



*The City with Spirit*

## **NOTICE OF ANNUAL GENERAL MEETING**

Notice is hereby given that the an **Annual General Meeting** of the Devonport City Council will be held in the Council Chambers, on Monday, 24 October 2016, commencing at 5:00pm.

**The meeting will be open to the public at 5.00pm.**

### **QUALIFIED PERSONS**

In accordance with Section 65 of the *Local Government Act 1993*, I confirm that the reports in this agenda contain advice, information and recommendations given by a person who has the qualifications or experience necessary to give such advice, information or recommendation.

Paul West  
GENERAL MANAGER

**19 October 2016**

**AGENDA FOR THE ANNUAL GENERAL MEETING OF DEVONPORT CITY COUNCIL  
HELD ON MONDAY 24 OCTOBER 2016 AT THE COUNCIL CHAMBERS, 17 FENTON WAY,  
DEVONPORT AT 5:00PM**

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**annual general meeting Agenda 24 October 2016**

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Agenda of a meeting of the Devonport City Council's **Annual General Meeting** to be held at the Council Chambers, 17 Fenton Way, Devonport on Monday, 24 October 2016 commencing at 5:00pm.

**PRESENT**

		<b>Present</b>	<b>Apology</b>
Mayor	Ald S L Martin		
Deputy Mayor	Ald A L Rockliff		
	Ald C D Emmerton		
	Ald G F Goodwin		
	Ald A J Jarman		
	Ald L M Laycock		
	Ald J F Matthews		
	Ald T M Milne		
	Ald L M Perry		

**IN ATTENDANCE**

All persons in attendance are advised that it is Council policy to record Council Meetings, in accordance with Council's Audio Recording Policy. The audio recording of this meeting will be made available to the public on Council's website for a period of six months. Members of the public in attendance at the meeting who do not wish for their words to be recorded and/or published on the website, should contact a relevant Council Officer and advise of their wishes prior to the start of the meeting.

**1.0 APOLOGIES**

**2.0 CONFIRMATION OF MINUTES**

**2.1 ANNUAL GENERAL MEETING - 28 OCTOBER 2015**

**RECOMMENDATION**

That the minutes of the annual general meeting held on 28 October 2015 as circulated be confirmed.

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## **3.0 RECEIPT OF ANNUAL REPORT**

### **3.1 ANNUAL REPORT 2016**

File: 26955 D442253

#### **RELEVANCE TO COUNCIL'S PLANS & POLICIES**

Council's Strategic Plan 2009-2030:

- Strategy 5.5.1 Provide financial services to support Council's operations and meet reporting and accountability requirements
- Strategy 5.5.4 Ensure operations meet or better financial targets as set in Strategic and Business Plans

#### **SUMMARY**

This report is provided to introduce to Council and the community the Devonport City Council Annual Report for the year ended 30 June 2016.

#### **BACKGROUND**

In accordance with Section 72(1) of the *Local Government Act 1993* Council is required to prepare an Annual Report which provides a summary of Council's activities and performance in respect of goals and objectives set for the preceding financial year.

#### **STATUTORY REQUIREMENTS**

The requirement for Council to prepare an Annual Report and to conduct an Annual General Meeting is prescribed under the *Local Government Act 1993*.

In accordance with Section 72(2)(d) and (3) Council placed advertisements in the Advocate on Saturday, 1 October and Saturday, 8 October 2016 notifying of the conduct of the Annual General Meeting on Monday, 24 October 2016 and invited submissions from the community on the Annual Report.

#### **DISCUSSION**

The Annual Report provides highlights of the Council's achievements throughout the year together with a performance report on activities listed in the 2015/16 Annual Plan.

As required, the Annual Financial Report for the year ended 30 June 2016, together with the Independent Audit Report are also included.

Council was required to invite submissions on the Annual Report and is also required to accept motions from the floor at the Annual General Meeting.

At the close of submissions on 17 October 2016, Council had received one (1) submission, from Mr Douglas Janney, 23 Watkinson Street, Devonport (refer attachment 1) in which a number of questions in relation to the Annual Report were put, a response has been provided and is provided as attachment 2.

#### **COMMUNITY ENGAGEMENT**

Advertisements were placed in the Advocate Newspaper on Saturday, 1 October and Saturday, 8 October 2016 inviting submissions on the Annual Report.

#### **FINANCIAL IMPLICATIONS**

There are no financial implications as a result of this report.

**RISK IMPLICATIONS**

- Legal Compliance  
Council has an obligation under Section 72B of the *Local Government Act 1993* to hold their Annual General Meeting no later than 15 December each year. Failure to do so will result in a breach of the Act.

**CONCLUSION**

The Annual Report provides the details of Council's achievements in relation to the initiatives adopted in the 2015/2016 Annual Plan and the Audited Financial Report of Council for the 2015/16 financial year.

**ATTACHMENTS**

1. Question on Notice - Annual General Meeting 2016 - Douglas Janney
2. Response - AGM Submission - Mr D Janney

**RECOMMENDATION**

That the 2016 Devonport City Council Annual Report be received and adopted.

Author:	Paul West
Position:	General Manager

23 Watkinson St  
Devonport  
ph 6424 3753  
17<sup>th</sup>. October 2016

Mr. P West  
General Manager  
Devonport City Council  
17 Fenton Way  
Devonport

## ANNUAL REPORT 2016

1. P18

**Comment** The annular chart at 10 o'clock is not readable where the black number is on the dark blue. The chart on P19 is not much better. This needs to be done better!!

2. P24 Quick Stats

2.1.1. **Q1** Why is Operating revenue down \$1.7m

3. P28 Key Performance Indicators

- **Comment** Again the report is short on information relating to Council employees! I suggest that there should be a section in the report on "Council employees" where all the data is collected instead of being scattered throughout the document and not complete.
- This was raised last year!

4. Financial Statements

4.1. P15 Note 6 **Q2** Why is Recurrent Grants down some \$2 m?

4.2. P20 Note 16 **Q3** Why does it always seem that the disposal of assets is a Net loss?

4.3. P29 note 27 **Comment.** There are some figures missing!!!!

4.4. P38 **Q4** What were the income and expenses of the Fenton Villas?

Yours faithfully



Douglas Janney



19 October 2016

*In reply please quote:*  
File 26955

Mr Douglas Janney  
23 Watkinson Street  
DEVONPORT TAS 7310

Email [djanney39@gmail.com](mailto:djanney39@gmail.com)

Dear Mr Janney

### **ANNUAL REPORT 2016**

I refer to your submission received 17 October 2016 and advise as follows:

Q1 *The annular chart at 10 o'clock is not readable where the black number is on the dark blue. The chart on Page 19 is not much better. This needs to be done better.*

Your concerns regarding the formatting of charts has been noted.

Q2 *Why is Operating revenue down \$1.7 m?*

The majority of the variance in operating revenue between 2015 and 2016 is due to the prepayment of 50% of the Financial Assistance Grant as determined by the Federal Government. The prepayment of \$981,251 was received on 30 June 2015 and in accordance with the relevant Accounting Standard, the revenue was reported in the year of receipt. The 2015 financial year includes 100% of the Grant in relation to that year of \$1,984,368 as well as 50% of the 2015/16 year of \$981,251.

The 2016 financial year includes the balance of the 2016 Grant of \$984,146, resulting in a variance of \$1,981,473. This also explains the \$2M variance in Recurrent Grants raised in Q4.1.

Q3 *Page 28 Key Performance Indicators – Again the report is short on information relating to Council employees. I suggest that there should be a section in the report on "Council employees" where all the data is collected instead of being scattered throughout the document and not complete. This was raised last year.*

Following your suggestion last year, information regarding employees was collated on page 13 of this year's Report. The purpose of the Quick Stats and Key Performance Indicator pages is to provide a summary overview of all Council operations. In preparing next year's report, your comments will be further considered.



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Q4.1 Page 15 Note 6 – Why is Recurrent Grants down \$2m?

(See response provided in Question 2 above).

Q4.2 Page 20 Note 16 – Why does it always seem that the disposal of assets is a net loss?

The Net Loss on Disposal of Assets is impacted by several transactions in determining the final result for the year. The major influence on the result is the renewal of road and stormwater assets before they have reached the end of the assessed useful life. Where this occurs, the existing assets are removed from the asset register and replaced with the capital expenditure on renewing those assets. When the assets are removed from the asset register, they are effectively disposed of by Council without any proceeds from the disposal, resulting in a loss on disposal. Council staff budget for the loss on disposal from these transactions when completing the 5 year capital program as part of the budget process.

Q4.3 Page 29 note 27 – There are some figures missing.

Thank you for highlighting this omission which has now been rectified. It occurred due to a compatibility issue between the financial spreadsheet formulas and the program used for the Annual Report, when the final document was collated for printing.

Q4.4 Page 38 – What were the income and expenditure of the Fenton Villas?

Fenton Villas generated revenue of \$89,022 and incurred expenditure of \$71,203 resulting in an operating surplus of \$17,819.

Yours sincerely



Paul West  
**GENERAL MANAGER**



**MINUTES OF THE TWENTY-FIRST ANNUAL GENERAL MEETING OF THE DEVONPORT CITY  
COUNCIL HELD IN THE COUNCIL CHAMBERS  
ON WEDNESDAY, 28 OCTOBER 2015 COMMENCING AT 6:00PM**

**PRESENT:** Ald S L Martin (Mayor)  
Ald A L Rockliff (Deputy Mayor)  
Ald C D Emmerton  
Ald G F Goodwin  
Ald A J Jarman  
Ald J T Keay  
Ald L M Laycock  
Ald J F Matthews  
Ald L M Perry

**Council Officers:**

General Manager, P West  
Deputy General Manager, M Atkins  
Executive Manager Corporate and Business, S Crawford  
Executive Manager Organisational Performance, K Peebles  
Governance Coordinator, K Hampton  
Governance Officer, C Jordan  
Development Manager, B May  
Infrastructure and Works Manager, K Lunson  
Cultural and Community Development Manager, B de Jong  
Media & Communications Officer, K Moore  
Marketing Tourism and Recreation Manager, S Jones

**Public:** Robert B Vellacott  
Doug Janney  
Ken Overton  
Rodney Russell  
Trevor Smith

**Audio Recording:**

All persons in attendance were advised that it is Council policy to record Council meetings, in accordance with Council's Audio Recording Policy. The audio recording of this meeting will be made available to the public on Council's website for a period of six months.

<b>7.0 APOLOGIES</b>
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Nil

<b>8.0 CONFIRMATION OF MINUTES</b>
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**8.0.1 ANNUAL GENERAL MEETING - 13 OCTOBER 2014**

**RESOLUTION**

MOVED: Ald Goodwin  
SECONDED: Ald Jarman

That the minutes of the Annual General Meeting held on 13 October 2014 as circulated be confirmed.

	For	Against		For	Against
Ald Martin	✓		Ald Laycock	✓	
Ald Emmerton	✓		Ald Matthews	✓	
Ald Goodwin	✓		Ald Perry	✓	
Ald Jarman	✓		Ald Rockliff	✓	
Ald Keay	✓				

CARRIED UNANIMOUSLY

## 9.0 RECEIPT OF ANNUAL REPORT

### 3.1 ANNUAL REPORT 2015 (D389738)

#### RESOLUTION

MOVED: Ald Keay  
 SECONDED: Ald Matthews

That the 2015 Devonport City Council Annual Report be received and adopted.

	For	Against		For	Against
Ald Martin	✓		Ald Laycock	✓	
Ald Emmerton	✓		Ald Matthews	✓	
Ald Goodwin	✓		Ald Perry	✓	
Ald Jarman	✓		Ald Rockliff	✓	
Ald Keay	✓				

CARRIED UNANIMOUSLY

## 10.0 PUBLIC QUESTIONS/COMMENTS

### DOUGLAS JANNEY - 23 WATKINSON STREET, DEVONPORT

#### Q1 Annual Report Document

The Organisation Structure chart on Page 13 has circumferential print that is unacceptably small. If it is to be printed then the item needs to be readable. Print height ought to be 2mm minimum. What say you?

#### Response

The Mayor advised that the comments would be taken on notice and addressed during preparation of next year's Annual Report.

**Q2** I note Council's financial statements are audited by the Tasmanian Audit Office. Council also has an Audit Panel and that you are commencing internal audits in 2016. Can you please explain the difference between the three audits?

#### Response

The General Manager responded with an outline of the three audit types.

### ROBERT B VELLACOTT - 11 COCKER PLACE, DEVONPORT

Firstly Mayor and Aldermen (and staff). Thank you for keeping our Council free from the stigma of Political Party dominance and interference, having witnessed this manner of politics in other Councils.

I note Mayor and Aldermen in the Advocate 22 October 2015 that there is a motion on the Local Government Association Agenda for banning political party donations to their endorsed Council candidates.

**Q1** Will Devonport City Council representatives be requested to vote in support of that particular motion?

**Response**

The Mayor responded the item on the LGAT agenda is not a formal motion, but a discussion item. A subsequent report will be provided to Council.

<b>11.0 MOTIONS FROM THE FLOOR</b>
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**5.1 CONCERNS RELATING TO OUTLAW MOTORCYCLE GANGS - MR B VELLACOTT**

**RESOLUTION**

MOVED: B Vellacott

SECONDED: D Janney

That this meeting request the Mayor and Aldermen to express in the strongest possible terms to the Government our concerns regarding the Outlaw Motorcycle gangs from interstate entry into Tasmania and request legislation to be enacted to prevent events such as this in the future.

The motion was put and LOST.

**5.2 ANNUAL LUNCHEON FOR 50+ YEAR RATEPAYERS - MR D JANNEY**

**RESOLUTION**

MOVED: D Janney

SECONDED: B Vellacott

That Council recognise the long term ratepayers (50 years +) of the community with an annual luncheon.

CARRIED

**There being no further business the Mayor declared the meeting closed at 6:31pm.**

Confirmed

Chairman

**5.0 PUBLIC QUESTIONS/COMMENTS**

**6.0 CLOSURE**

There being no further business the Chairman declared the meeting closed at      pm.