



ANNUAL GENERAL MEETING AGENDA

NOTICE is hereby given that the 23rd Annual General Meeting of the Kingborough Council will be held at the Civic Centre, 15 Channel Highway, Kingston on

Saturday, 3 December 2016
at 11.00am



Back (L - R): Cr Paul Chatterton, Cr Mike Percy, Cr Sue Bastone, Cr Dean Winter, Cr Richard Atkinson
Front (L - R): Cr Dr Graham Bury, Cr Flora Fox, Mayor Cr Steve Wass, Deputy Mayor Cr Paula Wriedt, Cr David Grace

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AGENDA of the Annual General Meeting of Council to be held at the Kingborough Civic Centre, Kingston on Saturday, 3 December 2016 at 11.00am.

AUDIO RECORDING

The Chairperson is to direct commencement of the recording.

Declare meeting open (time), welcome all in attendance and read:

“All persons in attendance are advised that it is Council policy to record Council Meetings.

The audio recording of this meeting will be made available to the public on Council's web site for a period of twelve months.

In accordance with Council Policy, I now ask staff to confirm that the audio recording has commenced.”

ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

The Chairperson acknowledges the traditional owners of this land and pays respects to them and their customs, and to their elders, past, present and future.

ATTENDEES

Councillors:

		PRESENT
Mayor	Councillor S Wass	
Deputy Mayor	Councillor P Wriedt	
	Councillor R Atkinson	
	Councillor S Bastone	
	Councillor Dr G Bury	
	Councillor P Chatterton	
	Councillor F Fox	
	Councillor D Grace	
	Councillor M Percy	
	Councillor D Winter	

Staff:

TITLE	NAME

APOLOGIES

DECLARATIONS OF INTEREST

In accordance with Regulation 8 of the *Local Government (Meeting Procedures) Regulations 2015* and Council's adopted Code of Conduct, the Mayor requests Councillors to indicate whether they have, or are likely to have, a pecuniary interest (any pecuniary benefits or pecuniary detriment) or conflict of interest in any item on the Agenda.

CONFIRMATION OF MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 23 NOVEMBER 2015

MOVED
SECONDED

That the Minutes of the Annual General Meeting held on 23 November 2015 be confirmed as a true record.

VOTING

	For	Against		For	Against
Cr Atkinson			Cr Grace		
Cr Bastone			Cr Percey		
Cr Dr Bury			Cr Wass		
Cr Chatterton			Cr Winter		
Cr Fox			Cr Wriedt		

2015/2016 ANNUAL REPORT (as previously circulated under separate cover)

Introduction

Mayor Steve Wass – introduction and summary of the year in review.

MOVED
SECONDED

That the Annual Report of the Kingborough Council for the year ended 30 June 2016 be received and adopted.

VOTING

	For	Against		For	Against
Cr Atkinson			Cr Grace		
Cr Bastone			Cr Percey		
Cr Dr Bury			Cr Wass		
Cr Chatterton			Cr Winter		
Cr Fox			Cr Wriedt		

PRESENTATIONS

Climate Change and Kingborough's Coasts (Tony Ferrier, Deputy General Manager)

Community Hub (Garth Anchor from March Studio)

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.*

CLOSURE

.....
(Confirmed)

.....
(Date)

MEETING PROCEDURES

1. The Annual General Meeting is in essence a Council Meeting and normal Council procedures for the conduct of meetings will apply. The Mayor will Chair the meeting.
2. At the conclusion of the presentations on the 2014/2015 Annual Report, members of the public may ask questions, make comments or move motions.
3. A member of the public may only speak once and for no longer than five minutes.
4. Questions and comments should be concise to allow as many people as possible to have their input.
5. No one is to be interrupted whilst they are speaking.
6. You are asked, as a matter of courtesy and for the Minutes, to identify yourself before speaking.
7. All discussion will be addressed through the Chair.
8. No person may:–
 - Make any personal reflection on any Councillor, Council employee or member of the public;
 - Disrupt the meeting; or
 - In the opinion of the Chairman, use any offensive expression.
9. If you intend to move a motion, the following procedures apply:–
 - Please stand and identify yourself.
 - The motion must be moved and seconded before debate is permitted.
 - Only one motion may be before the Chair at a time.
 - Voting is by show of hands, only electors in the Kingborough Council Municipal Area are entitled to vote.
 - A resolution is passed by half plus one of the electors present voting in favour of it.
 - In speaking to a motion, you may speak only once and for no longer than five minutes.
 - The mover of the motion has a final right of reply.
10. Any resolution passed at the Annual General Meeting will be considered at the meeting of Council on Monday, 14 December 2015.

ANNUAL GENERAL MEETING MINUTES

Monday, 23 November 2015



Back (L – R): Cr David Grace, Cr Dean Winter, Cr Nic Street, Cr Richard Atkinson, Cr Mike Percy
Front (L – R): Cr Flora Fox, Deputy Mayor Cr Paula Wriedt, Mayor Cr Steve Wass, Cr Bernadette Black, Cr Dr Graham Bury

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MINUTES of the Annual General Meeting of Council held at the Kingborough Civic Centre, Kingston on Monday, 23 November 2015 at 5.30pm.

ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

ATTENDEES

Councillors:

		PRESENT	ABSENT
Mayor	Councillor S Wass	✓	
Deputy Mayor	Councillor P Wriedt	✓	
	Councillor R Atkinson	✓	
	Councillor B Black	✓	
	Councillor Dr G Bury	✓	
	Councillor F Fox	✓	
	Councillor D Grace	✓	
	Councillor M Percey	✓	
	Councillor N Street	✓	
	Councillor D Winter	✓	

Staff:

TITLE	NAME
General Manager	Mr Gary Arnold
Deputy General Manager	Mr Tony Ferrier
Chief Financial Officer	Mr John Breen
Executive Manager Organisational Development	Ms Pene Hughes
Executive Manager Engineering Services	Mr David Reeve
Manager Community & Recreational Services	Mr Daniel Smee
Media & Communications Officer	Ms Sarah Wilcox-Standring
Executive Officer	Mr Ian Holloway
Executive Assistant	Mrs Amanda Morton
Planner	Mr Adam Smee

APOLOGIES

There were no apologies.

**CONFIRMATION OF MINUTES OF THE ANNUAL GENERAL MEETING HELD ON
20 OCTOBER 2014**

MOVED Cr Wriedt
SECONDED Cr Fox

That the Minutes of the Annual General Meeting of Kingborough Council held on 20 October 2014 (copies of which have been circulated) be confirmed as a true record.

FOR

Cr Atkinson	Cr Black	Cr Dr Bury	Cr Fox	Cr Grace
Cr Percey	Cr Street	Cr Wass	Cr Winter	Cr Wriedt

Carried Unanimously

2014/2015 ANNUAL REPORT (as previously circulated under separate cover)

Introduction

Mayor Steve Wass – introduction and summary of the year in review.

MOVED Cr Street
SECONDED Cr Fox

That the Annual Report of the Kingborough Council for the year ended 30 June 2015 be received and adopted.

FOR

Cr Atkinson	Cr Black	Cr Bury	Cr Fox
Cr Percey	Cr Street	Cr Wass	Cr Winter
Cr Wass			

AGAINST

Cr Grace			
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Carried

SECTION 23 COMMITTEES

During the 2014/2015 financial year the following Section 23 Committees established under the provisions of the *Local Government Act 1993* operated:

Committee	Report Presented By
Planning Authority & Development Committee	Cr Dr G Bury – Chairperson
Infrastructure & Recreational Services Committee	Cr B Black - Chairperson
Governance & Finance Committee	Cr N Street – Chairperson
Community, Arts & Environment Committee	Cr P Wriedt - Chairperson

MOVED Cr Black
SECONDED Cr Atkinson

That the Section 23 Committee reports as presented be received.

FOR

Cr Atkinson	Cr Black	Cr Dr Bury	Cr Fox	Cr Grace
Cr Percey	Cr Street	Cr Wass	Cr Winter	Cr Wriedt

Carried Unanimously

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.*

Mr Wayne Burgess asked the following question :

An article that appeared in last Saturdays Newspaper reported on the findings of the Auditor-General on the 29 Councils throughout Tasmania and gave what appeared to be conflicting comments regarding Kingborough. The first reference indicated that out of a budget of \$37 million we were \$300,000 in deficit and a couple of paragraphs later, we were supposed to be in the black. I would appreciate being informed exactly what the situation is. Does Council intend to try and address that apparent anomaly and also did the Auditor-General make any overall projections in terms of how Kingborough is travelling, especially financially?

The Mayor responded advising that the first one was the correct figure. The second one we would like to not have a debt. Our debt is accumulated with providing for our assets. We are working towards a long term financial plan which we are five years into a ten year

period, or there about. We are reviewing that ten year plan with the idea that we will come out of that debt.

Most of the projections were very good. We are the second cheapest rates in Southern Tasmania, marginally behind Brighton. Our FTE costs are one of the lowest, our expenditure costs are one of the lowest.

The General Manager advised that the most telling statement in the Auditor-General's report which was tabled in Parliament last week, was that he concluded that, despite the fact that we were one of a number of Councils with a small underlying deficit, that all Councils were financially sustainable into the future.

CLOSURE

There being no further business the Mayor declared the meeting closed at 5.39pm

PLANNING AUTHORITY & DEVELOPMENT COMMITTEE

As Chair of the Planning Authority Committee, I am pleased to present my annual report of that Committee for the year ended 30 June 2015.

The Planning Authority Committee is made up of all Councillors and the Committee met 12 times during the year. The Committee meetings are held on the second Monday of each month but special meetings can also be held 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 day 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 Council. When acting as a Planning Authority, the Councillors are implementing the Planning Act rather than being there to represent their individual constituents. It is sometimes difficult for those involved to fully appreciate the difference. As a fellow Councillor once commented "we are not here to have our own opinions". Planning can be complex, controversial and it demands a high level of integrity, impartiality and an understanding of the importance of conflicts of interest on the part of the Committee and support staff.

The Committee receives regular Agendas prepared by the Council's Planning Department. These include detailed reports on all planning applications that require 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 or 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 are dealt with by Council staff under delegation. Regular reports in regard to all planning application determinations under delegations are 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. Amendment applications considered this year include the Bunnings development on the Channel Highway, an application for rezoning at Saddle, Selby, Corby and Rada Roads in Kettering, 52 Roslyn Avenue, Kingston, 66 Brightwater Road, Blackmans Bay and 41 Alfreds Gardens, Kingston.

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 seven matters referred to the Tribunal, of which three resulted in a hearing. The remainder were either withdrawn or settled through mediation.

During the year, the Planning Authority Committee directly determined 63 development applications. This is around eleven percent of all applications received. This included 55 applications for development and 8 subdivisions. Other applications considered included 4 sealed plan amendments and 5 planning scheme amendments. There were 478 planning decisions that were determined under delegated authority. There has been a steady rise annually in development applications received of around 25-30% during the past few years.

The Planning Authority Committee is also the principle Council committee involved in the general review of the Kingborough Planning Scheme 2000. The Kingborough Interim Planning Scheme 2015 came into effect on 1 July 2015. The scheme is based on the standardisation of planning provisions across the twelve municipal areas in the southern region of the State. Following a period of public consultation, officers are currently considering representations made and a report will be considered by the Planning Authority in the near future.

Significant planning issues in the immediate future include proposed amendments to the planning legislation and the introduction of a single statewide planning scheme. The Council will continue to play a pro-active role in the formulation and review of regulations that affect strategic and statutory planning.

2014-15 was a busy year for the Committee. Kingborough continues to experience strong 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 through 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 GRAHAM BURY
CHAIRPERSON

COPY

INFRASTRUCTURE & RECREATIONAL SERVICES COMMITTEE

As Chairperson of the Infrastructure and Recreational Services Committee, I am pleased to present this report summarising the activities of the Committee for the 2014/15 financial year.

I would firstly like to thank current Committee members, Cr Atkinson, Cr Bury, Cr Fox, Cr Wass and Cr Winter for their support and contribution over the past year. I would also like to mention others who also served and contributed to the Committee during the year including Cr Grace, Cr Wriedt, former Cr Bush and former Cr McGinniss

The Committee meets on a monthly basis and during the year the Committee met on nine occasions.

During this time the Committee considered 52 reports involving a wide range of infrastructure, capital works, community and recreational matters.

Some of the matters the Committee considered included the Three Hut Point Gordon Reserve camping, the Blackmans Bay Hall playground refurbishment, the National Seniors Cricket Championships and the Kingston Beach Infrastructure Master Plan.

One of the key roles of the Committee was to monitor the delivery of the capital and maintenance programs to ensure they were delivered to scope and budget. For 2014/15, Council substantially delivered on its programs, although there were some projects re-prioritised and deferred due to the need for Council to respond to wet weather conditions and unforeseen capital projects.

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

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

- Kingborough Emergency Management Committee
- Kingborough Sports Complex User Group

Each of these Committees provided valuable information and recommendations for Council to consider and Council appreciates the time, dedication and effort that all members of these Committees devoted 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 Reeve, as our new Executive Manager Engineering Services in meeting our requests to provide a new report format, the new data has enabled a very accurate understanding of the engineering department and its works. Thanks also goes to, Mr Caccioppola, Mr Cardinal and Mr Smee who have all been an integral part of this committee.

**CR BERNADETTE BLACK
CHAIRPERSON**

GOVERNANCE & 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 2014/15 financial year.

The Committee, which is currently myself as Chair, the Deputy Mayor Cr Wriedt, Cr Fox, Cr Dr Bury, Cr Grace and Cr Percey, meets bi-monthly. The Committee has varied responsibilities including:

Strategic and Operational Plans	Financial Strategy and Management
Corporate Communication	- Revenue and Rating
Human Resources	- Grants
Partnerships	- Loan Borrowing
Risk Management and Insurances	- Compliance
Information Technology	- Related Policies
Budget Management	- Financial Reporting
Economic Development	Tourism, Marketing and Visitor Services

Various matters and reports were considered by the Committee over the period including:

- Responding to various discussion papers such as changes to the Federal Assistance Grants for local government.
- Review of a wide range of corporate management policies - including records management, customer service charter, donations policy, sundry debt management policy, remission of minimum general rate difference policy, code of tenders and contracts, a communications strategy and policy, disaster relief donations policy, fraud control and corruption prevention policy and a corporate credit card policy.
- Chief Financial Officer's and [Organisational Development progress reports](#).
- Review of insurance related matters.
- Review of Councillor Meeting Attendance and Reimbursements.
- Review of Annual Rentals, Delegated Authority reports, Council donations, requests for waiving Council fees and rate rebates.
- Review of Council's Audit Panel minutes and reports.

Long Term Planning

In November 2013, Council adopted an updated *Long Term Financial Plan* (LTFP) and a *Long Term Asset Management Plan* (LTAMP).

The Long Term Financial Plan aims to improve Council's overall financial sustainability, while balancing its service levels, the needs and expectations of the community and setting appropriate rating levels to adequately resource and fulfil its roles and responsibilities.

The Long Term Asset Management Plan has been developed to ensure Council continues to provide effective and comprehensive management of its infrastructure asset portfolios.

The Long Term Financial Plan covers a 10 year planning horizon from 2013/14 to 2022/23, and is an important part of Council's overall financial management framework.

Both Plans will be updated during 2015/16.

Audit Panel

Council established an Audit Panel in March, 2013. The role of the Audit Panel is to ensure good governance and financial management at Council through frequent reviews of Council's policies, processes and systems.

The Panel consists of five members, including three independent members and two Councillors, appointed by the Council for a maximum term of four years. One of the independent Committee members is also appointed by Council as the Chairperson.

The Audit Panel's activities are guided by a Charter, which is based on industry best practice.

The Audit Panel held five meetings through the twelve months to June 2015.

Activities during the year included:

1. Review of the Tasmania Audit Office's Interim and final management reports with respect to their audit for FY2014 and confirmed the appropriateness of Management's proposed actions to address recommendations made;
2. Review of the Tasmania Audit Office's Annual Report to Parliament pertaining to Council performance for FY2014;
3. Review Council's employee leave policy and the level of compliance with the policy;
4. Review of Council's insurance program highlighting the costs and the policy areas covered;
5. Review and feedback on Council's Gifts and Benefits policy and the Conflicts of Interest Administration Policy, the recruitment and selection procedures and fleet management processes;
6. Recommended minor updates to Council's Fraud Control and Corruption Prevention Policy and Procedures for Council consideration and adoption;
7. Review of the External Audit Strategy, Interim management report and skeletal financial statements for FY2015;
8. Review of Accounting Policies to reflect changes where required flowing from Accounting Standard developments.

In September 2014, on the recommendation of the Audit Panel, Council appointed Wise Lord & Ferguson as Internal Auditors following an external expression of interest process. During 2014/15 the Internal Auditors conducted a number of audits with particular focus on procurement and purchasing practices across the Council. They also worked with Council to review the strategic risks.

Former Kingston High School Site

The implementation of the Development Plan for the former Kingston High School Site has progressed during the year with the establishment of an internal steering committee, appointment of an independent probity advisor and the implementation of a coordinated communications plan.

The buildings have been demolished in order to make way for the future site development. Investigations have been made into an architectural design competition for the Community hub facility. A virtual flyover of the developed site was also prepared and placed on Council's website.

An unsuccessful grant application for a grant of \$4M under the National Stronger Regions Fund was submitted in 2014. An independent economic assessment report was subsequently commissioned. It established that the site redevelopment would inject more

than \$80M a year into the local economy and help create 600 new jobs in Kingston. A second grant application for \$5M was then submitted during the year. Detailed cash flow projections have been produced for the project.

Council will continue to consult with the community and ensure that the anticipated financial and social benefits are obtained from the redevelopment of this site.

Rates Valuation

At its meeting in May 2015, Council determined that it would move to Capital Value rating effective for the 2015/16 financial year.

This decision followed recommendations from the Valuation and Local Government Rating Review steering committee that moving to capital value for rating properties would be less expensive and easier for ratepayers to understand.

During 2014/15, the Valuer General undertook a revaluation of all properties in the Kingborough Municipality. This revaluation resulted in substantial changes to property values for some home owners and subsequently changes in the amount of rates paid to Council.

Annual Financial Report

The 2014/15 Annual Financial Report is included as an appendix to the Annual Report along with an 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 NIC STREET
CHAIRPERSON**

COMMUNITY, ARTS & ENVIRONMENT COMMITTEE

As the Chair of the Community, Arts and Environment Committee for the year ending 30 June 2015, it gives me great pleasure to present the annual report for that Committee. The Committee for the year in review comprised of six Councillors: Cr Atkinson, Cr Black, Cr Grace, Cr Wass, Cr Winter and myself and we met on four occasions.

The Committee has considered a range of matters during the year relating to the provision of services to the community, as well as issues relating to natural resource management, environmental health, climate change, sustainability, compliance and strategic land use planning. The Committee received activities reports at each meeting from the Environmental Services and Community and Recreational 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.

The Committee had oversight of the review of a number of policies, programs and services during the year, with the most notable being a review of the Kingborough Family Day Care Scheme. Policy reviews were undertaken for the Australia Day Awards and Community Grants programs and Climate Change Adaptation, whilst an appraisal of the achievements of the Kingborough Positive Ageing Plan was considered. The Committee supported the development of a Community Events Strategy and recommended the formation of a partnership with Calvin Christian School for the future delivery of the Abel Tasman Art Prize.

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

- Establishment of the Kingston Produce Market;
- Organisation of the 5th Love Living Locally Event;
- Expansion of art programs to the south Channel and Bruny Island;
- Hosting of an event to mark World Refugee Day;
- Options to maximise usage of the Kingborough Performing Arts Centre;
- Development of a program to support disengaged young people;
- Support for the 2015 centenary of ANZAC Day celebrations;
- Continued investigation into options for the re-development of the Manor Garden's Respite Centre;
- Energy efficiency and alternative energy generation projects;
- Climate Change Adaptation Policy implementation progress such as the Kingston Beach Case Study;
- Issues relating to coastal vulnerability and hazards;
- Kingborough's cat management program;
- Kingborough's vegetation and weed management programs.

In closing, I would like to thank my fellow Councillors who were members of the Community Arts and Environment 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. Also, my sincere thanks to Council staff who have supported the Committee's work over the past year.

CR. PAULA WRIEDT
CHAIRPERSON