



Meander Valley Council  
Working Together

# MINUTES

## ORDINARY COUNCIL MEETING

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**Tuesday, 9 April 2024**

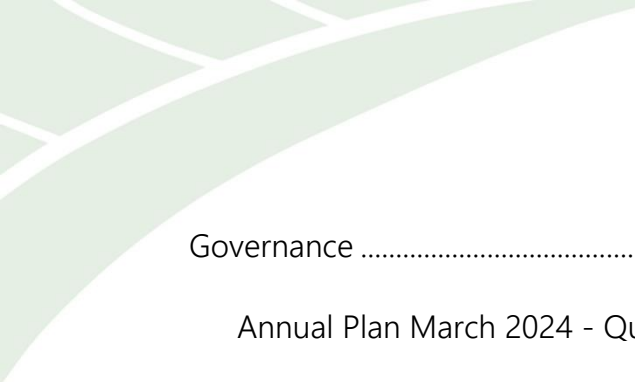
**Time** 3.00pm

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

**Telephone** (03) 6393 5300

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# Opening of Meeting - Attendance and Apologies

Meeting opened at 3.00pm.

**Chairperson** Mayor Wayne Johnston

**Councillors Present** Deputy Mayor Stephanie Cameron  
Councillor Ben Dudman  
Councillor Kevin House  
Councillor Michael Kelly  
Councillor Anne-Marie Loader  
Councillor Rodney Synfield  
Councillor John Temple  
Councillor Daniel Smedley

**Apologies** Nil

<b>Officers Present</b>	Jonathan Harmey	General Manager
	Wezley Frankcombe	Manager Governance and Performance
	David Murray	Director Infrastructure Services
	Craig Davis	Director Corporate Services
	Matthew Millwood	Director Works
	Krista Palfreyman	Director Development and Regulatory Services
	Brenton Josey	Town Planner
	Thomas Wagenknecht	Senior Strategic Planner
	Alison Hugo	Community Wellbeing Officer
	Anthea Rooney	Governance Officer

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## Acknowledgment of Country

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

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## Confirmation of Minutes

**Motion** That Council receives and confirms the Minutes of the last Ordinary Council Meeting held on 12 March 2024.

**Moved** Councillor Anne-Marie Loader

**Seconded** Councillor Kevin House

**Votes For** Mayor Wayne Johnston  
Deputy Mayor Stephanie Cameron  
Councillor Ben Dudman  
Councillor Kevin House  
Councillor Michael Kelly  
Councillor Anne-Marie Loader  
Councillor Rodney Synfield  
Councillor John Temple  
Councillor Daniel Smedley

**Votes Against** Nil

**Motion carried by simple majority**

**Resolution: 042/2024**

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## Declarations of Interest

**Councillor** Councillor Anne-Marie Loader

**Agenda Item** Agenda Item 12.1  
Community Grants and Sponsorship Fund Round 4 2023-24

**Action** Councillor Anne-Marie Loader elected to leave Chambers during discussion and voting on the Agenda Item.

# Council Workshop Report

## Topics Discussed – 26 March 2024

### **Westbury Streetscape Concept**

*Councillors reviewed and discussed the Westbury Streetscape Brief Report prior to public consultation.*

### **Eastern Play Space Strategy**

*Councillors reviewed and discussed the Draft 2024 Eastern Play Space Strategy prior to public consultation.*

### **Bass Highway Sign Ownership State Government Refusal**

*Councillors received a briefing regarding Deloraine signage for western visitor information.*

### **External Presentation – Northern Tasmania Residential Demand and Supply Report Study**

*Councillors received a presentation and briefing on the Northern Tasmania Residential Demand and Supply Report Study project.*

### **External Presentation – Northern Tasmanian Alliance of Resilient Councils (NTARC) Update**

*Councillors received an update of the Northern Tasmanian Alliance of Resilient Councils' activities to date and planned actions moving forward.*

### **Recyclables Material Recovery Facility Operation Arrangement**

*Councillors discussed proposed arrangements for the Recyclables Material Recovery Facility Operation.*

### **New Policy – Flying of Flags**

*Councillors provided feedback to the proposed Flying of Flags Policy which will be presented to Council for endorsement.*

### **New Policy – Council Meeting Administration**

*Councillors provided input into the proposed Council Meeting Administration Policy which will be presented to Council for endorsement.*

### **Review of Policy No. 91 – Climate Change Mitigation and Adaptation**

*Councillors continued with deliberations on the review of the Climate Change Mitigation and Adaptation Policy.*

### **Western Tiers Film Society Request**

*Councillors considered a request from the Western Tiers Film Society regarding assuming ownership of assets.*

### **Councillor House – Peacock Nuisance**

*Councillors discussed a peacock nuisance complaint in the Prospect Vale area.*

### **Councillor Dudman – Economic Development Forum**

*Councillors provided guidance on the Economic Development Forum arrangements and possible invitations.*

### **Items for Noting**

Emergency Response Trailer – Disaster Ready Fund Round 1

New Works Depot Tender Update

Blackstone Heights Intersection Upgrade – Status Update

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# Mayor and Councillors' Reports

## Councillors' Official Activities and Engagements Since 12 March 2024

<b>16 March 2024</b>
<b>Meeting:</b> Meander Valley Voices, Prospect Vale <i>Attended by:</i> Councillor House Councillor Temple Councillor Synfield
<b>Community Event:</b> St Patrick's Festival, Westbury <i>Attended by:</i> Councillor Loader
<b>17 March 2024</b>
<b>Community Event:</b> Tomato and Garlic Festival <i>Attended by:</i> Councillor Loader
<b>18 March 2024</b>
<b>Community Event:</b> Westbury Community Health Centre, Community Morning Tea <i>Attended by:</i> Councillor Loader
<b>23 March 2024</b>
<b>Community Event:</b> Meander Valley Voices <i>Attended by:</i> Councillor Loader Councillor Temple Councillor Synfield
<b>24 March 2024</b>
<b>Community Event:</b> Blackstone Heights Community Egg Hunt and Sausage Sizzle <i>Attended by:</i> Councillor Loader
<b>25 March 2024</b>
<b>Meeting:</b> Short Walks Consultative Committee <i>Attended by:</i> Councillor Loader

### 26 March 2024

**Community Event:** Westbury St Patrick's Festival Committee

*Attended by:*  
Councillor Loader

**Meeting:** Council Audit Panel

*Attended by:*  
Councillor Dudman  
Councillor House

### 27 March 2024

**Meeting:** Great Western Tiers Tourism Association

*Attended by:*  
Councillor Loader

### 28 March 2024

**Meeting:** Community Grants and Sponsorship Panel

*Attended by:*  
Councillor House  
Councillor Loader

### 3 April 2024

**Meeting:** Blackstone Heights Community News

*Attended by:*  
Councillor House

### 4 April 2024

**Meeting:** Deloraine Ladies Probus Inc. 35<sup>th</sup> Anniversary Celebration Luncheon

*Attended by:*  
Councillor House

## Councillors' Announcements and Acknowledgements

Councillor Loader congratulates organisers of recently held community events: Westbury St Patrick's Festival, the Tomato and Garlic Festival and the Blackstone Heights Community Easter Egg Hunt and Sausage Sizzle.

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## Community Representations

Community representations are an opportunity for community members or groups to request up to three minutes to address Council on a topic of particular interest.

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

No Community Representations were received for this Meeting.

# Public Question Time

## Public Questions With Notice

**Question 1:** *Helen Hutchinson – Homeless in Meander Valley (Question Taken on Notice at 12 March 2024 Council Meeting)*

*While people remain homeless in Meander Valley would the Council allow permanent residents in caravan parks until other housing can be provided?*

**Jonathan Harmey, General Manager** advised that it is very upsetting to see community members in a position of homelessness, however, free camping is not permitted in the Council's reserve areas.

The Council operates two areas that are available for self-contained vehicles. Bookings can be made at the Bracknell Roadhouse for the Bracknell River Reserve and bookings can be made at the Great Western Tiers Visitor Centre for the Deloraine Racecourse.

The Council does not allow permanent residents at either of these two sites. No longer than four consecutive nights stay is permitted.

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## Councillor Question Time

### Councillors' Questions With Notice

No Councillors' Questions With Notice were received for this Meeting.

### Councillors' Questions Without Notice

#### **Question 1:** *Councillor John Temple – Prison Update*

*Have there been any updates on the proposed prison since the last Meeting?*

**The Mayor, Wayne Johnston and Jonathan Harmey, General Manager** advised that no updates had been received from the State Government on their proposed prison project since the last Meeting.

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# Planning Authority Report

## 126 Dexter Street, Westbury

**Proposal** Subdivision (48 lots [47 vacant, one balance lot], one road lot, one stormwater detention basin lot), demolition of residential outbuildings (x2)

**Report Author** Brenton Josey  
Town Planner

**Authorised By** Krista Palfreyman  
Director Development and Regulatory Services

**Application Reference** PA\24\0014

Councillor John Temple withdrew from the Meeting at 3.06pm

Carol Firth spoke for the Recommendation

Madeline Swan (on behalf of the Westbury School Association) spoke against the Recommendation

John Johnston spoke for the Recommendation

Councillor John Temple re-attended the Meeting at 3.13pm

**Motion** Council receives the Agenda Report tabled for PA\24\0014 and resolves to approve the application.

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

## 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: section 65, Local Government (Meeting Procedures) Regulations 2015: section 25(2) and Land Use and Approvals Act 1993: sections 57-59.*

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

## Recommendation

This application by M Schleiger for a Subdivision (48 lots, 1 road lot, 1 stormwater detention basin lot), demolition of residential outbuildings (x2) on land located at 126 Dexter Street, Westbury (CTs: 15169/1 and 108079/1) is recommended for approval generally in accordance with the Endorsed Plans and recommended Permit Conditions and Permit Notes.

## Endorsed Plan

- a) Plan of Subdivision prepared by 6ty; Project No. 22.241; Dated 22.11.2023; Drawing Cp01 Rev E, Cp02 Rev B & Cp05 Rev E (3 sheets);
- b) Bushfire Hazard Report prepared by James Stewart (BFP-157) of Woolcott Surveys; Job No. L171204; Rev 3 dated 7/08/2023;
- c) Traffic Impact Assessment prepared by Keith Midson of Midson Traffic Pty Ltd; Rev 4 dated 15/01/2024; and
- d) Servicing Report 126 Dexter Street Westbury prepared by M. van den Berg of 6ty; Project No, 22.241; Rev 3 dated 22/11/2023.

## Permit Conditions

1. Covenants or similar restrictive controls must not be included on or otherwise imposed on the titles to the lots created by the subdivision, permitted by this permit unless:
  - a) Such covenants or controls are expressly authorised by the terms of this permit or by the consent in writing of the Council; and

- b) Such covenants or similar controls are submitted for and receive written approval by the Council prior to submission of a Plan of Survey and associated title documentation is submitted to the Council for sealing.
2. Prior to the commencement of any works, a staging plan enabling the subdivision to occur in stages, is to be submitted to the Council, to the satisfaction of the Council's Town Planner. When approved, the staging plan will be endorsed and will form part of the planning permit.
  3. Prior to commencement of works of each stage, the following, must be submitted to the Council:
    - a) Detailed engineering design documentation for stormwater services, roads, footpaths and vehicle crossings, including the extension of any of the Council's services and in accordance with the recommendations of the endorsed Traffic Impact Assessment and the endorsed Subdivision Servicing Report, to the satisfaction of the Council's Director Infrastructure Services. Detailed engineering design documentation must be prepared by a suitably qualified civil engineer, or other person approved by the Council's Director Infrastructure Services, in accordance with the requirements of the Tasmanian Subdivision Guidelines and Tasmanian Standard Drawings. The design documentation for each stage must incorporate (where determined to be required by the Council's Director Infrastructure Services) the following (Refer to Note 1):
      - i. Be in accordance with the Tasmanian Subdivision Guidelines and the Tasmanian Standards Drawings or modified to the satisfaction of the Council's Director Infrastructure Services.
      - ii. Soil stabilisation and erosion control in accordance with Condition 4.
      - iii. Details of Road 1 in accordance with Tasmanian Standard Drawing TSD-R06-v3 for local roads and applicable requirements of Condition 5.
      - iv. Traffic calming measures within Road 1 (Refer Note 2) and which are in accordance with Condition 3b).
      - v. All required work at the intersections of Road 1 with Taylor Street and Shadforth Street.
      - vi. Road widening, kerbing, footpath and associated drainage of Dexter Street, Shadforth Street, Taylor Street and Jones Street in accordance with Conditions 6, 7, 8, 9 and 10.
      - vii. New vehicle crossings in accordance with Condition 11.
      - viii. Street trees in accordance with Condition 12.
      - ix. Calculations and layout plan to demonstrate overland flow path for 1% AEP storm events is contained within the road reserves without entering existing properties. Include the modelling data file.
      - x. Public drainage system to drain all roadways, footpaths and nature strips within the road reserves and all land draining onto the road reserve. New allotments must be considered to have 70% impervious area.



- xi. Details for any new allotments that cannot be fully serviced by gravity stormwater.
  - xii. Details of the proposed stormwater detention design in accordance with Condition 13.
- b) Documentation of compliance by the Tasmania Fire Service or an accredited bushfire practitioner, must be submitted to the satisfaction of the Council's Town Planner, certifying that the road design widths, including any traffic calming treatments, are in accordance with the endorsed Bushfire Hazard Management Plan.
4. For each stage, soil stabilisation and erosion control measures must be implemented prior to the commencement of works and must be maintained for the duration of works and until such time as a ground cover is re-established, to the satisfaction of the Council's Town Planner. The control measures must prevent pollutant and sediment runoff from discharging directly or indirectly into the Council's drains or private property.
5. If the new road is completed in stages, a sealed turning head is to be provided on the Balance Lot at the termination of the new road section sufficient to provide a temporary turning area for service vehicles to the satisfaction of the Council's Director Infrastructure Services and in accordance with the endorsed Bushfire Hazard Management Plan.

The Road Lot is to be extended past the final lot in the stage to accommodate the turning head; or a right of carriageway in favour of Meander Valley Council is to be placed on the title over each turning head and is to be removed via amendment to the sealed plan at each subsequent stage.

6. The southern side of Dexter Street is to be upgraded with road widening and kerbing to the satisfaction of the Council's Director Infrastructure Services. The road is to be widened such that the edge of the seal is 5m from the existing centreline of Dexter Street. The extent of road widening and kerbing is to extend between Jones Street and Taylor Street. Refer Note 3.
7. The eastern side of Jones Street is to be upgraded with road widening, kerbing and a concrete footpath to the satisfaction of the Council's Director Infrastructure Services. The road is to be widened such that the edge of the seal is 4m from the existing centreline of Jones Street. The extent of road widening, kerbing and footpath is to extend between Dexter Street and Shadforth Street. Refer Note 3.

8. The northern side of Shadforth Street is to be upgraded with road widening, kerbing and a concrete footpath to the satisfaction of the Council's Director Infrastructure Services. The road is to be widened such that the edge of the seal is 4m from the existing centreline of Shadforth Street. The extent of road widening, kerbing and footpath is to extend between Jones Street and Taylor Street. Refer Note 3.
9. The western side of Taylor Street is to be upgraded with road widening, kerbing and concrete footpath to the satisfaction of the Council's Director Infrastructure Services. The road is to be widened such that the edge of the seal is 4m from the existing centreline of Taylor Street. The extent of the road widening, kerbing and footpath is to extend between Dexter Street and Shadforth Street. Refer Note 3.
10. If any new road or works on existing roads is completed in stages, temporary kerb tapers at the termination of new kerb lines to minimise roadside hazards must be provided to the satisfaction of the Council's Director Infrastructure Services.
11. New vehicle crossings must be constructed in accordance with Tasmanian Standard Drawing TSD-R09 and R14 to the satisfaction of the Council's Director Infrastructure Services. New vehicle crossings must provide access to all new residential lots and the stormwater detention basin lot. Refer Note 3.
12. Mature street trees must be planted in the road reserve in accordance with Tasmanian Standard Drawing TSD-R36-v3. Tree species and location must be to the satisfaction of the Council's Director Infrastructure Services.
13. A stormwater detention basin must be constructed in the location shown on the endorsed plan of subdivision to the satisfaction of the Council's Director Infrastructure Services. The stormwater detention basin must achieve:
  - a) The peak discharges are not increased by the proposed development, and that there are no adverse impacts on upstream and downstream flooding for the critical 10% AEP, 5% AEP and 1% AEP storm events.
  - b) The peak discharge from the detention basin does not exceed the capacity of the downstream open drain.
  - c) The 10% AEP storm event inundation zone is contained within the Lot DB on the endorsed plan of subdivision.
  - d) The overflow outlet for the detention basin must have a capacity to safely contain the 1% AEP storm event without entering existing properties or any of the new lots created by this subdivision.
  - e) The overflow outlet must be constructed to prevent scouring and any damage to public assets, in storm events greater than the 1% AEP storm event.
  - f) The detention basin is a "dry" basin, low flows will be accommodated by a piped system, water will pond in the unfenced basin only during storm events exceeding 0.5EY (Average number of exceedances per year).
  - g) The detention basin flow control pit must be constructed to prevent blockages.

- h) The minimum slope of the detention basin floor is 1%.
  - i) In accordance with the Australian Institute for Disaster Resilience's Handbook Collection – Managing the Floodplain Handbook - Guideline 7-3 Flood Hazard, where an area exceeds "H2" Hazard Category during the 1% AEP storm event, the area must be fenced and warning signage installed.
  - j) The inundated slope in any unfenced area must be no steeper than 1 vertical : 6 horizontal. For any fenced area, the embankment slope must be no steeper than 1 vertical : 4 horizontal.
  - k) The detention basin must be revegetated.
14. Drainage easements are to be created over all stormwater infrastructure within new allotments in favour of the Meander Valley Council in accordance with the Tasmanian Subdivision Guidelines.
15. For each stage, as applicable, the following must be conveyed to the Council upon the issue of the Certificate of Title:
- a) Road 1 Lot; and
  - b) Stormwater Detention Basin Lot.
- All costs involved in this procedure must be met by the developer. Refer Note 4.
16. The works required by the endorsed Bushfire Hazard Management Plan are to be completed to the satisfaction of the Tasmanian Fire Service or an accredited bushfire practitioner. Documentation of compliance is to be submitted to the satisfaction of the Council's Town Planner.
17. A cash in lieu contribution for public open space must be made on 5% of the value of the improved land at each stage to the satisfaction of the Council's Town Planner. The value of the land is to be determined by a land valuation prepared by a Registered Land Valuer and must be dated no greater than two months prior to the sealing of the final plan of survey. The valuation will remain valid for 12 months. Any stages submitted after 12 months from the date of the valuation will require a new valuation to be submitted, which must be dated no greater than two months prior to the sealing of the final plan of survey for the applicable stage. All costs associated with obtaining the land valuation are to be borne by the developer. Refer to Note 5.
18. Prior to sealing of the final plan of survey for stage 1, the stormwater detention basin must be constructed in accordance with Conditions 3 and 13 to the satisfaction of the Council's Director Infrastructure Services. Refer to Note 5.

19. Prior to the sealing of the final plan of survey for each stage, the following, if applicable to that stage, must be completed to the satisfaction of the Council:
- a) The infrastructure works must be completed as shown in the endorsed plans or as modified by the Council in the approved engineering design documentation, to the satisfaction of the Council's Director Infrastructure Services and in accordance with Conditions 3, 5, 6, 7, 8, 9, 10, 11, 12 and 13.
  - b) Provision of as-constructed documentation of infrastructure work to be taken over by the Council, to the satisfaction of the Council's Director Infrastructure Services.
  - c) Easements shown on the Final Plan of Survey, as per Condition 14.
  - d) The final plan is to identify any drainage restrictions in accordance with Condition 3 a) xi.
  - e) Right of Carriageway shown on the Final Plan of Survey as per Condition 5.
  - f) Documentation of compliance by the Tasmania Fire Service or an accredited bushfire practitioner submitted to the Council demonstrating that the works as required by the endorsed Bushfire Hazard Management Plan have been completed, in accordance with Conditions 3 b), 5 and 16 to the satisfaction of the Council's Town Planner.
  - g) Payment of the Public Open Space in accordance with the requirements of Condition 17.
  - h) Residential outbuildings identified for demolition are demolished and no structures are located over boundaries to the satisfaction of the Council's Town Planner.
  - i) Submission of a bond to cover the defects period equal to a minimum of 5% of the value of assets to be handed over to the Council plus any outstanding works or defects to the satisfaction of the Council's Director Infrastructure Services.
  - j) Payment of plan checking fee required by the Council's Infrastructure Services.
20. The lots approved by this permit must be maintained at all times in accordance with the endorsed Bushfire Hazard Management Plan.
21. The development must be in accordance with the Amended Submission to Planning Authority Notice issued by TasWater (TWDA 2023/00941-MVC attached).

### Permit Notes

- 1. The Council will provide details on the process for achieving practical completion for each stage of construction for the subdivision and the documentation required at the time of providing approval for the engineering design relevant to each stage.
- 2. The Council's preference is to avoid the use of speed humps for traffic calming. The engineering consultant should contact the Council's Infrastructure Department to discuss appropriate traffic calming controls prior to finalising road design.

3. Prior to any construction being undertaken in the road reserve, separate consent is required by the Road Authority. An Application for Works in Road Reservation form is enclosed. All enquiries should be directed to the Council's Infrastructure Department on (03) 6393 5312.
4. This subdivision creates a new road and stormwater detention basin lot that will become Meander Valley Council's assets. Please arrange for the lots to be transferred to Meander Valley Council upon the registration of the titles. This will be noted as a defect at practical completion and may delay the release of any bond associated with subdivision.
5. Stage 1 is considered to be the creation of any of the new lots 1 – 47 as per the endorsed plan of subdivision. The excision of the dwelling from the remaining area would not be considered as Stage 1, rather an event prior to Stage 1.
6. The permit holder is reminded of the requirements of the *Building Act 2016* and *Environmental Management and Pollution Control Act 1994* and associated regulations and policies, for hours of operation and control of emissions during construction works for the subdivision development.
7. Any other proposed development or use (including amendments to this proposal) may require separate planning approval. For further information, contact the Council.
8. 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.
9. Planning appeals can be lodged with TASCAT Registrar within 14 days of the Council serving notice of its decision on the applicant. For further information, visit the TASCAT website.
10. This permit is valid for two years only from the date of approval. It will lapse if the development is not substantially commenced. The Council has discretion to grant an extension by request.
11. 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.

12. 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.

**Moved** Councillor Ben Dudman

**Seconded** Councillor Kevin House

**Votes For** Mayor Wayne Johnston  
Deputy Mayor Stephanie Cameron  
Councillor Ben Dudman  
Councillor Kevin House  
Councillor Michael Kelly  
Councillor Anne-Marie Loader  
Councillor Rodney Synfield  
Councillor John Temple  
Councillor Daniel Smedley

**Votes Against** Nil

**Motion carried by simple majority**

**Resolution: 043/2024**

# Planning Authority Report

## 77 Delantys Road, Birralelee

<b>Proposal</b>	Subdivision (4 Lots)
<b>Report Author</b>	Thomas Wagenknecht Senior Strategic Planner
<b>Authorised By</b>	Krista Palfreyman Director Development and Regulatory Services
<b>Application Reference</b>	PA\24\0151

**Motion** That Council receives the Agenda Report tabled for PA\24\0151 and resolves to approve the application.

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

### 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: section 65, Local Government (Meeting Procedures) Regulations 2015: section 25(2) and Land Use and Approvals Act 1993: sections 57-59.*

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

### Recommendation

This application by Cohen & Associates for a Subdivision (4 Lots) on land located at 77 Delantys Road, Birralelee (CT: 18830/1) is recommended for approval generally in accordance with the Endorsed Plans and recommended Permit Conditions and Permit Notes.

## Endorsed Plan

- a) Cohen & Associates P/L; Dated: 10/1/2024; Plan of Subdivision; Ref: 25-59 (7840); Sheets: 1 of 1;
- b) Justion Cashion (BFP-112) of Ground Proof Mapping; Dated: 9/06/2022; Bush Fire Risk Hazard Report – 4 Lot Subdivision, Version 1.

## Permit Conditions

1. Covenants or similar restrictive controls must not be included on or otherwise imposed on the titles to the lots created by the subdivision, permitted by this permit unless:
  - a) Such covenants or controls are expressly authorised by the terms of this permit or by the consent in writing of the Council; and
  - b) Such covenants or controls are submitted for and received written approval by the Council prior to the submission of a Plan of Survey and associated title documentation is submitted to the Council for sealing.
2. The proposed new vehicle crossings for Lot 1, Lot 2 and Lot 4 must be constructed generally in accordance with the Tasmanian Standard Drawings TSD-R03 and R04 to the satisfaction of the Council's Director Infrastructure Services (Refer Note 1) including the following:
  - a) Installation of driveable culvert end walls;
  - b) Installation of Class 4 concrete pipe culvert;
  - c) Reforming the existing open drain in the locations of the proposed crossings on an alignment closer to the property boundary;
  - d) Trimming of the open drain uphill and downhill of the proposed crossings to ensure free flowing stormwater drainage;
  - e) Reinstatement of all disturbed verge areas following completion of the driveway work; and
  - f) Vegetation clearing to ground level within the Delantys Road reserve in accordance with sight distance requirements of AS2890.1.
3. The existing vehicle crossing for Lot 3 must be upgraded generally in accordance with the Tasmanian Standard Drawings TSD-R03 and R04 to the satisfaction of the Council's Director Infrastructure Services (Refer Note 1) including the following:
  - a) Installation of driveable culvert end walls;
  - b) Installation of Class 4 concrete pipe culvert;
  - c) Reforming the existing open drain in the locations of the proposed crossings on an alignment closer to the property boundary;
  - d) Trimming of the open drain uphill and downhill of the proposed crossings to ensure free flowing stormwater drainage; and



- e) Reinstatement of all disturbed verge areas following completion of the driveway work.
- 4. Reverse curve warning signage – code W1-4A(L) must be installed within the road reserve of Delantys Road approximately 430m west of the Delantys Road-Birralee Road junction generally in accordance with TSD-R03 to the satisfaction of the Council’s Director of Infrastructure (Refer Note 1).
- 5. Works associated with the approved subdivision must limit the removal of native vegetation to the following:
  - a) as required by Conditions 2 and 3 above;
  - b) in accordance with the endorsed bushfire hazard management plan; or
  - c) in accordance with any applicable exemption provided within the Tasmanian Planning Scheme.

Other than that specified in a)-c) above, no other native vegetation is to be felled, lopped, topped, ring-barked, uprooted or otherwise willfully destroyed or removed in association with the approved subdivision, without obtaining further planning approval.

- 6. The developer must pay to Council a public open space contribution of \$3849, equivalent to 5% of the unimproved value of the approved lots.
- 7. Prior to the sealing of the final plan of survey the following must be completed to the satisfaction of the Council:
  - a) Completion of the new vehicle crossings in accordance with Condition 2;
  - b) Completion of the upgraded vehicle crossing in accordance with Condition 3;
  - c) Completion of the reverse curve warning signage in accordance with Condition 4; and
  - d) Payment of the public open space contribution in accordance with Condition 6.

### Permit Notes

- 1. Works in the road reserve to construct the new accesses and signage must be completed by a suitably qualified contractor using appropriate work health and safety and traffic management processes. Prior to any construction being undertaken in the road reserve, separate consent is required by the Road Authority. An Application for Works in Road Reservation form is enclosed. It is strongly recommended that the property owner contact the Council to discuss the proposed property access before engaging a contractor for these works. All enquiries should be directed to the Council’s Infrastructure Department on 6393 5312.

2. Whilst no removal of threatened flora or threatened vegetation communities is proposed by this permit, it is noted that the broader landscape surrounding 77 Delantys Road represents (i) core ranges of the eastern quoll, grey goshawk, masked owl and (ii) potential ranges of the wedge-tailed eagle, white-bellied sea-eagle, Tasmanian devil and spotted-tailed quoll. These species are listed as threatened fauna. If these species are identified during works being undertaken, it is recommended that the developer cease work and contact the Threatened Species Section of the Department of Natural Resources and Environment Tasmania at [ThreatenedSpecies.Enquiries@nre.tas.gov.au](mailto:ThreatenedSpecies.Enquiries@nre.tas.gov.au) for advice before proceeding.
3. Any other proposed development or use (including amendments to this proposal) may require separate planning approval. For further information, contact the Council.
4. 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.
5. Planning appeals can be lodged with TASCAT Registrar within 14 days of the Council serving notice of its decision on the applicant. For further information, visit the TASCAT website.
6. This permit is valid for two years only from the date of approval. It will lapse if the development is not substantially commenced. The Council has discretion to grant an extension by request.
7. 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 Offices on request.
8. 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.

**Moved** Councillor Ben Dudman

**Seconded** Deputy Mayor Stephanie Cameron

**Votes For** Mayor Wayne Johnston  
Deputy Mayor Stephanie Cameron  
Councillor Ben Dudman  
Councillor Kevin House  
Councillor Michael Kelly  
Councillor Anne-Marie Loader  
Councillor Rodney Synfield  
Councillor John Temple  
Councillor Daniel Smedley

**Votes Against** Nil

**Motion carried by simple majority**

**Resolution: 044/2024**

# Community Wellbeing

## Community Grants and Sponsorship Fund Round 4 2023-24

**Report Author** Nate Austen  
Manager Community Wellbeing

**Authorised by** Jonathan Harmey  
General Manager

Councillor Anne-Maree Loader withdrew from the Meeting at 3.50pm

### Motion

That Council:

1. notes the recommendations of the Community Grants and Sponsorship Fund Committee from their Meeting held on 28 March 2024.
2. approves the grants and sponsorships to a total value of \$15,841 with the grant categories as follows:
  - a. Community Grants totaling \$15,841.

Applicant/Project	Project Cost	Grant Request	Amt Rec	Comments
Active Farmers Hagley (Hagley Spring into Summer Challenge)	\$4,200	\$2,600	\$2,700	Supported Total costs of the project minus GST.
Deloraine House (Mulcher and Wicking Beds)	\$3,280	\$3,000	\$2,700	Supported GST registered, so amount less GST component.
Deloraine Table Tennis League (Benches for Meander Valley Performing Arts Centre)	\$3,608	\$3,000	\$3,000	Supported

Applicant/Project	Project Cost	Grant Request	Amt Rec	Comments
Lions Club of Hadspen South Esk Inc. (Sound System)	\$1,934	\$1,700	\$1,741	Total cost of the project minus GST.
Meander Hall Committee and Progress Association (Fireworks at Meander)	\$4,100	\$3,000	\$2,700	Supported Recommend this would be the final grant allocation for Meander Fireworks Event through the grants program. Recommend a funding condition that the applicant is required to have an Event and Risk Management Plan pre-approved by the Council as well as any other required event approvals.
Quamby Bend Landcare Group (Automated External Defibrillator)	\$4,000	\$3,000	\$3,000	Supported
<b>Total</b>	<b>\$21,122</b>	<b>\$16,300</b>	<b>\$15,841</b>	

b. Reimbursement Grant totaling \$180.00.

Applicant/Project	Grant Request	Amount Recommended	Comments
Deloraine House (Planning Application reimbursement)	\$180	\$180	Supported
<b>Total</b>	<b>\$180</b>	<b>\$180</b>	

c. Sponsorship Donations for Individuals totaling \$300.00.

Applicant	Grant Request	Amount Recommended	Comments
Sherriff, I (National Netball Championships, VIC)	\$150	\$150	Supported
Barwick, K (Australian Little Athletics Championships, SA)	\$150	\$150	Supported
<b>Total</b>	<b>\$300</b>	<b>\$300</b>	

**Moved** Councillor Kevin House

**Seconded** Councillor Ben Dudman

**Votes For** Mayor Wayne Johnston  
Deputy Mayor Stephanie Cameron  
Councillor Ben Dudman  
Councillor Kevin House  
Councillor Michael Kelly  
Councillor Rodney Synfield  
Councillor John Temple  
Councillor Daniel Smedley

**Votes Against** Nil

**Motion carried by simple majority**

**Resolution: 045/2024**

## Corporate Services

### Financial Report to 31 March 2024

**Report Author** Justin Marshall  
Team Leader Finance

**Authorised by** Craig Davies  
Director Corporate Services

Councillor Anne-Marie Loader re-attended the Meeting at 3:58pm

**Motion** That Council receives the financial report for the period ended 31 March 2024, as provided in Attachment 1.

**Moved** Councillor Ben Dudman

**Seconded** Councillor Kevin House

**Votes For** Mayor Wayne Johnston  
Deputy Mayor Stephanie Cameron  
Councillor Ben Dudman  
Councillor Kevin House  
Councillor Michael Kelly  
Councillor Anne-Marie Loader  
Councillor Rodney Synfield  
Councillor John Temple  
Councillor Daniel Smedley

**Votes Against** Nil

**Motion carried by simple majority**

**Resolution: 046/2024**

## Infrastructure Services

# Municipal Emergency Management Nominations

**Report Author** Marthie Bester  
Administration Officer Infrastructure Services

**Authorised By** Matthew Millwood  
Director Works

**Motion** That Council:

1. nominates David Murray as the Municipal Emergency Management Coordinator (Municipal Coordinator).
2. nominates Matthew Millwood as Deputy Emergency Management Coordinator (Deputy Municipal Coordinator).
3. nominates Krista Palfreyman as a second Deputy Municipal Emergency Management Coordinator (Deputy Municipal Coordinator).
4. recommends that all three roles be for a period of five years as per section 23(4) of the *Emergency Management Act 2006*.



**Moved** Councillor Anne-Marie Loader

**Seconded** Councillor Ben Dudman

**Votes For** Mayor Wayne Johnston  
Deputy Mayor Stephanie Cameron  
Councillor Ben Dudman  
Councillor Kevin House  
Councillor Michael Kelly  
Councillor Anne-Marie Loader  
Councillor Rodney Synfield  
Councillor John Temple  
Councillor Daniel Smedley

**Votes Against** Nil

**Motion carried by simple majority**

**Resolution: 047/2024**

## Governance

### Annual Plan March 2024 - Quarterly Report

**Report Author** Wezley Frankcombe  
Manager Governance and Performance

**Authorised By** Jonathan Harmey  
General Manager

**Motion** That Council receives and notes the report of performance against the Annual Plan 2023-24 for the period from January to March 2024 (Quarter 3) as shown below:

## Supporting Our Customers

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

## Supporting Our Customers

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

## Managing Our Asset Portfolio

ANNUAL PROJECTS						
Link	Activity	Measure	Lead	Status	Timing	Comments
5.2, 6.1, 6.3	Complete divestment of surplus property assets as determined by Council (Minute Reference 268/2022)	Properties Sold	Works	Progressing	1, 2, 3, 4	Non-public land sales completed, three sold. Public land sales to be progressed in Quarter 4.
6.1, 6.3	Establish formal project management and complete the detailed design and tender documentation for a new centralised works depot at Westbury	Tender Complete	Works	Achieved	1, 2	Detailed design and tender documentation finalised. Public tender advertised in December 2023.
6.1, 6.3	Complete tendering and construction contract awarded for the new centralised Works Depot at Westbury	Contract Awarded	Works	Progressing	3, 4	Tender submissions assessed by Tender Review Panel. Construction contract anticipated to be awarded in Quarter 4.
6.2, 6.3	Progress the Hadspen Meander Valley Road intersection upgrades design and procurement documentation	Complete	Infra	Achieved	1, 2, 3, 4	Awaiting review comments from DoSG for Bartley Street roundabout.
6.2, 6.3	Update the Sport and Recreation Venue Action Plan to inform the provision, replacement and upgrading of sport and recreation amenities	Complete	Infra	Pending	2, 3	No activity in Quarter 3.
6.2	Renew the <i>Eastern Play Spaces Strategy 2020</i>	Complete	Infra	Achieved	2, 3	Information presented to Councillors at 26 March 2024 Workshop.

## Investing in Community Facilities and Infrastructure

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

## Making a Positive Contribution to Community Wellbeing

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

## Supporting Economic Growth, Prosperity and the Environment

ANNUAL PROJECTS						
Link	Activity	Measure	Lead	Status	Timing	Comments
1.4, 1.5	Provide Westbury Town Common Management Plan report to Natural, Resources and Environment (NRE) Tasmania and renewal application lodged for the Management Plan	Works complete	Works	Achieved	3	Report and application for renewal of Management Plan submitted.
1.4, 1.5	Application and approval from Natural, Resources and Environment (NRE) Tasmania to undertake flood remediation works, including reclamation and revegetation, at Rotary Park, Deloraine	Approval received	Works	Progressing	1, 2	Natural Values Assessment submitted to NRE to support works application. Awaiting NRE approval.
1.4, 1.5	Complete agreed remediation works including reclamation and revegetation, at Rotary Park, Deloraine	Works complete	Works	Progressing	2, 3	Awaiting NRE approval of works application so remediation works can commence. Anticipated commencement in Quarter 4 (subject to weather and ground conditions).
1.4, 1.5	Complete identified path and trees works at Wildwood, Deloraine to improve public safety	Works complete	Works	Achieved	2, 3	Tree work completed.

## Supporting Community Health Outcomes, Resilience and Emergency Management Responses

ANNUAL PROJECTS						
Link	Activity	Measure	Lead	Status	Timing	Comments
4.4	Review Municipal Emergency Management Plan in line with new SES regional template	Complete	Infra	Progressing	2, 3	Draft Plan completed in late December and will be complete in Quarter 4.
4.4	Complete logical test of Emergency Management Plan	Complete	Infra	N/A	3	
4.4	Procure Emergency Response Trailer and equipment	Delivered	Infra	Progressing	3	Procurement of resources for trailer complete. Trailer design and quotation received from local supplier. Trailer procurement progressing.

## Managing Planning, Development and Regulation

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

## Provide Contemporary Waste Collection, Disposal and Recycling Services and Infrastructure

ANNUAL PROJECTS						
Link	Activity	Measure	Lead	Status	Timing	Comments
1.1, 1.5	Deliver a new Waste Management Strategy	Endorsed strategy	Infra	Progressing	1, 2	Draft strategy document prepared and presented to Workshop. Final document to be forwarded to Council for endorsement in Quarter 4.
6.1, 6.6	Undertake feasibility assessment for new landfill within Meander Valley	Complete	Infra	Progressing	1, 2, 3, 4	Consultant engaged to commence feasibility work. Draft report received.
1.1, 1.5	Complete purchase of existing landfill area at Cluan	Complete	Infra	Achieved	1, 2, 3	
1.5, 6.6	Complete design and commence construction for new transfer station at Deloraine	Progress to schedule	Infra	Progressing	1, 2, 3, 4	Contractor engaged for construction of weighbridge civil works.



## Provide Contemporary Waste Collection, Disposal and Recycling Services and Infrastructure

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

## Provide a Robust, Reliable, Secure and Available ICT Environment

ANNUAL PROJECTS						
Link	Activity	Measure	Lead	Status	Timing	Comments
5.1	Deliver digital transformation and service modernization roadmap to inform the sequencing of ICT investment and roll out	Roadmap delivered	Gov	Achieved	1	Roadmap delivered in June 2023.
5.1	Procure third-party support agreement to sustain unsupported <i>TechnologyOne</i> legacy systems from September 2023	Support in place	CS	Achieved	1, 2	Support agreement in place.
5.1, 5.2, 5.3, 5.4, 5.6	Procure agreed ERP software products, prepare and resource implementation project and governance, sourcing of technical support roles	ERP program endorsed by Council	CS	Progressing	1, 2, 3, 4	Detailed roadmap for ERP upgrade is due for completion on Q4. Recruitment of Project Manager will be complete in Q4.
5.1	Review and recommend ICT costs to deliver ERP software and modernisation roadmap, vendor and software related costs, governance, and change management	Plan approved by Council	CS	Progressing	2, 3	Planning continuing with ICT consultant with detailed implementation strategy due for completion in Q4.

## Provide a Robust, Reliable, Secure and Available ICT Environment

ANNUAL PROJECTS						
Link	Activity	Measure	Lead	Status	Timing	Comments
5.3, 5.4	Determine and procure a cloud-based records management system replacement, prepare implementation roadmap	Roadmap approved	CS	Progressing	1, 2, 3, 4	Request for proposal has been released to vendors with responses due by mid-April 2024. Assessment panel has been formed for review of submissions.
5.1, 5.2, 5.3, 5.4, 5.6	Review and recommend any changes to the Council's internal resources to support a maturing capability in the management of information	Review complete	CS	Pending	1, 2	On hold pending other components of the ERP project which will inform skills required.
5.1, 5.3, 5.4, 5.6.	Progressively develop a contemporary suite of information policy and standards to ensure the protection and appropriate use of information	Policies in place	CS	Pending	1, 2, 3, 4	To follow Records Management System procurement.
5.1, 5.2	Review software requirements to support future GIS and asset management systems	Review completed	Infra	Progressing	1, 2, 3	Review commenced. Change to GIS viewing software to be implemented. Asset Management System upgrade completed. GIS Software upgrade planned for mid-2024.

## Deliver Good Governance and Resilience Through Sound Corporate and Financial Management

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

## Managing Our Supply Chain to Procure Goods and Services

### ANNUAL PROJECTS

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

## Informing and Engaging Our Community

### ANNUAL PROJECTS

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

## Demonstrating a Commitment to Our People

ANNUAL PROJECTS						
Link	Activity	Measure	Lead	Status	Timing	Comment
5.3, 5.4, 5.6	Undertake priority actions identified by employees in the Cultural Development Action Plan	Number progressed	CS	Achieved	1, 2, 3, 4	Cultural Development Action Plan being progressed with employees.
5.3, 5.4, 5.6	Develop a strategic workforce management plan to optimise skills, staffing levels, attraction and retention	Strategy delivered	Gov	Pending	2, 3, 4	Not yet commenced.
5.1, 5.2, 5.4, 5.6	Review the strategic and operational risk registers and implement mitigation actions considering Risk Appetite Statement	Mitigation measures actioned	CS	Achieved	2, 4	Strategic and operational risk registers have been reviewed and updated.
5.3, 5.4, 5.6	Review and update human resource management policies and deliver employee training to align with contemporary practices and industrial law	Policy suite reviewed and training complete	CS	N/A	3, 4	Review of policies has commenced
5.3, 5.4, 5.6	Review and update employee Code of Conduct and dispute resolution framework and ensure all staff undertake refresher training	CofC in place and training complete	CS	N/A	3, 4	
5.3, 5.4, 5.6	Employee culture survey undertaken and cultural action plan revised	Survey complete	CS	Achieved	3, 4	Six monthly employee culture survey completed and received in December.

## Ensuring a Safe and Healthy Workplace

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

## Ensuring a Safe and Healthy Workplace

### ANNUAL PROJECTS

Link	Activity	Measure	Lead	Status	Timing	Comments
5.4	Implement an organisation wide engagement on WHS including sharing incident stories and promoting the reporting of hazards, incidents and near misses	Implemented	CS	Pending	2, 3	WHS Officer has taken numerous opportunities with staff groups to promote the importance of workplace safety. This will be ongoing.
5.4	Review workers compensation and rehabilitation management procedures to ensure active case management	Review complete	CS	N/A	3, 4	Quarterly review of active cases has been instigated with insurer to ensure active case management.

**Moved** Councillor Kevin House

**Seconded** Councillor Ben Dudman

**Votes For** Mayor Wayne Johnston  
Deputy Mayor Stephanie Cameron  
Councillor Ben Dudman  
Councillor Kevin House  
Councillor Michael Kelly  
Councillor Anne-Marie Loader  
Councillor Rodney Synfield  
Councillor John Temple  
Councillor Daniel Smedley

**Votes Against** Nil

**Motion carried by simple majority**

**Resolution: 048/2024**

## Governance

### New Policy - Policy No. 97 - Flying of Flags

**Report Author** Wezley Frankcombe  
Manager Governance and Performance

**Authorised by** Jonathan Harmey  
General Manager

**Motion** That Council adopts Policy No. 97 – Flying of Flags as shown below:

Policy No. 97	Flying of Flags
<b>Purpose</b>	The purpose of this Policy is to determine the manner in which the Council will fly flags at its various locations.
<b>Department Author</b>	Governance Wezley Frankcombe, Manager Governance and Performance
<b>Council Meeting Date</b>	9 April 2024
<b>Resolution Number</b>	049/2024
<b>Next Review Date</b>	April 2028

POLICY
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#### 1. Definitions

Nil.

#### 2. Objective

To ensure that the flying of flags in the municipality where applicable is consistent and in accordance with Federal and State Government protocols.

### 3. Scope

This Policy applies to the Council's Officers and agents who arrange the flying of flags at the Council's owned and managed locations.

### 4. Policy

Flags are to be flown on each business day at the Meander Valley Council Chambers. Flags may be flown on each business day at various locations as decided by the General Manager in accordance with the following protocols:

- Raise the flag briskly and lower it ceremoniously.
- Do not raise the flag earlier than first light or lower the flag later than dusk.
- When the flag is raised or lowered or is carried in a parade or review, everyone present should be silent and face the flag and people in uniform should salute.
- The flag should always be flown freely and as close as possible to the top of the flagpole with the rope tightly secured.
- The Australian National Flag should be raised first and lowered last, unless all other flags at the ceremony are raised and lowered simultaneously.
- When the Australian National Flag is flown with flags of other nations, all flags should be the same size and flown on flagpoles of the same height.
- The Australian National Flag should fly on the left of a person facing the flags, when it is flown with one other national flag.
- Do not fly two flags from the same flagpole.
- Only fly the flag at night when it is illuminated.
- Do not fly the flag if it is damaged, faded or dilapidated.
- When the material of a flag deteriorates it may either be placed in a permanent place of storage or should be destroyed privately and in a dignified way such as cutting it into small unrecognisable pieces, placing it in an appropriate sealed bag or closed container and then putting it in the normal rubbish collection.



An outline for an optional flag retirement ceremony is provided below:

- Do not fly the flag upside down, even as a signal of distress.
- Do not allow the flag to fall or lie on the ground or be used as a cover (although it can be used to cover a coffin at a funeral).

Flags are to be at half-mast in recognition of the death of the following local dignitaries:

- Mayor
- Councillors
- Former Mayor
- Former Aldermen
- Former Councillors
- Others as approved by the Mayor

Flags are to be lowered to half-mast on the morning of the funeral service or memorial service and are to remain so for the remainder of the day.

The relevant protocol and instructions, in relation to the flying of flags, from the Australian Government and the Tasmanian Government will be observed.

The General Manager may choose to fly the flag in accordance with this Policy on a day that is not a business day.

## **5. Legislation and Related Standards**

The relevant protocol and instructions, in relation to the flying of flags, from the Australian Government and the Tasmanian Government will be observed.

## **6. Responsibility**

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

**Moved** Councillor Ben Dudman

**Seconded** Deputy Mayor Stephanie Cameron

**Votes For** Mayor Wayne Johnston  
Deputy Mayor Stephanie Cameron  
Councillor Ben Dudman  
Councillor Kevin House  
Councillor Michael Kelly  
Councillor Anne-Marie Loader  
Councillor John Temple  
Councillor Daniel Smedley

**Votes Against** Councillor Rodney Synfield

**Motion carried by simple majority**

**Resolution: 049/2024**

## Governance

### New Policy - Policy No. 98 - Council Meeting Administration

**Report Author** Wezley Frankcombe  
Manager Governance and Performance

**Authorised by** Jonathan Harmey  
General Manager

**Motion** That Council adopts Policy No. 98 – Council Meeting Administration as shown below:

Policy No. 98	Council Meeting Administration
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<b>Purpose</b>	The purpose of this Policy is to provide information to Councillors, staff and the community regarding administrative arrangements and procedural requirements for Council Meetings.
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<b>Department</b>	Governance
<b>Author</b>	Wezley Frankcombe, Manager Governance and Performance

<b>Council Meeting Date</b>	9 April 2024
<b>Minute Reference</b>	050/2024

<b>Next Review Date</b>	April 2028
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POLICY
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#### 1. Definitions

Nil.

## **2. Objective**

To outline processes and arrangements to ensure Council Meetings are conducted efficiently and in compliance with relevant legislation.

## **3. Scope**

This Policy applies to Councillors, staff and the community of Meander Valley Council.

## **4. Policy**

- a. The frequency, dates and times of Council Meetings will be determined annually prior to the end of the calendar year, for the following calendar year. The General Manger may arrange for a Special Meeting in accordance with the relevant legislation.
- b. If the scheduled Council Meeting falls on a week day that is a public holiday, the Council Meeting will be held on the next business day of the same week that is not a public holiday.

## **5. Live Streaming**

- a. Council Meetings and the Annual General Meeting, where practicable, are to be live streamed to the public. A link to the live steam should be included in the respective Agenda and on the Council's website.
- b. This Policy applies to the open sessions of ordinary Council Meetings, Special Council Meetings (held in open session) as well as the Annual General Meeting of the Council. Closed Council Meetings will not be live streamed or recorded.
- c. If technical difficulties are experienced, the Meeting shall continue and live streaming will not occur for that Meeting.

- d. A decision to live stream Meetings that are not held in the Meander Valley Council Chambers will be assessed and made by the General Manager, on a case-by-case basis.
- e. Live streamed recordings are retained for at least six months.
- f. Audio Recording will occur for the following Meetings:
  - i. open sessions of ordinary Council Meetings;
  - ii. open sessions of Special Council Meetings;
  - iii. the Annual General Meeting of the Council; and
  - iv. public meetings convened under sections 59 or 60F of the *Local Government Act 1993*.
- g. Any part of a Meeting held in closed session is not recorded. Transcripts of audio recordings will not be prepared.
- h. Audio recordings will be publicly available and stored on the Council's website for at least six months. The Council can provide a copy of an audio recording on receipt of a request in writing which may require an administrative fee to payable for this service.

## **6. Public Question Time**

This section of the Policy applies to Public Question Time at ordinary Council Meetings.

- a. Public Question Time will be managed to the following conditions:
  - i. A minimum of least 15 minutes is available, as required, at each ordinary Council Meeting for Public Question Time.
  - ii. This time may be extended at the discretion of the Chairperson.
  - iii. Debate or discussion about questions or answers is not permitted.
  - iv. The Chairperson may refuse to accept a question. If this happens, reasons will be provided.

- v. Statements and/or preamble of a question will not be published in the Minutes of the respective Council Meeting.
  - vi. A limit of two questions per person applies per Meeting.
  - vii. Multiple-part questions framed in such a way as to circumvent the limit of two questions per person, will be treated as individual questions.
- b. In addition to 6a, questions asked during Public Question Time may be asked With or Without Notice:
- c. Questions on Notice:
- i. Questions on Notice must be submitted in writing at least seven days before the ordinary Council Meeting. The seven-day period does not include the day notice is given or the day of the ordinary Council Meeting.
  - ii. The questions and responses will generally be published in the Agenda of the next ordinary Council Meeting, however, if more time is required to respond to complex questions, the questions will be acknowledged in the Agenda of the next ordinary Council Meeting, with the date of the later ordinary Council Meeting at which response/s will be published.
  - iii. If more than two questions per person are submitted, additional questions will be treated as correspondence and a written response will be provided in keeping with the Council's Customer Service Charter.
  - iv. Only questions will be published in the Agenda. Accompanying correspondence, attachments, statements or preamble will not be published.
- d. Questions Without Notice:
- i. Members of the public who attend an ordinary Council Meeting to ask Questions Without Notice will be asked to write their name and questions on arrival at the Council Chambers, to assist with minute-taking.
  - ii. The Chairperson will determine the order in which people will be invited to ask their questions.
  - iii. Questions must be succinct. Public Question Time is not an opportunity to make statements or engage in lengthy preamble.

- iv. Questions asked during Public Question Time and answers given, will be minuted with attribution to the person asking the question and to the person who answers the question.
- v. A member of the public is to supply questions asked in writing by close of business on the day of the Council Meeting the question was asked. Failure to do so will limit the ability of the minute taker to publish the question in the minutes of the Meeting.
- vi. The Chairperson will advise whether the Question Without Notice will be Taken on Notice so it can be answered at a future ordinary Council Meeting.

## **7. Councillor Question Time**

This section of the Policy applies to Councillor Question Time at ordinary Council Meetings.

- a. Councillor Question Time is managed to the following conditions:
  - i. The Meeting Agenda of ordinary Council Meetings will provide for Councillor Question Time.
  - ii. Debate or discussion about questions or answers is not permitted.
  - iii. The Chairperson may refuse to accept a question. If this happens, reasons will be provided.
  - iv. A limit of three questions per Councillor applies per Meeting.
- b. Questions on Notice:
  - i. Questions on Notice must be submitted in writing at least seven days before the ordinary Council Meeting. The seven-day period does not include the day notice is given or the day of the ordinary Council Meeting.
  - ii. The questions and responses will usually be published in the Agenda of the next ordinary Council Meeting, however, if more time is needed to respond to complex questions, the questions will be acknowledged in the Agenda of the next ordinary Council Meeting, with the date of the later ordinary Council Meeting at which response/s will be published.

- iii. Only questions will be published in the Agenda. Accompanying correspondence, attachments, statements or preamble will not be published.
- c. Questions Without Notice:
  - i. The Chairperson will determine the order in which Councillors will be invited to ask their questions.
  - ii. Questions must be succinct. Councillor Question Time is not an opportunity to make statements or engage in lengthy preamble.
  - iii. The Chairperson will advise whether the Question Without Notice will be Taken on Notice so it can be answered at a future ordinary Council Meeting. Questions to be Taken on Notice will be recorded in the Minutes.
  - iv. If Questions Without Notice are asked and answered at the Meeting, they will not be recorded in the Minutes.

## **8. Councillor Leave of Absence Applications**

Councillors are requested to submit their Leave of Absence Applications in writing to the Mayor or General Manager at least seven days prior to the Meeting. Applications for Leave of Absence for Councillors will be dealt with in a Closed Council Meeting.

## **9. Councillor Declaration of Interest**

- a. Councillors must comply with Part 5 of the *Local Government Act 1993* Pecuniary Interests, which states that:
  - i. *A councillor must not participate at any meeting of council, council committee, special committee, controlling authority, single authority or joint authority in any discussion, nor vote on any matter, in respect of which the councillor has an interest or is aware or ought to be aware that a close associate has an interest.*



- ii. *A councillor has an interest in a matter if the councillor or a close associate would, if the matter were decided in a particular manner, receive, have an expectation of receiving or be likely to receive a pecuniary benefit or pecuniary detriment.*
  - iii. *A councillor must declare any interest in a matter before any discussion on that matter commences and must give notice of the interest in writing at the Meeting or within seven days of declaring the interest. Councillor Declaration of Pecuniary Interest forms will be available at all relevant Meetings of Council, or lodged with the General Manger within seven days of the Meeting at which the interest was declare. Councillor Declaration of Pecuniary Interest forms will be available as a hard copy (as per the Regulations) for reference the Register.*
- b. Councillors must comply with the Model Code of Conduct, which provides conditions for conflict of interests that are not pecuniary.

## **10. Mayor and Councillor Reports**

Councillors are to submit in writing, at least seven days before the ordinary Council Meeting, official activities, engagements, ceremonies and meetings that they have attended where delegated by Council since the last Meeting, for inclusion in the Meeting Agenda. Reports provided in writing will be included in the Minutes of the Meeting. The seven-day period does not include the day notice is given or the day of the ordinary Council Meeting.

## 11. Community Representations

Community representations are an opportunity for community members or groups to request up to three minutes to address Council on a topic of particular interest. Requests received at least 14 days prior to an ordinary Council Meeting will be considered by the Chairperson. For further information, contact the Office of the General Manager on (03) 6393 5300 or email [ogm@mvc.tas.gov.au](mailto:ogm@mvc.tas.gov.au).

## 12. Legislation and Related Standards

*Local Government Act 1993*

*Local Government (Meeting Procedures) Regulations 2015*

## 13. Responsibility

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

**Moved** Councillor Ben Dudman

**Seconded** Councillor Daniel Smedley

**Votes For** Mayor Wayne Johnston  
Deputy Mayor Stephanie Cameron  
Councillor Ben Dudman  
Councillor Kevin House  
Councillor Michael Kelly  
Councillor Anne-Marie Loader  
Councillor Daniel Smedley

**Votes Against** Councillor Rodney Synfield  
Councillor John Temple

**Motion carried by simple majority**

**Resolution: 050/2024**

## Governance

# Review of Policy - Policy No. 91 - Climate Change Mitigation and Adaptation

**Report Author** Jonathan Harmey  
General Manager

**Motion** That Council confirms the continuation of Policy No. 91 - Climate Change Mitigation and Adaption, amended as follows:

<b>Policy No. 91</b>	<b>Climate Change Mitigation and Adaption</b>
<b>Purpose</b>	The purpose of this Policy is to provide a basis for acting to mitigate and adapt to the effects of climate change.
<b>Department Author</b>	Governance Jonathan Harmey, General Manager
<b>Council Meeting Date</b>	9 April 2024
<b>Minute Reference</b>	051/2024
<b>Next Review Date</b>	April 2026

## 1. Definitions

<i>Adaptation</i>	The process of adjustment to actual or expected climate and its effects. In human systems, adaptation seeks to moderate harm or exploit beneficial opportunities. In natural systems, human intervention may facilitate adjustment to expected climate and its effects ( <i>adapted from IPCC – Assessment Report 5</i> ).
<i>Climate Change</i>	A change in the state of the climate that can be identified (eg. using statistical tests) by changes in the mean and/or the variability of its properties and that persists for an extended period, typically decades or longer ( <i>IPCC – Assessment Report 5</i> ).
<i>Mitigation</i>	A human intervention to reduce the sources or enhance the sinks of greenhouse gases (GHGs) ( <i>adapted from IPCC – Assessment Report 5</i> ).
<i>Greenhouse Gas Audit</i>	An assessment which seeks to quantify a list of an organisation’s greenhouse gas emissions and emission sources. A strategic tool for understanding, managing and communicating emissions from an organisation’s activities.

*Heated and Cooled Spaces* A communal space for members of the community to attend to seek shelter from extreme weather conditions which would otherwise affect the health and well-being of community members.

## **2. Objective**

To acknowledge climate change as a factor to be managed and the Meander Valley Council's commitment to work with other levels of government, industry and the community to responsibly mitigate and adapt to the local effects of climate change.

## **3. Scope**

This Policy applies to all the Meander Valley Council's operations, practices, services and community facilities; including the management of natural areas.

Responses and specific actions to mitigate and adapt to the effects of climate change will be progressed in line with this Policy through normal planning and risk management systems.

## **4. Policy**

1. The Meander Valley Council acknowledges the world's climate is changing due to increasing concentrations of greenhouse emissions in the atmosphere caused by human activity.
2. All levels of government, industry and the community need to minimise greenhouse gas emissions. Coordinated and integrated action is needed to mitigate and adapt to climate change and the Meander Valley Council supports the Australian and State Governments acting to contribute to global climate change mitigation in a way that responsibly achieves environmental, economic and social sustainability.

3. The Meander Valley Council recognises that while all local impacts of climate change may not be immediately known, it is necessary to minimise pollution, greenhouse gas emissions and related environmental impacts, plan and adapt to emerging and future risks arising from climate change.
4. The Meander Valley Council commits to working with all levels of government, other local government municipalities, industry and the community to minimise pollution, greenhouse gas emissions and related environmental impacts and manage the economic, social and environmental risks that climate change pose.
5. The Meander Valley Council will seek to promote energy efficiency within the community, to assist the community in reducing individual greenhouse gas emissions and promote safety surrounding the emerging impacts of climate change.
6. The Meander Valley Council commits to providing ongoing professional development and education to staff and Councillors surrounding climate change and how it will affect the region.
7. The Meander Valley Council commits to conducting a Greenhouse Gas Audit on Council operations within 12 months of this Policy review. This will ensure a baseline understanding of the sources of the Council's greenhouse gas emissions, costs of maintaining greenhouse gas emitting assets and address where mitigation strategies should be targeted, including those actions which could provide cost saving to the Council. Once received, the Greenhouse Gas Audit will be assessed and proposed actions developed to reduce emissions.

8. In the event of a prolonged weather event in the Meander Valley local government area, the Council will implement measures (including use of Heated and Cooled Spaces) to support vulnerable members of the community, including those over the age of 65-years and the very young. These measures will include the use of Heated and Cooled Spaces and the Council will identify facilities that would be suitable for this purpose.
9. Meander Valley Council will continue to identify opportunities to innovate in, and in the way we live to build a sustainable and resilient community against climate change.

## **5. Legislation and Related Standards**

*Climate Change (State Action) Act 2008*

## **6. Responsibility**

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

**Moved** Councillor Ben Dudman

**Seconded** Councillor Anne-Marie Loader

**Votes For** Mayor Wayne Johnston  
Deputy Mayor Stephanie Cameron  
Councillor Ben Dudman  
Councillor Kevin House  
Councillor Anne-Marie Loader  
Councillor Rodney Synfield  
Councillor John Temple  
Councillor Daniel Smedley

**Votes Against** Councillor Michael Kelly

**Motion carried by simple majority**

**Resolution: 051/2024**



## Motion to Close Meeting

**Motion** That the Meeting be closed to the public for discussion of matters in the list of Agenda Items below.

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

**Moved** Councillor Ben Dudman

**Seconded** Councillor Kevin House

**Votes For** Mayor Wayne Johnston  
Deputy Mayor Stephanie Cameron  
Councillor Ben Dudman  
Councillor Kevin House  
Councillor Michael Kelly  
Councillor Anne-Marie Loader  
Councillor Rodney Synfield  
Councillor John Temple  
Councillor Daniel Smedley

**Votes Against** Nil

**Motion carried by absolute majority**

**Resolution: 052/2023**

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## Closed Session Agenda

### Confirmation of Closed Minutes

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

### Leave of Absence Applications

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

### General Manager's Quarterly Performance Report

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

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## Release of Public Information

No information from Closed Session Agenda Items were suitable for public release.

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## Meeting End

Meeting closed at 4.44pm.

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