MINUTES

Annual General Meeting No. 20
Monday, 30th September 2013
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MINUTES of the Annual General Meeting of the Kingborough Council held at the Kingborough Civic Centre Monday, 29th October 2012 at 5.30p.m.

AUDIO RECORDING

Chairperson directed commencement of recording.

Declared the meeting open at 5.30p.m., welcomed all in attendance:

All persons in attendance were advised that it is Council policy to record Council Meetings to provide a true and accurate account of proceedings and to assist in the preparation of minutes.

The audio recording of the meeting is authorised by the Local Government Meeting Procedures Regulations 2005 and will be made available to the public on Council's web site for a period of six months.

PRESENT:

<table>
<thead>
<tr>
<th>Present</th>
<th>Apology</th>
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<tbody>
<tr>
<td>Mayor Councillor Dr G Bury</td>
<td>✓</td>
</tr>
<tr>
<td>Deputy Mayor Councillor S Wass</td>
<td>✓</td>
</tr>
<tr>
<td>Councillor B Black</td>
<td>✓</td>
</tr>
<tr>
<td>Councillor J Bush</td>
<td>✓</td>
</tr>
<tr>
<td>Councillor P Chatterton</td>
<td>✓</td>
</tr>
<tr>
<td>Councillor F J Fox</td>
<td>✓</td>
</tr>
<tr>
<td>Councillor D Grace</td>
<td>✓</td>
</tr>
<tr>
<td>Councillor M Higgins</td>
<td>✓</td>
</tr>
<tr>
<td>Councillor R McGinniss</td>
<td>✓</td>
</tr>
<tr>
<td>Councillor S Nolan</td>
<td>✓</td>
</tr>
<tr>
<td>Councillor N Street</td>
<td>✓</td>
</tr>
<tr>
<td>Councillor P Wriedt</td>
<td>✓</td>
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1. IN ATTENDANCE:

Council Officers:

Mr P West General Manager
Mr T Ferrier Deputy General Manager
Mr S Green Chief Financial Officer
Mr B Deeks Executive Manager Engineering Services
Ms P Hughes Executive Manager Organisational Development
Mr F Moul Executive Manager Information Services

Tasmanian Audit Office
Mr R DeSanti Deputy Auditor General

ABSENT:

Cr P Wriedt

2. APOLOGIES

Cr F Fox (Leave of Absence)
Cr S Nolan
3. **CONFIRMATION OF MINUTES – ANNUAL GENERAL MEETING 29TH OCTOBER 2012**

MOVED  Cr Street
SECONDED  Cr Black

That the Minutes of the Annual General Meeting of Kingborough Council held at the Civic Centre on Monday 29 October 2012, copies of which have been circulated be confirmed as a true record.

FOR  
Cr Dr Bury    Cr Bush    Cr Higgins  
Cr Wass      Cr Chatterton  Cr McGinniss  
Cr Black     Cr Grace     Cr Street  

CARRIED UNANIMOUSLY

4. **2012 / 2013 ANNUAL REPORT**

Mayor Graham Bury read the Mayor's Message as included in the Annual Report.

MOVED  Cr Chatterton
SECONDED  Cr Wass

That the Annual Report of the Kingborough Council for the year ended 30 June 2013 be received and adopted.

FOR  
Cr Dr Bury    Cr Bush    Cr Higgins  
Cr Wass      Cr Chatterton  Cr McGinniss  
Cr Black     Cr Grace     Cr Street  

CARRIED UNANIMOUSLY
5. **SECTION 23 COMMITTEES**

During the 2012/2013 financial year the following Section 23 Committees established under the provisions of the *Local Government Act 1993* operated:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Report Presented By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Authority Committee</td>
<td>Cr J Bush – Chairperson</td>
</tr>
<tr>
<td>Infrastructure &amp; Recreational Services Committee</td>
<td>Cr S Wass - Chairperson</td>
</tr>
<tr>
<td>Governance &amp; Finance Committee</td>
<td>Cr P Chatterton – Chairperson</td>
</tr>
<tr>
<td>Environment &amp; Development Committee</td>
<td>Cr M Higgins – Deputy Chairperson</td>
</tr>
<tr>
<td>Community, Development &amp; Arts Committee</td>
<td>Cr M Higgins – Chairperson</td>
</tr>
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</table>

MOVED Cr Bush  
SECONDED Cr Street  

*That the Section 23 Committee reports as presented be received.*

FOR

<table>
<thead>
<tr>
<th>Cr Dr Bury</th>
<th>Cr Bush</th>
<th>Cr Higgins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cr Wass</td>
<td>Cr Chatterton</td>
<td>Cr McGinniss</td>
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<tr>
<td>Cr Black</td>
<td>Cr Grace</td>
<td>Cr Street</td>
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CARRIED UNANIMOUSLY

The following Committee reports were presented:
As Chair of the Planning Authority Committee, I am pleased to present my annual report of that Committee for the year ended 30 June 2013.

The Planning Authority Committee is made up of all 12 Councillors and the Committee met 12 times during the year. The Committee meetings are held on the second Monday of each month but can also hold special meetings if circumstances arise that cannot wait until the next meeting. Occasionally planning applications are dealt with as part of full Council meetings so that we are able to deal with matters within the statutory 42 days time frame.

The Planning Authority operates as a statutory body under the Land Use Planning and Approvals Act and in a sense operates independently of the Council. When acting as a Planning Authority, the Councillors are implementing the Planning Act rather than necessarily being there to represent their individual constituents. It is sometimes difficult for everyone involved to fully appreciate the difference. As a fellow Councillor once commented, "we are not here to have our own opinions". Planning can be a complex, controversial and demands a high level of integrity and impartiality on the part of the Committee and support staff.

The Committee receives regular Agendas prepared by the Council’s Planning Department. These included detailed reports on all planning applications that required decisions to be made by the Committee. Not all development applications received are determined by the Planning Authority. Only those applications that are contentious and receive public submissions, are significant developments or where senior staff may have a perceived conflict of interest are referred to the Planning Authority.

Many less significant or non-contentious development applications were dealt with by Council staff under delegation. Regular reports in regard to all planning application determinations under delegations were provided to the Planning Authority and these are included in the publicly available meeting agenda.

The Planning Authority Committee is responsible for the initiation and certification of zoning applications and Planning Scheme amendments. The major planning scheme amendment considered during the year was the rezoning of rural land at Spring Farm to enable expansion of the urban footprint of Kingston. This amendment of the Planning Scheme may result in up to 400 new housing units being constructed within Kingston and ultimately provide a direct connection from the Channel Highway between Huntingfield and the Kingborough Sports Centre and High School and then the Southern Outlet.

The Planning Authority Committee conducts hearings into applications to amend sealed plans (property titles) and also receives regular briefings and reports, and gives direction on the conduct of appeals to the Resource Management and Planning Appeals Tribunal. Kingborough Council was party to fourteen matters referred to the Tribunal, of which only one resulted in a hearing. The remainder were either withdrawn or settled through mediation.
During the year, the Planning Authority Committee directly determined 51 development applications (compared with 71 last year). This is around ten percent of all applications received. This included 36 applications for development, 9 subdivisions, 1 sealed plan amendment hearing and 6 planning scheme amendments. There were 413 planning decisions that were determined under determined under delegated authority. All in all, there was a total of 464 development applications approved compared with 473 in the previous year. This is consistent with the level of development activity experienced at other comparable Councils. The introduction of Planning Directive 4 has meant that a planning permit is not required if a residential development meets the acceptable standards. This alone contributed to a drop of around 15% of applications and streamlined the approval time and costs for those developments.

Kingborough Council was party to eleven (11) matters referred to the Resource Management and Planning Appeals Tribunal, of which only one resulted in a hearing. The remainder were either withdrawn or settled through mediation.

The Planning Authority Committee is also the principle Council committee involved in the general review of the Kingborough Planning Scheme 2000. A new planning scheme is being developed based on the standardisation of planning provisions across the twelve municipal areas in the southern region of the State. The Draft Interim Kingborough Planning Scheme was endorsed by Kingborough Council and released for public comment in June 2013. The review of the planning scheme was carried out using existing in-house staff resources and overseen by Councillors. Councillor briefings and workshops were held throughout the year to guide and progress development of the new planning scheme. It now awaits Ministerial approval and will come into effect before mid-year 2014.

Significant planning issues in the immediate future include the redevelopment of the former Kingston High School site, introduction of new planning scheme and further development of the Kingborough Land Use Strategy. Proposed amendments to the planning legislation include significantly enhanced compliance powers (and responsibilities) and the option for private certification of development applications. The Council will continue to play a pro-active role in the formulation and review of regulations that affect strategic and statutory planning.

2012-13 was a busy year for the Committee. Kingborough continues to experience development growth and the Planning Authority Committee will look for ways to improve the quality and timeliness of development planning and control. The Committee has greatly appreciated the support provided to it by the staff of the Council’s Planning Department and those members of the community who contribute to the planning process thorough responding to requests for public submissions.

I would particularly like to thank my fellow Councillors, who are all members of the Planning Authority Committee for their support and assistance during the year and for their considered and dedicated approach to the business of the Committee.

CR JULIAN BUSH
CHAIR PERSON
INFRASTRUCTURE AND RECREATIONAL SERVICES COMMITTEE

I would firstly like to thank fellow Committee members, Councillors Bush, Fox, Grace, McGinniss and Wriedt for their support and contribution over the past year.

The Committee meets on a monthly basis on the second Thursday, and during the year the Committee met on ten occasions.

During this time the Committee considered 92 reports and debated a range of infrastructure, capital works and policy matters.

The Committee also has delegation to award contracts for works and services and made recommendations on the reconstruction of Coolamon Road and Jenkins Street – Taroona, the upgrade of Snug Tiers Road – Snug, Old Station Road – Coningham, Groningen Road – Kingston and the Margate roundabout project with DIER.

The successful tendering of these projects has been a significant achievement given the number of other projects undertaken through the year. The number of projects completed has shown good progress in the delivery of Council’s capital works program.

There are a number of Special Committees of Council that report to the Infrastructure and Recreational Services Committee on a regular basis. These include:

- Kingborough Road Safety Committee
- Kingborough Bicycle Users Group
- Kingborough Access Advisory Committee
- Community Development and Arts Committee

On a less frequent basis, reports are also received from the:

- Kingborough Emergency Management Committee
- Kingborough Sports Complex User Group

Council appreciates the time, dedication and effort that all members of these Committees devote to their roles, particularly the volunteers and members from the community.

Thank you to all staff that have assisted the Committee in the preparation of reports and provision of advice, in particular Mr Deeks, Mr Wisbey, Mr Holloway and Mr French who have all been an integral part of this committee.

CR. STEVE WASS
CHAIRPERSON
GOVERNANCE AND FINANCE COMMITTEE

As Chairperson of the Governance and Finance Committee I am pleased to present this report summarising the activities of the Committee during the 2012-2013 financial year.

The Committee which includes myself as Chair, the Mayor Cr Bury, Cr McGinniss, Cr Nolan, Cr Street and Cr Wriedt, meets bi monthly. The Committee has varied responsibilities including:

- Strategic & Operational Plans
- Corporate Communications
- Financial Strategy and Management
- Budget Management
- Economic Development
- Human Resources
- Partnerships
- Information Services
- Risk Management & Insurances
- Tourism & Marketing

Various matters and reports were considered by the Committee over the period including but not limited to:

- Review of new and existing policies
- Responding to various discussion papers including: Role of Local Government project; Valuation and Local Government Rating Review, and Transition to the single Statewide Sewerage and Water Corporation – TasWater; Proposed legislative changes to the Local Government and Building Acts.
- Quarterly progress review of Strategic Delivery Plan actions
- Kingborough Waste Services financial and operational report
- Chief Financial Officer’s, Organisational Development and Information Services Progress Reports
- Service delivery performance reports
- Adoption of an Asset Management Policy
- Introduction of Councillor expenses and reimbursement report
- Rate Holiday Incentive Program

Long Term Planning

Following the adoption of the Long Term Financial and Asset Management Plans last year, the Committee has also adopted an Asset Management Policy. The policy aims to provide the framework within which the Council will undertake the management of its infrastructure and built assets into the future and guide the implementation and ongoing development of a consistent asset management regime. The overarching goal is for Council to have asset management practices that provide for the most appropriate service delivery for the Kingborough community.

A comprehensive asset management strategy will also underpin the policy and together these will provide a toolkit to assist in achieving the outcomes of our Long Term Asset Management Plan.
Audit Committee

During the period an Audit Committee was established following the Auditor General's assessment of Council's current financial governance arrangements. The establishment of the Audit Committee and associated internal audit program is a proactive approach to the management of risk. It provides a mechanism for improved risk assessment, increased transparency in relation to public funds, and improved work practices possibly leading to cost savings.

Former Kingston High School Site

The future use of the former Kingston High School Site has become clearer with the completion of a comprehensive development plan. The plan addresses a number of key issues including:

- urban design and future planning requirements
- site development and provision of infrastructure
- land divestment and marketing
- and the future use and development of community and public recreational spaces.

These aspects, combined with economic modelling have also determined a realistic site market value. The plan, which was funded jointly by Council, State Government and the Australian Government Liveable Cities Grant Program, now provides a sound basis for negotiation between Council and the State Government to deliver a viable and positive outcome for the community.

Work Health and Safety

Council’s Work Health and Safety policy was adopted during the year in line with the provisions of the new Work Health and Safety Act 2012 which came into effect in January 2013. In addition to fulfilling the mandatory requirements of the Act, the policy demonstrates Council’s commitment to provide a healthy and safe working environment. The implementation of the policy is supported by a Work Health and Safety Action Plan developed in consultation with Council’s Work Health and Safety Committee. This Plan will ensure that Council effectively manages its health and safety risks, meets its safety obligations under the new legislation and codes of practice and increases efficiency and productivity through a stronger workplace health and safety program.

Annual Financial Report

A summary Annual Financial Report is included as an appendix to the Annual Report along with a detailed analysis of Council’s financial performance and position. The Annual Financial report has been subject to audit by the Auditor General, who has given his unqualified approval of their content.

The Strategic Delivery Plan Performance Report also forms part of the annual report and provides a summary of activities which support Council’s strategic plan and the degree to which these have been achieved.

In closing I would like to thank my fellow committee members, Councillors who also attended the meetings and staff for their commitment, hard work and support over the period. I therefore commend this report and the annual report to you.

CR. PAUL CHATTERTON
CHAIRPERSON
ENVIRONMENT AND DEVELOPMENT COMMITTEE

As Deputy Chair of the Environment and Development Committee, I am pleased to present this report for the year ending 30 June 2013 on behalf of the Chair, Cr Flora Fox who is currently on leave of absence.

The Environment and Development Committee normally meets bi-monthly and this occurred 5 times during the reporting period.

The Committee is comprised of 6 Councillors, these being Cr Fox, Cr Black, Cr Bush, Cr Chatterton, Cr Wass and myself.

The Environment and Development Committee operates to facilitate Council's consideration of natural resource management (NRM), environmental health, climate change, compliance and strategic land use planning issues.

The Committee received activities reports at each meeting from the Environmental Services and Development Services departments of Council. These provided a comprehensive overview of the wide range of programs and tasks that staff had been involved in during the preceding two months.

Other key matters that were considered by the Committee during the year included:
- the Annual Environmental Health and Medical Officer of Health Reports,
- recommendations for the Significant Tree Register and Policy,
- consideration of changes to the Dog Management Policy,
- updates on the D’Entrecasteaux Channel project,
- updates on the Regional Biodiversity Offsets project,
- updates on Council’s climate change adaptation implementation projects,
- updates on Council energy usage and programs to reduce this and to assist the community to do likewise,
- updates on the NRM South - Mountain to Marine Project,
- updates on various aspects relating to current planning reforms in Tasmania,
- information regarding progress on the Kingborough Cat Management Project,
- progress updates on the potential future use of the former Kingston High School site,
- reports on stormwater treatment projects,
- progress reports on a new planning scheme for Kingborough.

As this list demonstrates, this Committee considers a broad range of issues and programs which are of critical importance to our community. This is also reflected in the commitments that Council makes in our Strategic Plan to natural resource management, environmental protection, climate change and planning for and managing growth.

I would like to thank my fellow members of the Committee, as well as the Council staff who attended Committee meetings and provided reports for consideration and in particular Mr Jon Doole, Manager Environmental Services.

CR. MICHELE HIGGINS
DEPUTY CHAIRPERSON
COMMUNITY DEVELOPMENT AND ARTS COMMITTEE

As the Chair of the Community Development and Arts Committee for the year ending 30 June 2013, it gives me great pleasure to present the annual report for that Committee. The Community Development and Arts Committee for the year in review comprised of six Councillors: Cr Nolan, Cr Bury, Cr Grace, Cr Black, Cr Street and myself and we met on five occasions.

The Committee has been provided with regular reports from the Bruny Island Advisory Committee, the Kingborough Positive Ageing Advisory Committee, the Kingborough Arts and Cultural Advisory Committee, and the Abel Tasman Art and Design Prize Committee. Status reports have also been provided on the operations of the Manor Gardens Respite Centre and Council’s Family Day Care Scheme. These reports have played an important role in keeping Council informed on issues and needs within the community.

The Committee has considered a range of matters during the year relating to the provision of services to the community. The continued implementation of strategies to support arts and cultural development, youth services and positive ageing has resulted in many new initiatives and policy issues for the Council.

One of the highlights of the year was the development of a Kingborough Volunteer Program to provide assistance to elderly residents to remain in their own homes. The Home and Community Care funded program commenced in July 2012 and by the end of the year had 50 registered volunteers providing services to over 100 clients. It is hoped that funding will be confirmed in the near future to enable this program to continue on an ongoing basis.

Another major achievement was the establishment of the Kingston Beach Digital Hub. Located at the rear of the Kingston Beach Hall, the Hub provides free training to the community in a range of broadband internet applications. The Hub is open six days per week and offers regular training sessions on both a one on one and small group basis. The official opening of the Hub took place in January 2013, and with funding provided through the Federal Government’s Department of Broadband, Communications and the Digital Economy, will operate for the next two years.

Other important initiatives that were overseen by the Committee during the year included:

- implementation of the new format for the Abel Tasman Art Prize to a statewide competition that includes design;
- development of an Art Acquisitions Policy;
- establishment of the Kingborough Art Prize in partnership with the Kingborough Lions Club;
- holding the inaugural Kingborough Lantern Parade event;
- development of the Kingborough Positive Ageing Policy to support the implementation of Council’s Positive Ageing Plan;
- hosting a Positive Ageing Expo to promote the availability of services to support the lives of older people in the community;
- provision of the annual Community Grants Program and Presentation Evening;
- expansion of programs and activities at Council’s Youth Centre; and
- investigation into options for the re-development of the Manor Garden’s Respite Centre.
This Committee primarily deals with matters that stem from Council's Community and Recreational Services Department. The Committee has greatly appreciated the professional and committed support that has been provided to it by the staff ably led by Mr Daniel Smee, Manager Community and Recreational Services.

In closing, I would like to thank my fellow Councillors who were members of the Community Development and Arts Committee, for their support and assistance during the year and for the positive way in which they have attended to the business of the Committee.

CR. MICHELE HIGGINS
CHAIRPERSON
6. **GENERAL QUESTIONS, SUBMISSIONS AND MOTIONS FROM THE FLOOR**

   **Note:** At the time of preparation of the Agenda, no written Questions on Notice or Submissions had been lodged with Council.

   Cr Grace advised that he was concerned about the provision of affordable services to the community and asked whether management believe that Council is providing affordable services to this community?

   The Mayor advised that the question would be taken on notice.

7. **CLOSURE**

   There being no further business the Mayor declared the meeting closed at 6:02p.m.