



**NORTHERN
MIDLANDS
COUNCIL**

AGENDA

Annual General Meeting of Council

Monday, 12 December 2016

**Des Jennings
General Manager**

QUALIFIED PERSONS ADVICE

The *Local Government Act 1993* provides (in part) as follows:

- ◆ A General Manager must 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.
- ◆ A Council is not to decide on any matter which requires the advice of a qualified person without considering such advice unless the General Manager certifies in writing such advice was obtained and taken into account in providing general advice to the Council.

I therefore certify that with respect to all advice, information or recommendation provided to the Council in or with this Agenda:

- i) the advice, information or recommendation is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation; and
- ii) where any advice is directly given by a person who does not have the required qualifications or experience, that person has obtained and taken into account in that person's general advice, the advice from an appropriately qualified or experienced person.

MEETING CONDUCT

- ◆ People attending Council Meetings are expected to behave in an appropriate manner.
- ◆ The following is not acceptable:
 - Offensive or inappropriate behaviour
 - Personal insults
 - Verbal abuse
- ◆ In the case of any inappropriate outburst or derogatory behaviour, an apology from the offending party or parties will be requested. Anyone at the meeting, if they feel offended in any way by any such behaviour specified above, should immediately bring the behaviour to the notice of the Chairperson by the way of a point of order.
- ◆ The Chairperson has the right to evict from a meeting any person who is not behaving to an appropriate standard.



Des Jennings
GENERAL MANAGER

GUIDELINES FOR COUNCIL MEETINGS

PUBLIC QUESTIONS AND STATEMENTS

PUBLIC QUESTION TIME:

Regulation 31 of the *Local Government (Meeting Procedures) Regulations 2015* makes provision for Public Question Time during a Council meeting.

Public question time is to commence immediately after the meal break at approximately 6:45pm and is to be conducted in accordance with the following guidelines:

- ◆ At each Council Meeting up to 20 minutes, or such longer period as Council may determine by resolution at that meeting, is to be provided for persons at the meeting to ask questions.
- ◆ A person seeking to ask a question must firstly identify himself or herself by stating their name and the town they reside in.
- ◆ If more than one person wishes to ask a question, the Mayor is to determine the order in which those questions are asked
- ◆ Questions must be directed to the Mayor who shall answer or direct the question to the appropriate Councillor or Council Officer. A question will be answered if the information is known otherwise taken on notice and responded to in writing within 10 working days. Questions should preferably be in writing and provided to the General Manager 7 days prior to the Council Meeting.
- ◆ A person is entitled to ask no more than 2 questions on any specific subject. If a person has up to two questions on several subjects, the Mayor may defer those questions until other questions have been asked and refer back to that person only if time permits.
- ◆ Each speaker is limited to a maximum of 3 minutes.

REPRESENTATIONS ON PLANNING ITEMS

A maximum of 4 persons per item (2 for and 2 against) will be permitted to address Council on a planning item. After the representation has been made, Councillors are permitted to ask questions of the party who made the representation.

Each speaker is limited to a maximum of 3 minutes.

PETITIONS

In relation to the receipt of petitions, the provisions of the *Local Government Act 1993*, Part 6 - Petitions, polls and public meetings, S57 and S58, should be noted.

RECORDING OF COUNCIL MEETINGS

Regulation 33 of the *Local Government (Meeting Procedures) Regulations 2015* provides for the audio recording of Council meetings.

The purpose of recording meetings of Council is to assist Council officers in the preparation of minutes of proceedings.

The provision of recording of Council meetings in this policy:

- ◆ only applies to formal Council meetings (ordinary meetings, special meetings and Annual General meetings);
- ◆ does not apply to closed sessions of Council;
- ◆ does not apply to Committees of Council;
- ◆ The recording will not replace written minutes and a transcript of the recording will not be prepared;
- ◆ The recording may be used by Council staff to assist with the preparation of the minutes and by Council during a subsequent meeting within the period that the recording is retained;
- ◆ The official copy of the recording of a Council meeting is to be retained by Council for at least a period of 6 months from the date of a meeting and deleted after that period has expired.
- ◆ If requested, a recording of a Council meeting to be available to Councillors at no cost within 24 hours of the meeting.
- ◆ Notices advising that
 - the proceedings of the meeting are to be audio recorded; and
 - the detail relating to the recording of meetings by members of the public are to be on display at each meeting.

A member of the public may only use an audio recorder, or any other recording and/or transmitting device, to record the proceedings of a meeting of Council with the written permission of the General Manager for the express purpose proposed. The Northern Midlands Council reserves the right to revoke such permission at any time.

Unless expressly stated otherwise, Northern Midlands Council claims copyright ownership of the content of recordings of Council meetings ("the Recordings").

The Recordings may not upload, display, print and/or reproduced without the written permission of the General Manager for the express purpose proposed.

The Northern Midlands Council reserves the right to revoke such permission at any time. Apart from uses permitted under the *Copyright Act 1968*, all other rights are reserved.

Any request for authorisation, including authorisation for the use of recordings, should be directed to the General Manager, 13 Smith Street, Longford TAS 7301.

AGENDA – ANNUAL GENERAL MEETING

12 DECEMBER 2016



NOTICE is hereby given that the Annual General Meeting of the Northern Midlands Council will be held at the Council Chambers, Longford on Monday, 12 December 2016 at 5.00pm, prior to the Ordinary meeting of Council.


Des Jennings
General Manager

7 December 2016

GOV 1 ATTENDANCE

1 PRESENT

In Attendance:

2 APOLOGIES

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AGENDA – ANNUAL GENERAL MEETING

12 DECEMBER 2016



GOV 3 WELCOME AND INTRODUCTION

A welcome and opening address by Mayor Downie.

GOV 4 CONFIRMATION OF MINUTES

Attachments: Section 1 – Page 1

DECISION

Cr

That the Minutes of the Annual General Meeting of the Northern Midlands Council held at the Council Chambers, Longford on Monday, 14 December 2015 be confirmed as a true record of proceedings.

GOV 5 ANNUAL REPORT 2014/2015

A copy of the Annual Report for the 2015/2016 financial year was circulated by the General Manager.

DECISION

Cr

That the Annual Report of the Northern Midlands Council for the 2015/2016 financial year be received.

GOV 6 PUBLIC SUBMISSIONS ANNUAL REPORT 2015/2016

The notice of the Annual General Meeting was advertised in the Examiner Newspaper on Wednesday, 23 November and Saturday, 26 November 2016. The community were invited to submit comments on the Annual Report for discussion at the Annual General Meeting.

GOV 7 QUESTIONS ON NOTICE

No questions on notice have been received.

GOV 8 QUESTIONS NOT ON NOTICE

Questions not on notice welcomed by Mayor Downie, to be conducted in accordance with the following guidelines:

- A person seeking to ask a question must firstly identify himself or herself by stating their name and the town they reside in.
- If more than one person wishes to ask a question, the Mayor is to determine the order in which those questions are asked

AGENDA – ANNUAL GENERAL MEETING

12 DECEMBER 2016



- Questions must be directed to the Mayor (Chair) who shall answer or direct the question to the appropriate Councillor or Council Officer. A question will be answered if the information is known otherwise taken on notice and responded to in writing as soon as possible.
- A person is entitled to ask no more than 2 questions on any specific subject. If a person has up to two questions on several subjects, the Mayor may defer those questions until other questions have been asked and refer back to that person only if time permits.
- Each speaker is limited to a maximum of 3 minutes.

GOV 9 CLOSURE

Mayor Downie closed the meeting at



**NORTHERN
MIDLANDS
COUNCIL**

ATTACHMENTS

Annual General Meeting of Council

Monday, 12 December 2016

**Des Jennings
General Manager**



**NORTHERN
MIDLANDS
COUNCIL**

MINUTES

Annual General Meeting of Council

Monday, 14 December 2015

MINUTES – ANNUAL GENERAL MEETING

14 DECEMBER 2015



MINUTES OF THE ANNUAL GENERAL MEETING OF THE NORTHERN MIDLANDS COUNCIL HELD AT THE COUNCIL CHAMBERS, LONGFORD AT 5.00PM ON MONDAY, 14 DECEMBER 2015

351/15 ATTENDANCE

1 PRESENT

Mayor Downie, Deputy Mayor Goss, Cr Adams, Cr Calvert, Cr Goninon, Cr Gordon, Cr Knowles, Cr Lambert, Cr Polley AM

In Attendance:

Mr Jennings – General Manager, Mr Chellis – Works & Infrastructure Manager Miss Bricknell –Corporate Services Manager, Mr Payton – Planning & Development Manager, Ms Green – Economic & Community Development Manager, Mr Godier – Senior Planner, Miss Mason – Executive Officer, Mr Maddox - Accountant, Mrs Eacher – Executive Assistant

2 APOLOGIES

Nil.

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353/15 WELCOME AND INTRODUCTION

Mayor Downie welcomed attendees to the meeting.

MINUTES – ANNUAL GENERAL MEETING

14 DECEMBER 2015



354/15 CONFIRMATION OF MINUTES

DECISION

Cr Polley/Cr Knowles

That the Minutes of the Annual General Meeting of the Northern Midlands Council held at the Council Chambers, Longford on Monday, 8 December 2014, be confirmed as a true record of proceedings.

Carried unanimously

355/15 ANNUAL REPORT 2014/2015

A copy of the Annual Report for the 2014/2015 financial year was circulated by the General Manager.

Mayor Downie provided an overview of the 2014/2015 year.

DECISION

Cr Goninon/Cr Lambert

That the Annual Report of the Northern Midlands Council for the 2014/15 financial year be received.

Carried unanimously

356/15 PUBLIC SUBMISSIONS ANNUAL REPORT 2014/2015

The notice of the Annual General Meeting was advertised in the Examiner Newspaper on Saturday, 21 November and 28 November 2015. The community were invited to submit comments on the Annual Report for discussion at the Annual General Meeting.

No submissions were received.

357/15 QUESTIONS ON NOTICE

No questions on notice have been received.

No questions were received.

358/15 QUESTIONS NOT ON NOTICE

Questions not on notice welcomed by Mayor Downie, to be conducted in accordance with the following guidelines:

- A person seeking to ask a question must firstly identify himself or herself by stating their name and the town they reside in.
- If more than one person wishes to ask a question, the Mayor is to determine the order in which those questions are asked
- Questions must be directed to the Mayor (Chair) who shall answer or direct the question to the appropriate Councillor or Council Officer. A question will be answered if the information is known otherwise taken on notice and responded to in writing as soon as possible.

MINUTES – ANNUAL GENERAL MEETING

14 DECEMBER 2015



- A person is entitled to ask no more than 2 questions on any specific subject. If a person has up to two questions on several subjects, the Mayor may defer those questions until other questions have been asked and refer back to that person only if time permits.
- Each speaker is limited to a maximum of 3 minutes.

No questions were received.

359/15 CLOSURE

Mayor Downie closed the meeting at 5.11pm.

MAYOR _____

DATE _____