General Management Committee

Minutes

Tuesday 9 May 2006
1. NOTICE OF MEETING

A meeting of the General Management Committee was held at the Albert Hall, Launceston on Tuesday 9 May 2006, commencing at 10.40am.

PRESENT:

Cllr Lynn Mason  President
Lord Mayor Rob Valentine  Hobart City Council
Mayor Ross Hine  West - North West Region
Mayor Mike Downie  West - North West Region
Cllr Robert Legge  Northern Region
Mayor Jock Campbell  Southern Region

APOLOGIES:

Mayor Barry Easther  Northern Region
Mayor Deirdre Flint  Southern Region

IN ATTENDANCE:

Mr Allan Garcia  LGAT
Mrs Liz Gillam  LGAT
Ms Christine Agostinelli  LGAT
1.1 Subject: Confirmation of Minutes *

Mayor Mike Downie/Clr Robert Legge

That the Minutes of the meeting held 8 March 2006, as circulated, be confirmed.

Carried

Minutes of the meeting of 8 March are at Attachment to Item 1.1.

1.2 Subject: Business Arising *

That the Committee receive the report on business arising from the previous meeting.

Noted

Update of Policy items from the last meeting - not covered in this Agenda are at Attachment to Item 1.2.

1.3 Subject: President’s Report

Mayor Mike Downie/Clr Robert Legge

That the President’s report be received.

Carried

The President reported on her activities since the last meeting as follows -

March 22-24 Quadrant hosted meeting of Australian Local Government Super Funds
March 29 Mayors’ media training day, Campbelltown
March 30-31 Quadrant strategic planning and general meeting
April 4,5,6 Sustainability agenda discussions, Hobart, Launceston, and Ulverstone
April 4 Launch of Council Index, Hobart
April 5 Meeting of LGAT Local Government Board review working group
April 7 Quadrant meeting
April 12 Meeting with Minister Lloyd, Canberra, and attendance at Local Government and Planning Ministerial Council
April 20,21 Quadrant, Investment Committee, Board meeting
April 24 Meeting with Premier
Meeting with Opposition Leader
April 27,28 Quadrant, managerial reviews
May 5 Ministerial Council, FSANZ
Subject: Chief Executive Officer’s Report March - May 2006

Mayor Mike Downie/Mayor Ross Hine

That the Committee note the Chief Executive Officer’s report.

Carried

Notable occurrences over the period since the last GMC Meeting in March are reported in the following comments:

Interface with External Bodies
- Real Estate Institute of Tasmania – interactive website and partnering opportunities with Local Government
- Uni Careers Expo
- Crushed Stone Association – environmental monitoring
- TCCI – Development programs
- Institute of Chartered Accountants – Local Government template reporting tool
- Community Alliance Meeting

Local Government Forums
- ALGA Policy Directors’ Meeting
- Regional Sustainability Forums
- National Skills Shortage Forum – Canberra
- KPI Committee Meeting
- Legislation Committee
- General Managers’ meeting – Strahan
- Roads Reference Group Meeting
- Local Government Forestry Consultative Committee
- Local government Board Review Committee

State Government Meetings
- Half yearly meeting with Premier
- Meeting with new Leader of Opposition
- Tasmania Together – future directions and Local Government involvement
- Department of Infrastructure, Energy and Resources – infrastructure planning and investment projects
- Department of Education, Office of Public Health, University of Tasmania and others re environmental health issues
- Premier’s Physical Activity Council – Local Government Working Group
- MRT – Landslide and hazard issues
- Director of Local Government – general discussions
- NRM Council
- TAFE – Local Government Training Package

Media
- Launch of Council Careers Kit
- Launch of Council Cost Index
2. POLICY

Policy Items for Discussion & Decision.

2.1 SUBJECT: INFRASTRUCTURE PLANNING AND INVESTMENT

That the Committee note the following report.

Noted

Background
The Association has agreed to participate on the Steering Committee established by the State Government to look at infrastructure planning and investment. The Steering Committee will oversee the delivery of outcomes, outputs and strategic management of the Sorell Infrastructure Plan and the Strategic Infrastructure Investment Criteria Project.

Both have an end date of December 2006 and a similar vision – to identify the drivers of major infrastructure development, the investigation of existing and emerging infrastructure pressures and to strategically plan and fund (via a variety of flexible and innovative methods) the optimal delivery of economic infrastructure to benefit the wider community.

The Steering Committee comprises Heads and Deputy Heads of agencies from the Departments of Infrastructure, Energy and Resources; Economic Development; Premier and Cabinet; Primary Industries and Water; Treasury and Finance and Health and Human Services. The General manager of Sorell Council is also a member of the committee with the CEO of the Association completing the representation.

Budget Implications
Does not apply.

Current Policy
The Association's policy principles in relation to infrastructure are:

- Develop policies and programs that support Councils in the provision of appropriate water, sewerage, roads and transport infrastructure.

- Facilitate planning for the maintenance and renewal of Council infrastructure

- Pursue funding opportunities to support the sustainability and future demand for infrastructure
2.2 SUBJECT: CHANGES TO PORTFOLIOS IMPACTING ON LOCAL GOVERNMENT

That the Committee note the following information.

Background
Following the successful return of the Lennon Government at the recent State Election, a number of changes to portfolios and agencies have occurred which impact on Local Government.

Importantly, the Premier has retained the Local Government portfolio but rather than appointing an assisting Minister, has chosen to embrace the portfolio fully. This is an important and significant recognition of the role of Local Government and its relationship with the State Government.

The Environment portfolio has shifted from the retiring Judy Jackson to Paula Wreidt. An important aspect of the change is that the Environment Division has moved from what was the Department of Primary Industries, Water and Environment to the Department of Tourism, Environment and the Arts. Warren Jones remains the key public servant in the Division, but Scott Gadd is now the Head of Agency with responsibility for the function.

Planning has been separated from its traditional coupling of environment and has been moved to the Department of Justice under the portfolio of the Attorney General, Steven Kons. Peter Hoult is the agency head, while Peter Fisher is the most senior public servant working in this area. The fit with Justice is interesting and appears to be largely driven by the decision to place the "judicial" arm of planning, the Resource Management and Planning Appeals Tribunal under this portfolio along with the RPDC.

Finally, Jim Cox has been given the infrastructure portfolio and will be the key ministerial contact in relation to road and infrastructure issues. Mark Addis remains the head of the Department of Infrastructure, Energy and Resources.

Budget Implications
Does not apply.

Current Policy
Does not apply.
2.3 SUBJECT: LEGISLATION COMMITTEE REPORT

Clr Robert Legge/Lord Mayor Rob Valentine

That the recurring delays associated with the legislative development process and resultant impact on resources and development of responses be raised at the PLGC Officials Group meeting to be held on 23 May 2006.

Carried

The improvement in the involvement of Local Government in the review and development of legislation since the introduction of the Communication and Consultation Partnership is acknowledged.

However, it is felt that these projects need to be more closely managed particularly to reduce their duration, provide continuity for committee members and ensure the limited resources of the Association, Councils and State Agencies are used to best effect.

Background
The last meeting of the Legislation Committee was held on Friday 21 April.

It is interesting to note that during the life of the Legislation Committee there have been between 20 – 25 items on the agenda. Clearly, the Association’s level of interest/involvement in individual items varies considerably.

Nevertheless, they are matters on the work programs of Association staff. When preparing for Legislation Committee meetings it is usually necessary on a number of items to follow up with the relevant State Agency what progress has been made.

It is fair to say that the lack of progress on a number of items is becoming a source of frustration to the Legislation Committee, Association staff and indeed Council staff. These include:

- Review of EMPCA
- Development of Noise EPP and Regulations
- Development of Air Quality Regulations
- Review of Litter Act
- Review of Strata Titles Act
- Review of Housing Indemnity Act
- Review of Historic Cultural Heritage Act
- Development of Aboriginal Heritage legislation
- Commencement of Monetary Enforcement Penalties Act

Many of these projects start off with great enthusiasm and with optimistic project plans. In the spirit of the Communication and Consultation Protocol, Local Government is involved in consultation processes, including Steering Committees and Working Groups which often involve Council staff. As part of these processes the Association consults with Councils in the preparation of responses to issues and discussion papers, often within tight timeframes.

In many cases Local Government has issues and concerns with what is being proposed. However, even if Local Government is not in agreement with final legislative proposals, provided it has had the opportunity to properly put its case and feels that this has been fully taken into account, it would be far preferable for a project to be quickly seen through to its conclusion.
The stop/start process is both tedious and annoying. A great deal of time is wasted with people becoming familiar with the issues and what has happened previously, particularly where there have been changes in elected members or staff at Councils and in State agencies.

The Legislation Committee considered that this issue of delay has now become so serious (and is likely to be compounded by recent changes to Ministerial portfolios and State Agencies) that it should be raised at a political level.

The other significant items considered by the Legislation Committee included:
- Draft 337 certificate
- Various issues relating to the Building Act
- By-law making Process
- Various issues relating to dog and cat control.

It was noted that a number of Councils, particularly those with new elected members, have requested training in the Judicial Review Act. Subject to the approval of his General Manager, Nick Heath is happy to provide this training to Councils.

There have also been enquiries about providing training to Council staff who have enforcement responsibilities. The Association has commenced discussions with the Police Academy who provided such training in the past.

**Budget Implications**
Does not apply.

**Current Policy**
Does not apply.

### 2.4 SUBJECT: NATIONAL PACKAGING COVENANT ACTION PLAN *

**Lord Mayor Rob Valentine/Mayor Jock Campbell**

That the Committee endorse the Association’s Draft Action Plan required under the terms of the National Packaging Covenant but that reference be made to the need for lobbying and liaison with packaging producers to maintain the requirement to improve packaging product stewardship.

Carried

**Background**

At its August General Meeting it was resolved that the Association become a signatory to the revised National Packaging Covenant. It signed the Covenant on 21 September 2005.

Under the terms of the Covenant all signatories are required to submit an Action Plan, covering the next 3 to 5 years. The Action Plan should include:
- information about the signatory;
- specific actions that will contribute towards the environmental goals and targets of the Covenant;
- identification of specific Key Performance Indicators as appropriate; and
- details of relevant reporting processes.
The Association has developed a draft Action Plan, in accordance with these guidelines, that is relevant to the priorities in waste management that are already being pursued within the State.

The Southern Waste Strategy Association and Northern Tasmania Development are signatories to the Covenant, thus the Association’s Plan has been developed to complement their plans. As such it emphasises the importance of strengthening regional approaches to waste management; the need for improved data collection and performance measuring and the value of ongoing education and community awareness programs. The Association also sees a role for itself to encourage regional bodies/Councils to apply for Covenant project funding to meet some or all of these objectives and to further improve their collection and recovery systems for packaging and litter management. To this end it is seeking representation on the Tasmanian Jurisdictional Project Group, which comprises representatives from State and Local Government and industry, and which recommends projects for funding within Tasmania that are consistent with NPC funding guidelines. It is expected that the Association will also have a role to play when the Covenant is reviewed.

A copy of the draft Action Plan is at Attachment to Item 2.4

Budget Implications
Does not apply

Current Policy
At its August General Meeting the Association resolved to become a signatory to the strengthened National Packaging Covenant.

2.5 SUBJECT : GENERAL POLICY DISCUSSION

Cll Robert Legge/Mayor Ross Hine

That the Committee note that the CEO is developing draft protocol for a working relationship between councils and the Resource Planning and Development Commission.

Carried

- The CEO advised Committee members of a recent meeting held with Julian Green from the Resource Planning and Development Commission. The RPDC are keen to forge a relationship with LGAT through which issues with councils may better be discussed/resolved. It is determined that a protocol for engagement be created and implemented through the Association which will enable councils to meet with the RPDC to determine appropriate outcomes.

- Mayor Mike Downie tabled a letter from one of his councillors detailing concerns about speed limits and his support for speed limits to be painted on road surfaces. Through his involvement with the Tasmanian Road Safety Council, the CEO advised that these issues had been raised in the past and information as to the outcomes would be provided to Mayor Downie at a later date.

Background
This is a standing agenda item intended to allow members the opportunity to raise any matters of strategic policy not addressed elsewhere in the agenda.
3. PROJECTS & SERVICES

Projects & Services Items for Comment and Decision.

3.1 SUBJECT: 2006 LOCAL GOVERNMENT ANNUAL CONFERENCE

That the Committee note the following report.

Noted

Clr Robert Legge/Mayor Ross Hine

That the order of the Association meetings, to be held on 21 June 2006, be reversed with the General Meeting to commence at 11.00am, immediately followed by the AGM.

Carried

The meeting considered the significant impost on an incoming President to chair the post AGM General Meeting and determined in circumstances where an outgoing President was standing down or being challenged in a ballot, the order of the AGM and General Meeting should be reversed to allow for greater efficiency of proceedings.

Background

The printed program and registration form has now been circulated and councils have approximately 5 weeks to register.

The theme Working Together is reflected across all keynote and workshop sessions making for a balanced and thematically taut program.

At the time of writing, sponsorship income is yet to reach the 2005 mark, however, based on 2005 attendance levels, the conference is on track to cover costs and make a small surplus. Every effort has been made to keep the cost to delegates low: GMC may wish to note that the price of the conference dinner hasn’t changed in 4 years.

Since introducing the not-for-profit trade exhibitor category, a reduced price to encourage not-for-profit organisations to participate, the conference has attracted 9 (2004), 7 (2005) and is on target to attract 10 or 11 of these government and non-government organisations this year. Whilst not deriving a large profit from their involvement, they add interest and variety to the trade exhibition making it more accessible, entertaining and useful for a greater number of our delegates, and their involvement does supplement income.

Through a continuing relationship with Beyond PR, the conference will enjoy professional media liaison to ensure maximum media coverage during the period of the event. It is anticipated that we will again attract radio, television and press in an effort to position the role, challenges and benefits of local government favourably in the public domain.

Strings On Fire, a string quartet with a repertoire of contemporary music, will provide entertainment at the conference dinner. In addition, the Tasmanian Chorale will perform three
pieces at the conference dinner. No provision has been made for dancing. Mayor Lynn Laycock will say ‘grace’.

Two launches will take place at the conference: the Local Government Guide to Youth Participation and the Institute of Chartered Accountants will launch the Tasmanian Council Model Estimates.

Awards for Excellence finalists presentations have been dispersed into a number of short plenary presentations. This will enhance exposure for finalists as they will be presenting to the full complement of day one delegates.

Through our sponsorship of the AILAG Local Government Greenspace Award, there will be a selection of council landscape projects on display at the conference.

GMC members will be invited to the front stage at the opening session of the conference and there are opportunities for more active participation throughout the conference. GMC members are invited to nominate their preference to join a VIP table or to sit elsewhere.

**Budget Implications**
If the conference attracts 2005 attendance levels, it will cover the cost of event administration and deliver a small surplus to event partners.

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**3.2 SUBJECT: 2007 LOCAL GOVERNMENT ANNUAL CONFERENCE**

That the Committee support working with LGMA on a Tasmanian Local Government Week in 2007 and note the likely need for a change to the standard format of the LGAT Conference component of the week.

**Noted**

**Background**
The LGMA National Congress is to be held at the Hotel Grand Chancellor from April 29 to May 2 (Wednesday). LGAT has had discussions with LGMA national regarding the merits of holding the Tasmanian conference of Local Government that same week or retaining some separation between the two events. At present, the Hotel Grand Chancellor is holding two sets of dates.

**Delegates**
It is generally considered a bonus for Local Government locally that the congress will be in Tasmania as LGMA offers up a quality conference that attracts national, high profile speakers. In this regard, it would be desirable to see keen interest from the sector in attending this event.

The LGMA National Congress usually attracts around 30 Tasmanian delegates (80:20 officer: councillor). With the event in Tasmania, an increase on that figure is likely.

The LGMA congress registration fee is in the order of $1,200. This is not considered excessive by national standards and is therefore not considered a major impediment to attendance by officers locally, particularly if the program is considered relevant.

The Tasmanian conference usually attracts between 200 and 220 delegates. This is a critical number in order to underpin the level of sponsorship needed to deliver the event at the price Tasmanian councils have become accustomed to. One reason that the attendance number needs to be high is that the proportion of officers, with purchasing power, is likely to be higher when there is a greater number of delegates overall.
Consideration is being given to offering up a completely different type of event in 2007: that does not directly compete, that is still able to offer a quality learning and networking experience for Tasmanians, and which may attract some interstate delegates to stay on and attend. It should be noted that the Tasmanian event is organised cooperatively with the IPWEA and LGMA and any changes in format must be considered suitable for the members of these two organisations.

**Sponsorship**
Congress sponsors include Telstra Country Wide, CPA and Technology One. These are currently sponsors of the Tasmanian conference.

Preliminary discussions with major sponsors has revealed that there might be a harder case for comparative levels of sponsorship in 2007 to 2006 if national funds are being expended within Tasmania. Sponsors are unlikely to withdraw entirely, given their strategic objectives locally, but some, who draw local funds from the national pool, may have their funds limited. However, discussion around the proposed concept (detailed below) suggests a greater chance of retaining high levels of sponsorship if there is potential for enhanced exposure locally. (Note banners proposal that would take sponsor logos out into the public domain: likely to be highly appealing to existing and prospective sponsors).

Sponsors are also more likely to buy-into a new concept if they can be involved at the outset and for the full period of planning.

**2007: Creating a Point of Difference**
The objectives of the 2007 conference would be to:
- Provide a point of difference to the LGMA congress: not simply a less adequate conference.
- Endeavour to attract interstate delegates to attend: good for sponsors, good for Tasmanian councils, good for delegate numbers.
- Run an event that adds value to local government locally and that adds value to sponsors.

Tasmanian Local Government Showcase & Week:
- **Wednesday:** Liaise with LGMA to, through LGAT, offer up a Tasmanian tour as one of the optional study tours to be offered on the Wednesday afternoon May 2. This is designed as a bridging event by keeping LGMA delegates in Tasmania and would be the first event offered up on the LGAT conference program.
- **Thursday:** Divide the day into topic groups eg: engineering & asset management; management and governance; and, community services. A working group to be established for each topic and this group would be charged with selecting leading practice examples from Tasmanian councils. Strict criteria/rigorous process would ensure examples of leading/best practice. Long lead time, starting around August 2006. Note: has in principal support from event partners, IPWEA & LGMA.
- **Awards for Excellence:** there may be scope for a completely fresh approach to the Awards for Excellence in line with the unique character of the 2007 event.
- **Dinner:** A Showcase themed dinner may provide novelty value to the event.
- **AGM:** The AGM would be held on the following day, Friday May 4.
- **Community Event:** Western Australia has achieved great success through a Banners on the Terrace project. The event provides councils with the opportunity to present themselves and the unique characteristics of their municipal area to the whole of the state, and builds community cooperation and pride as groups come together to create the often, stunning banners. It is suggested that this idea could be adopted in Tasmania.
There are great publicity opportunities: councils design their banner to reflect the unique qualities of their area – local and statewide media. This also has merit in terms of attracting/retaining major local sponsors. If banners were to be flown in Hobart at the time of the congress, this would create a lasting impression for visiting delegates. (Note: banner poles are available however, permission for banners must be sought in accordance with the HCC banner poles policy.)

In order for the Showcase to be a success locally and for the potential interstate market, it will need to have a high standard of production. A (very) preliminary budget reveals that the Showcase would demand significant levels of sponsorship.

**Conclusion**

In conclusion, the staging of a national local government conference, potentially bringing 500 local government representatives into Tasmania, offers an opportunity to create positive associations for local government in the eyes of the public and reinforce excellence and high standards within the sector.

Just as is done at the time of the Tasmanian conference, a strategic Tasmanian showcase and public event to create a “week” gives much fodder for positive media and exposure for the necessary and unique role Local Government plays in our society.

The showcase, whilst a departure from a standard conference format, meets the learning and information sharing objectives of a conference by focusing on leading practice examples from across Tasmania and has the in-principle support of the conference event partners, IPWEA & LGMA. It is considered that a showcase, together with the banners proposal, will also appeal to sponsors. Combined, they provide a platform for media interest and the favourable positioning of local government in the public arena.

**Budget Implications**

The concept requires a proper costing.

The meeting adjourned for lunch at 12.30pm, resuming at 1.10pm.
3.3 SUBJECT: CODE OF CONDUCT – STANDARDS PANEL

Lord Mayor Rob Valentine/Mayor Ross Hine

That, in relation to the establishment and convening of the Standards Panel,
- A press advertisement be placed on Saturday 13 May 2006 calling for expressions of interest for appointment to the Standards Panel;
- Sitting fees will be paid to Panel Members at the rate of $150.00 per day and $100.00 per half day;
- Travelling expenses of Panel members will be reimbursed;
- A new line item will be included in the LGAT budget to provide for the administration of the Standards Panel
- The costs of hearings of the Standards Panel will be recovered from the referring council.

Carried

Background
As from 1 July 2006, Councils will be required to have Codes of Conduct in place. Complaints to a council in relation to an alleged failure of a councillor to comply with any provision of the code of conduct are to be referred to the Council’s Code of Conduct Panel or the Standards Panel, convened by the Local Government Association.

There are a number of issues that GMC needs to consider in relation to the establishment and convening of the Standards Panel:

Membership
The Act provides -
A Standards Panel is to consist of at least 2 and not more than 3 members appointed by the Local Government Association of Tasmania of whom –
(a) one is the chairperson who has experience in local government; and
(b) one is a person who is a legal practitioner.

The Local Government Association of Tasmania may appoint a suitable person as the third member of a Standards Panel.

A member of the Standards Panel must not be or have been a councillor or employee of the same council as the respondent councillor within the previous 5 years.
All members appointed to a Standards Panel must be present to hear and determine a complaint or an appeal.

It is suggested that the most efficient way of convening panels would be to have identified and approached suitably qualified persons, probably on a regional basis, to be on ‘standby’ for appointment.

- Members with experience in Local Government – the fact that the Act excludes ‘a councillor or employee of the same council as the respondent councillor within the previous 5 years implies that a current councillor or employee from another council is not excluded. Present elected members and council employees are therefore an obvious source of potential panel members.
- There are also persons who have been closely associated with Local Government over recent years who might be interested in such a role, including past elected members and employees.
Legal practitioners – there are a number of legal practitioners around the state who have a particular interest in and knowledge of local government. There are also a number of lawyers who specialise in mediation which could be a very useful skill in these circumstances.

There are a number of ways in which potential Panel members could be sought:
- By direct approach
- Call for expression of interest within Councils
- By press advertisement (a number of councils are using this process)
- Discussions with the Law Society

**Costs associated with convening the Standards Panel**

There are a number of potential costs associated with convening the Standards Panel:

- **Fee for panel members**
  It is accepted practice to receive a fee for undertaking a role such as sitting on a board or tribunal. This may be hourly, half-day or full-day.
  It is more unusual to receive an annual retainer or commission, in addition to or instead of a sessional fee.

  Information is currently being sought from the State Government on the methodology used to determine sitting fees for various Government boards, committees and tribunals to provide a guide for the establishment of a fee.

  It is suggested that once GMC has determined its position on this issue that Councils are advised because it would seem preferable that there is some consistency across the state in relation to payment of panel members.

- **Travel and other costs**
  It is accepted practice to pay travel expenses for members of boards and tribunals.
  It is suggested that the basis for these allowances is that used for GMC members.

- **Hearing room and other facilities**
  In most cases it is anticipated that the Council involved could provide a suitable room and facilities for the conduct of a hearing.

  In the south, the LGAT Board Room would be suitable.

**Training**

The Regulations provide some guidance as to procedures to be followed by the Standards Panel.

Some written materials are being prepared to assist Panel members with the matter of procedural fairness.

However, it may be necessary to provide more structured training to ensure that Panel members are comfortable with their role.

**Budget Implications**

The Local Government Act states that each party to a complaint or appeal is to bear his or her own costs. However, as mentioned above, there will be costs associated with the costs of convening the Panels. The costs of convening the Code of Conduct Panel will be met by the relevant Council.

The issue of who is to meet the cost of convening the Standards Panel has not been addressed. There are two options:
- LGAT to absorb the costs, which will have budget implications.
- The number of times that a Standards Panel may need to be convened is a complete unknown.
- LGAT to invoice the Council who refers the complaint.
There is a very marginal offset from the fees for lodging a complaint: approximately $24 for Code of Conduct Panel hearing; $60.00 for Standards Panel hearing; $120.00 for appeal to Standards Panel.

These fees are refundable if the complainant/appellant is successful.

**Current Policy**

Does not apply.

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### 3.4 SUBJECT: SKILLS SHORTAGES *

**Lord Mayor Rob Valentine/Clr Robert Legge**

That the Committee note the following report on the launch of Council Careers and other initiatives designed to address skills shortages.

**Carried**

**Background**

1. **Launch of Council Careers Information Kit and Website**

The President officially launched Council Careers, a comprehensive web-based information kit that can be used to highlight and promote Local Government career options throughout the community, on 6 March 2006 at Rosetta High School.

The launch was well attended and the kit has subsequently received a good deal of positive publicity through the media, both newspaper (See Mercury report at Attachment to Item 3.4) and radio. The kit has been disseminated widely throughout the community to all secondary schools (State and independent), colleges, TAFE, University, industry bodies and other stakeholders. Feedback has been very favourable.

The kit is available on the website [www.councilcareers.tas.gov.au](http://www.councilcareers.tas.gov.au) along with other relevant information and resources. The site will be developed further over the next few months.

2. **Careers Advisory Industry Placement**

The Australian Government, through the Department of Education, Science and Training, has provided funding for LGAT to host a careers advisor industry placement. The scholarship recipient, Lee Marlin is a qualified careers educator currently working in at Oatlands High School, will work with the Association to promote Council Careers throughout the education system and to develop other relevant education material that can be used within Tasmanian schools to enhance students’ understanding of Local Government and to raise awareness of the more than 200 types of career opportunities it offers school leavers. Lee will also deliver leading practice seminars on Local Government career opportunities to other career educators within the Tasmanian education system.

3. **University and School Career Events**

The Council Careers kit was recently used to promote Local Government professions at the University of Tasmanian Careers Fair on 16 March 2006. The Association ran a booth and was assisted by a group of volunteers from Councils and industry bodies, including many young professionals keen to promote their occupations. A careers information session was also held on the Launceston Campus.

The Association has booked a booth at the National Careers Expo to be held in Hobart in July and will once again work with Councils and industry bodies to promote Local Government to the State’s school students.
4. Local Government Industry Forum
The State Government, through the Office of Post Compulsory Education and Training (OPCET) hosted an industry forum on Local Government skills shortages and training issues in November 2005. The forum was funded through the Tasmanian Learning and Skills Authority Industry Advisory Group and facilitated by the CEO of the Tasmanian Chamber of Commerce and Industry. It brought together over 60 people from State and Local Government, educational bodies, the professional associations and unions and canvassed a wide range of issues concerning skills shortages, education and training matters. The forum also sought to identify some specific longer and short-term strategies that might assist the sector in addressing some of its workforce problems and work towards developing an agenda for further action. The Association is continuing to work with OPCET and other relevant bodies to progress these where appropriate.

5. Mature Age Workforce
Anecdotal evidence indicates that along with the rest of the Tasmanian workforce and, indeed, the population at large, the Local Government workforce is ageing and is being inadequately replenished with younger workers. However, no concrete research into the implications of this in regard to Tasmanian Local Government has been conducted.

The Association has facilitated the conduct of a transitional employment survey, developed by the Local Government Association of Queensland and Queensland University of Technology. It is designed to gather qualitative data from Council employees contemplating retirement in the next 6 years that will provide an indication of what employees are prepared to consider in terms of ‘transitional employment’ after their official retirement date and assist Councils in determining appropriate workforce planning strategies. The survey closed on 31 March and a report on the findings is expected to be available by June. Those Councils who participated will receive individual reports.

Strategies identified by LGAT to address this problem include phased-in-retirement and succession planning including cadetships/apprenticeships; para-professional training to support the diminishing pool of qualified professionals; and regional skilled migration.

5. Para-professional Training
LGAT is aware that other States, particularly Victoria and Queensland, are developing new schemes/projects to provide paraprofessional training either to new entrants into the workforce or to existing council employees to skill them to a level where they can provide appropriate support to qualified professionals. For example, the Victorian Government has recently implemented the “Planning Assistants in Local Government Traineeships” program, which provides funding to Councils to support planning assistant traineeships. A paraprofessional training program for assistant planners is also being undertaken in Queensland.

The Association is working with OPCET, TAFE and relevant industry bodies to identify appropriate paraprofessional training opportunities and approaches, including promoting take-up of the recently updated Local Government Training Package to Councils.

Budget Implications
Costs associated with developing the Council Careers kit, promotional material, website and launch have been met from the Association’s budget, with a contribution from LGMA. Costs associated with careers events have also been met from the budget, with contributions from the key industry bodies. An allocation dedicated to recurrent costs associated with these activities will be included in future budgets to cover expenses such as maintaining the website, occasional upgrading of promotional material and attendance at career events.

Current Policy
One of the Association’s governance policy objectives is to maximise awareness within the community of Local Government’s role. It was also specifically requested, through a 2004 General Meeting motion, to address skills shortages in specific Local Government professions.
3.5 SUBJECT: LOCAL GOVERNMENT BOARD REVIEW

Lord Mayor Rob Valentine/Mayor Jock Campbell

That the Committee note the following report.

Carried

Background
A working group has been formed to determine Local Government’s position regarding the Local Government Board. The working group will consider the merits and problems of the board, and make an overall assessment of how effective the Board is to Councils.

Ideally, Council reviews should not exclusively be a Government check-up on Councils. Rather, reviews should offer the opportunity for Councils, and communities alike, to benefit from a full functional audit and report.

The present review process, and possible improvements, will be discussed in depth. Topics to be covered include the scope, criteria and frequency of the review process, sanctions for non-performance/compliance, the role of the Minister and State Government, meeting the cost of the review, the role of the Board, and the composition of the Board.

It is anticipated that carefully considered and mutually beneficial proposals on behalf of Local Government can positively influence changes to the Local Government Act as part of the review. Furthermore, an effective review mechanism has potential to promote Local Government sustainability into the future.

The outcomes of the working group will be circulated to councils for consideration and comment upon completion of its deliberations.

Budget Implications
Does not apply.

Current Policy
The Association is committed to the review of the Local Government Board.

3.6 SUBJECT: LOCAL GOVERNMENT SUSTAINABILITY

Lord Mayor Rob Valentine/Clr Robert Legge

That the committee note the following report

Carried

Background
LGAT issued a discussion paper on Local Government Sustainability in March. A copy of the discussion paper was sent to Councils, requesting a response. Following the dissemination of the discussion paper, workshops were held around the state to promote discussion and information sharing on the issue.

General consensus at the workshops was that Local Government sustainability is a serious issue, and that some action must be taken. Councils agree that while there is no one solution that will make every Council sustainable, Local Government needs to come together and act as a sector. Local Government sustainability can only come from within the sector.
Upon receipt, LGAT will collate and summarise Councils’ and/or individuals’ responses to the discussion paper. The result will be delivered to Councils to prompt further discussion and action on the part of Councils.

**Budget Implications**
Does not apply.

**Current Policy**
Does not apply.

It was determined that Item 3.7 be discussed at the end of the session.

The meeting moved to Item 3.8.

### 3.7 SUBJECT: LOCAL GOVERNMENT SERVICE AWARDS NOMINATIONS *

**Mayor Mike Downie/Mayor Ross Hine**

That pending confirmation by absent Members, the nomination for a Local Government Service Award be approved.  

Carried

**Background**
A copy of the nomination including relevant service details was circulated, out of session, to the GMC members not at the meeting.

Copies of their endorsement are at Attachment to Item 3.7.

The nominations including relevant service details will be circulated to the General Management Committee at Attachment to Item 3.7.

**Current Policy**
Awards are considered as per the Local Government Service Awards Guidelines and Criteria, copies of which are included with the attachment.

### 3.8 SUBJECT: LOCAL GOVERNMENT REPRESENTATIVES

That the Committee note there have been no Local Government Representative appointments.  

Noted

At the request of Lord Mayor Rob Valentine, following discussion of Item 3.8, the meeting moved to Item 5.2.

At 2.00pm, on the conclusion of discussion of Item 5.2, Lord Mayor Rob Valentine left the meeting.
4. FINANCES

Financial Items for Discussion & Decision.

4.1 SUBJECT: PROFIT AND LOSS REPORT *

Mayor Jock Campbell/Clr Robert Legge

That the profit and loss report to 30 April 2006 be received.

Background
At Attachment to Item 4.1, is a print out of the Profit And Loss Report to 30 April 2006.

Budget Implications
Does not apply.

Current Policy
Does not apply.

4.2 SUBJECT: CASH FLOW STATEMENTS *

Clr Robert Legge/Mayor Mike Downie

That the Committee receive the reports for the months of February and March 2006.

Background
It is considered appropriate that the Committee should have access to information relating to the cash position of the Association detailing cash on hand, reserves, amounts held for projects and expenditures and revenues pending.

Detailed cash flow statements have been prepared for the information of the committee and are at Attachment to Item 4.2.

Budget Impact
As above.

Current Policy
The Association has a responsibility to manage the assets of the organisation in a responsible and transparent manner.
4.3 SUBJECT: 2005/2006 AUDIT ARRANGEMENTS

Mayor Mike Downie/Cllr Robert Legge

That the Committee note the following report.

Carried

Background
As advised earlier this year, the 2005/2006 audit is to be carried out by the Tasmanian Audit Office.

The CEO, Mr Allan Garcia and Executive Assistant, Ms Christine Agostinelli have since met with representatives of the Audit Office to discuss implementation and instigated the preliminary processes required. It is envisioned that the Audit will be finalised by October 2006.

Budget Implications
Does not apply.

Current Policy
Does not apply.

4.4 SUBJECT: OVERVIEW OF LGAT SUBSCRIPTIONS & BUDGET FOR 2006/2007 *

Cllr Robert Legge/Mayor Ross Hine

That the Committee determined the budget be adopted allowing for a 5.5% increase in subscriptions for 2006/2007 and the inclusion of a line item for Standards Panel Costs of $5000.00.

Carried

Background
The draft subscriptions and budget, circulated to the General Management Committee at Attachment to Item 4.4, will be discussed in detail on the day.
5. ADMINISTRATION

Administration Items for Discussion & Decision.

5.1 SUBJECT: ANNUAL REPORT – CHANGES TO RELEASE DATE

Mayor Jock Campbell/Mayor Mike Downie

That the Committee endorse the proposal to delay the production of the Annual Report to enable the inclusion of the same year financial statements to be included within the document.

Carried

Background
Under the rules of the Association it is the requirement to table the financial statements for the preceding year (given the AGM is conducted prior to the end of the financial year) and provide a budget, including subscription levels, for the upcoming financial year. It has long been the practice of the Association to produce its Annual Report to coincide with the AGM.

Unfortunately, the production of an Annual Report in April/May precludes any reference to the financials of the year in review and is somewhat meaningless and confusing when the previous year’s financials are included within the publication.

It is proposed this year to present the financials to the AGM in accordance with the rules but not as part of the Annual Report. The Annual Report will be prepared following completion of the financial year and upon finalisation of the current year’s accounts. It is anticipated a release date of the report under those circumstances would be in the latter part of the calendar year. Presentation of the Association’s financial statements in accordance with its actual activities is considered to be more suitable and represents greater accountability to the membership.

The practice and timing proposed is in accordance with that utilised by member councils and businesses generally.

Budget Impact
Does not apply.

Following discussion of Item 3.8 the meeting moved on to discussion of Item 5.2 of the Agenda.

The meeting then returned to Item 4.1 and the general order of business.
5.2 SUBJECT: PROPOSED CHANGES TO LGAT RULES

Lord Mayor Rob Valentine/Cllr Robert Legge

That the rule change in relation to the election of proxies be put to the AGM on 21 June 2006.

That further information be provided to the Committee, out of session, to enable them to determine if a motion to alter the voting rights of councils should go forward to the AGM.

Carried

Background

At its last meeting, GMC carried the following motions:

Election of GMC Proxy

That GMC recommend the LGAT Rules be changed to state –

“If following ordinary GMC elections there is only one nomination for a population category or if the position of proxy becomes vacant and there were no further nominations at the last GMC election from which to draw a proxy, the Chief Executive Officer call for nominations and conduct a ballot if necessary.’

That a motion to this effect be put to the Annual General Meeting of the Association, 21 June 2006.

LGAT Subscriptions and Voting Rights

That the subscription categories remain as they are, based on the Assessed Annual Value of each council.

That the Committee recommend increasing the number of population categories from four to six.

That, if the response from Councils is positive, a motion to this effect be taken to the Annual General Meeting of the Association, 21 June 2006.

Councils have been advised of these proposals and asked to respond to the second proposal in particular.

At the time of preparing the agenda for this meeting, only very limited feedback had been received. A verbal report will therefore be made at the meeting.

Budget Implications

Does not apply.

Current Policy

Does not apply.
5.3 **SUBJECT: DATE OF NEXT MEETING**

**Decision Sought**

That the Committee meet prior to the PLGC meeting in Launceston on 7 June 2006.

**Background:**
The Committee may review the meeting policy and dates at any time, along with any changes on the distribution, nature or extent of information provided to members and meetings of the Committee.

Dates for GMC and General Meetings are as follows:

**2006**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
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<tbody>
<tr>
<td>7 June, Wednesday</td>
<td>GMC</td>
<td>Launceston Country Club</td>
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<tr>
<td>7 June, Wednesday</td>
<td>PLGC</td>
<td>Launceston Country Club</td>
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<tr>
<td>21 June, Wednesday</td>
<td>AGM/General Meeting</td>
<td>Hobart</td>
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<tr>
<td>22 –23 June</td>
<td>Annual Conference</td>
<td>Hobart Grand Chancellor</td>
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<tr>
<td>16 August, Wednesday</td>
<td>General Meeting/GMC</td>
<td>Launceston, Country Club</td>
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<tr>
<td>11 October, Wednesday</td>
<td>GMC</td>
<td>TBC</td>
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<tr>
<td>1 November, Wednesday</td>
<td>General Meeting</td>
<td>Launceston, Country Club</td>
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<tr>
<td>7 December, Thursday</td>
<td>GMC (morning)</td>
<td>Launceston TBC</td>
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<tr>
<td></td>
<td>PLGC (afternoon)</td>
<td>Launceston TBC</td>
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Following discussion of Item 5.3 the President vacated the chair and left the room.

Vice President Robert Legge took the Chair and the meeting returned to Item 3.7 for discussion.

On conclusion of discussion the President resumed the Chair.
5.4 SUBJECT: OTHER BUSINESS & CLOSE

- Mayor Ross Hine’s decision to not stand in the upcoming GMC elections was noted and the President acknowledged his contribution over the past years and thanked him for his significant efforts.

- Mayor Barry Easther was commended for his work over the past two weeks during the Beaconsfield mine rescue. This year has shown the important role Mayors play in their communities, two examples coming from within GMC with both Mayor Easther and Mayor Hine showing exemplary leadership in difficult circumstances.

- The death of Mayor Stephen Salter was noted with sadness.

There being no further business, the meeting was declared closed at 3.40pm.