melville Streets, Hobart in Tasmania

AND

THE MEANDER VALLEY COUNCIL established pursuant to the Local Government Act 1993.

SIGNED for and on behalf of
TASMANIA STATE EMERGENCY SERVICE

By Mr Michael Lowe,
Executive Director
SES

} _____
}

SIGNED on behalf of
MEANDER VALLEY COUNCIL

By
Chief Executive Officer
Meander Valley Council

} _____
}

1. Definitions

*MOU between the Tasmania State Emergency Service, Meander Valley Council 2024
Version 1*

"**Council**" means the Meander Valley Council (MVC) as established under the *Local Government Act 1993*.

"**SES**" means the Tasmanian State Emergency Service as maintained under Section 25 of the *Emergency Management Act 2006*.

"**Parties**" means the Tasmania State Emergency Service and the Meander Valley Council.

2. Purpose and Scope of Memorandum of Understanding

The purpose of this Memorandum of Understanding (MoU) is to define the responsibilities of the SES, and MVC solely in relation to the provision and maintenance of the MVC Volunteer SES Unit.

As such, the scope of this MoU does not extend into broader emergency management issues or otherwise remove the legislative or accepted responsibilities of each Council in relation to emergency management (e.g. planning, Municipal Emergency Management Coordinator responsibilities; emergency coordination centre management; provision of public information; road closures; provision of resources and maintenance of public infrastructure as detailed in either the *Emergency Management Act 2006*, all Councils Emergency Management Plans (EMP) or any other associated plans.

The parties may amend this MoU by agreement in writing.

3. Term of MOU

All parties commit to the provision of support detailed in this MoU for a period of three (3) years, commencing on 1st July 2024.

This MoU supersedes any previous MoU's dated prior to 1st July 2024.

4. Review of MOU

The parties commit to the following management review process:

- Annual review to confirm successful performance of responsibilities and identify any issues for discussion; and
- Detailed review prior to completion of term of agreement. This review will create an opportunity to consider future arrangements, either through extensions to this MoU or through the development of a new MoU which may be negotiated by the parties.

5. Administration of MoU

This MoU will be administered by the SES Regional Manager (North) and the Meander Valley Council.

6. Financial Commitment

The Council will provide an annual budget allocation for recurrent costs associated with the day to day running of the MVC Unit.

15.2.1 Proposed Memorandum Of Understanding With The State Emergency Service

PAGE 3 OF 8

Allocations at the time of signatory acceptance of this MoU are as follows (GST included)

2024 / 2025 - \$15,000

2025 / 2026 - \$15,750

2026 / 2027 - \$16,500

Funding allocations are to be calculated from July to July each year and adjusted for CPI increases.

In the event the State Emergency Services obtains a sustainable budget within the term of the MoU agreement, MVC and the SES will renegotiate the MoU.

The SES will provide financial management services including the keeping of accounts, collection of financial contributions and the provision of financial reports.

SES will provide quarterly reporting of such accounts to the MVC.

The Unit Manager will be responsible for the preparation of an Annual Budget for approval by the SES Northern Regional Manager, by mid - March of each year.

7. Recurrent Costs Summary

Recurrent costs would normally include but not be limited to costs associated with the following areas:

- costs associated with official internet access and data allowances and official mobile telephone calls. BART ('Broadcast. Alert. Respond. Turnout' software) membership licences.
- SES operational vehicle annual registration, running and maintenance costs.
- costs associated with purchase, maintenance and or replacement of any equipment where alternative funding options are not available or able to be utilised e.g. equipment from the approved budget allocation.
- costs associated with insurance policies for all SES operational vehicles and equipment.
- costs associated with catering during training and operational activities.
- administrative costs related to printing, postage, photocopying and similar office requirements.
- provision of, or costs associated with consumable safety material and products to SES volunteers e.g., first aid kits, sunscreen; gloves, batteries, and safety glasses.

8. Unit Structure and Management

The Meander Valley Unit Manager will be appointed by the SES Regional Manager and approved by an SES Director.

*MOU between the Tasmania State Emergency Service, Meander Valley Council 2024
Version 1*

The Unit will be overseen by a standard management structure comprised of a Unit Manager and generally two Deputy Unit Managers.

The SES Regional Manager, MVC and the Meander Unit Manager will meet annually.

Meeting to include following agenda items:

- Unit performance – Emergency response data supplied
- Funding expenditure
- Unit community involvement
- Unit membership
- Annual budget
- Achievement of objectives
- Emerging emergency service issues
- Any other issues identified for discussion.

9. Service Arrangement

The Meander Valley Unit will respond to emergencies in accordance with its roles detailed within the Council MEMP and associated documents e.g., RCR, MVA's, storm and flood responses, general rescues and associated emergency support roles.

In addition, and at the request of other lead agencies through the SES Northern Regional Headquarters Duty Officer, the Unit may also, where possible (as determined by SES), provide support in response to other emergency situations in support of lead agencies within other municipal areas (e.g. search and rescue, fires, RCR's etc.) and other Council areas as approved by the SES Northern Regional Manager.

During emergency operations where SES Northern Regional Headquarters management provide a coordinating function, the Unit may be required to assist other council areas within the Region or State. This mutual obligation clause means that when the MVC area require additional resources or capability, it will be forthcoming from other SES units within the Region or State.

Without diminishing the intent of s24(2)(a) of the *Emergency Management Act 2006*, the SES has the overall operational responsibility and control of the municipal SES units.

All services provided by the unit volunteers will be conducted by persons trained and assessed by the SES and deemed competent to conduct the services required.

10. Response Time

There is a recognition that as a volunteer service, the Units response times may vary but should still be reasonable based on an assessment of the situation and any surrounding circumstances.

11. Volunteer Training and Management

All Unit volunteers will be recruited, trained, and managed under the supervision of SES Regional Headquarters, located at 339 Hobart Road Youngtown.

SES and Council will consider opportunities for joint training of Council staff and Unit members (e.g. chainsaw, first aid, etc.).

That MVC support the Unit training activities through assisting in the provision of training venues and facilities by arrangement e.g., allowing use of Council land, buildings.

12. Insurances

All volunteers of the Meander Valley Unit will always be appropriately insured by the Department of Police, Fire and Emergency Management while conducting SES approved work.

A copy of relevant insurance policies will be provided upon a party's request.

SES will appropriately insure all Unit operational vehicles and equipment.

All costs associated with the insurance of vehicles will be drawn from the annual budget allocation.

The Meander Valley Unit building insurance will be covered by the Department.

13. Legal Relationship

Nothing in this MOU will be taken as creating any binding legal relationship between the parties.

14. Reporting

Parties to this MOU agree to commit to a framework of open communication with the SES and between themselves.

The SES will provide quarterly reports to the MVC which will include details on:

- Unit membership
- Funding expenditure
- Emergency response data
- Training detail

15. Communication Protocols

Normal communication protocols as they apply to all emergency management incidents will continue to apply in accordance with relevant emergency management plans.

16. Vehicles and Equipment

SES will investigate and determine standards and classifications for all vehicles and equipment (including personal dress) to be issued to SES Units.

These standards will apply to all SES Units and will include the development and implementation of policies and procedures to manage such standards e.g., development and management of appropriate vehicle and equipment replacement programs based on priorities agreed to by relevant parties.

All vehicles (inclusive of running costs e.g., fuels, parts, servicing) including equipment provided by SES will be maintained in a safe and fully working condition in accordance with manufacturer's instructions and where applicable Australian and WorkSafe Tasmania Standards and Regulations.

All costs associated with the registration of the vehicles will be drawn from the annual budget allocation. All vehicles will be registered and administered by SES.

The parties acknowledge that the current appropriate fleet consists of a primary and secondary support vehicles.

Vehicles provided will arrive complete with livery, lighting and communications as required.

SES in consultation with the Unit Manager will, where necessary, review the holdings of all major items of equipment and, subject to funding availability, replace outdated or unrepairable equipment.

SES, in conjunction with MVC funding, agrees to support purchase of other major items of general equipment for the use of the Unit in accordance with funding availability and priorities agreed to by the administrators. Such items may include, but is not limited to, radios, pagers, ladders, power tools, ropes, chain saws, pumps etc.

SES may deploy the Unit vehicles into other Municipal Units where required to assist with fleet shortages and service delivery.

The parties agree that the SES will take possession of any replaced equipment for redeployment/reassignment or disposal.

Council agrees to gift all SES assets listed in Appendix A at the commencement of this MoU.

17. Personal Protective Equipment (PPE) and Uniform

SES will provide uniform and protective equipment to SES volunteers in accordance with standards determined by SES and as detailed in the SES Dress and Uniform Manual.

This commitment will help ensure a safe personal working environment for all SES volunteers, a standardised uniform code throughout the SES and minimise uniform costs for volunteers.

18. Facilities and Infrastructure

The Unit facilities are leased by the Department of Police, Fire and Emergency Management. These facilities are established in accordance with Director SES, Standards for Units. Facilities will preferably have the following, office spaces, training areas, operational command centres/s, store areas, social/catering amenities and ablutions, radio communication areas, secure garage/s suitable for garaging of operational rescue vehicles and storage of large items of rescue

15.2.1 Proposed Memorandum Of Understanding With The State Emergency Service

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equipment, secure outdoor training areas suitable for SES skills training such as general rescue, emergency roofing repairs, etc.

Department of Police, Fire and Emergency Management in consultation with SES, will make provision for and fund all costs associated with property rental, rates and taxes, property maintenance and security, power, and landline telecommunications.

19. Termination

Either party reserves the right to terminate this MoU at any time. Either party wishing to terminate this MoU must provide the other party with written notice.

APPENDIX A

*MOU between the Tasmania State Emergency Service, Meander Valley Council 2024
Version 1*

15.2.1 Proposed Memorandum Of Understanding With The State Emergency Service

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E 35 UC	2015 Ford Ranger
KT 44 63	1978 Box Trailer
UT 1090	1983 Trailer
Y 95 MN	Vehicle trailer

*MOU between the Tasmania State Emergency Service, Meander Valley Council 2024
Version 1*

16. Governance

16.1 Quarterly Report – June 2024 Annual Plan

File Reference	S13-12-002
Report Author	Wezley Frankcombe Manager Governance and Legal
Authorised By	Jonathan Harmey General Manager
Decision Sought	That Council receives the report of performance against the Annual Plan 2023-24 for the period from April to June 2024.
Vote	Simple majority

Recommendation

That Council receives and notes the report of performance against the Annual Plan 2023-24 for the period from April to June 2024 (Quarter 4) as shown below:

Supporting Our Customers

ANNUAL PROJECTS						
Link	Activity	Measure	Lead	Status	Timing	Comments
4.1, 6.4	Review and update the Council's website information and user guides for the use of indoor facilities	Website updated	Infra	Achieved	1, 2	User guides and facility information for on-line booking system completed.
4.1, 6.4	Implement a new on-line booking system for the Council's facilities	Online system operational	Infra	Achieved	1, 2	System implementation completed.
5.1, 5.3, 5.6	Undertake a customer satisfaction survey (of at least 400 residents) through an independent market research firm	Survey results reported to Council	CS	N/A	2, 3	Survey was proposed by the former General Manager in the Community Strategic Plan process, this was not undertaken as an alternative engagement process was determined to receive community feedback.
5.1, 5.3, 5.6	Implement system and process improvements to increase reporting against the Customer Service Charter and Standards	Management reporting to Council	CS	Pending	3, 4	Reporting review will progress following the renewal of the Customer Service Charter.
5.1, 5.3, 5.6	Renew the Customer Service Charter and Customer Service Standards to set expectations that continue to meet the changing needs of our community	Service Charter approved by Council	CS	Progressing	2, 3	Review progressing with internal stakeholders through the Customer Service Group prior to presentation to Council for approval. This activity has been included in the 2024-25 Annual Plan and will be completed by Quarter 2 2024.
2.3, 2.4	Expand the services offered through the Great Western Tiers Visitor Centre to enhance face to face service	New services offered	CW	Achieved	3, 4	A tablet and computer are available for public use, <i>datatraks</i> tourism touch screen service implemented and driver reviver station established. Service offering recommended to be reviewed following completion of the Short Walks centre investigation.
2.3	Complete development and roll out of the new Resident's Welcome Pack	New Resident Pack in use	CW	Pending	2	New residents' kit commenced, with communications for finalisation of draft to a Council Workshop.

Supporting Our Customers

ANNUAL PROJECTS						
Link	Activity	Measure	Lead	Status	Timing	Comments
2.3	Reduce reliance on paper-based processes by implementing a program to enable more online webforms, automation and workflow specific forms	Increased number of online forms	CS	Achieved	3, 4	

Managing Our Asset Portfolio

ANNUAL PROJECTS						
Link	Activity	Measure	Lead	Status	Timing	Comments
5.2, 6.1, 6.3	Complete divestment of surplus property assets as determined by Council (Minute Reference 268/2022)	Properties Sold	Works	Progressing	1, 2, 3, 4	Public advertising in late June of the Council intent to sell six parcels of public land. Council decision to follow in Quarter 1 2024-25.
6.1, 6.3	Establish formal project management and complete the detailed design and tender documentation for a new centralised works depot at Westbury	Tender Complete	Works	Achieved	1, 2	Detailed design and tender documentation finalised. Public tender advertised in December 2023.
6.1, 6.3	Complete tendering and construction contract awarded for the new centralised Works Depot at Westbury	Contract Awarded	Works	Progressing	3, 4	Construction contract awarded at the May 2024 Closed Council Meeting.
6.2, 6.3	Progress the Hadspen Meander Valley Road intersection upgrades design and procurement documentation	Complete	Infra	Achieved	1, 2, 3, 4	Detailed design complete.

ANNUAL PROJECTS						
Link	Activity	Measure	Lead	Status	Timing	Comments
6.2, 6.3	Update the Sport and Recreation Venue Action Plan to inform the provision, replacement and upgrading of sport and recreation amenities	Complete	Infra	Progressing	2, 3	
6.2	Renew the <i>Eastern Play Spaces Strategy 2020</i>	Complete	Infra	Achieved	2, 3	Approved by Council June 2024.

Investing in Community Facilities and Infrastructure

ANNUAL PROJECTS						
Link	Activity	Measure	Lead	Status	Timing	Comments
4.1, 6.4	Complete level of service review for the Council's pools at Deloraine and Caveside and natural swimming sites	Review complete	Infra	Achieved	1, 2	Consultant presentation to a Council Workshop completed. Final report received.
4.1, 6.4	Review and update asbestos register priorities based on building hierarchy	Progress to schedule	Infra	Achieved	1, 2, 3, 4	Register complete.
4.6	Complete an audit of lease currency for the Council's owned facilities and implement a program of lease renewal	Progress to schedule	Infra	Achieved	1, 2, 3, 4	
4.1, 6.4	Develop a contemporary lease document and renew leases when due	Progress to schedule	Infra	Progressing	1, 2, 3, 4	
4.1, 6.4	Develop a community hall renewal policy, considering asset condition, utilisation rates, renewal and	Review complete	Infra	Progressing	1, 2, 3, 4	

ANNUAL PROJECTS						
Link	Activity	Measure	Lead	Status	Timing	Comments
	maintenance costs and service options					
4.1, 6.4	Progress construction of the Deloraine Squash Court project	Progress to schedule	Infra	Achieved	1, 2, 3, 4	Construction in progress.
6.1, 6.3	Plan and deliver Capital Works Program projects	Progress to schedule	Works	Achieved	1, 2, 3, 4	Plant procurement, road and drainage projects in progress.
6.2, 6.3	Progress consultation, master planning and design of the Deloraine Recreation Precinct	Progress to schedule	Infra	Achieved	1, 2, 3, 4	Updates provided to Workshop in Quarter 4.
6.1, 6.3	Deliver the bridge inspection and maintenance program	Progress to schedule	Infra	Achieved	1, 2, 3, 4	Additional inspections undertaken by the Council's consultant.
6.1, 6.3	Deliver civil construction and infrastructure works for transport and recreation assets	Progress to schedule	Infra	Achieved	1, 2, 3, 4	Westbury Sports Centre changeroom upgrade completed.
6.2, 6.3	Plan, manage, construct and maintain bridges, culverts and other infrastructure	Progress to schedule	Infra	Achieved	1, 2, 3, 4	Contract awarded for Roxford Road bridge. Contract awarded for Montana Road bridge.
6.2	Undertake targeted community engagement on flood resilience and learnings from the October 2022 flood	Completed	CW/Infra	Achieved	2, 3	Community engagement session held on 17 October 2023, 60 members of the public attended.

Making a Positive Contribution to Community Wellbeing

ANNUAL PROJECTS						
Link	Activity	Measure	Lead	Status	Timing	Comments
3.1, 3.4, 4.1	Support and deliver the Council's contributions to the Westbury Bicentenary celebrations	Completed	CW	Achieved	1, 2, 3	Westbury Bicentenary event complete. Finalisation of remaining projects continuing with Infrastructure department.

ANNUAL PROJECTS						
Link	Activity	Measure	Lead	Status	Timing	Comments
3.1, 3.4, 4.1	Deliver youth programs under the Premiers Fund for Child and Youth Wellbeing grant	Completed	CW	Achieved	1, 2, 3	Project continuing and engagement being completed in line with funding agreement, final activity being completed in Deloraine due August 2024.
3.1, 3.4, 4.1	Develop and deliver an enhanced program of community events	Community Events Delivered	CW	Achieved	1, 2, 3, 4	A <i>LIFT Local Meander Valley</i> program of activities has been completed.
4.1	Facilitate and enable staff volunteering in the community	Volunteering hours	CW	Achieved	1, 2, 3, 4	Volunteering options available in Council's Enterprise Agreement 2022.
3.1, 3.4, 4.1	Manage recurrent sponsorship funding to Deloraine, Chudleigh and Westbury Show Societies	Payments made	CW	Achieved	1, 4	All year 2 payments made.
3.1-3.5, 4.1	Deliver programmed activity and support for Volunteer Week	Number of initiatives delivered	CW	Achieved	4	Planning underway as part of the final deliverables for the <i>Key 8 V8</i> Volunteer program. Volunteer appreciation dinner complete with 25 attendees.
3.1, 3.4, 4.1	Deliver programmed activity and support for Seniors Week	Number of initiatives delivered	CW	Achieved	2	Various programs were delivered through the <i>LIFT Local Meander Valley</i> program.

Supporting Economic Growth, Prosperity and the Environment

ANNUAL PROJECTS						
Link	Activity	Measure	Lead	Status	Timing	Comments
1.4, 1.5	Provide Westbury Town Common Management Plan report to Natural, Resources and Environment Tasmania and renewal application lodged for the Management Plan	Works complete	Works	Achieved	3	Natural, Resources and Environment Tasmania renewal received.

ANNUAL PROJECTS						
Link	Activity	Measure	Lead	Status	Timing	Comments
1.4, 1.5	Application and approval from Natural, Resources and Environment (NRE) Tasmania to undertake flood remediation works, including reclamation and revegetation, at Rotary Park, Deloraine	Approval received	Works	Achieved	1, 2	Natural, Resources and Environment Tasmania approval received.
1.4, 1.5	Complete agreed remediation works including reclamation and revegetation, at Rotary Park, Deloraine	Works complete	Works	Achieved	2, 3	Work completed at site.
1.4, 1.5	Complete identified path and trees works at Wildwood, Deloraine to improve public safety	Works complete	Works	Achieved	2, 3	Tree work completed.

Supporting Community Health Outcomes, Resilience and Emergency Management Responses

ANNUAL PROJECTS						
Link	Activity	Measure	Lead	Status	Timing	Comments
4.4	Review Municipal Emergency Management Plan in line with new SES regional template	Complete	Infra	Achieved	2, 3	Review of plan complete and submitted for approval.
4.4	Complete logical test of Emergency Management Plan	Complete	Infra	N/A	3	
4.4	Procure Emergency Response Trailer and equipment	Delivered	Infra	Achieved	3	Procurement of trailer and resources for trailer complete. Manufacture of the trailer is nearing completion.

Managing Planning, Development and Regulation

ANNUAL PROJECTS						
Link	Activity	Measure	Lead	Status	Timing	Comments
1.1, 1.2, 1.3	Contribute to regional planning initiatives: Northern Tasmanian Regional Land Use Strategy Review	Participation	D&RS	Achieved	1, 2, 3, 4	REMPPLAN Demand and Supply report completed. To be released 2024-25 once confirmed by State Planning Office.
1.1, 1.2, 1.3	Contribute to the Greater Launceston Plan Review	Participation	D&RS	Achieved	2, 3	Workshop conducted with elected members.
1.2	Progress development of a Structure Plan for Carrick	Plan development progressed	D&RS	Deferred	2, 3	To be progressed in Annual Plan 2024-25.
1.1, 1.2, 1.3	Review the Prospect Vale - Blackstone Heights Structure Plan	Completed	D&RS	Progressing	2, 3, 4	Round 1 consultation complete. To be presented to future Council workshop.
1.1, 1.2, 1.3	Participate in Planning Reforms and Statutory reviews	Participant	D&RS	Achieved	1, 2, 3, 4	State Planning Provisions Review of Action Group 1 items - workshops ongoing.
1.1, 1.2, 1.3	Review and implement Public Open Space Policy	Completed	D&RS	Deferred	3, 4	Deferred to Quarter 1 2024-25.

Provide Contemporary Waste Collection, Disposal and Recycling Services and Infrastructure

ANNUAL PROJECTS						
Link	Activity	Measure	Lead	Status	Timing	Comments
1.1, 1.5	Deliver a new Waste Management Strategy	Endorsed strategy	Infra	Achieved	1, 2	Waste Management Strategy endorsed by Council.
6.1, 6.6	Undertake feasibility assessment for new landfill within Meander Valley	Complete	Infra	Achieved	1, 2, 3, 4	Stage 1 feasibility assessment received from consultant.
1.1, 1.5	Complete purchase of existing landfill area at Cluan	Complete	Infra	Achieved	1, 2, 3	
1.5, 6.6	Complete design and commence construction for new transfer station at Deloraine	Progress to schedule	Infra	Progressing	1, 2, 3, 4	Concept design complete for transfer station. Weigh bridge construction complete.

ANNUAL PROJECTS						
Link	Activity	Measure	Lead	Status	Timing	Comments
1.1, 1.5	Deliver the annual Hard Waste Collection	Collection provided	Infra	Achieved	2	Completed in March 2024.
1.5, 6.1, 6.6	Complete design for expanded landfill cell at Cluan	Complete	Infra	Achieved	1, 2, 3	
1.1, 1.5	Maintain planning and environmental approvals and compliance for existing landfill operations	Nil environmental improvement notices	Infra	Achieved	1, 2, 3, 4	Ongoing.
1.3, 1.4, 1.5	Achieve Environmental Planning Authority approvals for increased height and manage landfill cell at Deloraine in accordance with approvals to provide for continuing operation	Approval obtained	Infra	Achieved	1, 2	Approval received from Environmental Planning Authority. Planning Permit has been received.

Provide a Robust, Reliable, Secure and Available ICT Environment

ANNUAL PROJECTS						
Link	Activity	Measure	Lead	Status	Timing	Comments
5.1	Deliver digital transformation and service modernization roadmap to inform the sequencing of ICT investment and roll out	Roadmap delivered	Gov	Achieved	1	Roadmap delivered in June 2023.
5.1	Procure third-party support agreement to sustain unsupported <i>TechnologyOne</i> legacy systems from September 2023	Support in place	CS	Achieved	1, 2	Support agreement in place.

ANNUAL PROJECTS						
Link	Activity	Measure	Lead	Status	Timing	Comments
5.1, 5.2, 5.3, 5.4, 5.6	Procure agreed ERP software products, prepare and resource implementation project and governance, sourcing of technical support roles	ERP program endorsed by Council	CS	Progressing	1, 2, 3, 4	Project Manager has been appointed to support this work. The services of <i>Councilio</i> (external IT contractor) has been confirmed to provide strategic support for decision making. This project is included in the 2024-25 Annual Plan.
5.1	Review and recommend ICT costs to deliver ERP software and modernisation roadmap, vendor and software related costs, governance, and change management	Plan approved by Council	CS	Progressing	2, 3	Planning continues with the strategic assistance of <i>Councilio</i> . The detailed implementation roadmap will be updated in Quarter 1 of 2025 and further information provided to Council.
5.3, 5.4	Determine and procure a cloud-based records management system replacement, prepare implementation roadmap	Roadmap approved	CS	Progressing	1, 2, 3, 4	<i>AvePoint Anteres</i> has been selected as the preferred vendor for implementation. A contract is under review for implementation services and on-going licence costs. The implementation program is nominally 6 months from commencement.
5.1, 5.2, 5.3, 5.4, 5.6	Review and recommend any changes to the Council's internal resources to support a maturing capability in the management of information	Review complete	CS	Pending	1, 2	On hold pending other components of the ERP project which will inform skills required.
5.1, 5.3, 5.4, 5.6.	Progressively develop a contemporary suite of information policy and standards to ensure the protection and appropriate use of information	Policies in place	CS	Pending	1, 2, 3, 4	To follow Records Management System procurement and implementation.
5.1, 5.2	Review software requirements to support future GIS and asset management systems	Review completed	Infra	Achieved	1, 2, 3	Asset Management System upgrade completed. GIS Software upgrade planned for mid-2024.

Deliver Good Governance and Resilience Through Sound Corporate and Financial Management

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

Managing Our Supply Chain to Procure Goods and Services

ANNUAL PROJECTS						
Link	Activity	Measure	Lead	Status	Timing	Comments
5.6	Deliver procurement and contract management training to employees	Training delivered	Infra	Achieved	3, 4	
5.6	Deliver project management training to employees involved in major project delivery	Training delivered	Infra	Achieved	3, 4	

Informing and Engaging Our Community

ANNUAL PROJECTS						
Link	Activity	Measure	Lead	Status	Timing	Comments
3.1, 3.4, 4.1	Undertake engagement and renew the Community Strategic Plan	Completed	CW	Progressing	1, 2, 3, 4	Four Community Strategic Plan Workshops have been delivered by external facilitators, targeted stakeholder consultations complete and data analysis complete.
4.1	Develop and implement a Communication and Engagement Strategy	Completed	CW	Pending	2, 3, 4	Deferred to 2024-25.
4.1	Deliver enhanced community engagement and consultation functionality on the Council's website	Website operational	CW	Pending	1, 2	Not yet commenced.
2.1, 2.2	Assess the feasibility of electronic notice boards located at community hubs throughout the region to support the Council and community messaging	Business case to Council	CW	Pending	2	Not yet commenced.

Demonstrating a Commitment to Our People

ANNUAL PROJECTS						
Link	Activity	Measure	Lead	Status	Timing	Comment
5.3, 5.4, 5.6	Undertake priority actions identified by employees in the Cultural Development Action Plan	Number progressed	CS	Achieved	1, 2, 3, 4	Cultural Development Action Plan being progressed with employees.
5.3, 5.4, 5.6	Develop a strategic workforce management plan to optimise skills, staffing levels, attraction and retention	Strategy delivered	Gov	Progressing	2, 3, 4	Assessment made of workforce pressure areas, all vacancies advertised, two new positions approved by Council in the 2024-25 budget estimates.

ANNUAL PROJECTS						
Link	Activity	Measure	Lead	Status	Timing	Comment
5.1, 5.2, 5.4, 5.6	Review the strategic and operational risk registers and implement mitigation actions considering Risk Appetite Statement	Mitigation measures actioned	CS	Achieved	2, 4	Strategic and operational risk registers have been reviewed and updated.
5.3, 5.4, 5.6	Review and update human resource management policies and deliver employee training to align with contemporary practices and industrial law	Policy suite reviewed and training complete	CS	Progressing	3, 4	Review of policies has commenced and forms part of the 2024-25 Annual Plan.
5.3, 5.4, 5.6	Review and update employee Code of Conduct and dispute resolution framework and ensure all staff undertake refresher training	CofC in place and training complete	CS	N/A	3, 4	Review and forms part of the 2024-25 Annual Plan.
5.3, 5.4, 5.6	Employee culture survey undertaken and cultural action plan revised	Survey complete	CS	Achieved	3, 4	Pulse check and annual survey completed during the year.

Ensuring a Safe and Healthy Workplace

ANNUAL PROJECTS						
Link	Activity	Measure	Lead	Status	Timing	Comments
5.4	Complete annual employee skin checks	Completed	CS	Achieved	1	Skin checks completed.
5.4	Hold departmental level initiatives for RUOK day, Mental Health Month	Delivered events	CS	Achieved	2, 3	RUOK day event conducted. Mental health first aid training planned for February. Lifeline training for management staff.

ANNUAL PROJECTS						
Link	Activity	Measure	Lead	Status	Timing	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	WHS Officer has taken numerous opportunities with staff groups to promote the importance of workplace safety. This will be ongoing.
5.4	Review workers compensation and rehabilitation management procedures to ensure active case management	Review complete	CS	Achieved	3, 4	Quarterly review of active cases has been instigated with insurer to ensure active case management.

Report

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

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

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

Achieved

50 activities were achieved.

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

Progressing

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

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

Pending

9 activities are pending.

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

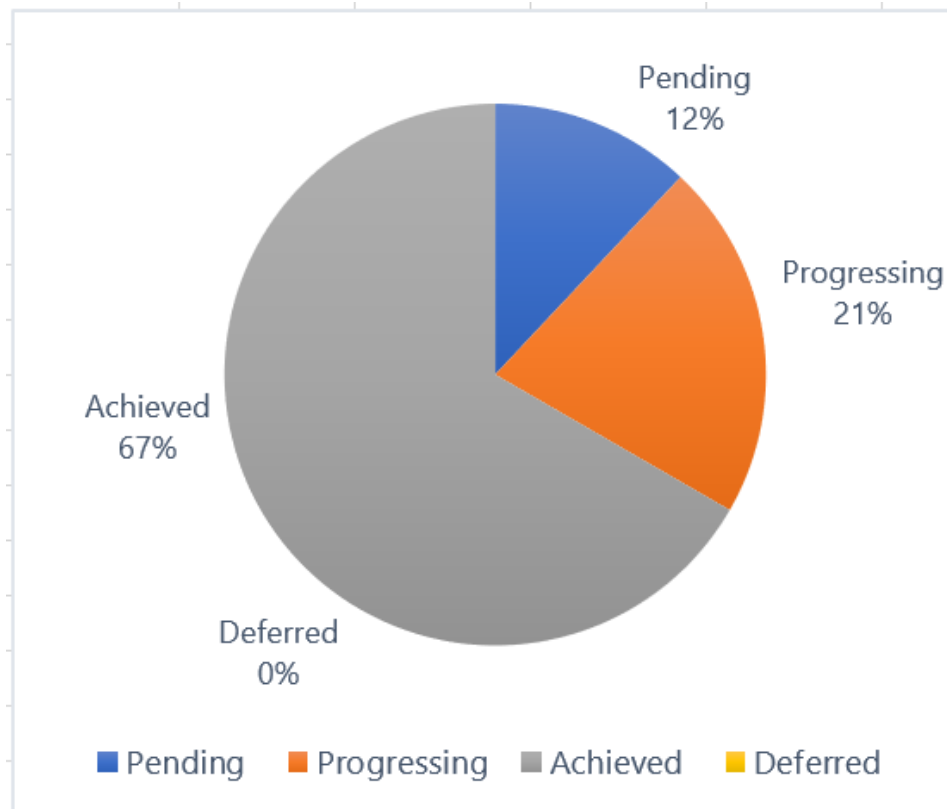


Figure 1 – June Quarter Performance – June 2024

Attachments

Nil

Strategy

Supports the objectives of Council’s strategic future direction

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

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

Policy

Not applicable

Legislation

Not applicable



Consultation

Not applicable

Budget and Finance

Not applicable

Risk Management

Not applicable

Alternate Motion

Not applicable

16.2 Removal of Policy No. 21: Vandalism Reduction

File Reference	S13-11-002
Report Author	Wezley Frankcombe Manager Governance and Legal
Authorised By	Jonathan Harmey General Manager
Decision Sought	Council is requested to endorse the Council Officer's recommendation that Policy No. 21: Vandalism Reduction be made redundant.
Vote	Simple majority

Recommendation

That Council makes Policy No. 21: Vandalism Reduction redundant and is to be removed from the Policy Manual.

Report

The objective of Policy No. 21: Vandalism Reduction is to reduce vandalism and subsequently the cost of vandalism by swift, consistent and strategic remedial steps and deterrence.

On review, the Policy has not been enacted and actions generally follow a logical procedural approach to dealing with vandalism.

On the basis that the same objective can be reached without a prescriptive policy, it is recommended that Policy No. 21: Vandalism Reduction be made redundant.

The removal of Policy No. 21: Vandalism Reduction was discussed with Councillors at the Workshop held on 25 June 2024 where Councillors considered the recommendation that it be removed from the suite of active policies.

Policy No. 21: Vandalism Reduction is provided as Attachment 1.

Attachments

1. Policy No. 21: Vandalism Reduction [16.2.1 - 4 pages]

Strategy

Supports the objectives of Council's strategic future direction:

- 5: innovative leadership and community governance.

See Meander Valley Communitution is provided as Attachment 1.y Strategic Plan 2014-24. ***Click here*** or visit www.meander.tas.gov.au/plans-and-strategies to view.

Policy

Not applicable

Legislation

Not applicable

Consultation

Not applicable

Budget and Finance

Not applicable

Risk Management

Not applicable

Alternate Motion

Council can confirm continuation of Policy No. 21 – Vandalism Reduction with amendments.

POLICY MANUAL

Policy No. 21

Vandalism Reduction

Purpose

The purpose of this Policy is to reduce vandalism to the Council's property and mitigate costs associated with graffiti removal, repairs, maintenance and devaluation of the Council's assets. Improve the appearance and amenity of the Council's assets for the benefit of community users.

**Department
Author**

Governance
Jacqui Parker, Governance Coordinator

**Council Meeting Date
Minute Number**

13 April 2021
70/2021

Next Review Date

April 2024

POLICY

1. Definitions

Council Asset

Any building, structure, vehicle, plant or other asset that the Council owns, possesses or is responsible for managing. Assets may include (without limitation) fittings, fixtures, consumables or other goods, ground surface, air quality, fixed or portable furniture, tools, plant and equipment, etc.

Council Worker

A person currently engaged to work with the Council as an employee, volunteer or contractor, who is acting in the course of their engagement or otherwise carrying out the Council's business in an official capacity.

Graffiti

Any marking (writing, drawing or otherwise) on a Council asset, by any medium (permanent or otherwise), that is not commissioned or permitted by the Council. To avoid doubt, this includes being in possession of graffiti equipment without lawful excuse.

Offender

A person identified as having engaged in an act of vandalism, or suspected of having engaged in an act of vandalism. This may be an individual person,

16.2.1 Policy No 21 Vandalism Reduction

group of people, a club, association or other specific user group.

Remedial Action

Any repair, maintenance, replacement, painting, cleaning, equipment upgrades or other corrective actions required to be undertaken in order to address an act of vandalism.

Security Upgrades

Any change to the security of a Council asset which may decrease its vulnerability (or that of other the Council's assets) to similar acts of vandalism in future (eg. temporary or permanent camera monitoring, reducing or eliminating public access, increased street lighting, security screens, enhanced locks or alarm systems and security service monitoring, etc.).

Vandalism

Behaviour, including graffiti, that causes a Council asset to be damaged, destroyed, defaced, soiled, removed, relocated or otherwise devalued without the Council's permission, including suspected or attempted vandalism.

2. Objective

The objective of this Policy is to strategically protect the Council's assets from unlawful vandalism behaviours. It will reduce the considerable cost of asset repairs, replacement and restoration while delivering a community benefit through the improved appearance and amenity of the Council's assets. This is to be achieved by:

- a. swift, consistent and strategic remedial steps that prevent the Council's assets from becoming established as vandalism targets; and
- b. an increased risk of detection and consequences to deter offenders through enhanced community participation and improved investigative techniques.

3. Scope

This Policy applies to vandalism of the Council's assets by any person.

4. Policy

1. The Council will promptly undertake remedial action for reported vandalism in its routine works program, to prevent sites becoming established as vandalism targets.
2. The Director Works or Director Infrastructure Services has discretion to undertake preliminary investigations into reported vandalism. This may include site inspection, monitoring, camera surveillance, or informal enquiries with nearby residents, business owners or other community members.

16.2.1 Policy No 21 Vandalism Reduction

3. After preliminary investigations, and taking into account the seriousness of the behaviour and its impact on the community, the General Manager has discretion to direct any of the following additional steps:
 - community involvement in further investigations (eg. social media campaign, letter drops, door knocks, newspaper and other media, etc.) and seeking input from affected community members or user groups.
 - where appropriate, a reward offered to any person who volunteers information leading to the identification of a vandalism offender.
 - reaching informal agreements for redress by identified offenders, which may include:
 - in-kind remedial action (eg. cleaning, painting, repair work, etc.);
 - pay compensation;
 - other steps to address harm caused (eg. apology);
 - any other steps reasonably justified (within the limits of financial delegation) to prevent repeat patterns of vandalism behaviour, such as:
 - increased security services;
 - increased or permanent surveillance;
 - changes in access to facilities;
 - changes in conditions of use for facilities (eg. possession of graffiti equipment banned);
 - lighting or structural upgrades;
 - changes to building and landscape design features;
 - agreements and consultation with user groups or other interested parties;
 - signage and other public notices or communications.
 - a formal report to Tasmania Police, or commencement of other legal processes;
 - a claim against any relevant property insurance policy held by the Council.
4. A reward offered under this policy will:
 - not exceed a maximum total value of \$1,000; and
 - may be offered as cash, or as goods and services of an equivalent value (at the General Manager's discretion); and
 - be consistent with the requirements of the *Police Offences Act 1935* (section 41); and
 - be advertised to the community either on a broad or targeted basis, as deemed appropriate during the investigative process; and
 - be claimable by any member of the community aged 12 years or over, except Councillors (or their immediate families) and the Council's workers (or their immediate families); and
 - be claimable by children under the age of 12 only with the permission of a parent or legal guardian.
5. In determining the appropriate steps to be actioned under this policy, Directors and the General Manager must consider:

16.2.1 Policy No 21 Vandalism Reduction

- the cost of any remedial action; and
- the degree of nuisance, offence and any other community impact that may arise from the vandalism behaviour (whether financial or non-financial), including individual impacts;
- the age and other personal circumstances of any offender identified during the Council or police investigations;
- any other relevant advice, information, intelligence or community views available to the Council.

5. Legislation and Related Standards

Police Offences Act 1935

Criminal Code 1924

Civil Liability Act 2002

6. Responsibility

Responsibility for the operation of this Policy rests with the Director Works, Director Infrastructure Services and the General Manager.

16.3 New Council Committee General Manager Performance Reviews

File Reference	S21-04-032
Report Author	Wezley Frankcombe Manager Governance and Legal
Authorised By	Jonathan Harmey General Manager
Decision Sought	Approval of new Committee and Committee membership.
Vote	Simple majority

Recommendation

That Council, pursuant to section 23 of the *Local Government Act 1993*:

1. establishes a Council Committee for the purposes of the General Manager's Performance Reviews;
2. appoints the following Councillor members to the General Manager's Performance Reviews Council Committee:
 - a. Mayor Wayne Johnston
 - b. Deputy Mayor Stephanie Cameron
 - c. Councillor Anne-Marie Loader
 - d. Councillor Ben Dudman
3. endorses the internal Human Resource Policy, General Manager's Performance Reviews, as per Attachment 1.

Report

The proposed Policy (Attachment 1) and Council Committee membership was discussed with Councillors at the Workshop held on 25 June 2024.

Attachments

1. Proposed Human Resources Policy - General Manager's Performance Reviews
[16.3.1 - 6 pages]

Strategy

Supports the objectives of Council's strategic future direction

- 5: innovative leadership and community governance.

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

Policy

The recommendation includes a proposed new Human Resource Policy.

Legislation

Local Government Act 1993

Consultation

Not applicable

Budget and Finance

The proposed new Human Resource Policy includes the ability to engage an external facilitator for a performance review, which would require budgeted council expenditure.

Risk Management

The proposed new Human Resource Policy includes terms of reference to conduct performance reviews which mitigates non-compliance with legislative requirements and the General Manager's Contract of Employment.

Alternate Motion

Council can approve the Recommendation with amendments.



Meander Valley Council
Working Together

HUMAN RESOURCE POLICY: GENERAL MANAGER'S PERFORMANCE REVIEWS

PURPOSE:

The purpose of this Policy is to provide guidance and support for Councillors and the General Manager in undertaking the General Manager's performance reviews.

It complements General Manager's contract of employment and supports compliance with Section 28(2)(d) of the *Local Government Act 1993* (the Act) for monitoring the performance of the General Manager.

This Policy seeks to assist Councillors in undertaking their responsibilities under the Act and establishes a process for the General Manager's performance reviews.

OBJECTIVE:

The objectives of this Policy are:

- The General Manager's performance will be reviewed as required and at least annually by Council, or by Council appointing an external facilitator (person appropriately qualified in contemporary human resources practices) in its discretion but following consultation with the General Manager.
- The Council or an external facilitator will measure the General Manager's performance including discharging the Duties and achievement of the Performance Plan.
- Prior to any performance review, the Council will establish a Council Committee (the Committee) pursuant to Section 23 of the Act to undertake the performance review. The Committee may consult with other Councillors and/or the Council's employees regarding the General Manager's performance against the Performance Plan and other duties required under the Act.
- At least 28 days before the review the Council and the General Manager will provide notice in writing to the other with details of any particular concerns that they would like to be addressed at the review.

16.3.1 Proposed Human Resources Policy - General Manager's Performance Reviews

- The General Manager must be treated fairly in the assessment of their performance, including with consideration to merit, equity, and transparency of the performance assessment process.
- The performance management of the General Manager is to be documented and recorded in the open or closed minutes of a council meeting.
- Decisions of council regarding the performance review, remuneration, reappointment or termination of the General Manager are to have regard to relevant aspects of its most recent performance assessment.
- In accordance with the Terms of Reference, the Committee shall be limited to the following roles and functions:
 - To monitor the performance of the General Manager in accordance with the General Manager's employment contract.
 - To undertake the performance reviews of the General Manager in accordance with the General Manager's contract of employment in a timely manner.
 - To negotiate the appointment of an external facilitator, or engage independent legal or human resources, or other professional advice, as required to assist the Committee and the Council in complying with the terms and conditions of the General Manager's contract of employment for recommendation to the Council.
 - To negotiate with the General Manager on the remuneration package to be paid in the following year at the completion of the performance review process, for recommendation to the Council.
 - To negotiate with the General Manager on the Performance Plan for the following year at the completion of the performance review process, for recommendation to the Council.
 - To provide recommendations to the Council on the General Manager's contract of employment.
 - In the event of resignation or termination of the General Manager, identifying and recommending to Council a suitable candidate as Acting General Manager until a permanent replacement is found to fill the position.
 - In the event of resignation or termination of the General Manager, engagement of an appropriate independent consultancy to manage the recruitment process for the position of General Manager, in compliance with Section 61 of the Act.
 - To seek administrative assistance from Council's Team Leader People and Safety, as required.

TERMS OF REFERENCE

1. PREAMBLE

The Council, by resolution, has appointed the General Manager's Performance Review Committee as a Council Committee pursuant to section 23 of the Act to monitor the performance of the General Manager, manage the General Manager's performance review process and to make recommendations to the Council.

2. TERMS OF REFERENCE

The Terms of Reference of the Committee shall be limited to the following roles and functions:

- To monitor the performance of the General Manager in accordance with the General Manager's contract of employment.
- To undertake the annual performance review of the General Manager in accordance with the General Manager's contract of employment in a timely manner.
- To appoint an external facilitator, or engage independent legal or human resources, or other professional advice as required to assist the Committee and the Council in complying with the terms and conditions of the General Manager's employment contract.
- To make a recommendation to The Council as to how the General Manager's Performance Review is to be carried out, be it internal or by an external party.
 - a. If by an external party the recommendation is to include
 - i. A selection of two providers.
 - ii. The budget allocation required.
 - b. If by internal means the recommendation is to include the process The Committee will follow in undertaking the performance review including but not limited to:
 - i. The KPI's to be used.
 - ii. The range of Councillors, staff and external personnel to be given the opportunity to comment.
 - iii. A time frame over which the review is to take place.
- To negotiate with the General Manager on the remuneration package to be paid in the following year at the completion of the performance review process for recommendation to the Council.
- To negotiate with the General Manager on the Performance Plan for the following year at the completion of the performance review process for recommendation to the Council.

16.3.1 Proposed Human Resources Policy - General Manager's Performance Reviews

- To provide recommendations to the Council on the General Manager's contract of employment.
- At the conclusion of the Review, Mayor or Acting Mayor is to liaise with the General Manager on the outcome of the performance review and provide the written assessment of the General Manager's performance of the Duties and the Performance Plan which includes whether the General Manager's performance has been satisfactory.
- In the event of resignation or termination of the General Manager, identifying and recommending to Council a suitable candidate to act as Acting General Manager until a permanent replacement is found to fill the position.
- In the event of resignation or termination of the General Manager, engagement of an appropriate independent consultancy to manage the recruitment process for the position of General Manager, in compliance with Section 61 of the Act.

Unless the Terms of Reference are varied by Council these Terms of Reference shall remain in force until varied, substituted or repealed by resolution of Council.

3. DEFINITIONS

In these Terms of Reference, the following words mean:

"Committee" means the General Manager's Performance Review Committee established by as a Council Committee pursuant to section 23 of the Act.

"Council" means the Meander Valley Council.

"Councillor" means a current Councillor of the Council.

"Council Officer" means a current employee of the Council.

"General Manager" means the General Manager of the Council.

"Meeting Procedures Regulations" means the Local Government (Meeting Procedures) Regulations 2015.

"Member" means a member of the Committee appointed under Clause 4.

4. COMMITTEE MEMBERSHIP

(a) The membership of the Committee shall comprise of the following:

- Mayor
- Deputy Mayor
- At least One Councillor

16.3.1 Proposed Human Resources Policy - General Manager's Performance Reviews

(b) The Council may, in the absence of a Member granted leave of absence by the Council or the Committee in accordance with regulation 39 of the Meeting Procedures Regulations, appoint another Councillor to act in place of that Member whilst the Member is on a leave of absence to maintain at least .

5. APPOINTMENT OF MEMBERS

The Councillor Members will be appointed in accordance with the Council's process for appointing Council Members where a Council decision is generally formed annually in December.

6. TENURE

(a) Each Member shall hold office for a term of one year.

(b) The office of any Member shall be reviewed by Council if such Member is absent from three (3) consecutive ordinary Meetings without leave obtained from the Committee or granted by Council in accordance with regulation 39 of the Meeting Procedures Regulations on their behalf.

7. CHAIRPERSON OF THE COMMITTEE

(a) Chairperson – The Chairperson of the Committee shall be the Mayor who pursuant to section 27(1)(g) of the Act, is to lead and participate in the appointment, and the monitoring of the performance, of the General Manager.

(b) Acting Chairperson – In the absence of the Chairperson the Acting Chairperson shall be the Deputy Mayor.

8. MEETINGS

The Committee shall meet at least once every three months to discuss the General Manager's performance and the terms and conditions of the General Manager's employment contract.

9. REPORTING

Minutes of each General Manager performance reviews (conducted at least annually), any advice and recommendations made by the Committee are to be reported at the next available Ordinary Meeting of Council to be discussed in accordance with the Meeting Procedures Regulations.

LEGISLATION:

Local Government Act 1993

Local Government (Meeting Procedures) Regulations 2015

16.3.1 Proposed Human Resources Policy - General Manager's Performance Reviews

ADMINISTRATIVE DETAILS:

Development of the review will be undertaken by the General Manager and Council.

Policy approved: July 2024

To be Reviewed: July 2028

17. Motion to Close Meeting

Refer to Local Government (Meeting Procedures) Regulations 2015: Regulation 15(1)

Vote Absolute majority

Recommendation

That Council closes the Meeting to the public for discussion of the Agenda Items listed below:

2.1 Confirmation of Closed Minutes

Refer to Local Government (Meeting Procedures) Regulations 2015: Regulation 34(2)

4.1 Audit Panel – Reappointment of Independent Chair

Refer to Local Government (Meeting Procedures) Regulations 2015: Regulation 15(2)(d) regarding contracts and tenders, for the supply of goods and services and their terms, conditions, approval and renewal.

4.2 Budget Adjustment 2024-25 Community Wellbeing

Refer to Local Government (Meeting Procedures) Regulations 2015: Regulation 15(2)(g) regarding information of a personal and confidential nature or information provided to the council on the condition it is kept confidential.

4.3 General Manager's Quarterly Performance Report

Refer to Local Government (Meeting Procedures) Regulations 2015: Regulation 15(2)(a) regarding personnel matters, including complaints against an employee of the council and industrial relations matters.

4.4 Records Management System – Preferred Vendor

Refer to Local Government (Meeting Procedures) Regulations 2015: Regulation 15(2)(d) regarding contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal.

4.5 Contract Extension – Contract No. 248-2022-23 – Cleaning Services

Refer to Local Government (Meeting Procedures) Regulations 2015: Regulation 15(2)(d) regarding contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal.

5.1 End of Closed Session and Release of Public Information

Refer to Local Government (Meeting Procedures) Regulations 2015: Regulation 15(8)

To be determined in Closed Council.

19. Close of Meeting
