



GLAMORGAN SPRING BAY
COUNCIL

Minutes of Meeting

For the Ordinary
Meeting of
Council held at
the Triabunna
Council Office

23rd August, 2016

NOTICE OF ORDINARY MEETING

Notice is hereby given that the next ordinary meeting of the Glamorgan Spring Bay Council will be held at the Triabunna Council Offices on Tuesday, 23rd August, 2016 commencing at 5.00pm.



Dated this Thursday 18th August, 2016

**David Metcalf
GENERAL MANAGER**

"I certify that with respect to all advice, information and 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 the 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 any appropriately qualified or experienced person. "***

Note : Section 65 of The Local Government Act 1993 states –

- (1) A general manager must ensure that any advice, information or recommendation given to the council or a council committee is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation.***
- (2) A council or council committee is not to decide on any matter which requires the advice of a qualified person without considering such advice unless the general manager certifies in writing that such advice was obtained and taken into account in providing general advice to the council or council committee.***



**David Metcalf
GENERAL MANAGER**



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**ALL IMAGES AND ATTACHMENTS HAVE BEEN REMOVED, IF YOU REQUIRE A FULL
VERSION OF THE MINUTES, PLEASE CONTACT THE COUNCIL OFFICES
ON (03) 6256 4777.**

Audio Recording of Ordinary Meetings of Council

As determined by Glamorgan Spring Bay Council, all Ordinary and Special Meetings of Council will be electronically audio recorded from April 2014 onwards.

In accordance with the Local Government Act 1993 and Regulation 33, these audio files will be retained by Council for at least 6 months and made available for listening on written request by any person. The written minutes of a meeting, once confirmed, prevail over the audio recording of the meeting.

1. Opening

The Acting Mayor welcomed Councillors, staff and members of the public and declared the meeting open at 5.01pm.

1.1 Present and Apologies

Present: Acting Mayor Cheryl Arnol, Cllr Bertrand Cadart, Cllr Jenifer Crawford, Cllr Richard Parker, Cllr Britt Steiner, Cllr Debbie Wisby, Cllr Jenny Woods.

Apologies: Mayor Michael Kent

1.2 In Attendance

David Metcalf (General Manager), Tony Pollard (Manager Works), Angela Turvey (Executive Officer) and 2 members of the public.

1.3 Declaration of Pecuniary Interests

In accordance with Regulation 8 of the Local Government (Meeting Procedures) Regulations 2005, the Mayor requests Elected Members to indicate whether they or a close associate have, or likely to have, a pecuniary interest in any item included in the Agenda.

- Cllr Jenifer Crawford declared an interest in Item 8.6 - Council's Banking Services.

2. Confirmation of Minutes and Workshops

2.1 Ordinary Meeting – July 26th, 2016

Decision: 111/16

Moved Cllr Jenny Woods, seconded Cllr Britt Steiner, that the Minutes of the Ordinary Meeting held Tuesday 26th July, 2016 be confirmed as a true and correct record.

**The motion was put and carried
(6 Votes to 1)**

For: Acting Mayor Cheryl Arnol, Cllr Bertrand Cadart, Cllr Jenifer Crawford, Cllr Richard Parker, Cllr Britt Steiner, Cllr Debbie Wisby, Cllr Jenny Woods.

Against: Cllr Debbie Wisby (Due to not being present at July Ordinary Meeting of Council).

2.2 Workshop Held – July 26th, 2016

In accordance with the requirements of the *Local Government (Meeting Procedures) Regulations 2005*, it is reported that a workshop was held at 3pm on Tuesday 26th July in Swansea. This workshop was to review Policy 1.3 Development Assistance Parking in Lieu Payments and Policy 2.2 Waste Management. Council also received a presentation on a proposed development in Bicheno from a consultant planner.

2.3 Workshop Held – August 9th, 2016

In accordance with the requirements of the *Local Government (Meeting Procedures) Regulations 2005*, it is reported that a workshop was held at 3pm on Tuesday 9th August in Triabunna. This workshop was to review the Tree Management Policy, Council Vehicles Policy and discuss the Community Small Grants Policy. Councillors were also updated on a planning related matter.

Resolved

That Council notes this information.

3. PLANNING AUTHORITY SECTION

Please Note: There are no planning reports for the August Ordinary Meeting of Council.

4. Public Question Time

Public question time gives any member of the public the opportunity to freely ask a question on any Council related matter.

Answers to questions will be given immediately if possible, or taken “on notice” if an ‘on the spot’ answer is not available.

In accordance with the Local Government Act questions on notice must be provided at least 7 days prior to the Ordinary Meeting of Council at which you a member of the public would like a question answered.

Asking a question is easy and members of the public are encouraged to ask any question they have (limit of two (2) questions per person per meeting).

Prior to the commencement of an Ordinary Meeting of Council, the Mayor approaches the public gallery and requests that those who would like to ask a question during public question time indicate at that point they would like to do so and give the Mayor their name.

A short instruction sheet outlining the Glamorgan Spring Bay Council procedure for asking a question during Public Question Time will be provided at the Ordinary Meeting of Council to assist members of the public on how to do this. Public question time can be a maximum of 15 minutes only.

4.1 Mr Keith Pyke

- i. *My question is regarding the medical report on page 10 - you say that the Glamorgan Spring Bay Council provides admin support for Bicheno and Dr Johnson here in Triabunna yet on page 17 you've got the different departments 'medical Bicheno', 'medical general', 'medical Swansea' and 'medical Triabunna' so I am just wondering what is the difference between these two administrations and these four departments that are funded by us?*

General Manager's Response

Through you Acting Mayor, you are quite right 'medical bicheno' and 'medical' are fully administered by Council. 'Medical Triabunna' is half administered by Council but also has the full cost of the building and everything else. 'Medical general' is the Rural Primary Health Service and that is all that exists under there and 'medical Swansea' is the doctors in Swansea where we pay rent and certain entitlements, the same as any other doctor.

- ii. *For the sake of transparency for councillors, ratepayers and the whole works, I'm going back to a question I asked last year can you then divide these four departments up and give individual medical reports on each one so we can see which ones are running over budget as the year goes forward.*

General Manager's Response

Through you Acting Mayor, that would highlight the doctors' incomes and I'm not willing to do that.

5. Mayor's Report

Mayor Michael Kent AM

20 th July	Hobart	Attended the LGAT General Meeting.
22 nd July	Orford	Gave an interview to The Examiner regarding the raw water scheme on the Tea Tree Rivulet and an interview to The Mercury and Sunday Tasmanian regarding sharks on the east coast of Tasmania this summer and measures to protect people.
26 th July	Triabunna	Attended a meeting with the General Manager and Practice Manager of the Triabunna Medical Centre. Attended a Council Workshop and the July Ordinary Meeting of Council. Gave an interview to ABC radio regarding the rock fall on the Paradise section of the Tasman Highway near Orford. Also asked for an update on the Prosser River stabilisation project.
1 st August	Triabunna	Met with the Practice Manager of the Triabunna Medical Centre.
3 rd August	Triabunna	Gave an interview to Radio National regarding Coles Bay sewerage.
5 th August	Triabunna	Attended the community consultation session at the Triabunna Community Hall for the Triabunna streetscape ideas.
6 th August	Orford	Gave an interview to the ABC regarding the illegal collection of firewood in Tasmania.
7 th August	Hobart	Attended the Young Archie awards hosted by the Hon. Jeremy Rockliff, Minister for Education and Training at the UTAS College of the Arts.
8 th August	Hobart	Attended the STCA Board Meeting.
9 th August	Triabunna	Attended a Council Workshop.
10 th August	Triabunna	Along with the General Manager met with KPMG to discuss the Glamorgan Spring Bay Council component of the merger feasibility study.
11 th August	Sorell	Attended a merger steering committee meeting.
12 th August	Triabunna	Gave an interview to The Mercury regarding progress on the recommendations in the Local Government Director's Report, December 2015.

Resolved

That the Mayor's Report be received and noted.

6. Information Reports

6.1 General Manager, David Metcalf

Council Governance · Corporate Services · Medical Services · Economic Development · Safety & Risk Management
· Visitor Centres

6.2 Manager Works, Mr Tony Pollard

Roads, Footpaths, Kerbs- Waste Transfer Stations- Garbage, Recycling Services- Town Maintenance - Parks,
Reserves, Walking Tracks, Cemetery - Stormwater Drainage - Bridges, Culverts - Emergency Management, SES

6.3 Manager Regulatory Services, Mrs. Winny Enniss

Animal Control - Engineering & Technical Services - Environmental Health - Statutory Building - Statutory Planning

6.4 Manager Community Development & Administration, Mrs Lona Turvey

Community Development · Administration Services ·

6.5 Manager Buildings & Marine Infrastructure, Mr Adrian O'Leary

Boat Ramps & Jetties · Triabunna Marina · Council Buildings · Planning, Building & Technical Compliance when required ·

6.6 Manager Natural Resource Management, Ms Melanie Kelly

Natural Resource Management: Sustainability: Catchments To Coast: Policy and Partnerships

Resolved:

That the Management Reports be received and noted.



7. Minutes of Section 24 Committees

COMMENTS:

Minutes of any Section 24 Committee Meetings, which have been submitted will be discussed at this time.

7.1 Orford Community Hall, August 2016 (Draft).

David Metcalf
General Manager

Resolved:

That the minutes of the Section 24 Committees be received and noted.



8. Officers' Reports Requiring a Decision

8.1 Old Swansea Council Chambers & Courthouse

Responsible Officer – General Manager

Recommendations

That Council authorises the General Manager to write to the committee and advise them of the agreement to transfer the management of the old Council building in Swansea to the "Courthouse Steering Committee and East Coast Community Arts Initiative (ECCAI)" on the following conditions:

- The term of the management will be until 30th June 2017
- Council will pay expenditure related to normal running costs up until the 30th June 2017
- A report from the committee to the Council stating what usages have occurred in the building, what revenues have been raised, any alterations, problems etc. be provided to Council with the first report being due at the end of December 2016.
- The property is zoned local business and from the list of what the Courthouse Steering Committee and ECCAI would like to do, this can be accommodated in the "Community Meeting & Entertainment" use. A proposed list is provided below this recommendation.
- Any other uses are to be authorised by Council.
- Any events held including those listed are to have their own public liability insurance. Council holds public liability regarding the building only.
- Any events are to be limited to 80 people maximum.
- No food for sale is to be prepared on site without separate approval of Council.
- Any alterations whether minor or not must be approved by the Council's General Manager.



Decision: 112/16

Moved Cllr Jenny Woods, seconded Cllr Bertrand Cadart, that Council authorises the General Manager to write to the committee and advise them of the agreement to transfer the management of the old Council building in Swansea to the "Courthouse Steering Committee and East Coast Community Arts Initiative (ECCAI)" on the following conditions as listed:

- The term of the management will be until 30th June 2017
- Council will pay expenditure related to normal running costs up until the 30th June 2017
- A report from the committee to the Council stating what usages have occurred in the building, what revenues have been raised, any alterations, problems etc. be provided to Council with the first report being due at the end of December 2016.
- The property is zoned local business and from the list of what the Courthouse Steering Committee and ECCAI would like to do, this can be accommodated in the "Community Meeting & Entertainment" use. A proposed list is provided below this recommendation.
- Any other uses are to be authorised by Council.
- Any events held including those listed are to have their own public liability insurance. Council holds public liability regarding the building only.
- Any events are to be limited to 80 people maximum.
- No food for sale is to be prepared on site without separate approval of Council.
- Any alterations whether minor or not must be approved by the Council's General Manager.

**The motion was put and carried unanimously
(7 Votes to 0)**

For: Acting Mayor Cheryl Arnol, Cllr Bertrand Cadart, Cllr Jenifer Crawford, Cllr Richard Parker, Cllr Britt Steiner, Cllr Debbie Wisby, Cllr Jenny Woods.

Against: Nil



8.2 Eastcoast Regional Development Organisation (ERDO)

Responsible Officer – Manager Community Development & Administration

Recommendation

That Council approves a grant of \$1,000 towards the cost of providing power for the papermakers and potters at The Village, subject to receiving a copy of the quote for the works.

Decision: 113/16

Moved Cllr Jenny Woods, seconded Cllr Richard Parker, that Council approves a grant of \$1,000 towards the cost of providing power for the papermakers and potters at The Village, subject to receiving a copy of the quote for the works.

**The motion was put and carried
(6 Votes to 1)**

For: Acting Mayor Cheryl Arnol, Cllr Bertrand Cadart, Cllr Jenifer Crawford, Cllr Richard Parker, Cllr Debbie Wisby, Cllr Jenny Woods.

Against: Cllr Britt Steiner.



8.3 Ten Days on the Island Festival 2017 – Sites of Love and Neglect

Responsible Officer – Manager Community Development & Administration

Recommendation

That Council approves a grant of \$3,000 to Ten Days on the Island Festival towards the ‘Sites of Love and Neglect’ visual arts project in Glamorgan Spring Bay, with \$1,000 from the Community Small Grants Program and the balance of \$2,000 from the Events budget.

Decision: 114/16

Moved Cllr Parker, seconded Cllr Woods, that Council approves a grant of \$3,000 to Ten Days on the Island Festival towards the ‘Sites of Love and Neglect’ visual arts project in Glamorgan Spring Bay, with \$1,000 from the Community Small Grants Program and the balance of \$2,000 from the Events budget.

**The motion was put and carried
(5 Votes to 2)**

For: Acting Mayor Cheryl Arnol, Cllr Bertrand Cadart, Cllr Jenifer Crawford, Cllr Richard Parker, Cllr Jenny Woods.

Against: Cllr Britt Steiner, Cllr Debbie Wisby.



8.4 Policy 1.3 Development Assistance – Parking in Lieu Payments

Responsible Officer –Manager Regulatory Services

Recommendation

That Council endorses the changes to Policy 1.3 – Development Assistance – Parking in Lieu Payments as presented to Council on August 23rd, 2016.

Attachment: Policy 1.3 – Development Assistance – Parking in Lieu Payments

Decision: 115/16

Moved Clr Richard Parker, seconded Clr Britt Steiner, that Council endorses the changes to Policy 1.3 – Development Assistance – Parking in Lieu Payments as presented to Council on August 23rd, 2016.

**The motion was put and carried
(5 Votes to 2)**

For: Acting Mayor Cheryl Arnol, Clr Bertrand Cadart, Clr Richard Parker, Clr Britt Steiner, Clr Jenny Woods.

Against: Clr Debbie Wisby, Clr Jenifer Crawford.



8.5 Policy 2.2 Waste Management

Responsible Officer – Manager Works

Recommendation

That Council endorses the changes to Policy 2.2 – Waste Management as presented to Council on August 23rd, 2016.

Attachment: Policy 2.2 – Waste Management

Decision: 116/16

Moved Cllr Jenny Woods, seconded Cllr Bertrand Cadart, that Council endorses the changes to Policy 2.2 – Waste Management as presented to Council on August 23rd, 2016.

**The motion was put and carried unanimously
(7 Votes to 0)**

For: Acting Mayor Cheryl Arnol, Cllr Bertrand Cadart, Cllr Jenifer Crawford, Cllr Richard Parker, Cllr Britt Steiner, Cllr Debbie Wisby, Cllr Jenny Woods.

Against: Nil



8.6 Council's Banking Services

Please note: Clr Jenifer Crawford left the meeting room at 5.45pm due to a declared interest in Item 8.6.

Responsible Officer – General Manager

Recommendation

That Council authorises the General Manager to change all Council bank accounts to the Bendigo Bank Limited (Bicheno/Swansea Community Bank).

Decision: 117/16

Moved Clr Britt Steiner, seconded Clr Richard Parker, that Council authorises the General Manager to change all Council bank accounts to the Bendigo Bank Limited (Bicheno/Swansea Community Bank).

**The motion was put and carried unanimously
(6 Votes to 0)**

For: Acting Mayor Cheryl Arnol, Clr Bertrand Cadart, Clr, Richard Parker, Clr Britt Steiner, Clr Debbie Wisby, Clr Jenny Woods.

Against: Nil

Please note: Clr Jenifer Crawford returned to the meeting room at 5.46pm and was advised of the decision.



9. Miscellaneous Correspondence

9.1 Buckland Volunteer Fire Brigade



10. Motion Tracking Document

Last updated 16/08/2016

Meeting Date	Item No.	Decision Number	Title	Action Officer	Progress	Completed
21 st January 2014	8.1	4/14	Motion from AGM	Council	Motion re GM reappointment carried 6 votes to 3. Cllr Crawford requested that Mayor Kent put this item on a Council workshop agenda after the 2015-16 budget is complete. Council needs to develop procedures. Discussions on this and a way forward agreed at February 23, 2016 Council Workshop. A policy to be developed.	In Progress
24 th June 2014	8.2	73/14 Motion lost	Real Time Streaming of Council Meetings via the Web	GM	Council workshop has been held on the implications and requirements of streaming Council meetings live. A report will be provided to Council for the September 2016 Council meeting – awaiting further information from third parties for report.	In Progress
25 th November	8.2	150/14	Solis	GM	The General Manager to affirm commitment to the project with all interested parties and progress negotiations with potential developers as relevant.	In Progress

Action Officer codes: MW = Manager Works, MRS = Manager Regulatory Services, MCD = Manager Community Development, MBMI = Manager Buildings and Marine Infrastructure, MNRM = Manager NRM



Meeting Date	Item No.	Decision Number	Title	Action Officer	Progress	Completed
24 th March	9.11	46/15	Council Properties for Sale	GM	EOI to close 24/3/2015. Report provided to Council 27/4/2015. Properties to be offered for sale through local real estate agencies due to all EOI being well under valuation. No recent offers. Waiting on an updated valuation for Inkerman Street. Has been found that the drainage pipes are not within the drainage easement and this was not taken into account with the original valuation.	In Progress
28 th April	9.4	55/15	Endorsement of Revised Tree Management Policy	MW	Item was deferred until policy can be discussed in a Council workshop.	In Progress
28 th April	9.5	56/15	Endorsement of Revised Cemetery Operation Policy	MW	Item was deferred until policy is re-written in its complete form, with clear intent and can be discussed in a Council workshop.	In Progress
27 th October	9.1	152/15	Section 137 – Notice of Intention to Sell Land	GM	Process according to Section 137 under way.	In Progress
8 th December	9.2	177/15	Signage	MRS	Council to form a working group with business owners and business groups, including the local chambers of commerce to consider alternative signage solutions – report to be provided to Council within 6 months. Proposal on working group endorsed by Council at Feb 16. Working Group has been formed and three meetings have taken place in 2016. Working towards compliance with the provisions of the Statewide signage code.	In Progress
27 th January	10.3	19/16	Credit Card Policy	GM	Audit Panel to be provided with Draft Credit Card policy developed by Deputy Mayor in conjunction with GM. Provided to Audit Panel 16/05/16. Provided to Council for endorsement 28/6/16.	Complete

Action Officer codes: MW = Manager Works, MRS = Manager Regulatory Services, MCD = Manager Community Development, MBMI = Manager Buildings and Marine Infrastructure, MNRM = Manager NRM



Meeting Date	Item No.	Decision Number	Title	Action Officer	Progress	Completed
23 rd February	9.3	30/16	Sale of Council Properties	GM	Process to commence according to Section 177/178 with amendment to advertising as per motion.	In Progress
23 rd February	9.6	33/16	Signage Working Group	MRS	See Item 9.2 from December 2015 OMC.	In Progress
22 nd March	9.2	45/16	Establishment of a Triabunna Recreation Ground Section 24 Special Committee of Council	GM	Council endorsed the establishment of this committee with Clr Steiner as the nominated Councillor representative. Manager Works to notify the potential members of the committee and schedule the first meeting.	In Progress
22 nd March	9.3	46/16	Seafest	GM	Council approved closure of Triabunna Marina carpark for Seafest and requested a review of the festival for the June 2016 OMC. Review provided to Council 28/6/16.	Complete
22 nd March	9.4	47/16	Honour Board for Australia Day Citizenship Award Recipients	GM	MCD to research Council records and organise the Honour Board to be placed in the Triabunna Council Offices.	In Progress
24 th May	9.6	73-74/16	Council Submission Draft State Planning Scheme	MRS/ MNRM	Part C Natural Assets Code submission to be discussed in a workshop before being endorsed at the Council meeting 28/6/16. Parts A & B endorsed.	Complete
28 th June	8.1	88/16 89/16 90/16	Annual Plan and Budget Estimates 2016-17	GM	Fees & Charges and Rates Resolution adopted. Annual Plan and Budget Estimates adopted at the July Ordinary Meeting of Council.	Complete

Action Officer codes: MW = Manager Works, MRS = Manager Regulatory Services, MCD = Manager Community Development, MBMI = Manager Buildings and Marine Infrastructure, MNRM = Manager NRM



Meeting Date	Item No.	Decision Number	Title	Action Officer	Progress	Completed
28 th June	8.8	99/16	Review of Seafest 2016	MCD & Sustainability Officer	Event to be handed over to the community through an EOI process.	In Progress
26 th July	8.2	103/16	Buckland Community Bush Dances	MCD	Grant approved and disbursed	Complete
26 th July	8.3	104/16	Orford Bowls Club	MCD	Grant approved and disbursed	Complete
26 th July	8.4	105/16	Orford Golf Club	MCD	Grant approved and disbursed	Complete
26 th July	8.5	106/16	Pademelon Park Wildlife Refuge	MCD	Grant approved and disbursed	Complete
26 th July	8.6	107/16	Winter Challenge	MCD	Grant approved and disbursed	Complete
26 th July	8.7	108/16 109/16	Bicheno Food and Wine Festival	MCD	\$1,700 of in kind support provided plus \$5,000 towards the staging of the event.	Complete

Action Officer codes: MW = Manager Works, MRS = Manager Regulatory Services, MCD = Manager Community Development, MBMI = Manager Buildings and Marine Infrastructure, MNRM = Manager NRM

Recommendation:

That Council receives and notes the information contained within the Motion Tracking Document.

11. Questions Without Notice

- Cllr Jenny Woods congratulated all KAB Tas award winners and Acting Mayor Arnol extended congratulations from Council to all KAB Tas award winners.
- Cllr Richard Parker congratulated the Pop Up Book Stall (PUBS) on their KAB Tas award.
- Cllr Wisby asked for any updates from MAST on the Prosser River Stabilisation Project and the General Manager explained that Level 2 approvals from the EPA are not required.
- Cllr Bertrand Cadart congratulated the Acting Mayor, Councillor Arnol on a meeting very well run.

12. Close

The Acting Mayor declared the meeting closed at 5.53pm.

CONFIRMED as a true and correct record.

Date:

Acting Mayor, Councillor Cheryl Arnol

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