



**HUON VALLEY
COUNCIL**

Council Meeting Explanatory Notes

AUGUST 2026

Background

Under section 18 of the *Local Government Act 1993* a meeting of Council is to be conducted in accordance with prescribed procedures.

Meeting procedures

The *Local Government (Meeting Procedures) Regulations 2025* (the Meeting Procedures) regulate Council meetings. This document is to be read in accordance with the Meeting Procedures.

Regularity of Meetings

An Ordinary Meeting of the Council is to be held at least once in each month (*Regulation 5(5)*)

Commencement time of Meetings

A meeting is not to start before 5.00pm unless an absolute majority of Council determines otherwise, and the Huon Valley Council meets traditionally at 6.00pm. After each Election a Council is to review the times of commencement of meetings. (*Regulation 7*)

Notice of Meetings

Under the Meeting Procedures the General Manager is charged with the duty of providing Notice of Council Meetings and preparation of an Agenda. (*Regulation 10*)

The General Manager will give Councillors a notice in writing of the time and place of a Council meeting, at least four days, but not more than fourteen days before an Ordinary Meeting. (*Regulation 9*)

Where a Special Meeting is called, notice will be given of at least two days, but not more than fourteen days. (*Regulation 9(5)*)

Advertising of Meetings

Public advertising is undertaken once a year with respect to the ordinary meeting times for the coming year, however if a meeting time changes then that change is separately advertised at the time. A Special meeting is advertised in accordance with the above timeframe. (*Regulation 9(2)*)

Agenda for Meetings

The General Manager is to prepare an Agenda for each Council meeting, and provide each Councillor with the Agenda, together with any associated reports and documents at least four days before an Ordinary Meeting and two days before a Special Meeting. (*Regulation 10*)

The Agenda lists all matters to be discussed at the Meeting and only matters on the Agenda can be discussed and is to provide for, but is not limited to the following items (*Regulation 10(3)*):

- Attendance and apologies;
- Confirmation of the minutes;
- The date and purpose of any Council workshop held since the last meeting;
- Requests for leave of absence (dealt with in Closed Council)
- Notifications of leave of absence for parental leave;
- Declarations of any pecuniary interest in a matter of a Councillor (the Mayor will request Councillors to indicate whether they have, or are likely to have, an interest in any item on the agenda)
- Public question time;

- Councillor question time
- Councillor motions with notice
- Any reports to be received;
- Any matter to be discussed at the meeting.

The General Manager is to arrange the agenda so that items to be dealt with by the Council as a Planning Authority are sequential. (Regulation 10(4)).

As part of the Agenda, the Huon Valley Council prepares three documents:-

- The formal Agenda, which is a simple list of items to be considered at the Council Meeting.
- Council Reports which include standard motions relating to the Agenda items and Officers reports (advice) and recommendations relating to the matters to be discussed and considered.
- Attachments to the Reports which contain documents that are discussed or referred to in the Officers' Reports.

Availability of the Agenda

The Agenda, Council Reports and Attachments are made available to Councillors through an electronic system known as *DocsonTap* through the Council supplied laptop or tablet.

The Agenda, Reports and Attachments are also made available to the public at Council offices as well as on Council's website for inspection and are publicly available.(Regulation 11).

Copies of Attachments associated with the Planning Authority reports are available for inspection at the meeting, at the Customer Service Centre and on the Council's website, however, copies are not provided due to copyright issues associated with Development Applications and the like.

Matters discussed in Closed Council, either Reports or Attachments, are not available for public inspection.(Regulation 11(7))

The Business of a Meeting

The business of a meeting is to be conducted in the order in which it is set out in the agenda of the meeting unless the Council by an absolute majority, determines otherwise.(Regulation 10(5)).

A matter may only be discussed at the meeting if it is specifically listed on the agenda for the meeting (Regulation 10(6)).

A matter can, however, be brought onto the Agenda of a Council Meeting if it is considered to be urgent and Council has resolved to do so by an absolute majority, provided that the General Manager has reported the reason that it was not possible to include the matter on the Agenda, that the matter is urgent, and that qualified advice is provided.(Regulation 10(7))

Minutes of a Meeting

Following the Council Meeting, the General Manager will prepare Minutes of the Council Meeting, which consists of the Reports that were prepared for the Council Agenda, noting the decisions made by Council in respect of each matter discussed. (Regulations 39 and 40).

Minutes are to record, as a minimum the following matters relevant to the meeting:

- Each matter discussed at the meeting;
- Each decision made at the meeting;
- If the required by an Act or Regulations, that a decision was carried by an absolute majority
- A summary of each address, statement or report made or provided on an invitation to attend the meeting (known as a deputation);
- Each motion moved during the meeting;
- Any declaration of interest made by a Councillor;
- Each question asked by a Councillor (with or without notice) and the answer given, or a summary of the answer given to that question;
- Each question asked by a member of the public and the answer given, or a summary of the answer given to that question;
- Information relevant to questions refused to be answered;
- Each absence of any Councillor during the meeting, including the times of leaving and returning to the meeting.

The Minutes are circulated as soon as possible after the Council Meeting and placed on the Council's website. Minutes however, are confirmed at the next Council Meeting.(Regulation 41).

Explanatory Notes

The explanatory notes contained within this document give a background to the Agenda and Reports and references the relevant meeting regulations.

The Council's meeting Agenda is generally structured into the following order:

- Administrative and Legislative
- Public participation – Public Question Time, Deputations and Petitions
- Acting as a Planning Authority
- Councillor monitoring and review – Chief Executive Officer Reports and questions
- Councillor participation – Questions and Notice of Motions
- Departmental Reports and Recommendations
- Closed Council



**HUON VALLEY
COUNCIL**

Open Ordinary Council Meeting

26 August 2026

AGENDA

Notice is hereby given that the Ordinary Meeting of the Huon Valley Council will be held at 6pm in the Council Chambers, Huonville on 26 August 2026.

LACHLAN KRANZ

CHIEF EXECUTIVE OFFICER

Being the General Manager as appointed
by Council pursuant to Section 61
of the *Local Government Act 1993*.

Explanatory Note

Regulation 9 of the *Meeting Procedures Regulations* requires the General Manager to provide each Councillor with a Notice in writing of the time and place of a Council Meeting at least 4 days but not more than 14 days, before an Ordinary Council meeting or at least 2 days but not more than 14 days, before a Special Council Meeting.

This Notice is given with the Agenda as demonstrated above.

AGENDA FOR ORDINARY MEETING OF COUNCIL 26 August 2026



**HUON VALLEY
COUNCIL**

AGENDA Open Ordinary Council Meeting - 26 August 2026

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Explanatory Note

Regulation 10 of the *Meeting Procedures Regulations* requires the General Manager to prepare an Agenda that is, essentially, a list of items to be discussed at the meeting.

This Notice is supported by the Council Report that follow that provide the relevant attachments, qualified Officer advice and recommendations.

Regulation 10(5) of the Meeting Procedures Regulations provides that the business of a meeting is to be conducted in the order in which it is set out in the agenda of that meeting unless the Council by an absolute majority determines otherwise.

Reports

Certificate of Qualified Advice

Background

To comply with section 65 of the *Local Government Act 1993* (Tas):

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 -
 - (a) the general manager certifies, in writing -
 - (i) that such advice was obtained; and
 - (ii) the general manager took the advice into account in providing general advice to the council or council committee; and
 - (b) a copy of that advice or, if the advice was given orally, a written transcript or summary of that advice is provided to the council or council committee with the general manager's certificate.

Certification

I certify that:

- (i) the advice of a qualified person has been sought where required;
- (ii) this advice was taken into account in providing general advice to the council or council committee; and
- (iii) a copy of the advice, or a written transcript or summary of advice provided orally, is included with the agenda item.



LACHLAN KRANZ
CHIEF EXECUTIVE OFFICER

Being the General Manager as appointed by Council pursuant to Section 61 of the *Local Government Act 1993*.

Dated 20 August 2026

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Explanatory Note

Section 65(1) of the *Local Government Act 1993* requires the General Manager to ensure that any advice, information or recommendation given to the Council is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation. Section 65(2) forbids Council from deciding any matter which requires the advice of a qualified person without having it available and considering that advice.

ORDINARY MEETING OF COUNCIL 27

APRIL 2022

AUDIO RECORDING AND OPENING STATEMENT

The Mayor will confirm and advise the commencement of the audio visual recording.

The Mayor will advise that all persons attending the meeting are to be respectful of, and considerate towards, other persons attending the meeting and that language and conduct at the meeting that could be perceived as offensive, defamatory or threatening to a person attending the meeting, or listening to or viewing the audio visual recording, is not acceptable.

Explanatory Note

Regulation 8 of the Meeting Procedures Regulations requires this statement to be made by the Mayor at the commencement of the meeting.

ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS

The Mayor will acknowledge the traditional custodians of this land and pay respect to them and their customs, and to their elders, past, present and emerging.

1. ATTENDANCE

Councillors:

Council Officers:

2. NON-ATTENDANCE

2.1 Apologies

2.2 Leave of Absence

2.3 Absent

Explanatory Note

Regulation 10(a), (d) and (e) of the Meeting Procedures Regulations requires attendance and absence to be recorded.

3. DECLARATIONS OF INTEREST

The following declarations of interest were made in respect of the specified agenda item(s):

Councillor	Agenda Item (s)

Explanatory Note

Section 48 of the *Local Government Act 1993* provides that a Councillor must not participate in any discussion or vote at any meeting on any matter which the Councillor has an interest or is aware or ought to be aware that a close associate has an interest.

The Councillor is to declare any interest in a matter before any discussion on that matter commences and is to leave the room during that discussion. The Councillor is to notify the General Manager of the details of any interest declared in writing within 7 days.

The *Code of Conduct relating to the conduct of Councillors (GOV-CORP 009)* provides additional information relating to interest provisions as well as the *Management of Conflict of Interest Policy GOV-CORP 020*.

Regulation 10(3) and (8) of the Meeting Procedures Regulations provides that the Mayor is to request Councillors to indicate whether they have, or are likely to have, an interest in any item on the agenda.

The “Interest Provisions” are contained in Part 5 of the *Local Government Act 1993*.

4. CONFIRMATION OF MINUTES**4.004/22*****RECOMMENDATION**

That the Minutes of the Ordinary Meeting of Council Wednesday 30 March 2022 as circulated be confirmed.

Explanatory Note

Regulations 41 and 42 of the Meeting Procedures Regulations provide that as soon as practicable, but at least at the next ordinary meeting, the minutes of a meeting are to be circulated to Councillors, and after any necessary correction, are to be confirmed as a true record at the next ordinary meeting by the Council and signature of the Mayor. In confirming the minutes of a meeting, debate is allowed only in respect of the accuracy of the minutes.

Councillor	For	Against	Councillor	For	Against
A			E		
B			F		
C			G		
D					

Explanatory Note

Regulation 31(3) of the Meeting Procedures Regulations provides that the Mayor is to ensure that the vote of each Councillor is recorded in the minutes.

To achieve this, the Mayor will simply state for the record that all Councillors vote for a matter if that is the case, otherwise, where there are votes both for and against a motion, the Mayor will state the names of the Councillors voting both for and against.

5. LEGISLATIVE ITEMS

TABLING OF THE CERTIFICATE OF ELECTION

The General Manager will table the Certificate of Election dated 31 October 2022.

The General Manager will table the Certificate of Election by Recount dated 14 November 2022.

ACKNOWLEDGEMENT OF DECLARATIONS OF OFFICE OF COUNCILLORS

The General Manager will table the Declarations of Office. Pursuant to section 321(3) of the *Local Government Act 1993* Council is to acknowledge the making of declarations at its meeting and the General Manager is to record that fact in the minutes of the meeting.

5.xxx/26

RECOMMENDATION

That the Declarations of Office made pursuant to section 321 of the *Local Government Act 1993* for Office of Councillor be acknowledged for the following Councillors:

Councillor	Dated
A	DD/MM/YYYY
B	DD/MM/YYYY
C	DD/MM/YYYY
D	DD/MM/YYYY
E	DD/MM/YYYY
F	DD/MM/YYYY
G	DD/MM/YYYY

Explanatory Note

This Agenda Item is provided for the purposes of Council noting or tabling any documents required under legislation. The example provided related to the requirement following an ordinary election, a by-election or a recount as provided in section 321 of the *Local Government Act 1993* to table the Certificate of Election and Declarations of Office.

Another example may include tabling of a determination from a Code of Conduct Panel. As a matter of practice, this agenda item will only be used on limited occasions.

6. URGENT MATTERS

6.003/22

RECOMMENDATION

That the urgent matter(s) of now be discussed/be dealt with at this meeting and placed on the Agenda as Item No XX.XXX*/22*.

Absolute Majority Required

Explanatory Note

Regulation 10(6) of the Meeting Procedures Regulations provides that a matter may only be discussed at a meeting if it is specifically listed on the agenda of that meeting however Regulation 10(7) allows that the Council may by an absolute majority decide to deal with a matter that is not on the agenda if the general manager has reported the reasons it was not possible to include the matter on the agenda, the matter is urgent and advice has been provided under section 65 of the Act.

Section 65(2) of the *Local Government Act 1993* forbids Council from deciding any matter which requires the advice of a qualified person without having it available and considering that advice.

7. ANNOUNCEMENTS

Explanatory Note

This Agenda Item provides an opportunity for the Mayor or General Manager to make announcements or brief Councillors, and the public gallery on matters for information of the Council. Examples include: Condolences and recognition of passing of former Councillors, recognition of volunteers, commendation of support for events such as bushfire appeals and the like. There is no opportunity for discussion at this point rather to note the announcement on the public record.

Announcements that relate to matters properly considered in Closed Council must not be made during this agenda item and must be made in Closed Council.

8. PUBLIC PARTICIPATION

8.1 Public Question Time

8.1.1 Answers to Previous Questions Taken on Notice

Nil

8.1.2 Questions on Notice

Nil

8.1.3 Questions Without Notice

Nil

Explanatory Note

Regulation 36, 37 and 38 of the *Meeting Procedures Regulations* provides for a minimum of 15 minutes in total for public question time. A person may give written notice to the general manager of a question to be asked at that meeting at least 7 days before the meeting.

The Mayor may address questions on notice and invite any member of the public present at an ordinary meeting to ask questions relating to the activities of the Council. The Mayor may refuse to accept a question or require a question to be put in writing to be answered at a later meeting. If the Mayor refuses to accept a question the Mayor is to give reasons for doing so. A question by any member of the public under this regulation and an answer to that question are not to be debated.

Explanatory Note (cont):

A question asked must, as far as is practicable, be concise, clear, have a minimal pre-ambule and not be a statement.

The Mayor may refuse to accept a question if the Mayor is of the opinion that the question does not meet those requirements or if the question is defamatory, contains offensive language, is unlawful, does not relate to the activities of the Council.

The Council is to determine any other procedures to be followed in respect of question time.

The Council's Governance and Meeting Procedures Framework provides that time will be set aside at an ordinary meeting of the Council as an item on the Agenda for public question time which will be in accordance with the following policy and procedure in addition to the Regulations:

- A person seeking to ask a question must first stand and identify himself or herself.
- No person will be entitled to ask more than 2 questions and will only be entitled to ask a second question after all other persons who wish to ask a question have asked one question each and the 15 minute period referred to in sub-clause (1) has not elapsed.
- To ensure Council decision making is not compromised the Mayor or Chief Executive may refuse to answer a question in Public Question Time that:
 - relates to an item listed on the agenda for the Council meeting to be dealt as a planning authority under the *Land Use Planning and Approvals Act 1993*
 - relates to any matter which would normally be discussed in the closed section of the Council Meeting pursuant to Regulation 17 of the Meeting Procedures Regulations.

In addition to accepting questions from the public given formally on notice and made at the Council meeting, the Council will also provide the opportunity for members of the public to submit questions in writing prior to the Council meeting.

Where these questions are received, every endeavour will be taken to provide an answer to those questions or they will otherwise be taken on notice if further investigation is required before an answer can be provided.

The questions received during this period and any answer given will not be read in full at the Council meeting. The questions however will be generally referred to by the Chairperson at commencement of public question time and any answers provided to those questions will be placed on the Council's website and included in the minutes of the Council Meeting.

Requests for further information or clarification on any answer given to a question raised at a Council meeting must be posed as a question for the next Council meeting. This will ensure transparency and that any further information will also be included on the public record.

8.2 Deputation/Addressors to Council

Nil

Explanatory Note:

Regulation 46 of the *Meeting Procedures Regulations* provides for the Mayor with the power to invite any person to address the meeting and to make statements or deliver reports or comprise a deputation to Council. An invitation may be subject to any conditions the Council may impose on deputations which are set in the Council's Governance and Meeting procedures Framework.

Pursuant to Regulation 38 of the Meeting Procedures Regulations the Chairperson may invite a person to address a meeting and to make statements or deliver reports.

Such invitation may be at the initiation of the Council and others by request from members of the public or from other third parties.

Time will be set aside at an ordinary meeting of the Council as an item on the Agenda for the purpose of receiving Deputations to the Council in open Council, and where necessary may also be in Closed Council and requests for a deputation to the Council will be in accordance with the following Policy and Procedure:

- 1) A person who intends or wishes to comprise a deputation to the Council or any Council Committee is to:-
 - make a written request to the Chairperson setting out the likely members of the deputation;
 - the purpose of the request; and
 - the nature of the matter or matters intended to be placed before the Council or Council committee.
- 2) The Chairperson is to decide whether or not the deputation is to be received.
- 3) If the Chairperson decides that the deputation is to be received, the Chairperson is to inform the Chief Executive Officer to note the item on the appropriate agenda.
- 4) If the Chairperson decides that the deputation is not to be received, any person who intends to comprise the deputation may appeal that decision in writing to the Chief Executive Officer who is to list this appeal on the agenda of the next ordinary meeting of Council.
- 5) The Council may by absolute majority uphold the appeal and if an appeal is upheld the deputation is to proceed in accordance with the Regulation 38 of the Local Government (Meeting Procedures) Regulations 2015 and this Policy and Procedure.
- 6) A deputation –
 - is not to exceed 3 persons; and
 - is not to be permitted to continue in attendance on the Council or Committee for a longer period than 15 minutes.
- 7) Unless the Council or Committee decides otherwise, the recommendation, request or other matter placed before the Council or Council committee from a deputation is not to be considered until the deputation has withdrawn.
- 8) The Council or Committee may by resolution invite a person to address the meeting and to make statements or deliver reports.

9. PETITIONS
9.004/22*

RECOMMENDATION

That the report on a petition requesting lodged with Council..... be received.

Explanatory Note

The requirements and procedures for petitions are now provided for within Part 6 of the *Local Government Act 1993*.

A petition that complies with specified requirements may be presented to the General Manager or a Councillor. A Councillor may table the petition at the next ordinary meeting of the Council or forward it to the General Manager within 7 days of receiving it. The General Manager is to table the petition at the next ordinary meeting of the Council.

A petition is not to be tabled if it does not comply with the requirements of the Act, it is defamatory or any action it proposes is unlawful.

Within 42 days after the tabling of the petition the General Manager is to advise the Council at a Council meeting whether the petition complies with section 59 (public meetings) if, applicable; and the Council, at that meeting, is to determine any action to be taken in respect of the petition.

The Council is to record in the minutes of the meeting the subject matter of the petition; and the number of signatories to the petition. Petitions to be tabled and any future decision making on those petitions will be reported in this Agenda Item.

10. Planning Authority Reports:

The Mayor will advise that the Council is acting as a Planning Authority as at pm.

COUNCIL ACTING AS A PLANNING AUTHORITY

Explanatory Note:

Regulation 29 of *Meeting Procedures Regulations* makes specific provision for Council when acting as a Planning Authority under the provisions of the *Land Use Planning and Approvals Act 1993* and the Mayor is to advise the meeting accordingly.

Regulation 10(4) of the *Meeting Procedures Regulations* requires the General Manager to arrange the Agenda so that items to be dealt with as a Planning Authority are sequential.

Under Regulation 29 the General Manager is to ensure that the reasons for a decision by Council acting as a planning authority are recorded in the minutes.

In accordance with the provisions of Part 2 Regulation 25 of the *Local Government (Meeting Procedures) Regulations 2025*, the Council will now act as a Planning Authority pursuant to the *Land Use Planning and Approvals Act 1993*.

In accordance with Regulation 25 the Council will act as a Planning Authority in respect of those matters appearing under Item 10 on this Agenda, inclusive of any supplementary items.

The Mayor will advise that the Council is no longer acting as a Planning Authority as at pm.

11. GENERAL REPORTS

General Reports will be presented in relation to the following matters:

- General Manager's Operational Report*
- Minutes of the Audit Panel Meeting of *
- Minutes of the Chief Executive Officers Performance Review Committee *
- Tabling of Joint Authority or Company Reports
- Mayor and Councillor Reports as tabled

11.004/22*

RECOMMENDATION

That the General Reports and Minutes for the period..... be received and noted.

Explanatory Note

This Agenda Item provides for the receiving and noting of the following:

- Tabled Reports from the Mayor and Councillors regarding their activities for the period since the last ordinary meeting of Council.
- Reports from the Audit Panel and Committees of the Council, the Chief Executive Officer's Performance Review Committee.
- Reports from any Local Government Representative bodies such as LGAT and STCA
- Reports from Single, Joint or Controlling Authorities, or Council owned Companies (including TasWater).
- Monthly Operational Reports from the General Manager.

The purpose of this Agenda Item is to allow the Councillors, sitting collectively, to fulfil their functions under section 28 of the *Local Government Act 1993* to monitor:

- Implementation of strategies, plans and budget
- The application of policies, plans and programs for:
 - The efficient and effective provision of services and facilities
 - The efficient and effective management of assets
 - The fair and equitable treatment of employees of the Council.
- The manner in which services are provided by the Council.

Councillors may ask questions regarding the reports provided to fulfil these functions.

12. COUNCIL WORKSHOPS

Date - Summary of subjects discussed and relevant information to be provided.

Explanatory Note

Regulation 10(3) of the *Meeting Procedures Regulations* requires Council to provide in the agenda the date and purpose of any Council workshop held since the last meeting.

Council's Governance Framework also provides that, in acknowledging the public interest in the activities of the Council, that the Council will, at the next practicable and available ordinary meeting, summarise the matters considered and discussed at a workshop including the process forward, if relevant, on the subject matter considered.

13. COUNCILLOR QUESTIONS

13.1 Questions on Notice

Nil

Explanatory Note

Regulation 35 of the *Meeting Procedures Regulations* provides that a Councillor may give written notice of a question to the General Manager at least 7 days before the meeting at which it is to be asked. An answer to a question on notice must be in writing.

A question asked must, as far as is practicable, be concise, clear, have a minimal preamble and not be a statement.

The Mayor may refuse to accept a question if the Mayor is of the opinion that the question does not meet those requirements or if the question is defamatory, contains offensive language, is unlawful, does not relate to the activities of the Council.

13.2 Questions Without Notice

Explanatory Note

Regulation 29 of the *Meeting Procedures Regulations* provides for questions to be asked by Councillors of the Mayor, or through the Mayor, of another Councillor or of the General Manager at a Council Meeting without the giving of notice.

A question asked must, as far as is practicable, be concise, clear, have a minimal pre-amble and not be a statement.

The Mayor may refuse to accept a question if the Mayor is of the opinion that the question does not meet those requirements or if the question is defamatory, contains offensive language, is unlawful, does not relate to the activities of the Council.

In putting a question, a councillor may not offer any argument or opinion, nor make any inferences or imputations, except so far as are necessary to explain the question and no debate is allowed on the question or the answer to the question.

A reply to a question without notice may be given by a Councillor or the General Manager, or an Officer of the Council (if directed by the General Manager) verbally at the meeting.

A Councillor or the General Manager is under no obligation to respond to a question asked without notice.

The Mayor may refuse to accept a question if it does not relate to the activities of the Council and the Mayor may require a Councillor to put a question without notice in writing.

13.3 Notices of Motion

13.002/22

NOTICE OF MOTION

CR (MOVER)

That

Explanatory Note

Regulation 19 of *Meeting Procedures Regulations* allows a Councillor to give written notice of motion together with supporting information and reasons to be included in the agenda for the next meeting of the Council. The notice is to be given at least 7 days before that meeting.

The Councillor who has given the notice of a motion is to move the motion, otherwise it lapses – see Regulation 18(4). A Councillor may not move an amended or other motion in place of what has been provided on notice.

The General Manager may, after consultation with the Mayor refuse to accept a written motion that in their opinion is defamatory, contains offensive language or is unlawful. Or does not relate to the activities of functions of the Council.

Section 65(2) of the *Local Government Act 1993* forbids Council from deciding any matter which requires the advice of a qualified person without considering that advice.

Council's Governance and Meeting Procedures Framework provides that, before submitting a motion on notice that a Councillor should consider the following matters:

- Cost and available budget allocation
- Alignment to Annual Plan and strategic priorities of the Council
- Resource and Human Resource availability and impact upon workload
- Alternative methods of progressing the subject matter of the motion
- Whether advice from a qualified person is required under Section 65 of the Act.

- 14. Chief Executive Officers Reports**
Presented by Chief Executive Officer
14.xxx/26*
- 15. General Counsel Reports**
Presented by General Counsel
15.xxx/26*
- 16. People and Corporate Services Reports**
Presented by Director Corporate Services
16.xxx/26*
- 17. Infrastructure and Assets Reports**
Presented by Director Infrastructure and Assets
17.xxx/26*
- 18. Community and Place Reports**
Presented by Director Community and Place
18.xxx/26*

Explanatory Note

* Where an Asterix appears after the Agenda Number this means that the Report has attachments associated with it

Departmental Reports are where Officers will raise the general business of the Council for decisions and provide qualified advice and recommendations.

19. ITEMS TO BE DEALT WITH IN CLOSED COUNCIL

RECOMMENDATION

That the meeting now be closed to the public as at pm pursuant to regulation 17 of the *Local Government (Meeting Procedures Regulations) 2025* to discuss the following matters:

Matter	<i>Local Government (General) Regulations 2025</i> Reference
19.xxx/26 Minutes of Ordinary Meeting of Council Wednesday DD MONTH YEAR	Regulation 340(6) of the <i>Local Government (Meeting Procedures) Regulations 2025</i> . At the next closed meeting, the minutes of a closed meeting, after any necessary correction, are to be confirmed as a true record by the council.
19.xxx/26* General Reports – Closed Council	Regulation 17(2)(h) of the <i>Local Government (Meeting Procedures) Regulations 2025</i> . Information of a personal and confidential nature or information provided to the council on the condition it is kept confidential. Regulation 17(2)(d) of the <i>Local Government (Meeting Procedures) Regulations 2025</i> . Commercial information of a confidential nature that, if disclosed, is likely to: i) prejudice the commercial position of the person who supplied it ii) confer a commercial advantage on a competitor of the council iii) reveal a trade secret
19.xxx/26* Disposal of Asset	Regulation 15(2)(c) of the <i>Local Government (Meeting Procedures) Regulations 2025</i> . Commercial information of a confidential nature that, if disclosed, is likely to: i) Prejudice the commercial position of the person who supplied it ii) Confer a commercial advantage on a competitor of the council iii) Reveal a trade secret

Absolute Majority Required

The Mayor will advise that the audio visual recording of the open session of the meeting ceased at pm.

Explanatory Note

Regulation 17 of the *Meeting Procedures Regulations* provides that all meetings of a Council are open to the public unless the Council by absolute majority decides to close a meeting because any of the following matters are to be discussed.

- personnel matters, including complaints against an employee of the council;
- industrial relations matters;
- information that, if disclosed, is likely to confer a commercial advantage or impose a commercial disadvantage on a person with whom the council is conducting, or proposes to conduct, business;
- commercial information of a confidential nature that, if disclosed, is likely to –
- prejudice the commercial position of the person who supplied it; or
- confer a commercial advantage on a competitor of the council; or
- reveal a trade secret;
- contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal;
- the security of –
- the council, councillors and council staff; or
- the property of the council;
- proposals for the council to acquire land or an interest in land or for the disposal of land;
- information that is –
- of a personal and confidential nature; or
- provided to the council on the condition that it be kept confidential;
- requests by councillors for leave of absence;
- notifications by councillors of leave of absence for parental leave;
- matters relating to actual or possible litigation taken, or to be taken, by or involving the council or an employee of the council;
- the personal hardship of any person who is resident in, or is a ratepayer in, the relevant municipal area.

Regulation 24 of the *Meeting Procedures Regulations* provides that this motion is a procedural motion with no discussion or debate.

The Mayor may remove the public and may exclude any person from a closed meeting and may invite persons to address Council in Closed Council. The General Manager may only be excluded if the matter discussed relates to the contract of employment or the performance of the General Manager.

The Mayor may request the assistance of a police officer to remove a person who refuses to leave a meeting as required.

Any discussions, decisions, reports or documents relating to a closed meeting are to be kept confidential unless the Council authorised their release to the public after considering privacy and confidentiality issues.

Regulation 17(7) of the *Meeting procedures Regulations* requires the Council, while in the closed meeting, to consider whether any discussions, decisions, reports or documents relating to that closed meeting are to be kept confidential or released to the public. This decision is made in respect to each report and forms part of the resolution.

19.1 ATTENDANCE

Councillors:

Council Officers:

19.2 NON ATTENDANCE

19.2.1 Apologies

19.2.2 Leave of Absence

19.2.3 Absent

19.3 CONFIRMATION OF MINUTES

15. xxx/26*

RECOMMENDATION

That the Minutes of the Closed Ordinary Meeting of Wednesday DD Month Year as circulated be confirmed.

Explanatory Note

Regulation 40 of the Meeting Procedures Regulations 2025 provides that a copy of the minutes of a closed meeting is to be provided to each Councillor by the General Manager.

At the next closed meeting the minutes of the previous closed meeting, after any necessary correction, are to be confirmed as the true record by the Council and signed by the Mayor of the closed meeting.

In confirming the minutes of a meeting, debate is allowed only in respect of the accuracy of the minutes.

19.4. ANNOUNCEMENTS

Explanatory Note

This Agenda Item provides an opportunity for the Mayor or General Manager to make announcements or brief Councillors on matters that are relevant to Closed Council but are not otherwise provided in a Report or necessary for decision of the Council.

Examples include those matters set out in Regulation 17(2) of the Meeting Procedures Regulations.

19.5. LEGISLATIVE ITEMS

Explanatory Note

This Agenda Item is provided for the purposes of Council noting or tabling any documents required under legislation to be tabled or briefed in Closed Council.

An example may include tabling of a determination from a Code of Conduct Panel. As a matter of practice, this agenda item will only be used on limited occasions.

19.6. COUNCILLOR QUESTIONS

19.6.1 Questions on Notice

Explanatory Note

Regulation 35 of the *Meeting Procedures Regulations* provides that a Councillor may give written notice of a question to the General Manager at least 7 days before the meeting at which it is to be asked. An answer to a question on notice must be in writing.

Any question asked must relate to a matter properly considered in Closed Council under Regulation 17(2) of the Meeting Procedures Regulations.

A question asked must, as far as is practicable, be concise, clear, have a minimal pre-ambles and not be a statement.

The Mayor may refuse to accept a question if the Mayor is of the opinion that the question does not meet those requirements or if the question is defamatory, contains offensive language, is unlawful, does not relate to the activities of the Council.

19.6.2 Questions Without Notice

Explanatory Note

Regulation 29 of the *Meeting Procedures Regulations* provides for questions to be asked by Councillors of the Mayor, or through the Mayor, of another Councillor or of the General Manager at a Council Meeting without the giving of notice. Questions are not asked directly of Council Officers.

A question asked must, as far as is practicable, be concise, clear, have a minimal pre-ambles and not be a statement.

The Mayor may refuse to accept a question if the Mayor is of the opinion that the question does not meet those requirements or if the question is defamatory, contains offensive language, is unlawful, does not relate to the activities of the Council.

In putting a question, a councillor may not offer any argument or opinion, nor make any inferences or imputations, except so far as are necessary to explain the question and no debate is allowed on the question or the answer to the question.

A reply to a question without notice may be given by a Councillor or the General Manager, or an Officer of the Council (if directed by the General Manager) verbally at the meeting.

A Councillor or the General Manager is under no obligation to respond to a question asked without notice.

The Mayor may refuse to accept a question if it does not relate to the activities of the Council and may require a Councillor to put a question without notice in writing.

Any question asked must relate to a matter properly considered in Closed Council under Regulation 17(2) of the Meeting Procedures Regulations.

19.7 APPLICATIONS FOR LEAVE OF ABSENCE

19.7.1 Leave of Absence Request

19.xxx/26*

RECOMMENDATION

That a leave of absence be granted to Councillor A for the purpose of for the period from DD Month Year to DD Month Year.

Explanatory Note

Regulation 47 of the Meeting Procedures Regulations provides that a Councillor who wishes to take a leave of absence in respect of one or more meetings, the Councillor, or the Mayor on behalf of the Councillor, may request that leave of absence.

At a meeting the Council may grant a request for a leave of absence from one or more of its meetings or one or more Council Committee meetings, or both.

A leave of absence may not be granted retrospectively and the purpose of the leave of absence and the period involved are to be recorded in the minutes.

Applications for leave of absence are properly dealt with in Closed Council as provided within regulation 17(2)(h).

19.7.2 Leave of Absence Parental Leave Notification

Explanatory Note

Regulation 48 of the Meeting Procedures Regulations provides that a Councillor who intends to take leave of absence for parental leave is to give written notice of that intention to the General Manager before commencing the leave of absence and include with that written information supporting the Councillor's intention.

The purpose for which the Councillor gives written notice of leave of absence for parental leave and the period involved are to be recorded in the minutes

Applications for leave of absence are properly dealt with in Closed Council as provided within regulation 17(2)(h).

19.8 NOTICES OF MOTION (CLOSED)

Explanatory Note

Any motion must relate to a matter properly considered in Closed Council - Regulation 17(2) of the Meeting Procedures Regulations

19.9 GENERAL REPORTS

General Reports and Minutes will be presented in relation to the following matters:

- General Manager's Operational Report*
- Minutes of the Audit Panel Meeting of *
- Minutes of the Chief Executive Officer's Performance Review Committee of*

19.xxx/26* RECOMMENDATION

That the Closed General Reports and Minutes for the period..... be received and noted.

Explanatory Note

This Agenda Item provides for the receiving and noting of any report that relates to a matter properly considered in Closed Council as specified under Regulation 17(2) of the Meeting Procedures Regulations

19.10 DEPARTMENTAL REPORTS

19.xxx/26*

Explanatory Note

This Agenda Item contains any reports that require a decision that are properly made in Closed Council under Regulation 17(2) of the Meeting procedures Regulations

20. OPEN COUNCIL

20.*/22* RECOMMENDATION

That the meeting now be open to the public as at pm.

Explanatory Note

Regulation 17 of the *Meeting Procedures Regulations* provides that a motion to re-open a closed meeting to the public may be passed by a simple majority.

Regulation 24 of the *Meeting Procedures Regulations* provides that this motion is a procedural motion with no discussion or debate.

CLOSURE

The meeting closed at pm.

CONFIRMED

CR
MAYOR

Explanatory Note

Regulation 40(6) and 41(1) require the minutes to be confirmed at the next ordinary meeting and signed by the Mayor.