



Kingborough

MINUTES

Special Council Meeting No.15

Monday, 10th November 2014



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MINUTES of a Special Meeting of Council held at the Kingborough Civic Centre, Kingston on Monday, 10th November 2014 at 5.00p.m.

	From	To	Time Occupied
Open Council	5.00 p.m.	5.41pm	41 mins
TOTAL TIME OCCUPIED			41 mins

AUDIO RECORDING

Chairperson directed commencement of recording.

Declared the meeting open at 5.00p.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.

Councillors and staff in attendance include:

PRESENT:

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

IN ATTENDANCE:

General Manager
Deputy General Manager
Manager – Development Services
Executive Officer
Communications Officer
Executive Assistant

Mr G Arnold
Mr T Ferrier
Mrs B Loxley
Mr I Holloway
Mr R Dix
Mrs A Morton

APOLOGIES

Nil

C369/15-14

DECLARATIONS OF INTEREST – LOCAL GOVERNMENT ACT 1993

There were no declarations of interest – Local Government Act 1993

C370/15-14

DECLARATIONS OF INTEREST – CODE OF CONDUCT

There were no declarations of Interest – Code of Conduct

C371/15-14

CERTIFICATE OF ELECTION

The General Manager has tabled the Certificate of Election with the following candidates elected:

10 Councillors elected for a period of 4 years:

Graham Bury
Nic Street
Paula Wriedt
Richard Atkinson
Steve Wass
David Charles Grace
Flora Fox
Bernadette Black
Dean Winter
Michael Percey

Mayor

Elected for a period of 4 years:
Steve Wass

Deputy Mayor

Elected for a period of 4 years:
Paula Wriedt

C372/15-14

MEETING ARRANGEMENTS

MOVED Cr Street
 SECONDED Cr Bury

That the report of the General Manager be received and that:

- (a) ordinary meetings of Council will usually be held on the fourth Monday of each month unless otherwise determined by Council; and
- (b) the commencement time of ordinary meetings will be 5.30 p.m.

FOR

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

CARRIED UNANIMOUSLY

C373/15-14

COUNCIL COMMITTEES POLICY

MOVED Cr Fox
 SECONDED Cr Black


That the report of the General Manager be received and that:

- (a) The Council Committee Policy be adopted which includes four (4) Committees:
1. Planning Authority & Development Committee
 2. Infrastructure & Recreational Services Committee
 3. Governance & Finance Committee
 4. Community, Arts & Environment Committee
- (b) Council in accordance with Section 22(1) of the *Local Government Act 1993* delegates the following functions and powers to the Planning Authority Committee:
- (i) to exercise all of Council's functions and powers as a planning authority under the *Land Use Planning and Approvals Act 1993*, including all functions and powers contained in any planning scheme and special planning orders.
 - (ii) to exercise all of Council's functions and powers as a planning authority under the *Historic Cultural Heritage Act 1995*.
 - (iii) to exercise all of Council's functions and powers under Part 3 of the *Local Government (Building and Miscellaneous Provisions) Act 1993*.
 - (iv) to exercise all of Council's powers to determine all matters brought before the Committee in compliance with the scope of matters as determined by this Policy.
- (c) Council in accordance with Section 22(1) of the *Local Government Act 1993* delegates the following functions and powers to the Infrastructure & Recreational Services Committee:
- (i) to accept tenders for activities related to the functions of the Committee only to the extent of the estimates for the current financial year as adopted by Council.

FOR

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

CARRIED UNANIMOUSLY

	COUNCIL COMMITTEES POLICY	Policy Number 1.2														
		LAST REVIEWED 7 November 2011	NEXT REVIEWED November 2013	MINUTE REF (*No.)												
POLICY STATEMENT:	1.1 To provide information in relation to Committees established by Council in accordance with Section 23 of the <i>Local Government Act 1993</i> .															
OBJECTIVE:	2.1 The objective of this policy is to provide information in relation to committees established by Council. 2.2 Council operates its decision-making process around a formalised committee structure. 2.3 This policy covers the meeting schedule of Council and its committees, the structure of committees and delegations by Council to the committees incorporating respective areas of responsibility.															
SCOPE:	3.1 This policy applies to all meetings of Council committees. 3.2 Council will utilise its committees to formulate decisions on specific areas of its operations for Council's ratification except in cases where a delegation has been provided for the committee to make a determination.															
PROCEDURE: (POLICY DETAIL)	4.1 The usual meeting schedule will be as follows: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th style="text-align: left;">Meeting Format</th> <th style="text-align: left;">Frequency</th> </tr> </thead> <tbody> <tr> <td>Planning Authority & Development Committee (all Councillors)</td> <td>Monthly – 2nd Monday of the month</td> </tr> <tr> <td>Infrastructure & Recreational Services Committee</td> <td>Monthly – 2nd Thursday of the month</td> </tr> <tr> <td>Community, Arts & Environment Committee</td> <td>Bi-monthly – 1st Monday of month (Feb, April, June, August, Oct & Dec) - 3rd Tuesday in January</td> </tr> <tr> <td>Governance & Finance Committee</td> <td>Bi-monthly – 1st Monday (Jan, March, May, July, Sept & Nov)</td> </tr> <tr> <td>Workshops</td> <td>As required</td> </tr> </tbody> </table> <p>Note: when a meeting falls on a public holiday it will normally be postponed to the next available working day. The Chairperson of a Committee in consultation with the General Manager can alter the date and time of scheduled meetings.</p> 4.2 Committee functions The committee functions are outlined in attachment A. 4.3 Delegations by Council to Council Committees Pursuant to Section 22(1) of the <i>Local Government Act 1993</i> , Council delegates the following powers and functions to the following Council Committees, subject to the following:				Meeting Format	Frequency	Planning Authority & Development Committee (all Councillors)	Monthly – 2 nd Monday of the month	Infrastructure & Recreational Services Committee	Monthly – 2 nd Thursday of the month	Community, Arts & Environment Committee	Bi-monthly – 1 st Monday of month (Feb, April, June, August, Oct & Dec) - 3 rd Tuesday in January	Governance & Finance Committee	Bi-monthly – 1 st Monday (Jan, March, May, July, Sept & Nov)	Workshops	As required
Meeting Format	Frequency															
Planning Authority & Development Committee (all Councillors)	Monthly – 2 nd Monday of the month															
Infrastructure & Recreational Services Committee	Monthly – 2 nd Thursday of the month															
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Governance & Finance Committee	Bi-monthly – 1 st Monday (Jan, March, May, July, Sept & Nov)															
Workshops	As required															

	<p>(a) Any Councillor who is not a member of the Council Committee may, before commencement of discussion of the item by at least verbal notification to the Chairperson of the Committee, or to the General Manager four hours prior to the advertised commencement time of the Committee, require that an item on the agenda, which would be determined by the Committee under delegated authority, be referred to Council. That item shall then be determined by Council at its next ordinary meeting or at a special meeting held to determine that matter.</p> <p>(b) An item may only be determined under delegated authority if it is included in the agenda produced in accordance with Schedule 4, Clause 11 of the <i>Local Government Act 1993</i>.</p> <p>(c) With the exception of the Planning Committee, an item may only be determined under delegated authority if the determination is in accordance with staff recommendation detailed within the agenda produced in accordance with Schedule 4, Clause 11 of the <i>Local Government Act 1993</i>. For the purposes of this clause, where the recommendation is for approval, a delegated decision to approve an item unconditionally or subject to conditions which differ from those detailed in the staff recommendation (if any) shall be taken as nevertheless being in accordance with that recommendation</p> <p>Infrastructure & Recreational Services Committee</p> <p>(a) To accept tenders for activities related to the functions of the Committee only to the extent of the estimates for the current financial year as adopted by Council.</p> <p>Planning Authority & Development Committee</p> <p>(a) To exercise all of Council's functions and powers as a planning authority under the <i>Land Use Planning and Approvals Act 1993</i>, including all functions and powers contained in any planning scheme and special planning orders.</p> <p>(b) To exercise all of Council's functions and powers as a planning authority under the <i>Historic Cultural Heritage Act 1995</i>.</p> <p>(c) To exercise all of Council's functions and powers under Part 3 of the <i>Local Government (Building and Miscellaneous Provisions) Act 1993</i>.</p> <p>(d) To exercise all of Council's powers to determine all matters brought before the Committee in compliance with the scope of matters as determined by this Policy.</p>
<p>GUIDELINES:</p>	<p>5.1 Council will use an effective committee system to conduct its business and will endeavour to avoid deferring decisions except in accordance with the Council Meetings Procedure Policy.</p> <p>5.2 A quorum for each committee is the simple majority of such numbers of councillors who are members of the committee.</p> <p>5.3 The membership of the Planning Committee shall comprise of all Councillors.</p> <p>5.4 The membership of other Committees shall be comprised of 6 Councillors.</p> <p>5.5 Councillors who are not members of a committee are able to attend any committee meetings with the right to speak in accordance with the Local Government (Meeting Procedures) Regulations 2005 and Council Meeting Procedures Policy, but will not have voting rights.</p> <p>5.6 The Mayor with the assistance of the Deputy Mayor will jointly recommend to Council the appointments to committees. In relation to appointment to committees, Councillors will be given the opportunity to formally indicate a first and second preference for membership. As far as practicable Councillor's preferences will be taken into account.</p>

	<p>5.8 The appointment of the Committee Chairperson and Deputy Chairperson will be the responsibility of Council. Where more than one Councillor nominates for either position, then a ballot of all Councillors will be conducted.</p> <p>5.9 In circumstances where the Chairperson is absent from a Committee meeting, the Deputy Chairperson will assume the role of Acting Chairperson for that meeting.</p> <p>5.10 A scheduled Committee meeting may be postponed/cancelled by the General Manager following consultation with the Chairperson of the Committee.</p>
COMMUNICATION:	<p>Members of the public Kingborough Council Staff</p>
LEGISLATION:	<ul style="list-style-type: none"> • The <i>Local Government Act 1993</i> at sections 22 and 23 • The <i>Local Government (Meeting Procedures) Regulations 2005</i>
RELATED DOCUMENTS:	<p>Meeting Procedures Policy</p>

ARTICLE I. COUNCIL COMMITTEES ATTACHMENT A

Planning Authority & Development Committee (All 10 Councillors)

- Statutory Planning Authority responsibilities
- Development Applications
- Subdivision Approvals
- Planning Scheme Amendments
- Legal matters related to Statutory Planning
- Planning Appeals
- Settlement, Local Area and Master Planning
- Kingborough Planning Scheme Review

Infrastructure & Recreational Services Committee (6 Councillors)

- Asset Management Program (forward planning and maintenance)
- Capital Works
- Roads, Footpaths and Cycleways (incl. access, mobility)
- Streetscape Design (incl. lighting, signs, furniture, vegetation)
- Stormwater Management
- Traffic Management
- Transport Planning
- Waste Management
- Sporting Grounds and Facilities
- Recreation Reserves (incl. playgrounds, parks and gardens)
- Public Buildings (incl. public halls, toilets)
- Tracks and Trails Development
- Marine Structures (incl. jetties, boat ramps)
- Property Management
- Recreation and Open Space Planning
- Kingborough Sports Centre

Governance & Finance Committee (6 Councillors)

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

Community, Arts & Environment Committee (6 Councillors)

- Natural Resource Management
- Climate Change
- Vegetation management (weeds, tree clearing, conservation)
- Water Quality
- Pollution Control and Nuisances
- Public Health
- Building Control
- Compliance and Enforcement
- Fire Hazards and Fire Management
- Coastal Management
- Animal Control
- Community Development
- Community Information
- Family Day Care
- Manor Gardens
- Youth
- Education and Learning
- Arts and Cultural
- Community Events
- Positive Ageing
- Community Safety and Policing
- Abel Tasman Art Prize
- Merit Awards

C374/15-14

APPOINTMENT OF COUNCILLORS TO COUNCIL COMMITTEES

MOVED Cr Fox
 SECONDED Cr Street

That the report of the General Manager be received and that the following appointments to Committees be confirmed:

Committee	Councillors
Planning Authority & Development Committee	All Councillors
Infrastructure & Recreational Services Committee	Cr Atkinson Cr Black Cr Bury Cr Fox Mayor Wass Cr Winter
Governance & Finance Committee	Cr Bury Cr Fox Cr Grace Cr Percey Cr Street Deputy Mayor Wriedt
Community, Arts & Environment Committee	Cr Atkinson Cr Black Cr Grace Mayor Wass Cr Winter Deputy Mayor Wriedt
Audit Panel	Cr Percey Cr Street
2014 Australia Day Awards Committee	Deputy Mayor Wriedt Cr Winter Cr Percey Cr Grace

FOR

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

CARRIED UNANIMOUSLY

MOVED Cr Black
 SECONDED Cr Winter

That the report of the General Manager be received and that the following Councillors be confirmed as Chairperson and Deputy Chairperson:

Committee	Councillors
Planning Authority & Development Committee	Chairperson: Cr Dr Bury Deputy Chairperson: Cr Fox
Infrastructure & Recreational Services Committee	Chairperson: Cr Black Deputy Chairperson: Cr Winter
Governance & Finance Committee	Chairperson: Cr Street Deputy Chairperson: Cr Wriedt
Community, Arts & Environment Committee	Chairperson: Cr Wriedt Deputy Chairperson: Cr Atkinson

FOR

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

AGAINST

Cr Grace			
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CARRIED

C375/15-14

**MEETING ARRANGEMENTS NOVEMBER 2014 TO
JANUARY 2015**

MOVED Cr Street
 SECONDED Cr Grace

That the report of the General Manager relating to meeting arrangements during the period November 2014 to January 2015 be received and endorsed.

FOR

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

CARRIED UNANIMOUSLY

C376/15-14

**AUDIO RECORDING OF COUNCIL & COMMITTEE
MEETINGS AND MEETINGS PROCEDURES POLICY**

MOVED Cr Street
 SECONDED Cr Black


That it be recommended to Council that the report of the General Manager be received and that adopt immediately:

- (a) Policy No. 1.5 – Meeting Procedures Policy
- (b) Policy No. 1.10 – Council Meetings Audio Recording Guidelines


FOR

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

CARRIED UNANIMOUSLY

 Kingborough	<h2>Meeting Procedures Policy</h2>	Policy No. 1.5		
		<small>LAST REVIEW</small> <small>Nov 2014</small>	<small>NEXT REVIEW</small> <small>Nov 2016</small>	<small>MINUTE REF</small>
POLICY STATEMENT:	<p>The meeting procedures that are to be applied to Council Meetings and Council Committee Meetings are determined by the <i>Local Government (Meeting Procedures) Regulations 2005</i>. The Meeting Procedures Policy has been adopted by Council to supplement the <i>Regulations</i> but do not replace them.</p>			
OBJECTIVE:	<p>The Meeting Procedures Policy is to supplement the <i>Local Government (Meeting Procedures) Regulations 2005</i> and provide clarity to the Councillors in relation to the conduct of Council and Council Committee meetings.</p> <p>The Policy also establishes guidelines for the conduct of Public Question Time, the inclusion of Matters of General Interest on meeting agendas and the rules for debate at Council Committee meetings (with the exception of Planning Authority Committee).</p>			
SCOPE:	<p>The Meeting Procedures Policy applies to all Council and Council Committee meetings.</p>			
PROCEDURE: (POLICY DETAIL)	<p><u>Committee Chairperson</u></p> <ul style="list-style-type: none"> • In the absence of the appointed Chairperson of a Council Committee established under the provisions of section 23 of the <i>Local Government Act 1993</i> it is Council policy that the Deputy Chairperson will automatically assume the role of Acting Chairperson. • In situations where both the appointed Chairperson and Deputy Chairperson are absent from a Committee meeting the provisions of section 10 of the <i>Local Government (Meeting Procedures) Regulations 2005</i> are to apply. <p><u>Matters of General Interest</u></p> <ul style="list-style-type: none"> • It is a requirement of Regulation 8(5) that no matter that is not on the agenda is discussed at a meeting, with the exception of urgent matters that comply with sub-regulation 8(6). • Provision shall be made in the Agenda at the conclusion of all other agenda items in Open Session for a Councillor or the General Manager to advise the meeting of a matter of general interest. In accordance with Regulation 8(5) there is to be no discussion on the matter of general interest. <p><u>Public Question Time</u></p> <ul style="list-style-type: none"> • In accordance with the provisions of Regulation 31(2), the Chairperson may address questions on notice from the public and may invite questions from any member of the public present at the meeting. The Chairperson may determine any time limit for Public Question Time, provided that at least 15 minutes is made available, if required. • As a general principle, questions without notice from the public will be received and responded to in all Council Committee meetings in accordance with the guidelines included within this Policy. • A question must not relate to any matter that is listed on the agenda for the meeting. 			

	<ul style="list-style-type: none"> • Questions asked at a Committee meeting must only relate to a matter that would ordinarily be dealt with by that Committee. <p><u>Council Committee Meetings - Rules of Debate</u></p> <p>The rules of debate at a Council Committee meeting (with the exception of the Planning Authority Committee) will provide that a Councillor may speak once for five minutes and on two further occasions for up to two minutes each, to a motion at any time after the motion has been moved and seconded.</p>
GUIDELINES:	<p><u>Public Question Time</u></p> <p>Public Question Time will be in two sections, the first, Questions on Notice from the Public to be dealt with immediately following Councillors Declaration of interests. The second, Questions without notice from the Public are to be dealt with immediately thereafter.</p> <p>At the commencement of the second section, Questions from the Public without Notice, the Chairperson will canvas the public present, if there are any questions without notice, and if so what are those questions. This procedure is to permit the Chairperson to determine an appropriate time limit for Question Time and perhaps limit the opportunity for a member of the public to ask multiple questions, and to determine whether each question is appropriate or should be refused or deferred. There should be no discussion, preamble or embellishment of any question at this time. The Chairman will explain this process to the public prior to calling for the questions.</p> <p>The Chairperson will then determine which of those questions will be accepted and will determine the order of the questions.</p> <p>The Chairperson may refuse to accept any question but will provide the reason for any refusal. The Chairperson may require a question to be put on notice and in writing (Regulation 31(5)(b)) to be responded to at a future meeting.</p> <p>A member of the public present may only ask one question at a time. The Chairperson may give preference to questions from other members of the public before permitting second or further questions from a member of the public. The Chairperson may rule that a multi-part question is in fact two or more questions, and deal with them accordingly.</p> <p>The Chairperson may rule a question inappropriate, and thus inadmissible if in his or her opinion it has already been asked, is unclear, irrelevant, offensive or relates to any matter which would normally be considered in Closed Session.</p> <p>A member of the public will be allowed a maximum of three minutes in which to put the question.</p> <p>Lengthy preambles or introductions are discouraged, and the Chairperson may require that a member of the public immediately put the question.</p>
COMMUNICATION:	<p>Kingborough Councillors</p> <p>Kingborough Council Staff</p> <p>Members of the public</p>
LEGISLATION:	<p><i>Local Government Act 1993 at Sections 22 and 23</i></p> <p><i>Local Government (Meeting Procedures) Regulations 2005.</i></p>
RELATED DOCUMENTS:	<p>Council Committee Policy 1.2</p>

 Kingborough	<h1>COUNCIL MEETINGS AUDIO RECORDING GUIDELINES</h1>	Policy No. 1.10		
		<small>LAST REVIEW</small> <small>March 2012</small>	<small>NEXT REVIEW</small> <small>Nov 2016</small>	<small>MINUTE REF</small>
POLICY STATEMENT:	<p>1.1 This policy provides the Council adopted guidelines for the transparent management of the audio recording of Council and Council Committee meetings.</p>			
OBJECTIVE:	<p>2.1 The objective of this policy is to enable greater transparency, accountability and efficiency in relation to meetings of Council.</p> <p>2.2 Audio recording of meetings is another tool which can facilitate community involvement in Council meetings and enable greater public awareness of the decision making processes.</p> <p>2.3 Audio recording of Council meetings can be used to assist in the preparation of complete and accurate minutes.</p>			
SCOPE:	<p>3.1 This policy applies:</p> <ul style="list-style-type: none"> a. to all formal Council meetings (including special meetings) held in the Council Chambers at 15 Channel Highway, Kingston. b. to all formal meeting (including special meetings) of the following Committees: <ul style="list-style-type: none"> (i) Planning Authority Committee (ii) Infrastructure & Recreational Services Committee (iii) Governance & Finance Committee (iv) Community Development & Arts Committee (v) Environment & Development Committee <p>3.2 This policy does not apply to any other meetings at Council.</p>			
PROCEDURE: (POLICY DETAIL)	<p>4.1 All meetings of the Council and its Committees (refer 3.1 (b)) shall be recorded and the audio file made available on Council's website within two business days following the meeting.</p> <p>4.2 In accordance with Regulation 33 of the <i>Local Government (Meeting Procedures) Regulations 2005</i> audio recordings will be made of all meeting proceedings except for the proceedings of meetings or parts of meetings closed to the public in accordance with Regulation 15(2).</p> <p>4.3 Those parts of meetings which are closed to the public in accordance with Regulation 15(2) will not be recorded.</p> <p>4.4 At the commencement of each meeting, the Mayor or Chairperson (in respect to Committee meetings) shall notify those present, including members of the public, that an audio recording of the meeting will be made. It must be announced that the audio recording will last the length of the open meeting unless terminated in accordance with this policy.</p> <p>4.5 A Council Officer will be responsible for the operation of the audio recording equipment including the commencement and termination of the recording in accordance with meeting procedures or as directed by the Mayor or Chairperson.</p>			

	<p>4.6 The Mayor or Chairperson has the discretion and authority at any time to direct the termination of the audio recording of the meeting. Such a direction however, shall only be given in exceptional circumstances (eg if a person's safety may be placed at risk by the continuation of the audio recording).</p> <p>4.7 The original recordings of meetings are to remain unmodified and stored for a period of not less than 6 months from the date of recording. A compressed version of the original audio recording shall be created (preserving adequate voice quality) and made available for download from Council's web site and also archived in Council's Electronic Content Management (ECM) system as the authoritative published version.</p> <p>4.8 There may be situations where due to technical difficulties, that audio recording will not be available. If such circumstances occur the Mayor or Chairperson will advise those present that audio recording is not available. In the event that an audio recording file becomes corrupt for any reason and is therefore not available in Council's archives this information will be displayed on the website.</p>
GUIDELINES:	<p>5.1 The closed session section of any meeting (refer 3.1) will not be recorded.</p> <p>5.2 The audio recording of a meeting (refer 3.1) may be used by staff in the preparation of minutes or by Council (at the discretion of the Mayor or Chairperson) during the 'Confirmation of Minutes' section of a subsequent meeting to clarify a matter relating to the minutes being confirmed.</p> <p>5.3 In relation to item 5.2, the audio recording of the previous meeting should be accessible at the meeting where the minutes will be confirmed.</p> <p>5.4 The audio recording of a meeting does not supersede the written minutes therefore a direct transcript (text version) of the recording will not be prepared.</p> <p>5.5 Audio recordings shall be removed from Council's website after a period of six months from the date of recording. Any subsequent request to access an archived file must be provided in writing to the General Manager detailing the basis for the request.</p> <p>5.6 In response to a formal request from an appropriate authority (ie Ombudsman, Tasmania Police, Integrity Commission) archived audio recordings are to be made available providing such requests are permissible under the laws of the State of Tasmania.</p>
COMMUNICATION:	<p>6.1 A promotional brochure of the availability of audio recording will be prepared and made available through Council's customer service area. The availability of audio recordings will also be prominently displayed on the home page of Council's website.</p>
LEGISLATION:	<p>7.1 Regulation 33 of the <i>Local Government (Meeting Procedures) Regulations 2005</i> provides as follows:</p> <p><i>33. Audio recording of meetings</i></p> <p><i>(1) A council may determine that an audio recording is to be made of any meeting or part of a meeting.</i></p> <p><i>(2) If the council so determines, the audio recording of a meeting or part of a meeting that is not closed to the public is to be –</i></p> <p><i>(a) retained by the council for at least 6 months; and</i></p> <p><i>(b) made available for listening on written request by any person.</i></p>

	<p><i>(3) the minutes of a meeting, once confirmed, prevail over the audio recording of the meeting.</i></p> <p><i>(4) A council may determine any other procedures relating to audio recording of meetings it considers appropriate.</i></p> <p>7.2 Unlike Parliament, Council meetings are not subject to parliamentary privilege, and both Council and the individual may be liable for comments that may be regarded as offensive, derogatory and/or defamatory.</p>
DEFINITIONS:	<p>An 'audio recording' or 'recording' for the purposes of these guidelines refers to a digital audio file.</p> <p>The 'Council' means Kingborough Council.</p>
RELATED DOCUMENTS:	Nil.
AUDIENCE:	8.1 Councillors, Council Staff, the public.

C377/15-14

MOVED Cr Fox
SECONDED Cr Street

That the ballot papers be destroyed.

FOR

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

CARRIED UNANIMOUSLY

CLOSURE There being no further business, the Chairperson declared the meeting closed at 5.41pm

.....
(Confirmed)

.....
(Date)