



**Brighton  
Council**

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## ATTACHMENTS

ORDINARY COUNCIL MEETING  
20 JANUARY 2026



**Brighton  
Council**

**MINUTES OF THE ORDINARY COUNCIL MEETING  
OF THE BRIGHTON COUNCIL, HELD IN THE COUNCIL CHAMBERS,  
COUNCIL OFFICES, 1 TIVOLI ROAD, OLD BEACH  
AT 5.30 P.M. ON TUESDAY, 16 DECEMBER 2025**

PRESENT: Cr Gray; Cr Curran; Cr Geard; Cr De La Torre; Cr Irons; Cr McMaster; Cr Murtagh and Cr Owen.

IN ATTENDANCE: Mr J Dryburgh (Chief Executive Officer); Ms G Browne (Director Corporate Services); Ms J Banks (Director Governance & Regulatory Services); Ms A Turvey (Manager Community Development & Engagement); Mrs J Blackwell (Acting Director Development Services) and Mr C Pearce-Rasmussen (Director Asset Services).

**1. STATEMENT BY THE CHAIRPERSON**

**2. ACKNOWLEDGEMENT OF COUNTRY**

**3. APOLOGIES & REQUESTS FOR LEAVE OF ABSENCE**

*Cr Murtagh moved, Cr Curran seconded that an apology be received from Cr Whelan.*

**CARRIED**

**VOTING RECORD**

In favour	Against
Cr Curran	
Cr Geard	
Cr De La Torre	
Cr Gray	
Cr Irons	
Cr McMaster	
Cr Murtagh	
Cr Owen	

**4. NOTIFICATION OF LEAVE OF ABSENCE FOR PARENTAL LEAVE**

*Nil.*

## 5. CONFIRMATION OF MINUTES

### 5.1 Ordinary Council Meeting

The Minutes of the previous Ordinary Council Meeting held on the 18<sup>th</sup> November 2025 are submitted for confirmation.

#### **RECOMMENDATION:**

That the Minutes of the previous Ordinary Council Meeting held on 18<sup>th</sup> November 2025, be confirmed.

#### **DECISION:**

*Cr De La Torre moved, Cr Curran seconded that the Minutes of the previous Ordinary Council Meeting held on 18<sup>th</sup> November 2025, be confirmed.*

**CARRIED**

#### VOTING RECORD

In favour      Against

Cr Curran

Cr Geard

Cr De La Torre

Cr Gray

Cr Irons

Cr McMaster

Cr Murtagh

Cr Owen

## 6. DECLARATION OF INTEREST

In accordance with the requirements of Regulation 10(8) of the *Local Government (Meeting Procedures) Regulations 2025*, the chairperson of a meeting is to request Councillors to indicate whether they have, or are likely to have, an interest in any item on the agenda. In accordance with Section 48(4) of the *Local Government Act 1993*, it is the responsibility of councillors to then notify the Chief Executive Officer, in writing, the details of any interest(s) that the councillor has declared within 7 days of the declaration.

*There were no declarations of interest.*

## 7. PUBLIC QUESTION TIME & DEPUTATIONS

In accordance with the requirements of Regulations 33, 36, 37 & 38 of the *Local Government (Meeting Procedures) Regulations 2025*, the agenda is to make provision for public question time.

Cr Owen attended the presentation Awards at the Jordan River Senior School and congratulated the students

### 7.1 Public Questions on Notice

*Nil.*

## 8. COUNCILLORS QUESTION TIME

### 8.1 Councillor Questions on Notice

In accordance with Regulation 35 of the *Local Government (Meeting Procedures) Regulations 2025*, a councillor, at least seven days before an ordinary Council Meeting or a Council Committee Meeting, may give written notice to the Chief Executive Officer of a question in respect of which the councillor seeks an answer at that Meeting.

*Nil.*

### 8.2 Councillor Questions without Notice

In accordance with Regulation 34 of the *Local Government (Meeting Procedures) Regulations 2025*, a councillor at a meeting may ask a question without notice. The chairperson, councillor or general manager who is asked a question without notice at a meeting may decline to answer the question. The chairperson may require a councillor to put a question without notice in writing.

*Nil.*

## 9. REPORTS FROM COUNCIL

### 9.1 Mayor's Communications

- 19/11 GMC Meeting
- 20/11 LGAT General Meeting/Annual Conference
- 21/11 LGAT Annual Conference
- 27/11 TasWaste South Board Meeting
- 28/11 Pontville Park Steering Group Meeting
- 2/12 Brighton Annual General Meeting
- 2/12 Council Workshop
- 4/12 TasWaste South Committee Meeting
- 9/12 Brighton/Pontville Local Area Plan Steering Committee Meeting
- 10/12 TasWaste South Board Meeting
- 16/12 Council Meeting

### **RECOMMENDATION:**

That the Mayor's communications be received.

### **DECISION:**

*Cr De La Torre moved, Cr McMaster seconded that the Mayor's communications be received.*

**CARRIED**

**VOTING RECORD**

In favour	Against
Cr Curran	
Cr Geard	
Cr De La Torre	
Cr Gray	
Cr Irons	
Cr McMaster	
Cr Murtagh	
Cr Owen	

**9.2 Reports from Council Representatives**

- Progress report provided by Cr De La Torre regarding summary of work in relation to the Youth Justice and Early Intervention Steering Group. Cr De La Torre provided a verbal status report from the meeting on 27 November.
- Cr De La Torre spoke to students at the Holy Rosary catholic school on 8<sup>th</sup> December regarding the role of local government
- Cr Owen attended the Jordan River Learning Federation final presentation assembly.
- Cr Owen attended the funeral of Bill Griffiths; local community member.
- Cr Owen attended a Cycling South meeting on 16 December 2025.
- Cr Curran attended the Brighton Playgroup's final celebration of the Playgroup. Cr Curran passed on the Playgroup's thanks to Brighton Council for its support over the years.
- Cr Irons & Cr Murtagh attended the Herdsmans Cove Primary School final assembly.
- Cr Irons attended the End Racism workshop on 28 November.
- Cr Irons went to the AIDA mosque on 28 November for a presentation ceremony.

**RECOMMENDATION:**

That the reports from Council representatives be received.

**DECISION:**

*Cr McMaster moved, Cr Irons seconded that the reports from Council representatives be received.*

**CARRIED**

**VOTING RECORD**

In favour	Against
Cr Curran	
Cr Geard	
Cr De La Torre	
Cr Gray	
Cr Irons	
Cr McMaster	

Cr Murtagh  
Cr Owen

## 10. MISCELLANEOUS CORRESPONDENCE

- Letter from the Minister for Local Government dated 8<sup>th</sup> December 2025 in regard to the draft Local Government Electoral Bill.
- Letter from the Minister for Regional Development, Local Government & Territories dated 21<sup>st</sup> November 2025 regarding an inquiry into Local Government Funding and Fiscal Sustainability.

## 11. NOTIFICATION OF COUNCIL WORKSHOPS

*In accordance with the requirements of Regulation 10(3) of the Local Government (Meeting Procedures) Regulations 2025, the agenda is to make provision for the date and purpose of any council workshop held since the last meeting.*

One (1) Council workshop had been held since the previous Ordinary Council meeting.

A workshop was held on the 2<sup>nd</sup> December 2025 at 5.10pm to discuss the Tivoli Green Masterplan; Pontville precinct and priorities for major unfunded projects.

Attendance: Cr Gray; Cr Curran; Cr De La Torre; Cr Irons; Cr McMaster, Cr Murtagh; Cr Owen & Cr Whelan

Apologies: Cr Geard

## 12. NOTICES OF MOTION

*Nil.*

## 13. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA

*In accordance with the requirements of Regulation 10(7) of the Local Government (Meeting Procedures) Regulations 2025, the Council, by absolute majority may decide to deal with a matter that is not specifically listed on the agenda if:-*

- (a) the general manager has reported the reason for which it was not possible to include the matter on the agenda; and
- (b) the general manager has reported that the matter is urgent; and
- (c) the general manager has certified under Section 65 of the Local Government Act 1993 that the advice has been obtained and taken into account in providing general advice to the council.

*There were no supplementary agenda items.*

## 14. REPORTS FROM COMMITTEES

### 14.1 Audit Panel Minutes - 26 September 2025

#### RECOMMENDATION:

That Council receive the minutes of the Audit Panel meeting held on 26<sup>th</sup> September 2025 and adopt the panel's recommendations.

#### DECISION:

*Cr Owen moved, Cr Geard seconded that Council receive the minutes of the Audit Panel meeting held on 26<sup>th</sup> September 2025, with a minor amendment to the closing time i.e. 11.37am and adopt the panel's recommendations.*

CARRIED

#### VOTING RECORD

In favour	Against
Cr Curran	
Cr Geard	
Cr De La Torre	
Cr Gray	
Cr Irons	
Cr McMaster	
Cr Murtagh	
Cr Owen	

## 15. PETITIONS

*Nil.*

## 16. COUNCIL ACTING AS A PLANNING AUTHORITY

Under the provisions of the *Land Use Planning and Approvals Act 1993* and in accordance with Regulation 29 of the *Local Government (Meeting Procedures) Regulations 2025*, the Chairperson is to advise the meeting that Council will act as a planning authority in respect to those matters appearing under Item 16 on this agenda, inclusive of any supplementary items.

## 16.1 Planning Assessment Report - 29 Willis Street, Bridgewater - DA 2025/00173 - Secondary Residence

<b>Author:</b>	Planning Officer (K Tran)
<b>Authorised:</b>	Acting Director Development Services (J Blackwell)
<b>Applicant:</b>	Bryden Homes Pty Ltd
<b>Subject Site:</b>	29 Willis Street, Bridgewater
<b>Proposal:</b>	Secondary Residence
<b>Planning Scheme:</b>	Tasmanian Planning Scheme - Brighton
<b>Zoning:</b>	General Residential
<b>Codes:</b>	<ul style="list-style-type: none"> <li>• Road and Railway Assets Code</li> <li>• Parking and Sustainable Transport Code</li> </ul>
<b>Local Provisions:</b>	Brighton
<b>Use Class:</b>	Residential – Single Dwelling
<b>Discretions:</b>	Clause 8.4.2 A3 – Building Envelope
<b>Representations:</b>	2 representations were received. The representors raised the following issues: <ul style="list-style-type: none"> <li>• Visual Impact</li> <li>• Noise</li> <li>• Privacy</li> </ul>
<b>Recommendation:</b>	Approval with conditions

### 1. STATUTORY REQUIREMENTS

The purpose of this report is to enable the Planning Authority to determine application DA2025/00173

The relevant legislation is the *Land Use Planning and Approvals Act 1993* (LUPAA). The provisions of LUPAA require a planning authority to take all reasonable steps to ensure compliance with the planning scheme.

Council's assessment of this proposal should also consider the issues raised in the two representations received, the outcomes of the State Policies and the objectives of Schedule 1 of the Land Use Planning and Approvals Act, 1993 (LUPAA).

This report details the reasons for the officer recommendation. The Planning Authority must consider this report but is not bound to adopt the recommendation. Broadly, the Planning Authority can either:

- (1) adopt the recommendation, or

(2) vary the recommendation by adding, modifying, or removing recommended reasons and conditions or replacing an approval with a refusal (or vice versa).

Any alternative decision requires a full statement of reasons to comply with the *Judicial Review Act 2000* and the *Local Government (Meeting Procedures) Regulations 2025*.

## 2. SITE ASSESSMENT

The site is identified as CT 6707/601, located at 29 Willis Street, Bridgewater. The site is within the General Residential Zone, comprising approximately 625m<sup>2</sup>. The site fronts Willis Street and shares boundaries with four other properties.

The site currently has an existing dwelling and an outbuilding associated with it. The surrounding area is zoned general residential, characterised by urban densities with majority of developments being single dwellings.

The following Codes/Overlays are applicable to the site:

- Road and Railway Assets Code
- Parking and Sustainable Transport Code



Figure 1: Location Map (Source: thelistmap)

## 3. PROPOSAL

The application seeks to develop a 60m<sup>2</sup> secondary residence (granny flat) at the back yard of the property. There will be no change to the existing development on the site.

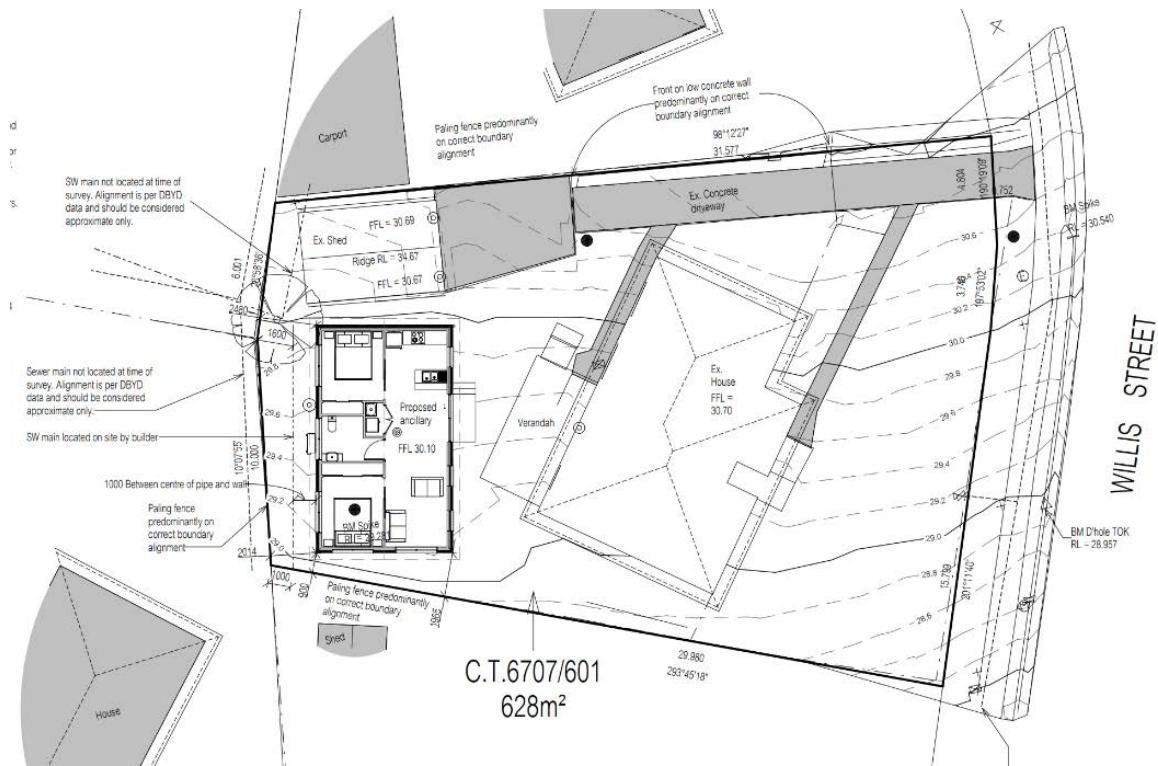


Figure 2: Proposed site plan (Source: the application).

The application is supported by the attached plans

#### 4. PLANNING SCHEME ASSESSMENT

##### Compliance with Applicable Standards:

*5.6.1 A use or development must comply with each applicable standard in the State Planning Provisions and the Local Provisions Schedules.*

*5.6.2 A standard is an applicable standard if:*

- (a) *the proposed use or development will be on a site within:*
  - (i) *a zone;*
  - (ii) *an area to which a specific area plan relates; or*
  - (iii) *an area to which a site-specific qualification applies; or*
- (b) *the proposed use or development is a use or development to which a relevant applies; and*
- (c) *the standard deals with a matter that could affect, or could be affected by, the proposed use or development.*

*5.6.3 Compliance for the purposes of subclause 5.6.1 of this planning scheme consists of complying with the Acceptable Solution or satisfying the Performance Criterion for that standard.*

*5.6.4 The planning authority may consider the relevant objective in an applicable standard to determine whether a use or development satisfies the Performance Criterion for that standard.*

### Determining applications (clause 6.10.1):

6.10.1 *In determining an application for any permit for use or development the planning authority must, in addition to the matters required by section 51(2) of the Act, take into consideration:*

- (a) *all applicable standards and requirements in this planning scheme; and*
- (b) *any representations received pursuant to and in conformity with section 57(5) of the Act,*

*but in the case of the exercise of discretion, only insofar as each such matter is relevant to the particular discretion being exercised.*

### Use Class

The Use Class is categorised as Residential under the Scheme. In the General Residential Zone, the Residential Use – Single Dwelling, is a No Permit Required Use.

### Compliance with Performance Criteria

The proposal meets the Scheme's relevant Acceptable Solutions with the exception of the following.

- Clause 8.4.2 A3 – Building Envelope

Assessment against the performance criteria of the above standard is provided below:

#### Clause 8.4.2 A3/P3 -Building Envelope

Acceptable Solution	Performance Criteria
<p><b>A3</b></p> <p>A dwelling, excluding outbuildings with a building height of not more than 2.4m and protrusions that extend not more than 0.9m horizontally beyond the building envelope, must:</p> <p>(a) be contained within a building envelope (refer to Figures 8.1, 8.2 and 8.3) determined by:</p> <ul style="list-style-type: none"> <li>(i) a distance equal to the frontage setback or, for an internal lot, a distance of 4.5m from the rear boundary of a property with an adjoining frontage; and</li> <li>(ii) projecting a line at an angle of 45 degrees from the horizontal at a height of 3m above existing ground</li> </ul>	<p><b>P3</b></p> <p>The siting and scale of a dwelling must:</p> <p>(a) not cause an unreasonable loss of amenity to adjoining properties, having regard to:</p> <ul style="list-style-type: none"> <li>(i) reduction in sunlight to a habitable room (other than a bedroom) of a dwelling on an adjoining property;</li> <li>(ii) overshadowing the private open space of a dwelling on an adjoining property;</li> <li>(iii) overshadowing of an adjoining vacant property; and</li> <li>(iv) visual impacts caused by the apparent scale, bulk or proportions</li> </ul>

level at the side and rear boundaries to a building height of not more than 8.5m above existing ground level; and

(b) only have a setback of less than 1.5m from a side or rear boundary if the dwelling:

(i) does not extend beyond an existing building built on or within 0.2m of the boundary of the adjoining property; or

(ii) does not exceed a total length of 9m or one third the length of the side boundary

(whichever is the lesser).

of the dwelling when viewed from an adjoining property;

(b) provide separation between dwellings on adjoining properties that is consistent with that existing on established properties in the area; and

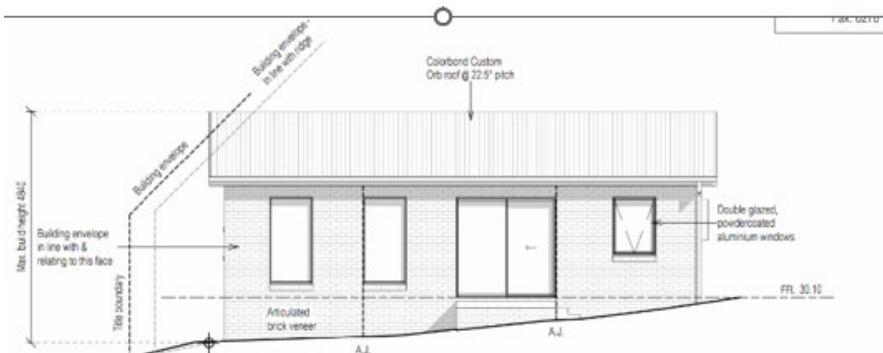
(c) not cause an unreasonable reduction in sunlight to an existing solar energy installation on:

(i) an adjoining property; or

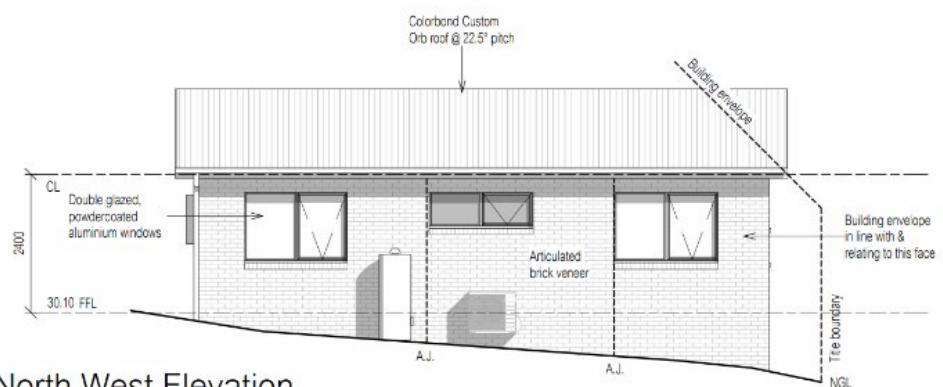
(ii) another dwelling on the same site.

### Planning response:

The proposal exceeds the building envelope due to the topography of the site. Accordingly the acceptable solution cannot be satisfied and the performance criteria must be met.



South East Elevation



North West Elevation

Figure 4: Elevation plans showing building envelope (Source: Submitted Development Plans)

As can be seen from the elevation plans, the part of the proposed building protruding the building envelope is relatively minor and occurs due to the site topography, which slopes down toward the Derwent, falling north to south. In assessing the performance criteria:

- (a) not cause an unreasonable loss of amenity to adjoining properties, having regard to:
  - (i) reduction in sunlight to a habitable room (other than a bedroom) of a dwelling on an adjoining property;
  - (ii) overshadowing the private open space of a dwelling on an adjoining property;
  - (iii) overshadowing of an adjoining vacant property;
  - (iv) visual impacts caused by the apparent scale, bulk or proportions of the dwelling when viewed from an adjoining property;

*The site is surrounded on each side by residential development. As such there is no vacant property to consider. Further the proposed secondary dwelling is located 10m northwest of 31 Willis Street, and 5.4m north east of 36 Scott Road.*

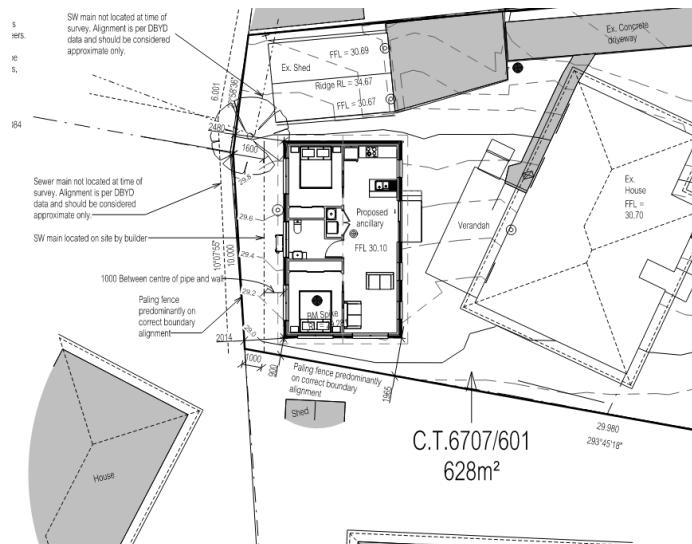


Figure 5: Site layout and adjoining residences.

*Due to the proposed siting (refer figure 5), each respective dwelling is able to receive sunlight to habitable rooms and private open space throughout the day.*

*The built form of the proposed secondary residence includes brick walls, colorbond roofing and double glazed powder coated windows, which serve to break up the elevations and reduce visual intrusion. The secondary residence is similar in character to existing dwellings in the area, and takes into account the topography within the Willis Street / Scott Road area.*

- (b) provide separation between dwellings on adjoining properties that is consistent with that existing on established properties in the area;

*The setback from the proposed second residence to the existing dwelling on 31 Willis Street is approximately 11 metres, to 36 Scott Road is 5 metres and to 27 Willis Street is 15 metres. The separation is consistent with established properties in the area, with setbacks range from 4 metres to 8 metres in average.*

- (c) not cause an unreasonable reduction in sunlight to an existing solar energy installation on:
  - (i) an adjoining property; or
  - (ii) another dwelling on the same site.

*No dwellings have solar energy installations, and as such this criterion is not applicable.*

Accordingly, the Performance Criteria is satisfied.

## 5. REFERRALS

No referral is required

## 6. REPRESENTATIONS

Two (2) representations were received during the statutory public exhibition period between 08/11/2025 and 24/11/2025.

The concerns of the representors are summarised below:

Representor's concerns	Planning Response
<i>Privacy impacts from the development</i>	<i>The proposal complies with the Acceptable Solution of Clause 8.4.6 – Privacy for all dwelling as the proposed finished floor level of the second residence does not exceed 1 metre above the existing ground level (refer Sheet 04 - Elevations)</i>
<i>Noise</i>	<i>The noise concern was raised by both representor, who are concerned that the proposed development will increase the number of people living at 29 Willis Street. While residential noise is not a planning matters and not relevant under the Tasmanian Planning Scheme, it still can be argued that the proposed development is for a Residential Use, which is a No Permit Required Use for the General Residential Zone. The scale of the development as well as the Residential Use is unlikely to cause excessive noise rather than noise from a normal household.</i>  <i>Another noise concern was the noise from construction of the proposed second residence, which is addressed by the Permit condition that the construction must be within permitted working hours by Council. Other construction impacts are all addressed by Permit conditions.</i>
<i>Visual Impact</i>	<i>Refer to Clause 8.4.2 P3.</i>

## 7. CONCLUSION

The proposal for a Second Residence at 29 Willis Street, Bridgewater satisfies the relevant provisions of the Tasmanian Planning Scheme - Brighton, and as such is recommended for approval.

### **RECOMMENDATION:**

That pursuant to the *Tasmanian Planning Scheme - Brighton*, Council approve application DA2025/00173 for a second residence at 29 Willis Street, Bridgewater for the reasons outlined in the officer's report and a permit containing the following conditions be issued:

#### *General*

- (1) The use or development must be carried out substantially in accordance with the application for planning approval, the endorsed drawings and with the conditions of this permit and must not be altered or extended without the further written approval of Council.
- (2) This permit shall not take effect and must not be acted on until 15 days after the date of receipt of this permit unless, as the applicant and the only person with a right of appeal, you notify Council in writing that you propose to commence the use or development before this date, in accordance with Section 53 of the Land Use Planning and Approvals Act 1993.
- (3) Where a conflict between the application for planning approval, endorsed drawing and conditions of this permit, the latter prevails.

#### *Amenity*

- (4) All external metal building surfaces must be clad in non-reflective pre-coated metal sheeting or painted to the satisfaction of the Director Development Services.

#### *Services*

- (5) The developer must pay the cost of any alterations and/or reinstatement to existing services, Council infrastructure or private property incurred as a result of the development. Any work required is to be specified or undertaken by the authority concerned.

#### *Parking and Access*

- (6) At least two (2) car parking spaces must be provided and maintained on the land at all times for the use of the development, in accordance with Standards Australia (2004) Australian Standard AS 2890.1 - 2004 – Parking Facilities Part 1: Off-Street Car Parking; Standards Australia, Sydney.

#### *Secondary Residence*

- (7) The gross floor area of the secondary residence must:
  - a) not exceed 60m<sup>2</sup>; and

- b) share all access and parking, and water, sewerage, gas, electricity, and telecommunications connections with the single dwelling.

*Stormwater*

- (8) Stormwater drainage from the proposed development must drain to a legal point of discharge to the satisfaction of Council's Chief Executive Officer and in accordance with a Certificate of Likely Compliance or Plumbing permit issued by the Permit Authority in accordance with the Building Act 2016.

*Erosion and Sediment Control*

- (9) Before any work commences install temporary run-off, erosion and sediment controls and maintain these at full operational capacity until the land is effectively rehabilitated and stabilised after completion of the development in accordance with the guidelines Soil and Water Management on Building and Construction Sites, by the Derwent Estuary Programme and NRM South and to the satisfaction of Council's Chief Executive Officer.

*TasWater*

- (10) The use and/or development must comply with the requirements of TasWater, as detailed in the form Submission to Planning Authority Notice, Reference No TWDA 2025-01435-BTN dated 11th December 2025, as attached to this permit.

*Construction amenity*

- (11) The development must only be carried out between the following hours unless otherwise approved by the Council's Director Development Services:

Monday to Friday	7:00 a.m. to 6:00 p.m.
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Saturday	8:00 a.m. to 6:00 p.m.
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Sunday and State-wide public holidays	10:00 a.m. to 6:00 p.m.
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- (12) All works associated with the development of the land shall be carried out in such a manner so as not to unreasonably cause injury to, or prejudice or affect the amenity, function, and safety of any adjoining or adjacent land, and of any person therein or in the vicinity thereof, by reason of:

- (a) Emission of noise, artificial light, vibration, odour, fumes, smoke, vapour, steam, ash, dust, wastewater, waste products, grit or otherwise.

- (b) The transportation of materials, goods, and commodities to and from the land.

- (c) Obstruction of any public footway or highway.

- (d) Appearance of any building works or materials.

- (13) Any accumulation of vegetation, building debris or other unwanted material must be disposed of by removal from the site in an approved manner. No burning of such materials on site will be permitted unless approved in writing by the Council's Director Development Services.

- (14) Public roadways or footpaths must not be used for the storage of any construction materials or wastes, for the loading/unloading of any vehicle or equipment; or for the carrying out of any work, process or tasks associated with the project during the construction period.
- (15) The developer must make good and/or clean any footpath, road surface or other element damaged or soiled by the development to the satisfaction of the Council's Municipal Engineer.

#### THE FOLLOWING ADVICE APPLIES TO THIS PERMIT:

- A. Please contact your private building surveyor to ascertain what approvals (if any) are required under the *Building Act 2016*.
- B. This permit does not imply that any other approval required under any other legislation or by-law has been granted.
- C. If you notify Council that you intend to commence the use or development before the date specified above you forfeit your right of appeal in relation to this permit.
- D. This planning approval shall lapse at the expiration of two (2) years from the date of the commencement of planning approval if the development for which the approval was given has not been substantially commenced. Where a planning approval for a development has lapsed, an application for renewal of a planning approval for that development shall be treated as a new application.

#### DECISION:

*Cr Owen moved, Cr Geard seconded that the recommendation be endorsed.*

**CARRIED**

#### VOTING RECORD

In favour	Against
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Cr Curran

Cr Geard

Cr De La Torre

Cr Gray

Cr Irons

Cr Owen

## 17. OFFICERS REPORTS

### 17.1 Youth Engagement Worker – Progress Report (August-October 2025)

**Author:** Youth Engagement Worker (J Flack)

**Authorised:** Manager, Community Development & Engagement (A Turvey)

#### Background

The Community Development team has committed to providing a quarterly update on the work being undertaken by Council's Youth Engagement Worker. This is the sixth progress report provided for Council's information.

## Relationship Building Activities

- Co-ordinated the Brighton Youth Action Group (BYAG) fortnightly meetings.
- Planning for school holiday programs with BYAG, including a summer camp.
- Worked with the Mental Health Council of Tasmania to deliver their 'Take a Minute' program during the school holidays, with BYAG, YNAG (Clarence City Council) and D'FAT (Derwent Valley).
- Attended and helped facilitate the Brighton Alive Network and Brighton Alive Youth Action Group meetings.
- Council Officer representative on the Greater Hobart Homelessness Alliance.
- Council Officer representative for Southern Council Salvos Street 2 Home network meeting (quarterly meetings).
- Continued working with Gagebrook Primary School and members of School for Seniors to deliver a fortnightly intergenerational djembe drumming program, including an end of term assembly performance.
- Attended 2 meetings with Council and Gagebrook Primary senior leadership team to discuss how Brighton Council could further support the school.
- Conducted extra djembe drumming sessions in Term 4 at Gagebrook Primary School with Tier 3 students to provide additional much needed support for students.
- Supporting the weekly Night Café run by BYAG member Ann Sutcliffe with the Communities for Children Van.
- Liaising with local family in Killarney Road to co-create a concept mural design for a Tas Networks transformer box.
- Participated in the review of targeted early intervention and prevention place-based initiatives in Brighton as part of the Tasmanian Youth Justice Reform. Working with several groups who received funding.
- Regular attendance at Bond Place.
- Presented with Community Development team at the Queensland Community Development Conference to share how the BYAG was supported and resourced by council through the targeted early intervention and prevention placed-based initiatives project.
- Attended community events: Bin to Win, BGH Breakers end of season dinner, Bridgewater Jerry Photo Competition, Brighton High School ideas expo and Under One Rainbow events
- Attended the opening of Rokeby Youth Service (Clarence City Council) and tour of the proposed Glenorchy Youth Hub.

## Key Observations

- Insight from Greater Hobart Safety Network that most of the policing time in our area is taken up with domestic and family violence call outs in the Brighton LGA.
- State Government and DECYP continue to focus on our area with recent funding for youth justice early intervention initiatives.

- Brighton LGA attracting interest from philanthropic and place-based community development organisations due to the Asset Based Community Development (ABCD) initiatives and strong community connection in our area, especially in the area of supporting young people.
- Brighton Youth Action Group are being recognised statewide for their work, and in particular their advocacy work in the area of fair access to transport, mental health services and food security. There has been interest from the wider community in the work the BYAG are doing, with individuals and agencies reaching out to myself and BYAG on a regular basis to support their programs, initiatives or participate in consultation and panel discussions.

### Options

1. As per the recommendation.
2. Other

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### **RECOMMENDATION:**

That Council receives and notes the information in the Youth Engagement Worker's Progress Report (August-October 2025).

### **DECISION:**

*Cr De La Torre moved, Cr Irons seconded that Council receives and notes the information in the Youth Engagement Worker's Progress Report (August-October 2025).*

**CARRIED**

#### VOTING RECORD

In favour	Against
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Cr Curran	
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Cr Geard	
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Cr De La Torre	
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Cr Gray	
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Cr Irons	
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Cr McMaster	
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Cr Murtagh	
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Cr Owen	
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## 17.2 Removal of Major Impact Grant from Budget and Reallocation of Funds

Author:	Manager, Community Development & Engagement (A Turvey)
Authorised:	Chief Executive Officer (J Dryburgh)
	Director Corporate Services (G Browne)

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### Background

In November 2023, Council confirmed that the Major Impact Grant of \$80K per year (previously allocated to the Bridgewater PCYC), should be re-allocated to the employment of a Youth Engagement Worker. The Major Impact Grant was originally set-up at the beginning of 2023 to assist with addressing significant safety, sustainability, loneliness and service gaps across our municipality. Communities for Children were successful in being awarded a Major Impact Grant to employ a youth worker for the Brighton Municipality. After winning the grant funding, circumstances at Communities for Children changed and as a third party they were no longer able to accept the funding and employ a youth worker. At this point, Council decided that the Major Impact Grant would be used for Council to directly employ a part-time Youth Engagement Worker (qualified social worker) for a period of two years, with regular quarterly reports to Council on activities and impact of the role.

The Youth Engagement Worker role has ensured Council is able to put young people in the community at the centre of what we do, building community leadership amongst our young people through the Brighton Youth Action Group, establishing connections with young people more broadly in our community to create a sense of belonging, safety and being loved, whilst building on young people's strengths – focusing on what is strong, not what is wrong.

The Youth Engagement Worker has undertaken the following:

- Co-ordinating Brighton Youth Action Group fortnightly meetings and ongoing activities, events and advocacy, including school holiday programs, Youth Week, YNOT Forums, media and communications training, mental health first aid training for young people.
- Co-ordinating the Brighton Alive Youth Action Network for those who work with young people.
- Supporting the weekly 'Night Café' as a pop-up drop in space for young people to connect, have some food and feel safe (utilising the Communities for Children Activity Van).
- Weekly intergenerational djembe drumming sessions during school terms (School for Seniors members and Gagebrook Primary School) and as requested drumming with Tier 3 students affected by trauma.
- Actively supported the targeted youth justice early intervention and prevention place-based initiatives in Brighton as part of the Tasmanian Youth Justice Reform, working with several community groups who received funding.
- Working with the Greater Hobart Homeless Alliance to create a Greater Hobart homeless statement.

- Council officer representative for Southern Council Salvos Street 2 Home Network meetings.
- Regular attendance at Bond Place for soft engagement opportunities through the djembe drumming and other 'bumping places'.
- Joined the Greater Hobart Community Safety Network, which meets quarterly. This includes representatives from Tasmania Police, Brighton, Glenorchy, Hobart and Clarence Councils to share information on strategies and programs related to community safety. Tasmania Police are able to share the latest statistics on safety and crime.

The Brighton Youth Action Group (BYAG) are being recognised statewide for their work and there has been interest from the wider community in the work that BYAG and Council are doing, providing opportunities for our Youth Engagement Worker and BYAG members to mentor others and collaborate on projects and events across Tasmania.

Individuals and agencies who work in the youth space are reaching out to Council and BYAG for advice and support when working in the youth space.

The Youth Engagement Worker role is also critical in supporting the broader community development goals of Council, including attracting funding and investment into the community for projects and programs through demonstration of our commitment to supporting young people. For example, Tasmanian Community Fund grant funding of Community Creators \$889,520 over 5 years and \$300,000 for the Youth Justice Early Intervention grants program (DECYP). Having this role is enabling us to multiply investment in our community with external funds.

Based on the significant impact this role has had in terms of the ability for Council to be actively involved with supporting young people and walking alongside our community, it is recommended that Council remove the Major Impact Grant from the budget and reallocate the funds to general expenditure for the ongoing funding of a part time Youth Engagement Worker.

## Consultation

CEO, Director Corporate Services, SMT, Community Development Officer.

## Risk Implications

- The absence of a dedicated Brighton Council Youth Engagement Worker could result in fewer opportunities for young people to participate in constructive initiatives and loss of early intervention opportunities.
- Failure to invest directly in youth support may be viewed unfavourably by community at this time given the youth justice challenges in Tasmania and potentially undermining community trust in Council.
- Ongoing engagement with vulnerable young people in community settings may expose staff and participants to safety and wellbeing risks. Adequate supervision, robust safeguarding procedures and ongoing staff training are essential to mitigate these risks.

## Financial Implications

A budget reallocation of \$80K per annum to general expenditure. No additional budget allocation is required.

## Strategic Plan

Goal 1: Inspire a proud community that enjoys a comfortable life at every age.

- 1.1: Engage with and enable our community.
- 1.2: Build resilience and opportunity.
- 1.4: Encourage a sense of pride, local identity and engaging activities.

Goal 4: Ensure a progressive, efficient and caring Council.

## Social Implications

Based on ABS data, we have one of the youngest populations in Tasmania, with almost 30% of our population being aged in the 10-29 year old age group compared to 24% for Tasmania overall.

The ongoing allocation of funds to a Youth Engagement Worker will continue to address some of the community concerns associated with young people in our area. This ultimately leads to everyone in our community feeling a greater sense of well-being and safety.

## Environmental or Climate Change Implications

Not Applicable.

## Economic Implications

The long-term economic impact of youth disengagement can be substantial, with increased dependency on support services and lost productivity affecting the broader community.

## Other Issues

Nil.

## Assessment

Discontinuing the Major Impact Grant and redirecting funds to permanently support a part-time Youth Engagement Worker is well-supported by the clear outcomes that have been achieved since the role's establishment, including stronger youth engagement, increased community safety activities, and enhanced collaboration across local and statewide networks.

Demonstrated impacts include:

- *Youth empowerment and leadership:* The Brighton Youth Action Group is not only functioning but being recognised statewide, indicating that the role is building genuine capacity in young people, particularly as community advocates.
- *Expanded youth programming:* Activities such as the Night Café, school holiday programs, Youth Week involvement, and drumming sessions demonstrate diverse, inclusive opportunities for engagement.

- *Improved service coordination:* Leadership in the Brighton Alive Youth Action Network and involvement in regional safety and homelessness groups show the role's importance in bridging community, service providers, and government agencies.
- *Early intervention outcomes:* Active support for youth justice prevention aligns with broader state reform goals and strengthens Brighton's position as a proactive municipality.

### Options

1. As per the recommendation.
2. Other.

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### **RECOMMENDATION:**

That Council reallocate the Major Impact Grants fund for council's youth engagement and community development functions and activities more generally, including human resources.

### **DECISION:**

*Cr Owen moved, Cr De La Torre seconded that Council reallocate the Major Impact Grants fund for council's youth engagement and community development functions and activities more generally, including human resources.*

**CARRIED**

#### VOTING RECORD

In favour	Against
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Cr Curran	
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Cr Geard	
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Cr De La Torre	
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Cr Gray	
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Cr Irons	
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Cr McMaster	
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Cr Murtagh	
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Cr Owen	
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## 17.3 Tivoli Green Park Master Plan

**Author:** Planning Officer (D Van)

**Authorised:** Acting Director Development Services (J Blackwell)

### Purpose

The purpose of this report is to seek Council's endorsement of the Tivoli Green Park Master Plan ('the Master Plan') which will guide the development of a new neighbourhood park within the growing Tivoli Green residential precinct in Old Beach.

### Background

Tivoli Green is a flagship development within the Brighton municipality, comprising multiple stages across the Gage Brook corridor, a currently degraded creek and wetland area. This corridor is envisioned as the central public open space for Tivoli Green and a valuable future asset for Brighton Council. To achieve this vision, Brighton Council engaged PlayStreet to prepare the Tivoli Green Park Master Plan.

The site sits at the intersection of established, emerging, and planned suburb alongside rural landscapes, creating an ideal opportunity for the park to become a central community hub. Its location on the Gage Brook waterway offers significant potential to enhance biodiversity and waterway health through wetland restoration, while also improving amenity and recreation.

The overall project timeline is illustrated in the figure below:

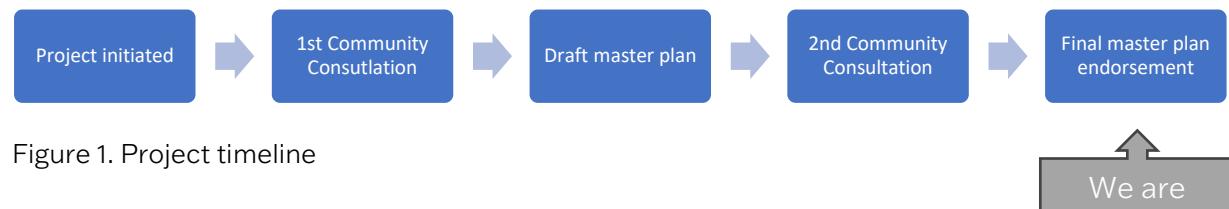


Figure 1. Project timeline

### Summary of Consultation

Initial community feedback was collected between 28 April and 19 May 2025, shaping the direction of the draft master plan for the open space. Key themes included a desire for an inclusive playspace for all ages, open areas for informal play, walking paths, and preservation of the site's natural character.

The draft master plan was exhibited from 19 September to 17 October 2025, generating strong support for a safe, inclusive, and ecologically sensitive public space. Overall, 96% of respondents endorsed the plan, highlighting enthusiasm for its role in providing both active and passive recreation opportunities while protecting natural values.

Stakeholder engagement with Tivoli Green Pty Ltd ensured alignment with the previously prepared open space master plan by Realm Studio and coordinated delivery with subdivision infrastructure works. Tivoli Green expressed a strong commitment to collaborate with Council to achieve successful implementation.

Government agencies provided input on heritage, infrastructure, and design coordination, including requirements for Aboriginal heritage protection and integration with TasNetworks and TasWater assets.

Further details of consultation findings are provided in *Attachment C – Tivoli Green Park Master Plan Consultation Report*.

### Summary of the Master Plan

The Tivoli Green Park Master Plan integrates community aspirations with a detailed analysis of existing site conditions to deliver a safe, engaging, and contextually appropriate design. The plan features six key elements:

- **Play for All:** a bird-inspired playspace with climbing structures, slides, and picnic areas.
- **Play for Toddlers:** a fenced zone with sensory features, water play, and shaded seating.
- **Exercise Nodes:** outdoor fitness stations positioned along shared paths.
- **Open Space:** a natural, low-impact landscape with native grasses, picnic areas, and BBQ shelters to promote biodiversity.
- **Seating Nodes:** informal seating areas near wetlands for relaxation and social interaction.
- **Community Garden:** productive spaces for growing food, composting, and fostering social connection while supporting ecological values.

Temporary car parking will be provided along the reserved Lewis Drive road, with permanent parking delivered in line with the urban design framework for future commercial development. The site is divided into stages to enable flexible delivery and minimise disruption, with wetland works scheduled prior to playground construction.

Further details are provided in *Attachment B – Tivoli Green Park Master Plan Report*.

### Risk Implications

There are several risks to consider:

- **Community Expectations:** Delays in project delivery may lead to dissatisfaction. This will be managed through clear and consistent communication following project milestones and completion.
- **Budget Constraints:** Competing Council priorities may impact funding. However, Tivoli Green Park's nature-focused design enhances eligibility for external funding opportunities.
- **Infrastructure and Land Ownership:** The planned playground area currently functions as a temporary sediment pond on land still owned by Tivoli Green. This pond and associated drainage will remain until Wetlands 2 is constructed and operational, which takes precedence over playground works. To mitigate delays, a dedicated project manager should liaise closely with Tivoli Green.
- **Cost Escalation:** As construction is not expected before 2027, costs may increase. To address this, the cost estimate includes a 35% cascading general requirement loading, potentially adding approximately 40% to base costs.

## Financial Implications

The master plan preparation has been delivered within its allocated budget. Should Council endorse the Master Plan, its implementation will depend on future budget allocations and funding opportunities.

## Strategic and Annual Plan

This project aligns with the following strategies:

Goal 1: Inspire a community that enjoys a comfortable life at every age

1.3 Ensure attractive local areas that provide social, recreational and economic opportunities

It also aligns with the Brighton Council Annual Plan 2025–2026, Brighton Activity Centre Strategy, and Greening Brighton Strategy 2023–2033.

## Social Implications

Implementing the Master Plan will deliver significant social benefits to Tivoli Green and the wider Brighton municipality. The park's variety of passive and active recreational opportunities will attract both residents and visitors, fostering community connections, promoting health and wellbeing, and strengthening the area's sense of identity.

## Economic Implications

As outlined in the Brighton Activity Centre Strategy, Tivoli Green (Old Beach) has a strategic direction to establish a new activity centre. The creation of a playground and parkland at Tivoli Green will significantly enhance residential amenity, stimulate housing demand, and provide a vibrant community space that supports local economic growth and investment.

## Conclusion

The Tivoli Green Park Master Plan has been developed in response to community aspirations, informed by a detailed analysis of existing site conditions, and aligned with the future subdivision plans for Tivoli Green. Council is invited to consider the following options:

## Options

1. As per the recommendation; or
2. Do not endorse the Tivoli Green Park Master Plan
3. Consider alternative options.

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## **RECOMMENDATION:**

That Council endorses the Tivoli Green Park Master Plan and associated reports.

## **DECISION:**

*Cr McMaster moved, Cr Irons seconded that Council endorses the Tivoli Green Park Master Plan and associated reports.*

**CARRIED**

**VOTING RECORD**

In favour	Against
Cr Curran	
Cr Geard	
Cr De La Torre	
Cr Gray	
Cr Irons	
Cr McMaster	
Cr Murtagh	
Cr Owen	

**17.4 Proposal to develop a 'Term Plan 2026-2030'**

**Author:** Chief Executive Officer (J Dryburgh)

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**Background**

A Term Plan is a strategic and aspirational document that provides a clear framework for Council to set and pursue big picture, long term goals and priorities over the four year electoral term. This approach helps to ensure continuity and that Council's goals and actions align over the term align with the longer-term Strategic Plan & Vision and reflect our community's aspirations and priorities for the municipal area. A Term Plan would also provide better context for Council's Annual Plan.

A Term Plan would set the overall direction for council's operations and service delivery during the Term period (2026-2030) and focus on local needs, aspirations and long-term goals. It will also outline the key capital projects expected to be delivered during the term.

Progress on the Term Plan would be monitored and communicated through annual budget reporting and mid-term updates to ensure achievements are tracked and any areas that may require attention are addressed in a timely manner.

**Consultation**

Senior Management Team, Councillors, other councils who either have or are planning to prepare a Term Plan.

**Risk Implications**

None.

**Financial Implications**

The Term Plan would align with Council's budget process each financial year.

**Strategic Plan**

*S4.1: Be big picture, long-term and evidence based in our thinking*

*S4.2: Be well governed, providing quality service and accountability to our community*

*S4.3: Ensure strong engagements and relationships to shape the agenda and advocate for our community*

*S3.4: Advocate and facilitate investment in our region***Social Implications**

A Term Plan would outline key social and community focused priorities to support initiatives that enhance community wellbeing and engagement.

**Economic Implications**

A Term Plan would support economic growth and development in the region, by accessibly presenting a clear strategic and investment pipeline for the four year period.

**Environmental or Climate Change Implications**

A Term Plan would include a range of environmental and climate change commitments.

**Other Issues**

Nil.

**Assessment**

Developing a Term Plan before or soon after an election helps ensure continuity and stability for Council, staff and the community. It provides a path to be endorsed by both outgoing and incoming Councillors to ensure a smooth transition and ongoing progress against major initiatives and projects.

Councillors can consider endorsing a Term Plan prior to the local government elections to help to ensure strategic continuity or to endorse a draft, for a newly elected Council to consider endorsing early in its term.

The development of a Term Plan demonstrates a commitment to strategic, long-term planning for the community's future.

Having a Term Plan in place will also assist Council staff to advocate more effectively for community needs and grants at both a State and Federal level.

**Options**

1. As per the recommendation.
2. Other.

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**RECOMMENDATION:**

That Council staff prepare a preliminary 'Draft Term Plan - 2026-2030' for presentation and discussion at a Council Workshop in mid-2026.

**DECISION:**

*Cr Geard moved, Cr McMaster seconded that Council staff prepare a preliminary 'Draft Term Plan - 2026-2030' for presentation and discussion at a Council Workshop in mid-2026.*

**CARRIED**

**VOTING RECORD**

<b>In favour</b>	<b>Against</b>
Cr Curran	
Cr Geard	
Cr De La Torre	
Cr Gray	
Cr Irons	
Cr McMaster	
Cr Murtagh	
Cr Owen	

Meeting closed: 6.21pm

Confirmed: \_\_\_\_\_

(Mayor)

Date: 20<sup>th</sup> January 2026



10 December 2025

ATTACHMENT  
**AGENDA ITEM 10**

Ms Sandra Hogue  
State Planning Office  
Level 6, 144 Macquarie Street  
HOBART TAS 7000

Dear Ms Hogue

**RE: REVISED LUPA (DEVELOPMENT ASSESSMENT PANELS) BILL 2025**

Thank you for opportunity to provide comment on the Revised Draft Land Use Planning and Approvals Amendment (Development Assessment Panels) Bill 2025 ('the revised Bill') which is open for public consultation until 12th December.

Council is pleased to see that there have been positive changes since the last round of consultation and generally supports the revisions. We are particularly pleased that with the removal of the ability of the minister to intervene in planning scheme amendments.

However, Council still feels that there are a number of key fundamental issues with the Bill which have not been addressed, and as such our position remains to oppose the Bill.

The key reasons for our opposition are as follows:

**1. Reducing public involvement**

Delaying exhibition until a recommended decision has been made and removing appeal rights appears to be contrary to the objectives of the Resource Management and Planning System of Tasmania which encourages public involvement in resource management and planning.

**2. The unknowns**

Key issues such as Guidelines and Regulations have yet to be provided. A proper assessment cannot be provided until this is available. Further to this there will be a significant impact on resources of Council, yet no detail has been provided on how this will be funded. Finally, as per our previous submission, given the shortage of planning and development engineering professionals nationwide, how will the DAP be undertaken by candidates with greater experience than those currently undertaking the assessments?

**3. Requirement for pre-lodgement meetings**

We believe the revised Bill should include a requirement that proponents of developments exceeding a certain scale and/or cost must, prior to lodging a permit application with the planning authority, attend a pre-lodgement meeting with the authority.

Please contact Council's Acting Director of Development Services, Jo Blackwell, at [jo.blackwell@brighton.tas.gov.au](mailto:jo.blackwell@brighton.tas.gov.au) or on (03) 6268 7028 if you would like to discuss our submission further.

Yours sincerely



James Dryburgh  
**CHIEF EXECUTIVE OFFICER**



# Brighton Council

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Quarterly Report

December 2025

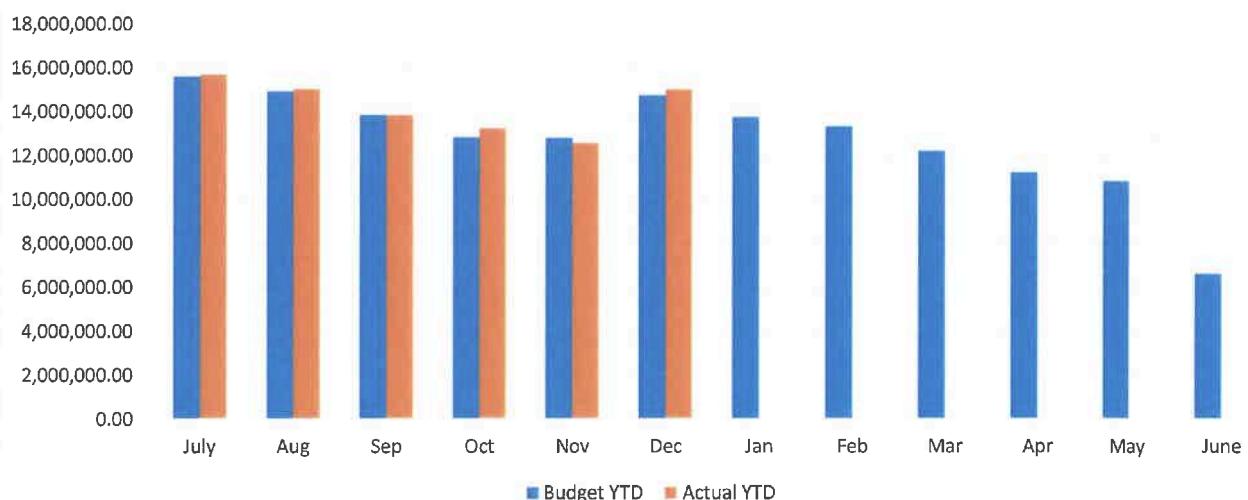


**Brighton Council**  
**Quarterly Financial Report**

**Statement of Comprehensive Income to 31st December 2025**

	Note	Budget	YTD Budget	YTD Actual	Variance
<b>Operating Revenue</b>					
Rates and Grants	1	17,081,532	16,944,107	17,092,506	148,399
Statutory Fees and Fines	2	788,000	393,990	362,131	-31,859
User Fees	3	882,200	460,964	646,403	185,439
Grants	4	2,181,583	1,065,790	953,791	-111,999
Contributions	5	250,000	75,000	61,320	-13,680
Interest	6	376,000	187,992	211,316	23,324
Commercial Income	7	1,274,852	634,926	715,745	80,819
Investment revenue from Water Corporation	8	798,336	338,800	338,800	0
<b>Total Operating Revenue</b>		<b>23,632,503</b>	<b>20,101,569</b>	<b>20,382,012</b>	<b>280,443</b>
<b>Operating Expenses</b>					
Employee Benefits	9	-5,612,149	-2,844,174	-3,258,365	-414,191
Materials & Services	10	-9,278,135	-4,764,088	-5,090,223	-326,135
Contributions	11	-1,617,509	-876,248	-743,291	132,957
Depreciation and amortisation	12	-4,169,328	0	-1,323	-1,323
Other Expenses	13	-453,313	-248,932	-274,969	-26,037
<b>Total Operating Expenses</b>		<b>-21,130,434</b>	<b>-8,733,442</b>	<b>-9,368,171</b>	<b>-634,729</b>
<b>Net Operating Surplus/(Deficit)</b>		<b>2,502,069</b>	<b>11,368,127</b>	<b>11,013,841</b>	<b>-354,286</b>
<b>Capital Income</b>					
Contributions - non-monetary assets	14	-	-	-	-
Net gain/(loss) on disposal of property	15	100,000.00	-	70,827	70,827
Capital Grants received specifically for new or upgraded assets	16	4,016,808	2,208,058.00	3,954,839	1,746,781
<b>Total Capital Income</b>		<b>4,116,808</b>	<b>2,208,058</b>	<b>4,025,666</b>	<b>1,817,608</b>
<b>Total Surplus/(Deficit)</b>		<b>6,618,877</b>	<b>13,576,185</b>	<b>15,039,507</b>	<b>1,463,322</b>

**Summary of Quarterly Net Result**



## Operating Revenue

During the quarter ending December 2025, the year-to-date actual operational revenue was \$20,382,012 compared to year-to-date budgeted operational revenue of \$20,101,569. This is in line with budget estimates. Explanations have been given on the areas that have seen an increase of 10% above or below budget estimates and \$10,000.

### **Note 1 - Rates Revenue**

In line with budget.

### **Note 2 – Statutory Fees and Fines**

In line with budget.

### **Note 3 – User Fees**

Is favourable to budget by 40.23% or \$185,439. This is predominately due to an ongoing insurance claim and also a timing of the payment of the BCITB levy. Other budget discrepancies to note was income that was recognised from a 137 sale three years ago and Waste Transfer station income favourable to budget by \$30,000.

### **Note 4 – Grants**

Each year the Australian Government decides if the Financial Assistance Payment will be paid in advance or in the financial year it is intended for. In the 2025/2026 year the payment was made in advance and therefore the year-to-date budget for this item will not reflect the year to date actual. In the December period the first instalment was also received for the Community Creators grant.

### **Note 5 – Contributions**

Unfavourable to budget by \$13,680. These amounts are public open space contributions from developers in lieu of providing land. The budget amount is calculated on a straight line methodology. The amount received is dependent on development.

### **Note 6 – Interest**

Favourable to budget by \$23,324. Additional payment amount for grants has meant an excess amount of funds was available for daily interest accrual during this time.

### **Note 7 – Commercial Income**

The year-to-date commercial income is favourable to budget by \$80,819 or 12.73%. This is due to timing issues of the budget YTD to invoicing for instalments for the Jobs Hub.

### **Note 8 – Investment revenue from Water Corporation**

In line with budget.

## Operating Expenditure

Year-to-date operational expenditure is \$9,368,171 compared to budgeted year-to-date expenditure of \$8,733,442. This is in line with the budgeted estimates. Explanations have been provided below on areas that are 10% above or below budgeted estimates and \$10,000.

### Note 9 – Employment Benefits

Unfavourable to budget by 14.56%. The wage component is up slightly due to gaps that are currently existing within our work force due to extended leave being taken and positions having to be filled to replace these.

### Note 10 – Materials & Services

In line with budget.

### Note 11 – Contributions

Favourable to budget by 15.17%. This payment does include the first instalment of the valuation invoice for the revaluation of the municipality in the 25/26 year. This payment is expected to be received next quarter.

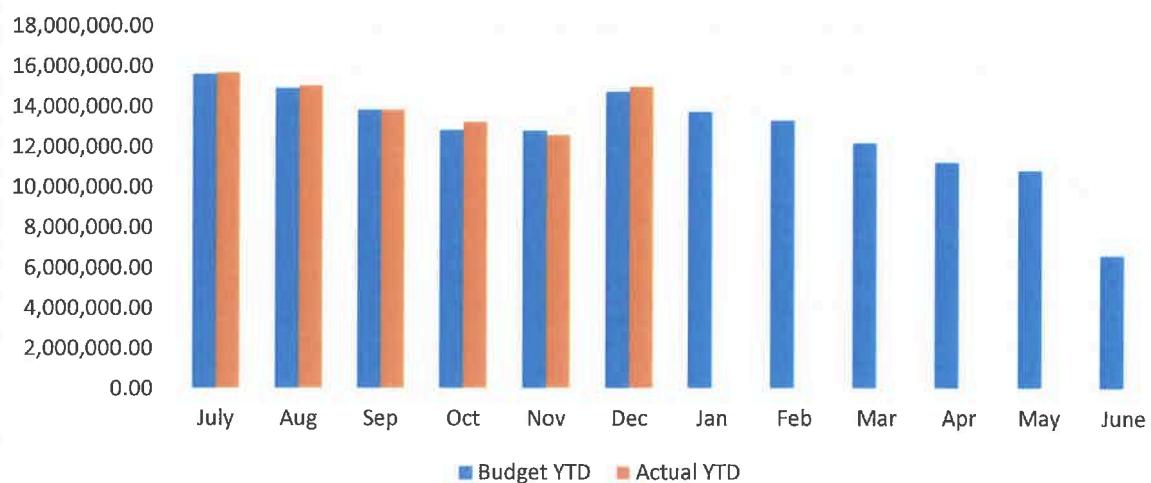
### Note 12 – Depreciation and Amortisation

Depreciation and amortisation will be journalled at the end of year.

### Note 13 – Other Expenses

In line with budget.

Summary of Quarterly Net Result



## Non-Operating Revenue

### **Note 14 – Contributions – non-monetary assets**

This item is calculated at year end and is made up of transfer of road assets from subdivisions.

### **Note 15 – Net gain/(loss) on disposal of property**

As at the end of December a profit of \$70,827 had occurred due to the turnover of Plant.

### **Note 16 – Capital Grants received specifically for new or upgraded assets**

See reconciliation of capital grants received.

## Capital Works

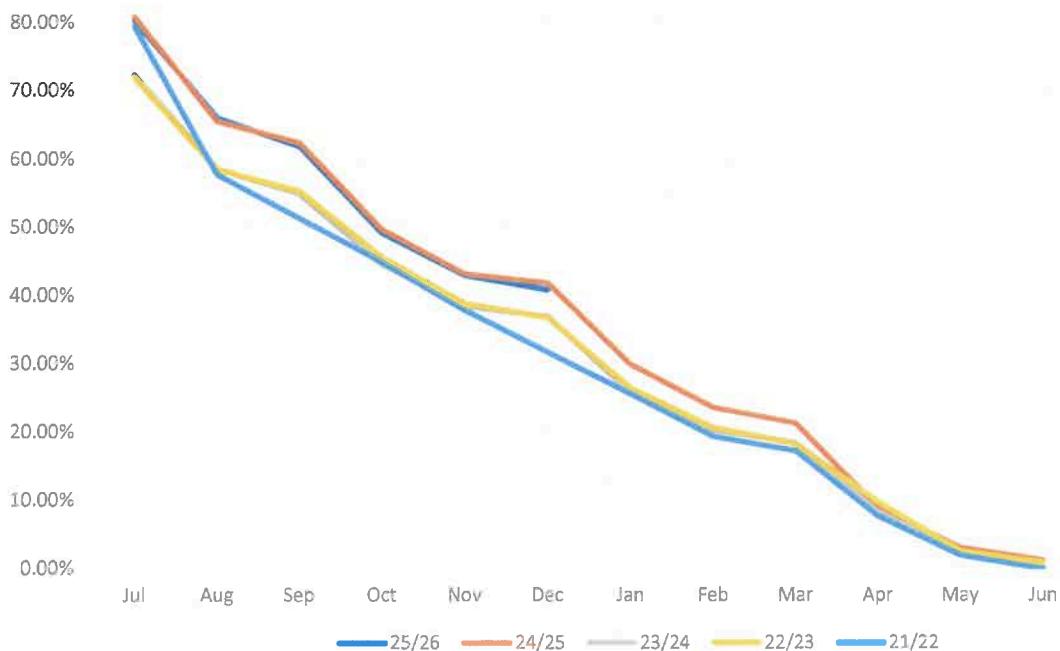
Work in progress at the end of the 24/25 year was \$3,103,534. The current outstanding projects from the 24/25 year is \$5,712,980. The December year to date expenditure on these outstanding projects was \$3,121,336. The year to date capital expenditure for projects from the 25/26 budget was \$1,657,396.

Council received \$100,000 in the current quarter from outstanding capital grants from the 24/25 period. There is still \$756,037 of grants that are outstanding from prior period projects that will be received once these are completed and acquittals are processed. The grant listing shows a record of these amounts.

**Rates & Grants**  
**Quarterly Financial Report**  
**Statement of Comprehensive Income to 31st December 2025**

	Budget	YTD Budget	Actual	Variance
<b>Operating Revenue</b>				
Rates and Grants	17,081,532	16,944,107	17,092,506	148,399
Grants	2,181,583	1,065,790	953,791	- 111,999
Interest	26,000	12,996	27,853	14,857
Investment revenue from Water Corporation	798,336	338,800	338,800	-
<b>Total Operating Revenue</b>	<b>20,087,451</b>	<b>18,361,693</b>	<b>18,412,950</b>	<b>51,257</b>
Other Expenses			-11,612	
<b>Total Operating Revenue</b>	<b>0</b>	<b>0</b>	<b>-11,612</b>	<b>-11,612</b>
<b>Net Operating Surplus/(Deficit)</b>	<b>20,087,451</b>	<b>18,361,693</b>	<b>18,401,338</b>	<b>39,645</b>
<b>Capital Income</b>				
Contributions - non-monetary assets	-	-	-	-
Net gain/(loss) on disposal of property	100,000	-	-	-
Capital Grants received specifically for new or upgraded assets	4,016,808	2,208,058	3,429,836	1,221,778.00
<b>Total Capital Income</b>	<b>4,116,808</b>	<b>2,208,058</b>	<b>3,429,836</b>	<b>1,221,778</b>
<b>Total Surplus/(Deficit)</b>	<b>24,204,259</b>	<b>20,569,751</b>	<b>21,831,174</b>	<b>1,261,423</b>

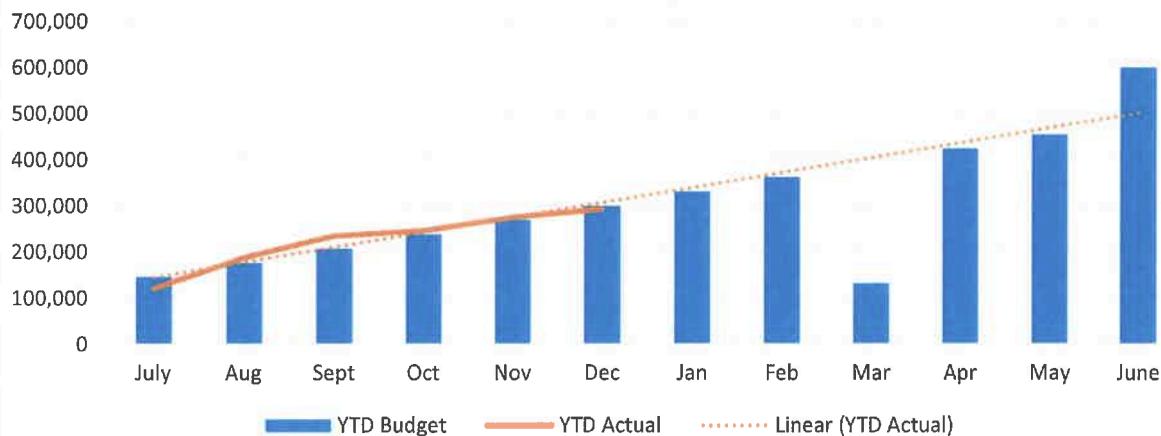
**Percentage of Rates Owing**



**Governance & Regulatory Services**  
**Quarterly Financial Report**  
**Statement of Comprehensive Income to 31st December 2025**

		Budget	YTD Budget	YTD Actual	Variance
<b>Operating Revenue</b>					
Statutory Fees and Fines		365,000	182,490	127,515	-54,975
User Fees		235,700	117,736	165,207	47,471
<b>Total Operating Revenue</b>		<b>600,700</b>	<b>300,226</b>	<b>292,722</b>	<b>-7,504</b>
<b>Operating Expenses</b>					
Employee Benefits		-849,647	-429,003	-482,805	-53,802
Materials & Services		-49,500	-27,490	-17,534	9,956
Contributions		-95,000	-52,498	-42,828	9,670
<b>Total Operating Expenses</b>		<b>-994,147</b>	<b>-508,991</b>	<b>-543,167</b>	<b>-34,176</b>
<b>Net Operating Surplus/(Deficit)</b>		<b>-393,447</b>	<b>-208,765</b>	<b>-250,445</b>	<b>-41,680</b>
<b>Total Surplus/(Deficit)</b>		<b>-393,447</b>	<b>-208,765</b>	<b>-250,445</b>	<b>-41,680</b>

**Governance & Regulatory Services Income**



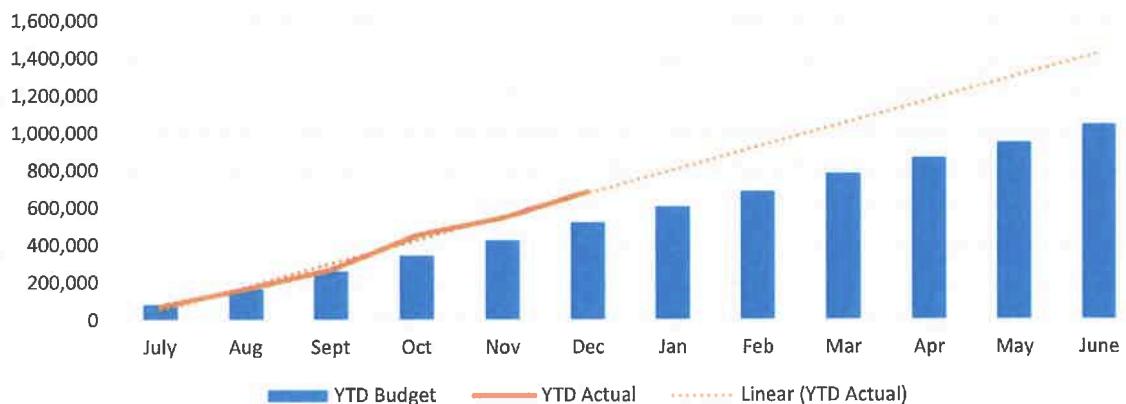
**Governance & Regulatory Services Expense**



**Corporate Services**  
**Quarterly Financial Report**  
**Statement of Comprehensive Income to 31st December 2025**

	Budget	YTD Budget	YTD Actual	Variance
<b>Operating Revenue</b>				
Statutory Fees and Fines	120,000	60,000	87,969	27,969
User Fees	49,500	24,744	146,164	121,420
Contributions	150,000	75,000	61,320	-13,680
Interest	350,000	174,996	183,463	8,467
Commercial Income	375,000	187,500	205,033	17,533
<b>Total Operating Revenue</b>	<b>1,044,500</b>	<b>522,240</b>	<b>683,950</b>	<b>161,710</b>
<b>Operating Expenses</b>				
Employee Benefits	-1,133,298	-572,767	-607,192	-34,425
Materials & Services	-942,430	-636,144	-773,451	-137,307
Contributions	-200,000	-99,996	-23,600	76,396
Depreciation and amortisation	-327,391	-	1,323.00	1,322.00
Other Expenses	-58,000	-22,500	-37,500	-15,000
<b>Total Operating Expenses</b>	<b>-2,661,119</b>	<b>-1,331,407</b>	<b>-1,443,066</b>	<b>-111,658</b>
<b>Net Operating Surplus/(Deficit)</b>	<b>-1,616,619</b>	<b>-809,167</b>	<b>-759,116</b>	<b>50,052</b>
<b>Total Surplus/(Deficit)</b>	<b>-1,616,619</b>	<b>-809,167</b>	<b>-759,116</b>	<b>50,052</b>

**Corporate Services Income**



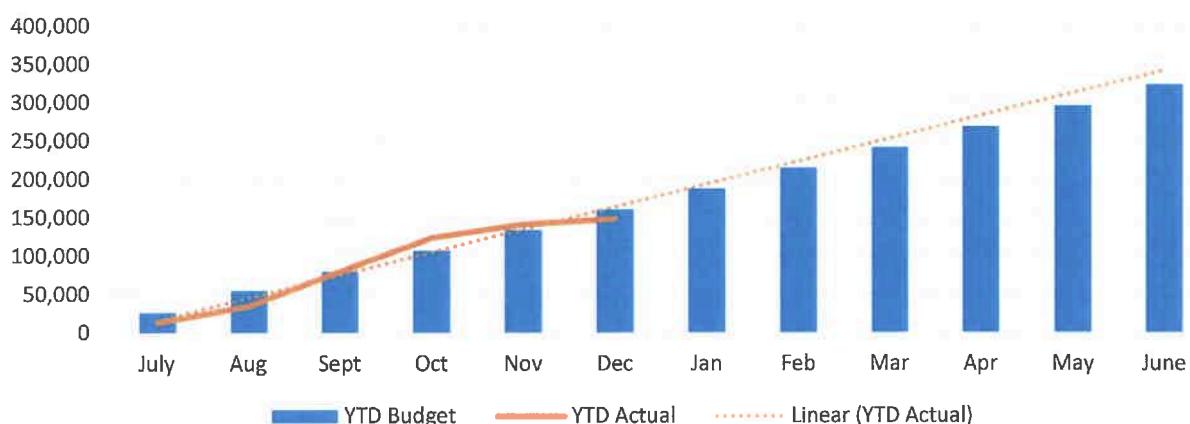
**Corporate Services Expense**



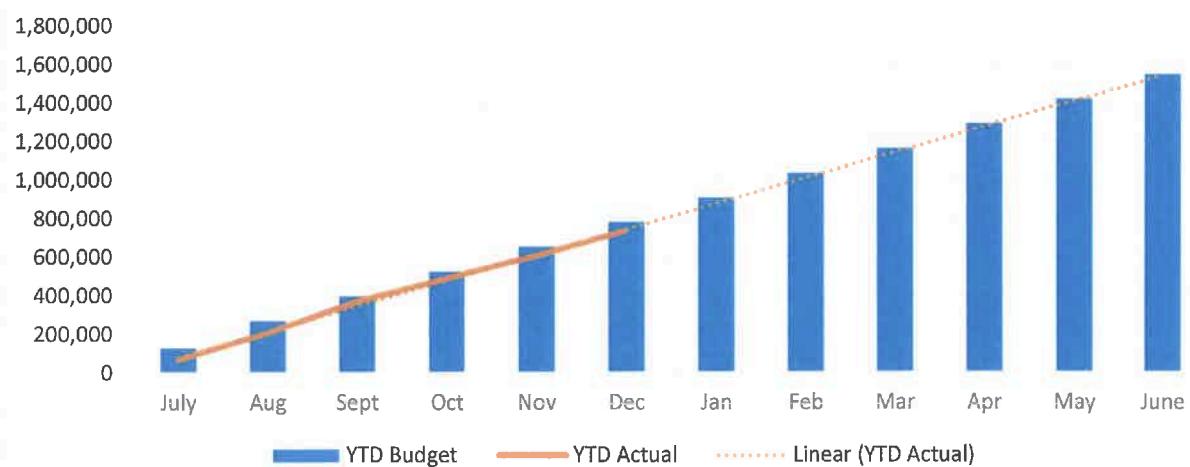
**Development Services**  
**Quarterly Financial Report**  
**Statement of Comprehensive Income to 31st December 2025**

	Budget	YTD Budget	YTD Actual	Variance
<b>Operating Revenue</b>				
Statutory Fees and Fines	303,000	151,500	146,647	-4,853
User Fees	21,300	9,996	2,196	-7,800
<b>Total Operating Revenue</b>	<b>324,300</b>	<b>161,496</b>	<b>148,843</b>	<b>-12,653</b>
<b>Operating Expenses</b>				
Employee Benefits	-1,150,718	-581,618	-546,188	35,430
Materials & Services	-395,500	-197,718	-188,992	8,726
<b>Total Operating Expenses</b>	<b>-1,546,218</b>	<b>-779,336</b>	<b>-735,180</b>	<b>44,156</b>
<b>Net Operating Surplus/(Deficit)</b>	<b>-1,221,918</b>	<b>-617,840</b>	<b>-586,338</b>	<b>31,502</b>
<b>Total Surplus/(Deficit)</b>	<b>-1,221,918</b>	<b>-617,840</b>	<b>-586,338</b>	<b>31,502</b>

**Development Services Income**



**Development Services Expense**



**General Management  
Quarterly Financial Report**

**Statement of Comprehensive Income to 31st December 2025**

	Budget	YTD Budget	YTD Actual	Variance
<b>Operating Revenue</b>				
User Fees	15,200	7,500	5,827	-1,673
Commercial Income	894,852	447,426	486,377	38,951
<b>Total Operating Revenue</b>	<b>910,052</b>	<b>454,926</b>	<b>492,204</b>	<b>37,278</b>
<b>Operating Expenses</b>				
Employee Benefits	-708,104	-357,526	-327,534	29,992
Materials & Services	-1,279,852	-621,382	-535,135	86,247
Contributions	-1,322,509	-723,754	-676,863	46,891
Other Expenses	-395,313	-226,432	-225,857	575
<b>Total Operating Expenses</b>	<b>-3,705,778</b>	<b>-1,929,094</b>	<b>-1,765,390</b>	<b>163,704</b>
<b>Net Operating Surplus/(Deficit)</b>	<b>-2,795,726</b>	<b>-1,474,168</b>	<b>-1,273,185</b>	<b>200,983</b>
<b>Total Surplus/(Deficit)</b>	<b>-2,795,726</b>	<b>-1,474,168</b>	<b>-1,273,185</b>	<b>200,983</b>

**General Management Income**



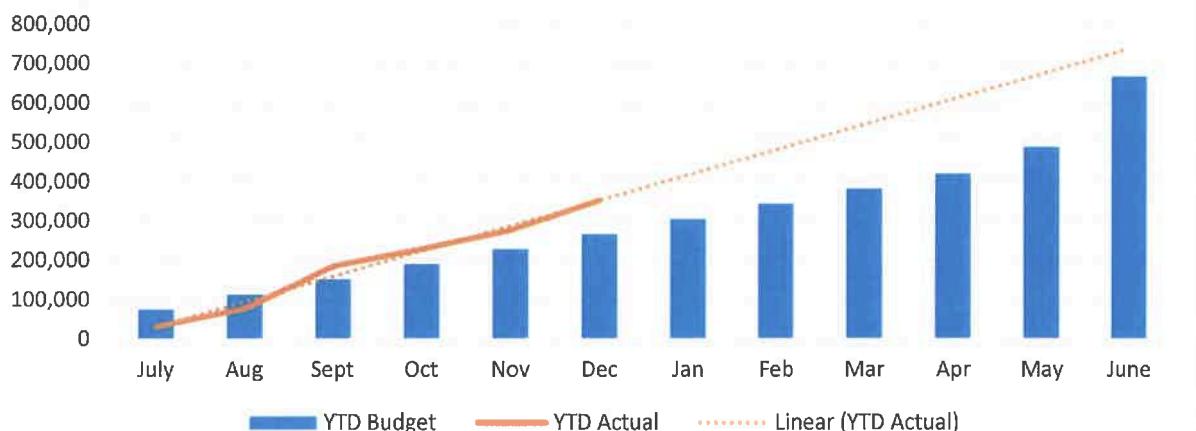
**General Management Expense**



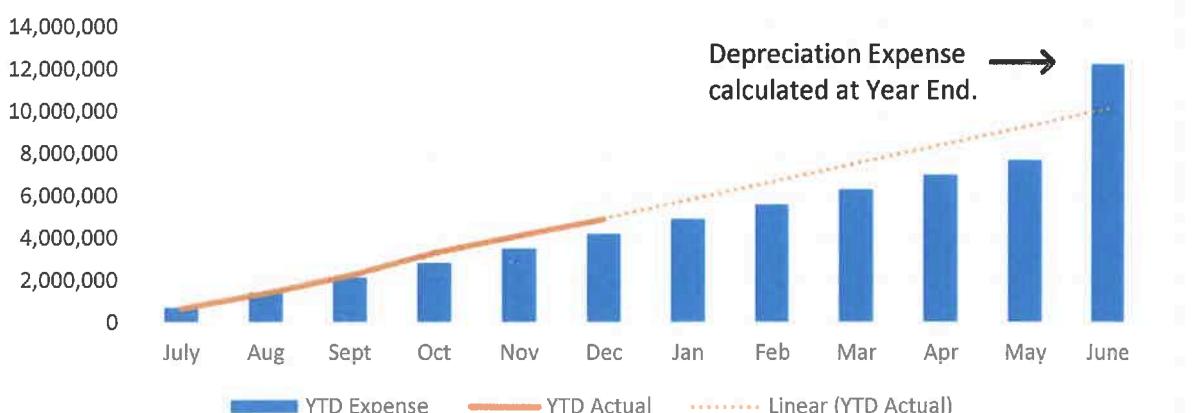
**Asset Services**  
**Quarterly Financial Report**  
**Statement of Comprehensive Income to 31st December 2025**

		Budget	YTD Budget	Actual	Variance
<b>Operating Revenue</b>					
User Fees		560,500	300,988	327,008	26,020
Contributions - Subdivision non-cash		100,000			-
Commercial Income		5,000		24,335	24,335
<b>Total Operating Revenue</b>		<b>665,500</b>	<b>300,988</b>	<b>351,343</b>	<b>50,355</b>
<b>Operating Expenses</b>					
Employee Benefits		-1,770,382	-903,260	-910,574	-7,314
Materials & Services		-6,610,853	-3,281,354	-3,959,181	-677,827
Depreciation and amortisation		-3,841,937	-	-	-
<b>Total Operating Expenses</b>		<b>-12,223,172</b>	<b>-4,184,614</b>	<b>-4,869,755</b>	<b>-685,141</b>
<b>Net Operating Surplus/(Deficit)</b>		<b>-11,557,672</b>	<b>-3,883,626</b>	<b>-4,518,412</b>	<b>-634,786</b>
<b>Total Surplus/(Deficit)</b>		<b>-11,557,672</b>	<b>-3,883,626</b>	<b>-4,518,412</b>	<b>-634,786</b>

### Asset Services Income



### Asset Services Expense



**Capital Works Program  
Quarterly Financial Report**

**Statement of Comprehensive Income at 31st December 2025**

		Budget	YTD Budget	Actual	Variance
<b>Physical Services Capital</b>					
Roads		9,304,813		1,423,092	7,881,721
Bridges		55,000		-	55,000
Reserves		587,434		167,553	419,881
Buildings		190,000		66,751	123,249
<b>Total Physical Services Capital</b>		<b>10,137,247</b>	<b>0</b>	<b>1,657,396</b>	<b>8,479,851</b>
<b>Other Capital</b>					
Work in Progress Brought Forward not budgeted					
Work in Progress Brought Forward		3,103,534		3,103,534	
Work in Progress - Work undertaken 24/25		5,712,980		3,121,336	2,591,644
Work in Progress Grants Carried Forward		-1,281,037	-	-525,000	-756,037
Property		-	-	-	-
Plant & Vehicles		424,000	-	-	-
Furniture & Equipment		289,500	0	433,735	-144,235
<b>Total Other Capital</b>		<b>8,248,977</b>	<b>0</b>	<b>6,133,605</b>	<b>1,691,372</b>
<b>Total Capital Expenditure</b>		<b>18,386,224</b>	<b>0</b>	<b>7,791,002</b>	<b>10,171,222</b>

**Grant Variance Analysis - December 2025****24/25 Capital Grants Budget - Outstanding**

	Grant	Cash received in prior period	Received 25/26	Transfer from Grant Liability	Variance	Comments
Seymour Street Masterplan	\$2,300,000	\$2,085,000	\$100,000	\$158,995	\$115,000	
Industrial Heavy Vehicle Rest Area	\$500,000	\$158,000			\$342,000	
Footpath, Basketball wall, rebound wall & dog park & fencing	\$294,000	\$205,755			\$88,246	
Upgrade Stormwater Network	\$146,792	\$0			\$146,792	
Bridgewater Parklands - Stage 2	\$1,700,000	\$1,275,000	\$425,000		\$0	
Boyer Road Precinct	\$320,000	\$226,000			\$64,000	
<b>Total Capital 24/25 Grant Budget Outstanding</b>	<b>\$5,260,792</b>	<b>\$3,979,755</b>	<b>\$525,000</b>	<b>\$285,995</b>	<b>\$756,038</b>	

**23/24 Brought Forward Capital Grant****25/26 Capital Grants**

Vulnerable Road Users	\$0	\$0	\$47,775	\$47,775 Instalment 1
Local Roads Program	\$0	\$0	\$22,495	\$22,495
Roads to Recovery Grant	\$399,308	\$0		\$399,308
Energy Efficiency Grant	\$119,581	\$0	\$35,875	\$83,706
Active Transport Fund - EDH & Brighton Road Footpath	\$497,500	\$0		\$497,500
South Brighton	\$3,000,000	\$0	\$3,034,699	\$3,000,000
<b>Total Capital 25/26 Grant Budget Outstanding</b>	<b>\$4,016,389</b>	<b>\$0</b>	<b>\$3,140,844</b>	<b>\$0</b>

**25/26 Operational Grants Budget**

Financial Assistance Grant	\$2,131,583	\$1,326,060	\$338,895	\$466,628	Variance in the accounts does not take into account the amount that was paid in advance in June.
<b>Unbudgeted Grants</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>25/26</b>	<b>\$2,181,583</b>	<b>\$1,326,060</b>	<b>\$338,895</b>	<b>\$0</b>	<b>\$466,628</b>
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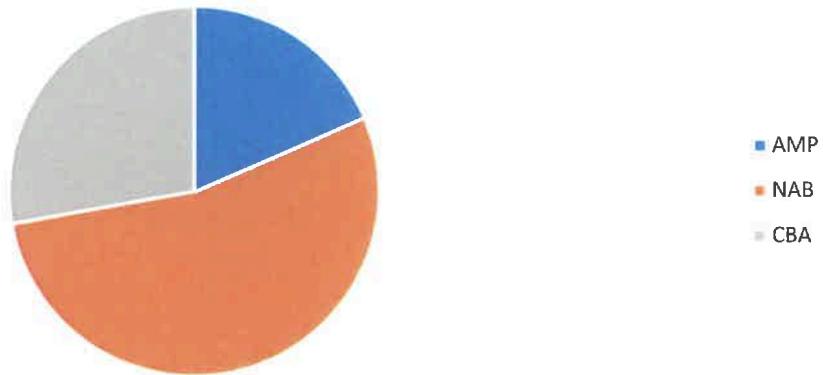
## Investment

The following pie charts represent the Agencies and Investment by credit rating of Councils investments. All Council funds have been invested in accordance with the Investment policy.

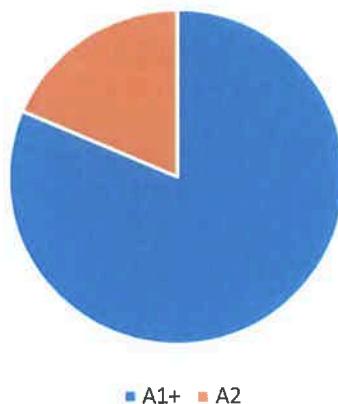
Council currently has the following investments

Agency	Rate	Investment	Maturity Date
NAB	4.05%	\$700,000	28/04/2026
NAB	4.05%	\$750,000	20/07/2026
CBA	4.48%	\$750,000	08/10/2026
AMP	4.00%	\$500,000	22/05/2026

Investment by Agency

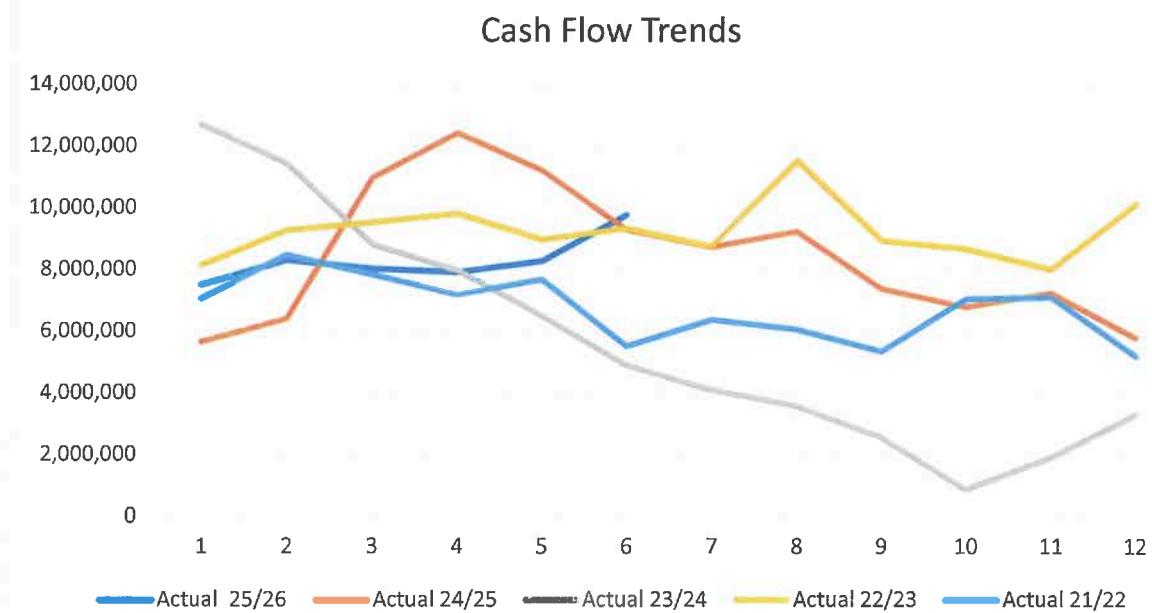


Investment by Credit Rating



## Cash Flow Trends

The following chart monitors the cashflow trend over the previous five years. It is noted that cash has increased steadily over this period. The main increase in cash is in July when rates notices are sent out for payment. It is anticipated that cash will remain at normal fluctuations of the financial year cycle and not have the extreme ups and down of the three prior periods. In the December period cash increased substantially as the South Brighton grant was received.





**POLICY NAME:** **AUDIO RECORDING OF COUNCIL & COMMITTEE MEETINGS**

**POLICY No:** **7.11**

### **I. PURPOSE OF POLICY:**

This policy provides ~~a framework and direction~~ for the transparent management of ~~the~~ audio recording of ~~open~~ Council and Committee Meetings, including the creation, storage, usage and access in accordance with legislative and policy requirements.

Audio recordings assist in the preparation of minutes and to ensure that a true and accurate account of debate and discussion at meetings is available

~~Under the Local Government (Meeting Procedures) Regulations 2015, Council is required to ensure that Council meeting proceedings are documented to reflect a true and accurate record of Council meetings.~~

Audio recordings will be made for the purpose of:

- assisting in the preparation of minutes;
- ensuring decisions are accurately recorded;
- verifying the accuracy of minutes prior to confirmation; and
- to enable public access to council meetings.

*Local Government (Meeting Procedures) Regulations 2015-2025 state as follows:*

3343. Audio recording of meetings

- 1) ~~A council may determine that an audio recording is to be made of any meeting or part of a meeting.~~
- 2) ~~If the council so determines, the audio recording of a meeting or part of a meeting that is not closed to the public is to be –~~
  - ~~(a) retained by the council for at least 6 months; and~~
  - ~~(b) made available free of charge for listening on written request by any person.~~
- 3) ~~If after the minutes of a meeting have been confirmed as a true record a discrepancy between the minutes and an audio recording of that meeting or part of that meeting is noticed, the council, at the next appropriate meeting, is to review the audio recording and either confirm that the minutes are a true record or amend the minutes to reflect the audio recording and then confirm the minutes as amended to be a true record.~~
- 4) ~~A council may determine any other procedures relating to the audio recording of meetings it considers appropriate.~~
  - (1) In this regulation –  
audio recording, of a meeting, includes part of an audio recording of the meeting.
  - (2) A council is to make, as a minimum, an audio recording of a meeting.
  - (3) For the purposes of subregulation (2), a council that makes an audio-visual recording of a meeting is taken to have made an audio recording of that meeting.

(4) The audio recording of a meeting is to be retained by the council for a period of at least 2 years, commencing on the day after the day of the meeting.

(5) The audio recording of a meeting, that is not a closed meeting –

(a) is to be, subject to subregulation (8) , made available on the council's website –

(i) within 5 business days after the day of the meeting; and

(ii) for a continuous period of not less than 12 months from the day of the meeting; and

(b) may be an edited, in full or in part, audio recording of the meeting.

(6) If an audio recording of a meeting is edited under subregulation (5)(b) , the audio recording must include a statement, in any form, at the commencement of the recording, to the effect that –

(a) the recording of the meeting has been edited; and

(b) the reason for that edit.

(7) If after the minutes of a meeting have been confirmed as a true record a discrepancy between the minutes and an audio recording of that meeting is noticed, the council, at the next appropriate meeting, is to review the audio recording and either –

(a) confirm that the minutes are a true record; or

(b) amend the minutes to reflect the audio recording and then confirm the minutes as amended to be a true record.

(8) The general manager of a council may, in relation to the audio recording of a meeting, edit the audio recording if the manager is reasonably satisfied that the audio recording –

(a) would, or is likely to, place the safety of a person at risk if the recording is published; or

(b) is, or is likely to be, defamatory; or

(c) contains, or is likely to contain, offensive language; or

(d) is, or is likely to be, unlawful.

(9) A council may determine any other procedures relating to the audio recording of meetings that it considers appropriate.

(10) For the avoidance of doubt, a recording made in accordance with this regulation is a State record within the meaning of the Archives Act 1983 .

The Council is required to keep accurate minutes of Council Meetings. The Regulations expressly provide that the minutes of a Council Meeting, once confirmed, prevail over the recording of the meeting and a transcript of the recording will not be prepared.

Unlike Parliament, Council meetings are not subject to parliamentary privilege, and both Council and the individual may be liable for comments that may be regarded as offensive, derogatory and/or defamatory.

## 2. SCOPE:

This policy applies to the audio recording of the following meetings:

- Ordinary Meetings of Council;
- Special Council Meetings;
- Annual General Meetings of Council;
- Planning Authority Meetings;

- Finance Committee Meetings;
- Community Development Committee Meetings;
- Waste Management Committee Meetings;
- Parks and Recreation Committee Meetings;
- Environment and Climate Committee Meetings; and
- Any other meeting as required.

~~It applies to Council staff, Councillors and members of the general public. This policy~~ It does not apply to Council workshops.

### 3. DEFINITIONS:

“*Audio Recording*” means any recording made by any electronic device capable of recording sound.

“*Council Meeting*” means an ordinary, special meeting, committee meeting or annual general meeting of Brighton Council.

“*Recording*” means the recorded record/audio file made of a Council meeting by the use of any recorded format or device.

“*the Act*” means the *Local Government Act 1993*.

“*the Regulations*” means the *Local Government (Meeting Procedures) Regulations 2015-2025*.

### 4. POLICY PROCEDURE

#### 4.1 Council and Committee Meetings

All council meetings as specified within the Scope (Section 2) will be ~~digitally~~ audio recorded ~~as provided in accordance with~~ ~~for~~ ~~by~~ Regulation 3343 of the *Local Government (Meeting Procedures) Regulations 2015-2025* ~~except for the proceedings of meetings or parts of meetings closed to the public in accordance with Regulation 15(2)~~.

Other than an official Council audio recording, no unauthorised video or audio recording of proceedings of Council Meetings shall be permitted without specific approval by resolution of Council.

~~The recording does not replace the written minutes and a transcript of the recording will not be prepared.~~

~~The Chairperson has the authority at any time of the proceedings to direct the termination of the audio recording of a meeting. However, the Chairperson should only terminate the audio recording in exceptional circumstances including (but not limited to):~~

- ~~Where it is clearly evident that the discussion is (or potentially likely to be):~~
  - ~~An infringement of copyright;~~
  - ~~A breach of privacy and/or unlawful disclosure of personal information;~~
  - ~~A release of privileged or confidential information of Council.~~

~~The Chief Executive Officer may edit an audio recording of a meeting if the audio recording would, or is likely to, place the safety of a person at risk if the recording is published; is defamatory; contains offensive language or is likely to be unlawful.~~

~~If the Chief Executive Officer is required to edit an audio recording for any of the above reasons, the recording must include a statement at the commencement of the recording that the recording of the meeting has been edited and the reason for that edit.~~

~~If in the situation of a technical difficulty that an audio recording is not possible, then the Chairperson will advise those present of the circumstances. In the event that an audio~~

~~recording file becomes corrupt for any reason and therefore unavailable, this information will be provided on Council's website.~~

~~In the event that technical issues prevent audio recording, the Chairperson will inform attendees of the situation. If an audio recording file is corrupted and cannot be accessed, notification of this occurrence will be noted on Council's website.~~

#### **4.2 Closed Meetings of Council**

~~Under the Regulations, closed meetings of Council are to be recorded and retained by Council but will not be made publicly available, unless Council resolves to do so.~~

~~Council may by resolution, determine to digitally audio record the proceedings of a meeting or part thereof that is closed to the public.~~

~~The Chairperson is to ensure that no audio recording is made of the proceedings of a meeting, or part of a meeting that is closed to the public in accordance with Regulation 15(2), except where the Council has specifically resolved to digitally audio record the proceedings of that meeting or part thereof.~~

~~An audio recording of a closed meeting will not be made available to the public unless Council resolves to do so at a later date.~~

#### 4.3 Disclosure of Audio Recording

Notification that the meeting will be recorded as an audio file, is to be disclosed in the meeting agenda to inform the public that the proceedings are recorded. Once a meeting is declared open, the Chairperson of a meeting will inform the meeting that it is being audio recorded.

A notice is to be displayed at the entrance to the room in which the meeting proceedings are to be held advising that the meeting is being audio recorded.

~~At the time of declaring the meeting open, the Chairperson is to inform all Councillors, staff and any public present, that the meeting is being audio recorded.~~

#### 4.4 Storage of Audio Recording

In accordance with Regulation ~~33-43~~ of the *Local Government (Meeting Procedures) Regulations 2015/2025*, the General Manager/Chief Executive Officer is to retain the audio files ~~of meeting recordings for at least six two (62) yearsmonths, commencing on the day after the day of the meeting. At the Ordinary Council meeting of 17 January 2023, Council resolved to retain the audio files on Council's website for a period of 12 months.~~

The original unmodified audio recording will be suitably stored in accordance with the Council's Records Management requirements. Under Regulation ~~433(210)(a)~~, the General Manager/Chief Executive Officer will retain the recordings permanently and in accordance with the Archives Act 1983. The General Manager/Chief Executive Officer is authorised, pursuant to Section 64 of the *Local Government Act 1993*, to delegate these functions to a Council Officer.

#### 4.5 Access to Audio Recordings of Council Meetings

In accordance with Local Government (Meeting Procedures) Regulations 2015/2025, Section ~~433(25)(ba)~~ states that ~~if a Council so determines, the audio recording of a meeting or part of a meeting (that is not a closed meeting) to the public~~ is to be made available on Council's website ~~within 5 business days after the day of the meeting. Such recordings will be considered by Council as routine disclosure under the Right to Information Act 2009.~~ Recordings will be made available on the Council website as soon as practicable (normally within seven (7) business days) from the date of the meeting.

~~Where the Council has resolved to record the part of a meeting closed to the public, the audio files of meeting procedures will only be available to Councillors or officers entitled to be present during the proceedings in question, via written request.~~

#### 4.6 Discrepancy between Minutes and Audio Recording

If, following confirmation of the minutes of a meeting, a discrepancy is identified between the minutes and the corresponding audio recording, Council will, at the next meeting, review the audio recording and either:

- a) reconfirm the minutes as a true record; or
- b) amend the minute to align with the audio recording and subsequently confirm the amended minutes as an accurate record.

## 5. IMPLEMENTATION

Implementation of this policy resides with the Director, Governance & Regulatory Services. This policy is to be implemented in conjunction with relevant Council policies and ~~strategies, procedures, including:~~

- ~~Councillors Code of Conduct Policy~~

## 6. MONITORING AND REVIEW

This policy will be reviewed every four (4) years ~~following a council election in line with the Council's policy framework~~ or earlier in the event of major changes to legislation or related policies, procedures or if deemed necessary by Council.

**ADMINISTRATIVE DETAILS:**

Policy compiled: May 2021

Adopted by Council: 18/05/2021; 17/01/2023; 19/12/2023

To be reviewed: January 2027

Reviewed: January 2023; November 2023; January 2026

Responsibility: Director, Governance & Regulatory Services



**GENERAL MANAGER/CHIEF EXECUTIVE OFFICER**



**POLICY NAME:** **AUDIO RECORDING OF COUNCIL & COMMITTEE MEETINGS**

**POLICY No:** **7.11**

## **I. PURPOSE OF POLICY:**

This policy provides for the transparent management of audio recording of Council and Committee Meetings, including the creation, storage, usage and access in accordance with legislative and policy requirements.

Audio recordings assist in the preparation of minutes and to ensure that a true and accurate account of debate and discussion at meetings is available

Audio recordings will be made for the purpose of:

- assisting in the preparation of minutes;
- ensuring decisions are accurately recorded;
- verifying the accuracy of minutes prior to confirmation; and
- to enable public access to council meetings.

*Local Government (Meeting Procedures) Regulations 2025 state as follows:*

### *Section 43. Audio recording of meetings*

*(1) In this regulation –*

*audio recording, of a meeting, includes part of an audio recording of the meeting.*

*(2) A council is to make, as a minimum, an audio recording of a meeting.*

*(3) For the purposes of subregulation (2), a council that makes an audio-visual recording of a meeting is taken to have made an audio recording of that meeting.*

*(4) The audio recording of a meeting is to be retained by the council for a period of at least 2 years, commencing on the day after the day of the meeting.*

*(5) The audio recording of a meeting, that is not a closed meeting –*

*(a) is to be, subject to subregulation (8), made available on the council's website –*

*(i) within 5 business days after the day of the meeting; and*

*(ii) for a continuous period of not less than 12 months from the day of the meeting; and*

*(b) may be an edited, in full or in part, audio recording of the meeting.*

*(6) If an audio recording of a meeting is edited under subregulation (5)(b), the audio recording must include a statement, in any form, at the commencement of the recording, to the effect that –*

*(a) the recording of the meeting has been edited; and*

*(b) the reason for that edit.*

*(7) If after the minutes of a meeting have been confirmed as a true record a discrepancy between the minutes and an audio recording of that meeting is noticed, the council, at the next appropriate meeting, is to review the audio recording and either –*

(a) confirm that the minutes are a true record; or

(b) amend the minutes to reflect the audio recording and then confirm the minutes as amended to be a true record.

(8) The general manager of a council may, in relation to the audio recording of a meeting, edit the audio recording if the manager is reasonably satisfied that the audio recording –

(a) would, or is likely to, place the safety of a person at risk if the recording is published; or

(b) is, or is likely to be, defamatory; or

(c) contains, or is likely to contain, offensive language; or

(d) is, or is likely to be, unlawful.

(9) A council may determine any other procedures relating to the audio recording of meetings that it considers appropriate.

(10) For the avoidance of doubt, a recording made in accordance with this regulation is a State record within the meaning of the Archives Act 1983.

## 2. SCOPE:

This policy applies to the audio recording of the following meetings:

- Ordinary Meetings of Council;
- Special Council Meetings;
- Annual General Meetings of Council;
- Planning Authority Meetings; Finance Committee Meetings;
- Community Development Committee Meetings;
- Waste Management Committee Meetings;
- Parks and Recreation Committee Meetings;
- Environment and Climate Committee Meetings; and
- Any other meeting as required.

This policy does not apply to Council workshops.

## 3. DEFINITIONS:

***“Audio Recording”*** means any recording made by any electronic device capable of recording sound.

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***“Recording”*** means the recorded record/audio file made of a Council meeting by the use of any recorded format or device.

***“the Act”*** means the *Local Government Act 1993*.

***“the Regulations”*** means the *Local Government (Meeting Procedures) Regulations 2025*.

## 4. POLICY

### 4.1 Council Meetings

All council meetings as specified within the Scope (Section 2) will be audio recorded in accordance with Regulation 43 of the *Local Government (Meeting Procedures) Regulations 2025*.

Other than an official Council audio recording, no unauthorised video or audio recording of proceedings of Council Meetings shall be permitted without specific approval by resolution of Council.

The Chief Executive Officer may edit an audio recording of a meeting if the audio recording would, or is likely to, place the safety of a person at risk if the recording is published; is defamatory; contains offensive language or is likely to be unlawful.

If the Chief Executive Officer is required to edit an audio recording for any of the above reasons, the recording must include a statement at the commencement of the recording that the recording of the meeting has been edited and the reason for that edit.

In the event that technical issues prevent audio recording, the Chairperson will inform attendees of the situation. If an audio recording file is corrupted and cannot be accessed, notification of this occurrence will be noted on Council's website.

### 4.2 Closed Meetings of Council

Under the Regulations, closed meetings of Council are to be recorded and retained by Council but will not be made publicly available, unless Council resolves to do so.

### 4.3 Disclosure of Audio Recording

Notification that the meeting will be recorded as an audio file, is to be disclosed in the meeting agenda to inform the public that the proceedings are recorded. Once a meeting is declared open, the Chairperson of a meeting will inform the meeting that it is being audio recorded.

A notice is to be displayed at the entrance to the room in which the meeting proceedings are to be held advising that the meeting is being audio recorded.

### 4.4 Storage of Audio Recording

In accordance with Regulation 43 of the *Local Government (Meeting Procedures) Regulations 2025*, the Chief Executive Officer is to retain the audio files for at least two (2) years, commencing on the day after the day of the meeting.

The original unmodified audio recording will be suitably stored in accordance with the Council's Records Management requirements. Under Regulation 43(10), the Chief Executive Officer will retain the recordings permanently and in accordance with the *Archives Act 1983*. The Chief Executive Officer is authorised, pursuant to Section 64 of the *Local Government Act 1993*, to delegate these functions to a Council Officer.

### 4.5 Access to Audio Recordings of Council Meetings

*In accordance with Local Government (Meeting Procedures) Regulations 2025*, Section 43(5)(a) states that the audio recording of a meeting (that is not a closed meeting) is to be made available on Council's website within five (5) business days after the day of the meeting.

#### 4.6 Discrepancy between Minutes and Audio Recording

If, following confirmation of the minutes of a meeting, a discrepancy is identified between the minutes and the corresponding audio recording, Council will, at the next meeting, review the audio recording and either:

- a) reconfirm the minutes as a true record; or
- b) amend the minute to align with the audio recording and subsequently confirm the amended minutes as an accurate record.

### 5. IMPLEMENTATION

Implementation of this policy resides with the Director, Governance & Regulatory Services. This policy is to be implemented in conjunction with relevant Council policies and procedures.

### 6. MONITORING AND REVIEW

This policy will be reviewed every four (4) years or earlier in the event of major changes to legislation or related policies, procedures or if deemed necessary by Council.

#### ADMINISTRATIVE DETAILS:

Policy compiled: May 2021

Adopted by Council: 18/05/2021; 17/01/2023; 19/12/2023

To be reviewed: January 2027

Reviewed: January 2023; November 2023; January 2026

Responsibility: Director, Governance & Regulatory Services



CHIEF EXECUTIVE OFFICER