



Meander Valley Council
Working Together

ORDINARY MINUTES

COUNCIL MEETING

Tuesday 11 May 2021

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Minutes of the Ordinary Meeting of the Meander Valley Council held at the Council Chambers Meeting Room, 26 Lyall Street, Westbury, on Tuesday 11 May 2021 at 3.04pm.

PRESENT

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

APOLOGIES

Nil

IN ATTENDANCE

John Jordan, General Manager
Merrilyn Young, Executive Assistant
Jacqui Parker, Governance Co-ordinator
Dino De Paoli, Director Infrastructure Service
Jonathan Harmey, Director Corporate Services
Matthew Millwood, Director Works
Krista Palfreyman, Director Development & Regulatory Services
Leanne Rabjohns, Town Planner
Natasha Whiteley, Team Leader, Town Planning
Katie Proctor, Team Leader, Environmental Health & Regulations
Jarred Allen, Team Leader, Engineering
Rob Little, Asset Management Co-ordinator

77/2021 CONFIRMATION OF MINUTES

Councillor King moved and Councillor Kelly seconded, ***“that the minutes of the Ordinary Meeting of Council held on Tuesday 13 April 2021, be received and confirmed.”***

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

78/2021 COUNCIL WORKSHOPS HELD SINCE THE LAST MEETING

Date	Items discussed:
27 April 2021	<ul style="list-style-type: none">• Bracknell Hall – Presentation• Creative Cities – Presentation• Communications Calendar• Waste Management Strategy• Draft Capital Works Program 2021-22• Deloraine High School – Presentation• Items for Noting:<ul style="list-style-type: none">(a) Annual Report Update – March quarter(b) Review of Policy No. 11 – Public Open Space(c) Review of Policy No. 36 – Private Timber Reserves(d) Deloraine Squash Courts

79/2021 ANNOUNCEMENTS BY THE MAYOR

13 April 2021

Council Meeting – Westbury

27 April 2021

Council Workshop - Westbury

3 May 2021

NTDC Board Meeting – Longford

80/2021 ANNOUNCEMENTS BY COUNCILLORS

Nil

81/2021 DECLARATIONS OF INTEREST

D&RS 4 (90/2021) Mayor Wayne Johnston- Policy Review No. 36 - Private Timber Reserves

D&RS 4 (90/2021) Deputy Mayor Michael Kelly - Policy Review No. 36 - Private Timber Reserves

82/2021 TABLING AND ACTION ON PETITIONS

Nil

83/2021 PUBLIC QUESTION TIME

1. PUBLIC QUESTIONS TAKEN ON NOTICE – APRIL 2021

1.1 Martin Hamilton, Westbury

- (a) In last month's meeting, the General Manager announced that Council's Senior Strategic Town Planner Jo Oliver had resigned, giving 3 months notice. Will Council explain all the details of its planned recruitment campaign, including where, when and how it plans to advertise the role or, if they do not intend to advertise for candidates to fill the role, why not?

Response by John Jordan, General Manager:

Council acknowledges and celebrates Jo Oliver's expertise and her long period of service to both Council and the community over the years. Recruitment in accordance with normal practices has commenced and a planning role has been advertised.

- (b) Since being announced as Liberal Party Candidates for the House of Assembly Election scheduled 1st May 2021, Councillors Susie Bower and Stephanie Cameron have renamed their Meander Valley Councillor Facebook profiles, from "Susie Bower - Councillor Meander Valley Councillor" and "Stephanie Cameron Meander Valley Councillor" to "Susie Bower - Liberal for Lyons" and "Stephanie Cameron Liberal Candidate for Lyons" respectively. Given municipal councils are normally supposed to be apolitical, does them using their MVC pages to promote themselves as political candidates for the Liberal Party breach any code of conduct, social media policies and the like that Meander Valley Council have in place?

Response by John Jordan, General Manager:

Meander Valley Council is an apolitical statutory body led by nine Councillors, who were elected to represent the local community in terms of policy and overall decision-making processes. Both Councillor Bower and Councillor Cameron have requested leave and declined to accept any Councillor allowances for the period 1 April 2021 to 30 April 2021 inclusive. Both Councillor Bower and Councillor Cameron are aware they continue to be bound

by their obligations under our Councillor Code of Conduct. The Facebook pages were established by the councillors, not Council.

2. PUBLIC QUESTIONS WITH NOTICE – MAY 2021

Nil

3. PUBLIC QUESTIONS WITHOUT NOTICE – MAY 2021

3.1 *Di Robinson, Westbury*

My proposal has a double benefit to Westbury residents/MV Council and dog owners with a designated fenced off dog park with a separate section each for small and large dogs to exercise and safety.

This area is adjacent to MVC works storage in Moore Street could easily be transformed by fencing off the east end and internal fencing on all 4 sides into separate dog areas and parking.

This could be established easily in a short time period with minimal cost to Council.

I have more info and a design concept and further relevant information to discuss with Council and MVC next workshop requiring a 20 minute time slot allowing for questions.

This concept will alleviate the ongoing/current wildlife being killed and pedestrian bike riders and rehab users safety ensured.

As well as the Town Common returning to the original Concept Plan of enhancing this wetland into its natural state.

The Westbury Town Common was never designed as a Dog Park. Deloraine is the nearest off-leash dog exercise area.

I would like to be invited to a Council workshop in the future as three minutes today will not cover this?

Response by Mayor Wayne Johnston:

I will get the General Manager to contact you regarding attending a workshop.

84/2021 COUNCILLOR QUESTION TIME

1. COUNCILLOR QUESTIONS TAKEN ON NOTICE – APRIL 2021

1.1 Councillor Frank Nott

Will the General Manager or Director of Planning advise of a Council limit for the number of entrances in a cul-de-sac?

Response by Krista Palfreyman, Director Development & Regulatory Services:

There is no Council limit for the number of entrances in a cul-de-sac, nor is there a limit in the Tasmanian Standard Drawings for road and crossover construction requirements. Council's Director Infrastructure Services advised that matters relating to serviceability of properties in a cul-de-sac, including garbage bin placement and truck manoeuvrability, can be considered when assessing engineering design for road and crossover construction.

2. COUNCILLOR QUESTIONS WITH NOTICE – MAY 2021

2.1 Cr Tanya King

In recent weeks, the last bank owned ATM in Westbury was removed.

This means that in Westbury, you cannot access your money from a bank account without either making a purchase, or paying a fee. If you have a fortnightly pension, and access your money once per fortnight, this could add up to over \$60 a year expended on fees – more if you want to access your money more often.

Could Council please write to Anna Bligh, CEO of the Australian Banking Association and TasCOSS (Tasmanian Council of Social Service Inc) to advocate for better financial support services for our regional towns?

Response by Jonathan Harmey, Acting General Manager:

Yes, Council will write to the Australian Banking Association and TasCOSS to draw their attention to the absence of any bank owned ATM services in Westbury and the negative impact this can have on members of the Meander Valley community.

3. COUNCILLOR QUESTIONS WITHOUT NOTICE – MAY 2021

3.1 Cr Tanya King

- (a) Following the response to the article in The Examiner on May 6 published in response to my Question on Notice with regard to the last bank owned ATM being withdrawn from service, is Council aware that the Westbury Post Office is part of the bank@post scheme, which means they are an agent for over 80 banks and building societies?

Is Council also aware that Australia Post do not charge any extra fees for this service?

Response by John Jordan, General Manager:

Councillor, I can add to the response as presented in the Meeting Agenda and provided by Jonathan Harmey as Acting General Manager.

The Westbury Post Office and presumably all 3,500 post offices across the country operate the bank@post scheme. Australia Post is an agent for over 80 financial institutions and under the scheme provides access to banking services for individuals and small businesses.

People can make withdrawals, deposits and balance enquiries across Australia. Australia Post does not charge a fee for this service; though customers are subject to any fees in line with the terms and conditions of their financial institution and specific account. Residents can find out more at their post office or via the Australia Post website.

The scheme provides access to banking during the operating hours of Australia Post and plays an important role in ensuring community access to banking services, that said it does not overcome the loss of 24 hour access to services provided via ATMs that have been removed. The rationalisation of banking continues to be an issue across communities.

- (b) In relation to the issue of rabbit management in northern Tasmania I again followed up with officers from DPIPWWE as to the steps being taken by the department since Council's representations and their letter of response dated 25 February 2021.

In following up the matter with a DIPIPWE officer, I was advised that there are three officers to cover the entire state and they are not in a position to address the issue or need to better inform the public about actions they

could take to support limited efforts to control the rabbit population. The officer of DPIPWWE advised that rabbit population management was fundamentally the landowners responsibility, as is fencing and weed management. Given legislation imposes a responsibility on landowners, it would seem reasonable to expect that DPIPWWE would take reasonable steps to:

- a. Highlight the level of infestation and rabbit problem across Northern Tasmania;
- b. Help landowners to contribute to managing rabbits (and other invasive species for that matter) on their land; and
- c. Expedite the release of managing agents such as the calicivirus when conditions for release are met.

Despite legislation and efforts to date, it is evident that more needs to be done. I call upon DPWIWE to consider the resourcing needed to address concerns and improve rabbit population management outcomes. This includes the very practical step of letting landowners know what is being done and how they can help.

Can Council again write the DPIPWWE requesting sufficient resourcing and a greater level of response to managing rabbits?

Response by John Jordan, General Manager:

Yes, Council will write to Guy Barnett MP, Minister for Primary Industries and Water to request that additional level of resourcing and response on behalf of the Meander Valley community.

3.2 Cr Frank Nott, Prospect Vale

- (a) Launceston Council released the Transport Strategy for 2020-2040 recently.

Bob Cotgrove an experienced traffic consultant had an article in the Sunday Examiner on 8 May highlighting the growth of the outer suburbs in Launceston, which would include Meander Valley's Prospect Vale and Westbury Road network.

As Councillors we are well aware of the greatly increased traffic with approved developments and more to come and with another 65 lots before us today from 'Respect'.

Will Meander Valley Council be providing input and making a submission with this Strategy?

Response by John Jordan, General Manager:

Yes Councillor.

Secondly, will Council be consulting with the community to assist with this report?

Response by John Jordan, General Manager:

The City of Launceston are the dominant player in the Strategy and presumably they will work through that process. The window of opportunity for lodgement of submissions is 4 weeks and so we have both a finite period of time and a finite resource to broadly consult with the community, assuming City of Launceston will shoulder that burden.

(b) Also at the weekend I read in the Saturday Examiner an advertisement for West Tamar Council calling for nominations for Local Advisory Groups.

Northern Midlands Council has similar community groups representing different areas.

Would Meander Valley Council consider the formation of similar groups to West Tamar Council and Northern Midlands Council or could this be taken to a Workshop for further discussion?

Response by John Jordan, General Manager:

Yes we can take it to a Workshop. I am unaware of the makeup of the Local Advisory Groups but happy to take it to a Workshop.

3.3 Cr John Temple, Westbury

Is there any update on the proposed prison since the last council meeting?

Response by Mayor Wayne Johnston:

No

Response by John Jordan, General Manager:

No

85/2021 DEPUTATIONS BY MEMBERS OF THE PUBLIC

Nil

PLANNING AUTHORITY ITEMS

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

The following are applicable to all Planning Authority reports:

Strategic/Annual Plan Conformance

Council has a target under the Annual Plan to assess applications within statutory timeframes.

Policy Implications

Not applicable.

Legislation

Council must process and determine the application in accordance with the *Land Use Planning and Approvals Act 1993* (LUPAA) and its Planning Scheme. The application is made in accordance with Section 57 of LUPAA.

Risk Management

Risk is managed by the inclusion of appropriate conditions on the planning permit.

Financial Consideration

If the application is subject to an appeal to the Resource Management Planning and Appeal Tribunal, Council may be subject to the cost associated with defending its decision.

Alternative Recommendations

Council can either approve the application with amended conditions or refuse the application.

Voting Requirements

Simple Majority

86/2021 320 AND 334 WESTBURY ROAD, PROSPECT VALE

The Mayor invited Mrs Andrea Carlson, Messrs. Jason Binder, Michael Griffin, Leigh Dell and Greg Garwood to address the meeting regarding this agenda item.

Planning Application: PA\21\0033

Proposal: Retirement Village (65 dwellings including associated building, retaining walls, signage, front fence and car parking), subdivision (two (2) lots to two (2) lots) and the demolition of the four (4) existing buildings.

Author: Leanne Rabjohns
Town Planner

1) Recommendation

It is recommended that the application for Use and Development for a Retirement Village (65 dwellings including associated building, retaining walls, signage, front fence and car parking), subdivision (two (2) lots to two (2) lots) and the demolition of the existing four (4) buildings at 320 and 334 Westbury Road, PROSPECT VALE (CTs: 237405/1, 247658/1 and 232934/1) by Respect Group Limited, be APPROVED, generally in accordance with the endorsed plans:

- a. Midson Traffic P/L – Traffic Impact Assessment – dated February 2021;***
- b. JMG Engineers & Planners – Report – Urban Salinity – Dated: September 2020;***
- c. Plans to Build – Project Number: 20009 – Drawing Number: A00-DA, A01-DA, A02-DA, A03-DA, A04-DA, A05-DA, A06-DA, A07-DA (2 pages), A08-DA, A09-DA, A10-DA, A11-DA, A12-DA, A13-DA, A14-DA, A15-DA, A16-DA and A17-DA;***
- d. Lange Design – Landscape Concept Plan; and***
- e. JMG Engineers & Planners – Project Number: J2020125CL – Drawing Number: E04, E05, SK06, SK01 and P01.***

and subject to the following conditions:

- 1. Covenants or similar restrictive controls must not be included on or otherwise imposed on the titles to the lots created by the**

subdivision, permitted by this permit unless:

- a) Such covenants or controls are expressly authorised by the terms of this permit or by the consent in writing of Council; and**
- b) Such covenants or similar controls are submitted for and receive written approval by Council prior to submission of a Plan of Survey and associated title documentation is submitted to Council for sealing.**

2. Prior to the commencement of any works, amended plans must be submitted for approval to the satisfaction of Council's Town Planner. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and must show:

- a) The fenced private open spaces for Units 33 & 40 are not to overlap, to provide individual areas to each unit.**
- b) Adequate screening to the front windows of Units 58 and 59 to a minimum height of 1.7m or to increase the sill height to 1.7m above floor level, to prevent vehicle light intrusion.**
- c) An additional two (2) car parking spaces on site, to an appropriate standard.**
- d) Detailed engineering design documentation for stormwater services, road and crossover construction, including the extension of any Council services required to the satisfaction of Council's Director Infrastructure Services and in accordance with the recommendation of the endorsed Traffic Impact Assessment prepared by Midson Traffic Pty Ltd. Detailed engineering documentation must be prepared by a suitably qualified civil engineer. The design documentation must incorporate the following:**
 - i. Construction of road extension including kerb and footpath of the unnamed road off Bimbimbi Avenue to Tasmanian Standard drawings; and**
 - ii. Piping of the open drain inside the property as shown on the endorsed drawings.**

- 3. Prior to the completion of Stage 1, the existing driveway crossover on Westbury Road must be completely removed. Kerb and footpath are to be reinstated in accordance with Tasmanian Standard Drawing TSD-R11 and R14 to the satisfaction of the Director Infrastructure Services (see Note 1).**
- 4. Prior to the commencement of works for Stage 2, the Final Plan of Subdivision must be sealed.**
- 5. All retaining wall and associated drainage must be wholly contained on the subject land.**
- 6. The development must be in accordance with the Submission to Planning Authority Notice issued by TasWater (TWDA No 2021/00092-MVC attached).**

Notes:

- 1. Prior to any construction being undertaken in the Road Reservation separate consent is required by the Road Authority. An Application for Works in Road Reservation is enclosed. All enquiries should be directed to Council's Infrastructure Department on (03) 6393 5312.**
- 2. Stormwater detention is required for this development. Please see attached letter regarding the provision of detention and the requirements of Council acting as the Stormwater Authority in accordance with the *Urban Drainage Act 2013*.**
- 3. Any other proposed development and/or use, including amendments to this proposal, may require a separate planning application and assessment against the Scheme by Council. All enquiries can be directed to Council's Development and Regulatory Services on 6393 5320 or via email: mail@mvc.tas.gov.au.**
- 4. This permit does not imply that any other approval required under any other by-law or legislation has been granted. The following additional approvals may be required before construction commences:**
 - a) Building approval**
 - b) Plumbing approval**

All enquiries should be directed to Council's Permit Authority on (03) 6393 5320 or Council's Plumbing Surveyor on 0419 510 770.

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

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

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

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

9. If any Aboriginal relics are uncovered during works:
 - a) All works are to cease within a delineated area sufficient to protect the unearthed and other possible relics from destruction,
 - b) The presence of a relic is to be reported to Aboriginal Heritage Tasmania Phone: (03) 6233 6613 or 1300 135 513 (ask for Aboriginal Heritage Tasmania) Fax: (03) 6233 5555 Email: aboriginal@heritage.tas.gov.au; and
 - c) The relevant approval processes will apply with state and federal government agencies.

DECISION:

Cr Sherriff moved and Cr Kelly seconded ***“that the application for Use and Development for a Retirement Village (65 dwellings including associated building, retaining walls, signage, front fence and car parking), subdivision (two (2) lots to two (2) lots) and the demolition of the existing four (4) buildings at 320 and 334 Westbury Road, PROSPECT VALE (CTs: 237405/1, 247658/1 and 232934/1) by Respect Group Limited, be APPROVED, generally in accordance with the endorsed plans:***

- a. Midson Traffic P/L – Traffic Impact Assessment – dated February 2021;***
- b. JMG Engineers & Planners – Report – Urban Salinity – Dated: September 2020;***
- c. Plans to Build – Project Number: 20009 – Drawing Number: A00-DA, A01-DA, A02-DA, A03-DA, A04-DA, A05-DA, A06-DA, A07-DA (2 pages), A08-DA, A09-DA, A10-DA, A11-DA, A12-DA, A13-DA, A14-DA, A15-DA, A16-DA and A17-DA;***
- d. Lange Design – Landscape Concept Plan; and***
- e. JMG Engineers & Planners – Project Number: J2020125CL – Drawing Number: E04, E05, SK06, SK01 and P01.***

and subject to the following conditions:

- 1. Covenants or similar restrictive controls must not be included on or otherwise imposed on the titles to the lots created by the subdivision, permitted by this permit unless:**
 - a) Such covenants or controls are expressly authorised by the terms of this permit or by the consent in writing of Council; and**
 - b) Such covenants or similar controls are submitted for and receive written approval by Council prior to submission of a Plan of Survey and associated title documentation is submitted to Council for sealing.**
- 2. Prior to the commencement of any works, amended plans must be submitted for approval to the satisfaction of Council’s Town Planner. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and must show:**
 - a) The fenced private open spaces for Units 33 & 40 are not to overlap, to provide individual areas to each unit.**

- b) Adequate screening to the front windows of Units 58 and 59 to a minimum height of 1.7m or to increase the sill height to 1.7m above floor level, to prevent vehicle light intrusion.
 - c) An additional two (2) car parking spaces on site, to an appropriate standard.
 - d) Detailed engineering design documentation for stormwater services, road and crossover construction, including the extension of any Council services required to the satisfaction of Council's Director Infrastructure Services and in accordance with the recommendation of the endorsed Traffic Impact Assessment prepared by Midson Traffic Pty Ltd. Detailed engineering documentation must be prepared by a suitably qualified civil engineer. The design documentation must incorporate the following:
 - i. Construction of road extension including kerb and footpath of the unnamed road off Bimbimbi Avenue to Tasmanian Standard drawings; and
 - ii. Piping of the open drain inside the property as shown on the endorsed drawings.
3. Prior to the completion of Stage 1, the existing driveway crossover on Westbury Road must be completely removed. Kerb and footpath are to be reinstated in accordance with Tasmanian Standard Drawing TSD-R11 and R14 to the satisfaction of the Director Infrastructure Services (see Note 1).
 4. Prior to the commencement of works for Stage 2, the Final Plan of Subdivision must be sealed.
 5. All retaining wall and associated drainage must be wholly contained on the subject land.
 6. The development must be in accordance with the Submission to Planning Authority Notice issued by TasWater (TWDA No 2021/00092-MVC attached).

Notes:

1. Prior to any construction being undertaken in the Road Reservation separate consent is required by the Road Authority. An Application for

Works in Road Reservation is enclosed. All enquiries should be directed to Council's Infrastructure Department on (03) 6393 5312.

- 2. Stormwater detention is required for this development. Please see attached letter regarding the provision of detention and the requirements of Council acting as the Stormwater Authority in accordance with the *Urban Drainage Act 2013*.**
- 3. Any other proposed development and/or use, including amendments to this proposal, may require a separate planning application and assessment against the Scheme by Council. All enquiries can be directed to Council's Development and Regulatory Services on 6393 5320 or via email: mail@mvc.tas.gov.au.**
- 4. This permit does not imply that any other approval required under any other by-law or legislation has been granted. The following additional approvals may be required before construction commences:**
 - a) Building approval**
 - b) Plumbing approval**

All enquiries should be directed to Council's Permit Authority on (03) 6393 5320 or Council's Plumbing Surveyor on 0419 510 770.

- 5. This permit takes effect after:**
 - a) The 14 day appeal period expires; or**
 - b) Any appeal to the Resource Management and Planning Appeal Tribunal is abandoned or determined; or**
 - c) Any other required approvals under this or any other Act are granted.**
- 6. A planning appeal may be instituted by lodging a notice of appeal with the Registrar of the Resource Management and Planning Appeal Tribunal. A planning appeal may be instituted within 14 days of the date the Corporation serves notice of the decision on the applicant. For more information see the Resource Management and Planning Appeal Tribunal website www.rmpat.tas.gov.au.**
- 7. This permit is valid for two (2) years only from the date of approval and will thereafter lapse if the development is not substantially commenced. An extension may be granted if a request is received.**

8. In accordance with the legislation, all permits issued by the permit authority are public documents. Members of the public will be able to view this permit (which includes the endorsed documents) on request, at the Council Office.
9. If any Aboriginal relics are uncovered during works:
 - a) All works are to cease within a delineated area sufficient to protect the unearthed and other possible relics from destruction,
 - b) The presence of a relic is to be reported to Aboriginal Heritage Tasmania Phone: (03) 6233 6613 or 1300 135 513 (ask for Aboriginal Heritage Tasmania) Fax: (03) 6233 5555
Email: aboriginal@heritage.tas.gov.au; and
 - c) The relevant approval processes will apply with state and federal government agencies.

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

87/2021 2021-22 ENVIRONMENTAL HEALTH FEES

AUTHOR: Katie Proctor
Team Leader, Environmental Health & Regulation

1) Recommendation

It is recommended that Council adopt the following environmental health fees and charges for the 2021-22 financial year:

Food Premises (Except for bona fide not for profit organisations) Annual Registration/Renewal of Registration	Fees/Charges (*GST inclusive)
P3	\$60.00
P1 and P2	\$178.00
Late fee if application for renewal not received by 31 July	\$54.00
Additional inspections due to non-compliance	\$121.00*
Temporary Food Stall Registration (Except for bona fide not for profit organisations)	
One-off event	\$37.00
Up to 6 months	\$60.00
6 – 12 months	\$89.00
Late fee if not received before event	\$42.00
Public Health	
Place of Assembly Licence – Public events, 1 day	\$77.00
Place of Assembly Licence – Public events, greater than 1 day	\$242.00
Registration of Private Water Supplier	\$101.00
Other premises requiring licensing under Public Health Act 1997	\$101.00
Request for inspection and written reports on food premises for prospective purchasers	\$121.00*
Mobile Food Vehicles	
Vendor's Permit	\$178.00

DECISION:

Cr King moved and Cr Kelly seconded ***“that Council adopt the following environmental health fees and charges for the 2021-22 financial year:***

Food Premises (Except for bona fide not for profit organisations) Annual Registration/Renewal of Registration	Fees/Charges (*GST inclusive)
P3	\$60.00
P1 and P2	\$178.00
Late fee if application for renewal not received by 31 July	\$54.00
Additional inspections due to non-compliance	\$121.00*
Temporary Food Stall Registration (Except for bona fide not for profit organisations)	
One-off event	\$37.00
Up to 6 months	\$60.00
6 – 12 months	\$89.00
Late fee if not received before event	\$42.00
Public Health	
Place of Assembly Licence – Public events, 1 day	\$77.00
Place of Assembly Licence – Public events, greater than 1 day	\$242.00
Registration of Private Water Supplier	\$101.00
Other premises requiring licensing under Public Health Act 1997	\$101.00
Request for inspection and written reports on food premises for prospective purchasers	\$121.00*
Mobile Food Vehicles	
Vendor’s Permit	\$178.00

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

88/2021 2021-22 DOG REGISTRATION FEES

AUTHOR: Katie Proctor
Team Leader, Environmental Health & Regulation

1) Recommendation

It is recommended that Council adopt the following dog registration fees and charges for the 2021-22 financial year:

Registration	Regular Fee (*GST inclusive)	If paid by 31 July
Domestic Dog not Desexed	\$67.00	\$50.00
Domestic Dog Desexed	\$23.00	\$14.00
Working Dog	\$23.00	\$14.00
Greyhound	\$23.00	\$14.00
Purebred (<i>for breeding</i>)	\$23.00	\$14.00
Pensioners Dog (<i>one per pension card</i>)	\$23.00	\$14.00
Guide Dog/Hearing Dog (<i>on production of suitable evidence by applicant</i>)	Nil	Nil
Dangerous Dog	\$586.00	Not Applicable
Guard Dog	\$67.00	\$50.00
Other		
Renewal of Kennel Licence	\$35.00	Not Applicable
New Kennel Licence	\$131.00	
Fee to make a nuisance dog complaint	\$23.00	
Dangerous Dog Collars	Cost*	
Impounding Fee	\$35.00	
Impounding Fee - Second Time	\$60.00	
Daily Maintenance Fee	\$25.00*	
Replacement Lifetime Tag	\$10.00	

DECISION:

Cr Kelly moved and Cr King seconded ***“that Council adopt the following dog registration fees and charges for the 2021-22 financial year:***

Registration	Regular Fee (*GST inclusive)	If paid by 31 July
Domestic Dog not Desexed	\$67.00	\$50.00
Domestic Dog Desexed	\$23.00	\$14.00
Working Dog	\$23.00	\$14.00
Greyhound	\$23.00	\$14.00
Purebred (<i>for breeding</i>)	\$23.00	\$14.00
Pensioners Dog (<i>one per pension card</i>)	\$23.00	\$14.00
Guide Dog/Hearing Dog (<i>on production of suitable evidence by applicant</i>)	Nil	Nil
Dangerous Dog	\$586.00	Not Applicable
Guard Dog	\$67.00	\$50.00
Other		
Renewal of Kennel Licence	\$35.00	Not Applicable
New Kennel Licence	\$131.00	
Fee to make a nuisance dog complaint	\$23.00	
Dangerous Dog Collars	Cost*	
Impounding Fee	\$35.00	
Impounding Fee - Second Time	\$60.00	
Daily Maintenance Fee	\$25.00*	
Replacement Lifetime Tag	\$10.00	

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

89/2021 REVIEW OF POLICY NO. 11 – PUBLIC OPEN SPACE CONTRIBUTIONS

AUTHOR: Krista Palfreyman
Director Development & Regulatory Services

1) Recommendation

It is recommended that Council confirms the continuation of Policy No. 11 – Public Open Space Contributions, with amendments, as follows:

POLICY MANUAL

Policy Number: 11

Public Open Space Contributions

Purpose:

The purpose of this policy is to outline the requirements and calculation methodology relating to contributions towards public open space for subdivisions.

Department:

Community & Development & Regulatory Services

Author:

Lynette White Krista Palfreyman, Director

Council Meeting Date:

9 May 2017 11 May 2021

Minute Number:

100/2017 89/2021

Next Review Date:

June 2021 2025

POLICY

1. Definitions

Nil.

2. Objective

The objective of this Policy is to ensure developers make an appropriate contribution towards public open space to account for population growth facilitated by increasing the density of residential development when carrying out subdivisions.

3. Scope

The Policy shall apply to all subdivision applications received by Council.

4. Policy

Council, in accordance with the provision of Section 117 of the *Local Government (Building and Miscellaneous Provisions Act) 1993* (the Act), require a contribution equivalent to 5% of the land value of the lots as a cash in lieu contribution towards Public Open Space for all subdivisions (including building estates).

The cash contribution will be calculated in accordance with provisions of Section 117(2) of the Act.

Council may consider accepting a land area contribution of no more than 5% of the total area shown on the plan, instead of cash in lieu contributions in the following circumstances:

- Where the land is identified in a strategic land use planning document adopted by Council; or
- The land has high visibility and provides a link with existing roads, paths and trails.

Council will not require Public Open Space contributions -

- For a boundary adjustment where no new lot is created; or
- Where the new lot is not capable of residential development.

5. Legislation

Local Government (Building and Miscellaneous Provisions) Act 1993

6. Responsibility

~~The Director Community & Development Services is responsible for the application of this policy.~~

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

DECISION:

Cr King moved and Cr Kelly seconded ***“that Council confirms the continuation of Policy No. 11 – Public Open Space Contributions, with amendments, as follows:***

POLICY MANUAL

Policy Number: 11

Public Open Space Contributions

Purpose:

The purpose of this policy is to outline the requirements and calculation methodology relating to contributions towards public open space for subdivisions.

Department:

Development & Regulatory Services

Author:

Krista Palfreyman, Director

Council Meeting Date:

11 May 2021

Minute Number:

89/2021

Next Review Date:

June 2025

POLICY

1. Definitions

Nil.

2. Objective

The objective of this Policy is to ensure developers make an appropriate contribution towards public open space to account for population growth facilitated by increasing the density of residential development when carrying out subdivisions.

3. Scope

The Policy shall apply to all subdivision applications received by Council.

4. Policy

Council, in accordance with the provision of Section 117 of the *Local Government (Building and Miscellaneous Provisions Act) 1993* (the Act), require a contribution equivalent to 5% of the land value of the lots as a cash in lieu contribution towards Public Open Space for all subdivisions.

The cash contribution will be calculated in accordance with provisions of Section 117(2) of the Act.

Council may consider accepting a land area contribution of no more than 5% of the total area shown on the plan, instead of cash in lieu contributions in the following circumstances:

- Where the land is identified in a strategic land use planning document adopted by Council; or
- The land has high visibility and provides a link with existing roads, paths and trails.

Council will not require Public Open Space contributions -

- For a boundary adjustment where no new lot is created; or
- Where the new lot is not capable of residential development.

5. Legislation

Local Government (Building and Miscellaneous Provisions) Act 1993

6. Responsibility

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

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

Mayor Johnston and Deputy-Mayor Kelly left the meeting at 4.06 pm.

Cr Cameron moved and Cr Sherriff seconded ***“that Cr King take the Chair for the consideration of the next agenda item.”***

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

90/2021 REVIEW OF POLICY NO. 36 – PRIVATE TIMBER RESERVES

AUTHOR: Krista Palfreyman
Director Development & Regulatory Services

1) Recommendation

It is recommended that Council confirms the continuation of Policy No. 36 – Private Timber Reserves, with amendments, as follows:

POLICY MANUAL

Policy Number: 36

Private Timber Reserves

Purpose:

To establish the assessment framework for referrals of Private Timber Reserve applications.

Department:

Community & Development & Regulatory Services

Author:

Lynette White Krista Palfreyman, Director

Council Meeting Date:

9 May, 2017 11 May 2021

Minute No:

81/2017 90/2021

Next Review Date:

June 2021 2025

POLICY

1. Definitions

“Private Timber Reserve” means a private timber reserve established under the *Forest Practices Act 1985*.

“Forest Practices Authority” means the body corporate that oversees the administration of Private Timber Reserves by Private Forests Tasmania.

“Planning Scheme” means the ~~Meander Valley Planning Scheme~~ Tasmanian Planning Scheme – Meander Valley

2. Objective

To establish a process for determining if Council will object to an application for a Private Timber Reserve referred to it by the Forest Practices Authority.

3. Scope

This policy is to apply to the Council and its employees in assessing and considering applications for Private Timber Reserves under the *Forest Practices Act 1985*.

4. Policy

It is policy that:

- The Delegated Assessment Group will undertake a preliminary assessment of the application for a Private Timber Reserve referred to Council by the Forest Practices Authority.
- In undertaking the assessment the Delegated Assessment Group will consider:
 1. The location of the proposal relative to;
 - a) Karst High Sensitivity areas,
 - b) Water catchment areas,
 - c) Sensitive agricultural activities,
 - d) Priority and threatened species habitat, and
 - e) Landslip risk areas.
 2. The relevant provisions of the ~~Meander Valley Interim Planning Scheme 2013~~ **Tasmanian Planning Scheme – Meander Valley.**
 3. The following provisions of the *Forest Practices Act 1985* whereby an application for a declaration of land as a private timber reserve shall be refused if the Authority is satisfied that;
 - a) Section 8(2)b - the land is not suitable for declaration as a Private Timber Reserve; **or**
 - b) Section 8(2)d - by virtue of the operation of any Act, the owner of the land is prohibited from establishing forests, or growing or harvesting timber, on the land; or
 - c) Section 8(2)e - it would not be in the public interest to grant the application.
 4. Community submissions **received.**
- The Delegated Assessment Group will determine if an objection against the proposal should be lodged.
- If it is determined that an objection should be lodged, the Delegated Assessment Group will;
 1. Lodge an objection with the Forest Practices Authority if a formal decision of Council cannot be made within the statutory notification period; and

2. Prepare a report for formal consideration by Council. Council will then decide if it will proceed with the objection.

5. Legislation

The Forest Practices Act 1985

Meander Valley Interim Planning Scheme 2013

Tasmanian Planning Scheme – Meander Valley

6. Responsibility

The Director **Community &** Development **& Regulatory** Services is responsible for the application of this policy.

DECISION:

Cr Sherriff moved and Cr Cameron seconded "that ***Council confirms the continuation of Policy No. 36 – Private Timber Reserves, with amendments, as follows:***

POLICY MANUAL

Policy Number: 36

Private Timber Reserves

Purpose:

To establish the assessment framework for referrals of Private Timber Reserve applications.

Department:

Development & Regulatory Services

Author:

Krista Palfreyman, Director

Council Meeting Date:

11 May 2021

Minute No:

90/2021

Next Review Date:

June 2025

POLICY

1. Definitions

"Private Timber Reserve" means a private timber reserve established under the *Forest Practices Act 1985*.

“Forest Practices Authority” means the body corporate that oversees the administration of Private Timber Reserves by Private Forests Tasmania.

“Planning Scheme” means the Tasmanian Planning Scheme – Meander Valley.

2. Objective

To establish a process for determining if Council will object to an application for a Private Timber Reserve referred to it by the Forest Practices Authority.

3. Scope

This policy is to apply to the Council and its employees in assessing and considering applications for Private Timber Reserves under the *Forest Practices Act 1985*.

4. Policy

It is policy that:

- The Delegated Assessment Group will undertake a preliminary assessment of the application for a Private Timber Reserve referred to Council by the Forest Practices Authority.
- In undertaking the assessment the Delegated Assessment Group will consider:
 1. The location of the proposal relative to;
 - a) Karst High Sensitivity areas,
 - b) Water catchment areas,
 - c) Sensitive agricultural activities,
 - d) Priority and threatened species habitat, and
 - e) Landslip risk areas.
 2. The relevant provisions of the Tasmanian Planning Scheme – Meander Valley.
 3. The following provisions of the *Forest Practices Act 1985* whereby an application for a declaration of land as a private timber reserve shall be refused if the Authority is satisfied that;
 - a) Section 8(2)b - the land is not suitable for declaration as a Private Timber Reserve; or
 - b) Section 8(2)d - by virtue of the operation of any Act, the owner of the land is prohibited from establishing forests, or growing or harvesting timber, on the land; or
 - c) Section 8(2)e - it would not be in the public interest to grant the application.
 4. Community submissions received.
- The Delegated Assessment Group will determine if an objection against the proposal should be lodged.

- If it is determined that an objection should be lodged, the Delegated Assessment Group will;
 1. Lodge an objection with the Forest Practices Authority if a formal decision of Council cannot be made within the statutory notification period; and
 2. Prepare a report for formal consideration by Council. Council will then decide if it will proceed with the objection.

5. Legislation

The Forest Practices Act 1985

Tasmanian Planning Scheme – Meander Valley

6. Responsibility

The Director Development & Regulatory Services is responsible for the application of this policy.

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

The Mayor and Deputy- Mayor returned to the meeting at 4.12pm.

Councillor John Temple left the meeting at 4.12pm.

Councillor John Temple returned to the meeting at 4.13pm.

91/2021 COUNCIL AUDIT PANEL: RECEIPT OF MEETING MINUTES

AUTHOR: Jonathan Harmey
Director Corporate Services

1) Recommendation

It is recommended that Council receive the minutes of the Audit Panel meeting held on 27 April 2021.

DECISION:

Cr Nott moved and Cr Kelly seconded ***“that Council receive the minutes of the Audit Panel meeting held on 27 April 2021.”***

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

92/2021 GREATER LAUNCESTON CREATIVE CITIES STEERING GROUP SUPPORT

AUTHOR: Jonathan Harmey
Director Corporate Services

1) Recommendation

It is recommended that Council:

- 1. Provide in principle support for the application for Greater Launceston to be designated a UNESCO Creative City of Gastronomy, noting that financial support is requested from other funding partners;***
- 2. Approve a one off project budget allocation for the Greater Launceston Creative Cities Steering Group of \$8,818, to be included in the 2022 financial year budget estimates when presented to Council for adoption; and***
- 3. Consider future funding requests from the Greater Launceston Creative Cities Steering Group when establishing the 2023, 2024 and 2025 budget estimates respectively.***

DECISION:

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

- 1. Provide in principle support for the application for Greater Launceston to be designated a UNESCO Creative City of Gastronomy, noting that financial support is requested from other funding partners;***
- 2. Approve a one off project budget allocation for the Greater Launceston Creative Cities Steering Group of \$8,818, to be included in the 2022 financial year budget estimates when presented to Council for adoption; and***

- 3. Consider future funding requests from the Greater Launceston Creative Cities Steering Group when establishing the 2023, 2024 and 2025 budget estimates respectively."**

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

**93/2021 REPORT ON IMPLEMENTATION OF POLICY NO.
91 - CLIMATE CHANGE MITIGATION AND
ADAPTATION**

AUTHOR: John Jordan
 General Manager

1) Recommendation

It is recommended that Council receives and notes the report on actions that are consistent with the intent of Policy No. 91 - Climate Change Mitigation and Adaptation.

DECISION:

Cr King moved and Cr Temple seconded ***“that Council receives and notes the report on actions that are consistent with the intent of Policy No. 91 - Climate Change Mitigation and Adaptation”.***

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

**94/2021 2020-21 ANNUAL PLAN – MARCH QUARTERLY
REVIEW**

AUTHOR: Jacqui Parker
 Governance Coordinator

1) Recommendation

It is recommended that Council receives and notes the Annual Plan report for the March 2021 quarter, as attached.

DECISION:

Cr Cameron moved and Cr King seconded ***“that Council receives and notes the Annual Plan report for the March 2021 quarter, as attached.”***

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

Strategic Plan Future Direction 1

A sustainable natural and built environment

1.1 Contemporary planning supports and guides growth and development across Meander Valley.

1.2 Liveable townships, urban and rural areas across the local government area with individual character.

1.3 The natural, cultural and built heritage of Meander Valley is protected and maintained.

1.4 Meander Valley is environmentally sustainable.

1.5 Public health and the environment is protected by the responsible management of liquid and solid waste at a local and regional level.

1.6 Participate and support programs that improve water quality in our waterways.

No.	Actions and Tasks	Strategic Plan Reference	Department	Quarterly KPI (30/9)	Quarterly KPI (31/12)	Quarterly KPI (31/3)	Quarterly KPI (30/6)	Performance Target
1	Renew NRM Strategy.	1.3, 1.4, 1.6	Works	Nil.	NRM review scheduled.	NRM strategy draft.	NRM strategy endorsed by Council.	NRM strategy renewed within timeframes.
2	Monitor and assess implementation of the Westbury Town Common Management Plan.	1.3, 1.4, 1.6	Works	No breaches of permit conditions and condition of common maintained.	No breaches of permit conditions and condition of common maintained.	No breaches of permit conditions and condition of common maintained.	DPIPWE permit renewed and management plan requirements confirmed.	Practices consistent with management plan and condition of Common is stable or improved.
3	Design and implement initiatives from the NRM Strategy.	1.3, 1.4, 1.6	Works	Nil.	Actions from current NRM strategy progressed and reported.	2017 NRM strategy close out report finalised.	New NRM strategy initiatives planed and costed for budget.	Completed within timeframes.
4	Westbury residential rezoning.	1.1	Governance	Progress rezoning.	Progress rezoning.	Progress rezoning.	Progress rezoning and report to Council.	Complete rezoning submission to the TPC and report to Council Workshop.
5	Undertake projects to support implementation of the Prospect Vale - Blackstone Heights Structure Plan including the Regional Land Use Strategy and planning scheme amendments.	1.1	Governance	Amendments progressed and reported to Council.	Amendments progressed and reported to Council.	Amendments progressed and reported to Council.	Amendments progressed and reported to Council.	Report to Council workshop at key stages of RLUS and planning scheme amendment work.
6	Assess individual planning scheme amendment applications as they arise.	1.1	Governance	Amendments assessed and managed within statutory timeframes.	Amendments assessed and managed within statutory timeframes.	Amendments assessed and managed within statutory timeframes.	Amendments assessed and managed within statutory timeframes.	Assess individual planning scheme amendment applications within statutory timeframes.
7	Process development applications in accordance with delegated authority.	1.1, 1.2, 1.3	Development & Regulatory Services	100% of applications completed on time.	100% of applications completed on time.	100% of applications completed on time.	100% of applications completed on time.	Completed within statutory timeframes with 100% conformance.
8	Permit Authority – issue permits for Building Works (Category 4).	1.1, 1.2, 1.3 (primary) 4.3 (secondary)	Development & Regulatory Services	100% of applications completed within 7 days.	100% of applications completed within 7 days.	100% of applications completed within 7 days.	100% of applications completed within 7 days.	Issue building permits within 7 days from the date all other permits and documents are received as required by the Building Act.
9	Permit Authority – process Notifiable Building Works (Category 3).	1.1, 1.2, 1.3	Development & Regulatory Services	100% of applications completed within 7 days of receipt of all required information.	100% of applications completed within 7 days of receipt of all required information.	100% of applications completed within 7 days of receipt of all required information.	100% of applications completed within 7 days of receipt of all required information.	Notifiable Building Works processed in a timely manner.

Strategic Plan Future Direction 1

No.	Actions and Tasks	Strategic Plan Reference	Department	Quarterly KPI (30/9)	Quarterly KPI (31/12)	Quarterly KPI (31/3)	Quarterly KPI (30/6)	Performance Target
10	Permit Authority – manage outstanding building completions and illegal works.	1.1, 1.2, 1.3	Development & Regulatory Services	Baseline determined and reduction of numbers.	Baseline determined and reduction of numbers.	Baseline determined and reduction of numbers.	Baseline determined and reduction of numbers.	Outstanding building completions reduced by 10%.
11	Permit Authority – issue permits for Plumbing Works (Category 4).	1.4	Development & Regulatory Services	100% of applications completed within 21 days.	100% of applications completed within 21 days.	100% of applications completed within 21 days.	100% of applications completed within 21 days.	Process plumbing permit applications within 21 days of receipt of all information.
12	Waste Management Strategy review and implementation.	1.5 (primary) 6.6 (secondary)	Infrastructure Services	Undertake options analysis and feasibility.	Strategy presented to Council.	Council approval of waste strategy.	Budget and implementation planning in place.	Present strategy to Council at December workshop.
13	Permit Authority – issue Notifiable Plumbing Works (Category 3).	1.4	Development & Regulatory Services	100% of applications completed within 14 days.	100% of applications completed within 14 days.	100% of applications completed within 14 days.	100% of applications completed within 14 days.	Process Notifiable Plumbing Works within 14 days of receipt of all information.
14	Manage Land Information Certificates.	1.1,1.2,1.3	Development & Regulatory Services	100% of applications completed within 10 working days.	100% of applications completed within 10 working days.	100% of applications completed within 10 working days.	100% of applications completed within 10 working days.	Issue certificates within 10 working days.

Strategic Plan Future Direction 2

A thriving local economy

2.1 The strengths of Meander Valley attract investment and provide opportunities for employment.

2.2 Economic development in Meander Valley is planned, maximising existing assets and investment in infrastructure.

2.3 People are attracted to live in the townships, rural and urban areas of Meander Valley.

2.4 A high level of recognition and demand for Great Western Tiers products and experiences.

2.5 Current and emerging technology is available to benefit both business and the community.

No.	Actions and Tasks	Strategic Plan Reference	Department	Quarterly KPI (30/9)	Quarterly KPI (31/12)	Quarterly KPI (31/3)	Quarterly KPI (30/6)	Performance Target
1	Promote investment in Meander Valley to support the growth of identified industry sectors.	2.2	Governance	Identify opportunities and report on progress.	Brand strategy developed and approved by Council.	Prospectus developed and marketing for specific industry sectors in place.	Brand strategy and prospectus approved and budget submitted.	Meander Valley 'Brand' and regional prospectus developed.
2	Develop economic recovery pathways and establish industry-specific priority actions.	2.1, 2.3, 2.4, 2.5	Governance	Identify opportunities and report on progress.	Industry support for at least two action plans.	Industry support for at least two action plans.	Industry support for at least two action plans.	Economic recovery action plans in place for key industries/sectors.
3	Establish economic development structure plans for each population centre.	2.1, 2.4, 2.5	Governance	Identify opportunities and report on progress.	Deloraine economic and placemaking plan ready for consultation .	Deloraine economic and placemaking plan in place.	Westbury economic and placemaking plan ready for consultation .	Plans and community consultation in place.
4	Establish a structured list of investment vehicles and investment attraction policies.	2.1, 2.2, 2.3, 2.4, 2.5	Governance	Identify opportunities and report on progress.	Investment support package policy approved by Council.	Nil.	Nil.	Investment vehicles assessed and policies in place.
5	Establish a business media and communications plan.	2.1, 2.3, 2.4, 2.5	Governance	Nil.	Nil.	Draft plan and costing ready.	Plan approved by Council.	Plan in place.
6	Support the progress of land developments including Valley Central and the Hadspen Urban Growth Area.	2.2	Governance	Quarterly report on progress, activity and issues.	Quarterly report on progress, activity and issues.	Quarterly report on progress, activity and issues.	Quarterly report on progress, activity and issues.	Quarterly review, actions and reports.
7	Monitor and report monthly visitation statistics.	2.4	Governance	Provide statistics in monthly Briefing Report.	Provide statistics in monthly Briefing Report.	Provide statistics in monthly Briefing Report.	Provide statistics in monthly Briefing Report.	Reports produced.

Strategic Plan Future Direction 3 Vibrant and engaged communities

3.1 Creativity and learning are part of daily life across the communities of Meander Valley.

3.2 Successful local events enhance community life.

3.3 Education and training opportunities are available to everyone across the local government area.

3.4 Meander Valley communities have the resilience and capacity to address and overcome life's challenges and emergencies.

3.5 Young people have the opportunity to be engaged in community life.

No.	Actions and Tasks	Strategic Plan Reference	Department	Quarterly KPI (30/9)	Quarterly KPI (31/12)	Quarterly KPI (31/3)	Quarterly KPI (30/6)	Performance Target
1	Facilitate the operation of Council pop up meetings.	3.4 (primary) 4.1 (secondary)	Governance	Nil, due to COVID-19.	Council 'pop ups' scheduled and delivered. 100% of actions from pop ups resolved.	Council 'pop ups' scheduled and delivered. 100% of actions from pop ups resolved.	Council 'pop ups' scheduled and delivered. 100% of actions from pop ups resolved.	Pop up meetings held and documented.
2	Deliver the Community Grants Program.	3.1, 3.2, 3.4 (primary) 4.1 (secondary)	Governance	Grants policy updated and approved by Council. Grants round completed and funds distributed. Number of applications received.	Grants round completed and funds distributed. Number of applications received.	Grants round completed and funds distributed. Number of applications received.	Grants round completed and funds distributed. Number of applications received.	Number and range of grant applications.
3	Renew the events program responsive to COVID-19.	3.1, 3.2	Governance	Nil, due to COVID-19.	Nil, due to COVID-19. Events sponsorship opportunity promoted.	Events strategy developed. Events scheduled for quarter delivered.	Events scheduled for quarter delivered.	Events program approved and implemented.
4	Conduct GWTA Exhibition.	3.1, 3.2	Governance	Nil.	Exhibition promoted.	Exhibition delivered.	Nil.	Number of artists participating.
5	Conduct a Festival of Small Halls concert.	3.1, 3.2	Governance	Nil.	Nil.	Nil.	Festival of small halls delivered within budget.	Audience number and event finances.
6	Produce a user-friendly Event Management Guide.	3.2 (primary) 4.1, 4.3 (secondary)	Governance	Nil.	Nil.	Nil.	Guide drafted.	Guide approved.
7	Coordinate major event applications.	3.2	Development & Regulatory Services	100% of event applications responded to in 10 days.	100% of events applications responded to in 10 days.	100% of events applications responded to in 10 days.	100% of events applications responded to in 10 days.	Respond to applications within 10 days.
8	Conduct youth liaison workshop with Council.	3.4, 3.5	Development & Regulatory Services	Nil.	Nil	Nil.	Youth liaison workshop conducted.	Workshop conducted and evaluated.
9	Prepare Volunteer Management Policy and Procedures.	3.1, 3.2, 3.3, 3.4 & 3.5 (primary) 4.1, 4.2 (secondary)	Development & Regulatory Services	Nil.	Nil	Policy and procedures approved.	Percentage of volunteer groups provided with training on policy and procedures.	Policy and procedures adopted. Number of volunteers trained.

Strategic Plan Future Direction 4

A healthy and safe community

4.1 The health and wellbeing needs of all sectors in the community are planned, met and managed.

4.2 Infrastructure, facilities and programs encourage increased participation in all forms of active and passive recreation.

4.3 Public health and safety standards are regulated, managed and maintained.

4.4 Prepare and maintain emergency management plans and documents and work with our communities to educate and plan for emergencies.

No.	Actions and Tasks	Strategic Plan Reference	Department	Quarterly KPI (30/9)	Quarterly KPI (31/12)	Quarterly KPI (31/3)	Quarterly KPI (30/6)	Performance Target
1	Coordinate the Municipal Emergency Management & Recovery Committee (MEMRC).	4.4	Infrastructure Services	Nil.	Chair six-monthly meeting.	Nil.	Chair six-monthly meeting.	Meetings held.
2	Support the operation of the Meander Valley SES unit through ongoing management of the Memorandum of Understanding (MOU).	4.4	Infrastructure Services	Annual report received from SES.	Six month report on activities reported in Briefing Report.	Nil.	Six month report on activities reported in Briefing Report.	Obtain activities report from Deloraine SES and provide information to Council on a six monthly basis in Briefing Report.
3	Conduct emergency management training exercise for Council staff, facilitated by Red Cross.	4.4	Infrastructure Services	Conduct training.	Nil.	Nil.	Nil.	Training for Council staff completed.
4	Develop and action a plan to promote indoor recreational facilities to current and prospective users to increase patronage and participation.	4.2	Infrastructure Services	Draft the plan.	Finalise plan and present to Workshop. Benchmark current usage.	Promote facilities. Report on usage trends.	Promote facilities. Report on usage trends.	Present plan to Council Workshop. Review promotion outcomes and report to management team.
5	Manage public health risk through monitoring and sampling of recreational water.	4.1 (primary) 1.5 (secondary)	Development & Regulatory Services	Record results. 100% of public safety notification achieved in 48 hours.	Record results. 100% of public safety notification achieved in 48 hours.	Record results. 100% of public safety notification achieved in 48 hours.	Record results. 100% of public safety notification achieved in 48 hours.	Quarterly monitoring and testing completed for all sample sites. Non-conformances responded to within 48 hours.
6	Undertake annual/periodic inspections of food premises consistent with Food Act Requirements.	4.1, 4.3	Development & Regulatory Services	Issue annual registration for all premises. Outcomes reported.	Inspections as per annual program. Outcomes reported.	Inspections as per annual program. Outcomes reported.	Inspections as per annual program. Outcomes reported.	Conduct inspections as per program and report on results each quarter.
7	Coordinate immunisation clinics for Meander Valley Schools.	4.1, 4.3	Development & Regulatory Services	Nil.	Complete annual immunisation program.	Nil.	Nil.	Provide school based immunisations as per program (usually March and September) and provide quarterly report.
8	Audit microchipping of registered dogs.	4.3	Development & Regulatory Services	Undertake audit and close out actions arising.	Undertake audit and close out actions arising.	Undertake audit and close out actions arising.	Undertake audit and close out actions arising.	Audit conducted and reported each quarter.
9	Prepare and implement annual Fire Abatement Management Program.	4.3	Development & Regulatory Services	Nil.	Inspect and issue notices and arrange work as required.	Inspect and issue notices and arrange work as required.	Inspect and issue notices and arrange work as required.	Program in place by December. All previous properties inspected. All additional identified properties inspected. Notices issued as required and relevant follow up work arranged.

Strategic Plan Future Direction 4

No.	Actions and Tasks	Strategic Plan Reference	Department	Quarterly KPI (30/9)	Quarterly KPI (31/12)	Quarterly KPI (31/3)	Quarterly KPI (30/6)	Performance Target
10	Investigate incidents and complaints regarding animal control.	4.3	Development & Regulatory Services	100% of cases responded to within 10 days. Prepare monthly summary report.	100% of cases responded to within 10 days. Prepare monthly summary report.	100% of cases responded to within 10 days. Prepare monthly summary report.	100% of cases responded to within 10 days. Prepare monthly summary report.	Investigate all cases and complaints within 10 days and provide quarterly reports.

Strategic Plan Future Direction 5 Innovative leadership and community governance

5.1 Meander Valley Council programs are regularly reviewed to support the achievement of the Community Strategic Plan.

5.2 Long term financial planning and asset management underpins the ongoing viability of Meander Valley.

5.3 Evidence based decision-making engages the community and is honest, open and transparent.

5.4 Meander Valley councillors and employees have the knowledge, skills and attitude to responsibly undertake community governance and operational responsibilities.

5.5 Councils in the region collaborate and share resources for the collective good of their communities.

5.6 Meander Valley Council is recognised as a responsibly managed organisation.

No.	Actions and Tasks	Strategic Plan Reference	Department	Quarterly KPI (30/9)	Quarterly KPI (31/12)	Quarterly KPI (31/3)	Quarterly KPI (30/6)	Performance Target
1	Deliver Annual Plan.	5.1	Governance	Prepare quarterly review.	Prepare quarterly review.	Prepare quarterly review.	Prepare quarterly review. Prepare 2021-22 Annual Plan.	Plan adopted by Council, compliant with statutory requirements.
2	Prepare Annual Report and conduct Annual General Meeting (AGM).	5.6	Governance	Complete draft for printing.	Complete report and present at AGM. Advertise and conduct AGM	Nil.	Nil.	AGM held and Annual Report adopted by Council.
3	Review the Community Strategic Plan 2014-2024.	5.1	Governance	Nil.	Project established.	Consultation with stakeholders.	Community Strategic Plan drafted.	Community Strategic Plan reviewed and updated.
4	Develop community consultation policy.	5.1	Governance	Nil.	Workshop with Council.	Nil.	Adopted by Council.	Council decision on development of policy.
5	Update risk management framework.	5.6	Governance	Risks register reviewed and required mitigations in place. Audit Panel report.	Risks register reviewed and required mitigations in place. Audit Panel report.	Risks register reviewed and required mitigations in place. Audit Panel report.	Risks register reviewed and required mitigations in place. Audit Panel report.	Risk review completed, updated and endorsed by Audit Panel. Actions progressed and reported on quarterly.
6	Deliver the Internal Audit Program.	5.4	Corporate Services	100% of Audit actions addressed. Audits conducted to schedule.	100% of Audit actions addressed. Audits conducted to schedule.	100% of Audit actions addressed. Audits conducted to schedule.	100% of Audit actions addressed. Audits conducted to schedule.	Audit recommendations implemented and audits conducted.
7	Health & Safety Committee.	5.6	Corporate Services	Conduct quarterly meeting and review WH&S performance. Quarterly report.	Conduct quarterly meeting and review WH&S performance. Quarterly report.	Conduct quarterly meeting and review WH&S performance. Quarterly report.	Conduct quarterly meeting and review WH&S performance. Quarterly report.	Conduct meetings, implement improvement initiatives and produce quarterly reports.
8	Raise rates and sundry debtor (other Council debts) accounts.	5.2	Corporate Services	Achieve activity performance target.	Achieve activity performance target.	Achieve activity performance target.	Achieve activity performance target.	Reconcile rates debtor, sundry debtor and creditors control accounts within 10 days of the working month.
9	Reconcile financial control accounts.	5.2	Corporate Services	Achieve activity performance target.	Achieve activity performance target.	Achieve activity performance target.	Achieve activity performance target.	Reconcile payroll clearing account within 5 days of processing fortnightly pay.

Strategic Plan Future Direction 5

No.	Actions and Tasks	Strategic Plan Reference	Department	Quarterly KPI (30/9)	Quarterly KPI (31/12)	Quarterly KPI (31/3)	Quarterly KPI (30/6)	Performance Target
10	Complete State Government Authority returns.	5.6	Corporate Services	Submit initial State Fire and Treasury pensioner claims, and Annual State Fire Levy data return	Nil.	Nil.	Submit final State Fire and Treasury pensioner claims.	Submit State Fire and Treasury pensioner claims.
11	Complete Section 132 Certificates (property rates).	5.6	Corporate Services	Issue 98% of s132 Certificates within 3 working days of request.	Issue 98% of s132 Certificates within 3 working days of request.	Issue 98% of s132 Certificates within 3 working days of request.	Issue 98% of s132 Certificates within 3 working days of request.	Issue 98% of certificates within 3 working days.
12	Complete annual insurance renewals.	5.6	Corporate Services	Nil.	Complete crime insurance renewal.	Nil.	Insurance policies completed.	Insurance policies completed.
13	Update Long Term Financial Plan (LTFP)	5.2	Corporate Services	Nil.	Review and adopt LTFP.	Nil.	Nil.	Review and adopt LTFP.
14	Develop budget estimates and rating recommendations in accordance with statutory timeframes.	5.2	Corporate Services	Nil.	Determine budget estimates preparation plan.	Nil.	Review and adopt annual budget estimates.	Review and adopt annual budget estimates.
15	Annual external financial reporting.	5.6	Corporate Services	Submit financial statements to Tasmanian Audit Office.	Submit key performance indicator (KPI) consolidated data sheets.	Nil.	Present budget estimates, fees and charges to Council Workshop.	Prepare financial statements and State Government financial reporting.
16	Submit Business Activity Statement (BAS), Fringe Benefits Tax (FBT) and payroll tax returns.	5.6	Corporate Services	Submit BAS and payroll tax returns.	Submit BAS and payroll tax returns.	Submit BAS and payroll tax returns.	Submit BAS and payroll tax returns.	Complete statutory reporting.
17	Review and submit internal financial management reports.	5.3	Corporate Services	Achieve activity performance target.	Achieve activity performance target.	Achieve activity performance target.	Achieve activity performance target.	Produce and distribute monthly management reports. Produce and distribute monthly project expenditure reports. Provide financial reports for September, December and March quarters to Council in October, January and April respectively.
18	Review structure of internal financial management reports.	5.3	Corporate Services	Nil.	Provide recommended revised format.	Implement changes to financial management reports	Complete review of report structure.	Complete review of report structure.
19	Monitor Council's short-term expenditure commitments and invest funds in accordance with Council's Investment Policy.	5.2	Corporate Services	Review cash flow at least weekly.	Review cash flow at least weekly.	Review cash flow at least weekly.	Review cash flow at least weekly.	Weekly monitoring of cash flow.
20	Facilitate Council Audit Panel meetings.	5.6	Corporate Services	Meetings conducted as per work plan.	Conduct meeting as per work Plan.	Conduct meeting as per work plan.	Conduct meeting as per work plan.	Meetings conducted as per work plan.

Strategic Plan Future Direction 5

No.	Actions and Tasks	Strategic Plan Reference	Department	Quarterly KPI (30/9)	Quarterly KPI (31/12)	Quarterly KPI (31/3)	Quarterly KPI (30/6)	Performance Target
21	Maintain efficient desktop IT equipment.	5.6	Corporate Services	Commence rolling replacement of computers.	Complete rolling replacement of computers.	Nil.	Nil.	Rolling replacement of computer equipment.
22	Review server structure and system requirements to ensure a stable IT architecture.	5.6	Corporate Services	Nil.	Nil.	Nil.	Review server structure and associated software replacement.	Review server structure and associated software replacement.
23	Maintain cemetery records in accordance with the Cemeteries Act.	5.6	Corporate Services	Record new burial information and implement any required changes to existing records.	Record new burial information and implement any required changes to existing records.	Record new burial information and implement any required changes to existing records.	Record new burial information and implement any required changes to existing records.	Maintain new and existing burial information.
24	Maintain records management processes in line with requirements of the Archives Act.	5.6	Corporate Services	Induct new system users Arrange for removal of documents due for disposal.	Induct new system users. Conduct audit of user security rights.	Induct new system users.	Induct new system users.	Induct new users and maintain information management system.
25	Comply with requirements of 2019 Enterprise Agreement.	5.6	Corporate Services	Apply required salary increase changes to pay and allowance rates.	Nil.	Nil.	Review required salary increase and advise employees.	Maintain salary, allowances and clause application.
26	Employee performance reviews.	5.4	Corporate Services	Coordinate office employee performance review completion.	Nil.	Coordinate office employee mini review & salary review completion.	Performance reviews completed for works staff.	Performance and salary reviews completed for all employees.
27	Review employee information manual.	5.6	Corporate Services	Nil.	Nil.	Review and update draft employee information manual.	Adopt revised employee information manual.	Review and update manual.
28	Review Business Continuity Plan and conduct training scenario.	5.6	Corporate Services	Review and update plan.	Prepare training scenario.	Conduct training.	Report on improvement opportunities.	Review and update plan for management team approval. Complete training for MVC officers and report on improvement opportunities.
29	Engage with community sport and recreation organisations to ascertain future needs and venue planning.	5.3	Infrastructure Services	Nil.	Present forum information to Council Workshop.	Conduct forums and report on participation and feedback from clubs.	Conduct forums and report on participation and feedback from clubs.	Quarterly report presented to Council Workshop.

Strategic Plan Future Direction 6 Planned Infrastructure Services

6.1 The future of Meander Valley's infrastructure assets is assured through affordable, planned maintenance and renewal strategies.

6.2 Regional infrastructure and transport is collaboratively planned and managed by all levels of government.

6.3 The Meander Valley transport network meets the present and future needs of the community and business.

6.4 Open space, parklands, recreation facilities, cemeteries and public buildings are well utilised and maintained.

6.5 Stormwater and flooding cause no adverse impacts.

6.6 Infrastructure services are affordable and meet the community's needs into the future.

No.	Actions and Tasks	Strategic Plan Reference	Department	Quarterly KPI (30/9)	Quarterly KPI (31/12)	Quarterly KPI (31/3)	Quarterly KPI (30/6)	Performance Target
1	Undertake maintenance works to ensure safe and fit for purpose assets.	6.1, 6.3, 6.6	Works	Report to Annual Plan review.	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review	Provide Customer Service Request statistics and budget updates in Briefing Reports.
2	Plan and deliver capital work projects.	6.3, 6.6	Works	Report to Annual Plan Review	Report to Annual Plan Review	Report to Annual Plan Review	Report to Annual Plan Review	Provide program, project and budget updates in Briefing Report.
3	Manage plant to achieve effective and efficient use that minimises ownership costs.	6.1, 6.6	Works			Complete major plant review		Review plant utilisation and hire rates and update 10 year Plant Replacement Program.
4	Undertake plant purchases in accordance with approved budget.	6.1, 6.6	Works	Report to Annual Plan Review	Report to Annual Plan Review	Report to Annual Plan Review	Report to Annual Plan Review	Provide program, project and budget updates in Briefing Report.
5	Co-ordinate Asset Management Group and Strategic Asset Management Plan Improvement Plan actions. Review Strategic Asset Management Plan and Review Asset Management Plans.	6.1 (primary) 5.2 (secondary)	Infrastructure Services	Chair meeting and report on action improvement program	Chair meeting and report on action improvement program	Chair meeting and report on action improvement program	Chair meeting and report on action improvement program	Meetings held. Strategic Asset Management Plan and Asset Management Plans updated.
6	Prepare 2021-22 Capital Works Program and Forward Works Program.	6.1, 6.6	Infrastructure Services	Nil.	Update Proposed Projects list	Prioritise and undertake further design and cost estimation	Annual program prepared for approval by Council	Prepare annual Capital Works Program for approval in June quarter.
7	Design, procurement and contract management for projects listed in the 2020-21 Capital Works Program.	6.1	Infrastructure Services	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review	Undertake projects in line with project plan requirements and completion of all non-provisional projects.
8	Update asset information including capitalisation of assets in Conquest and undertake bridge asset revaluation.	6.1	Infrastructure Services	Capitalisation of assets and recording in Conquest and GIS, prior to finalisation of 2019-20 statutory reporting.	Capitalisation of assets and recording in Conquest and GIS for 2020-21 financial year.	Capitalisation of assets and recording in Conquest and GIS for 2020-21 financial year.	Capitalisation of assets and recording in Conquest and GIS for 2020-21 financial year.	Capitalisation of assets prior to finalisation of 2019-20 statutory reporting.
9	Undertake required proactive footpath defect inspections, parks and recreation asset inspections and condition assessments.	6.1	Infrastructure Services	Undertake required inspections.	Undertake required inspections and comprehensive inspection of playgrounds.	Undertake required inspections.	Undertake required inspections and comprehensive inspection of playgrounds for 2021-22 maintenance schedule.	Meet timeframes set out by Conquest. Annual comprehensive inspection of playgrounds completed by December 31.

Strategic Plan Future Direction 6

No.	Actions and Tasks	Strategic Plan Reference	Department	Quarterly KPI (30/9)	Quarterly KPI (31/12)	Quarterly KPI (31/3)	Quarterly KPI (30/6)	Performance Target
10	Development of stormwater system improvement plan and present to Council.	6.1	Infrastructure Services	Review Flood and Risk Study documents.	Storm water Improvement plan presented to Council Workshop.	Stormwater improvement plan endorsed by Council. Prepare project budget items for 2021-22 Capital Works Program.	Nil	Workshop presentation to Council in December quarter.
11	Coordinate reactive and programmed maintenance of building assets.	6.1	Infrastructure Services	Undertake required maintenance.	Undertake required maintenance and fire equipment testing.	Undertake required maintenance.	Undertake required maintenance, fire equipment testing and annual testing and tagging.	Meet timeframes set out by Conquest.
12	Deliver the bridge inspection and maintenance program.	6.1, 6.3	Infrastructure Services	Nil.	Quarterly performance review outcomes reported. Contractors engaged for maintenance works, and for inspection program.	Quarterly performance review outcomes reported and prepare maintenance budget items for 2021-22.	Quarterly performance review outcomes reported Maintenance works completed.	Review and document contractor compliance with the contract.
13	Operate Deloraine Swimming Pool and provide support to community swimming pool at Caveside.	6.4, 6.6	Infrastructure Services	Commence review and extension of existing contract.	Contract executed. Undertake pre-opening inspection and required maintenance. Open pool 1 December.	Operate pool to 1 March	Report on contract performance.	Document contract extension and contractor performance.
14	Provision of kerbside collection contracts to existing urban areas for waste, recyclables and organics.	6.6	Infrastructure Services	Manage contract.	Manage contract.	Manage contract.	Manage contract.	Supervise and review contract.
15	Provision of landfill, waste transfer stations and resource recovery operations contract.	6.6	Infrastructure Services	Quarterly performance review outcomes reported.	Quarterly performance review outcomes reported.	Quarterly performance review outcomes reported.	Quarterly performance review outcomes reported.	Supervise and review contract.
16	Provision of hard waste collection.	6.6	Infrastructure Services	Nil.	Undertake collection.	Report to Council in Annual Plan review.	Nil.	Report to Council by March 31 on collection results.
17	Operational compliance with Environment Protection Notice for Westbury and Deloraine landfill sites.	6.6	Infrastructure Services	Undertake ground and surface water monitoring. Annual Report submission to EPA.	Nil.	Undertake ground and surface water monitoring.	Nil.	Complete reporting requirements for EPA in line with license requirements.
18	Review and update User Guides for indoor facilities.	6.4	Infrastructure Services	Nil.	Review and update Guides	Nil.	Nil.	Complete review and distribute guides to user groups.

ITEMS FOR CLOSED SECTION OF THE MEETING:

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

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

Council moved to Closed Session at 4.31pm

95/2021 CONFIRMATION OF MINUTES

(Reference Part 2 Regulation 34(2) Local Government (Meeting Procedures) Regulations 2015)

96/2021 LEAVE OF ABSENCE

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

97/2021 WASTE STRATEGY PRINCIPLES 2021-22

(Reference Part 2 Regulation 15(2)(d)&(f) Local Government (Meeting Procedures) Regulations 2015)

98/2021 2021-22 CAPITAL WORKS PROGRAM

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

Council returned to Open Session at 6.00pm

The meeting closed at 6.01pm

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Wayne Johnston
Mayor