



Meander Valley Council
Working Together

ORDINARY AGENDA

COUNCIL MEETING

Tuesday 8 June 2021

MEETING CONDUCT

- The conduct of Council Meetings is currently being undertaken in accordance with the *COVID-19 Disease Emergency (Miscellaneous Provisions) Act 2020*. This has necessarily meant that public attendance at meetings has been restricted. Under these arrangements Council meetings have been undertaken remotely via online avenues.
- Given the current COVID-19 circumstance in Tasmania, Council has now resumed face to face meetings at the Council Chambers in Westbury.
- While COVID-19 restrictions remain in place, Council is mindful of the need to ensure community safety and compliance with regard to the number of people who may gather. This obligation is balanced with the need to minimise disruption to the business of Council. Considering this, Council has determined that limited public access to Council meetings will be permitted from 11 August 2020.
- During this first phase priority will be given to those individuals making representations to planning applications which are subject to statutory timeframes. Any member of the public attending will be required to pre-register and attend the meeting for their relevant agenda item or question time. To ensure compliance with Council's COVID-19 Safety Plan, those intending to attend must register their interest with Council's Customer Service Centre by phoning 6393 5300. On arrival, attendees will be required to provide their name, address and contact number to support COVID-19 tracing in the event it is necessary.
- Overall numbers will be limited to **seven members** of the public in the Council Chambers at once. At the discretion of the Mayor, people may be asked to leave the meeting at the conclusion of an agenda item. Priority access will be afforded to those making representations to planning applications. The general public will be afforded priority over media representatives. If more than seven representors have an interest in an agenda item, people may be asked to leave the meeting room after their representation to allow others to make their representation to Council.
- Council will continue to ensure minutes and audio recordings of Council meetings are available on Council's website and will review access for other people and media in due course.

These arrangements are subject to review based on any changing circumstance relating to the COVID-19 Disease Emergency.

SECURITY PROCEDURES

At the commencement of the meeting the Mayor will advise that:

- Evacuation details and information are located on the wall to his right.
- In the unlikelyhood of an emergency evacuation an alarm will sound and evacuation wardens will assist with the evacuation.
- When directed, everyone will be required to exit in an orderly fashion through the front doors and go directly to the evacuation point which is in the car park at the side of the Town Hall.



Meander Valley Council
Working Together

PO Box 102, Westbury,
Tasmania, 7303

Notice is hereby given that an Ordinary Meeting of the Meander Valley Council will be held at the Westbury Council Chambers, 26 Lyall Street, Westbury, on **Tuesday 8 June 2021, commencing at 3.00pm.**

In accordance with Section 65 of the *Local Government Act 1993*, I certify that with respect to all advice, information or recommendations provided to Council with this agenda:

1. the advice, information or recommendation is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation; and
2. where any advice is given directly to Council by a person who does not have the required qualifications or experience, that person has obtained and taken into account in that person's general advice, the advice from an appropriately qualified or experienced person.

John Jordan
GENERAL MANAGER

Table of Contents

CONFIRMATION OF MINUTES.....	6
COUNCIL WORKSHOPS HELD SINCE THE LAST MEETING	6
ANNOUNCEMENTS BY THE MAYOR	7
ANNOUNCEMENTS BY COUNCILLORS.....	7
DECLARATIONS OF INTEREST	7
TABLING AND ACTION ON PETITIONS.....	7
PUBLIC QUESTION TIME.....	8
COUNCILLOR QUESTION TIME.....	10
DEPUTATIONS BY MEMBERS OF THE PUBLIC	10
DEVELOPMENT & REGULATORY SERVICES 1	11
JUST CATS TASMANIA BUSINESS CASE	11
INFRASTRUCTURE 1	23
REVIEW OF POLICY NO. 20 - INFRASTRUCTURE CONTRIBUTIONS.....	23
INFRASTRUCTURE 2	27
REVIEW OF BUDGETS FOR THE 2020-21 CAPITAL WORKS PROGRAM.....	27
 ITEMS FOR CLOSED SECTION OF THE MEETING	
GOVERNANCE 1 CONFIRMATION OF MINUTES	36
GOVERNANCE 2 LEAVE OF ABSENCE	36
GOVERNANCE 3 VISIT NORTHERN TASMANIA FUNDING AGREEMENT 2021-22.....	36
GOVERNANCE 4 NORTHERN TASMANIA DEVELOPMENT CORPORATION (NTDC) INC – PARTNERSHIP AGREEMENT.....	36

Agenda for an Ordinary Meeting of the Meander Valley Council to be held at the Council Chambers Meeting Room, 26 Lyall Street, Westbury, on Tuesday 8 June 2021 at 3.00pm.

Business is to be conducted at this meeting in the order in which it is set out in this agenda, unless the Council by Absolute Majority determines otherwise.

PRESENT

APOLOGIES

IN ATTENDANCE

CONFIRMATION OF MINUTES

Reference No. 99/2021

Councillor xx moved and Councillor xx seconded, ***“that the minutes of the Ordinary Meeting of Council held on Tuesday 11 May 2021, be received and confirmed.”***

COUNCIL WORKSHOPS HELD SINCE THE LAST MEETING

Reference No. 100/2021

Date	Items discussed:
25 May 2021	<ul style="list-style-type: none">• Visit to Pearn’s Steam World• Presentation – Visit Northern Tasmania• Presentation – Northern Tasmania Development Corporation• Big Tin Can training• Presentation – Meander Primary School• Local Government Association of Tasmania – Elections 2021

	<ul style="list-style-type: none"> • Deloraine Football Club Improvements • Communications Calendar • Just Cats Business Case • Local Advisory Groups • Review Of 2020-21 Capital Works Program Project Budgets • Review Of Policy No. 20 Infrastructure Contributions
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ANNOUNCEMENTS BY THE MAYOR

Reference No. 101/2021

12 May 2021

Investiture Ceremony - Government House, Hobart

18 May 2021

TasWater Meeting – Launceston

Deloraine Football Club Meeting – Deloraine

21 May 2021

Meeting at Huntsman Lake Boat ramp - Meander

25 May 2021

Council Workshop - Westbury

1 June 2021

Opening of BBQ at Village, Green, Westbury

ANNOUNCEMENTS BY COUNCILLORS

Reference No. 102/2021

Nil

DECLARATIONS OF INTEREST

Reference No. 103/2021

TABLING AND ACTION ON PETITIONS

Reference No. 104/2021

PUBLIC QUESTION TIME

General Rules for Question Time:

Public question time will continue for no more than thirty minutes for 'questions on notice' and 'questions without notice'.

At the beginning of public question time, the Chairperson will firstly refer to the questions on notice. The Chairperson will ask each person who has a question on notice if they would like to ask their question. If they accept they will come forward and state their name and where they are from (suburb or town) before asking their question(s).

The Chairperson will then ask anyone else with a question without notice to come forward and give their name and where they are from (suburb or town) before asking their question.

If called upon by the Chairperson, a person asking a question without notice may need to submit a written copy of their question to the Chairperson in order to clarify the content of the question.

A member of the public may ask a Council officer to read their question for them.

If accepted by the Chairperson, the question will be responded to, or, it may be taken on notice as a 'question on notice' for the next Council meeting. Questions will usually be taken on notice in cases where the questions raised at the meeting require further research or clarification. These questions will need to be submitted as a written copy to the Chairperson prior to the end of public question time.

The Chairperson may request a Councillor or Council officer to provide a response. A Councillor or Council officer who is asked a question without notice at a meeting may decline to answer the question.

All questions and answers must be kept as brief as possible. There will be no debate on any questions or answers.

In the event that the same or similar question is raised by more than one person, an answer may be given as a combined response.

If the Chairperson refuses to accept a question from a member of the public, they will provide reasons for doing so.

Questions on notice and their responses will be minuted. Questions without notice raised during public question time and the responses to them will be minuted, with exception to those questions taken on notice for the next Council meeting.

Once the allocated time period of thirty minutes has ended, the Chairperson will declare public question time ended. At this time, any person who has not had the opportunity to put forward a question will be invited to submit their question in writing for the next meeting.

Notes

- Council officers may be called upon to provide assistance to those wishing to register a question, particularly those with a disability or from non-English speaking cultures, by typing their questions.
- The Chairperson may allocate a maximum time for each question, or maximum number of questions per visitor, depending on the complexity of the issue, and on how many questions are anticipated to be asked at the meeting. The Chairperson may also indicate when sufficient response to a question has been provided.
- Limited Privilege: Members of the public should be reminded that the protection of parliamentary privilege does not apply to Local Government, and any statements or discussion in the Council Chamber or any documents produced are subject to the laws of defamation.

PUBLIC QUESTION TIME

Reference No. 105/2021

1. PUBLIC QUESTIONS TAKEN ON NOTICE – MAY 2021

Nil

2. PUBLIC QUESTIONS WITH NOTICE – JUNE 2021

Nil

3. PUBLIC QUESTIONS WITHOUT NOTICE – JUNE 2021

COUNCILLOR QUESTION TIME

Reference No. 106/2021

1. COUNCILLOR QUESTIONS TAKEN ON NOTICE – MAY 2021

Nil

2. COUNCILLOR QUESTIONS WITH NOTICE – JUNE 2021

Nil

3. COUNCILLOR QUESTIONS WITHOUT NOTICE – JUNE 2021

DEPUTATIONS BY MEMBERS OF THE PUBLIC

Reference No. 107/2021

DEVELOPMENT & REGULATORY SERVICES 1

Reference No. 108/2021

JUST CATS TASMANIA FINANCIAL CONTRIBUTION 2021-22

AUTHOR: Krista Palfreyman
Director Development & Regulatory Services

1) Recommendation

It is recommended that Council:

- 1. Notes receipt of the Just Cats Tasmania business case; and***
- 2. Approves a financial contribution for Just Cats Tasmania of \$5,000 to be included in the 2021-22 budget estimates in recognition that residents of Meander Valley residents utilise the regional facility.***

2) Officers Report

The purpose of this report is for Council to consider the business case received from Just Cats Tasmania. The proposal sought a financial contribution from Council to assist with the costs to operate the cat management facility **(Attachment 1)**.

Just Cats Tasmania has proposed that Council contribute financially to their operation via one of the following two models:

1. Charge on a per cat basis – monthly invoice to Council for the cats brought into the facility from Meander Valley charged at \$270 per stray cat and \$70 per feral cat.
2. Annual agreed retainer – suggested to be negotiated each year based on the previous year's intake

Just Cats Tasmania reported receiving 74 stray cats and 10 feral cats from Meander Valley in 2020. Based on the intake figures and operational costs identified in the Business Case processing this volume of cats is estimated by Just Cats Tasmania to cost \$20,600.

The Business Case submitted by Just Cats Tasmania was considered at the Council workshop on 25 May 2021 with a recommendation of a contribution of \$5,000 for the 2021-22 financial year from Council to assist with the costs to operate the cat management facility.

3) Council Strategy and Policy

Furtheres the objectives of the Council's Community Strategic Plan 2014 to 2024:

- Future direction (4): A healthy and safe community

4) Legislation

Cat Management Act 2019

5) Risk Management

If Just Cats Tasmania ceased to operate as a cat management facility in the North of the state, this would limit the options available for Meander Valley residents to access a cat management facility. This may cause the community to have a greater expectation for Council to provide a facility.

6) Government and Agency Consultation

Not applicable

7) Community Consultation

Not applicable

8) Financial Consideration

If the financial contribution is approved Council will provide a budget allocation of \$5,000 for Just Cats Tasmania to be included in the 2021-22 financial year budget estimates when presented to Council for adoption.

9) Alternative Recommendation

Council can approve the recommendations with amendment.

10) Voting Requirements

Simple Majority.

DECISION:



Just Cats Tasmania

Business Case for the Provision of Regional Cat Management Facilities for Northern Tasmania

www.justcats.org.au

Surrenders, Strays, Reclaims - 20 Calvary Rd Mowbray

Adoptions and Boarding - 593 Pateena Rd Longford

03 6388 9202

Founder/ Director

Rachel Beech - 0412581672

rachel@justcats.org.au



Just Cats Tasmania

Where every cat that has even a
whisper of a chance....gets a chance.

History & Current Organisation Overview

Just Cats is an organisation that commenced in November 2012 when Rachel Beech (Founder) saw the need to assist the general public with responsible rehoming of unplanned and unwanted kittens. From rescuing one litter in November to 15 litters by the end of January 2013 Rachel saw the need for an additional dedicated feline organisation in the north of Tasmania and registered Just Cats as a not for profit in March 2013.

The organisation originally ran from Rachel's privately owned property in Longford with many extensions put in place to manage the increase in demand. Due to the continued growth of the organisation, a purpose-built adoption facility was opened in 2017 at Longford with assistance from a grant received from Tasmanian Community Fund. In the same year Just Cats became only the third registered cat management facility in Tasmania. In December 2018, Just Cats was awarded the cat management contract by Launceston City Council (after RSPCA indicated it would no longer provide dog or cat facilities) and commenced operation from a second facility at Mowbray.

Just Cats have successfully rehomed more than 8000 cats over the last seven years and have a high volume of supporters from across the state and proudly have a very high reputation.

Just Cats Tasmania also strives to aid those who may at first feel the need to surrender their cat, by assisting where possible to prevent this from happening. Services that we offer are:

- Crisis Care Food Packs
- Crisis Care Boarding
- Desexing free or discounted

This service has managed to prevent people surrendering their cat and dropping the numbers ultimately surrendered for shelter intakes. We firmly believe that as well as assisting felines, we are providing a valuable service to the public who can maintain their pet ownership along with all the benefits this brings.

At Just Cats the adoption rate is high with approximately 20 cats per week finding responsible homes. Just Cats aims to be a G2Z (goal to zero) facility and it has never been an option to have to euthanize any healthy, rehomingable cat due to space or lengthy stays. This ethos contributes to maintaining our high support base.

Whilst being at the Mowbray facility, Just Cats has doubled its feline intakes per year, with approximately 3000 cats arriving in care during a 12-month period in which most will find homes.

Just Cats always strives to establish what is needed to be adaptable with the current times, and to have the equipment or building space needed to always run efficiently and profitably.

One of our biggest projects took place in 2020. Enough space was made to have our very own shelter clinic with an employed veterinarian and veterinarian nurse to manage our own health checks, desexing and dental work. This project was undertaken to increase efficiency and is estimated to save Just Cats over \$50,000 annually in vet services. The vet clinic was determined to be a much-needed addition to the organisation to aid our long-term strategic plan and sustainability. As of June 2020, the vet clinic is installed and working and has already made a huge difference to the organisation.

The Just Cats Board Members, Volunteers and Staff

Just Cats has a board of seven active members who have been recruited due to their individual specialties along with their concern for animal welfare:

President	Carolyn Budai (Oversees the Organisation)
Vice President	Tracey Skeet (Sales and Fundraising)
Treasurer	Tania Triffitt (Accountant)
Secretary	Rowena Macdonald (Lawyer)
Office Bearer	Rachel Beech (Director)
Committee	Lisa Reynolds (Vet)
Committee	Rain Lyall (Marketing and Advertising)

Just Cats has eight paid staff members, three veterinary surgeons, 67 registered volunteers to assist in the cattery, administration, and transport and 47 trained foster carers. All our paid staff have their first aid certificates and other relevant qualifications needed to support them when working with animals.

Sustainability

Sustainability is always on top of mind for us at Just Cats, making sure we are not just relying on public donations for our survival. We currently have the following in place to help as a funding source; this is important for Just Cats, as no matter how much fundraising or funding is supplied to the organisation, we need to have a constant source of security.

Boarding Facility

Our boarding facility is very small at this stage; it does, however, allow for a constant source of income.

Retail Shop

Our retail shop at Longford is an additional source of income, by making sure we stock what people require when adopting a cat, we can upsell associated products.

Just Cats are also in the early stages of investigating the potential to open a second-hand charity store. We are in the process of undertaking market research, investigating supply chain matters and preparing budgets so the Board can make a decision on this matter.

Regardless of the contributions made by sales and boarding, we have many loyal supporters who donate on a regular basis, along with different sponsorships and one-off donations when a call out for assistance is announced. We are glad the public see our worth and our contribution to Tasmania's feline welfare.

Just Cats is not always a free service to the community and we firmly believe that our services should not always be free. Just Cats currently charge a fee for surrendered and trapped cats. However, the fees we charge do not cover the costs for these services and we often receive push back from clients who believe this is a service that is funded via their council rates or the state government.

Under our current model, where there are no guaranteed contributions from other stakeholders, we are not able to offer such services for free. It is our strong belief that surrenders, trapped cats and feral cats should be treated as a fee for service. Surrenders have a fee to cover their costs associated with getting them ready for adoption. We expect those who surrender their cats to understand that a fee must be included to assist in covering the costs. Of course, we are flexible if this is an impossible request. Feral cats or trapped cats pose an issue for the organisation as they require more work at the shelter to hold them for 3 - 5 days and at this stage no one is funding this part of our work.

We have demonstrated over the last seven years that our organisation is required here in the north of Tasmania and we plan to continue our services to the public with the following offerings:

- Assistance with surrenders, strays and unplanned litters;
- Free advice and education for those requiring our help with feral and stray cats or their own concerns regarding feline welfare and;
- Adoption facilities, boarding facilities, and assistance for those finding themselves in a crisis.

Our Offer to Councils

As all councils will be aware, the *Tasmanian Cat Management Act 2009* will have several amendments coming into effect shortly. We anticipate that our organisation will be needed more than ever before due to these changes. We plan to be prepared, stable and ready to assist.

Our offer to councils still stands that as a cat management facility, all cat related enquiries can be diverted to Just Cats. We note, however, there is a firm belief with ratepayers, that stray and feral cats are the council's responsibility, and this belief is likely to continue.

Our primary aim is to partner up with local councils, on a user pays basis. This would allow Just Cats to take on the full role of a cat management facility for the north and enable councils to

refer local rate payers to Just Cats when needed. This proposal will allow council to provide a solution to ratepayers without having to directly operate a cat management facility or tie up internal resources – which in turn will save council funds.

We propose a financial contribution from councils based on actual cat numbers from each municipality when their ratepayers' hand in stray or feral cats. Any member of the public surrendering their own felines would continue to pay for the service, as the pet is their responsibility. This would then ensure that the services provided were truly users pay and would ensure that councils were not subsidising other municipalities or other parts of our operation.

The amendments to the *Cat Management Act 2009* will permit members of the public to trap, seize, or detain cats regardless of the proximity to other residences, provided that the cat is taken to a cat management facility if the owner of the cat cannot be identified. This is already occurring at our facility and is expected to increase. Our procedure for handling such cats is as follows:

- Cats are scanned for a microchip;
- If aggressive and unable to be scanned our protocol is to do this under sedation, if not microchipped and unable to handle it is then euthanised by a veterinarian;
- Microchipped cats are reunited with a fee charged upon collection of the cat;
- Un-microchipped, desexed cats are health checked and then held for 3 days before being rehomed and;
- Any un-desexed cats are then placed in the cattery to wait for desexing procedure and are then rehomed.

Intakes:

Just Cats intake for Stray cats by Municipality during 2020 was:

Northern Midlands	47 stray cats with 7 of these deemed as feral cats (un-handleable)
City of Launceston	226 stray cats with 43 of these deemed as feral cats (un-handleable)
George Town	36 stray cats with 1 of these deemed as a feral cat (un-handleable)
West Tamar	72 stray cats with 15 of these deemed as feral cats (un-handleable)y7
Meander Valley	84 stray cats with 10 of these deemed as feral cats (un-handleable)
Dorset	6 stray cats with 1 of these deemed as feral cat (un-handleable)
Break O'Day	0 stray cats

We have calculated our average cost per cat based on variable costs and fixed overheads as:

Costs for stray cat arrival, vet work and holding for required 3 days	\$550.00
If deemed un-handleable - euthanasia by veterinarian (this includes our cost of holding the cat until a decision is made)	\$120.00
Our average adoption fee per cat is	\$250.00
Loss on stray cat	\$270.00
Loss on feral cat	\$120.00

Just Cats proposes we partner with councils to assist them and their ratepayers to meet the requirements of the *Cat Management Act 2009* and to provide a dedicated, one stop solution for stray and feral cats that must be dealt with. Whilst we note that Just Cats is already to some extent providing this service, our funding from councils is not certain. To ensure our long-term sustainability and capacity to provide this service we propose that councils partially contribute to the cost of stray and feral cats from their local area.

We acknowledge that our mission statement of “where every cat who has even a whisper of a chance.... gets a chance” can result in additional costs and holding time for some cats. We do not believe it is councils’ responsibility to support or fund our ethos. As such, we will only be requesting a contribution for the minimum standards set under the *Cat Management Act 2009* i.e., health check, microchip, desexing and holding costs for 3 days. Any additional costs incurred after this minimum is clearly the responsibility of Just Cats, and we have robust budgeting and financial management to ensure the ongoing long-term viability of our organisation.

As a cat management facility, Just Cats is not able to refuse cats surrendered at the organisation due to their originating location or out of council areas. Cats originating from regions outside of the northern municipalities will be funded by donations. We acknowledge that this is an area that requires assistance, and we envisage a sub shelter of Just Cats on the north-west coast would assist greatly. We have been communicating with Cradle Coast to try and facilitate a shelter in the area where we can extend our services, and this will be an ongoing matter for the organisation.

What Will This Cost Councils?

We anticipate offering two models to councils:

Model 1. Charge on a per cat basis:

When stray or feral cats are brought into Just Cats, an invoice will be sent to council on a monthly basis with an agreed fee depending on whether the cat is deemed stray or feral. Given

that we do have other sources of income, we propose that 60% of our costs associated with strays and feral cats be costed as:

Stray	\$270 per cat (excluding GST)
Feral	\$ 70 per cat (excluding GST)

The above fees would also cover councils' continued referral of rate payers to Just Cats for advice and assistance. We are open to negotiation regarding this amount.

Model 2. Annual Agreed Retainer

An annual agreed retainer could be negotiated each year, based on the previous year's intake from each Local Government Area. This would be reviewed each year and would be negotiated annually with the relevant council.

Why Choose Just Cats

Just Cats currently operate two sites in the north of the state; Longford which is our adoption and boarding facility and Mowbray which is our intake facility allowing us an area for quarantine and isolation. Our shelter vet clinic is also positioned at this site allowing us to have all the tools and expertise we require.

The Longford facility is owned by Rachel and Wayne Beech with a commercial lease in place and the Mowbray facility is owned by the Launceston City Council.

Just Cats had operated solely from the Longford Facility for 7 years before the RSPCA ceased their service in Launceston. Just Cats put in an expression of interest at the end of 2018 to take on the facility in Mowbray and was approved by December 2018 with Just Cats operating from the new site as of 3rd January 2019.

With RSPCA leaving Launceston, only Just Cats and other small cat rescue organisations such as Rescue Cats Safe Haven were left to take in the cats in this area. Just Cats were the only registered cat management facility.

2019 saw the RSPCA return to Launceston with the opening of their retail store in Invermay where they also take in surrendered cats and kittens. However, their Invermay facility does not have the necessary facilities to separate cats for quarantine and their space is understandably limited. Rescue Cats Safe Haven have closed their Launceston Shelter.

Just Cats is not government funded and relies heavily on boarding, adoptions, retail sales and donations to keep the shelter running. We currently have an agreement with Launceston City Council (expiring December 2022) with an annual donation of \$30,00. We have previously received one off payments of \$10,000 from West Tamar Council and \$5,000 from Northern

Midlands. These payments have been greatly appreciated and have assisted with the running of the shelter and covering the costs of cats arriving from these municipalities.

We are constantly reviewing operating costs and identified that an area of focus to deliver savings was veterinary costs. Our veterinary requirements were being outsourced to local vet clinics prior to the addition of our own vet clinic at the Mowbray facility. We achieved this thanks to a grant we received from WD Booth Charitable trust, and donations collected during our fundraising campaign from the general public. Our own vet clinic will save us over \$50,000 annually and we have ensured that this facility can be relocated if the shelter is to move at some point in the future.

Just Cats internal vet shelter clinic is only to be used to service the needs of the shelter cats and is not opened to provide a service to the general public. However, we do offer to assist with discounted desexing of the mother cat of the litter of kittens which are being surrendered, as this will prevent future unwanted litters. We also assist people in a financial crisis situation, helping to cover costs with desexing to prevent them from surrendering their cat.

Just Cats does not just provide a place for surrenders, strays or feral cats, but is a great source for information and education about cats for stakeholders, the community and cat owners.

Just Cats provides the community with rehoming services, boarding facilities, a retail shop, and several other community programs including:

- Education – we educate the public about responsible cat ownership, starting from school aged children with visits to high schools, TAFE facilities and universities. We hold stress free days for students to de-stress with the cats for their mental health simultaneously educating them about what cats need and how to be a better cat owner.
- Crisis Care – many times we have the call from people who have sadly become homeless or have entered the women's shelter due to drug related issues or domestic violence. We offer temporary boarding for these cats at a very low fee and sometimes it is a free service, especially for those who have been taken to hospital via ambulance and have no other means to care of their cat. During crisis care we also support people who may be experiencing financial hardship with the support of food and litter packs.
- Elderly and disabled – several of our resident cats are recognised 'therapy cats' used for visiting nursing homes to enrich the lives of residents. We also have many NDIS recipients who visit the shelter on a regular basis with their carers to assist in their therapy and undertake work placements.
- Community outreach programs – thanks to certain grants we occasionally secure funding to offer free or discounted desexing for those in need. This service is always needed but not always available. The desired outcome is to help desex as many cats as we can to then have fewer stray cats in Tasmania.

In 2019, Just Cats had 1009 surrendered cats, 913 kittens and 319 Stray Cats that arrived requiring our service; all rehomingable cats were rehomed and only 66 had to be euthanized.

The Just Cats facility is ideally positioned in Mowbray and we have never encountered any problems with the public when having to surrender or hand in a found cat. The location works well for those in the Launceston, Northern Midlands, West Tamar, George Town, Dorset and Break O'Day municipalities with Meander Valley being the furthest away.

It is Just Cats preference to continue to utilise the Mowbray facility. It is our understanding, however, that we may need to relocate due to an agreement between the Launceston City Council and the Dogs Home of Tasmania. If this matter can be resolved, we would continue at this facility and our intentions are to be here for the long term.

Just Cats is an organisation that is vital to Tasmania and we will be able to make a bigger impact on the cat problems of Tasmania by partnering with councils. We look forward to working together and forming solid partnerships and providing the best possible service for our community.

INFRASTRUCTURE 1

Reference No. 109/2021

REVIEW OF POLICY NO. 20 - INFRASTRUCTURE CONTRIBUTIONS

AUTHOR: Dino De Paoli
Director Infrastructure Services

1) Recommendation

It is recommended that Council confirms the continuation of Policy No. 20 - Infrastructure Contributions with amendments as follows:

POLICY MANUAL

Policy Number: 20

Infrastructure Contributions

Purpose:

To provide fair and equitable contributions by Council towards third party development of infrastructure.

Department:

Infrastructure Services

Author:

Dino De Paoli, Director

Council Meeting Date:

14 March 2017 8 June 2021

Minute Number:

64/2017 ##/2021

Next Review Date:

~~March June 2021~~ 15

POLICY

1. Definitions

Infrastructure: Includes roads, kerb and channel, surfacing, drainage, footpaths, open space, buildings, signage, utilities, and other services.

Upgrade: Improvements undertaken to existing infrastructure, or replacement of existing infrastructure, to provide a higher level of service.

2. Objective

To provide guidelines for Council to consider contributions to developers towards the cost to upgrade develop infrastructure adjacent to subdivisions and other development where there is an interest in and/or the infrastructure is maintained by Council.

3. Scope

This Policy applies to any infrastructure upgrade development for the benefit of the community. ~~on or for the benefit of Council on public or private land.~~

4. Policy

Council officers will use the following guidelines when determining the level of contribution to infrastructure development upgrades:

- Contributions will may use a technical basis for assessment that may include:
 - Land area
 - Traffic volume or use
 - Street frontage
 - Per lot
- Consideration for the required standard of infrastructure based on:
 - LGAT Tasmanian Standard eDrawings
 - Asset Hierarchy
 - Council's strategic documents
 - Capacity requirements e.g. storm water drains
 - Traffic volumes
 - Current and future requirements including maintenance
- Consideration for the remaining life of infrastructure including the depreciation and write off when replacing or demolishing existing infrastructure.
- Consideration for the possible staging of works where possible to defer the need for upfront infrastructure investment.
- ~~Consideration for the benefit provided to the community, the level of contribution can take account of:~~
 - Future rates income
 - Use by existing property owners

- Recognition of Council's contributions including ongoing maintenance of infrastructure, and the responsibility of future infrastructure investment.
- Consideration of the existing level of service and standard of construction of the infrastructure prior to the proposed upgrade.

Council contributions are subject to approval within the Council budget process. Any contributions from developers will be linked to infrastructure to be constructed within specified time frames. Contributions may be sought for the development of future infrastructure (e.g. head works contributions).

5. Legislation

Not applicable

6. Responsibility

Responsibility for the application of this policy rests with the Director Infrastructure Services.

2) Officers Report

The purpose of this report is for Council to approve the continuation of the amended Policy No. 20 - Infrastructure Contributions.

The Policy provides the basis on which Council officers consider the justification of making a financial contribution toward infrastructure work.

The following Policy changes are proposed:

1. Inclusion of the term "upgrade" in the Policy is to differentiate from new works.
2. Standard drawings are now referred to as Tasmanian Standard Drawings, not LGAT standard drawings.
3. It is important to include reference to the level of service and standard of construction of existing infrastructure. An important consideration in determining whether a contribution should be made is whether there is a material benefit to existing users in upgrading an asset from a sub-standard specification to current standard.
4. The reference to contributions from developers has been removed as this is not considered relevant.

Other changes to the Policy are minor wording amendments only.

The recommended amendments to the Policy are as provided to Council in the May Workshop agenda papers.

3) Council Strategy and Policy

Furthers the objectives of the Council's Community Strategic Plan 2014 to 2024:

- Future direction (6) – Planned infrastructure services

4) Legislation

Not applicable

5) Risk Management

Not applicable

6) Government and Agency Consultation

Not applicable

7) Community Consultation

Not applicable

8) Financial Consideration

Not applicable

9) Alternative Recommendations

Council can approve the continuation of the Policy with further amendment.

10) Voting Requirements

Simple Majority.

DECISION:

INFRASTRUCTURE 2

Reference No. 110/2021

REVIEW OF BUDGETS FOR THE 2020-21 CAPITAL WORKS PROGRAM

AUTHOR: Dino De Paoli
Director Infrastructure Services

1) Recommendation

It is recommended that Council:

1. Approves receipt of additional capital grant revenue as follows;

<i>Project Name</i>	<i>Current Revenue Budget</i>	<i>Additional Revenue</i>	<i>Revised Revenue Budget</i>
<i>Mace St/Westbury Rd Intersection Safety Improvements</i>	<i>\$0</i>	<i>\$40,000</i>	<i>\$40,000</i>

2. Approves the following project budget changes to the 2020-21 Capital Works Program;

<i>Project Name</i>	<i>Current Budget</i>	<i>Proposed Budget Variation</i>	<i>Revised Budget</i>
<i>East Barrack St Footpath – East Parade to Grenoch</i>	<i>\$75,000</i>	<i>-\$23,000</i>	<i>\$52,000</i>
<i>Black Sugarloaf Creek Bridge Reconstruction - Allens Rd</i>	<i>\$195,000</i>	<i>-\$35,000</i>	<i>\$160,000</i>
<i>East Barrack St Footpath – Gay to Morrison</i>	<i>\$80,000</i>	<i>\$58,000</i>	<i>\$138,000</i>
<i>Westbury Rd - Prospect: Transport Study Projects</i>	<i>\$459,500</i>	<i>-\$71,000</i>	<i>\$388,500</i>
<i>Mace St/Westbury Rd Intersection Safety Improvements</i>	<i>\$0</i>	<i>\$80,000</i>	<i>\$80,000</i>

Westbury Rd ramp crossing safety improvements at Vale St	\$0	\$15,000	\$15,000
MVPAC Little Theatre Heating	\$75,000	\$31,000	\$106,000
Liffey River Bridge Reconstruction Liffey Falls Rd	\$280,000	-\$48,000	\$232,000
Main St Hadspen - Wombat crossing for pedestrian safety	\$0	\$30,000	\$30,000
189 Emu Bay Rd – Subdivision contribution	\$0	\$13,200	\$13,200
Reseals General Budget Allocation (Asphalt & Bitumen)	\$1,340,300	-\$100,000	\$1,240,300
Gravel Resheeting General Budget Allocation	\$324,500	\$100,000	\$424,500

2) Officers Report

The purpose of this report is to seek Council approval for the reallocation of funding within the Capital Works Program and to approve an increase to project budget revenue due to receipt of grant funding.

The project impacted by the benefit of external funding is for safety improvements at the intersection of Westbury Road and Mace Street, Prospect Vale. A grant amount of \$40,000 will be provided by the State Government under the Vulnerable Road Users Program. Further information on this project is provided in Table 1.

Project budget allocations within the Capital Works Program that are submitted to Council for approval prior to the commencement of each financial year are prepared using a range of methods. In some instances and depending on the availability of resources and time constraints, projects can be thoroughly scoped and accurate estimates prepared using available empirical or supplier information. Conversely, project cost estimates may only be general allowances prepared using the best information available at the time.

During the financial year, detailed design, adjustment to project scope and the undertaking of additional works during construction, results in project expenditure under and over approved budget amounts. New projects may also be requested for inclusion in the Program, or removal.

The overall financial objective in delivering the Capital Works Program is to have a zero net variation in the program budget. Project savings are generally used to offset project overruns and additional funding can be requested to assist with balancing the budget or to finance new projects. However, as a result of the external grant funding being made available for the Prospect Vale project, the Program value in this instance will increase by \$40,000.

Refer to Table 1 for the funding reallocation details.

TABLE 1: 2020-21 CAPITAL WORKS BUDGET – ADDITIONAL FUNDING & REALLOCATION OF PROJECT FUNDING

Project No.	Project Name	Council Costs to date	Current Budget	Proposed Budget Variation	Revised Budget	Delegation	Comments
<p>Rural road reconstruction projects The below projects have been completed and the budget reallocations will be undertaken to balance final costs.</p>							
5576	Hill St Sealing Work, Elizabeth Town	\$21,958	\$25,000	-\$3,000	\$22,000	GM	Transfer funds to PN6246
6213	Roseburn Rd Road Rehabilitation	\$165,747	\$181,000	-\$15,000	\$166,000	GM	Transfer funds to PN6246
6246	Whitemore Rd Road Rehabilitation	\$338,704	\$320,000	\$18,000	\$338,000	GM	Transfer funds from PN5576 & PN6213
<p>East Barrack Street Footpath work, Deloraine The East Parade section of path in East Barrack Street and the Black Sugarloaf Creek projects are both completed within budget. Design is almost complete for the section of path between Gay Street and Morrison Street. The costs for this section of path will include kerb and channel and also a low retaining wall at the Morrison Street end of the project due to the steep crossfall on the naturestrip and driveways.</p>							
5827	East Barrack St Footpath – East Parade to Grenoch	\$51,440	\$75,000	-\$23,000	\$52,000	Council	Transfer funds to PN6272
5359	Black Sugarloaf Creek Bridge Reconstruction - Allens Rd	\$159,933	\$195,000	-\$35,000	\$160,000	Council	Transfer funds to PN6272
6272	East Barrack St Footpath – Gay St to Morrison St	\$3,981	\$80,000	\$58,000	\$138,000	Council	Transfer funds from PN5827 & PN5359

Project No.	Project Name	Council Costs to date	Current Budget	Proposed Budget Variation	Revised Budget	Delegation	Comments
<p>Westbury Road corridor projects</p> <p>The Mace Street and Westbury Road intersection project was identified as part of the original traffic corridor study and will improve safety at this location. The work will include the new kerb and channel to reduce the radii on kerb returns and an island with pedestrian refuge. The \$80,000 variation includes \$40,000 revenue from the State Vulnerable Road Users Program.</p> <p>The proposed work at the intersection at Vale Street will improve accessibility for the elderly and people using motorised scooters, and will incorporate mainly reconstruction of existing sections of path. Work to resolve outstanding matters associated with property access adjacent the new roundabout on Westbury Road is still ongoing and additional cost will be required to close this project out in the new financial year.</p>							
6276	Westbury Rd - Prospect: Transport Study Projects	\$0	\$459,500	-\$71,000	\$388,500	Council	Transfer funds to Mace St, Vale St & PN6288
TBC	Mace St/Westbury Rd Intersection Safety Improvements	\$0	\$0	\$80,000	\$80,000	Council	Transfer funds from PN6276 (includes \$40,000 grant)
TBC	Westbury Rd ramp crossing safety improvements at Vale St	\$0	\$0	\$15,000	\$15,000	Council	Transfer funds from PN6276
6288	Westbury Rd - PVP Entrance Roundabout	\$16,276	\$0	\$16,000	\$16,000	GM	Transfer funds from PN6276
<p>MVPAC Little Theatre Heating</p> <p>The first four projects listed below have been completed within budget. The proposed reallocation of funding is for the delivery of a heating solution for the Meander Valley Performing Arts Theatre in Deloraine. The selection of appropriate heating is complex due to the required efficiency needed for the large space, and also the low ambient noise levels for the system and vents to minimise impact on performances in the Theatre.</p>							

Project No.	Project Name	Council Costs to date	Current Budget	Proposed Budget Variation	Revised Budget	Delegation	Comments
6526	Hagley Recreation Ground - Replace Septic Tank & Pump	\$38,721	\$45,000	-\$6,000	\$39,000	GM	Transfer funds to PN7910
7506	Deloraine Pool - Replace Pool Cover	\$19,646	\$25,000	-\$5,000	\$20,000	GM	Transfer funds to PN7910
7688	Deloraine Community Complex - Female Changeroom Refurbishment	\$68,408	\$83,900	-\$15,000	\$68,900	GM	Transfer funds to PN7910
7909	MVPAC Foyer Improvements	\$177,208	\$182,500	-\$5,000	\$177,500	GM	Transfer funds to PN7910
7910	MVPAC Little Theatre Heating	\$1,920	\$75,000	\$31,000	\$106,000	Council	Transfer funds from PN6526, 7506, 7688 & 7909
<p>Hadspen Bull Run play area and subdivision infrastructure contribution</p> <p>The construction phase of the new Bullrun toilets and barbeque shelter are nearing completion. A slight expansion to the scope of work and a few minor variations have been accommodated to help better meet the needs of community and improve the security of the facilities. These additional items equate to an overall increase to the final cost of around 4%, or \$12,000. Due to the increased use of the area by young children, concern has been raised about children running across Main Street to the shops. The proposed project to install a safe crossing point on Main Street will improve community safety. The cost of \$30,000 is an approximation only at this point.</p> <p>Work has recently been completed on a small subdivision at the intersection of Emu Bay Road and Nutt Street in Deloraine. The proposed contribution of \$13,200 has been calculated with consideration of Council's Policy No. 20 - Infrastructure Contributions related to public works.</p>							

Project No.	Project Name	Council Costs to date	Current Budget	Proposed Budget Variation	Revised Budget	Delegation	Comments
5286	Liffey River Bridge Reconstruction Liffey Falls Road	\$215,431	\$280,000	-\$48,200	\$231,800	Council	Transfer funds to PN8103 & 189 Emu Bay Rd
6400	Various Locations - Stormwater Improvement Program	\$6,410	\$48,500	-\$7,000	\$41,500	GM	Transfer funds to 189 Emu Bay Rd
8103	Hadspen Bull Run - Play Area & Public Toilets	\$203,710	\$300,000	\$12,000	\$312,000	GM	Transfer funds from PN5286
TBC	Main Street Hadspen - Wombat crossing for pedestrian safety	\$0	\$0	\$30,000	\$30,000	Council	Transfer funds from PN5286
TBC	189 Emu Bay Rd – Subdivision contribution	\$0	\$0	\$13,200	\$13,200	Council	Transfer funds from PN5286 & PN6400
<p>Purchase of major and minor plant The below projects have been completed and the budget reallocations will be undertaken to balance final costs.</p>							
8719	Medium Truck (No. 900)	\$105,390	\$120,000	-\$6,000	\$114,000	GM	Transfer funds to PN8803
8803	Minor Plant Purchases	\$36,075	\$30,000	\$6,000	\$36,000	GM	Transfer funds from PN8719
<p>Bitumen resealing and gravel resheeting Further to discussion at a recent workshop, additional funding is required to the gravel resheeting program this financial year. Any unspent budget allocation from this financial year for the bitumen or gravel resheeting projects will be carried forward to 2021/22.</p>							

Project No.	Project Name	Council Costs to date	Current Budget	Proposed Budget Variation	Revised Budget	Delegation	Comments
6299	Reseals General Budget Allocation (Asphalt & Bitumen)		\$1,340,300	-\$100,000	\$1,240,300	Council	Transfer funds to PN5799
5799	Gravel Resheeting General Budget Allocation		\$324,500	\$100,000	\$424,500	Council	Transfer funds from PN6299
	Totals		\$4,190,200	\$40,000	\$4,230,200		

3) Council Strategy and Policy

Council's Annual Plan requires Council officers to report on the progress of capital works projects.

4) Legislation

Section 82(5) of the *Local Government Act 1993* requires Council to approve by absolute majority any proposed alteration to Council's estimated capital works outside the limit of the General Manager's financial delegation of \$20,000.

5) Risk Management

Not applicable

6) Government and Agency Consultation

Not applicable

7) Community Consultation

Not applicable

8) Financial Consideration

The recommended variations in this report will result in a \$40,000 increase to the value of the 2020-21 Capital Works Program as a result of additional revenue received through the Vulnerable Road Users Program.

9) Alternative Recommendations

Not applicable

10) Voting Requirements

Absolute Majority.

DECISION:

ITEMS FOR CLOSED SECTION OF THE MEETING:

Councillor xx moved and Councillor xx 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.”***

Voting Requirements

Absolute Majority

Council moved to Closed Session at x.xxpm

GOVERNANCE 1 CONFIRMATION OF MINUTES

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

GOVERNANCE 2 LEAVE OF ABSENCE

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

GOVERNANCE 3 VISIT NORTHERN TASMANIA FUNDING AGREEMENT 2021-22

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

GOVERNANCE 4 NORTHERN TASMANIA DEVELOPMENT CORPORATION (NTDC) INC – PARTNERSHIP AGREEMENT

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

Council returned to Open Session at x.xxpm

Cr xxx moved and Cr xxx seconded "***that the following decisions were taken by Council in Closed Session and are to be released for the public's information.***"

The meeting closed at

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Wayne Johnston
Mayor