



Meander Valley Council  
Working Together

# MINUTES

## ORDINARY COUNCIL MEETING

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**Tuesday, 9 July 2024**

**Time** 3.02pm

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

**Telephone** (03) 6393 5300

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## Attendance and Apologies

### 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

### Officers Present

Jonathan Harmey	General Manager
Wezley Frankcombe	Manager Governance and Legal
David Murray	Director Infrastructure Services
Craig Davies	Director Corporate Services
Matthew Millwood	Director Works
Justin Marshall	Team Leader Finance (Agenda Item 14.1)
Linda Butler	Team Leader Project Delivery (Agenda Item 15.1)
Nate Austen	Manager Community Wellbeing (Agenda Items 13.1 and 13.2)
Anthea Rooney	Governance Officer

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# 1. Opening of Meeting

Mayor Wayne Johnston declared the Meeting opened at 3.02pm.

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# 2. Acknowledgment of Country

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

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# Mayoral Announcement

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

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# 3. Confirmation of Minutes

**Motion** That Council receives and confirms the Minutes of the last Ordinary Council Meeting held on 11 June 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 and Councillor Daniel Smedley

**Votes Against** Nil

**Motion carried by simple majority**

**Minute Reference: 085/2024**

## 4. Declarations of Interest

Councillor Daniel Smedley declared an interest in Agenda Item 13.2 - Community Grants and Sponsorship Fund 2024-25 Round 1 and elected to leave the Chambers during discussion and voting on the Agenda Item.

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## **5. Council Workshop Report**

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

### **Topics Discussed – 25 June 2024**

#### **Planning Applications to be Presented at July Council Meeting**

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

#### **Review of Policy No. 80: Management of Public Art**

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

#### **Review of Australia Day Awards and Event**

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

#### **Renewal of Delegations Update**

*Councillors considered delegations from Council to the General Manager.*

#### **New Policy No. 99: Use of Body Worn Cameras**

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

#### **Review of Policy No. 21: Vandalism Reduction**

*Councillors discussed the redundancy of this Policy.*

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

*Councillors provided feedback on two new proposed Human Resources policies.*

#### **Council Audit Panel – Reappointment of Independent Chair**

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

#### **Transfer of Assets and Memorandum of Understanding – State Emergency Service**

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

#### **Councillor Learning and Development Framework**

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

## Items for Noting

### **HR+ – Access to Health Services Project**

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

## 6. Mayor and Councillors' Reports

### Councillors' Official Activities and Engagements Since Last Meeting

#### Mayor Wayne Johnston

*Attended the following events:*

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

#### Deputy Mayor Stephanie Cameron

*Attended the following events:*

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

#### Councillor Ben Dudman

*Attended the following events:*

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

#### Councillor Kevin House

*Attended the following events:*

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

#### Councillor Anne-Marie Loader

*Attended the following events:*

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

#### Councillor Rodney Synfield

*Attended the following events:*

- 21 June 2024 – Attended the Citizenship Ceremony at Westbury



### **Councillors' Announcements and Acknowledgements**

Councillor Anne-Marie Loader congratulated the Deloraine Dramatic Society on their production of the *Wizard of Oz*.

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## 7. Petitions

No Petitions were received as part of this Meeting

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## 8. Community Representations

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

*Requests received at least 14 days prior to a Council Meeting will be considered by the Chairperson. For further information, contact the Office of the General Manager on (03) 6393 5317 or email [ogm@mvc.tas.gov.au](mailto:ogm@mvc.tas.gov.au).*

No Community Representations were received as part of this Meeting

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## 9. Public Question Time

### 9.1. Public Questions With Notice

No Public Questions on Notice were received as part of this Meeting

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### 9.2. Public Questions Without Notice

#### **Question**

*Leigh Wasserfall - Proposed Bauxite Mine at Reedy Marsh*

1. Can the Council please advise how much, per year, over the mine's 20 year life expectancy, it has budgeted for the additional costs of repairing, maintaining and/or upgrading Porters Bridge Road arising as a result of the proposed bauxite mine in Reedy Marsh?

*Jonathan Harmey (General Manager) advised that regarding the question raised concerning budget, no decision has been formed by the Council in regard to the application you are referring to. As no determination has been made, there has been no decision made regarding any required infrastructure works that the Council would undertake in addition to the standard rehabilitation works required on those roads. Therefore, no additional budget has been determined at this stage as no decision has been made regarding the Planning Application.*

2. If the Council has not budgeted for these additional costs, can it please provide a high to low range cost estimate per year over the mine's lifespan?

*Jonathan Harmey (General Manager) advised that as mentioned in the previous response, no decision has been made on any infrastructure requirements in relation to that Planning Application. The Council is, therefore, not in a position to provide any costing information.*

## **Question**

*Nick van Anstel - Proposed Bauxite Mine at Reedy Marsh*

1. What is the Council's position on who is responsible for costs to upgrade Porters Bridge Road to mitigate road crash risks and pavement damage which would be the direct result of ABX's mine if it were to proceed?

***Jonathan Harmey (General Manager)** advised that the last two questions are similarly concerned with infrastructure requirements and additional traffic movement. The Council has heard the concerns raised by residents relating to truck movements and acknowledges that issue. The Council has not received the Planning Application for decision at this point. The Council's Planning Staff have not completed their assessment and the application has only recently come off advertising. All the required processes will be undertaken including an assessment regarding traffic impact concerns which will be undertaken by the Council's Engineering Team. All issues will be considered in due course, but for today's Meeting I am not able to provide an answer for the question you have raised.*

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## 10. Councillor Question Time

*Local Government (Meeting Procedures) Regulations 2015 – Regulation 30*

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

### 10.1. Councillors' Questions With Notice

No Councillors' Questions on Notice were received as part of this Meeting

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### 10.2. Councillors' Questions Without Notice

Councillor John Temple's question asked at the Meeting was answered

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## 11. Councillor Notices of Motion

No Councillor Notices of Motion were received as part of this Meeting

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## 12. Development and Regulatory Services

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

<b>File Reference</b>	S13-11-002/S13-11-004
<b>Report Author</b>	Wezley Frankcombe Manager Governance and Legal
<b>Authorised By</b>	Krista Palfreyman Director Development and Regulatory Services
<b>Motion</b>	That Council adopts Policy No. 99: Use of Body Worn Cameras (as shown below) and includes Policy No. 99 in the Meander Valley Council's Policy Manual:
<b>Policy No. 99</b>	<b>Use of Body Worn Cameras</b>
<b>Purpose</b>	The purpose of this policy is to provide for a framework for the use of a Body Worn Camera.
<b>Department Author</b>	Development and Regulatory Services Krista Palfreyman, Director
<b>Council Meeting Date</b>	9 July 2024
<b>Minute Reference</b>	086/2024
<b>Next Review Date</b>	July 2028

#### POLICY

##### 1. Definitions

<i>Body Worn Cameras BWC(s)</i>	A small recording device that captures video and audio recordings when activated.
<i>Authorised Council Officers</i>	An Authorised Council Officer, for the purposes of this Policy, is the Director Development and Regulatory Services and the General Manager or as authorised or delegated.

## 2. Objectives

The objectives of this Policy are to:

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

## 3. Scope

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

## 4. Policy

### 4.1 *Deployment and Use*

- **Issuance:** BWCs may be issued to Council Officers who have completed relevant training, and whose duties involve, or are assisting with, interaction with the public through compliance and enforcement activities and investigations. They may also be issued to Council Officers when interacting with members of the public in accordance with workplace health and safety protections.
- **How BWCs will be worn:** BWCs must be worn in an overt manner and in a prominent location on the body of the Council Officer.
- **Activation:** Council Officers may activate BWCs during public interactions and when responding to calls for service relating to compliance and legislative activities, including under the *Work Health and Safety Act 2012*. The BWC should be activated as soon as the Council Officers are aware of the need to record the interaction. Council Officers will announce that a BWC is recording, unless it is unreasonable to do so.
- **Deactivation:** BWCs should be deactivated upon completion of the interaction or when the incident is resolved. Council Officers may announce their intent to deactivate the BWC, except in circumstances where this could compromise safety.

- **Exceptions:** BWCs should not be activated in locations where there is a reasonable expectation of privacy, such as restrooms or locker rooms and where Council Officers are invited into private residences or property, unless the interaction is directly related to an active investigation or incident.

#### 4.2 Prohibited Use

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

#### 4.3 Data Management

##### 4.3.1 Storage and Retention

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

##### 4.3.2 Access and Review

- **Access:** Access to BWC footage is restricted to Authorised Council Officers. Council Officers may review their own BWC recordings for the purpose of report writing or court testimony. The data may be used to form part of a Work Health and Safety review process or investigation.
- **Requests for access from police and media:** Requests for access to BWC footage from the police and media must be directed to an Authorised Council Officers for review.



- **Request for access from persons recorded:** A person who has been recorded on a BWC may request to access a copy of the footage to an Authorised Council Officer. Should an Authorised Council Officer refuse such a request, they must provide a reason(s) for refusal.
- **Objecting to a refusal for access to data:** A person who has been recorded on a BWC and had their request to access a copy of the footage refused by an Authorised Council Officer may make a request to access the data under the *Right to Information Act 2009*.

#### 4.4 Privacy and Confidentiality

##### 4.4.1 Privacy Considerations

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

##### 4.4.2 Confidentiality

- **Sensitive Information:** Council Officers must be cautious not to capture sensitive information, such as personal identifiers, health information or other confidential details, whilst engaging in a compliance or enforcement activity or investigation, unless relevant and necessary to the matter at hand.
- **Dissemination:** Unauthorised sharing or dissemination of BWC footage is prohibited. Only appropriate Council Officers may release footage in accordance with relevant legislation or where appropriate to do so.

#### 4.5 Training and Compliance

##### 4.5.1 Training

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

#### 4.5.2 Compliance and Accountability

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

### 5. Legislation and Related Standards

*Personal Information Protection Act 2004*

*Right to Information Act 2009*

*Archives Act 1983*

*Listening Devices Act 1991*

*Work Health and Safety Act 2012*

### 6. Responsibility

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

#### **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 Michael Kelly, Councillor Anne-Marie Loader, Councillor John Temple and Councillor Daniel Smedley

#### **Abstained**

Councillor Rodney Synfield

**Motion carried by simple majority**

**Minute Reference: 086/2024**

## 13. Community Wellbeing

### 13.1 Revision of Policy No. 80: Management of Public Art

**File Reference** S04-05-029

**Report Author** Nate Austen  
Manager Community Wellbeing

**Authorised By** Jonathan Harmey  
General Manager

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

**Policy No. 80** **Management of Public Art**

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

**Department** Governance and Community Wellbeing  
**Author** Nate Austen, Manager Community Wellbeing

**Council Meeting Date** 9 July 2024  
**Minute Reference** 087/2024

**Next Review Date** **July 2028**

#### POLICY

#### 1. Definitions

*Public Art*

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

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

## **2. Objective**

The purpose of this Policy is:

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

## **3. Scope**

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

## **4. Policy**

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

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

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

- l. apply best practice standards of asset management including a commitment to consult with the artist(s) regarding any repairs or modifications to their work or its immediate surrounds;
- m. consultation fee processes should be outlined in contract documents for any new works; and
- n. provide funds in its annual operational budget for ongoing maintenance of public art.

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

*Copyright Act 1968*

*Copyright Amendment (Moral Rights) Act 2000*

Meander Valley Council Policy No. 60: Asset Management

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

State and Commonwealth legislation addressing the protection of cultural heritage

## **6. Responsibility**

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

**Moved** Councillor Anne-Marie Loader

**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 and Councillor Daniel Smedley

**Votes Against** Nil

**Motion carried by simple majority**

**Minute Reference: 087/2024**

## 13.2 Community Grants and Sponsorship Fund 2024-25 Round 1

<b>File Reference</b>	S15-01-036
<b>Report Author</b>	Nate Austen Manager Community Wellbeing
<b>Authorised By</b>	Jonathan Harmey General Manager

Due to a Declaration of Interest, Councillor Daniel Smedley withdrew from the Meeting at 3.29pm.

### Motion

That Council:

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

Applicant/ Project	Project Cost	Grant Request	Grant Proposed	Comments
Arts Deloraine Pocket Park Project	\$63,200	\$3,000	\$3,000	To be reviewed once conditions are met
Combined Churches of Westbury Carols on the Village Green	\$2,000	\$2,000	\$2,000	Supported
Mole Creek Progress Association Swimming Pool Equipment	\$2,565	\$2,565	\$2,130	Less funds for chemicals
Prospect Vale Park clubroom lighting	\$4,652	\$3,000	\$0	Not supported

AIC Tennis Club AIC (Auspice) Tennis Club Equipment	\$4,208	\$3,000	\$3,000	Supported
Deloraine Districts Pony Club Lawn Mower	\$8,264	\$3,000	\$3,000	Supported
Prospect Hawks Junior Football Club Artificial Turf for Coaches box	\$2,400	\$1,200	\$1,200	Supported
Star Rae Productions TasDance (Auspice) The Marvellous Wonderettes	\$21,051	\$3,000	\$3,000	Supported
Westbury Bowls Club Rookie Rollers School Program	\$5,464	\$3,000	\$3,000	Supported
Westbury Cricket Club Storage Container	\$3,665	\$3,000	\$3,000	Supported
Westbury RSL Volunteers	\$1,975	\$1,975	\$1,893	Supported Less GST on name tag costs
Wildwood Landcare Tools and Equipment	\$12,953	\$1,180	\$1,180	Supported
<b>Total</b>	<b>\$132,397</b>	<b>\$29,920</b>	<b>\$26,403</b>	

- b. Reimbursement Grant totalling \$350.

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

- c. Sponsorship Donation for Organisations totalling \$450.

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

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

<b>Applicant/Event</b>	<b>Grant Request</b>	<b>Grant Proposed</b>	<b>Comments</b>
Elliott, Q. U18 National Indoor Cricket Championships	\$150	\$150	
Davey, O. U16 State Rugby Championships.	\$150	\$150	
Schipper, W. National T20 Cricket Championship	\$150	\$150	
Brown, E. National Touch Football Championships	\$150	\$150	
Overvliet, J. Australian Junior U19 Volleyball championships	\$150	\$150	
Milich, Z. U16 National Youth Football Championships	\$150	\$150	
Flack, E. Womens National Indoor Cricket Championship	\$150	\$150	
<b>Total</b>	<b>\$1,050</b>	<b>\$1,050</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 Anne-Marie Loader, Councillor Rodney Synfield and Councillor John Temple

**Votes Against** Nil

**Motion carried by simple majority**

**Minute Reference: 088/2024**

Councillor Daniel Smedley returned to the Meeting at 3:32 pm.

## 14. Corporate Services

### 14.1 Financial Report to 30 June 2024

<b>File Reference</b>	S12-04-14
<b>Report Author</b>	Justin Marshall Team Leader Finance
<b>Authorised By</b>	Craig Davies Director Corporate Services
<b>Motion</b>	That Council receives the draft financial report for the year ended 30 June 2024, as provided in Attachment 1.
<b>Moved</b>	Councillor Ben Dudman
<b>Seconded</b>	Deputy Mayor Stephanie Cameron
<b>Votes For</b>	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 and Councillor Daniel Smedley
<b>Votes Against</b>	Nil

**Motion carried by simple majority**

**Minute Reference: 089/2024**

## 15. Infrastructure Services

### 15.1 Deloraine Recreational Precinct Final Masterplan

**File Reference** S29-22-051

**Report Author** Linda Butler  
Team Leader Project Delivery

**Authorised By** David Murray  
Director Infrastructure Services

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

**Moved** Deputy Mayor Stephanie Cameron

**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 John Temple and Councillor Daniel Smedley

**Votes Against** Councillor Rodney Synfield

**Motion carried by simple majority**

**Minute Reference: 090/2024**

## 15.2 Transfer of Assets and Memorandum of Understanding – State Emergency Service

<b>File Reference</b>	S04-04-068
<b>Report Author</b>	David Murray Director Infrastructure Services
<b>Authorised By</b>	Jonathan Harmey General Manager
<b>Motion</b>	That Council: <ol style="list-style-type: none"><li>1. approves the Meander Valley Council’s entry into a three-year Memorandum of Understanding with the State Emergency Service, as per Attachment 1; and</li><li>2. transfer of assets included in the Memorandum of Understand as listed in Attachment 1.</li></ol>
<b>Moved</b>	Councillor Ben Dudman
<b>Seconded</b>	Councillor Daniel Smedley
<b>Votes For</b>	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 and Councillor Daniel Smedley
<b>Votes Against</b>	Nil

**Motion carried by simple majority**

**Minute Reference: 091/2024**

## 16. Governance

### 16.1 Quarterly Report – June 2024 Annual Plan

**File Reference** S13-12-002

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

**Authorised By** Jonathan Harmey  
General Manager

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

## Supporting Our Customers

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

## Supporting Our Customers

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

## Managing Our Asset Portfolio

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

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

## Investing in Community Facilities and Infrastructure

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



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

## Making a Positive Contribution to Community Wellbeing

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

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

## Supporting Economic Growth, Prosperity and the Environment

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

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

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

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

## Managing Planning, Development and Regulation

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

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

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

ANNUAL PROJECTS						
Link	Activity	Measure	Lead	Status	Timing	Comments
1.1, 1.5	Deliver the annual Hard Waste Collection	Collection provided	Infra	Achieved	2	Completed in March 2024.
1.5, 6.1, 6.6	Complete design for expanded landfill cell at Cluan	Complete	Infra	Achieved	1, 2, 3	
1.1, 1.5	Maintain planning and environmental approvals and compliance for existing landfill operations	Nil environmental improvement notices	Infra	Achieved	1, 2, 3, 4	Ongoing.
1.3, 1.4, 1.5	Achieve 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.

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

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

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

## Managing Our Supply Chain to Procure Goods and Services

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

## Informing and Engaging Our Community

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

## Demonstrating a Commitment to Our People

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



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

## Ensuring a Safe and Healthy Workplace

ANNUAL PROJECTS						
Link	Activity	Measure	Lead	Status	Timing	Comments
5.4	Complete annual employee skin checks	Completed	CS	Achieved	1	Skin checks completed.
5.4	Hold departmental level initiatives for RUOK day, Mental Health Month	Delivered events	CS	Achieved	2, 3	RUOK day event conducted. Mental health first aid training planned for February. Lifeline training for management staff.
5.4	Implement an organisation wide engagement on WHS including sharing incident stories and	Implemented	CS	Achieved	2, 3	WHS Officer has taken numerous opportunities with staff groups to promote the importance of workplace safety. This will be ongoing.

ANNUAL PROJECTS						
Link	Activity	Measure	Lead	Status	Timing	Comments
	promoting the reporting of hazards, incidents and near misses					
5.4	Review workers compensation and rehabilitation management procedures to ensure active case management	Review complete	CS	Achieved	3, 4	Quarterly review of active cases has been instigated with insurer to ensure active case management.

**Moved** Councillor Kevin House

**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 and Councillor Daniel Smedley

**Votes Against** Nil

**Motion carried by simple majority**

**Minute Reference: 092/2024**

## 16.2 Removal of Policy No. 21: Vandalism Reduction

**File Reference** S13-11-002

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

**Authorised By** Jonathan Harmey  
General Manager

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

**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 and Councillor Daniel Smedley

**Votes Against** Nil

**Motion carried by simple majority**

**Minute Reference: 093/2024**

## 16.3 New Council Committee General Manager Performance Reviews

<b>File Reference</b>	S21-04-032
<b>Report Author</b>	Wezley Frankcombe Manager Governance and Legal
<b>Authorised By</b>	Jonathan Harmey General Manager
<b>Motion</b>	<p>That Council, pursuant to section 23 of the <i>Local Government Act 1993</i>:</p> <ol style="list-style-type: none"><li>1. establishes a Council Committee for the purposes of the General Manager's Performance Reviews;</li><li>2. appoints the following Councillor members to the General Manager's Performance Reviews Council Committee:<ol style="list-style-type: none"><li>a. Mayor Wayne Johnston</li><li>b. Deputy Mayor Stephanie Cameron</li><li>c. Councillor Anne-Marie Loader</li><li>d. Councillor Ben Dudman</li></ol></li><li>3. endorses the internal Human Resource Policy, General Manager's Performance Reviews, as per Attachment 1.</li></ol>

**Moved** Councillor Michael Kelly

**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 John Temple and Councillor Daniel Smedley

**Votes Against** Councillor Rodney Synfield

**Motion carried by simple majority**

**Minute Reference: 094/2024**

## 17. Motion to Close Meeting

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

### Recommendation

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

#### 2.1 Confirmation of Closed Minutes

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

#### 4.1 Audit Panel – Reappointment of Independent Chair

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

#### 4.2 Budget Adjustment 2024-25 Community Wellbeing

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

#### 4.3 General Manager's Quarterly Performance Report

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

#### 4.4 Records Management System – Preferred Vendor

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

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

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

#### 5.1 End of Closed Session and Release of Public Information

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

To be determined in Closed Council.

**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 and Councillor Daniel Smedley

**Votes Against** Nil

**Motion carried by absolute majority**

**Minute Reference: 095/2024**

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## 18. Close of Meeting

Mayor Wayne Johnston declared the Meeting closed at 3.52pm.

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