



Meander Valley Council

W O R K I N G T O G E T H E R

ORDINARY MINUTES

COUNCIL MEETING

Tuesday 12 March 2019

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Minutes of the Ordinary Meeting of the Meander Valley Council held at the Council Chambers Meeting Room, 26 Lyall Street, Westbury, on Tuesday 12 March 2019 at 4.00pm.

PRESENT: Mayor Wayne Johnston, Deputy-Mayor Michael Kelly, Councillors Susie Bower, Stephanie Cameron, Tanya King, Frank Nott, Andrew Sherriff and John Temple.

APOLOGIES: Councillor Andrew Connor

IN ATTENDANCE: Martin Gill, General Manager
Merrilyn Young, Executive Assistant
Dino De Paoli, Infrastructure Services
Jonathan Harmey, Director Corporate Services
Matthew Millwood, Director Works
Lynette While, Director Community & Development Services
Justin Simons, Town Planner
Leanne Rabjohns, Town Planner
Natasha Whiteley, Town Planner
Katie Proctor, Environmental Health Officer
Krista Palfreyman, Development Services Co-ordinator

35/2019 CONFIRMATION OF MINUTES:

Councillor King moved and Councillor Sherriff seconded, ***“that the minutes of the Ordinary Meeting of Council held on Tuesday 12 February 2019, be received and confirmed.”***

The motion was declared CARRIED with Councillors Bower, Cameron, Johnston, Kelly, King, Nott, Sherriff and Temple voting for the motion.

36/2019 COUNCIL WORKSHOPS HELD SINCE THE LAST MEETING:

Date :	Items discussed:
26 February 2019	<ul style="list-style-type: none">• Presentation by NTWVG• Presentation by Meander Valley FM Community Radio• Capital Works – Initial Discussion• Planning Delegations/Representations• Agfest• Local Government Act Review• IT Strategic Plan• Four Springs• Westbury Camping• Policy 24 – Councillor Entitlements• Policy 90 – Mobile Food Vans• Code of Conduct• Meander Valley Community Strategic Plan• Local Provisions Schedule representations

37/2019 ANNOUNCEMENTS BY THE MAYOR:

7 February

TasWater owners rep meeting

11 February

Cocktail party – Tasmanian cabinet

12 February

Community Cabinet meeting

Council Meeting

12 February

Landowners meeting for Westbury industrial site

19 February

Meeting with Legislative Council

26 February

Council Workshop

28 February

GWATA - Judging of essence of the valley

1 March

Opening – Great Western Tiers Art Awards

3 March

Meeting with Deloraine Recreation Precinct Working Group

38/2019 DECLARATIONS OF INTEREST:

Nil

39/2019 TABLING OF PETITIONS:

Nil

40/2019 PUBLIC QUESTION TIME

1. PUBLIC QUESTIONS TAKEN ON NOTICE – FEBRUARY 2019

Nil

2. PUBLIC QUESTIONS WITH NOTICE – MARCH 2019

2.1 S & A Camino – Hagley

Would Council consider the installation of a public dump point (black water disposal unit) in Westbury, as a matter of priority, in an effort to attract and retain the ever increasing numbers of RV (recreational Vehicle) tourists within the Meander Valley which have demonstrated benefits for local businesses?

Response from Martin Gill, General Manager

The request within your question will be provided to the Infrastructure Department for inclusion in the new capital work initiatives process and presented to Council for consideration.

2.2 S & A Camino – Hagley

When will Council provide 24 hour Public Toilet Access at the Hagley Recreation Ground?

Response from General Manager

There are currently no plans to provide 24 hour public toilet access at the Hagley Recreation Ground. The existing toilet is a facility toilet for users of the Recreation Ground.

3. PUBLIC QUESTIONS WITHOUT NOTICE – MARCH 2019

Nil

41/2019 COUNCILLOR QUESTION TIME

1. COUNCILLOR QUESTIONS TAKEN ON NOTICE – FEBRUARY 2019

Nil

2. COUNCILLOR QUESTIONS WITH NOTICE – MARCH 2019

2.1 Cr Tanya King

- (a) What is the total land area of Tasmanian Wilderness World Heritage Area within the Meander Valley Municipality?

Response by Martin Gill, General Manager

1,258 sq. km. (Total area Meander Valley - 3,325 sq. km)

- (b) What percentage of the Municipal land mass does this represent?

Response by Martin Gill, General Manager

Approximately 38%

- (c) A newspaper article in the Mercury dated 20/2/19 by David Killick states that 'past inquiries in 2013 and 2016 identified practical solutions to problems that were identified'. Could council please source copies of the findings from these inquiries?

Response by Martin Gill, General Manager

Council has a copy of the following reports on record:

- **2013 Tasmanian Bushfires Inquiry**
- **Tasmanian Wilderness World Heritage Area Bushfire and Climate Change Research Project – response to 2016 fires**
- **Federal Senate – Environment and Communications References Committee: Response to, and lessons learnt from, the January and February 2016 Bushfires in remote Tasmanian wilderness**

- (d) Michael Ferguson MP has indicated that yet another inquiry will take place following the current fire season. Could Council please contact Minister Ferguson to ask what actions were taken in response to the previous two inquiries?

Response by Martin Gill, General Manager
Council will contact the Hon. Michael Ferguson MP.

It is noted that the Report of the Auditor General No.4 2015 – 2016 included a report on the 2013 Tasmanian Bushfires inquiry. The report included an assessment of the level of completion for each of the recommendations from the inquiry. The Auditor general qualifies the assessment stating - the assessment is based on whether everything that could reasonably have been done at this point in time has been done.

The Auditor General found that:

There had been a high level of implementation of the inquiry's 30 immediate and 25 secondary recommendations.

- (e) When a fire occurs in the TWWHA, who decides on whether to fight the fire, or not? What is the current protocol for fire management in the TWWHA?

Response by Martin Gill, General Manager
The following extract is taken from the Tasmanian Wilderness World Heritage Area Bushfire and Climate Change Research Project

Tasmania Parks and Wildlife Service is the management authority for the TWWHA and meets its responsibility for managing bushfire in the TWWHA through a combination of activities. These activities are guided by the TWWHA Management Plan 2016 and other well-developed policies and plans that cover bushfire prevention, preparedness, response and recovery.

The Tasmania Fire Service supports and works closely with the Tasmania Parks and Wildlife Service in fire management in the TWWHA, but does not

take a direct operational role for response in the TWWHA, except when very large fires occur, fire threatens human settlements or the fire operational capacity of the Tasmania Parks and Wildlife Service is exceeded. The Tasmania Fire Service has a collaborative role in terms of preparedness and may have a support role in recovery from some bushfires in the TWWHA. Forestry Tasmania also works closely and cooperatively with the Tasmania Parks and Wildlife Service in many aspects of fire management.

(f) What has been the total financial cost to fight the fires this fire season?

Response by Martin Gill, General Manager

There has been no final financial cost published for the 2019 fires.

The cost of the firefighting response in 2016 is estimated at \$52.6 million. This cost was attributed to 145 vegetation fires at approx. 126,800 hectares, which includes 19,800 of TWWHA. (1.3% of TWWHA)

3. COUNCILLOR QUESTIONS WITHOUT NOTICE – MARCH 2019

3.1 Cr John Temple

The new IGA in Westbury will open in just over 3 months.

Meander Valley Road is noticeable becoming busier and most of the Westbury population lies south of Meander Valley Road.

Is there to be another 50 km/h zone near the Supermarket?

Response by Martin Gill, General Manager

Council officers will investigate and assess the need for any speed reduction.

Is there to be a pedestrian crossing particular for the young, elderly or infirm near the supermarket?

Response by Martin Gill, General Manager

Council officers will investigate and assess the need for any road safety infrastructure.

3.1 Cr Tanya King

Thank you to the General Manager and officers for the answers to my questions in the agenda. The answer to question 2.1.c refers to 3 reports. Where might the interested members of our community find copies of these reports?

Response by Martin Gill, General Manager

These reports are available o:

- **2013 Tasmanian Bushfires Inquiry – Department of Premier and Cabinet**

http://www.dpac.tas.gov.au/divisions/osem/2013_tasmanian_bushfires_inquiry_report/2013_tasmanian_bushfires_inquiry_report

- **Tasmanian Wilderness World Heritage Area Bushfire and Climate Change Research Project (response to 2016 fires) - Department of Premier and Cabinet**

http://www.dpac.tas.gov.au/_data/assets/pdf_file/0008/313010/Final_Report_TWWHA_Bushfire_and_Climate_Change_Research_Project_December_2016.pdf

- **Federal Senate – Environment and Communications References Committee: Response to, and lessons learnt from, the January and February 2016 Bushfires in remote Tasmanian wilderness – Senate Standing Committee on Environment and Communications**

https://www.aph.gov.au/Parliamentary_Business/Committees/Senate/Environment_and_Communications/TasmanianBushfires45/Report

Research indicates that the TWWHA was first established in 1982. Given that 38% of the total land area of MVC is now TWWHA, what input did Meander Valley Council have in the establishment of the TWWHA and its crippling covenants leading up to its inception?

Question taken on Notice

42/2019 DEPUTATIONS BY MEMBERS OF THE PUBLIC

Nil

PLANNING AUTHORITY

For the purposes of considering the following Planning Authority items, Council is acting as a Planning Authority under the provisions of the Land Use Planning and Approvals Act 1993.

43/2019 62 MEANDER VALLEY ROAD, HAGLEY

The Mayor invited Mr Shaun Leatherbarrow to address Council regarding this item.

Planning Application: PA\19\0107
Proposal: Visitor Accommodation (self-contained recreational vehicles (RVs))
Author: Justin Simons
Town Planner

1) Recommendation

It is recommended that the application for Use and Development for Visitor Accommodation (self-contained recreational vehicles) on land located at 62 Meander Valley Road, Hagley by A & S Camino, be APPROVED, generally in accordance with the endorsed plans:

- a) A & S Camino – Planning Application for Self-Contained RV Farm Stay – pages 1-3***
- b) A & S Camino – email dated 8 January 2019***

and subject to the following conditions:

- 1. No camping other than in self-contained recreational vehicles and motorhomes is permitted on the site (RVs). A self-contained recreational vehicle is a vehicle specifically built for the purpose that, along with built in sink, on-board cooking and sleeping facilities, carries a supply of fresh water and can retain all grey and black waste water, as defined by the Campervan and Motorhome Club of Australia. Caravans also fitting this description are acceptable.**
- 2. All rubbish generated by patrons, is to be removed from the property and disposed of in a legal disposal site.**
- 3. The location of the nearest "public wastewater dump point" is to be clearly identified and displayed in a prominent location at the entry.**
- 4. No generator, plant or power tool is to be operated:
Monday to Friday - before 7am and after 6pm;
Saturday - before 8am and after 6pm; and
Sunday - before 10am and after 6pm.**

- 5. No permanent flood lighting is permitted to be erected to service the RV Camping area.**
- 6. Incidental signage is to be erected within the boundary of the property clearly communicating Conditions 1-4 above and showing a map of the camping area.**
- 7. The entrance is to be signposted with a "10km/h" speed limit sign and a sign indicating shared area for pedestrians and vehicles. The sign is to be located within the property boundary.**
- 8. The existing vegetation screen on Meander Valley Road (see Attachment A) is to be maintained and any trees which are removed or suffer fatalities are to be replaced with a tree of similar scale and species.**
- 9. The existing access is to be upgraded in accordance with the issued works permit conditions and to the satisfaction of the Department of State Growth.**
- 10. Prior to the commencement of use:**
 - a) Signage is to be erected in accordance with Condition 6 and Condition 7.**
 - b) Written evidence from the Department of State Growth is to be submitted to Council, confirming that driveway works have been completed in accordance with Condition 9.**

Note:

1. The nearest "public waste water dump point" is currently located at the Deloraine Racecourse.
2. The landowner is responsible for ensuring that patrons abide by the conditions of the planning permit and that they are adequately communicated to them.
3. Any other proposed development and/or use, including amendments to this proposal, may require a separate planning application and assessment against the Planning Scheme by Council. All enquiries can be directed to Council's Community and Development Services on 6393 5320 or via email: mail@mvc.tas.gov.au

4. This permit does not imply that any other approval required under any other by-law or legislation has been granted. The following additional approvals may be required before construction commences:

- a) Building approval
- b) Plumbing approval

All enquiries should be directed to Council's Permit Authority on 6393 5320 or Council's Plumbing Surveyor on 0419 510 770.

5. This permit takes effect after:

- a) The 14 day appeal period expires; or
- b) Any appeal to the Resource Management and Planning Appeal Tribunal is abandoned or determined; or.
- c) Any other required approvals under this or any other Act are granted.

6. A planning appeal may be instituted by lodging a notice of appeal with the Registrar of the Resource Management and Planning Appeal Tribunal. A planning appeal may be instituted within 14 days of the date the Corporation serves notice of the decision on the applicant. For more information see the Resource Management and Planning Appeal Tribunal website www.rmpat.tas.gov.au

7. If an applicant is the only person with a right of appeal pursuant to section 61 of the Land Use Planning and Approvals Act 1993 and wishes to commence the use or development for which the permit has been granted within that 14 day period, the Council must be so notified in writing. A copy of Council's Notice to Waive Right of Appeal is attached.

8. This permit is valid for two (2) years only from the date of approval and will thereafter lapse if the development is not substantially commenced. An extension may be granted if a request is received.

9. In accordance with the legislation, all permits issued by the permit authority are public documents. Members of the public will be able to view this permit (which includes the endorsed documents) on request, at the Council Office.

10. If any Aboriginal relics are uncovered during works;

- a) All works are to cease within a delineated area sufficient to protect the unearthed and other possible relics from destruction,
- b) The presence of a relic is to be reported to Aboriginal Heritage Tasmania

Phone: (03) 6233 6613 or 1300 135 513 (ask for Aboriginal Heritage Tasmania Fax: (03) 6233 5555 Email: aboriginal@heritage.tas.gov.au); and
c) The relevant approval processes will apply with state and federal government agencies.

DECISION:

Cr Sherriff moved and Cr King seconded ***“that the application for Use and Development for Visitor Accommodation (self-contained recreational vehicles) on land located at 62 Meander Valley Road, Hagley by A & S Camino, be APPROVED, generally in accordance with the endorsed plans:***

- a) A & S Camino – Planning Application for Self-Contained RV Farm Stay – pages 1-3***
- b) A & S Camino – email dated 8 January 2019***

and subject to the following conditions:

- 1. No camping other than in self-contained recreational vehicles and motorhomes is permitted on the site (RVs). A self-contained recreational vehicle is a vehicle specifically built for the purpose that, along with built in sink, on-board cooking and sleeping facilities, carries a supply of fresh water and can retain all grey and black waste water, as defined by the Campervan and Motorhome Club of Australia. Caravans also fitting this description are acceptable.**
- 2. All rubbish generated by patrons, is to be removed from the property and disposed of in a legal disposal site.**
- 3. The location of the nearest "public wastewater dump point" is to be clearly identified and displayed in a prominent location at the entry.**
- 4. No generator, plant or power tool is to be operated:
Monday to Friday - before 7am and after 6pm;
Saturday - before 8am and after 6pm; and
Sunday - before 10am and after 6pm.**
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- 7. The entrance is to be signposted with a “10km/h” speed limit sign and a sign indicating shared area for pedestrians and vehicles. The sign is to be located within the property boundary.**
- 8. The existing vegetation screen on Meander Valley Road (see Attachment A) is to be maintained and any trees which are removed or suffer fatalities are to be replaced with a tree of similar scale and species.**
- 9. The existing access is to be upgraded in accordance with the issued works permit conditions and to the satisfaction of the Department of State Growth.**
- 10. Prior to the commencement of use:**
 - a) Signage is to be erected in accordance with Condition 6 and Condition 7.**
 - b) Written evidence from the Department of State Growth is to be submitted to Council, confirming that driveway works have been completed in accordance with Condition 9.**

Note:

1. The nearest “public waste water dump point” is currently located at the Deloraine Racecourse.
2. The landowner is responsible for ensuring that patrons abide by the conditions of the planning permit and that they are adequately communicated to them.
3. Any other proposed development and/or use, including amendments to this proposal, may require a separate planning application and assessment against the Planning Scheme by Council. All enquiries can be directed to Council’s Community and Development Services on 6393 5320 or via email: mail@mvc.tas.gov.au
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7. If an applicant is the only person with a right of appeal pursuant to section 61 of the Land Use Planning and Approvals Act 1993 and wishes to commence the use or development for which the permit has been granted within that 14 day period, the Council must be so notified in writing. A copy of Council's Notice to Waive Right of Appeal is attached.
8. This permit is valid for two (2) years only from the date of approval and will thereafter lapse if the development is not substantially commenced. An extension may be granted if a request is received.
9. In accordance with the legislation, all permits issued by the permit authority are public documents. Members of the public will be able to view this permit (which includes the endorsed documents) on request, at the Council Office.
10. If any Aboriginal relics are uncovered during works;
 - a) All works are to cease within a delineated area sufficient to protect the unearthed and other possible relics from destruction,
 - b) The presence of a relic is to be reported to Aboriginal Heritage Tasmania Phone: (03) 6233 6613 or 1300 135 513 (ask for Aboriginal Heritage Tasmania Fax: (03) 6233 5555 Email: aboriginal@heritage.tas.gov.au); and
 - c) The relevant approval processes will apply with state and federal government agencies.

The meeting adjourned at 4.19pm

The meeting resumed at 4.25pm

As an amendment to the motion Cr Temple moved and Cr Cameron seconded
“that the following be included in the proposed Planning Permit conditions –

***that the spaces fronting Meander Valley Road are only to be occupied once
all spaces behind the dwelling are occupied.”***

***The amendment to the motion was declared CARRIED with Councillors Bower,
Cameron, Johnston, Kelly, King, Nott, Sherriff and Temple
voting for the motion.***

***The amended motion was declared CARRIED with Councillors Bower,
Cameron, Johnston, Kelly, King, Nott, Sherriff
and Temple voting for the motion.***

44/2019 REVIEW OF POLICY NO. 90 – MOBILE FOOD VEHICLES

1) Recommendation

It is recommended that Council confirm the continuation of Policy No. 90 Mobile Food Vehicles until March 2022 as follows.

POLICY MANUAL

Policy Number: 90	Mobile Food Vehicles
Purpose:	The purpose of this Policy is to provide direction for the granting of permits for mobile food vehicles to operate from a public street or Council owned or managed property.
Department:	Community & Development Services
Author:	Katie Proctor, Environmental Health Officer
Council Meeting Date:	13 March 2018 12 March 2019
Minute Number:	47/2018
Next Review Date:	March 2019 March 2022

POLICY

1. Definitions

A **mobile food vehicle** is a food business that operates from a mobile structure under the Food Act 2003. A mobile structure includes a vehicle or trailer that is not permanently fixed to the whole, or part, of a building, structure or land, in, at or from which food is, or is intended to be, handled or sold.

A **public street** means any street, road, lane, thoroughfare, footpath, bridge or place open to the public, or to which the public have or are permitted to have access, whether on payment of a fee or otherwise as defined in the Traffic Act 1925.

Council owned or managed property includes Council managed parks, reserves, sports grounds, car parks and road reserves.

2. Objective

The objective of this policy is to establish the conditions under which Council may grant permits for mobile food vehicles to operate from a public street or Council owned or managed property.

3. Scope

The policy shall apply to anyone wanting to operate a mobile food vehicle within the municipality from a public street or Council owned or managed property.

4. Policy

Council supports the operation of mobile food vehicles within Meander Valley.

Council will consider applications for permits for mobile food vehicles on any public street within the municipality and on Council owned or managed property.

4.1 Assessment considerations

When assessing permit applications, the Council will take into account the following matters:-

- Advice from Tasmania Police as to the traffic and safety conditions and any other impact of the operation;
- Advice from Department of State Growth if the proposed location is suitable;
- Advice from key users (e.g. sports clubs) of Council owned or managed property;
- Whether the operation is an appropriate distance from established permanently fixed food premises;
- Proximity of sensitive uses (e.g. school, hospital); and
- Proposed time of day and period of operation.

Guidelines are to be made to give effect to this policy.

4.2 Exemptions

This policy does not apply to applications by mobile food vehicles to operate on a public street during an event where Council has granted permission for a street closure to conduct that event.

5. Legislation

Vehicle & Traffic Act 1999

Food Act 2003

6. Responsibility

Responsibility for the operation of the policy rests with the Director Community & Development Services and Director Infrastructure Services.

DECISION:

Cr King moved and Cr Cameron seconded "***that Council confirm the continuation of Policy No. 90 Mobile Food Vehicles until March 2022 as follows.***

POLICY MANUAL

Policy Number: 90

Mobile Food Vehicles

Purpose:

The purpose of this Policy is to provide direction for the granting of permits for mobile food vehicles to operate from a public street or Council owned or managed property.

Department:

Community & Development Services

Author:

Katie Proctor, Environmental Health Officer

Council Meeting Date:

12 March 2019

Minute Number:

44/2019

Next Review Date:

March 2022

POLICY

1. Definitions

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The policy shall apply to anyone wanting to operate a mobile food vehicle within the municipality from a public street or Council owned or managed property.

4. Policy

Council supports the operation of mobile food vehicles within Meander Valley.

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- Advice from Tasmania Police as to the traffic and safety conditions and any other impact of the operation;
- Advice from Department of State Growth if the proposed location is suitable;
- Advice from key users (e.g. sports clubs) of Council owned or managed property;
- Whether the operation is an appropriate distance from established permanently fixed food premises;
- Proximity of sensitive uses (e.g. school, hospital); and
- Proposed time of day and period of operation.

Guidelines are to be made to give effect to this policy.

4.2 Exemptions

This policy does not apply to applications by mobile food vehicles to operate on a public street during an event where Council has granted permission for a street closure to conduct that event.

5. Legislation

Vehicle & Traffic Act 1999

Food Act 2003

Meander Valley Interim Planning Scheme 2013

Traffic Act 1925

6. Responsibility

Responsibility for the operation of the policy rests with the Director Community & Development Services and Director Infrastructure Services.

The motion was declared CARRIED with Councillors Bower, Cameron, Johnston, Kelly, King, Nott, Sherriff and Temple voting for the motion.

45/2019 REVIEW OF BUDGETS FOR THE 2018-2019 CAPITAL WORKS PROGRAM

1) Recommendation

It is recommended that Council approves the following project budget changes to the 2018-2019 Capital Works Program;

Project Name	Current Budget	Proposed Budget Variation	Revised Budget
Open Drain Program - Carrick	\$26,200	-\$26,200	\$0
Church St Carrick – Stormwater improvements	\$0	\$19,000	\$19,000
Glenore Road Reconstruction	\$350,000	-\$25,000	\$325,000
New Footpath Developments - Westbury Program	\$115,668	-\$85,000	\$30,668
Marriott Street Footpath – Meander Valley Road to Showgrounds entrance	\$0	\$35,000	\$35,000
Marriott Street Footpath - King Street to Queen Street	\$0	\$20,000	\$20,000
Dexter Street Footpath - Taylor Street to Marriott Street	\$0	\$30,000	\$30,000

DECISION:

Cr Kelly moved and Cr Nott seconded *“that Council approves the following project budget changes to the 2018-2019 Capital Works Program;*

Project Name	Current Budget	Proposed Budget Variation	Revised Budget
Open Drain Program - Carrick	\$26,200	-\$26,200	\$0
Church St Carrick – Stormwater improvements	\$0	\$19,000	\$19,000
Glenore Road Reconstruction	\$350,000	-\$25,000	\$325,000
New Footpath Developments -	\$115,668	-\$85,000	\$30,668

Project Name	Current Budget	Proposed Budget Variation	Revised Budget
Westbury Program			
Marriott Street Footpath – Meander Valley Road to Showgrounds entrance	\$0	\$35,000	\$35,000
Marriott Street Footpath - King Street to Queen Street	\$0	\$20,000	\$20,000
Dexter Street Footpath - Taylor Street to Marriott Street	\$0	\$30,000	\$30,000

The motion was declared CARRIED with Councillors Bower, Cameron, Johnston, Kelly, King, Nott, Sherriff and Temple voting for the motion.

46/2019 PROPOSED NEW ROAD NAME OF WINWOOD LANE TO REPLACE SUBURB ROAD (WESTERN SECTION OFF MARY STREET), WESTBURY

1) Recommendation

It is recommended that Council endorse the proposed new road name of Winwood Lane for the short section of road currently identified as Suburb Road (western section off Mary Street), Westbury, and forward it to the Nomenclature Office for formalisation.

DECISION:

Cr Nott moved and Cr Sherriff seconded ***“that Council endorse the proposed new road name of Winwood Lane for the short section of road currently identified as Suburb Road (western section off Mary Street), Westbury, and forward it to the Nomenclature Office for formalisation.***

The motion was declared CARRIED with Councillors Bower, Cameron, Johnston, Kelly, King, Nott, Sherriff voting for the motion and Cr Temple voting against the motion.

47/2019 MEANDER VALLEY COUNCIL MODEL CODE OF CONDUCT

1) Recommendation

It is recommended that Council adopts the Meander Valley Model Code of Conduct 2019: as follows:

PART 1 - Decision making

- 1.** A councillor must bring an open and unprejudiced mind to all matters being decided upon in the course of his or her duties, including when making planning decisions as part of the Council's role as a Planning Authority.
- 2.** A councillor must make decisions free from personal bias or prejudgement.
- 3.** In making decisions, a councillor must give genuine and impartial consideration to all relevant information known to him or her, or of which he or she should have reasonably been aware.
- 4.** A councillor must make decisions solely on merit and must not take irrelevant matters or circumstances into account when making decisions.

PART 2 - Conflict of interests that are not pecuniary

- 1.** When carrying out his or her public duty, a councillor must not be unduly influenced, nor be seen to be unduly influenced, by personal or private interests that he or she may have.
- 2.** A councillor must act openly and honestly in the public interest.
- 3.** A councillor must uphold the principles of transparency and honesty and declare actual, potential or perceived conflicts of interest at any meeting of the Council and at any workshop or any meeting of a body to which the councillor is appointed or nominated by the Council.
- 4.** A councillor must act in good faith and exercise reasonable judgement to determine whether he or she has an actual, potential or perceived conflict of interest.

5. A councillor must avoid, and remove himself or herself from, positions of conflict of interest as far as reasonably possible.

6. A councillor who has an actual, potential or perceived conflict of interest in a matter before the Council must –

(a) declare the conflict of interest before discussion on the matter begins; and
(b) act in good faith and exercise reasonable judgement to determine a reasonable person would consider that the conflict of interest requires the councillor to remove himself or herself physically from any Council discussion and remain out of the room until the matter is decided by the Council.

7. This Part does not apply in relation to a pecuniary interest.

PART 3 - Use of Office

1. The actions of a councillor must not bring the Council or the office of councillor into disrepute.

2. A councillor must not take advantage, or seek to take advantage, of his or her office or status to improperly influence others in order to gain an undue, improper, unauthorised or unfair benefit or detriment for himself or herself or any other person or body.

3. In his or her personal dealings with the Council (for example as a ratepayer, recipient of a Council service or planning applicant), a councillor must not expect nor request, expressly or implicitly, preferential treatment for himself or herself or any other person or body.

PART 4 - Use of resources

1. A councillor must use Council resources appropriately in the course of his or her public duties.

2. A councillor must not use Council resources for private purposes except as provided by Council policies and procedures.

3. A councillor must not allow the misuse of Council resources by any other person or body.

PART 5 - Use of information

1. A councillor must only access Council information needed to perform his or her role and not for personal reasons or non-official purposes.

2. A councillor must only release Council information in accordance with established Council policies and procedures and in compliance with relevant legislation.

PART 6 - Gifts and benefits

1. A councillor may accept an offer of a gift or benefit if it directly relates to the carrying out of the councillor's public duties and is appropriate in the circumstances.

2. A councillor must avoid situations in which the appearance may be created that any person or body, through the provisions of gifts or benefits of any kind, is securing (or attempting to secure) influence or a favour from the councillor or the Council.

PART 7 - Relationships with community, councillors and Council employees

1. A councillor –

(a) must treat all persons fairly

(b) must not cause any reasonable person offence or embarrassment

(c) must not bully or harass any person.

2. A councillor must listen to, and respect, the views of other councillors in Council and committee meetings and any other proceedings of the Council, and endeavour to ensure that issues, not personalities, are the focus of debate.

3. A councillor must not contact or issue instructions to any of the Council's contractors or tenderers, without appropriate authorisation.

4. A councillor must not contact an employee of the Council in relation to Council matters unless authorised by the General Manager of the Council.

PART 8 - Representation

1. When giving information to the community, a councillor must accurately represent the policies and decisions of the Council.

2. A councillor must not knowingly misrepresent information that he or she has obtained in the course of his or her duties.

3. A councillor must not speak on behalf of the Council unless specifically

authorised or delegated by the Mayor.

4. A councillor must clearly indicate when he or she is putting forward his or her personal views.
5. A councillor's personal views must not be expressed publicly in such a way as to undermine the decisions of the Council or bring the Council into disrepute.
6. A councillor must show respect when expressing personal views publicly.
7. The personal conduct of a councillor must not reflect, or have the potential to reflect, adversely on the reputation of the Council.
8. When representing the Council on external bodies, a councillor must strive to understand the basis of the appointment and be aware of the ethical and legal responsibilities attached to such an appointment.

PART 9 - Variation of Code of Conduct

1. Any variation of this model code of conduct is to be in accordance with section 28T of the Act.

DECISION:

Cr Bower moved and Cr Cameron seconded ***"that Council adopts the Meander Valley Model Code of Conduct 2019: as follows:***

PART 1 - Decision making

1. A councillor must bring an open and unprejudiced mind to all matters being decided upon in the course of his or her duties, including when making planning decisions as part of the Council's role as a Planning Authority.
2. A councillor must make decisions free from personal bias or prejudgement.
3. In making decisions, a councillor must give genuine and impartial consideration to all relevant information known to him or her, or of which he or she should have reasonably been aware.
4. A councillor must make decisions solely on merit and must not take irrelevant matters or circumstances into account when making decisions.

PART 2 - Conflict of interests that are not pecuniary

1. When carrying out his or her public duty, a councillor must not be unduly influenced, nor be seen to be unduly influenced, by personal or private interests that he or she may have.
2. A councillor must act openly and honestly in the public interest.
3. A councillor must uphold the principles of transparency and honesty and declare actual, potential or perceived conflicts of interest at any meeting of the Council and at any workshop or any meeting of a body to which the councillor is appointed or nominated by the Council.
4. A councillor must act in good faith and exercise reasonable judgement to determine whether he or she has an actual, potential or perceived conflict of interest.
5. A councillor must avoid, and remove himself or herself from, positions of conflict of interest as far as reasonably possible.
6. A councillor who has an actual, potential or perceived conflict of interest in a matter before the Council must –
 - (a) declare the conflict of interest before discussion on the matter begins; and
 - (b) act in good faith and exercise reasonable judgement to determine a reasonable person would consider that the conflict of interest requires the councillor to remove himself or herself physically from any Council discussion and remain out of the room until the matter is decided by the Council.
7. This Part does not apply in relation to a pecuniary interest.

PART 3 - Use of Office

1. The actions of a councillor must not bring the Council or the office of councillor into disrepute.
2. A councillor must not take advantage, or seek to take advantage, of his or her office or status to improperly influence others in order to gain an undue, improper, unauthorised or unfair benefit or detriment for himself or herself or any other person or body.
3. In his or her personal dealings with the Council (for example as a ratepayer, recipient of a Council service or planning applicant), a councillor must not expect nor request, expressly or implicitly, preferential treatment for himself or herself or

any other person or body.

PART 4 - Use of resources

1. A councillor must use Council resources appropriately in the course of his or her public duties.
2. A councillor must not use Council resources for private purposes except as provided by Council policies and procedures.
3. A councillor must not allow the misuse of Council resources by any other person or body.

PART 5 - Use of information

1. A councillor must only access Council information needed to perform his or her role and not for personal reasons or non-official purposes.
2. A councillor must only release Council information in accordance with established Council policies and procedures and in compliance with relevant legislation.

PART 6 - Gifts and benefits

1. A councillor may accept an offer of a gift or benefit if it directly relates to the carrying out of the councillor's public duties and is appropriate in the circumstances.
2. A councillor must avoid situations in which the appearance may be created that any person or body, through the provisions of gifts or benefits of any kind, is securing (or attempting to secure) influence or a favour from the councillor or the Council.

PART 7 - Relationships with community, councillors and Council employees

1. A councillor –
 - (a) must treat all persons fairly
 - (b) must not cause any reasonable person offence or embarrassment
 - (c) must not bully or harass any person.
2. A councillor must listen to, and respect, the views of other councillors in Council and committee meetings and any other proceedings of the Council, and

endeavour to ensure that issues, not personalities, are the focus of debate.

3. A councillor must not contact or issue instructions to any of the Council's contractors or tenderers, without appropriate authorisation.

4. A councillor must not contact an employee of the Council in relation to Council matters unless authorised by the General Manager of the Council.

PART 8 - Representation

1. When giving information to the community, a councillor must accurately represent the policies and decisions of the Council.

2. A councillor must not knowingly misrepresent information that he or she has obtained in the course of his or her duties.

3. A councillor must not speak on behalf of the Council unless specifically authorised or delegated by the Mayor.

4. A councillor must clearly indicate when he or she is putting forward his or her personal views.

5. A councillor's personal views must not be expressed publicly in such a way as to undermine the decisions of the Council or bring the Council into disrepute.

6. A councillor must show respect when expressing personal views publicly.

7. The personal conduct of a councillor must not reflect, or have the potential to reflect, adversely on the reputation of the Council.

8. When representing the Council on external bodies, a councillor must strive to understand the basis of the appointment and be aware of the ethical and legal responsibilities attached to such an appointment.

PART 9 - Variation of Code of Conduct

1. Any variation of this model code of conduct is to be in accordance with section 28T of the Act.

The motion was declared CARRIED with Councillors Bower, Cameron, Johnston, King and Nott voting for the motion and Councillors Kelly, Sherriff and Temple voting against the motion.

48/2019 REVIEW OF MEANDER VALLEY COUNCIL COMMUNITY STRATEGIC PLAN 2014 TO 2024

1) Recommendation

It is recommended that Council:

- a) approves the review under Section 70E of the Local Government Act 1993 and makes the following amendments to the Meander Valley Council Community Strategic Plan 2014 to 2024*
 - remove references to a Council Delivery Plan*
- b) includes a project in the 2019 – 2020 Annual Plan to undertake a mid-term review of the Meander Valley Council Community Strategic Plan 2014 to 2024 which would incorporate community consultation*

DECISION:

Cr Bower moved and Cr Cameron seconded ***“that Council:***

- a) approves the review under Section 70E of the Local Government Act 1993 and makes the following amendments to the Meander Valley Council Community Strategic Plan 2014 to 2024*
 - remove references to a Council Delivery Plan*
- b) includes a project in the 2019 – 2020 Annual Plan to undertake a mid-term review of the Meander Valley Council Community Strategic Plan 2014 to 2024 which would incorporate community consultation*

The motion was declared CARRIED with Councillors Bower, Cameron, Johnston, Kelly, King, Nott, Sherriff and Temple voting for the motion.

49/2019 POLICY REVIEW NO. 24 – COUNCILLOR EXPENSE ENTITLEMENTS, ATTENDANCE AT CONFERENCES AND TRAINING

1) Recommendation

It is recommended that Council:

- a. Approves a new capital works budget of \$30,000 for the purposes of purchasing a Council fleet vehicle for use by the Mayor in accordance with Council Policy No. 24.*
- b. Confirms the continuation of Policy No.24 - Councillor Expense Entitlements, Attendance at Conferences and Training with amendments as follows.*

POLICY MANUAL

Policy Number: 24	Councillor Expense Entitlements, Attendance at Conferences and Training
Purpose:	To provide guidelines for the reimbursement of Councillors expenses incurred in carrying out their duties.
Department:	Governance & Community Services
Author:	Patrick Gambles, Acting Director Martin Gill, General Manager
Council Meeting Date:	13 December 2016 12 March 2019
Minute Number:	261/2016
Next Review Date:	November 2020 March 2023

POLICY

1. Definitions

~~Nil.~~

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

2. Objective

To ensure Councillors are adequately ~~compensated~~ reimbursed on a consistent basis for expenses incurred in carrying out their duties, including professional development and training, so that electors are not deterred by cost from seeking a position on Council.

3. Scope

This policy applies to all ~~Councillors. elected members of Meander Valley Council.~~

4. Policy

Remuneration and Allowances

The allowances for ~~the Mayor, Deputy Mayor and Councillors~~ are as outlined in the Local Government (General) Regulations 2015 and ~~Section 340A of the Local Government Act (Act).~~ Allowances are paid monthly by direct deposit into the Councillor's nominated bank account.

~~If the Deputy Mayor is appointed to act in the role of Mayor for a period of 4 consecutive weeks or more, the Deputy Mayor is entitled to receive, for that period, the allowance payable to the Mayor.~~

Travelling/ and Carer Expenses

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

- To attend ~~Council~~ meetings ~~of Council~~, ~~Council workshops~~, ~~or~~ meetings of any committee of the Council, ~~and~~ any other meeting where the Councillor has been delegated or authorised by Council to attend.
- Upon inspections or business within the Council area, provided such inspections or business is undertaken in compliance with ~~resolutions of the a Council~~ ~~decision or Council meeting agenda item.~~
- Upon inspections or business as arranged by the General Manager or Departmental Directors.
- To attend to business of the Council, outside the Council area, in compliance with a ~~resolution of Council~~ ~~decision or Council meeting agenda item.~~
- Attendance at the Annual Conference of the Local Government Association of Tasmania or any meeting of a regional organisation committee which Council sends a delegate.
- Attend any ~~seminar/conference~~ ~~conference, seminars and training~~ in compliance with a ~~resolution or policy of Council~~ the relevant section of this Policy.

- Travel must be taken in the shortest route practical.
- The travelling allowance for Councillors shall be paid in accordance with the Australian Taxation Office cents per kilometre rate set for that financial year in which the travel occurred. For 2018-19 this is the amount of 68 cents per kilometre. ~~rates prescribed for the Tasmanian Public Service as for an "occasional user" category, with the Mayor being paid as for a "required user" but for all kilometres claimed.~~
- ~~A vehicle may be provided for use by the Mayor for the purposes of discharging his or her functions and duties of office if more cost effective for Council than paying a travelling allowance.~~
- Reimbursement for Councillors other than the Mayor will be paid on a monthly or quarterly basis.
- 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 Council's code of use for motor vehicles, with the classification being a private user. The allocated vehicle is for use by the Mayor when attending Council related activities and may also be used by the Mayor for private purposes.
- Carer expense claims need to provide sufficient evidence of the cost, net of any reimbursements received or due.

Telephones

Council will reimburse Councillors for the cost of telephones (including rentals, data and calls) 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.

The Mayor may be provided with a mobile phone with all associated costs met by Council.

Communication Equipment

For each term of office, Council will provide each councillor with

- (i)• ~~a capital cost allowance~~ Capital reimbursement up to a maximum of \$3,000 for purchase of a mobile phone, 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 ~~his/her~~ their duties.

- The ~~capital cost allowance~~ capital reimbursement will be paid upon evidence of the purchase of equipment.

~~Or~~

- (ii)• ~~an annual lease allowance up to \$625 per annum to offset the usage of existing personal communication equipment as listed above.~~

~~And~~

- (iii)• ~~An annual support allowance up to \$900 p.a. towards Internet costs for home and mobile devices. Council will reimburse Councillors for the cost of home internet 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.~~

~~The annual lease allowance will be paid on the following pro-rata basis:~~

- ~~———— \$375 per annum for computer usage~~
- ~~———— \$100 per annum for printer/scanner/fax~~
- ~~———— \$ 75 per annum for mobile phone~~
- ~~———— \$ 75 per annum for filing cabinet~~
- ~~———— \$625 per annum~~

~~when a Councillor provides personal communication equipment, which has not been funded previously by Council, for Council use.~~

~~The annual support allowance will be paid upon evidence of maintenance and ISP costs incurred.~~

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 Council** or a pro-rata refund of ~~the capital cost allowance~~ **may 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).

Secretarial Assistance

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.

Stationery

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, envelopes and the like.

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

Conferences, Seminars and Training

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:

- Council will provide an annual **budget** allocation for conference, seminar and training expenses for Councillors.
- The Council and General Manager are to ensure that there is equity between Councillors in relation to attendance at conferences, seminars and training courses.
- The Council is to ensure that conferences, seminars and training courses are relevant to the current activities of Council and the training and professional development needs of Councillors.
- Councillors attending a conference must submit a written report to the General Manager within 4 weeks of returning from the conference. This report should outline the conference program and benefits gained.
- Councillors attending a training course or seminar shall provide any course notes or handouts to the General Manager for distribution to other Councillors.
- 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.
- **Attendance, accommodation, airfares and reasonable meal expenses will be arranged by Council or paid by reimbursement to the Councillors.**

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.

If the General Manager refuses an application, a Councillor may submit an application in writing for consideration at a meeting of Council.

The Mayor and Deputy Mayor are Council's designated delegates to the LGAT Annual Conference. Other Councillors may attend by using the Councillor Training Registration Form.

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.

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:

- ~~Travel must be undertaken by the shortest route possible.~~
- ~~Any time occupied in authorised Council business is not to be included in the calculation of any expenses to be paid.~~ Councillors will not be reimbursed for time spent

representing the community; this is taken into account in legislated Councillor Allowances.

- Councillors will be provided with name badges.
- ~~Wherever possible and practicable a Councillor should seek prior Council approval before attending an activity for the purpose of making payments in relation to any expenses incurred.~~
- Where travel is by flight the standard form of travel will be economy class.
- Travelling expenses, carer expenses and out of pocket expenses will, unless there are exceptional circumstances, be paid in arrears.
- Council will not reimburse claims later than 12 months after the claim has been incurred by the Councillor.
- 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.

5. Legislation

This policy is complementary to the Local Government Act 1993 and Local Government (General) Regulations 2015.

6. Responsibility

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

DECISION:

Cr Bower moved and Cr Cameron seconded ***“that Council:***

- Approves a new capital works budget of \$30,000 for the purposes of purchasing a Council fleet vehicle for use by the Mayor in accordance with Council Policy No. 24.***
- Confirms the continuation of Policy No.24 - Councillor Expense Entitlements, Attendance at Conferences and Training with amendments as follows.***

POLICY MANUAL

Policy Number: 24

Councillor Expense Entitlements, Attendance at Conferences and Training

Purpose: To provide guidelines for the reimbursement of Councillors expenses incurred in carrying out their duties.

Department: Governance

Author: Martin Gill, General Manager

Council Meeting Date: 12 March 2019

Minute Number: 49/2019

Next Review Date: *March 2023*

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, so that electors are not deterred by cost from seeking a position on Council.

3. Scope

This policy applies to all Councillors.

4. Policy

Allowances

The allowances for the Mayor, Deputy Mayor and Councillors are as outlined in the Local Government (General) Regulations 2015 and Section 340A of the Local Government Act (Act). Allowances are paid monthly by direct deposit into the Councillor's nominated bank account.

If the Deputy Mayor is appointed to act in the role of Mayor for a period of 4 consecutive weeks or more, the Deputy Mayor is entitled to receive, for that period, the allowance payable to the Mayor.

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:-

- 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.
- Upon inspections or business within the Council area, provided such inspections or business is undertaken in compliance with a Council decision or Council meeting agenda item.
- Upon inspections or business as arranged by the General Manager or Departmental Directors.
- To attend to business of the Council, outside the Council area, in compliance with a Council decision or Council meeting agenda item.
- Attendance at the Annual Conference of the Local Government Association of Tasmania or any meeting of a regional organisation committee which Council sends a delegate.
- Attend any conference, seminars and training in compliance with the relevant section of this Policy.
- Travel must be taken in the shortest route practical.
- The travelling allowance for Councillors shall be paid in accordance with the Australian Taxation Office cents per kilometre rate set for that financial year in which the travel occurred. For 2018-19 this is the amount of 68 cents per kilometre.
- Reimbursement for Councillors other than the Mayor will be paid on a monthly or quarterly basis.
- 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 Council's code of use for motor vehicles, with the classification being a private user. The allocated vehicle is for use by the Mayor when attending Council related activities and may also be used by the Mayor for private purposes.
- Carer expense claims need to provide sufficient evidence of the cost, net of any reimbursements received or due.

Telephones

Council will reimburse Councillors for the cost of telephones (including rentals, data and calls) 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.

The Mayor may be provided with a mobile phone with all associated costs met by Council.

Communication Equipment

For each term of office, Council will provide each councillor with

- Capital reimbursement up to a maximum of \$3,000 for purchase of a mobile phone, 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.
- The capital reimbursement will be paid upon evidence of the purchase of equipment.
- Council will reimburse Councillors for the cost of home internet 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.

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 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).

Secretarial Assistance

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.

Stationery

Council, shall upon request, provide Councillors with standard stationery held or obtained generally for the organisation's requirements.

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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:

- Council will provide an annual budget allocation for conference, seminar and training expenses for Councillors.

- The Council and General Manager are to ensure that there is equity between Councillors in relation to attendance at conferences, seminars and training courses.
- The Council is to ensure that conferences, seminars and training courses are relevant to the current activities of Council and the training and professional development needs of Councillors.
- Councillors attending a conference must submit a written report to the General Manager within 4 weeks of returning from the conference. This report should outline the conference program and benefits gained.
- Councillors attending a training course or seminar shall provide any course notes or handouts to the General Manager for distribution to other Councillors.
- 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.
- Attendance, accommodation, airfares and reasonable meal expenses will be arranged by Council or paid by reimbursement to the Councillors.

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.

If the General Manager refuses an application, a Councillor may submit an application in writing for consideration at a meeting of Council.

The Mayor and Deputy Mayor are Council's designated delegates to the LGAT Annual Conference. Other Councillors may attend by using the Councillor Training Registration Form.

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.

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:

- Councillors will not be reimbursed for time spent representing the community; this is taken into account in legislated Councillor Allowances.
- Councillors will be provided with name badges.
- Where travel is by flight the standard form of travel will be economy class.

- Travelling expenses, carer expenses and out of pocket expenses will, unless there are exceptional circumstances, be paid in arrears.
- Council will not reimburse claims later than 12 months after the claim has been incurred by the Councillor.
- 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.

5. Legislation

This policy is complementary to the Local Government Act 1993 and Local Government (General) Regulations 2015.

6. Responsibility

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

The motion was declared CARRIED with Councillors Bower, Cameron, Johnston, Kelly, King, Nott, Sherriff and Temple voting for the motion.

ITEMS FOR CLOSED SECTION OF THE MEETING:

Councillor King moved and Councillor Bower seconded ***“that pursuant to Regulation 15(2)(g) of the Local Government (Meeting Procedures) Regulations 2015, Council close the meeting to the public to discuss the following items.”***

The motion was declared CARRIED with Councillors Bower, Cameron, Johnston, Kelly, King, Nott, Sherriff and Temple voting for the motion.

The meeting moved into Closed Session at 4.39pm

50/2019 CONFIRMATION OF MINUTES

Confirmation of Minutes of the Closed Session of the Ordinary Council Meeting held on 15 January, 2018.

51/2019 LEAVE OF ABSENCE

(Reference Part 2 Regulation 15(2)(h) Local Government (Meeting Procedures) Regulations 2015)

52/2019 CONTRACT NO. 201 2018-19 - WESTBURY RECREATION GROUND – NEW FUNCTION ROOM AND ALTERATIONS TO EXISTING CLUBROOMS

(Reference Part 2 Regulation 15(2)(d) Local Government Meeting Procedures) Regulations 23015)

The meeting re-opened to the public at 5.29pm

Cr Kelly moved and Cr Nott seconded ***“that the following decision taken by Council in Closed Session be released for the public’s information-***

Award Contract No. 201-2018-19 Westbury Recreation Ground, New Function Room and Alterations to Existing Club Rooms project to GLB Constructions.”

The motion was declared CARRIED with Councillors Bower, Cameron, Johnston, Kelly, King, Nott, Sherriff and Temple voting for the motion.

The meeting closed at 5.29pm

.....
WAYNE JOHNSTON (MAYOR)