

ANNUAL GENERAL MEETING MINUTES

Wednesday 27 January 2021 at
5.00pm Council Chambers, St Helens

John Brown, General Manager
Break O'Day Council
27 January 2021

Division 3 – Annual General Meeting

72B. Annual General Meeting

1. A Council must hold an Annual General Meeting on a date that –
 - a. Is not later than 15 December in each year; and
 - b. Is not before 14 days after the date of the first publication of a notice under subsection (2).
2. A Council must publish a notice on at least 2 separate occasions in a daily newspaper circulating in the municipal area or other prescribed newspaper specifying the date, time and place of the Annual General Meeting.
3. If a quorum of the Council is not present –
 - a. The Annual General Meeting is to be reconvened and held within 14 days; and
 - b. A notice is to be published in a daily newspaper circulating in the municipal area or other prescribed newspaper specifying the date, time and place of the Annual General Meeting.
4. Only electors in the municipal area are entitled to vote at an Annual General Meeting.
5. A motion at an Annual General Meeting is passed by a majority of votes taken by a show of hands or by any other means of ascertaining the vote the Council determines.
6. A motion passed at an Annual General Meeting is to be considered at the next meeting of the Council.
7. The General Manager is to keep minutes of the Annual General Meeting.

Contents

AUDIO RECORDING OF MEETINGS OF COUNCIL.....	5
OPENING	5
ACKNOWLEDGEMENT OF COUNTRY.....	5
AGM/20.1.0 ATTENDANCE.....	5
AGM/20.1.1 Present	5
AGM/20.1.2 Apologies.....	5
AGM/20.1.3 Non Attendance	6
AGM/20.1.4 Leave of Absence	6
AGM/20.1.5 Staff in Attendance	6
AGM/20.1.6 Community.....	6
AGM/20.2.0 WELCOME AND INTRODUCTION – MAYOR MICK TUCKER.....	6
AGM/20.3.0 ANNUAL REPORT	7
AGM/20.3.1 Mayor’s Report.....	7
AGM/20.3.2 General Manager’s Report.....	9
AGM/20.3.3 Financial Report	11
AGM/20.3.4 Annual Report Submissions	14
AGM/20.4.0 QUESTIONS ON NOTICE	14
AGM/20.5.0 QUESTIONS WITHOUT NOTICE	14
AGM/20.6.0 MOTIONS ON NOTICE	14
AGM/20.7.0 MOTIONS WITHOUT NOTICE	15
AGM/20.8.0 MEETING CLOSURE	15

This page left blank intentionally

AUDIO RECORDING OF MEETINGS OF COUNCIL

As determined by Break O'Day Council in March 2019 all Ordinary, Special and Annual General Meetings of Council are to be audio recorded and a link will be available on the Break O'Day Council website where the public can listen to audio recordings of previous Council Meetings.

In accordance with the Local Government Act 1993 and Regulation 33 of the Local Government (Meeting Procedures) Regulations 2015, these audio files will be retained by Council for at least six (6) months and made available for listening online within seven (7) days of the scheduled meeting. The written minutes of a meeting, once confirmed, prevail over the audio recording of the meeting and a transcript of the recording will not be prepared.

OPENING

The Mayor to welcomed Councillors, staff and everyone present and declared the meeting open at 5.00pm.

ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Traditional Custodians of the land on which we work and live, the Palawa people of this land Tasmania, and recognise their continuing connection to the lands, skies and waters. We pay respects to the Elders Past, present and future.

AGM/20.1.0 ATTENDANCE

AGM/20.1.1 Present

Mayor Mick Tucker
Deputy Mayor John McGiveron
Councillor Barry LeFevre
Councillor Glenn McGuinness
Councillor Margaret Osborne

AGM/20.1.2 Apologies

Councillor Kristie Chapple
Councillor Janet Drummond

AGM/20.1.3 Non Attendance

Councillor Lesa Whittaker
Councillor Kylie Wright

AGM/20.1.4 Leave of Absence

Nil

AGM/20.1.5 Staff in Attendance

General Manager, John Brown
Executive Assistant, Angela Matthews
Manager Corporate Services, Bob Hoogland
Manager Community Services, Chris Hughes
Development Services Coordinator, Jake Ihnen
Manager Infrastructure and Development Services, David Jolly

AGM/20.1.6 Community

Nil.

AGM/20.2.0 WELCOME AND INTRODUCTION – MAYOR MICK TUCKER

The Mayor welcomed everyone to the Break O’Day Council Annual General Meeting.

Mayor Tucker stated that he would like to express his gratitude to all Councillors and Council staff we have been to hell and back and stood the test.

Mayor Tucker also stated that he is proud as Mayor of the outcomes delivered this year and congratulated the General Manager and staff.

AGM/20.3.0 ANNUAL REPORT

AGM/20.3.1 Mayor's Report

Welcome!

Well 2019-2020 has certainly been a crazy year! It started out with a lot of momentum that was suddenly halted with the COVID-19 pandemic. None-the-less, Council and Council staff have still managed to keep the cogs turning and we have seen some great projects completed and started.

Our focus for the first six months of the 2019-2020FY was on completing and, officially opening stage 1 of the St Helens MTB trails. This project was a real sprint to the finish line but the end result was an amazing achievement that has really transformed our town into a MTB destination.

The official opening of the network was 22 November 2019 followed by a celebration called Mountains to the Sea Trail-fest taking place on the 23rd. This event saw people flooding the trailhead at Flagstaff as well as the township where Council officers had organised several activities from live music to extreme MTB demonstrations.

Not even 12 months in and the trails have received plenty of media coverage, not just from local media but from MTB media outlets as well such as FLOW MTB, AMB and Revolution.

The focus of the MTB project for Council was our community. As a tourism dependent region, increasing visitation to our area is really important as these visitors support our local businesses and drive the economy of our municipality. If anyone has any doubts about the impact that the trails have had on our town, all you have to do is count the number of cars with MTB on them next time you are in town on the weekend, or drop by a local business and ask them!

After the opening staff continued to work on the MTB trail project stage 2 and 3. Stage 2 saw the opening of three black diamond descents on 20 June 2020 with stage 3 scheduled for completion by September 2020. Due to COVID-19 restrictions, we just had a soft opening for the black diamond trails but it still brought hundreds of Tasmanian riders to St Helens to test out the new trails.

Just like all other businesses, Council was impacted by COVID-19 in February 2020. Council staff had to quickly formulate working from home plans while at the same time making sure that our community would still have continuity of service. Staff should be congratulated on how they rose to the challenge and I am proud to say that despite COVID, it was pretty much business as usual for staff.

The pandemic also saw Council focusing on community wellbeing and recovery. This saw Council develop and implement the Rates Hardship Policy as well as the Community Care and Recovery Package, both designed to support our residents and business during this time. Council staff also undertook Business Care Calls and supported businesses with COVID safety plans.

Due to the Pandemic, Council also hired a Health and Wellbeing Officer who works with staff and the community developing initiatives to promote wellbeing. Two of these initiatives were Kindness Cards and Thank you cards. Staff also planned Community Care Calls for July which will see staff heading out to 11 townships across the municipality undertaking a survey and generally catching up with the community to see how they have fared and what they would like to see Council do to assist them.

Another major project that Council has started this financial year is the construction of the missing links of the Georges Bay multi-user track. We received just over \$2million in Federal funding to undertake these works which will see the construction of an elevated walkway, pedestrian bridge and gravel track extensions. Once completed the works will allow walkers and cyclists to ride/walk all the way around Georges Bay to Lions Park where they can also head up the Townlink Track to the St Helens MTB trailhead at Flagstaff. Work for this project will commence next financial year. We are all excited about this project as not only will it be a real legacy for our community but we will also be using local contractors to undertake the work.

The Old Tasmania Hotel project in Fingal has also received significant Federal funding as well as a financial contribution from Council to complete renovations works, these should be completed by the end of 2020. This project is something that I am really proud of as not only has it seen the restoration of a historically and culturally significant building to the Fingal Community, but when completed the work will allow a variety of services to operate out of the building as well as providing a wonderful community space for all to enjoy.

While COVID has certainly had a negative impact on all of us, it is important we stay focussed on the positives and I truly believe that we will see some real positives once we come out the other side of this. One thing I have already noticed is that Council are starting to see increasing support from our community, this is a really positive thing. Too often we find that the community has high expectations of Council without the willingness to support or help despite putting forward ideas and suggestions. At the end of the day we are all in this together and Council and Community have to work together to achieve the life, community and municipality we want.

I believe that we will all come out of this pandemic stronger, more connected and more motivated to affect some real positive changes in our community.

Mick Tucker
Mayor

AGM/20.3.1 Moved Clr G McGuinness / Seconded Clr J McGiveron

That the Mayor's report be taken as read and received.

CARRIED UNANIMOUSLY

There is no doubt that opening the first stage of the St Helens Mountain Bike Trails was a highlight. We have been working towards this day for a number of years as we navigated extensive approval processes and then ultimately we started building the Network. The support that we received from key stakeholders, the community and the business community in the lead up to the Trails opening was truly amazing. It has been a real collaborative effort and this was recognised by the Australian Mountain Bike Association where we won an Award for the Power of Partnership.

The recognition that this project is receiving doesn't just stop there, the innovation associated with the project includes our unique Trail Ambassador program, Emergency Management system and the hygiene stations we have designed and created. The Trail Ambassador program was developed by a cross-Department team who participated in the Local Government Professionals Management challenge a few months earlier. It made a huge amount of sense and it was really pleasing to actually see this innovative program being put into practice and the outstanding support from the business community.

Other highlights have been finally dealing with some long-term unfinished projects, both the Old Tasmanian Hotel top floor and the missing section of the Georges Bay Multi-User Track have hung around for basically 30 years or more, they are actually projects started back in the days of the former Fingal and Portland Councils. Both of these projects will be completed in the second half of 2020 and I just know that they will bring immense enjoyment to their respective communities and users.

Early in 2020 the sea of uncertainty appeared in the form of COVID-19 and in late March the world that we knew became a thing of the past. In an incredibly short period of time we evolved our approach to service delivery from our traditional approach based around the office and depot to the online working from home approach and splitting the depot operations. During this time our employees were amazing as they threw themselves into making it happen so that we could continue delivering services with minimal interruption whilst they dealt with their own personal uncertainty. The support of our Councillors during this time was great, they just let us get on and make the decisions we felt were right to keep things going whilst keeping them informed of the rapidly changing situation we were dealing with.

When we sit back and look there have been a number of positives which have come out of this which have become part of our ongoing approach. A number of system changes with a focus on electronic processing are here to stay as is our use of video meeting platforms such as MS Teams and Zoom. It also provided us with a reality check on our daily lives and a refocus towards the things that really matter and that maybe we started taking for granted. Our wellbeing became front and centre as we grappled with, and continue to grapple with, the impact on our mental health. It was during this time that we added the focus of wellbeing to our activities which has become part of our response to COVID-19. We became acutely aware of not just our own feelings but how our community was feeling, volunteers, business owners, community groups, were all under stress and we needed to help in any way we could. A focus on wellbeing actually forms part of the Vision within Council's Strategic Plan so it is something really important to our community and will be a vital focus in the years ahead.

The support from our political representatives at the Federal and State level is a vital part of securing our future. The projects I have mentioned above all relied upon State and/or Federal funding and would not have proceeded without their support.

As in any year we had a few employees move on in other directions and we welcomed some new people to the BODC Team. A special thank you to Paula (Human Resource Manager/EHO); Chris (Town Planner); Tim (Economic Development Officer), Geraldine (Planning Services Coordinator) and Luke (Trails Worker) who left us during the year and we wish you all the best for the future. To all of our other amazing and dedicated employees, thank you so much for the huge effort this year and in particular during this very trying time.

Mayor and Councillors, also a big thank you for the support during the year. It has enabled myself and the BODC team to get on with doing our best for the community we serve.

John Brown
General Manager

Further comments from the General Manager:

- *The General Manager highlighted some key points from his report noting the challenges which we had faced during the latter part of the year. It was very pleasing to deal with some 'legacy' projects which had been on the list for many years and opening of the St Helens Mountain Bike Trail Network was another fantastic achievement .*
- *Over the year there were some recognition awards which we received which was great acknowledgement of the achievements which had occurred and included the Launceston Chamber of Commerce Business Excellence Award for the One Night Stand Event; Australian Mountain Bike Association Power of Partnership Award and more recently St Helens being recognised as Tassies Top Tourist Town.*
- *The General Manager paid tribute to the hard work of the employees and for support and additional effort when we had to adjust for Covid. He also thanked the Mayor and Councillors for their support of himself and the organisation during the year, they had allowed everyone to get on and make things happen when the world changed.*

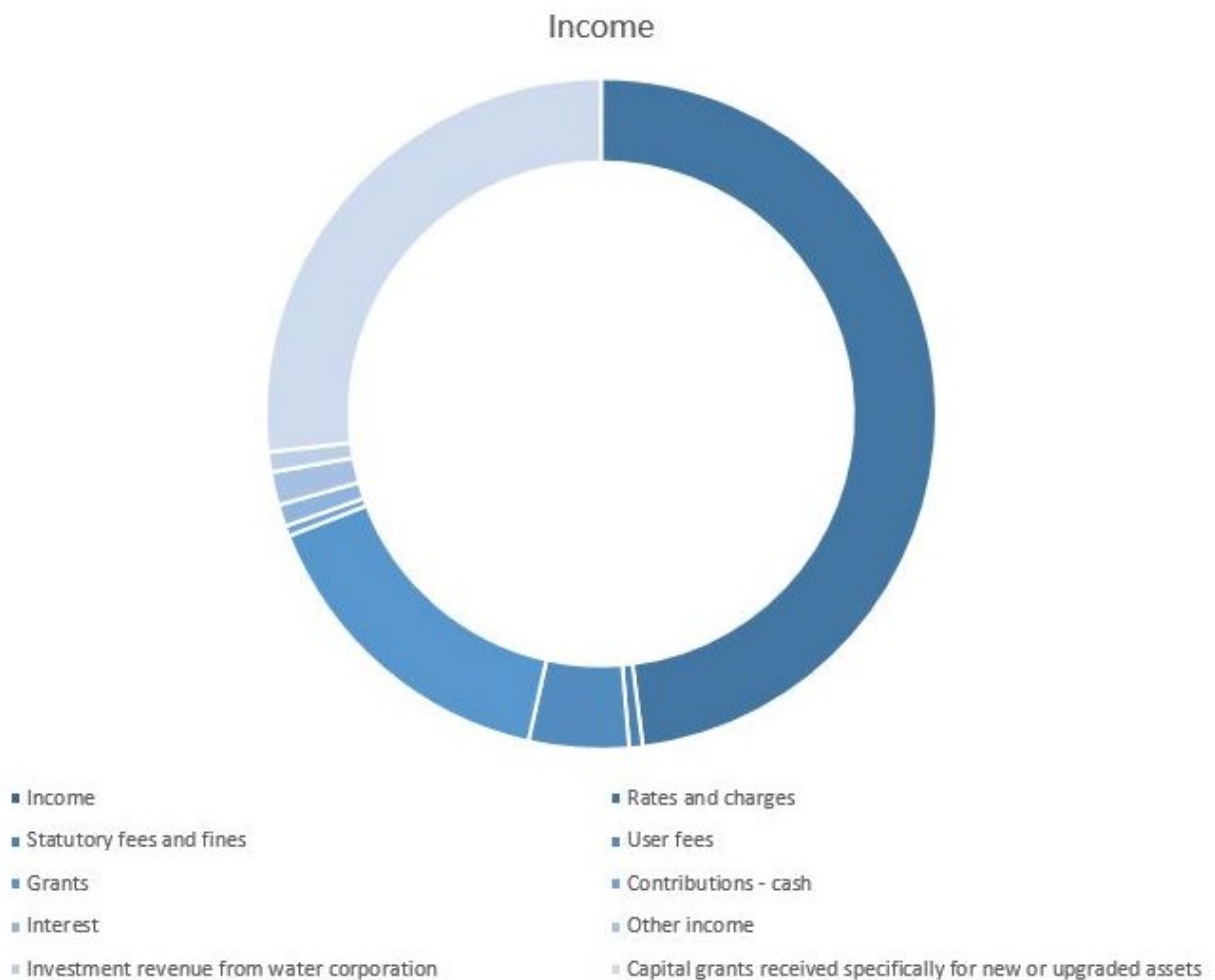
AGM/20.3.2 Moved Clr M Osborne / Seconded Clr B LeFevre

That the General Manager's report be taken as read and received.

CARRIED UNANIMOUSLY

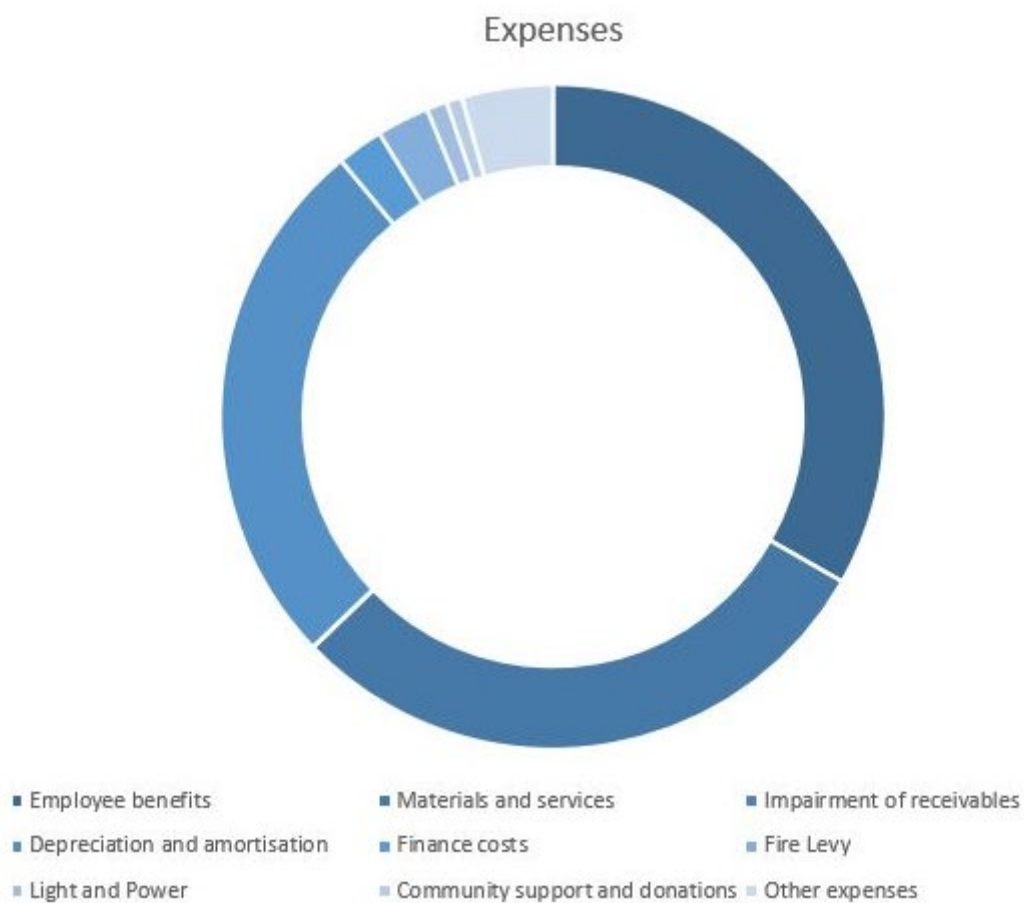
Income

	INCOME	\$
Rates and charges		9,654,497
Statutory fees and fines		131,468
User fees		968,377
Grants		3,133,651
Contributions - cash		98,809
Interest		212,309
Other income		321,497
Investment revenue from water corporation		194,000
Capital grants received specifically for new or upgraded assets		5,392,576



Expenses

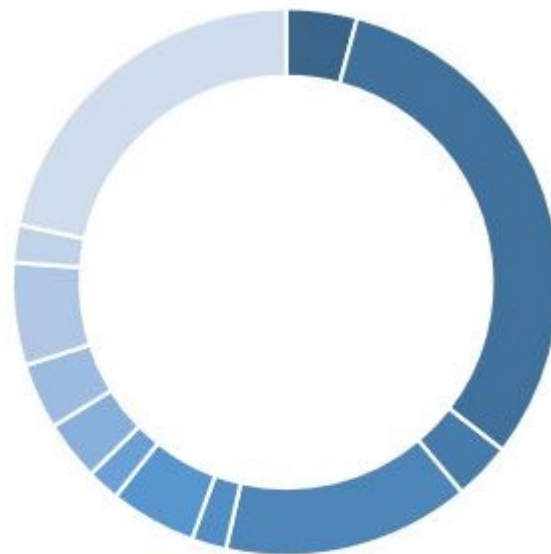
EXPENSE	\$
Employee benefits	4,743,068
Materials and services	4,215,435
Impairment of receivables	4,067
Depreciation and amortisation	3,732,684
Finance costs	321,640
Fire Levy	364,926
Light and Power	141,610
Community support and donations	109,027
Other expenses	631,036



Expenses By Function

ITEM	\$
Governance and administration	596,958
Roads, streets and bridges	4,466,470
Drainage	486,849
Waste management	2,086,264
Environmental health/environmental management	293,513
Planning services	729,058
Building control	277,171
Community amenities	503,866
Community services	557,580
Recreation facilities	865,007
Economic development	318,715
Other - not attributable	3,082,042

Expenses by Function



- Governance and administration
- Drainage
- Environmental health/environmental management
- Building control
- Community services
- Economic development
- Roads, streets and bridges
- Waste management
- Planning services
- Community amenities
- Recreation facilities
- Other - not attributable

Further comments from the General Manager:

- *The General Manager stated that Council has finished in quite a strong financial result during difficult circumstances.*

AGM/20.3.3 Moved Clr B LeFevre / Seconded Clr J McGiveron

That the financial report be received.

CARRIED UNANIMOUSLY

AGM/20.3.4 **Annual Report Submissions**

The Annual Report was advertised on the 16 December 2020 notifying the availability of the Annual Report and inviting electors to lodge submissions on the report with Council by Friday 8 January 2021 for discussion at the Annual General Meeting.

The General Manager advises that no submissions were received.

AGM/20.4.0 **QUESTIONS ON NOTICE**

Nil

AGM/20.5.0 **QUESTIONS WITHOUT NOTICE**

Nil

AGM/20.6.0 **MOTIONS ON NOTICE**

Nil

AGM/20.7.0 MOTIONS WITHOUT NOTICE

Nil

AGM/20.8.0 MEETING CLOSURE

Mayor Tucker advised that the minutes of this meeting will be received at the Council meeting to be held on Monday 15 February 2021. Being no further questions or motions Mayor Tucker thanked those in attendance for their contribution and declared the meeting closed at 5.07pm.

.....
MAYOR

.....
DATE