



Meander Valley Council  
Working Together

# AGENDA

## ORDINARY COUNCIL MEETING

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**Tuesday, 10 February 2026**

**Time** 5.00pm

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

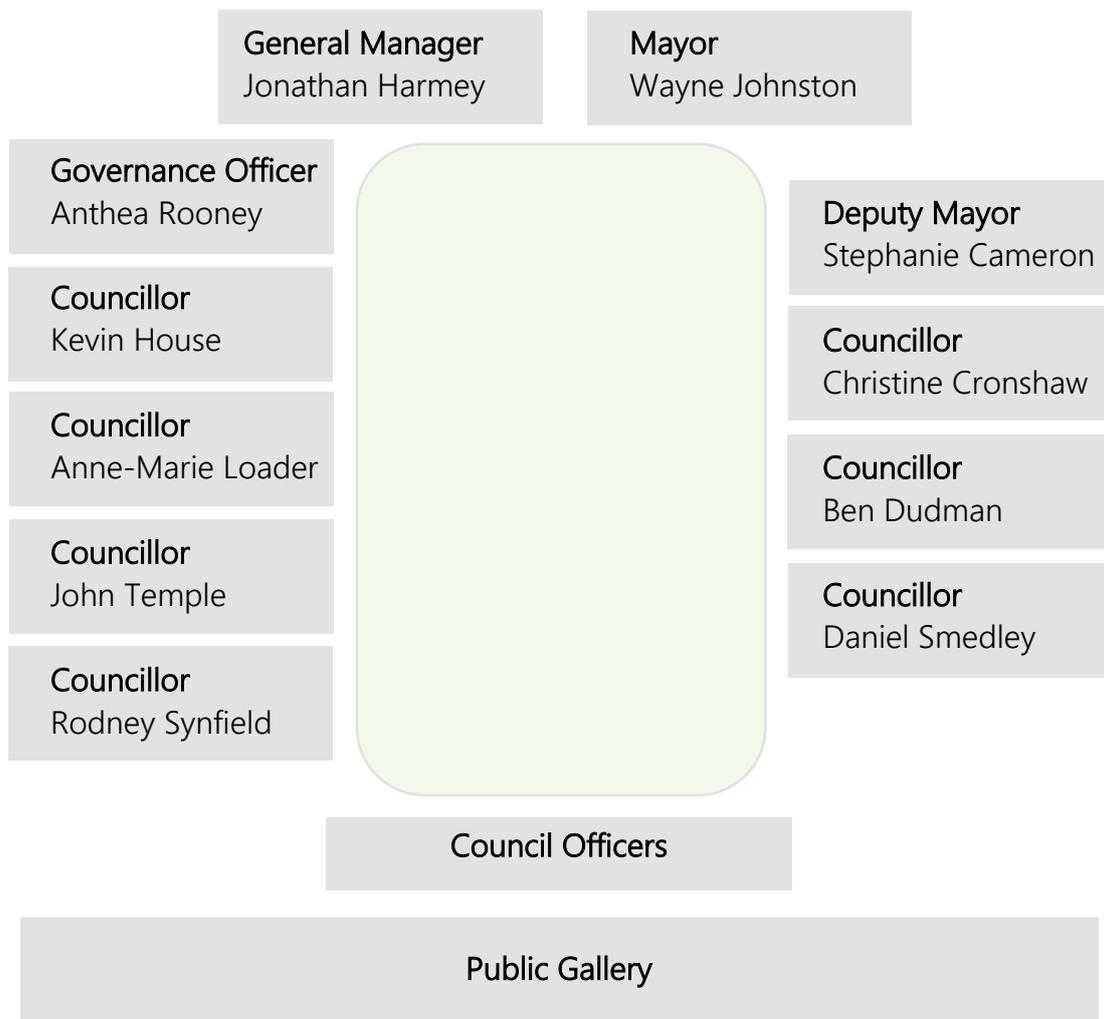
**Telephone** 6393 5300

# The Way We Work Together

## Our Agreed Behaviours

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

## Council Chambers Seating Plan



## Going to a Council Meeting

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

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

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

No unauthorised filming or recording of the Meeting is allowed.

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

### Learn More

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

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

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

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

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## Public Access to Chambers

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

### **For Planning Decisions:**

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

### **For All Decisions:**

Members of the media are welcome to take up any seats not in use by the public or email [ogm@mvc.tas.gov.au](mailto:ogm@mvc.tas.gov.au) to request specific information about a Council decision.

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

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

## Conduct at Council Meetings

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

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

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

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

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## Access and Inclusion

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

Any person with a disability or other specific needs is encouraged to contact the Council prior to the Meeting on 6393 5317 or via email to [ogm@mvc.tas.gov.au](mailto:ogm@mvc.tas.gov.au) to discuss how the Council can best assist you with access.

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## Council Meeting Processes

During Council Meetings, the following, processes occur:

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

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

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

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

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

## Certificate of Qualified Advice

The General Manager must ensure any advice, information or recommendation is given to Council by a person with the necessary qualifications or experience: section 65, *Local Government Act 1993*.

Council must not decide on any matter without receiving qualified advice or a certification from the General Manager.

Accordingly, I certify that, where required:

- (i) the advice of a qualified person was obtained in preparation of this Agenda; and
- (ii) this advice was taken into account in providing general advice to the Meander Valley Council; and
- (iii) A copy of any such advice (or a written transcript or summary of oral advice) is included with the Agenda item.

A handwritten signature in black ink, appearing to read 'Jonathan Harmey', with a long horizontal flourish extending to the right.

Jonathan Harmey  
General Manager

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# 1. Opening of Meeting and Apologies

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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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## 3. Statement of Attendance

*Local Government (Meeting Procedures) Regulations 2025: Regulation 8*

It is advised that persons attending this Meeting should note that:

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

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

### **Motion**

That Council receives and confirms the Minutes of the last Ordinary Council Meeting held on 20 January 2026.

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## 5. Declarations of Interest

*Local Government Act 1993: section 48*

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

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## 6. Council Workshop Report

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

### Topics Discussed – 27 January 2026

#### Workshop Attendance

##### **Present**

*Mayor Wayne Johnston, Deputy Mayor Stephanie Cameron, Councillor Ben Dudman, Councillor Anne-Marie Loader, Councillor Kevin House, Councillor Rodney Synfield, Councillor John Temple, Councillor Daniel Smedley and Councillor Christine Cronshaw*

##### **Draft Carrick Structure Plan**

*Councillors reviewed the Draft Carrick Structure Plan 2026-46 and provided feedback prior to public consultation.*

##### **Land Development Options – Westbury Works Depot (King Street) and Other Public Land**

*Councillors provided feedback on proposed land development proposals.*

##### **External Presentation – Sustainable Timber Tasmania – Quamby Bluff**

*Councillors received a presentation from Sustainable Timber Tasmania following the Notice of Motion raised at the Annual General Meeting.*

##### **Quamby Bluff Background Information**

*Councillors were provided with documentation associated with the HU304Y logging operations at Quamby Bluff.*

##### **Enterprise Resource Planning Vendor Assessment**

*Councillors received a briefing on the Enterprise Resource Planning process.*

##### **Review of Policy No. 67: *Personal Information Protection***

*Councillors reviewed and provided feedback on the Personal Information Protection Policy.*

##### **Review of Policy No. 24: *Councillor Expense Entitlements, Attendance at Conferences and Training***

*Councillors reviewed and provided feedback on the Councillor Expense Entitlements, Attendance at Conferences and Training Policy.*

##### **State Government Electoral Act Proposed Reforms**

*Councillors considered potential changes by the State Government to the Act.*

**Draft of the State Government's Health Revolution – Tasmania's 20-Year Preventative Health Strategy**

*Councillors received information.*

**2026 Australian Local Government Association National General Assembly – Call for Motions**

*Councillors considered if the Meander Valley Council would submit any motions for consideration.*

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## 7. Mayor and Councillors' Reports

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

#### Mayor Wayne Johnston

*Attended or participated in the following events:*

- 22 January 2026 – Meander Valley 2026 Volunteer Awards, Citizenship and Community Celebration

#### Deputy Mayor Stephanie Cameron

*Attended or participated in the following events:*

- 22 January 2026 – Meander Valley 2026 Volunteer Awards, Citizenship and Community Celebration

#### Councillor Ben Dudman

*Attended or participated in the following events:*

- 22 January 2026 – Meander Valley 2026 Volunteer Awards, Citizenship and Community Celebration
- 27 January 2026 – Meander Valley Council Audit Panel

#### Councillor Kevin House

*Attended or participated in the following events:*

- 22 January 2026 – Meander Valley 2026 Volunteer Awards, Citizenship and Community Celebration
- 26 January 2026 – Rotary Club of Westbury Australia Day Breakfast
- 29 January 2026 – Prospect Vale Blackstone Heights Structure Plan – Community Drop-In Session

#### Councillor Anne-Marie Loader

*Attended or participated in the following events:*

- 21 January 2026 – Meander House Community Meeting
- 22 January 2026 – Meander Valley 2026 Volunteer Awards, Citizenship and Community Celebration
- 26 January 2026 – Rotary Club of Westbury Australia Day Breakfast
- 29 January 2026 – Prospect Vale Blackstone Heights Structure Plan – Community Drop-In Session

#### Councillor Rodney Synfield

*Attended or participated in the following events:*

- 22 January 2026 – Meander Valley 2026 Volunteer Awards, Citizenship and Community Celebration
- 29 January 2026 – Prospect Vale Blackstone Heights Structure Plan – Community Drop-In Session

### **Councillor John Temple**

*Attended or participated in the following events:*

- 22 January 2026 – Meander Valley 2026 Volunteer Awards, Citizenship and Community Celebration
- 29 January 2026 – Prospect Vale Blackstone Heights Structure Plan – Community Drop-In Session

### **Councillor Christine Cronshaw**

*Attended or participated in the following events:*

- 22 January 2026 – Meander Valley 2026 Volunteer Awards, Citizenship and Community Celebration
- 27 January 2026 – Meander Valley Council Audit Panel

## **Councillors' Announcements and Acknowledgements**

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## 8. Petitions

### 8.1. Consideration of Issues Associated With Logging at Quamby Bluff

<b>File Reference</b>	S13-09-007
<b>Authorised By</b>	Jonathan Harmey General Manager
<b>Decision Sought</b>	Tabling and consideration of the petition lodged by Shanna Souvlis, regarding logging activities at Quamby Bluff.
<b>Vote</b>	Simple majority

#### Motion

That Council:

1. notes, pursuant to section 57(1) of the *Local Government Act 1993*, Shanna Souvlis lodged a petition requesting the Meander Valley Council *to act on its stated values by visiting Quamby Bluff to observe the impact of recent logging, investigate social and environmental impacts and ineffective restoration and regeneration caused by Coupe HU304Y and work to protect the forested slopes of Quamby Bluff.*
2. notes that the petition is compliant with section 57(2) of the *Local Government Act 1993* and is therefore tabled by the General Manager; and
3. pursuant to section 60(2)(b) of the *Local Government Act 1993*, determines the action that Council will meet with Hands Off Quamby Bluff to gain a greater understanding of their concerns relating to the Quamby Bluff Coupe HU304Y.

#### Report

A paper petition containing 192 signatures was received from Shanna Souvlis at the Council Meeting held on 20 January 2026. Upon review, this petition meets the general requirements of submission for section 57(2) of the *Local Government Act 1993* (the Act).

The petition states:

*We, the undersigned concerned citizens, call on the Mayor and Councillors of the Meander Valley Council to act on its stated values by visiting Quamby Bluff to observe the impact of recent logging, investigate social and environmental impacts and ineffective restoration and regeneration caused by Coupe HU304Y and work to protect the forested slopes of Quamby Bluff.*

Under section 60(2) of the Act, the General Manager has provided reasonable notice to Shanna Souvlis that Council will consider the petition at this Meeting.

Under section 60(2)(b) of the Act, Council is to determine whether any action will be taken in respect of this petition. It was noted that the Council will meet with Hands Off Quamby Bluff to gain a greater understanding of their concerns relating to Quamby Bluff Coupe HU304Y.

### **Attachments**

1. Summary Petition – Hands Off Quamby Bluff (Redacted) [8.1.1 - 2 pages]

### **Strategy**

Supports the objectives of Council's strategic future direction

5. Delivering responsible leadership and governance

See Meander Valley Community Strategic Plan 2024-34. [Click here](https://www.meander.tas.gov.au/plans-reports) or visit <https://www.meander.tas.gov.au/plans-reports> to visit.

### **Policy**

Not applicable

### **Legislation**

*Local Government Act 1993*: sections 57(2) and 60(2)(b)

### **Consultation**

Not applicable

### **Budget and Finance**

Not applicable

### **Risk Management**

Not applicable

### **Alternate Motion**

Not applicable

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8.1.1 Petition - Hands Off Quamby Bluff (Redacted)

**Petition To The Mayor and Councillors of the Meander Valley Council**

Quamby Bluff is loved by many, including community members that live in the Meander Valley, and is under threat due the industrial scale logging by Sustainable Timber Tasmania.

- In 2022, Sustainable Timber Tasmania contractors clearfelled 20 hectares of forests in logging coupe HU304Y on the slopes of Quamby Bluff. This resulted in significant environmental harm including damaged water supplies and soaks for adjacent neighbours, a loss of habitat for endemic wildlife and likely impacts on endangered species, and resulted in the loss of visual amenity for all in the Meander Valley.
- In 2023, thousands of tonnes of wasted timber, understorey, and slash were needlessly burned, dumping pollution and CO2 emissions into the air. The high intensity regeneration burn also scorched forests outside the planned burned area—forests that are an important buffer for the adjacent Tasmanian Wilderness World Heritage Area.
- Sustainable Timber Tasmania maintains plans to designate an additional 115.9 hectares in this area of Quamby Bluff for logging. The remaining 25.9 hectares are planned to be logged inside the partialled clearfelled coupe HU304Y and a further 90 hectares being slated for logging inside an adjacent coupe HU304A.

**We, the undersigned concerned citizens, call on the Mayor and Councillors of the Meander Valley Council to act on its stated values by visiting Quamby Bluff to observe the impact of recent logging, investigate social and environmental impacts and ineffective restoration and regeneration efforts caused by Coupe HU304Y, and work to protect the forested slopes of Quamby Bluff.**

Full Name	Home Address	Signature
Jane Easton		
Jan Sauger		
Elizabeth Norman		
Lindsie Mahnis		
KIRSTEN LAURIE		
Abu Adam Marko		

8.1.1 Petition - Hands Off Quamby Bluff (Redacted)

Total signatures: 192

Date of presentation to the Mayor and councillors of Meander Valley Council: 20 JANUARY 2026

Name and address of resident presenting petition to the Mayor and councillors of Meander Valley Council.

Sharna Soullis  
669 Sackeys<sup>North</sup> Road  
Sackeys North - TAS - 7304

## 9. Community Representations

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

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

No Community Representations have been received as part of this Agenda

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## 10. Public Question Time

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

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

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

[Click here](#) to submit an online question for a future Meeting.

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

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### 10.1. Public Questions With Notice

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

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

#### Question

Doreen Wileman, Westbury (submitted via email on 30 January 2026)

1. Can Westbury dog owners expect a dog exercise park along the lines of the park in Deloraine in the near future?

**Matthew Millwood (Director Works)** advised that the Council is constructing a new off lead dog area at Moore Street Westbury; these works are anticipated to be completed before the end of June 2026.

2. [With reference to the introductory remarks made by the Mayor at the Council Meeting held on 20 January 2026] will the Mayor clarify what the event was in Sydney to which he referred?

**Wayne Johnston (Mayor)** advised that the major event referred to at the referenced Council Meeting was the 14 December 2025 tragedy at Bondi Beach.

## Question

*Peter Wileman, Westbury (submitted via email on 30 January 2026)*

1. *Were the ratepayers of the Meander Valley municipality consulted at any point on issues concerning Bracknell Hall, in a manner comparable to the consultation undertaken regarding the council's annexation of the Westbury Town Hall?*

**Jonathan Harmey (General Manager)** advises that the Council undertook community consultation from 6 to 21 November 2025 and requested feedback from the community regarding the two options for building improvements at Council's facilities at Lyall Street, Westbury (one option included upgrades to the Westbury Town Hall). This feedback survey was available via the Council's website and in hard copy at the Council's offices. It was promoted on Facebook and advertised in the *Examiner* newspaper. Councillors and the Council's Management were provided with all survey responses and these formed part of their deliberation for decision 164/2025. A summary of the public feedback was also published to the Council's website on 2 December 2025 and the link to this page has been shared with you previously in correspondence from the Council. A public survey of this nature was not undertaken with the project referenced which saw improvements to the Council's facilities at Louisa Street, Bracknell.

2. *Has the former Meander Valley Mayor and current Committee Member of the Bracknell Hall Committee written to the Council regarding his appreciation for the assistance in gaining the original \$1,000,000 of State and Federal funds and the further gift from the Meander Council of the \$235,000 that was supposed to be spent on upgrading the Westbury Sports Centre and if so, will the Council publish the correspondence?*

**Jonathan Harmey (General Manager)** advises that no former Meander Valley Council Mayors are currently members of the Bracknell Public Hall and Recreation Ground Committee. The Bracknell Hall project referred to in this question has not been completed at the expense of any Westbury Sports Centre projects; this is incorrectly stated in the question.

## **10.2. Public Questions Without Notice**

*Local Government (Meeting Procedures) Regulations 2025: Regulation 37*

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

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

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

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# 11. Councillor Question Time

## 11.1. Councillors' Questions With Notice

*Local Government (Meeting Procedures) Regulations 2025: Regulation 35*

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

### **Question**

*Councillor Anne-Marie Loader (received via email – 30 January 2026)*

1. *Since the December 2025 Council Meeting, has there been any progress with the planning to refurbish the Westbury Town Hall and Supper Room, and if so, can I have an outline of what has occurred.*

**Jonathan Harmey (General Manager)** advised that the Council approved their preferred project to achieve additional area for administration and governance arrangements, which includes repurposing the current Council Chambers as offices, renovating the Westbury Supper Room and renovating the Westbury Town Hall. Since 9 December 2025, the Council's Officers have commenced work on the decision. A surveyor has been on site to record ground height levels to assist with changes to the rear car park. A meeting has been scheduled with an architect to progress designs for the Westbury Supper Room and Westbury Town Hall refurbishments. There have also been two Workshops providing an opportunity for Councillors and management to discuss the project further.

2. *Members of the public have contacted me about the removal of the cricket nets at Prospect Vale Park. Are there any plans to reinstate them somewhere in and around this area?*

**David Murray (Director Infrastructure Services)** advised that the Council acknowledges that the removal of the cricket nets has raised concerns for some local families and casual users who have valued the facility as an informal practice space over many years.

Cricket has not been played at Prospect Vale Park since the Prospect Vale Cricket Club last played in February 2010. Other sports have fully utilised the recreation grounds since that time.

The upcoming works align with the Prospect Vale Park Development Plan approved by Council in 2012. This Plan sets a long-term 20-year direction for how the park is used and invested in and was developed through consultation with clubs, residents and key stakeholders.

As part of this Plan, the old concrete scoreboard and cricket nets were identified for removal to support road and parking upgrades and improve overall site safety and access at Prospect Vale Park. The decision to remove the cricket pitch from the oval was made some years ago and reflected the need to prioritise other sporting and community uses at this location, given the range of sports already operating at the precinct and the limited available space. The cricket nets have remained in place until it has been made necessary to remove them to facilitate the current roadworks project.

At this stage, the Council has not identified an alternative location for cricket nets within the Prospect Vale Park precinct. The current project scope and site constraints mean that the area is unable to accommodate facilities for all ball sports while still meeting safety, access and infrastructure requirements.

The Council acknowledges that this change may be inconvenient for some families, particularly those who live nearby. Cricket nets remain available for use at other locations including Hadspen Recreation Ground and a number of local schools and parks across the greater Launceston area.

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## **11.2. Councillors' Questions Without Notice**

*Local Government (Meeting Procedures) Regulations 202: Regulation 34*

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

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

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

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## **12. Councillor Notices of Motion**

*Local Government (Meeting Procedures) Regulations 2025 Regulations 19 and 20*

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

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## 13. Corporate Services

### 13.1. Audit Panel Minutes - 27 January 2026

<b>File Reference</b>	S13-12-013
<b>Report Author</b>	Anthea Rooney Governance Officer
<b>Authorised By</b>	Craig Davies Director Corporate Services
<b>Decision Sought</b>	Receipt of the Minutes of the Audit Panel Meeting held on 27 January 2026
<b>Vote</b>	Simple majority

#### Motion

That Council receives the Minutes of the Audit Panel Meeting held on 27 January 2026 as provided in Attachment 1.

#### Report

The purpose of this report is for Council to receive the Minutes of the Council's Audit Panel Meeting held on 27 January 2026

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

#### Attachments

1. Audit Panel Minutes – 27 January 2026 [13.1.1 - 9 pages]

#### Strategy

Supports the objectives of Council's strategic future direction  
5: innovative leadership and community governance.

See Meander Valley Community Strategic Plan 2024-34. [Click here](#) or visit <https://www.meander.tas.gov.au/plans-reports> to view.

#### Policy

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

**Legislation**

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

**Consultation**

Not applicable

**Budget and Finance**

Not applicable

**Risk Management**

Not applicable

**Alternate Motion**

Not applicable

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Meander Valley Council  
Working Together

# MINUTES

## AUDIT PANEL

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**Tuesday, 27 January 2026**

**Time** 11.00am

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

**Telephone** 6393 5300

**Present**

Andrew Gray (Independent Member) (Chair)

Councillor Ben Dudman

Councillor Christine Cronshaw

**In Attendance**

Jonathan Harmey (General Manager)

Craig Davies (Director Corporate Services)

David Murray (Director Infrastructure Services)

Justin Marshall (Team Leader Finance)

Anthony Kempnich (Manager Governance and Legal)

Anthea Rooney (Governance Officer)

**Apologies**

Ken Clarke (Independent Member)

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## 1 Opening of Meeting and Apologies

The Chair, Andrew Gray, opened the Meeting at 11.00am and welcomed Councillor Christine Cronshaw to the Meeting.

An apology was received from Ken Clarke.

## 2 Statement of Attendance

*Local Government (Meeting Procedures) Regulations 2025: Regulation 8*

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

## 3 Declaration of Pecuniary Interests

There were no Declarations of Pecuniary Interests for this Meeting.

## 4 Confirmation of Previous Minutes

That the Minutes of the Meander Valley Council Audit Panel Meeting held on 23 September 2025 be confirmed as a true and correct record.

**CARRIED**

## 5 Outstanding Issues from Previous Meetings

### 5.1 Outstanding Items From Previous Meetings

<i>Date of Meeting</i>	<i>Agenda Item</i>	<i>Requested Action</i>	<i>Resp Off</i>	<i>Status Update - Resolution</i>
24 Jun 2025	<b>Agenda Item 10.2</b> Review Management's Implementation of Tasmanian Audit Office's Recommendations	Awaiting sign off by Tasmanian Audit Office.	JM	Sign off expected in June 2026.

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

## 6 Governance and Strategy

### 6.1 Review of Policies and Procedures

*Responsible Officer: Anthony Kempnich (Manager Governance and Legal)*

Policies, as presented, were noted.

## 7 Financial and Management Reporting

### 7.1 Review Financial Results and Management Reports

*Responsible Officer: Justin Marshall (Team Leader Finance)*

Asbestos discovery and removal contributed to increased costs for the Waste Management Strategy and costs will be contained in this financial year.

There was some discussion regarding investment strategies.

### 7.2 Review Any Business Unit or Special Financial Reports

*Responsible Officer: Justin Marshall (Team Leader Finance)*

The Annual Report that was endorsed at the Council's Annual General Meeting held on Tuesday, 9 December 2025. No further discussion was necessary.

## 8 Internal Audit

### 8.1 Consider Any Available Audit Reports

*Responsible Officer: Craig Davies (Director Corporate Services)*

Recruitment is currently underway for a Work, Health and Safety Officer.

### 8.2 Review Management's Implementation of Audit Recommendations

*Responsible Officer: Craig Davies (Director Corporate Services)*

It was noted that nothing has altered since report compilation. Progress with corrective actions from the Business Continuity Plan (BCP) review has been delayed due to staff changes. The Fraud and Corruption review requires some staff training. The Risk Register review work is continuing.

## 9 External Audit

### 9.1 Consider Any Audit Reports (Financial or Performance) From the Tasmanian Audit Office

*Responsible Officer: Justin Marshall (Team Leader Finance)*

The Tasmanian Audit Office did not attend the Meeting. It was noted that an in person report was not necessary given the low number (one) and nature of findings identified in the 2025 financial statement audit.

### 9.2 Consider Any Performance Audit Reports that will be Undertaken by the Tasmanian Audit Office and Address Implications for the Council

*Responsible Officer: Justin Marshall (Team Leader Finance)*

Nothing further to discuss.

### 9.3 Review Management's Implementation of Audit Recommendations – December

*Responsible Officer: Justin Marshall (Team Leader Finance)*

One area of improvement identified was in relation to the IT Change Management processes. Changes in process are being considered to address the finding.

The Panel noted that a considerable amount of work had occurred in order to clear up outstanding items raised by the Tasmanian Audit Office.

## 10 Risk Management and Compliance

### 10.1 Annual Review of Risk Management Framework Policies

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

Nothing further to report.

### 10.2 Review Periodic Risk Management Reports (Including Periodical/Rotational Risk Review)

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

It was noted that no change to the content was necessary.

### 10.3 Review Information and Communications Technology Governance, Including Processes and Controls for Management and Use of Data, Information and Knowledge

*Responsible Officer: Craig Davies (Director Corporate Services) and Anthony Kempnich (Manager Governance and Legal)*

It was noted that the transition to Microsoft 365 - *Sharepoint* and *Teams* has been implemented and the transition has been successful within the organisation. Tablets are gradually being introduced to the Works team.

### 10.4 Review Business Continuity Plan

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

The annual organisational exercise review was undertaken and completed.

### 10.5 Review Work, Health and Safety Management Processes

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

Report taken as read. Continuing work is occurring on the safe work procedures manual.

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

*Responsible Officer: Anthony Kempnich (Manager Governance and Legal)*

Nothing to report in addition to the presented Agenda Item.

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

*Responsible Officer: Anthony Kempnich (Manager Governance and Legal)*

Nothing further to report.

## 11 Audit Panel Performance

### 11.1 Review Audit Panel Charter and Make Any Recommendations for Change to Council for Adoption (Review Every Four Years) – December

*Responsible Officer: Andrew Gray (Chair)*

No changes recommended.

## 12 Other Business

### 12.1 Gifts and Benefits Register Report

*Responsible Officer: Anthony Kempnich (Manager Governance and Legal)*

The Council maintains a publicly available register on the Meander Valley Council's website. It is accessible via the Council's website and reported as necessary.

### 12.2 Enterprise Agreement Bargaining Update

*Responsible Officer: Jonathan Harmey (General Manager)*

Enterprise bargaining negotiations completed and in place for four years.

### 12.3 Summary of Waste Management Facility Operations – 2025-26

Summary included for Panel consideration whilst noting significant changes in offered services. It was suggested that an annual summary be presented to the Audit Panel for consideration.

### 12.4 Employee Leave Balances

For noting only.

## 13 Next Meeting

The next Meeting of the Meander Valley Council Audit Panel is scheduled for 9:30am on Tuesday, 24 March 2026.

## 14 Meeting Closure

There being no further business, the Chair, Andrew Gray closed the Meeting at 12.02pm.

## 14. Governance and Community Wellbeing

### 14.1. Appointment of Acting General Manager

<b>File Reference</b>	S21-07-057
<b>Report Author</b>	Jonathan Harmey General Manager
<b>Decision Sought</b>	Appointment of the Acting General Manager for the period 2-8 March 2026.
<b>Vote</b>	Simple majority

#### Motion

That Council, as an exception to decision 151/2024, appoints Director Infrastructure Services, David Murray, as Acting General Manager for the period 2 to 8 March 2026 when the General Manager is on planned leave.

#### Report

The General Manager is taking annual leave from 2 to 8 March 2026 inclusive.

Council formed the decision in November 2024 (decision 151/2024) for:

1. a standing appointment under section 61B(4) of the *Local Government Act 1993*, of an Acting General Manager during all absences of the General Manager, Jonathan Harmey, of 14 days' duration or fewer, as follows:
  - a. Craig Davies, Director Corporate Services;
  - b. Krista Palfreyman, Director Development and Regulatory Services;
  - c. David Murray, Director Infrastructure Services; and
  - d. Matthew Millwood, Director Works.
2. during absences over 14 days' duration the Mayor may appoint a person to act in the office of General Manager under section 61B(2)(a) of the *Local Government Act 1993* and where sufficient notice of absence is provided by the General Manager, a separate appointment will be made by Council under section 61B(4) of the *Local Government Act 1993*.
3. the approvals in Recommendation 1, under section 61B(4) of the *Local Government Act 1993*, will remain in place until September 2027.

Section 61B(4) of the *Local Government Act 1993* states:

*The council may appoint a person to act in the office of general manager during every absence of the general manager.*

Coverage for periods of leave is an important part of Council management. David's appointment will provide experience to another Director having acted as General Manager. David commenced with the Council as Director Infrastructure Services in February 2024.

### **Attachments**

Nil

### **Strategy**

Supports the objectives of Council's strategic future direction:

5. Delivering responsible leadership and governance

See Meander Valley Community Strategic Plan 2024-34. [Click here](#) or visit <https://www.meander.tas.gov.au/plans-reports> to visit.

### **Policy**

Not applicable

### **Legislation**

*Local Government Act 1993*: section 61B.

### **Consultation**

The General Manager has discussed the recommendation with the Mayor and Executive Management Team.

### **Budget and Finance**

Not applicable

### **Risk Management**

The appointment of an Acting General Manager ensures all legislative delegations are able to be applied.

### **Alternate Motion**

If Council does not approve the Motion, the normal provisions of decision 151/2024 will apply for the leave period.

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## 14.2. Proposed Electoral Act Reform Submission

<b>File Reference</b>	S13-08-104
<b>Report Author</b>	Jonathan Harmey General Manager
<b>Decision Sought</b>	Determination of position regarding Local Government Electoral Reforms being proposed by the State Government.
<b>Vote</b>	Simple majority

### Motion

That Council approves a submission to the Office of Local Government on the draft *Local Government Electoral Bill 2025* and *Local Government Amendment (Electoral Reforms) Bill 2025* as provided in Attachment 1.

### Report

The Minister for Local Government wrote to the Council on 8 December 2025 requesting feedback on an exposure draft of the *Local Government Electoral Bill 2025* by 28 February 2026. The proposed electoral reforms include the two documents currently available for public comment:

- a new, standalone *Local Government Electoral Bill 2025*; and
- a *Local Government Amendment (Electoral Reforms) Bill 2025*, delivering a number of changes to the *Local Government Act 1993*.

Proposed changes to local government electoral legislation forms part of the [State Government's priority reform program for Local Government](#).

Key reforms in the *Local Government Electoral Bill 2025* include flexibility for the Tasmanian Electoral Commission to determine the method of an election, increased transparency in political gifts and donations, strengthened advertising rules and changes to voter and candidate eligibility.

The draft *Local Government Amendment (Electoral Reforms) Bill 2025* repeals existing electoral provisions from the *Local Government Act 1993*, introduces caretaker provisions for councils during election periods and reforms to the current interest's management framework for local Councillors.

A major change proposed by the State Government is for the election of a Council's Deputy Mayor to be completed by a vote at a Council Meeting. In this scenario, a Council will determine which Councillor would be the Deputy Mayor and their term as Deputy Mayor either the term of office or a lesser period.

The Meander Valley Council strongly opposes this proposed change and advocates for the State Government to retain the current state where the Deputy Mayor is elected by the electors of the municipality during the ballot of Local Government elections.

Council's position on the draft *Local Government Amendment (Electoral Reforms) Bill 2025* was discussed at the 27 January 2026 Workshop.

### **Attachments**

1. State Government Electoral Act Proposed Reforms Submission – 10 February 2026 [14.2.1 - 6 pages]
2. Letter from Minister for Local Government Regarding Electoral Reforms [14.2.2 - 2 pages]

### **Strategy**

Supports the objectives of Council's strategic future direction

5. Delivering responsible leadership and governance

See Meander Valley Community Strategic Plan 2024-34. [Click here](#) or visit <https://www.meander.tas.gov.au/plans-reports> to visit.

### **Policy**

Not applicable

### **Legislation**

*Local Government Act 1993*

### **Consultation**

Councillors and members of the public are able to submit their own feedback to the proposed changes by email to [LG.Consultation@dpac.tas.gov.au](mailto:LG.Consultation@dpac.tas.gov.au) by midnight on 28 February 2026.

### **Budget and Finance**

Council will be required to fund any additional costs of meeting the proposed legislative changes.

### **Risk Management**

The proposed legislative changes are compulsory to Local Government once adopted and changes will need to be applied to the Council's processes.

## **Alternate Motion**

Council can:

1. approve the proposed submission with amendments; or
2. elect not to provide a submission.

## 14.2.1 State Government Electoral Act Proposed Reforms Submission - 10 February 2026



10 February 2026

The Hon Kerry Vincent MP  
Minister for Local Government  
GPO Box 123  
Hobart TAS 7001  
Via email only: LG.Consultation@dpac.tas.gov.au

Dear Minister Vincent,

Proposed Electoral Reform Submission

I write to provide Meander Valley Council's (Council) submission in response to the proposed Local Government Electoral Bill and proposed Local Government Amendment (Electoral Reforms) Bill 2025.

Local Government Electoral Bill 2025

Electoral Bill - Part	Reform Description
2 - ELECTION OF MAYORS, DEPUTY MAYORS AND COUNCILLORS	<p>Provides for the election of the Deputy Mayor 'around the table' by councillors, rather than by direct elector ballot. This must be done by vote of the council (simple majority), and within the first two general meetings of council.</p> <p>The Bill allows councils to determine the term of deputy mayor to be either the term of council or a lesser period.</p>
Council Comment	<p>Not supported.</p> <p>The Council supports maintaining the status quo. The Deputy Mayor should be elected by the electors, rather than the Councillors, which was the case in the last Local Government elections in 2022. The insignificant savings from the electoral process for the Deputy Mayor are considered to be outweighed by retaining the more democratic process involving the electors of the local government area.</p>
4 - ELECTORS AND ELECTORAL ROLLS	<p>Preserves a supplementary roll ('general manager's roll') for electors not entitled to be on the House of Assembly (HoA) Roll in respect of an electoral area, as well as clear and consistent criteria for applying to be on this roll. This supplementary roll is now named the Local Government Electoral Roll.</p> <p>This roll is for persons with property-based entitlements (landowners/occupiers, corporate bodies) and non-citizen electors (nominated director or the secretary of a corporate body) <i>who have lived in the electoral area for a continued period of at least 12 months.</i></p> <p>Provides that responsibility for keeping and maintaining the supplementary rolls for electoral areas is to transfer to the TEC (currently council General Managers must maintain their council's supplementary rolls).</p>

## 14.2.1 State Government Electoral Act Proposed Reforms Submission - 10 February 2026

Electoral Bill - Part	Reform Description
	<p>Tightens the criteria for who can nominate to vote on behalf of corporate bodies, including that they:</p> <ul style="list-style-type: none"> <li>• Must be a director or the secretary of the corporate body; and</li> <li>• Must not be already enrolled on the HoA roll for the electoral area; and</li> <li>• Not be the corporate body nominee for another corporate body in the same area.</li> </ul> <p>This changes the current situation where a person may have up to two votes (e.g. one in their own right, and one on behalf of a body corporate).</p>
Council Comment	<p>Support with exceptions.</p> <p>Support for all proposed changes, other than "(16.2.b) Must not be already enrolled on the HoA roll for the electoral area" and "(16.2.d) Not be the corporate body nominee for another corporate body in the same area". There does not appear to be any issue with a person currently having two votes where they are entitled to vote as an elector and as the nominated representative of a corporate body.</p>
5 – COMPULSORY VOTING	<p>Preserves compulsory voting for those on the HoA roll (status quo). Voting remains optional for electors on the supplementary Local Government Electoral Roll.</p>
Council Comment	<p>Support.</p>
6 – ISSUING AND RECEIVING PLACES, POLLING PLACES AND ELECTION OFFICIALS	<p>Reduces prescription and introduces flexibility to 'future proof' elections, allowing the Electoral Commissioner to determine the method of voting at an election. This can include one or more methods, including attendance voting at a polling place and/or postal voting (including provision and receipt of ballots in person and by mail). These provisions provide flexibility for the Commissioner to determine multiple methods of voting, supporting the position of moving to a hybrid postal electoral format, allowing for continued mail voting, with provision of pre-polling and polling places for in-person completion of ballots.</p> <p>The provides for the postal method (allowing for and encouraging for hand returns) as the default election method and allows for an attendance ballot only where the Commissioner is satisfied available postal services are inadequate to ensure the reliable conduct of the election by postal ballot, a postal ballot would be more expensive to conduct than an attendance ballot. The Commissioner will be required to issue a notice as to the chosen method of election at least six months in advance of the notice of an election.</p>
Council Comment	<p>Support.</p> <p>The Council supports a more flexible process for electors to have their say in local government elections.</p>
7 – NOTICES OF ELECTIONS AND NOMINATIONS	<p>Provides that a local government election or by-election may not be held such that the polling period overlaps the date of a Tasmanian or Australian Government parliamentary election.</p> <p>Provides for continuation of non-citizen voting via the supplementary roll, while requiring <u>candidates</u> for council to be Australian citizens eligible to vote in parliamentary elections.</p>

## 14.2.1 State Government Electoral Act Proposed Reforms Submission - 10 February 2026

Electoral Bill - Part	Reform Description
	<p>Retains a single-phase nomination process, nomination conditions include that a nominee:</p> <ul style="list-style-type: none"> <li>• is enrolled on the Local Government Electoral Roll for an address in the electoral area or is enrolled on the State roll; and</li> <li>• is an Australian citizen; and</li> <li>• is not a councillor of another council; and</li> <li>• has not been barred by a court or the Tribunal under this Act, the Local Government Act 1993 or any other Act; and</li> <li>• is not an employee of the council in that electoral area; and</li> <li>• has not been removed from the office of councillor because of inadequacy or incompetency; and</li> <li>• is not an undischarged bankrupt; and</li> <li>• is not undergoing a term of imprisonment.</li> </ul> <p>Additional requirements in the notice of nomination include:</p> <ul style="list-style-type: none"> <li>• A statement as to whether or not the candidate is formally endorsed by a registered party or is running under a group name not associated with a party.</li> <li>• An attestation that a candidate has completed the proposed mandatory pre-election training module (this does not apply to incumbent councillors).</li> </ul> <p>A notice of nomination must also be signed by at least 30 electors or 1% of electors in the municipal area (whichever is smaller). Currently a notice of nomination must be signed by only two electors.</p>
Council Comment	<p>Not supported.</p> <p>Standing for election can be an overwhelming process for potential candidates, we should not be placing restrictions on candidacy and should be encouraging more people to nominate as candidates.</p>
8 – VOTING AND BALLOTS	<p>Provides guidance around ballot material, and provisions on issuing, completing and returning ballots based on various election methods enabled under Part 6.</p>
Council Comment	<p>Support with a suggested addition.</p> <p>The candidate information pamphlet should be produced on a rotating basis where not all pamphlets are produced in the same order. There is concern that in previous elections the pamphlet is listed alphabetically and has been perceived to disadvantage some candidates based on where their image and information is displayed.</p>
10 – ALTERNATIVE VOTING PROCEDURES	<p>This is a broad Part which allows the Electoral Commission to approve and deliver alternative voting procedures for classes of electors who face barriers to traditional means of voting. This includes, but is not limited to electronic voting methods such as online voting or voting by telephone. Requires the TEC to approve procedures which enable and support accessible voting practices for electors with additional barriers to participation.</p>
Council Comment	<p>Support.</p>
12 – CASUAL VACANCIES AND BYELECTIONS	<p>Proposed legislation reflects the current arrangements.</p>
Council Comment	<p>Support.</p>

## 14.2.1 State Government Electoral Act Proposed Reforms Submission - 10 February 2026

Electoral Bill - Part	Reform Description
13 – OFFENCES RELATING TO ELECTIONS	Introduces a range of offences related to polling and conduct at polling places consistent with the <i>Electoral Act 2004</i> , while also retaining offences relating to elections under the LG Act. It also contains offences relating to electoral bribery and treating and intimidation.
Council Comment	Support.
14 – INVESTIGATORY POWERS	Provides standard investigatory powers for the Electoral Commissioner (or authorised officers) – consistent again with the <i>Electoral Act 2004</i> . This includes: <ul style="list-style-type: none"> <li>• Power to enter and inspect places</li> <li>• Power to require production of documents or information</li> <li>• Power to seize and detain</li> <li>• Power to require attendance and questioning</li> </ul>
Council Comment	Not supported. There are other legislative processes (i.e. Integrity Commission) better placed to undertake this function than the Electoral Commission.
15 – ELECTORAL ADVERTISING AND PUBLICATION OF ELECTORAL MATTER	Introduces new prohibitions on the dissemination of misleading and deceptive statements. Repeals an existing provision that prohibits the publication of a candidate’s name or image without their consent. This aligns local government elections with state and federal practices where no such restriction applies. Updates and clarifies what constitutes “electoral advertising” to ensure consistency and legal certainty. Requires electoral advertising to include information identifying who authorised the material. Refers to electoral expenditure limits in Part 15.
Council Comment	Support.
16 – ELECTORAL EXPENDITURE	Limits electoral expenditure to the candidate, intending candidate, or their formally nominated agent. Meander Valley is \$10,000 with an annual increase of \$300 (from 1 July 2027). Replaces current advertising-specific limits with an overall cap on total electoral expenditure. Aligns local government elections with Legislative Council spending rules.
Council Comment	Support.
17 – GIFTS AND DONATIONS	Extends gift and donation disclosure obligations to all candidates. Maintains the \$50 threshold and introduces disclosure via the TEC website during the election period.
Council Comment	Support.

### Local Government Amendment (Electoral Reforms) Bill 2025

Electoral Bill - Part	Reform Description
5 – PECUNIARY INTERESTS	Expands the definition of a close associate to a councillor to include: <ul style="list-style-type: none"> <li>• a person who has provided a gift or donation (as defined in the <i>Local Government Electoral Act 2025</i>);</li> <li>• a relative of the councillor or member who resides with that councillor or member on a regular basis.</li> </ul>
Council Comment	Support.

## 14.2.1 State Government Electoral Act Proposed Reforms Submission - 10 February 2026

Electoral Bill - Part	Reform Description
5B – PERSONAL INTEREST RETURNS	<p>This is an entirely new Part which requires a councillor to lodge a personal interest return (PIR) with the general manager, within 28 days after a certificate of election is issued.</p> <p>A PIR is to be made by Ministerial Order (no draft has been received) and may specify a range of matters including:</p> <ul style="list-style-type: none"> <li>• the assets and classes of assets to be disclosed, including real property and financial interests;</li> <li>• the liabilities and classes of liabilities to be disclosed;</li> <li>• the associated persons and classes of persons whose interests are to be disclosed, including individuals, bodies corporate and trustees;</li> <li>• employment, offices and other sources of income to be disclosed;</li> <li>• gifts, donations or contributions to other entities, and the classes of such gifts, donations or contributions, to be disclosed;</li> <li>• memberships of associations, including trade or professional associations, political parties and other organisations to be disclosed;</li> <li>• thresholds for disclosure and time periods to which the disclosures relate;</li> <li>• management strategies to be documented by councillors for managing actual, potential or perceived pecuniary interests or non-pecuniary interests arising from the matters disclosed.</li> </ul> <p>The general manager must publish each personal interest return, and any revised personal interest return, on the council's official website as soon as practicable after it's lodgement.</p>
Council Comment	<p>Not supported.</p> <p>The introduction of a PIR is overly prescriptive. The current requirements in Local Government are believed to sufficiently address this issue, and include: gifts and benefits registers, related party disclosures, conflicts of interest disclosures at each Council Meeting.</p>
5C - Conduct of Council During Election Period	<p>This Part introduces 'caretaker' provisions related to the conduct of councils during election periods. During an election period a council cannot make any decision defined as a 'prohibited decision'. This includes a decision:</p> <ul style="list-style-type: none"> <li>• that relates to the appointment, reappointment or the remuneration of a general manager, other than the appointment, reappointment or remuneration of an acting general manager</li> <li>• that relates to the termination of a general manager</li> <li>• to enter into a contract, arrangement or agreement the total value of which exceeds whichever is the greater of – <ul style="list-style-type: none"> <li>○ \$100 000; or</li> <li>○ 1% of the council's revenue from general and service rating and fees and charges in the preceding financial year</li> </ul> </li> <li>• that would enable the use of council resources in a way that is intended to influence, or is likely to influence, voting at a council election.</li> </ul> <p>The caretaker period is the time between the closure of the electoral roll for the election, and the date on which the certificate of election is made. A narrow exemption involving the Minister is available.</p>
Council Comment	<p>Support.</p>
6 – PETITIONS, POLLS AND PUBLIC MEETINGS	<p>The threshold for petitions requesting elector polls or public meetings has been raised to 20% of electors (from 5% or 1,000 electors, whichever is lesser).</p>

14.2.1 State Government Electoral Act Proposed Reforms Submission - 10 February 2026

Electoral Bill - Part	Reform Description
Council Comment	Support. The cost of elector polls and public meetings can be substantial. The proposal to increase this from the current requirement of 5% is favored, we recommend that further review be conducted by the State Government on whether 20% is the correct value, rather than say 15% or 10%.

Yours sincerely



Wayne Johnston  
**Mayor**

Minister for Housing and Planning  
Minister for Infrastructure and Transport  
Minister for Local Government

Level 10, 15 Murray Street, HOBART TAS 7000 Australia  
GPO Box 123 HOBART TAS 7001 Australia  
Email: Minister.Vincent@dpac.tas.gov.au



\_ 8 DEC 2025

Dear Mayors and General Managers

As part of our *Local Government Priority Reform Program 2024-26*, the Tasmanian Government has today published an exposure draft Local Government Electoral Bill.

This draft Bill is an important step in establishing a standalone statutory framework for the conduct of local government elections.

The new Bill will introduce several important reforms, including:

- creating a more flexible format for future local government elections;
- strengthening the donations disclosure and electoral advertising requirements;
- improving the quality of public information at elections; and
- making changes to the eligibility to run for office, alongside a suite of changes intended to improve the integrity of elections

The Electoral Bill is also supported by a supplementary Local Government (Amendment) Bill which delivers supporting changes to the *Local Government Act 1993*, including:

- repealing existing electoral provisions from the Act;
- introducing reforms to better manage councillor interests; and
- introducing caretaker provisions for council conduct during an election.

The draft legislation, along with a supporting paper and an overview of provisions of both bills, is available on the Department of Premier and Cabinet's website at [www.dpac.tas.gov.au/divisions/local\\_government](http://www.dpac.tas.gov.au/divisions/local_government).

We are inviting feedback from the sector and the community until midnight on Saturday 28 February 2026. Feedback can be provided by email to [LG.Consultation@dpac.tas.gov.au](mailto:LG.Consultation@dpac.tas.gov.au).

It is important to note that due to the technical complexity of moving to a new electoral framework, the new Local Government Electoral Act is expected to have a phased implementation. A crucial focus of this consultation will be identifying the highest priority reforms for implementation prior to the next elections.

This will inform which provisions the Government will seek to 'turn on' with sufficient lead time to allow for education, system updates, and readiness ahead of the October 2026 local government elections.

I encourage this to be a focus of your council's consideration and feedback of the Bill.

## 14.2.2 Letter From Minister For Local Government Regarding Electoral Reforms

Your feedback on the draft Electoral Bill will help us ensure the Tasmanian community can make an informed and meaningful choice at voting time.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Kerry Vincent', with a long horizontal flourish extending to the right.

Hon Kerry Vincent MLC  
**Minister for Local Government**

### 14.3. Review of Policy No. 24: *Councillor Expense Entitlements, Attendance at Conferences and Training*

<b>File Reference</b>	S13-11-002
<b>Report Author</b>	Jonathan Harmey General Manager
<b>Decision Sought</b>	Continuation of Policy No. 24: <i>Councillor Expense Entitlements, Attendance at Conferences and Training.</i>
<b>Vote</b>	Simple majority

#### Motion

That Council approves the continuation of Policy No. 24: *Councillor Expense Entitlements, Attendance at Conferences and Training*, updated as follows and includes it in the Council's Policy Manual:

<b>Policy No. 24</b>	<b>Councillor Expense Entitlements, Attendance at Conferences and Training</b>
<b>Purpose</b>	The purpose of this Policy is to provide guidelines for the assistance and support provided to Councillors in undertaking their role.
<b>Department Author</b>	Governance and Community Wellbeing Jonathan Harmey, General Manager
<b>Council Meeting Date</b>	10 February 2026
<b>Resolution Number</b>	XXX/2026
<b>Next Review Date</b>	<b>February 2030</b>

POLICY
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#### 1. Definitions

*Councillors* All elected members of the Meander Valley Council including the Mayor and Deputy Mayor.

## **2. Objective**

To ensure Councillors are adequately reimbursed on a consistent basis for expenses incurred in carrying out their duties including professional development and training.

## **3. Scope**

This Policy applies to all Councillors.

## **4. Policy**

### **4.1 Allowances**

The allowances for the Mayor, Deputy Mayor and Councillors are as outlined in Schedule 4 of the *Local Government (General) Regulations 2025* and section 340A of the *Local Government Act 1993*. Allowances are paid monthly, by direct deposit, into the Councillors' nominated bank account, paid in arrears.

If the Deputy Mayor is appointed to act in the role of Mayor for a period of four consecutive weeks or more, the Deputy Mayor is entitled to receive, for that period, the allowance payable to the Mayor.

### **4.2 Travelling and Carer Expenses**

Councillors are entitled to reimbursement of travelling expenses and care of any child or dependent while carrying out the duties of office in the following situations:

- a. to attend Council Meetings, Council Workshops, meetings of any Committee of the Council and any other meeting where the Councillor has been delegated or authorised by Council to attend.
- b. upon inspections or business within the Council area undertaken in compliance with a Council decision or Council Meeting Agenda Item.
- c. to attend to business of the Council, outside the Council area, in compliance with a Council decision or Council Meeting Agenda Item.
- d. attendance at the Annual Conference of the Local Government Association of Tasmania or any meeting of a regional organisation or committee to which Council sends a delegate.
- e. attend any conference, seminar and training in compliance with the relevant section of this Policy.
- f. travel must be taken in the shortest route practical.
- g. the travelling allowance for Councillors shall be paid in accordance with the Australian Taxation Office cents per kilometre rate set for each financial year.
- h. reimbursement for Councillors, will be paid in line with the Council's procurement processes.

- i. the Council is to make a fully maintained Mayoral vehicle available to the Mayor, when representing Council at meetings, functions and other activities. The Mayoral vehicle will be managed in accordance with the Council's vehicle policy as approved by the General Manager, with the classification being a private user. The allocated vehicle is for use by the Mayor when attending Council's related activities and may also be used by the Mayor for private purposes.
- j. carer expense claims need to provide sufficient evidence of the cost, net of any reimbursements received or due.

#### **4.3 Telephones**

- a. the Council is to make a telephone available to the Mayor, all telephone expenses of the telephone will be met by Council.
- b. the Council will reimburse Councillors for the cost of telephone (including rentals, data and calls) used for Council business, up to a maximum \$500 per 12 months. Claims need to include evidence of the costs incurred and sufficient information to show that it relates to the carrying out of the duties of office.

#### **4.4 Communication Equipment**

For each term of office, the Council will provide each Councillor with:

- a. a council mobile telephone, tablet, computer up to the value of \$3,500; or capital reimbursement up to \$3,500, for purchase of a mobile telephone, tablet, a fax/printer/scanner and a computer (loaded with an appropriate operating system and office suite); to assist them in performing their duties.
- b. a capital reimbursement will be paid upon evidence of the purchase of the equipment.
- c. the Council will reimburse Councillors for the cost of home internet, used for Council business, up to a maximum \$500 per 12 months. Claims need to provide evidence of the costs incurred and sufficient information to show that it relates to the carrying out of the duties of office.
- d. the Council will meet the costs of one local newspaper subscription per Councillor, upon request.

Should a Councillor resign or the term of office be terminated prior to the normal four year term, then all communication equipment will be returned to the Council or a pro-rata refund of all communication equipment purchase costs will be payable by that Councillor (this shall be in the form of a cash refund or an equivalent deduction from any allowance payable to the Councillor as outlined in the *Local Government (General) Regulations 2025*).

#### **4.5 Secretarial Assistance**

The Council will provide a reasonable level of word processing assistance to enable elected members to carry out their official duties. The General Manager will have discretion in determining the extent of assistance which can be provided.

#### **4.6 Stationery**

The Council, shall upon request, provide Councillors with standard stationery held or obtained generally for the organisation's requirements. Stationery may include, but not necessarily limited to paper, business cards, writing implements, diaries, writing pads, facsimile paper, envelopes and the like.

Requests for stationery will be by the way of the completion of a requisition presented to the General Manager.

#### **4.7 Conferences, Seminars and Training**

The Council recognises the obligation on Councillors to be properly informed on matters relating to governance and Council decisions. The following guidelines apply to conference, seminars and training:

- a. the Council will provide an annual budget for conference, seminars and training expenses for Councillors.
- b. the Council and General Manager are to ensure that there is equity between Councillors in relation to attendance at conferences, seminars and training courses.
- c. the Council is to ensure that conferences, seminars and training courses are relevant to the current activities of the Council and the training and professional development needs of Councillors.
- d. Councillors attending a conference must submit a written report to the General Manager within four weeks of returning from the conference. This report should outline the conference program and benefits gained.
- e. Councillors attending a training course or seminar shall provide any course notes or handouts to the General Manager for distribution to other Councillors.
- f. Councillors who wish to attend a conference, seminar or training program must lodge a Training Registration Form with the General Manager. Details of the conference, seminar or training program must be attached to the Training Registration Form.
- g. attendance, accommodation, airfares and reasonable meal expenses will be arranged by the Council or paid by reimbursement to Councillors.

- h. where the total cost of registration, travel and expenses is likely to exceed \$2,500, the General Manager will refer the application to Council for consideration and approval. Where the total cost of registration, travel and expenses is less than \$2,500, then the General Manager will have delegated authority to consider and approve the application.
- i. if the General Manager refuses an application, a Councillor may submit an application in writing for consideration at a meeting of Council.
- j. the Mayor and Deputy Mayor are Council's designated delegates to the Local Government Association of Tasmania Annual Conference. Other Councillors may attend by using the Councillor Training Registration Form.

#### **4.8 Legal Expenses**

In accordance with section 341 of the *Local Government Act 1993*, the Council will meet the cost of legal expenses for a Councillor or employee, by direct engagement or reimbursement, which are for defense proceedings. This is on the basis of an act or omission that was undertaken by the Councillor or employee, in good faith, and in the performance of their functions under the *Local Government Act 1993* (or other related Acts). In the event of a reimbursement, the Councillor or employee must notify the General Manager (or Mayor in the event of the General Manager) of their intention to seek legal expenses under this Policy, before incurring the legal expenses.

The Council will not cover insurance or legal expenses that are associated with:

- a. any process under the Local Government Code of Conduct framework
- b. any matter intrinsically personal to the Councillor or employee, that a Councillor or employee would initiate personally against another person

#### **4.9 Other Expenditure**

Any expenditure not specified above as expenditure for which a Councillor is entitled to be reimbursed or paid by the Council shall be the responsibility of the Councillor, except where Council resolves otherwise.

#### **4.10 General Provisions**

The following general provisions apply to this Policy wherever appropriate to determine the amount of out-of-pocket expenses that will be reimbursed to Councillors:

- a. Councillors will not be reimbursed for time spent representing the community; this is taken into account in legislated Councillor Allowances.
- b. Councillors will be provided with name badges.
- c. where travel is by flight the standard form of travel will be economy class, unless agreed with the Council prior to booking.
- d. travelling expenses, carer expenses and out-of-pocket expenses will, unless there are exceptional circumstances, be paid in arrears.

- e. the Council will not reimburse claims later than 12 months after the claim has been incurred by the Councillor.
- f. given that the Councillor Allowance is expected to be treated by the Australian Taxation Office as assessable income in the individual's hands, Councillors are encouraged to consider whether expenditure is deductible for taxation purposes as an expense necessarily and solely incurred in the carrying out of their Council duties. Prevailing taxation laws and substantiation requirements should be recognised and considered when maintaining records for deduction purposes.
- g. when claiming out of pocket expenses, copies of invoices, receipts or supporting documentation must be provided to support claims.
- h. claims will be submitted to the Office of the General Manager:  
[ogm@mvc.tas.gov.au](mailto:ogm@mvc.tas.gov.au)

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

*Local Government Act 1993*

*Local Government (General) Regulations 2015*

## **6. Responsibility**

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

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### **Report**

The Council's Policy No. 24: *Councillor Expense Entitlements, Attendance at Conferences and Training* (the Policy), includes methods on how Councillors are supported to undertake their role and how Councillor Allowances established in the *Local Government (General) Regulations 2025* and the *Local Government Act 1993* are paid.

The Director of Local Government wrote to the Council in January 2025. It included a recommendation to review Council Policy No. 24 to include a section in line with proposed clause 4.8.

The Local Government Association Tasmania (LGA) wrote to the Council in March 2025 outlining their opinion on the Director's letter (January 2025) and provided a summary of legal advice on the matter in April 2025. The summary includes guidance that section 341(1) of the *Local Government Act 1993* provides that a council, or council employee does not incur personal liability in respect of any act done or omitted to be done by the person in good faith in the performance or exercise of a power under the LGA or any other Act in the administration or execution of the LGA. Under section 341(2) an action against a Councillor or employee in those circumstances lies against the Council, not the Councillor or employee.

The proposed changes were discussed at a Workshop on 27 January 2026.

### **Attachments**

1. Policy No. 24 – Marked Up Version [14.3.1 - 5 pages]

### **Strategy**

Supports the objectives of Council's strategic future direction

5. Delivering responsible leadership and governance

See Meander Valley Community Strategic Plan 2024-34. [Click here](https://www.meander.tas.gov.au/plans-reports) or visit <https://www.meander.tas.gov.au/plans-reports> to visit.

### **Policy**

Not applicable

### **Legislation**

*Local Government Act 1993*

### **Consultation**

Not applicable

### **Budget and Finance**

Costs incurred under Policy No. 24 are provided for in the Council's Budget Estimates.

### **Risk Management**

Not applicable

### **Alternate Motion**

Council can refer the Policy review to a Workshop for further discussion.

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## POLICY MANUAL

<b>Policy No. 24</b>	<b>Councillor Expense Entitlements, Attendance at Conferences and Training</b>
<b>Purpose</b>	The purpose of this Policy is to provide guidelines for the assistance and support provided to Councillors in undertaking their role. <del>reimbursement of Councillors expenses incurred in carrying out their duties.</del>
<b>Department</b>	Governance & Community Wellbeing
<b>Author</b>	<del>John Jordan</del> Jonathan Harmey, General Manager
<b>Council Meeting Date</b>	<del>18 April 2023</del> 10 March 2026
<b>Resolution Number</b>	<del>079/2023</del> xx/2026
<b>Next Review Date</b>	<del>April 2027</del> March 2030

### POLICY

#### **1. Definitions**

*Councillors* All elected members of the Meander Valley Council including the Mayor and Deputy Mayor.

#### **2. Objective**

To ensure Councillors are adequately reimbursed on a consistent basis for expenses incurred in carrying out their duties including professional development and training.

#### **3. Scope**

This Policy applies to all Councillors.

#### **4. Policy**

##### **4.1 Allowances**

The allowances for the Mayor, Deputy Mayor and Councillors are as outlined in **Schedule 4** of the *Local Government (General) Regulations 2015 2025* and section 340A of the *Local Government Act 1993*. Allowances are paid monthly by direct deposit into the Councillors' nominated bank account, **paid in arrears**.

If the Deputy Mayor is appointed to act in the role of Mayor for a period of four consecutive weeks or more, the Deputy Mayor is entitled to receive, for that period, the allowance payable to the Mayor.

#### 4.2 Travelling and Carer Expenses

Councillors are entitled to reimbursement of travelling expenses and care of any child or dependent while carrying out the duties of office in the following situations:

- a. to attend Council Meetings, Council Workshops, meetings of any committee of the Council and any other meeting where the Councillor has been delegated or authorised by Council to attend.
- b. upon inspections ~~or business within the Council area, provided such inspections~~ or business ~~is within the Council area~~ undertaken in compliance with a Council decision or Council Meeting Agenda Item.
- c. to attend to business of the Council, outside the Council area, in compliance with a Council decision or Council Meeting Agenda Item.
- d. attendance at the Annual Conference of the Local Government Association of Tasmania or any meeting of a regional organisation or committee to which Council sends a delegate.
- e. attend any conference, seminars and training in compliance with the relevant section of this Policy.
- f. travel must be taken in the shortest route practical.
- g. the travelling allowance for Councillors shall be paid in accordance with the Australian Taxation Office cents per kilometre rate set for each financial year.
- h. reimbursement for Councillors, ~~other than the Mayor,~~ will be paid ~~in line with Council procurement processes on a monthly or quarterly basis.~~
- i. the Council is to make a fully maintained Mayoral vehicle available to the Mayor, when representing Council at meetings, functions and other activities. The Mayoral vehicle will be managed in accordance with the Council's vehicle policy as approved by the General Manager, with the classification being a private user. The allocated vehicle is for use by the Mayor when attending the Council's related activities and may also be used by the Mayor for private purposes.
- j. carer expense claims need to provide sufficient evidence of the cost, net of any reimbursements received or due.

#### 4.3 Telephones

- a. ~~the Council is to make a telephone available to the Mayor, all telephone expenses of the telephone will be met by Council.~~
- b. The Council will reimburse Councillors for the cost of telephone (including rentals, data, and calls) ~~used for Council business,~~ up to a maximum \$500 per 12 months. Claims need to include evidence of the costs incurred and sufficient information to show that it relates to the carrying out of the duties of office.

#### 4.4 Communication Equipment

For each term of office, the Council will provide each Councillor with:

- a. ~~a council mobile phone, tablet, computer the up to the value of \$3,500; or capital reimbursement up to maximum of \$3,000 \$3,500, for purchase of a mobile telephone, tablet, a fax/printer/scanner, a computer (loaded with an appropriate operating system and office suite); and a filing cabinet~~ to assist them in performing their duties.

### 14.3.1 Policy No. 24 - Marked Up Version

- b. ~~the~~ a capital reimbursement will be paid upon evidence of the purchase of the equipment.
- c. the Council will reimburse Councillors for the cost of home internet, **used for Council business**, up to a maximum \$500 per 12 months. Claims need to provide evidence of the costs incurred and sufficient information to show that it relates to the carrying out of the duties of office.
- d. **the Council will meet the costs of one local newspaper subscription per Councillor, upon request.**

Should a Councillor resign or the term of office be terminated prior to the normal four year term, then all communication equipment will be returned to the Council or a pro-rata refund of all communication equipment purchase costs will be payable by that Councillor (this shall be in the form of a cash refund or an equivalent deduction from any allowance payable to the Councillor as outlined in the *Local Government (General) Regulations ~~2015~~ 2025*).

#### **4.5 Secretarial Assistance**

The Council will provide a reasonable level of word processing assistance to enable elected members to carry out their official duties. The General Manager will have discretion in determining the extent of assistance which can be provided.

#### **4.6 Stationery**

The Council, shall upon request, provide Councillors with standard stationery held or obtained generally for the organisation's requirements. Stationery may include, but not necessarily limited to paper, business cards, writing implements, diaries, writing pads, facsimile paper, envelopes and the like.

Requests for stationery will be by the way of the completion of a requisition presented to the General Manager.

#### **4.7 Conferences, Seminars and Training**

The Council recognises the obligation on Councillors to be properly informed on matters relating to governance and Council decisions. The following guidelines apply to conference, seminars, and training:

- a. The Council will provide an annual budget for conference, seminars and training expenses for Councillors.
- b. The Council and General Manager are to ensure that there is equity between Councillors in relation to attendance at conferences, seminars and training courses.
- c. The Council is to ensure that conferences, seminars and training courses are relevant to the current activities of the Council and the training and professional development needs of Councillors.
- d. Councillors attending a conference must submit a written report to the General Manager within four weeks of returning from the conference. This report should outline the conference program and benefits gained.

### 14.3.1 Policy No. 24 - Marked Up Version

- e. Councillors attending a training course or seminar shall provide any course notes or handouts to the General Manager for distribution to other Councillors.
- f. Councillors who wish to attend a conference, seminar or training program must lodge a Training Registration Form with the General Manager. Details of the conference, seminar or training program must be attached to the Training Registration Form.
- g. Attendance, accommodation, airfares and reasonable meal expenses will be arranged by the Council or paid by reimbursement to the Councillors.
- h. Where the total cost of registration, travel and expenses is likely to exceed \$2,500, the General Manager will refer the application to Council for consideration and approval. Where the total cost of registration, travel and expenses is less than \$2,500, then the General Manager will have delegated authority to consider and approve the application.
- i. If the General Manager refuses an application, a Councillor may submit an application in writing for consideration at a Meeting of Council.
- j. The Mayor and Deputy Mayor are Council's designated delegates to the Local Government Association of Tasmania Annual Conference. Other Councillors may attend by using the Councillor Training Registration Form.

#### 4.8 Legal Expenses

In accordance with section 341 of the *Local Government Act 1993*, Council will meet the cost of legal expenses for a councillor or employee, by direct engagement or reimbursement, which are for defence proceedings. This is on the basis of an act or omission that was undertaken by the councillor or employee, in good faith, and in the performance of their functions under the *Local Government Act 1993* (or other related Acts). In the event of a reimbursement, the councillor or employee must notify the General Manager (or Mayor in the event of the General Manager) of their intention to seek legal expenses under this Policy, before incurring the legal expenses.

The Council will not cover insurance or legal expenses that are associated with:

- a. Any process under the Local Government Code of Conduct framework
- b. Any matter intrinsically personal to the councillor or employee, that a councillor or employee would initiate personally against another person

#### 4.9 Other Expenditure

Any expenditure not specified above as expenditure for which a Councillor is entitled to be reimbursed or paid by the Council shall be the responsibility of the Councillor, except where Council resolves otherwise.

#### 4.10 General Provisions

The following general provisions apply to this policy wherever appropriate to determine the amount of out-of-pocket expenses that will be reimbursed to Councillors:

- a. Councillors will not be reimbursed for time spent representing the community; this is taken into account in legislated Councillor Allowances.
- b. Councillors will be provided with name badges.

### 14.3.1 Policy No. 24 - Marked Up Version

- c. where travel is by flight the standard form of travel will be economy class, unless agreed with Council prior to booking.
- d. travelling expenses, carer expenses and out of pocket expenses will, unless there are exceptional circumstances, be paid in arrears.
- e. the Council will not reimburse claims later than 12 months after the claim has been incurred by the Councillor.
- f. given that the Councillor Allowance is expected to be treated by the Australian Taxation Office as assessable income in the individual's hands, Councillors are encouraged to consider whether expenditure is deductible for taxation purposes as an expense necessarily and solely incurred in the carrying out of their Council duties. Prevailing taxation laws and substantiation requirements should be recognised and considered when maintaining records for deduction purposes.
- g. When claiming out of pocket expenses, copies of invoices, receipts or supporting documentation must be provided to support claims.
- h. Claims will be submitted to the Office of the General Manager:  
[ogm@mvc.tas.gov.au](mailto:ogm@mvc.tas.gov.au)

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

*Local Government Act 1993*

*Local Government (General) Regulations 2015*

#### **6. Responsibility**

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

#### 14.4. Review of Policy No. 67: *Personal Information Protection*

<b>File Reference</b>	S13-11-002
<b>Report Author</b>	Anthony Kempnich Manager Governance and Legal
<b>Authorised By</b>	Jonathan Harmey General Manager
<b>Decision Sought</b>	Continuation of Policy No. 67: <i>Personal Information Protection</i> .
<b>Vote</b>	Simple majority

#### Motion

That Council approves the continuation of Policy No. 67: *Personal Information Protection* as updated below and includes it in the Council's Policy Manual:

<b>Policy No. 67</b>	<b>Personal Information Protection</b>
<b>Purpose</b>	This Policy outlines how the Council collects, maintains, uses and discloses information in accordance with the <i>Personal Information Protection Act 2004</i> .
<b>Department Author</b>	Governance and Community Wellbeing Anthony Kempnich, Manager Governance and Legal
<b>Council Meeting Date</b>	10 February 2026
<b>Minute Reference</b>	XXX/2026
<b>Next Review Date</b>	<b>February 2031</b>

### POLICY

#### 1. Definitions

<i>Council Worker</i>	Any person who has been engaged by, or is part of, the Council as any of the following: <ol style="list-style-type: none"><li>an employee;</li><li>a Councillor or any other elected official;</li><li>a committee member or office holder, whether elected, appointed, or otherwise engaged;</li><li>a volunteer;</li><li>a contractor, subcontractor, or consultant; and</li></ol>
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- f. a trainee, apprentice, intern, placement student, or any other person engaged in work experience.

*Personal Information* See section 4.1 below.

*Sensitive Information* See section 4.1 below.

## **2. Objective**

The objectives of this Policy are:

- ensure compliance with the *Personal Information Protection Act 2004* (the Act);
- provide a clear framework for collecting, using, storing and disclosing Personal Information;
- inform individuals of their access and correction rights; and
- support consistent privacy practices across all the Council's functions.

## **3. Scope**

Under the Act, the Council is a Personal Information custodian and must collect, maintain, use and disclose Personal Information and Sensitive Information in accordance with the Act. As such, this Policy applies to all:

- Council Workers; and
- activities and functions of the Council.

## **4. Policy**

### **4.1 What is Personal Information and Sensitive Information?**

Personal Information is defined in [section 3](#) of the Act to mean information or opinion, recorded in any format, about an individual whose identity is apparent or is reasonably ascertainable from the information or opinion. This includes information about individuals who have been deceased for less than 25 years. It does not include de-identified information nor information that is publicly available about a person.

Sensitive Information is defined in [section 3](#) of the Act to include things like health information, criminal record, racial origin and sexual preferences.

### **4.2 What information does Council collect?**

The Council may collect Personal Information such as names, addresses, telephone numbers and any other specific information required to perform its functions, deliver a service, administer legislation and otherwise as permitted or required by law.

The Council will take reasonable steps to ensure that the Personal Information it holds is accurate, complete and up to date. Where practicable, the Council will check on the accuracy of your Personal Information before it is used.

Generally, the Council will only collect Sensitive Information if it is necessary and the person consents, or if the collection of that information is required or permitted by law.

#### **4.3 Can you engage with the Council without sharing Personal Information?**

The Council may be able to respond to general enquiries made anonymously; however, identification may be necessary to delivery services or to provide specific, accurate information.

#### **4.4 Can you access or amend Personal Information the Council holds about you?**

The Act provides that the Council may provide a person with access to their Personal Information held by the Council.

If a person considers that their Personal Information is incorrect, incomplete, out of date or misleading, they can request that the information be amended. Depending upon the nature of the request a fee may be charged for this service.

Requests to access or amend Personal Information held by the Council must be made in writing by email, post, or in person:

- send an email to [mail@mvc.tas.gov.au](mailto:mail@mvc.tas.gov.au) with the subject line *Personal Information Request*
- post your request to PO Box 102, Westbury, Tasmania, 7303
- drop off your written request to 26 Lyall Street, Westbury, Tasmania, 7303

#### **4.5 How does the Council use and disclose Personal Information?**

The Council will use or disclose Personal Information only:

- for the primary purpose of collection, or
- for a related secondary purpose that individuals would reasonably expect (for Sensitive Information, this secondary purpose will be directly related to the primary purpose, unless consent or a specific lawful exception applies); or
- as otherwise required or authorised to do so by law.

The Council may use and disclose basic Personal Information (name, residential address, postal address, date of birth and gender) to other public authorities where reasonably necessary for the efficient storage and use of that information.

The Council may store or disclose Personal Information outside Tasmania (for example, on a cloud hosting service), if:

- the Council believes the information will be protected in a way that is substantially the same as required under the Act; or
- the person to whom the Personal Information relates has consented; or
- necessary for performance of a legal contract and that equivalent safeguards are applied; or
- doing so is otherwise permitted by law.

Personal Information in written submissions on policy matters or matters of public consultation may be disclosed in reports that are made public, unless the submission was submitted and/or accepted on a confidential basis.

The Council will not assign unique identifiers to individuals unless necessary to carry out the Council's functions efficiently or required by law.

The Council will not sell, trade or make Personal Information available to third parties for any commercial or other reason not permitted by law.

#### **4.6 How does the Council secure the Personal Information it holds?**

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

Council Workers are only provided with, or have access to, Personal Information that is necessary for them to carry out their role. They are required to maintain appropriate confidentiality in handling this information and carrying out their duties.

Council Workers undertake training and are subject to routine reminders about information security practices.

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

#### **4.7 What if you have a complaint about the Council's handling of Personal Information?**

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

If a person is not satisfied with the Council's handling of their Personal Information or the outcome of their request for access to or amendment of Personal Information, a complaint can be lodged with the [Ombudsman](#).

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

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

*Personal Information Protection Act 2004*

*Right to Information Act 2009*

## **6. Responsibility**

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

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### **Report**

The Council's Policy No. 67: *Personal Information Protection* (the Policy) outlines how the Council collects, maintains, uses and discloses information in accordance with the *Personal Information Protection Act 2004* (the Act).

The Act has only been amended once since the Council last reviewed the Policy in 2022. This amendment did not create the need for any substantive changes to the Policy.

As such, the practical and legal effect of the Policy is the same following this update; however, the update includes substantial changes to make the Policy easier to follow and bring it into alignment with other public agencies.

### **Attachments**

1. Policy No. 67: *Personal Information Protection* (Tracked Changes) [14.4.1 - 7 pages]

### **Strategy**

Supports the objectives of Council's strategic future direction

5. Delivering responsible leadership and governance

See Meander Valley Community Strategic Plan 2024-34. [Click here](#) or visit <https://www.meander.tas.gov.au/plans-reports> to visit.

**Policy**

Not applicable

**Legislation**

*Personal Information Protection Act 2004*

**Consultation**

Not applicable

**Budget and Finance**

Not applicable

**Risk Management**

Not applicable

**Alternate Motion**

Council can refer this Agenda Item to a Workshop for further discussion.

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## POLICY MANUAL

**Policy No. 67**

**Personal Information Protection**

**Purpose**

This Policy outlines how the Council collects, maintains, uses, and discloses information in accordance with the *Personal Information Protection Act 2004*. The purpose of this Policy is to set out the Council's approach to managing, handling and protecting the personal information of customers.

**Department  
Author**

Governance & Community Wellbeing  
~~Jacqui Parker~~ Anthony Kempnich, Manager  
Governance and ~~Performance~~ Legal

**Council Meeting Date  
Minute Reference**

~~12 July 2022~~ 10 February 2026  
~~XXX/2026162/2022~~

**Next Review Date**

~~June-February 2031~~ 25

### POLICY

#### **1. Definitions**

*Council Worker*

Any person who has been engaged by, or is part of, the Council as any of the following:

- a. an employee;
- b. a councillor or any other elected official;
- c. a committee member or office holder, whether elected, appointed, or otherwise engaged;
- d. a volunteer;
- e. a contractor, subcontractor, or consultant;
- and
- f. a trainee, apprentice, intern, placement student, or any other person engaged in work experience.

*Personal Information*

Has the meaning given in section 3 of the *Personal Information Protection 2004*, as amended from time to time. See section 4.1 below.

*Sensitive Information*

See section 4.1 below. Has the meaning given in section 3 of the *Personal Information Protection 2004*, as amended from time to time.

## **2. Objective**

The objectives of this Policy are:

- ensure compliance with the *Personal Information Protection Act 2004* (the Act);
- provide a clear framework for collecting, using, storing and disclosing Personal Information;
- inform individuals of their access and correction rights; and
- support consistent privacy practices across all Council functions.The objective of this Policy is to set out the Council's position on management of any personal information collected by the Council and to briefly explain how the Council incorporates the Schedule 1 principles of the *Personal Information Protection Act 2004* (the Act).

## **3. Scope**

Under the Act, the Council is a Personal Information custodian and must collect, maintain, use and disclose Personal Information and Sensitive Information in accordance with the Act. As such, this Policy applies to all:

- Council Workers; and
- Activities and functions of the Council.

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

This Policy covers personal information that is collected, retained, stored and used by the Council where it is necessary for one or more of the Council's functions or activities.

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

## **4. Policy**

### **4.1 What is Personal Information and Sensitive Information?**

Personal Information is defined in section 3 of the Act to mean information or opinion, recorded in any format, about an individual whose identity is apparent or is reasonably ascertainable from the information or opinion. This includes information about individuals who have been deceased for less than 25 years. It does not include de-identified information nor information that is publicly available about a person.

Sensitive Information is defined in section 3 of the Act to include things like health information, criminal record, racial origin and sexual preferences.

### **4.2 Intent**

~~The Council will only collect, use and disclose of personal information as required to perform its functions and activities, and as permitted or required by law. All the~~

## 14.4.1 Policy No. 67 - Personal Information Protection (Tracked Changes)

~~Council's staff, elected members and contractors handling such information collected by the Council will be trained in their responsibilities in this regard.~~

### **Collection of Information****What information does Council collect?**

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

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

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

~~The type of personal information generally collected by the Council includes~~The Council may collect Personal Information such as names, addresses, telephone numbers and telephone numbers of its customers.

~~Where necessary, additional personal information may also be requested or required to, support the Council's commitment to providing an effective service to its customer and stakeholders, or, and any other specific information required to perform its functions, deliver a specific type of serviceservice, administer legislation, and otherwise as permitted or required by law. Examples could include:~~

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

~~The Council will take reasonable steps to ensure that the Personal Information we hold is accurate, complete and up to date. Where practicable, we will check on the accuracy of your Personal Information before we use it. The Council is committed to respecting the privacy of all individuals who provide personal information to the Council. It is important that personal information held by the Council is accurate, complete and up to date to the extent that is practicable.~~

~~Generally, the Council will only collect Sensitive Information if it is necessary and the person consents, or if the collection of that information is required or permitted by~~

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~~law. The Council will not collect sensitive information only with the person's express consent, unless the collection of that information is required by law.~~

### **4.3 Can you engage with Council without sharing Personal Information? Anonymity**

~~If a person is making an enquiry of the Council, there is no requirement to identify themselves. The Council may be able to respond to general enquiries made anonymously; h. However, identification may be a factor determining the level of service or amount of information that can be provided to the customer necessary to delivery services or to provide specific, accurate information.~~

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

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

### **4.4 Can you aAccess or amend to and Correction of Information Collected Personal Information the Council holds about you?**

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

~~The Act provides that the Council may provide a person with access to their Personal Information held by Council.~~

~~If a person considers that their Personal Information is incorrect, incomplete, out of date or misleading, they can request that the information be amended. Depending upon the nature of the request a fee may be charged for this service.~~

~~Requests to access or amend Personal Information held by the Council must be made in writing by email, post, or in person:~~

- ~~• Send an email to [mail@mvc.tas.gov.au](mailto:mail@mvc.tas.gov.au) with the subject line "Personal Information Request"~~
- ~~• Post your request to PO Box 102, Westbury Tasmania 7303~~
- ~~• Drop off your written request to 26 Lyall St, Westbury 7303~~

### **4.5**

**Use and Disclosure ofHow does the Council use and disclose Personal Information?**

The Council:

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

The Council will use or disclose Personal Information only:

- for the primary purpose of collection, or
- for a related secondary purpose that individuals would reasonably expect (for Sensitive Information, this secondary purpose will be directly related to the primary purpose, unless consent or a specific lawful exception applies); or
- as otherwise required or authorised to do so by law.

The Council may use and disclose basic Personal Information (name, residential address, postal address, date of birth and gender) to other public authorities where reasonably necessary for the efficient storage and use of that information.

The Council may store or disclose Personal Information outside Tasmania (for example, on a cloud hosting service), if:

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- the Council believes the information will be protected in a way that is substantially the same as required under the Act; or
- the person to whom the Personal Information relates has consented; or
- necessary for performance of a legal contract and that equivalent safeguards are applied; or
- doing so is otherwise permitted by law.

Personal Information in written submissions on policy matters or matters of public consultation may be disclosed in reports that are made public, unless the submission was submitted and/or accepted on a confidential basis.

The Council will not assign unique identifiers to individuals unless necessary to carry out Council functions efficiently or required by law.

The Council will not sell, trade or make Personal Information available to third parties for any commercial or other reason not permitted by law.

### **4.6 Security of Personal Information****How does the Council secure the Personal Information it holds?**

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

Council Workers are only provided with, or have access to, Personal Information that is necessary for them to carry out their role. They are required to maintain appropriate confidentiality in handling this information and carrying out their duties.

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

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

### **Concerns and Complaints****What if you have a complaint about the Council's handling of Personal Information?**

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

~~If a person is not satisfied with the Council's handling of their personal information or the outcome of their request for access to or amendment of Personal Information, a complaint can be lodged with the Ombudsman.~~

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

~~Complaints can also be lodged externally with the Tasmanian Ombudsman.~~

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

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

*Personal Information Protection Act 2004*  
*Right to Information Act 2009*

#### **6. Responsibility**

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

## 15. Motion to Close Meeting

### 15.1. Motion to Close Meeting

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

#### Motion

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

### 15.1 Confirmation of Closed Minutes

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

### 15.2 Leave of Absence Applications

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

### 15.3 Notification of Leave of Absence for Parental Leave

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

### 15.4 Purchase of Land

*Refer to Local Government (Meeting Procedures) Regulations 2025: Regulation 17(2)(g) regarding proposals for the council to acquire land or an interest in land or for the disposal of land.*

### 15.5 Contract No. 270. 270-2025-26 – Panorama Road Shared Pathway

*Refer to Local Government (Meeting Procedures) Regulations 2025: Regulation 17(2)(e) regarding contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal.*

### 15.6 Enterprise Resource Management System Upgrade

*Refer to Local Government (Meeting Procedures) Regulations 2025: Regulation 17(2)(e) regarding contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal.*

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

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

To be determined in Closed Council.

## 16. Close of Meeting

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