



Meander Valley Council
Working Together

MINUTES

ORDINARY COUNCIL MEETING

Tuesday 9 August 2022


Time 3.00pm

Location Council Chambers
26 Lyall Street
Westbury, Tasmania

Phone (03) 6393 5300

Table of Contents

Meeting Open - Attendance & Apologies.....	4
Acknowledgment of Country	5
Confirmation of Minutes.....	5
Declarations of Interest	6
Council Workshop Report	7
Mayor & Councillor Report	7
Petitions.....	9
Community Representations	9
Public Question Time	10
Councillor Question Time	16
Planning Authority Reports	21
9 Burnett Street, Chudleigh.....	21
Councillor Notices of Motion.....	25
Councillor Tanya King - Show Society Sponsorship Proposal - Westbury, Deloraine & Chudleigh.....	25
Corporate Services	28
Review of Policy No. 68 - Writing Off Debts.....	28
Review of Policy No. 45 - Information Management.....	31
Governance.....	37
New Council Policy No. 3 - Election Caretaker.....	37
Review of Policy No. 67 - Personal Information Protection.....	45
Review of Policy No. 84 - Gifts & Benefits.....	51



Quarterly Report - June 2022	62
Motion to Close Meeting	76
Closed Session Agenda.....	77
Release of Public Information	78
Meeting End	79

Meeting Open - Attendance & Apologies

Meeting opened at 3:05pm.

Chairperson Mayor Wayne Johnston

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

Apologies Nil

Officers present	John Jordan	General Manager
	Jacqui Parker	Manager Governance & Performance (Minute-Taker)
	Dino De Paoli	Director Infrastructure Services
	Jonathan Harmey	Director Corporate Services
	Melissa Lewarn	Director Community Wellbeing
	Matthew Millwood	Director Works
	Krista Palfreyman	Director Development & Regulatory Services
	Sharon Roberts	Administration Officer
	Natasha Whiteley	Team Leader Planning
	Katie Proctor	Team Leader Environmental Health & Regulation
	Brenton Josey	Town Planner
	Matthew Abell	Town Planner

Acknowledgment of Country

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

Confirmation of Minutes

Motion Receive and confirm minutes of the last Ordinary Council Meeting held 12 July 2022.

Moved Councillor Deborah White

Seconded Councillor Andrew Sherriff

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

Votes against Nil

Abstained Nil

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

Motion carried by simple majority

Minute reference: 147/2022

Declarations of Interest

Councillor Tanya King

Agenda Item: Show Society Sponsorship Proposal - Westbury, Deloraine & Chudleigh

Action: Councillor disclosed subcommittee membership with the Westbury Show Society. Councillor elected to leave Chambers during discussion and voting on the agenda item.

Councillor Stephanie Cameron

Agenda Item: Show Society Sponsorship Proposal - Westbury, Deloraine & Chudleigh

Action: Councillor disclosed membership of Chudleigh Show Society. Councillor elected to leave Chambers during discussion and voting on the agenda item.

Minute reference: 148/2022

Council Workshop Report

Topics Discussed – 26 July 2022

New & Reviewed Council Policies

Deloraine Squash Courts Update

City of Gastronomy

Progress Report - Short Walks

Aboriginal Name of the Western Tiers

Youth Climate Forum

Deloraine Racetrack Community Consultation

Review of Dog Management Policy

Appeal to Planning Application Refusal - 73 Bayview Drive, Blackstone Heights

Corporate Software Project Update

For Noting - Deloraine Pump Track, Alveston Drive - Official Opening

Minute reference: 149/2022

Mayor & Councillor Report

Councillor Activities Since Last Meeting

13 July	Meeting	<i>Mayor Johnston</i>
	Northern Tasmanian Development Corporation (NTDC) Strategic Planning	
13 July	Meeting	<i>Cr White</i>
	Youth Forum planning	
14 July	Meeting	<i>Mayor Wayne Johnston</i>
	Meeting with Minister Street	
14 July	Council Consultation Session	<i>Mayor Johnston, Cr Cameron, Cr Temple, Cr White & Cr Synfield</i>
	Carrick Drop-In Session	
18 July	Council Consultation Session	<i>Mayor Johnston, Cr Cameron, Cr Frydrych, Cr Temple, Cr Synfield</i>
	Mole Creek Drop-In Session	
19 July	Council Consultation Session	<i>Mayor Johnston, Cr Cameron, Cr Temple, Cr Synfield, Cr White</i>
	Hadspen Drop-In Session	
19 July	Meeting	<i>Cr White</i>
	Youth Forum planning	
26 July	Council Event	<i>Mayor Johnston, Cr Cameron, Cr Synfield</i>
	Australian Citizenship Ceremony	
29 July	Meeting	<i>Cr Frydrych</i>
	Gastronomy Launch	
1 August	Council Consultation Session	<i>Mayor Johnston, Cr Cameron, Cr Frydrych, Cr Synfield, Cr Temple, Cr White</i>
	Weegeena Drop-In Session	

Minute reference: 150/2022

Petitions

Nil.

Minute reference: 151/2022

Community Representations

Nil.

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

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

Minute reference: 152/2022

Public Question Time

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

[Click here](#) to submit an online question.

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

This Month's Public Questions With Notice

Question 1: Anne Marie Loader, Westbury

(Question without notice at past Council Meeting (July 2022) – taken on notice)

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

John Jordan, General Manager advised that this question was partly dealt with in the July 2022 meeting.

In considering the balance of the question, namely the nature of the positive change and benchmarks, the matter was considered by Council in Closed Session of Council as follows:

1. 9 June 2020: 116/2020 Northern Tasmania Development Corporation (NTDC) Partnership Agreement 2020 to 2022.

The meeting determined, in accordance with section 15(8) of the *Local Government (Meeting Procedures) Regulations 2015*, the following information would be released:

- NTDC Members Agreement: Approves Council committing to the NTDC Members' Agreement for the three-year term of the Agreement (2020-23), subject to review after twelve months.

2. 8 June 2021: 115/2021 Northern Tasmania Development Corporation – Partnership Agreement.

The meeting determined, in accordance with section 15(8) of the *Local Government (Meeting Procedures) Regulations 2015*, the following information would be released:

- Approves Council committing to the NTDC Members Agreement for the balance of the three-year term of the Agreement (2020-23).

The matter was dealt with in Closed Sessions as it primarily relates to a commercial dealing (commercial in confidence). The determinations made by Council on the release of information limit what can be released without further resolution by Council. Having regard to these confidentiality requirements, individual Councillors present at the meeting may wish to speak generally about NTDC in response to the question.

Question 2: Neville Scott, Hadspen

(Question without notice at past Council Meeting (July 2022) – taken on notice)

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

John Jordan, General Manager advised that while the Entally Lodge Specific Area Plan (MEA-S20.0) provides for a diverse range of housing solutions that support Livable Housing, Council has yet to receive any application and is unaware of any intent to do so.

Minute reference: 153/2022

This Month's Public Questions Without Notice

Question 1: Sue Bellamy, Deloraine (submitted online)

What was the rationale for the Meander Valley Council completing, or not completing, the 2021 Australian Local Government Climate Review survey?

John Jordan, General Manager advised that data on Meander Valley expressed in the report (through the snapshot emissions profile) was not provided by Meander Valley Council but was produced through a 2020 desktop review (as described in the Australian Local Government Climate Review report's methodology). Council did

not undertake the detailed survey of 113 detailed questions due to resource limitations and other priorities, including its response to the pandemic.

Question 2: Sue Bellamy, Deloraine (submitted online)

In relation to addressing the impacts of climate change on (a) Council operations and (b) residents in the Meander Valley municipality, what specific actions has Council taken and what has been achieved through those actions?

John Jordan, General Manager advised that in March 2020 Council adopted the Climate Change Mitigation and Adaptation policy.

In relation to specific work, Council funds and participates in the Northern Councils Climate Action Planning (CCAP) Group which is a collaborative program to achieve:

- A prioritised Climate Action Plan for Northern Tasmania that will identify the key activities relating to mitigation and adaptation relevant to local government.
- Provide a collaborative governance model for a Northern Climate Change Action program.
- Complete a desktop audit of available tools, methods and templates for climate change action planning.

As an extension of the above Council is funding the development of a MVC specific work plan. This work will be completed in 2022-23. Council is also renewing its overall waste management strategy with a view to reducing emissions.

As well, a climate change youth forum will be delivered by Council in the coming weeks. This forum aims to give a voice to young people and work towards identifying community led responses to climate change.

More broadly, in line with its policy, is awaiting Australian and Tasmanian Government responses to climate change in line with internationally agreed priorities and actions; this includes decisions on financial support, policies and other incentives to accelerate responses.

Question 3: Neville Scott, Hadspen

I was wondering if Council was going to be holding any information session on upcoming elections for people who would be interested in becoming a Councillor and if so, this would be important for the community, when it is and how that will be going?

John Jordan, General Manager advised that it was intended to have an information session for candidates, this would most likely outline roles and responsibilities, and the election process. Timing of the event is yet to be determined, as has the marketing and prompting timeline.

Question 4: Robin Badcock, Deloraine

The governance report [in today's Council Meeting agenda] is a measure of the Council's performance against its Annual Plan targets. On pages 203 of today's agenda is the following dot point: "Council continues to advocate for infrastructure to be extradited. This includes TasWater, TasNetworks and Marinus Link."

A group of 35 property owners (farmers) are in constant battle with this organisation, TasNetworks, to achieve acceptable outcomes for this [Marinus Link] project proposal. Our peak farming body, Tasmanian Farmers and Graziers Association (TFGA), is on board with our concerns and is working with the TasNetworks transmission farmers' union. The property owners affected by this Marinus Upgrade, to more and larger towers, is taking its toll on families and should not be dismissed lightly. If, as is indicated in your agenda for today, Council is actively encouraging the likes of TasNetworks and asking them to get on with Marinus, then it might be said that Council are not fully informed of landholders' concerns, such as development brings; but it should be.

The group is not anti-development, as are many farmers led by innovation, though any development across our properties needs to be current best practice, and not one of second best. For the mainland link on the Marinus Link, there is 90 kilometres' underground section of cable proposed through the Latrobe Valley. For underground to be implemented here, in many of the above ground concerns for farmers, for future development on their farms, will be of less of a concern. 90 kilometres is the Bass Highway route distance between Launceston and Devonport. The complete removal of all towers from the corridor would be an inherent improvement for the community landscape and vista. Visual modelling has been undertaken to show the tower height variances of a 20 metre increase. These images are available from us for Council viewing.

So my question is: will the Council take on board the farmers' concerns and engage with them to provide a clear position as to where Council stands on this matter?

John Jordan, General Manager advised that the wording in the report was misleading and that he took responsibility for this [Note: the wording of the report was subsequently amended when the Quarterly Report Agenda Item in the meeting was considered by Council]. The General Manager also advised that the focus of Council was on progressing projects to a point of resolution. For Marinus Link, this project was the subject of a workshop at Ulverstone which is understood to have focused on mechanisms to engage with the community and Council wants stakeholder interests and design issues resolved as soon as possible. Council needs to understand the impact on farmers and visual amenity, balancing its power and role to intervene in a major project of this nature. TasNetworks and TasWater references in the report related to more localised capacity issues in terms of communities.

Mayor Wayne Johnston confirmed that Council is not taking a particular position on the building of the Marinus Link. It was noted that TasNetworks and TasWater have presented at Council, and that Council has been briefed by a delegation of concerned farmers. The Mayor conveyed his understanding of how the wording in the agenda report appears, but advised the meeting that Council is not advocating for the building of Marinus Link, but rather engaging with updates on its associated processes.

Question 5: Robin Badcock, Deloraine

Council is no doubt aware of the latest article in the Meander Valley Gazette, where a technical anomaly is exposed in respect to the current Planning Scheme. The article explores the validity of the Ashley site status, and the current belief the prison would pose Permitted status. As Permitted status it would appear that Council will not have the checks and balances at its disposal, as it would a greenfields site for a prison. As a direct neighbour of the Ashley's Detention Centre and those others surrounding the site, we cannot believe that the site can go from approximately 50 juvenile offenders with supporting staff, to 272 adult offenders without some form of close scrutiny and reporting to Council. The scale increase of the proposed prison is greater than 500%. My question to Council is: will Council test the anomaly, as described in the Gazette, by legal means?

John Jordan, General Manager advised that Council had obtained legal opinion on the matter in May 2022. The advice partly covers the opinion expressed by Cr Synfield and published in the Gazette. The General Manager further indicated that Council's legal advice was subject to legal privilege and therefore would not be released at this point. Council will consider its position further when more definite information is provided by the State Government, this is not expected until March 2023 when their due diligence is completed.

Minute reference: 154/2022

Councillor Question Time

This Month's Councillor Questions With Notice

Question 1: Councillor Stephanie Cameron

We can all agree that the Meander Valley is the best place on earth – its natural beauty is the envy of many.

It is also clear that Council's Works department staff take great pride in their work. Our parks and roadsides maintained by Council are always to a very high standard and something I would like to commend the Works department on. But I have had many enquiries recently about the state of the roadside on roads maintained by the Department of State Growth.

While recent slashing of the areas has taken place, there are many areas under road signs, up or below steep banks that have been left. The blackberries, gorse, ragwort and wild turnups have been left to flourish. Invasive weeds must be controlled, not only to prevent cross contamination to farmers' cropping cycles but to ensure visitors to our state see the postcard image and not an unmaintained roadside for weeds for miles.

Will Council write to the Minister of State Growth requesting better management of the State roadsides in our municipality?

Mayor Wayne Johnston advised that that should the majority of Councillors agree, then Council would, under signature of the Mayor, write to the Minister of State Growth seeking a more regular and effective treatment of invasive weed species along State controlled roads.

The majority of Councillors subsequently conveyed their support for a letter to be sent.

Question 2: Councillor Deborah White

(Question without notice at past Council Meeting (June 2022) – taken on notice)

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

Mayor Wayne Johnston advised that Mr Badcock sent an email with a letter attached to the Mayor on 7 July 2022, a copy of which was emailed to all Councillors on 8 July

2022. A reply was subsequently sent to Mr Badcock on 18 July 2022. A copy of this letter and the response was provided to all Councillors on 18 July 2022.

Question 3: Councillor John Temple

(Question without notice at past Council Meeting (June 2022) – taken on notice)

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

John Jordan, General Manager advised that that summary results of a recently completed Organisational Culture Benchmarking survey conducted by the University of South Australia will be discussed with Councillors at an upcoming Workshop.

Question 4: Councillor John Temple

(Question without notice at past Council Meeting (June 2022) – taken on notice)

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

Mayor Wayne Johnston advised that, while the assassination of former Japanese Prime Minister Shinzo Abe was a tragedy and an act to condemn, his connection with Meander Valley is tenuous. While Councillor Temple's observation concerning the bridge design being reminiscent of Japanese style is noted, other styles of landscaping would be lower maintenance, and perhaps more in keeping with the area. Councillor Temple retains the option of seeking broader community views and putting a motion to the Council for consideration if he is so motivated.

Question 5: Councillor John Temple

(Question without notice at past Council Meeting (June 2022) – taken on notice)

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

Mayor Wayne Johnston advised that the health and safety of Councillors, Council staff and others visiting Council premises, is the primary responsibility of the General Manager. The General Manager has advised that he is satisfied that existing measures as documented in Council's COVID-19 Safety Plan are consistent with current health authority advice and recommended measures. This includes provisions relating to the wearing of masks. These measures are subject to fortnightly, or as required, review and people remain able to exercise their own discretion in relation to the wearing of masks.

Minute reference: 155/2022

This Month's Councillor Questions Without Notice

Question 1: Councillor John Temple

Is there any update on the Northern Regional Prison proposal?

Mayor Wayne Johnston advised that there were no updates.

John Jordan, General Manager advised that there were no updates.

Question 2: Councillor John Temple

As the State Government is supportive of considerable residential growth within the towns of the Meander Valley, has the State Government made any commitment as to a completion date for the Bass Highway to be a dual carriageway between Deloraine and Launceston?

Mayor Wayne Johnston advised that he was not aware of any commitment.

John Jordan, General Manager advised that this was a question for the Councillor to put directly to the State Government.

Question 3: Councillor John Temple

As there is considerable urban residential growth in the eastern end of the Meander Valley and Launceston as a whole, is there any consideration being given regarding setting aside land for a greater Launceston ring road before such land is developed, particularly, in the Meander Valley?

John Jordan, General Manager took the question on notice.

Question 4: Councillor John Temple

Further to my question at the July meeting regarding a proposed Japanese garden in Deloraine and the subsequent answer by the Mayor, I have ascertained that the Japanese garden in Toowoomba enjoys in excess of 100,000 visitors a year and ask if the proposed garden in Deloraine were to attract only 10,000 visitors a year, would they potentially make a valuable contribution to Deloraine's economy?

Mayor Wayne Johnston advised that that in his view there was a potential economic benefit from having more visitors. The Mayor suggested to Councillor Temple that he might consider bringing his proposal to Council as a motion so that Councillors could have a considered approach to it.

Question 5: Councillor Tanya King

In today's agenda item regarding Show Societies, the officers' comments refer to funds incurred by Council for the Societies'. How much of this was expended on rectification of a long standing and historical Council error for a Westbury Showground boundary?

Jonathan Harmey, Director Corporate Services advised that approximately \$2,300 was expended on resolving the issue in question. The Director further advised that he had no comment to offer on the suggestion of a historical Council error.

Question 5: Councillor Tanya King

Council support annual events in our municipality on an annual basis, by way of road closures for the car show, provision of venues for the Tasmanian Craft Fair, and sponsorship of Agfest to provide examples. Are these events supported from the Community Grants Budget?

Jonathan Harmey, Director Corporate Services advised that Deloraine Car Show, Winterfire, AgFest are examples of events that receive about \$2,000 each, all approved by Council on an annual basis.

Question 6: Councillor Andrew Sherriff

We often hear the term transparency thrown around in the public domain, about how the Council operates. Until such time as Councillors and Council can work with one another and share vital relevant information freely, we will always be taken to task on this topic. Withholding information is not working in the best interests of the general public, and I would rather not be a part of it. This view has come of the back of an opinion article in the most recent Meander Valley Gazette, written by Councillor Synfield. I'm interested to know if Councillor Synfield has shared this important and relevant information with planning staff and other councillors as I was unaware of it until I found it while scrolling through the local paper.

Councillor Rodney Synfield: Yes I have raised this with staff previously and have raised it here previously over quite a few months and raised it with the government themselves in their community meetings.

Question 7: Councillor Rodney Synfield

Could we get an update on where we are at with the arrangements in relation to, I think, three-year funding for the Deloraine Cup, and Council's involvement with that?

John Jordan, General Manager advised that the annual payment had been approved for the year.

Minute reference: 156/2022

Planning Authority Reports

9 Burnett Street, Chudleigh

The Chairperson invited a Council officer to read a statement on behalf of Robert Sherrard.

Report Author Brenton Josey
Town Planner

Authorised by Krista Palfreyman
Director Development & Regulatory Services

Motion Council receives the agenda report tabled for PA\22\0117 and resolves to approve the application.

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

Moved Councillor Andrew Sherriff

Seconded Deputy Mayor Michael Kelly

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

Votes against Councillor John Temple

Abstained Councillor Rodney Synfield

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

Motion carried by simple majority

Minute reference: 157/2022

Details

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

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

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

Recommendation

This application by Prime Design for a single dwelling on land located at 9 Burnett Street, Chudleigh (CT: 217163/1) is recommended for approval generally in accordance with the Endorsed Plans, and recommended Permit Conditions and Permit Notes.

Endorsed Plan

1. Prime Design; dated 16 May 2022; Drawing No.: PD21167 Rev. 06; Cover Page and Sheets 01-09; and
2. IPD Consulting; dated 9 June 2022; Lot 1 Burnett Street, Chudleigh – Flood Hazard Report; Pages 1-5 (inclusive).

Permit Conditions

1. The proposed stormwater connection must be connected to Council's open drain on Burnett Street. A precast concrete headwall shall be installed at the outlet with surfaces reinstated, all to the satisfaction of Council's Director Infrastructure Services. Refer Note 1.
2. The existing access must be upgraded in accordance with Tasmanian Standard Drawing TSD-RO3 and TSD-RO4 to the satisfaction of Council's Director Infrastructure Services. A 450mm diameter concrete culvert pipe shall be installed and a low point incorporated into the finished access surface to cater for overland flow (following the same alignment as the open drain). Refer Note 1.
3. The finished floor level of the dwelling must be constructed in accordance with the recommendations of the endorsed Flood Hazard Report.
4. Stormwater runoff from the sealed areas must be directed to the public stormwater infrastructure.

5. Prior to the commencement of works, a sediment and erosion control plan demonstrating measures to be installed to mitigate erosion and sediment loss from the development and works area into the watercourse must be submitted for approval to the satisfaction of Council's Town Planner.
6. Prior to the commencement of use the following must be completed:
 - a. Installation of the stormwater connection to Council's open drain on Burnett Street in accordance with Condition 1;
 - b. Upgrade of the access in accordance with Condition 2; and
 - c. Evidence is submitted to Council to demonstrate that the floor level for the dwelling is constructed in accordance with Condition 3, to the satisfaction of Council's Town Planner. Refer to Note 2.
 - d. Areas outside of the dwelling footprint and impervious surfaces, are to have vegetation cover established, to minimise any exposed soil, to the Satisfaction of Council's Town Planner. Refer to Note 3.

Permit Notes

1. Works must be completed by a suitably qualified contractor. Prior to any construction work being undertaken in the road reserve, separate consent is required by the Road Authority. An application for Works in the Road Reservation form is enclosed. All enquiries should be directed to Council's Infrastructure Department on 6393 5312.
2. Evidence by way of a survey will be accepted by Council.
3. Vegetation cover can include established garden beds with appropriate plantings or lawn areas.
4. An application for a Plumbing Permit will be required at the Building and Plumbing Permit application stage for the on-site wastewater system servicing the dwelling. Please note that an on-site wastewater design report by a suitably qualified person is required to accompany the application.
5. Any other proposed development or use (including amendments to this proposal) may require separate planning approval. For further information, contact Council.
6. This permit takes effect after:
 - a. The 14-day appeal period expires; or
 - b. Any appeal to the Tasmanian Civil & Administrative Tribunal (TASCAT) is determined or abandoned; or
 - c. Any other required approvals under this or any other Act are granted.

7. Planning appeals can be lodged with TASCAT Registrar within 14 days of Council serving notice of its decision on the applicant. For further information, visit the TASCAT website.
8. This permit is valid for two years only from the date of approval. It will lapse if the development is not substantially commenced. Council has discretion to grant an extension by request.
9. All permits issued by the permit authority are public documents. Members of the public may view this permit (including the endorsed documents) at the Council Office on request.
10. If any Aboriginal relics are uncovered during works:
 - a. All works to cease within delineated area, sufficient to protect unearthed or possible relics from destruction;
 - b. Presence of a relic must be reported to Aboriginal Heritage Tasmania; and
 - c. Relevant approval processes for state and federal government agencies will apply.

Councillor Tanya King left the meeting at 3.43 pm.

Councillor Stephanie Cameron's audiovisual link was suspended at 3.44 pm.

Councillor Notices of Motion

Councillor Tanya King - Show Society Sponsorship Proposal - Westbury, Deloraine & Chudleigh

Report Author Councillor Tanya King

Attachments Nil

Motion That Council approves an annual sponsorship/grant of \$1,700 (adjusted for CPI) to each of the following groups:

1. Westbury Agricultural Show Inc.;
2. Deloraine Agricultural and Pastoral Society; and
3. Chudleigh Agricultural and Pastoral Society Inc.

Moved Councillor Deborah White

Seconded Councillor Michal Frydrych

An amendment to the motion on the table was then moved.

Amending motion That Council approves an annual sponsorship/grant of \$1,700 (adjusted for CPI) subject to a term of three years and funded through the Community Grants and Sponsorships Program to each of the following groups:

1. Westbury Agricultural Show Inc.;
2. Deloraine Agricultural and Pastoral Society; and
3. Chudleigh Agricultural and Pastoral Society Inc.

And that Council remain receptive to hearing from other community organisations that may have similar circumstances.

Moved Councillor John Temple

Seconded Councillor Rodney Synfield

Votes for Councillor John Temple

Votes against Mayor Wayne Johnston
Deputy Mayor Michael Kelly
Councillor Michal Frydrych
Councillor Andrew Sherriff
Councillor Rodney Synfield
Councillor Deborah White

Abstained Nil

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

Amending motion lost

The motion on the table was then amended with the consent of the mover and seconder.

Motion That Council approves an annual sponsorship/grant of \$1,700 (adjusted for CPI) subject to a term of three years to each of the following groups:

1. Westbury Agricultural Show Inc.;
2. Deloraine Agricultural and Pastoral Society Inc.; and
3. Chudleigh Agricultural and Pastoral Society Inc.

Moved Councillor Deborah White

Seconded Councillor Michal Frydrych

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

Votes against Nil

Abstained Nil

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



Motion carried by simple majority

Minute reference: 158/2022

Councillor Stephanie Cameron resumed the audiovisual link at 4.02 pm.
Councillor Tanya King returned to the meeting at 4.02 pm.

Corporate Services

Review of Policy No. 68 - Writing Off Debts

Report Author Jonathan Harmey
Director Corporate Services

Motion That Council confirms the continuation of Policy No. 68 - Writing Off Debts (attached), as amended.

Moved Deputy Mayor Michael Kelly

Seconded Councillor Deborah White

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

Votes against Nil

Abstained Nil

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

Motion carried by simple majority

Minute reference: 159/2022

POLICY MANUAL

Policy Number: 68	Writing Off Debts
Purpose:	To meet the requirements of section 22(2)(ba) of the Local Government Act 1993 by describing the circumstances and procedure for writing off bad debts.
Department:	Corporate Services
Author:	Jonathan Harmey, Director
Council Meeting Date:	9 August 2022
Minute Number:	159/2022
Next Review Date:	<i>August 2026 (as set, or every four years or as required)</i>

POLICY

1. Definitions

Property Debts - are debts charged against a property.

Sundry Debts - are debts that are not charged against a property.

Bad Debt - a debt that is no longer considered recoverable and the debtor will not be pursued further.

2. Objective

To improve administrative efficiency by enabling the General Manager or their delegated officer to write off bad debts.

3. Scope

This policy applies to the General Manager or their delegated officer.

4. Policy

A Bad Debt, whether Property or Sundry, may be written off by the General Manager or their delegated officer where:

- (a) The debt is equal to or less than \$2,000; and
- (b) A reasonable effort has been made to recover the debt (with the exception of clause 4(c)(iv)); and
- (c) The cost of attempting to recover the debt would exceed the debt owed to Council and there is little likelihood of recovering the debt because:
 - i. The debtor cannot be located; or
 - ii. The debtor is not in a financial position to be able to garnishee their income; or
 - iii. The debtor has no assets that may be recovered in lieu of the debt; or
 - iv. Interest has been accrued on a Property Debt through an administrative error by the Tasmanian Government, property conveyancer or Council officer.

A briefing report for the information of Council shall be provided every three months by the General Manager detailing each write off of a bad debt under delegation indicating:

- (a) The value of the debt;
- (b) The type of debt;
- (c) How long it has been outstanding;
- (d) The actions that have been taken to attempt to recover the debt; and
- (e) The reasons for writing off the debt.

Any Bad Debts of over \$2,000 will be referred to Council for decision.

5. Legislation & Related Council Policies

Local Government Act 1993

6. Responsibility

Responsibility for the operation of this policy rests with the Director Corporate Services.

Corporate Services

Review of Policy No. 45 - Information Management

Report Author Jonathan Harmey
Director Corporate Services

Motion That Council confirms the continuation of Policy No. 45 - Information Management (attached), as amended.

Moved Deputy Mayor Michael Kelly

Seconded Councillor Tanya King

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

Votes against Nil

Abstained Nil

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

Motion carried by simple majority

Minute reference: 160/2022

POLICY MANUAL

Policy Number: 45

Information Management

Purpose:

To outline the objectives, responsibilities and principles for managing corporate information in accordance with agreed standards and as required by law.

Department:

Corporate Services

Author:

Jonathan Harmey, Director

Council Meeting Date:

9 August 2022

Minute Number:

160/2022

Next Review Date:

August 2026 (as set, or every four years or as required)

POLICY

1. Definitions

Corporate Information – is information that is required for business use by Council and/or information which affects the business of Council.

Examples include:

- agendas and minutes
- information prepared on behalf of Council
- formal communication and media releases
- complaint correspondence
- contracts and agreements
- final versions of reports
- policies and guidelines
- personnel documentation
- any material that reflects the substantive business of Council

Examples do not include:

- advertising material
- junk email
- rough notes and working papers

2. Objective

To be proactive in the management of corporate information and to ensure that the collection, storage, usage, disposal and disclosure of information will comply with Council's legislative, statutory obligations, reporting obligations and meet the need of stakeholders.

3. Scope

This policy applies to all employees or consultants whom:

- Create Corporate Information
- Have access to Corporate Information
- Have any responsibilities for Corporate Information for example, storage, or maintenance responsibilities
- Have management responsibilities for officers who carry out any of these tasks
- Manage or have input into Information Technology Infrastructure design or software selection

4. Policy

The collection, storage, usage and disclosure of information will comply with Council's statutory obligations and reporting obligations.

It is the responsibility of all officers employed at Council to identify any information that forms part of the "corporate memory" and to manage that information with Council's electronic systems and/or physical storage areas.

After Corporate Information is registered in the electronic records management system, only the registered version of the document will be used and referred to as the primary source document.

Information management procedures and systems used will ensure that information resources are kept in an accessible, authentic, accurate, complete, meaningful and secure manner.

Responsibilities

Council will:

- provide the support and basis in which the Information Management Policy can be implemented including the provision of a contemporary and well-maintained electronic records management software;
- provide adequate budgetary provision for the maintenance of this policy;
- ensure any confidential records received in performing their role are treated in a confidential manner and are secure from public view (i.e., files are not left on building sites and the public cannot inadvertently view a file which may contain personal information); and
- ensure that minutes of Council decisions are complete and accurate.

The General Manager will:

- recognise, actively encourage and adopt Information Management as a key function of the organisation; and
- ensure information is managed in accordance with the Australian Standard AS ISO 15489, legislation and Council policy.

Managers and Supervisors will:

- maintain overall responsibility for the effective management of Council's Corporate Information.

Employees will:

- ensure they are familiar with council's Information Management Policy, principles and procedures;
- adhere to the procedures regarding information management including capturing documents in a timely manner;
- ensure any confidential records taken from the records management software are treated in a confidential manner and are secure from public view (i.e., files are not left on building sites and the public cannot inadvertently view a file which may contain personal information); and
- not make improper use of any information they acquire as an employee. Improper use includes gaining directly or indirectly, an advantage or to avoid, directly or indirectly, a disadvantage for themselves, a member of their family or close associate or to cause any loss or damage to council or any other person. Employees using computers are issued with user IDs and asked to generate passwords.

They recognise it is essential that these remain confidential, as employees are responsible for the work performed and communications made under the personal identification code.

Principles

Council's organisational values apply to all activities. In particular, the following principles will apply to the disclosure of information:

- Public access to Council's corporate information is based on the principles of the Right to Information Act 2009 and the Personal Information Protection Act 2004;
- Corporate Information that relates to the public business and is not restricted by the Local Government Act 1993, the Right to Information Act 2009, the Personal Information Protection Act 2004 or the Commonwealth Privacy Act 1988, is accessible to the public;
- Access to corporate information by elected members is in accordance with the above disclosure principles and established Council policies; and
- Corporate Information will be registered in accordance with this policy and guidance will be provided to employees to ensure effective administration.

References

AS ISO 15489 Records Management

5. Legislation & Associated Council Policies

- Archives Act 1983
- Commonwealth Privacy Act 1988
- Crimes Act 1914
- Environmental Management Pollution Control Act 1994
- Evidence Act 2001
- Land use Planning and Approvals Act 1993
- Limitation Act 1974
- Local Government Act 1993
- Personal Information Protection Act 2004
- Right to Information Act 2009
- Council Policy No 67 – Personal Information Protection

6. Responsibility

Responsibility for the operation of this policy rests with the Director Corporate Services.

Governance

New Council Policy No. 3 - Election Caretaker

Report Author Jacqui Parker
Manager Governance and Performance

Authorised by John Jordan
General Manager

Motion That Council approves the introduction of a new Policy No. 3 – Election Caretaker (attached) to its policy suite.

Moved Deputy Mayor Michael Kelly

Seconded Councillor Deborah White

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

Votes against Nil

Abstained Councillor Rodney Synfield

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

Motion carried by simple majority

Minute reference: 161/2022

POLICY MANUAL

Policy Number: 3

Election Caretaker Arrangements

Purpose:	To prescribe 'caretaker' arrangements to be applied to the conduct of Council business following notice of a general local government election by the Tasmanian Electoral Commission.
Department:	Governance
Author:	John Jordan, General Manager and Jacqui Parker, Manager, Governance.
Council Meeting Date:	12 July 2022
Minute Number:	161/2022
Next Review Date:	<i>June 2026 (as set, or every four years or as required)</i>

POLICY

1. Definitions

By-Election:	Election to replace a councillor after the councillor's office becomes vacant.
Candidate:	A person standing for election.
Caretaker Period:	Period from the notice of election through until the close of the polls of the relevant local government general election.
Electoral Material:	Any advertisement, handbill, pamphlet, notice, flyer, letter or article that is intended or calculated to affect the result of an election.
Election Campaign:	Activities of candidates to win voter support in the period preceding an election and includes activities such as door knocking, bulk emails, production of signs and flyers, telephone canvassing, social media campaigns and advertising.
Major Policy Decision:	The appointment, remuneration or termination of the General Manager, approval of contracts greater than \$250,000, adoption or renewal of policies, making, amending or repealing of planning schemes (unless already

Attachment 15.1.1 New Policy No. 3 - Election Caretaker Period

certified), and establishment of by-laws. Any amendment to Council's adopted budget that exceeds \$250,000 over budget estimates, but not a reallocation of funds from one project to another that remains within Council's overall budget.

Council Resources: Any equipment, materials, office space or property owned or operated by Council, but excluding publicly bookable venues. Any information, systems, images or social media and websites of Council.

2. Objective

To provide direction to Councillors, Council staff and election candidates on the conduct of Council business during the period of an election.

3. Scope

This policy applies to:

- a. Elected members, employees and contractors of Council, for the duration of any caretaker period for a local government general election.
- b. This policy does not apply to local government by-elections, other than the restrictions applicable to the use of Council resources and information for the advantage of a candidate or political party during a by-election.

4. Policy Statement

Meander Valley Council, its elected representatives and staff will, during a caretaker period, conduct the business of Council in a manner that balances continuity of service and administration with the need to ensure that:

- a. Major policy decisions are not made by the Council in the lead-up to an election that would prove binding or limit freedom of action for an incoming Council;
- b. Council resources and information are not used for the advantage of a candidate, interest group or political party in a local government general election; and
- c. The apolitical nature of the services provided by the Council staff is protected and controversy about their role and work in the context of an election period is avoided.

5. Major Policy and Funding Decisions

Attachment 15.1.1 New Policy No. 3 - Election Caretaker Period

- a. During a Caretaker Period, Council will avoid decisions which give rise to major policy, resourcing or financial outcomes that:
 - i. Commit or compromise the freedom of the incoming Council;
 - ii. Risk reputational damage to Council; and
 - iii. Risk drawing Council or staff into matters of political contention within the context of an election campaign.
- b. For clarity, a Major Policy Decision does not include promises on future policies or actions a candidate or political party announces as part of their election campaign.
- c. During a Caretaker Period, Council (or the General Manager as applicable under delegation) will not:
 - i. Appoint, dismiss or renew the contract of a General Manager. An acting General Manager may still be appointed in the event of any absence or resignation by the incumbent General Manager.
 - ii. Approve proceeding to tender or the awarding of a contract where the total commitment exceeds \$250,000. This does not prevent the General Manager executing, within the Caretaker Period, a contract as agreed by a resolution of the Council before the Caretaker Period.
 - iii. Make, amend or repeal a local planning instrument under the *Land Use Planning and Approvals Act 1993* (i.e. a planning scheme, a temporary local planning instrument or a planning scheme policy).
 - iv. Make a new By-Law.
 - v. Council will not approve or renew any Council major policies unless there is a legislated or compelling business requirement supported by qualified advice that is certified by the General Manager under the *Local Government Act 1993*: s65. Such reasons may include:
 - A. Unforeseen issues such as an emergency, legal requirement or other matter not otherwise foreseen, which may compel the Council or the General Manager to exercise judgment and make a Major Policy Decision in order to ensure continuity of service or address a compelling business need; or
 - B. A decision relates to a component or activity that forms part of an approved and ongoing program of work where the total spend is specified in the annual budget, *and* which if not progressed during the Caretaker Period would

Attachment 15.1.1 New Policy No. 3 - Election Caretaker Period

cause a substantial disruption, risk of loss, damage or reputational harm to Council if the decision is deferred.

- d. Where the above circumstances apply, as described in either 5(c)(v)(A) or 5(c)(v)(B) of this Policy, in the interests of transparency Council will:
 - i. Issue a public advice on its website as to the reasons for the variation to the above restrictions.
 - ii. Such advice does not alter the need and discretion Council has on the release or otherwise of information determined in a Closed Session of the Council.

6. Major Announcements and Representation of Council

- a. This policy applies to the timing of the making of Major Policy Decisions that are likely to commit an incoming Council, not to their announcement.
 - i. This policy is not contravened where decisions made before the calling of an election are announced during the caretaker period.
 - ii. Where possible, decisions that have been agreed but not made public should be announced ahead of the caretaker period if their announcement is likely to cause controversy during the election campaign.
- b. Whether a particular policy decision or announcement qualifies as 'major' is a matter for judgement. The General Manager will if needed provide guidance or a determination on whether or not a decision should be made.
- c. The Mayor shall continue to be the spokesperson for Council in accordance with Section 27 of the Local Government Act 1993 (the Act) and shall carry out the civic and ceremonial functions of the mayoral office during the Caretaker Period.
- d. Individual Councillors may continue to represent the community and facilitate communication between Council and the community for the duration of the Caretaker Period.
- e. Councillors who are candidates for re-election are to ensure they continue to comply with the Act and relevant policy, including but not limited to:
 - i. Policy 23 - Responsibilities of Council Representatives; and
 - ii. Policy 49 - Media Communications.
- f. In fulfilling their duties as a Councillor during this period, Councillors may claim allowances and expenses under Council's Policy 24: Councillor Expense Entitlements, Attendance at Conferences and Training. For the avoidance of doubt:
 - i. In circumstances where a Councillor is travelling or attending solely as an election candidate then no allowances may be claimed.
 - ii. If undertaking an official role designated to the Councillor, including deputation for the Mayor, Deputy Mayor or as a

Attachment 15.1.1 New Policy No. 3 - Election Caretaker Period

designated spoke person of Council, then any entitlement to allowances is not altered.

- g. Councillors will not use the position of elected representative, or access to employees or resources, to gain media attention in support of their, or any other candidate's election campaign.
- h. A Councillor shall not use membership of a Council committee or appointment as a member of an external group to disseminate information or promote their or any other candidate's election campaign.

7. Access and Use of Information

- a. At the commencement of the Caretaker Period the General Manager is to:
 - i. Review all advertising campaigns, events or community activities and make recommendations to the Council about whether those campaigns should continue, be modified in content, or be deferred.
 - ii. Review arrangements for the distribution of publicly communicated material, such as newsletters. Council will avoid active distribution of material if it promotes a candidate or political party.
- b. During the Caretaker Period the following provisions shall apply:
 - i. No electoral material shall be permitted to be displayed or distributed on any Council owned or managed property.
 - ii. Council supplied equipment and Council branded material shall not be used by in any manner that supports a candidate's election campaign.
 - iii. Councillors may continue to use Council equipment and branded material throughout the course of the Caretaker Period to carry out their regular functions as described under Section 28 of the *Local Government Act 1993*.
 - iv. Councillors will not use the position of elected representative, or access to employees or resources, to gain media attention in support of their own, or any other candidate's, election campaign.
 - v. Nothing in this policy removes the requirement of Councillors and staff to comply with relevant policy and guidelines relating to the security, use and distribution of information and material.

8. Continuity of Council Business and Operations

Nothing in this policy prevents the Mayor, Councillors, General Manager and staff from carrying on the business of the Council during a Caretaker Period:

- a. Council meetings shall continue to be held and will consider agenda items that relate to the ordinary business of Council other than those matters otherwise identified in this policy.
- b. The General Manager may still exercise all delegations and functions provided by Council or legislation, including the appointment of staff.
- c. Council employees shall maintain the normal business activities of Council. Employees shall undertake their duties in an appropriate way and take all steps to avoid any real or perceived support for a candidate in order to protect the organisation's ability to impartially serve any incoming Council following an election.
- d. Capital works as approved by Council as part of the annual budget process and subsequently approved by the awarding of a tender, can proceed during the Caretaker Period, regardless of scale.
- e. The Mayor and Councillors may continue to accept invitations to attend community functions and may continue to correspond with constituents on matters related to Council business.
- f. All elected representatives are to comply with requirements to declare gifts and donations.
- g. Council supplied equipment and Council branded material shall not be used by Councillors or staff in any manner that supports a candidate's election campaign.

9. Legislation & Related Standards

- *Local Government Act 1993*
- *Tasmanian Electoral Act 2004*
- *Land Use Planning and Approvals Act 1993*

10. Responsibility

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

Governance

Review of Policy No. 67 - Personal Information Protection

Report Author Jacqui Parker
Manager Governance and Performance

Authorised by John Jordan
General Manager

Motion That Council confirms the continuation of Policy No. 67 - Personal Information Protection (attached), as amended.

Moved Councillor Tanya King

Seconded Deputy Mayor Michael Kelly

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

Votes against Councillor Rodney Synfield

Abstained Nil

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

Motion carried by simple majority

Minute reference: 162/2022



POLICY MANUAL

Policy Number: 67

Personal Information Protection

Purpose:

This Policy sets out Council's commitment to appropriately managing, handling and protecting the personal information of its customers.

Department:

Governance

Author:

Jacqui Parker, Manager Governance & Performance

Council Meeting Date:

12 July 2022

Minute Number:

162/2022

Next Review Date:

June 2025 (as set, or every four years or as required)

POLICY

1. Definitions

Personal information: Has the meaning given in Section 3 of the *Personal Information Protection 2004*, as amended from time to time.

Sensitive information: Has the meaning given in Section 3 of the *Personal Information Protection 2004*, as amended from time to time.

2. Objective

The objective of this policy is to set out Council's position on management of any personal information collected by Council, and to briefly explain how Council incorporates the Schedule 1 principles of the *Personal Information Protection Act 2004* (the Act) into its business practices.

3. Scope

This Policy applies to all employees, elected members and contractors of the Council.

This Policy relates to any information collected, retained, stored or used by Council which falls under the definition of "personal information", including "sensitive information".

Policy Name: Personal Information Protection

**Version 3
Page 1**



4. Policy

Intent

Council will only collect, use and disclose personal information as required to perform its functions and activities, and as permitted or required by law. All Council staff, elected members and contractors handling such information collected by Council will be trained in their responsibilities in this regard.

Collection of Information

Council carries out a number of functions and activities within the community. These are established either by Council policy and decision-making, principles of good governance, or determined by the *Local Government Act 1993* and other legislation. Council is also able to enact its own by-laws from time to time.

Personal information is only collected by Council where it is necessary and appropriate for the execution of Council's legitimate functions.

The type of personal information generally collected by the Council includes names, addresses and telephone numbers of its customers.

Where necessary, additional personal information may also be requested or required to, support Council's commitment to providing an effective service to its customer and stakeholders, or to deliver a specific type of service. Examples could include:

- A customer providing extra information to Council about a disability, to assist with an enquiry about accessibility.
- A Council requirement for copies of specific documents (e.g., Health Care Card) to support an application for a concession.
- A request to answer signposted health questions for workplace health and safety reasons.
- A legal requirement for proof of identity or other personal information or documents, where required under legislation or as a matter of good governance.

Council is committed to respecting the privacy of all individuals who provide personal information to Council. It is important that personal information held by Council is accurate, complete and up-to-date to the extent that is practicable.

Council will collect sensitive information only with the person's express consent, unless the collection of that information is required by law.

Anonymity

If a person is making an enquiry of Council, there is no requirement to identify themselves. However, identification may be a factor determining the level of service or amount of information that can be provided to the customer.

Policy Name: Personal Information Protection

**Version 3
Page 2**



Council will, for example, require identification from customers in circumstances such as the following:

- A specific rather than general enquiry made of Council;
- Updating or changing a customer's personal information or property records;
- A request to use a Council facility or other service; and
- Any dealings related to an application submitted to Council.

Access to and correction of collection information

The Act provides that a person can access personal information about them that is held by Council. A person who considers their personal information incorrect, incomplete, out-of-date or misleading can request it be amended. Depending upon the nature and volume of work involved with the request, a fee may be charged for this service.

Use and disclosure of personal information

Council:

- will only use personal information for the purposes for which it was collected unless with the consent of the person or if required or authorised by law.
- will not reveal personal information to third parties outside the Council for their independent use unless authorised to do so, or the disclosure is required by a Court or Tribunal or otherwise allowed by law.
- will not sell, trade or make available personal information to others for any commercial or other reason not permitted by law.
- will only disclose "*basic personal information*" (that is, name, address, date of birth and gender) to other public sector bodies in accordance with the *Personal Information Protection Act 2004*, where necessary for the efficient storage and use of information, and where this would not constitute an unreasonable or inappropriate disclosure of information.
- where appropriate, will provide personal information for research, statistical analysis, state or national reporting purposes, awareness programs, public statements or training. Such information will be de-identified prior to its release.
- may disclose personal information taken from written submissions received on a policy matter, or in a matter of public consultation that may result in the release of a public report. Where a submission contributor has specifically requested that Council keeps their personal information confidential, Council will respond by confirming whether that submission can be accepted wholly or partly and if so, what information must be included for it to be considered



as part of the policy matter or consultation process. A contributor may elect to withdraw their submission if an agreement cannot be reached on an appropriate level of disclosure.

- may keep a public archival record of the name and the suburb or town of residence for each attendee at a public meeting, including an Ordinary or Special Council Meeting, unless otherwise requested and agreed upon by the General Manager.

Security of personal information

The Council uses a number of procedural, physical, and technical safeguards, including access controls, secure methods of communication and back-up and recovery systems to protect information from misuse and loss, unauthorised access, modification and disclosure.

Council officers and elected representatives are only provided with access to the information that is necessary for them to carry out their functions within the Council. Formal training and an appropriate level of supervision and oversight is provided to all employees and elected representatives, including routine reminders about workplace conduct expectations and governance structures that apply to officers and Councillor when handling personal or sensitive information of any kind.

Generally, information is destroyed or permanently de-identified when no longer required. Some information is retained for specified periods or permanently under provisions of the *Archives Act 1983*.

Concerns and complaints

Council is committed to working to resolve any concerns or complaints regarding its collection, handling and management of personal information effectively.

Any person wishing to raise concern or a complaint about the collection, handling or management of their personal information. Council's *Customer Service Charter* is published on the Council website and available for inspection at the Council offices.

Complaints can also be lodged externally with the Tasmanian Ombudsman.

A complaint about a specific Councillor's use or handling of personal information may be captured by the Meander Valley Code of Conduct for Councillors. Further information about the Code, including forms and information about how to lodge a complaint, is available on the Department of Premier & Cabinet website.

5. Legislation

- *Personal Information Protection Act 2004 (Tas)*

Policy Name: Personal Information Protection

**Version 3
Page 4**



- *Right to Information Act 2004 (Tas)*

6. Responsibility

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

Governance

Review of Policy No. 84 - Gifts & Benefits

Report Author Jacqui Parker
Manager Governance and Performance

Authorised by John Jordan
General Manager

Motion That Council confirms the continuation of Policy No. 84 – Gifts & Benefits (attached), as amended.

Moved Deputy Mayor Michael Kelly

Seconded Councillor Andrew Sherriff

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

Votes against Nil

Abstained Councillor Rodney Synfield

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

Motion carried by simple majority

Minute reference: 163/2022

POLICY MANUAL

Policy Number: 84	Gifts & Benefits
Purpose:	To establish guidelines for the acceptance of gifts, hospitality or benefits by Councillors and staff, contractors, committee members, and volunteers.
Department:	Governance
Author:	Jacqui Parker, Manager Governance & Performance
Council Meeting Date:	12 July 2022
Minute Number:	163/2022
Next Review Date:	<i>June 2024 (as set, or every four years or as required)</i>

POLICY

1. Definitions

Benefit:	A non-tangible item which is believed to be of value to the receiver (i.e., preferential treatment such as queue jumping, access to confidential information, a decision to act or not act in a particular matter that provide an advantage, or and hospitality).
Bribe:	A bribe is an offer of money or other inducement made to influence a person in the performance of their duties. Bribery or attempted bribery of a public official is a criminal offence.
Cash:	Money, gift or debit cards, or vouchers which are readily convertible.
Cumulative Gift:	A series of gifts of nominal value from the same person or organisation over a specified period which may have an aggregate value that is significant.
Conflict of Interest:	<p>A conflict of interest is a conflict between a person's public duty to act in the best interests of the Council and municipality and their private interests, whether it is financial or non-financial.</p> <p>A conflict exists whether it is a:</p> <ul style="list-style-type: none">• Real conflict of interest – it currently exists;

Attachment 15.3.1 Policy No. 84 - Gifts & Benefits - Updated

- Potential conflict of interest – it may arise, given the circumstances; or
- Perceived conflict of interest – members of the public could reasonably form the view that a conflict exists, or could arise, that may improperly influence the person's performance of their duty to the Council and municipality, now or in the future.

A gift offer that involves a conflict of interest, whether real, potential or perceived can:

- Introduce a personal interest that did not previously exist.
- Encourage a person to prioritise a personal gain over their requirement to act in the public interest.
- Create an intimidation threat from the possibility of a gift offer being made public.

The existence and significance of a conflict will depend on the nature, value, and intent of the gift offer.

Council Officials:	Mayor, Councillors, Council staff (including labour hire or otherwise engaged persons) staff engaged through an employment agency), Council Committee members, volunteers and contractors.
Gift:	Usually, a tangible item provided at no charge. Gifts may include, but are not limited to items such as cash, property (real or otherwise), goods and services made available at heavily discounted prices, alcohol, products, invitations to social functions and tickets to sporting, theatrical or music events.
Gift of Influence:	A gift that is intended to generally ingratiate the giver with the recipient for favourable treatment or benefit in the future.
Gift of Gratitude:	A gift offered to an individual or department in appreciation of performing specific tasks or for exemplary performance of duties. Gifts to an elected representative or staff member who speaks at an official function may be considered an example of this type of gift of gratitude.
Hospitality:	Provision of accommodation, meals, refreshments, event tickets, or some other forms of entertainment.
Nominal Value:	The monetary limit of the value of gifts or benefits that may be accepted (i.e., total value of gift or benefit received). A gift

or benefit is of nominal value when it has no significant or lasting value.

Non-Token:	Items that are of a more individual nature, with a value above the nominal value limit. Items may include, free or discounted travel; use of holiday homes; corporate hospitality at major sporting events; free training excursions; tickets to major events and access to confidential information.
Public Interest Disclosure	A disclosure under the Public Interest Disclosures Act 2002, including the provisions in the Meander Valley Council Public Interest Disclosure Procedure.
Significant Value:	A gift or benefit that has a value above the nominal value limit.
Token:	Often mass produced (i.e., pens, calendars, ties or items with a company logo on them), offered in business situations to individuals. Usually have a value under the nominal value limit.

2. Objective

The objective of this Policy is to minimise gift, hospitality or benefit offers made or accepted by Council Officials. This helps to protect and promote public confidence in the integrity of the Council.

3. Scope

This Policy applies to all gifts, hospitality, or benefits offered to, or received by, all Council officials.

Internal gifts received by Councillors or staff from the Council are not covered by this policy and do not need to be declared; for example, service recognition gifts.

4. Policy

Council is committed to being open and transparent in its endeavours to achieve the best outcomes for its local community. The acceptance of gifts, hospitality and benefits can create perceptions that Council's integrity has been compromised.

Attachment 15.3.1 Policy No. 84 - Gifts & Benefits - Updated

Council Officials must:

- not accept gifts or benefits unless it is in accordance with Council policy;
- Declare any such offers to Council's General Manager via completion of an approved form, regardless of whether the gift is accepted or not;
- not under any circumstance accept an anonymous gift where the name and address of the person or organisation who gave the gift is not known.
- refuse gifts, benefits or offers of hospitality where there is a perceived, or actual, conflict of interest;
- be ethical, fair and honest in the conduct of their official duties;
- be aware that fraudulently receiving a gift, including hospitality, is an offence under both common law and legislation;
- be fully accountable and responsible for their actions and ensure that the methods and processes they use to arrive at decisions are beyond reproach and can withstand public scrutiny;
- not seek, solicit, or use their position with Council to obtain gifts or benefits from external organisations or individuals;
- ensure that a person, company or organisation is not placed in a position in which they feel obliged to offer gifts or hospitality in order to secure or retain Council business;
- will take all necessary steps to ensure that no higher level of service or assistance is ever provided to any person on the understanding or expectation of a gift or benefit being offered; and
- report any incidences where a bribe and/or cash are offered to the General Manager and any other relevant legislation.

4.1 Disclosure Threshold

When deciding whether to accept or decline a gift or benefit, consideration is to be given to both the value of the gift or benefit and also the intent of the gift or benefit being offered.

Part 3A of the *Local Government (General) Regulations 2015*, (the Regulations) sets out the requirements for declaration of gifts and donations for Councillors.

For the purpose of this Policy the thresholds for declaration in the Regulations apply to all Council Officials. The applicable thresholds for declaration are:

- Any single gift, hospitality or benefit valued at \$50 or more; and
- In the case of multiple gifts received from a person or organisation, the gifts must be treated as a single gift with an aggregate value. Any gift, hospitality or benefit with an aggregate value of \$50 or more.

The Regulations threshold amounts may be varied by act of Parliament from time to time. In such cases, the amounts specified in the Regulations will apply.

Council Officials who receive more than (three) nominal gifts of a token nature from the same person or organisation, in a six-month period, must disclose that fact in the Gifts and Benefits Register regardless of the value.

This Policy, including the amounts and frequencies specified, to the extent permitted under the Regulations, may be varied to a lower amount by resolution of the Council. When varied, the amounts and frequencies that apply to the Policy must be updated.

4.2 Recording Prohibited Gift Offers

To assist the Council in monitoring the frequency and nature of prohibited gifts, it is essential that all such offers are disclosed. Council Officials must lodge a Gifts and Benefits Declaration Form and details will be included in the register.

4.3 Conflict of Interest

Council Officials are prohibited from accepting a gift that creates a conflict of interest (real, potential or perceived).

4.4 Actual or Perceived Effect of the Gift or Benefit

Accepting gifts where a reasonable person could consider that there may be influence applied as a result of accepting the gift or benefit is prohibited (i.e. a gift of influence).

Where it is suspected that a gift or benefit has been offered for the purpose of influencing the behaviour of someone acting in their official capacity, the gift or benefit must be declined and the matter should be reported immediately to the relevant supervisor, General Manager or Mayor.

4.5 Token and Inconsequential Gifts

Token and inconsequential gifts may be accepted within limits.

As a single item, gifts or benefits of a token nature should not create the perception or circumstance of a conflict of interest and include:

- Items with a company logo on them, ties, scarves, coasters, diaries, chocolates, flowers;
- Books given to individuals at functions, public occasions or in recognition of exceptional work done;
- Gifts of single bottles of reasonably priced alcohol given to individuals at functions, public occasions or in recognition of exceptional work done;
- Free or subsidised meals of a modest nature and/or beverages provided infrequently (and or reciprocally) that have been arranged for or in connection with the discussion of official business;

Attachment 15.3.1 Policy No. 84 - Gifts & Benefits - Updated

- Free meals of a modest nature and or beverages provided to Council officials who formally represent Council at work-related events such as training, education sessions and workshops;
- Invitations to approved social functions organised by groups such as Council Committees and community organisations where attendance is reasonably associated or in the course of Council business; and
- Door prizes and raffle prizes at functions or conferences are not considered a gift if the Council Official has personally paid for their attendance, or where they have paid for the raffle ticket.

If a Council Official has any doubt if a gift or benefit is token or of nominal value, they should discuss it with a supervisor or in the case of a Councillor, with the General Manager or Mayor.

4.6 *Acceptance for reasons of culture or protocol*

If a gift or benefit of a non-token nature or above nominal value is offered and cannot reasonably be refused (as this action, for example, may cause cultural offence or breach an established protocol), the gift may be accepted.

The offer and receipt of the gift or benefit must be declared on a Gifts and Benefits Declaration and recorded on the Council Gift Register. Normally, the gift will remain the property of Council, if there is any in doubt direction from the General Manager should be obtained.

4.7 *Non acceptable gifts (non-token) and benefits*

Gifts or benefits of a non-token nature include, but are not limited to:

- Free or discounted travel;
- Use of holiday homes;
- Tickets to major sporting events;
- Corporate hospitality at a corporate facility or sporting venue;
- Free training excursions;
- Access to confidential information;
- Discounted products for personal use; and
- Goods and services provided via a determination in a will or other legal deed.

At times a gift of a non-token nature may be given from an authority (organisation) to another. Such gifts are often provided to a host authority. These gifts may be given as an expression of gratitude without obligation on the receiver to respond. The gratitude usually extends to the work of several people in the authority and therefore the gift is considered to be for the authority, not a particular individual. In such instances the gift is the property of Council and it to be surrendered to the General Manager who is to determine how it should be treated.

If a Council Official refuses a gift or benefit because they believe that the gift was a deliberate attempt to receive "special treatment", then such an instance is to be

Attachment 15.3.1 Policy No. 84 - Gifts & Benefits - Updated

reported to the supervisor and the General Manager in the case of staff. Councillors should report any instance to the General Manager and Mayor.

4.8 *Money or Equivalent*

Council Officials are prohibited from accepting money, this includes gift cards (e.g. gift vouchers) or those easily converted into money (e.g. shares).

4.9 *Regulatory Processes*

Where a Council regulatory process is underway (e.g. a Planning Application or an Infringement Notice appeal) a Council Official is prohibited from accepting any gifts from any individual or group that may be involved with the regulatory activity.

4.10 *Bequests/Wills*

Council Officials are prohibited from accepting any bequests resulting from their position with Council. Arrangements may be made to donate the bequest to a charitable institution in the name of the donor, or returned to the executor of the estate for distribution in accordance with the law.

4.11 *Procurement & Tender Process*

Council Officials are prohibited from accepting any gifts, benefits and hospitality from a current or prospective supplier or any offer that is made during a procurement or tender process by a person or organisation involved in the process.

Where gifts are received or there are irregular approaches from suppliers, the Council Official must notify the General Manager and lodge Gifts and Benefits Declaration Form or Register (Attachment 1 and 2), so their refusal/action can be properly recorded.

Council Officials must not visit a current supplier's premises without invitation and when not on official business.

4.12 *Hospitality*

Council Officials, in the normal course of their duties, will from time to time receive invitations of hospitality to attend various functions and events.

Hospitality is considered a gift unless the hospitality was reasonable (see reasonable test below) and you were attending the function or event in an official Council capacity (see test below).

Hospitality does not constitute a gift if it is paid for by the Council, or by the person receiving the hospitality.

Where such hospitality is reasonable or modest in nature and provides an opportunity to undertake business of a common purpose, it may be appropriate to

Attachment 15.3.1 Policy No. 84 - Gifts & Benefits - Updated

accept such invitations. Where practical, approval should be obtained prior to the attendance.

Examples:

- A business meeting to discuss matters of Council business at which a meal or refreshments are served; or
- Attendance as a Councillor or Delegated Committee member on official Council business.

If, however, acceptance of the hospitality is likely to create the impression of compromised impartiality of the Council Official, or could be perceived as a conflict of interest, the offer of hospitality should be politely declined.

Where appropriate, Council may elect to treat the cost of a meal or other hospitality for a Council official or their partner as a business cost. This may constitute a fringe benefit. With prior approval from the General Manager, the Council official may use a Council credit card, or to seek reimbursement from Council for the cost. Council officials should always make a specific written enquiry with Council's General Manager prior to making any commitment of this nature.

4.13 *Reasonableness Test*

The hospitality must be of a standard and type that an independent observer would consider appropriate and not excessive.

4.14 *Official Capacity Test*

Any hospitality accepted must be clearly aligned with the duty of a Council Official to attend the relevant function or event.

The following offers are likely to be considered "excessive", i.e. in excess of common courtesy:

- a 'fine dining and wines' working lunch at another organisation's premises.
- an offer to pay for a working lunch at a café.
- an offer of a free spot at an industry golf day.

The following offers are not considered excessive beyond common courtesy:

- a cup of coffee at another organisation's premises.
- a modest working lunch, such as sandwiches and pastries, at another organisation's premises.

4.15 *Family Members*

Council Officials must take all reasonable steps to ensure that immediate family members and other closely related parties do not receive gifts or benefits as a result

of the Council official's position. This includes gifts or benefits of a non-token nature or gifts or those above the nominal value.

Immediate family members include parents, spouses, children and siblings.

Closely related parties includes, for example, business partners and close business connections, extended family with a close relationship to the Council official, and parties with trust-related or other types of fiduciary relationships with the Council official.

4.16 *Bribes*

Council officials must not offer or seek a bribe. Receiving a bribe is an offence under both the common law and state and federal legislation.

A Council Official who receives a gift offer that they believe is an attempted bribe must refuse the offer. They must also:

- immediately notify the General Manager;
- Ensure that a Gifts and Benefits Declaration Form is lodged, with their refusal properly recorded;
- report the matter as a public interest disclosure in accordance with Council's Public Interest Disclosure Procedure.

A Council Official who believes another person within the Council may have solicited or been offered a bribe which they have not reported, must notify the General Manager or the Tasmanian Integrity Commission, and/or report the matter in accordance with Council's Public Interest Disclosure Procedure.

4.17 *Records – Gifts and Benefits Registers*

A Gifts & Benefits Register will be maintained by the General Manager and reported to the Audit Panel every six months.

This Register will be made publicly available on request and contains the following information:

For the purposes of section 29B of the *Local Government (General) Regulations 2015* the following details are prescribed:

- "(a) the name of the donor of the gift or donation, if known;*
- (b) the relationship to the donor, if known;*
- (c) the suburb or locality where the donor resides, if known;*
- (d) the date on which the gift or donation was received; and*
- (e) the estimated monetary value of the gift or donation.*
- (f) the date on which the gift or donation was received;*
- (g) the estimated monetary value of the gift or donation."*

The content of the Register will be monitored by the General Manager on a regular basis.

4.18 Disposal of Gifts

The General Manager or Mayor will determine whether a gift or benefit of a non-token nature should be subject to disposal.

There are options for the disposal of gifts that have been accepted because they could not reasonably be refused, but should not be retained by an individual. Examples of such circumstances where gifts or benefits may be received include:

- Gifts accepted for protocol or other reasons, where returning it would be inappropriate;
- Anonymous gifts (received through the mail or left without a return address);
- A gift received in a public forum where attempts to refuse or return it would cause significant embarrassment or cultural offence.

4.19 Breaches of Policy

All Council Officials are obliged to comply with this policy and sanctions may be applied if the policy is breached.

Any person may report an alleged breach of this policy by a Council official to the General Manager or Mayor as appropriate. The General Manager may investigate any report and take such action as is considered necessary in line with legislation, Code of Conduct and other relevant policy and procedure.

5. Legislation & Related Standards

- *Local Government Act 1993*
- *Local Government (General) Regulations 2015*
- *Code of Conduct for Meander Valley Councillors*
- *Fraud Control Policy and Plan*
- *Public Interest Disclosure Procedure*

6. Responsibility

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

Governance

Quarterly Report - June 2022

Report Author Jacqui Parker
Manager Governance and Performance

Authorised by John Jordan
General Manager

It was noted during debate that the attachment to the agenda report would be amended, to remove reference to "Marinus Link" on page 203.

Motion Council to receive and note the attached quarterly report of its performance against the Annual Plan for the June quarter.

Moved Councillor Tanya King

Seconded Councillor Deborah White

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

Votes against Nil

Abstained Nil

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

Motion carried by simple majority

Minute reference: 164/2022

1. A sustainable natural and built environment

Operational Activity		Department Lead
1.1, 1.2	Implement the new Tasmanian Planning Scheme - State Planning Provisions and the Meander Valley Local Provisions Schedule. Jun 2022: Achieved <ul style="list-style-type: none"> All planning applications are now assessed under Tasmanian Planning Scheme – Meander Valley. 	Development & Regulatory Services
1.1, 1.2, 1.3	Progress regional land use planning in conjunction with neighbouring councils. Jun 2022: Progressing <ul style="list-style-type: none"> REMPPLAN is continuing to gather data for the Regional Demand and Supply Study. The draft report is due in Q1 of 2022/23. 	Development & Regulatory Services
1.1, 1.2, 1.3	Support the review of the Prospect Vale - Blackstone Heights Structure Plan. Jun 2022: Progressing <ul style="list-style-type: none"> The recent approvals of the Harrison & Country Club amendments have guided the finalisation of the review. Requires traffic reporting prior to draft plan progressing to consultation. 	
1.1, 1.2, 1.3	Process planning applications in accordance with delegated authority and statutory timeframes. Jun 2022: Achieved <ul style="list-style-type: none"> 74 planning applications were received in Q4. 100% of planning applications were determined in accordance with delegated authority and within statutory timeframes or within an agreed extension of time. 	
1.5	Ensure environmental health monitoring is compliant and incidents effectively managed. Jun 2022: Achieved <ul style="list-style-type: none"> Recreational water sampling was completed in Q4 as required by the Guidelines. 	
1.4,1.5	Progress the Meander Valley Council Waste Management Strategy. Jun 2022: Achieved <ul style="list-style-type: none"> Delivery milestones to implement new kerbside collection services and Food Organics and Garden Organics (FOGO) of bins related communication plan delivered for 4 July 2022 start. Jun 2022: Progressing <ul style="list-style-type: none"> Design work and planning for the establishment of new waste transfer facilities at Deloraine is underway. Land acquisition for Cluan and Deloraine sites progressed, including valuation and preliminary discussions with land owners. Waste Strategy draft submitted by consultant for review. 	Infrastructure
1.4, 1.5	Manage the Westbury Town Common in line with the Management Plan. Jun 2022: Achieved <ul style="list-style-type: none"> Routine maintenance work achieved in line with management plan. 	Works

Attachment 15.4.1 Quarterly Report June 2022

1.3,1.4, 1.6	<p>Participate in the Tamar Estuary and Esk Rivers Program (NRM North)</p> <p>Jun 2022: Achieved</p> <ul style="list-style-type: none"> • Participation in Tamar Estuary and Esk Rivers Scientific and Technical Committee forums and meetings continued in Q4. 	Community Wellbeing and Development & Regulatory Services
1.1, 1.2, 1.3	<p>Collaborate through regional and state initiatives to understand and respond to the local impacts of climate change.</p> <p>Jun 2022: Achieved</p> <ul style="list-style-type: none"> • Progressed through participation in the Northern Climate Change Action Program. • Meander Valley Youth Climate Change Forum planned and scheduled for Saturday 3 September at the Westbury Function Centre. 	

2. A thriving local economy

Operational Activity		Department Lead
2.1, 2.2	Work with State Development to renew and release regional prospectus. Jun 2022: Progressing <ul style="list-style-type: none"> Draft prospectus submitted to the Department of State Development in 2022; advice on release date remains pending. 	Community Wellbeing
2.1, 2.3, 2.4, 2.5	Deliver a new economic development and business support strategy. Jun 2022: Pending <ul style="list-style-type: none"> Subject to a review of Council's approach to economic development post COVID. 	
2.1, 2.4, 2.5	Deliver business information forums covering key economic indicators and major issues. Jun 2022: Progressing <ul style="list-style-type: none"> Three business information forums are confirmed for Q1 at Westbury, Prospect and Deloraine. These will be delivered by <i>ID Informed Decisions</i>. 	
2.1, 2.2, 2.3, 2.4, 2.5	Develop an incentives program to support business relocation and growth in Meander Valley. Jun 2022: Pending <ul style="list-style-type: none"> Pending a review of the Council's approach to economic development post COVID. 	
2.1, 2.3, 2.4, 2.5	Lobby for increased and accelerated regional infrastructure investment to sustain growth. Jun 2022: Achieved <ul style="list-style-type: none"> Council continues to advocate for infrastructure to be expedited, this includes Tas Water and Tas Networks and Marinus Link. Federal election key projects promotional materials developed and presented to candidates. Marketing material for renewal of Deloraine Racetrack precinct currently being developed ahead of the commencement of the community consultation launch in August. 	Community Wellbeing and Governance
2.4	Deliver year one milestones for the short walks project. Jun 2022: Progressing <ul style="list-style-type: none"> Infrastructure and facilities audit has been completed with work progressing on next stages of program. 	Community Wellbeing
2.1, 2.2	Develop and cost a branding and marketing strategy to support promotion of Meander Valley as a lifestyle, tourism and investment destination. Jun 2022: Progressing <ul style="list-style-type: none"> Branding and marketing to promote Meander Valley being progressed through Regional and Valley Central Prospectus, Short Walks Project, and regional collaboration via NTDC, City of Gastronomy. Communication Strategy is being procured with delivery in Q1 (22/23). 	

Attachment 15.4.1 Quarterly Report June 2022

2.1, 2.2, 2.3, 2.4, 2.5	Progress feasibility assessment and financial model to achieve bioenergy / biowaste facility in Meander Valley. Jun 2022: Pending <ul style="list-style-type: none">• Work on feasibility assessment and financial model on hold as a commercial solution (BOC Ltd and Optimal Group) are evaluating development potential for bio-LNG facility at Valley Central.	Infrastructure
----------------------------	--	----------------

3. Vibrant and engaged communities

Operational Activity	Department Lead	
3.1, 3.2, 3.3, 3.4,3.5, 4.1	Complete consultation and drafting of the Community Strategic Plan. Jun 2022: Progressing <ul style="list-style-type: none"> The Council determined to keep to the original 2024 timeline and review post local government review and elections. Program of community ‘drop-in’ sessions in Q1 2022-23 developed as a pre-cursor to the review of the Community Strategic Plan. 	Community Wellbeing
3.1, 3.2, 3.3, 3.4,3.5, 4.1	Review and update Council's community program. Jun 2022: Progressing <ul style="list-style-type: none"> A full review of the community program is being progressed in line with 2022-23 budget and will be presented to workshop in Q2 2022-23. 	
3.1, 3.2, 3.4 4.1	Deliver the grants and sponsorship program to enable community initiatives. Jun 2022: Achieved <ul style="list-style-type: none"> Five project applications were successful in Round 1 with a total grant allocation of \$12, 245. Three sponsorship donations were made to individuals and one to an organisation for a combined value of \$1,100. 	
3.4, 4.1	Deliver online and print versions of the Valley News. Jun 2022: Achieved <ul style="list-style-type: none"> Next digital edition in production, delayed to coincide with the Deloraine Racetrack consultation commencement. Current subscribers 317. 	Governance
3.1, 3.2, 3.4 4.1	Deliver Council events program including the Australia Day awards and quarterly Citizenship Ceremonies. Jun 2022: Achieved <ul style="list-style-type: none"> Successful Citizenship Ceremony was held on 26 July at the Westbury Function Centre. 	Community Wellbeing
3.4, 4.1	Develop a volunteer framework to promote and support volunteering in the community. Jun 2022: Progressing <ul style="list-style-type: none"> Meander Valley Council has been offered a position on the 26TEN Community for Volunteering network after a successful expression of interest process. The network aims to increase opportunities for people to participate in the social and economic life of their broader community through volunteering. 	
3.1,3.2,3.4	Implement measures to acknowledge Indigenous Australians. Jun 2022: Achieved <ul style="list-style-type: none"> An Indigenous Recognition Policy was adopted at the December 2021 Ordinary Meeting and is now implemented. 	Governance and Community Wellbeing

Attachment 15.4.1 Quarterly Report June 2022

3.1, 3.5	<p>Collaborate to support young people in the community.</p> <p>Jun 2022: Achieved</p> <ul style="list-style-type: none">• Meander Valley Council was successful in an application for grant funding for a co-led youth participation project through the Premier's Fund for Child and Youth Wellbeing.	Community Wellbeing
3.3, 3.4	<p>Collaborate with not for profit and volunteer groups to support wellbeing and life-long learning across the community.</p> <p>Jun 2022: Achieved</p> <ul style="list-style-type: none">• As part of National Volunteer Week 2022, Council supported local organisations with their volunteer recognition and promotion events held in Deloraine and Westbury.• Council supported the delivery of a community Print Marketing workshop in Q4 2022-23.	

4. A healthy and safe community

Operational Activity		Department Lead
4.1	<p>Progress delivery of new community facilities including Bracknell Memorial Hall, Deloraine Squash Courts and Deloraine AFL lighting Upgrade.</p> <p>Jun 2022: Achieved</p> <ul style="list-style-type: none"> • Demolition of Bracknell Hall • Completion of documentation for Squash Courts project. <p>Jun 2022: Progressing</p> <ul style="list-style-type: none"> • Construction of new Bracknell Hall scheduled to commence Q2 2022-23. • Installation of Deloraine AFL pole and lights to commence late Q2 2022-23. • RFT to be issued for Squash Courts in Q1 2022-23. 	Infrastructure
4.1,4.2	<p>Deliver planned and reactive maintenance of community facilities to ensure safe, well used facilities.</p> <p>Jun 2022: Achieved</p> <ul style="list-style-type: none"> • Reactive maintenance undertaken. 	
4.4	<p>Review and test the municipal emergency management and social recovery functions of the Council in line with legislation.</p> <p>Jun 2022: Achieved</p> <ul style="list-style-type: none"> • Council officers attended Red Cross training evacuation centre training. 	
4.4	<p>Support the operation of the Meander Valley SES unit through ongoing management of the Memorandum of Understanding (MoU).</p> <p>Jun 2022: Progressing</p> <ul style="list-style-type: none"> • Draft MOU from SES anticipated Q1 2022-23. 	
4.1, 1.5	<p>Manage public health risk through monitoring and sampling of recreational water.</p> <p>Jun 2022: Achieved</p> <ul style="list-style-type: none"> • 14 pool and spa samples taken, 16 private water suppliers sampled and 3 water carter inspection. 	Development & Regulatory Services
4.1, 4.3	<p>Promote safe food practices; ensure inspection and registration of food premises in accordance with the Food Act 2003.</p> <p>Jun 2022: Achieved</p> <ul style="list-style-type: none"> • 69 food premises inspected and 2 new food businesses registered. 	
4.1, 4.3	<p>Coordinate the school based immunisation as part of the National Immunisation Program.</p> <p>Jun 2022: Achieved</p> <ul style="list-style-type: none"> • 71 immunisations were administered in Q4 for the first round of school immunisations for the 2022 program. 	

Attachment 15.4.1 Quarterly Report June 2022

4.3	<p>Complete a review of dog management policy and practice.</p> <p>Jun 2022: Progressing</p> <ul style="list-style-type: none"> • First round of Community consultation conducted in Q4 • Feedback received and policy to progress to the second round of consultation in Q1 (2022-23). 	
4.3	<p>Complete annual fire abatement inspections and investigate complaints.</p> <p>Jun 2022: Achieved</p> <ul style="list-style-type: none"> • Completed in Q3. 	Development & Regulatory Services
4.3	<p>Investigate incidents and complaints regarding animal control.</p> <p>Jun 2022: Achieved</p> <ul style="list-style-type: none"> • 20 Customer service requests for dogs at large, and 8 for livestock at large reported and investigated, 4 dog attacks investigated and 29 barking complaints investigated. 	
4.1, 6.4	<p>Renew operating contract for the Deloraine Swimming Pool and enable continuing community management of the Caveside Pool.</p> <p>Jun 2022: Achieved</p> <ul style="list-style-type: none"> • The Deloraine Swimming Pool season ended in March. New season opens Q2 2022-23. • The Caveside swimming pool, operated by the community from December to March and is now closed until next season. 	Infrastructure
6.4	<p>Review and update booking processes and user guides for indoor facilities.</p> <p>Jun 2022: Achieved</p> <ul style="list-style-type: none"> • Hire Agreement Forms completed. <p>Jun 2022: Progressing</p> <ul style="list-style-type: none"> • Trial continues with regular users of the Deloraine Community Complex for online system to manage facility bookings. • Updates to facility user guides drafted and scheduled for completion 2022-23. 	

5. Innovative leadership and community governance

Operational Activity	Department Lead
5.1, 5.6 Negotiate and renew Council's Enterprise Agreement. Jun 2022: Progressing <ul style="list-style-type: none"> Enterprise Agreement renewal process advanced with voting expected early in Q1 (2022-23). 	Governance
5.1, 5.6 Deliver Annual Plan, Annual Report and Annual General Meeting. Jun 2022: Progressing <ul style="list-style-type: none"> Annual Plan in production, expected delivery in Q1 (2022-23). 	
5.1, 5.2, 5.6 Develop 2022-23 budgets including a review of long-term financial review and forward estimates to align with renewal of the Community Strategic Plan. Jun 2022: Achieved <ul style="list-style-type: none"> Council's Budget Estimates and updated Long Term Financial Plan were adopted on 28 June 2022. 	Corporate Services
5.4, 5.6 Complete a workplace culture "health check" and review measures to promote and maintain a healthy and positive workplace. Jun 2022: Achieved <ul style="list-style-type: none"> Council received a report on organisational culture from provider University South Australia on 24 June 2022. 	
5.1, 5.3, 5.6 Renew the Customer Service Charter and a roadmap to refine systems, reporting and processes to enhance customer outcomes. Jun 2022: Progressing <ul style="list-style-type: none"> Review of Council's customer service standards to be progressed from Q4. Software (sequel server) to enhance reporting from existing Merit system procured and implemented. 	Governance
5.1, 5.2 Develop a digital transformation and modernisation of services roadmap. Jun 2022: Progressing <ul style="list-style-type: none"> Council's ERP project is progressing; this will identify a roadmap for key software components. A recommendation will be provided to Council in the December quarter 2022. 	Governance
5.3, 5.5 Develop a communication strategy and implement measures to enhance community information and engagement. Jun 2022: Progressing <ul style="list-style-type: none"> Consultation with two consultants for the development of a Communications Strategy. Council's Facebook reach was 25,188. Activity included 3,164 page visits and page followers increased to 3,135. Council's Facebook audience comprises 68.8% female and 31.2% male. 	Governance and Community Wellbeing

Attachment 15.4.1 Quarterly Report June 2022

5.4	<p>Refresh and promote “Good Governance” program for staff and Councillors.</p> <p>Jun 2022: Achieved</p> <p>All new employees were engaged in focus sessions addressing matters of integrity, fraud prevention and good ethics in decision-making.</p> <p>Work will commence in Q4 to prepare for induction of newly elected Councillors following the October election.</p>	Governance
5.1, 5.2, 5.6	<p>Renew workplace health and safety systems and implement measures to monitor compliance and achieve a ‘zero harm’ culture.</p> <p>Jun 2022: Progressing</p> <ul style="list-style-type: none"> • The new WH&S framework has continued development and consultation with Council employees during the June quarter. It is anticipated to be finalized in the September quarter 2022. 	Corporate Services
5.1, 5.2, 5.6	<p>Renew the risk management framework and review risks and mitigations.</p> <p>Jun 2022: Progressing</p> <ul style="list-style-type: none"> • The draft Risk Management Framework continues incremental development and is anticipated to be finalized in the December quarter 2022. 	Governance
5.1, 5.2, 5.6	<p>Progress planning and procurement to upgrade Council’s Enterprise Resource Planning (ERP) Systems.</p> <p>Jun 2022: Achieved</p> <ul style="list-style-type: none"> • The ERP Steering Committee and key system users received demonstrations and presentations from four (4) potential vendors on their software in the June quarter. Further assessment is continuing to inform Council’s decision on the preferred vendor for the replacement of corporate software. 	Corporate Services
5.1, 5.2,5.6	<p>Plan and progressively upgrade operating systems to support contemporary software and service delivery solutions.</p> <p>Jun 2022: Achieved</p> <ul style="list-style-type: none"> • Council is planning the upgrade of Microsoft Office products due to occur in 2022-23. An upgrade to the Microsoft Exchange server was completed in preparation for this project. • Upgrades were completed to Council’s disaster recovery software to ensure current data is regularly accessible. • Council’s cyber security insurance was established for 2022-23. 	Corporate Services
5.4, 5.5, 5.6	<p>Introduce contemporary software solutions to better support Council Meetings, record keeping and public information.</p> <p>Jun 2022: Achieved</p> <ul style="list-style-type: none"> • DocAssembler and Docs on Tap implemented in March 2022. 	Governance

6. Planned infrastructure services

Operational Activity	Department Lead
6.1, 6.4 Complete proactive inspections of footpaths, parks and recreation assets and rail interfaces. Jun 2022: Achieved <ul style="list-style-type: none"> Scheduled asset category inspections completed (15 of 15). 	Infrastructure
5.2, 6.1, 6.3, 6.6 Update asset information and road asset re-valuation data. Jun 2022: Achieved <ul style="list-style-type: none"> Road asset revaluation report completed. Jun 2022: Progressing <ul style="list-style-type: none"> 2021-22 capital project and subdivision capitalisation. Road revaluation report under review by TAO. 	
5.2, 6.1, 6.3, 6.4, 6.6 Review Strategic Asset Management and Asset Management Plans. Jun 2022: Pending <ul style="list-style-type: none"> Amendments to strategic and asset management plans to be completed in Q2 2022-23. 	
6.1, 6.3, 6.4, 6.5, 6.6 Deliver capital work projects in line with the 2021-22 programs. Jun 2022: Progressing <ul style="list-style-type: none"> Delivered 60 projects to completion (55%), 5 projects currently under construction. 109 projects in total are currently in the capital works program. 	Infrastructure and Works
6.1, 6.3, 6.4, 6.5, 6.6 Plan the 2022-23 Capital Works and Forward Works programs. Jun 2022: Progressing <ul style="list-style-type: none"> Capital Works Program for 2022-23 approved. 	
6.2, 6.3 Deliver the Hadsphen Meander Valley Road intersection upgrades design and procurement documentation. Jun 2022: Progressing <ul style="list-style-type: none"> All design and documentation work for Bartley Street, Main Street and Saunders Road scheduled for completion Q2 2022-23. 	Infrastructure
6.1, 6.3 Deliver the bridge inspection and maintenance program. Jun 2022: Achieved <ul style="list-style-type: none"> No action required in June quarter. Jun 2022: Progressing <ul style="list-style-type: none"> Next round of bridge inspections due Q1 2022-23. 	
6.6 Renew the kerbside collection contract for waste, recyclables and organics. Jun 2022: Achieved <ul style="list-style-type: none"> New FOGO and rural services commenced 4 July 2022. 	
1.4, 1.5, 6.1, 6.6 Commission additional landfill cell capacity at Cluan. Jun 2022: Achieved <ul style="list-style-type: none"> The new cell at Cluan is operational. Planning underway for design of additional cell area as part of 2022-23 capital program. 	Infrastructure

Attachment 15.4.1 Quarterly Report June 2022

1.3, 1.4, 1.5	<p>Obtain environmental approvals and decommission the existing landfill cell at Deloraine.</p> <p>Jun 2022: Pending</p> <ul style="list-style-type: none"> • Subject to construction of new waste transfer station facilities at Deloraine.
6.6	<p>Progress land acquisition, EPA approvals and design for a new landfill cell at Deloraine.</p> <p>Jun 2022: Pending</p> <ul style="list-style-type: none"> • Subject to further discussion with landowner and additional assessment of landfill construction feasibility.
6.6	<p>Design and construct new waste transfer station at Deloraine.</p> <p>Jun 2022: Achieved</p> <ul style="list-style-type: none"> • Geotechnical investigations and survey work completed to inform engineering design. • The Council was awarded a \$86,632 grant from Department of Natural Resources and Environment Tasmanian towards development of the new waste transfer station at Deloraine. <p>Jun 2022: Progressing</p> <ul style="list-style-type: none"> • Preparation of RFQ for supply and installation of weighbridge.

Motion to Close Meeting

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

See Local Government (Meeting Procedures) Regulations 2015: s15(1).

Moved Deputy Mayor Michael Kelly

Seconded Councillor Michal Frydrych

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

Votes against Nil

Motion carried by absolute majority

Minute reference: {resolution-number}/2022

Closed Session Agenda

Confirmation of Closed Minutes

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

Minute reference: 166/2022

Leave of Absence Applications

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

Minute reference: 167/2022

Appeal 2022/114P to Planning Application Refusal PA\22\0223 - 73 Bayview Drive, Blackstone Heights – Residential Outbuilding

Refer to *Local Government (Meeting Procedures) Regulations 2015: s15(2)(i)* regarding matters relating to actual or possible litigation taken, or to be taken, by or involving the council or an employee of the council.

Minute reference: 168/2022

Release of Public Information

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

Moved Deputy Mayor Michael Kelly

Seconded Councillor Deborah White

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

Votes against Nil

Abstained Nil

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

Motion carried by simple majority

Minute reference: 169/2022

Meeting End

Meeting closed at 4.39pm.

.....
Mayor Wayne Johnston
Chairperson