General Management Committee

Minutes

13 May 2011

Meeting Room K
Windsor Park Precinct
1 Windsor Drive
Riverside
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GENERAL MANAGEMENT COMMITTEE

13 May 2011

1. NOTICE OF MEETING

A meeting of the General Management Committee was held on Friday, 13 May 2011 in Meeting Room K, Windsor Park Precinct, Riverside.

The meeting commenced at 1.30pm.

PRESENT:

Mayor Deirdre Flint
Mayor Don Thwaites
Mayor Lynn Laycock
Mayor Albert van Zetten
Mayor Robert Legge
Mayor Jock Campbell

Vice President
West - North West Region
West - North West Region
Northern Region
Northern Region
Southern Region

OBSERVERS:

Nick Heath
Hobart City Council

IN ATTENDANCE:

Mr Allan Garcia
Ms Christine Agostinelli
LGAT
LGAT

APOLOGIES:

Mayor Barry Easther
Lord Mayor Rob Valentine
President
Hobart City Council
1.1 CONFIRMATION OF MINUTES *

Mayor Robert Legge/Mayor Lynn Laycock

That the Minutes of the meeting held on 9 March 2011, as circulated, be confirmed.

Carried

Minutes of the meetings held on 9 March 2011 are at Attachment to Item 1.1.

1.2 BUSINESS ARISING *

That the Committee receive the report on business arising from the meeting held in March 2011.

Noted

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

1.3 PRESIDENT’S REPORT

That the Committee note that a report will be provided at the next GMC meeting.

Noted

The President, Mayor Barry Easther, is unable to attend the meeting on 13 May, 2011 but will provide a full report of activities at the next scheduled meeting of the Committee.
1.4 CHIEF EXECUTIVE OFFICER’S REPORT

Decision Sought

That the Chief Executive Officer's report be received.

Interface with external bodies
- Quadrant Board Meeting
- CMP Board Meeting
- Australia Post Stakeholder Committee Meeting

Local Government Forums
- COAG Road Reform
- ALGA Board Meeting
- ALGA Constitutional Recognition Teleconference
- PLGC Officials
- Metro Councils Group Meeting
- Valuation and Ratings Workshops

State Government Meetings
- Meeting with the Premier, Lara Giddings
- Meeting with Will Hodgman and Rene Hidding
- Meeting with Nick McKim
- Tasmanian Rail Level Crossing Committee
- Tasmanian Infrastructure Advisory Council
- Office of the Anti Discrimination Commissioner
2. POLICY

2.1 INFRASTRUCTURE ADVISORY COUNCIL

That the Committee note the following report.

Noted

Background
The CEO of the Association was invited to participate on the above Council by the Minister for Infrastructure.

Chaired by Philip Marcus Clark from Sydney, the Council has been formed to promote and advance a coordinated approach to planning and delivery of economic infrastructure in Tasmania and foster a shared understanding of opportunities and impediments to that planning and delivery.

Other members include the respective heads of -

- Department of Infrastructure, Energy and Resources
- Department Primary Industry, Parks, Water and Environment
- Department of Economic Development
- Tasmanian Chamber of Commerce and Industry
- Tasmanian Planning Commission
- Tasmanian Water and sewerage Corporations
- Aurora Energy
- Transend
- Tasmanian Railways
- Tasports
- NBNCo

The inaugural meeting of the Council is on 11 May, 2011 and a verbal update can be provided to GMC members on the conduct and outcomes of that forum.

Budget Implications
Does not apply.
2.2 LOCAL GOVERNMENT ACT REVIEW – ADVERTISING OF COUNCIL NOTICES

That the Committee note the following report.

Noted

Background
In Tasmania, the Local Government Act stipulates that advertising of statutory information must take place through a local newspaper. Therefore, other ways of informing the public such as websites and radio, cannot be used potentially reducing the reach of this information. At the last GMC meeting it was asked –

“With the introduction of electronic media is there reason to revisit this legislation and determine if a change could be implemented?”

LGAT canvassed other states and territories to investigate how they advertise their statutory information. A summary of the responses is provided in the following table.

<table>
<thead>
<tr>
<th>State</th>
<th>Advertising Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Australia</td>
<td>Must be advertised in the following places:</td>
</tr>
<tr>
<td></td>
<td>‐ On display in principal office</td>
</tr>
<tr>
<td></td>
<td>‐ On Council website</td>
</tr>
<tr>
<td></td>
<td>‐ In SA Government Gazette</td>
</tr>
<tr>
<td></td>
<td>‐ In newspaper circulating throughout the State</td>
</tr>
<tr>
<td></td>
<td>‐ In newspaper circulating through the area</td>
</tr>
<tr>
<td>Victoria</td>
<td>Must be displayed in a newspaper in the municipality and on Council’s website</td>
</tr>
<tr>
<td></td>
<td>No restrictions on other forms of advertising</td>
</tr>
<tr>
<td>Queensland</td>
<td>Local newspaper, but no restrictions on other forms of advertising</td>
</tr>
<tr>
<td>Western Australia</td>
<td>Local Newspaper only</td>
</tr>
<tr>
<td>Northern Territory</td>
<td>Newspapers only</td>
</tr>
<tr>
<td></td>
<td>Currently seeking amendments to allow other methods (i.e. websites)</td>
</tr>
</tbody>
</table>

As demonstrated in the table, there are currently four different ways in which statutory information is advertised. Advertising can be mandatory using a variety of means (South Australia); newspaper and website, but with no restrictions on other forms (Victoria); newspaper but with no restrictions on other forms (Queensland); and local newspaper only (WA, NT and Tasmania).

In South Australia the use of “public notice” does not restrict councils from doing additional things but applies a minimum requirement. In some instances provisions go on to say “and in any other manner the Council thinks fit” or similar.

So far the Department of Local Government in the Northern Territory is supporting the proposed change. Annual business plans and budgets are already required to be posted on websites.
Given these options, it is suggested that Tasmania follow the Northern Territory in seeking amendments to legislation to allow other methods of advertising. It is suggested that newspaper advertising remain mandatory to ensure there is one place the public knows it can find statutory information. However, amendments to current legislation should be made to give Councils the freedom to advertise in other ways they deem appropriate.

It should be noted however, that there are range of possible amendments to the Local Government Act already on the books but the Division has not committed to any future review beyond that of the Code of Conduct Regulations and the Rating and Valuation provisions.

**Budget Implications**

Does not apply.

**Current Policy**

Does not apply.

### 2.3 Household Hazardous Waste Update

That the Committee note the following report.

**Noted**

**Background**

The Household Hazardous Waste Pilot Collection Program has conducted its final drop-off days for the 2010-2011 campaign with some very positive results and participation rates, refer Table 1 below.

Some negative feedback from the Launceston area arose from the letterbox flyer publicity campaign, promoting drop-offs in surrounding councils but not in Launceston City Council. In most cases calls to the 1800 number were answered by the coordinator and amicably resolved.

<table>
<thead>
<tr>
<th>Site</th>
<th>Size</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kingston</td>
<td>Full day</td>
<td>183</td>
</tr>
<tr>
<td>New Norfolk</td>
<td>Half day</td>
<td>19</td>
</tr>
<tr>
<td>Brighton</td>
<td>Full day</td>
<td>39</td>
</tr>
<tr>
<td>Hamilton</td>
<td>Half day</td>
<td>0</td>
</tr>
<tr>
<td>Wynyard</td>
<td>Half day</td>
<td>34</td>
</tr>
<tr>
<td>Ulverstone</td>
<td>Half day</td>
<td>98</td>
</tr>
<tr>
<td>Sheffield</td>
<td>Half day</td>
<td>14</td>
</tr>
<tr>
<td>George Town</td>
<td>Half day</td>
<td>22</td>
</tr>
<tr>
<td>St Helens</td>
<td>Half day</td>
<td>18</td>
</tr>
<tr>
<td>Triabunna</td>
<td>Half day</td>
<td>7</td>
</tr>
<tr>
<td>Oatlands</td>
<td>Half day</td>
<td>8</td>
</tr>
<tr>
<td>Campbell Town</td>
<td>Half day</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>446</strong></td>
</tr>
</tbody>
</table>

Table 1: Sites and participation rates for 2010-2011 Drop-offs
The program has now operated for two years with 24 councils receiving a service, refer Table 2 below. The councils that have not received a service are Flinders Island, King Island, West Tamar, Latrobe and West Coast.

The total number of participants is 1942 (0.4% of the population) and approximately 60 000kg of household hazardous waste has been dropped off. As observed at previous drop-off days a large proportion of the waste is paint (water/solvent/lead based), batteries, gas cylinders and garden chemicals (pesticides, herbicides, fungicides).

An alarming array of very dangerous substances such as cyanides, arsenic based chemicals and poisons (e.g. strychnine) have also been surrendered. A final report and discussion paper will be available for comment from 30 June 2011. This report will form the basis for discussion on the future design, collection, management and funding of household hazardous waste in Tasmania.

<table>
<thead>
<tr>
<th>Council</th>
<th>Size</th>
<th>Region</th>
<th>Drop-offs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glenorchy</td>
<td>Full day</td>
<td>S</td>
<td>2</td>
</tr>
<tr>
<td>Kingborough</td>
<td>Full day</td>
<td>S</td>
<td>2</td>
</tr>
<tr>
<td>Clarence</td>
<td>Full day</td>
<td>S</td>
<td>1</td>
</tr>
<tr>
<td>Hobart</td>
<td>Full day</td>
<td>S</td>
<td>1</td>
</tr>
<tr>
<td>Sorell</td>
<td>Full day</td>
<td>S</td>
<td>1</td>
</tr>
<tr>
<td>Tasman</td>
<td>Half day</td>
<td>S</td>
<td>1</td>
</tr>
<tr>
<td>Huon</td>
<td>Half day</td>
<td>S</td>
<td>1</td>
</tr>
<tr>
<td>Derwent Valley</td>
<td>Half day</td>
<td>S</td>
<td>1</td>
</tr>
<tr>
<td>Brighton</td>
<td>Full day</td>
<td>S</td>
<td>1</td>
</tr>
<tr>
<td>G-SB</td>
<td>Half day</td>
<td>S</td>
<td>1</td>
</tr>
<tr>
<td>Southern Midlands</td>
<td>Half day</td>
<td>S</td>
<td>1</td>
</tr>
<tr>
<td>Central Highlands</td>
<td>Half day</td>
<td>S</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>Launceston</td>
<td>Full day</td>
<td>N</td>
<td>3</td>
</tr>
<tr>
<td>Dorset</td>
<td>Full day</td>
<td>N</td>
<td>1</td>
</tr>
<tr>
<td>Northern Midlands</td>
<td>Half day</td>
<td>N</td>
<td>1</td>
</tr>
<tr>
<td>Meander Valley</td>
<td>Half day</td>
<td>N</td>
<td>1</td>
</tr>
<tr>
<td>George Town</td>
<td>Half day</td>
<td>N</td>
<td>1</td>
</tr>
<tr>
<td>Break O’ Day</td>
<td>Half day</td>
<td>N</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>Burnie</td>
<td>Full day</td>
<td>NW</td>
<td>2</td>
</tr>
<tr>
<td>Devonport</td>
<td>Full day</td>
<td>NW</td>
<td>2</td>
</tr>
<tr>
<td>Circular Head</td>
<td>Full day</td>
<td>NW</td>
<td>1</td>
</tr>
<tr>
<td>Kentish</td>
<td>Half day</td>
<td>NW</td>
<td>1</td>
</tr>
<tr>
<td>Central Coast</td>
<td>Half day</td>
<td>NW</td>
<td>1</td>
</tr>
<tr>
<td>Waratah-Wynyard</td>
<td>Half day</td>
<td>NW</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Grand total</td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>

*Table 2: Drop-off Summary 2009-2011*

**Budget Implications**

The program will conduct a reduced drop-off timetable during 2011-2012 and based on the two year report and discussion paper will be seeking input from Local Government and State Government stakeholders regarding the future of the program.

**Current Policy**

This is a joint project between State and Local Government.
2.4 GENERAL POLICY DISCUSSION

That Committee members note the intent of this session and contemplate any matters they consider worth raising.

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

3.1 PRE ELECTION WORKSHOPS

That the Committee note the following report.

Noted

**Background**

A series of pre-election workshops are proposed to be held in early June 2011. Discussions have been held with the Local Government Division to participate in the workshops. The schedule has been determined as follows:

- 6 June Burnie
- 7 June Launceston
- 8 June Bicheno
- 9 June Hobart

At the time of writing the venues had not been booked. The Association has also indicated a willingness to provide some financial assistance to ALGWA to assist in the conduct of a workshop on King Island. This matter is still under discussion.

As usual, it would be helpful if a member of GMC was able to be present at each of the sessions to provide an input from the elected member perspective.

**Budget Implications**

Within current budget.

3.2 LGAT CONFERENCE

That the Committee note the following report.

Noted

**Background**

The 2011 Local Government Conference, themed *100 Years Long – 100 Years Strong*, will be held at Wrest Point in Hobart, from 20-22 July, 2011. This year’s event coincides with the 100th birthday of LGAT.

The Conference Dinner will be held at the Hobart Function and Conference Centre on Elizabeth Pier and the announcement of the Local Government Award winners will be made during conference proceedings at Wrest Point on Friday, 22 July. Copies of the Conference Program and Registration Form will be uploaded to the LGAT website in early May and sent to all councils.

This year’s ALGWA cocktail function will take place at Government House on 20 July as part of ALGWA’s 60-year birthday celebrations. For those wishing to attend, registration will be required by LGAT no later than 22 June to allow Government House sufficient time to send out the personal invitations.
Confirmed plenary speakers include:

- **Clr Genia McCaffrey**  
  *Constitutional Recognition*

- **Minister Bryan Green**

- **Ross Dawson**  
  *Creating the Future of Local Government*

- **Jacky Hodges**  
  *Census: 100 years in Tasmania*

- **Ricky Langford**  
  *Workers’ Health is Your Business*

A panel Event featuring Roger Chalk, Sue Smith, Tony Bisdee, Lynn Mason and Mike Gaffney - *A Retrospective - The Living Presidents*

Confirmed workshop presenters include:

- **Prof. Jill Klein**  
  *When Good Managers Make Bad Decisions*

- **Peter Williams**  
  *Social Media*

- **Mark Anderson and Christian Morris**  
  *Recruitment & Performance Management of General Managers*

- **Neil Chappell and Louise Clery**  
  *Understanding & Dealing with Misconduct*

- **Anne Leadbeater**  
  *Black Saturday 2009: Collaboration and Partnerships in the ‘Post-Bushfire’ Environment*

- **Dr Tony McCall**  
  *Overcoming Implementation Deficits: Linking Policy Development and Project Management*

GMC members are once again invited to assist in chairing the conference workshops. Please notify LGAT of your ability to assist.

**Council History Award**

To commemorate 100 years of LGAT a one-off Council History Award will be presented this year at the Conference Dinner on 21 July. All councils are invited to participate by submitting a brief history of their council over the last century with submissions placed on public display at the conference. Nominations close on 1 July, 2011.

A pleasing level of sponsorship and trade support has been reached this year with the majority of packages already sold. The level of sponsorship and in-kind support is comparable with previous years.

Following a review of the conference budget, the pricing structure for the 2011 conference has been determined. Full delegate registration will cost $725 (including the conference dinner), and dinner tickets will cost $120 per person (a saving of $10 per head).
3.3 **COMMUNITY DEVELOPMENT WORKSHOP**

That the Committee note the following report.

**Background**
A forum for Community Development Officers was held on Thursday 24 March, 2011 in Launceston, with twenty eight participants attending from across the State. The aim of the forum was to share experiences of different councils, regions and the State Government.

A diverse range of presenters addressed the forum and included:
- Nick Evans (DPAC Community Development) – State directions for Community Development
- Penny Saile (Hobart City Council) – Hobart Social Inclusion Strategy
- Stephanie Prouse (Newcastle City Council) – Community Engagement
- Kris McKracken (DHHS) – Alcohol and other Drugs
- Theresa Doherty (DHHS) – Program Evaluation
- Roger Jaensch (Cradle Coast Authority) – Healthy Communities Project

The feedback from participants was generally favourable, although one mentioned more interaction between speakers and audience would have improved the day.

**Budget Implications**
The sessions were run on a cost recovery basis.

3.4 **LOCAL GOVERNMENT FINANCIAL AND ASSET REFORM PROJECT**

That the Committee note the following report.

**Background**
As outlined at the last meeting, Sue Grau was appointed Project Manager for the Local Government Financial and Asset Reform Project in late February 2011 and there has been significant progress.

The project’s Steering Committee, co-chaired by the LGAT Chief Executive Officer and the Director, Local Government Division, met on the 4 March, 2011 and have also conducted an out-of-session review and approval.

A draft framework for Long-term Financial Planning to be adopted by all Tasmanian councils was produced in the first session of a Working Group on 20 April, 2011. The Working Group was comprised of representatives from four councils (asset and financial management staff); Local Government Division; LGAT and the Institute of Chartered Accountants Australia (ICAA).
The framework will be further developed by the Working Group out of session and reviewed by both the Steering Committee and a reference group of elected members. The Auditor-General has emphasised his support for developing a long-term financial planning process and has offered to review the final framework.

Other achievements of the project include:
- Production of a one-page Project Factsheet (copy at Attachment to Item 3.4 for reference)
- Completion of a Communications Strategy
- Completed Project Plan
- Draft Tasmanian Local Government Asset Management Policy (to be reviewed in next Steering Committee meeting)
- Introductory newsletter distributed to all council contacts and General Managers
- Letter and factsheet sent to targeted external audiences.

The next meeting of the Steering Committee is scheduled for 6 May 2011.

**Budget Implications**
Councils and LGAT are required to contribute $58,000 cash ($2000 per council) and $137,000 in-kind funding.

**Current Policy**
This is a priority project for the Association.

### 3.5 CODE OF CONDUCT WORKSHOPS

**That the Committee note the following report.**

_Noted_

**Background**
A workshop was held in Campbell Town on 13 April 2011 for the Code of Conduct Chairs and Standards Panel Members.

The workshop provided an opportunity for participants to learn about various aspects of the Code of Conduct and Standards Panel processes. The speakers included Paul Turner, Department of Public Prosecutions who spoke about natural justice and equity; David Morris from Simmons Wolfhagen who discussed evidence and Neil Chappell, Integrity Commission, who outlined the formation of his new organisation.

Twenty two participants attended the workshop and the feedback was very positive, with many keen to see a similar event held in the future.

**Budget Implications**
Within current budget.
3.6 WEB SITE UPDATE

That the Committee note the following report.

Noted

Background
A review of the current LGAT website was conducted in 2010 and a decision made to establish a new website that will meet the current and future needs of its users.

Secure eHost has been engaged to complete the redesign, having worked with the DCW Unity website content management system extensively and are well placed to devise the new LGAT site which currently already utilises the Unity program.

Various existing websites were studied and compared prior to the planning stage in order to ensure that LGAT would be incorporating relevant and useful features into its new website. Councils from across Tasmania were invited to contribute vibrant and colourful images that showcase our wonderful state, the work that Local Government undertakes and the services it provides for the benefit of the community. A number of Councils very kindly submitted photos and some of these will appear on the new-look site.

The redevelopment has taken a little more time than expected due to the workload of the developer, along with the decision to ask Councils to contribute images from their photo libraries. However, we are well on the way to having the new site up and running. The planning process itself has been finalised and the design of the home page has been completed.

The new site will emit a much warmer and more user friendly feel and will include features such as an interactive map of Tasmanian councils which will link to each Council’s own website, a ‘Highlights’ section which will showcase particular issues of interest, direct access to the ‘Think Big Work Local’ Jobs in Local Government website, along with latest news and publications.

Budget Implications
Within current budget.

Current Policy
Does not apply.

3.7 LOCAL GOVERNMENT REPRESENTATIVES

That the Committee note the Local Government Representative appointments.

Noted

<table>
<thead>
<tr>
<th>Committee</th>
<th>Representative</th>
<th>Elected Member/Officer</th>
<th>Coordinating Agency</th>
</tr>
</thead>
</table>
4. FINANCES

4.1 PROFIT AND LOSS REPORT *

Mayor Robert Legge/Mayor Jock Campbell

That the Profit and Loss report to 3 May 2011 be received.

Carried

**Background**

At Attachment to Item 4.1, is a print out of the Profit and Loss Report to 3 May, 2011.

**Budget Implications**

Does not apply.

**Current Policy**

Does not apply.

4.2 CASH FLOW STATEMENTS *

Mayor Robert Legge/Mayor Lynn Laycock

That the Committee receive the reports for the month of February and March 2011.

Carried

**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 are 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 BUDGET AND SUBSCRIPTIONS FOR THE 2011/2012 FINANCIAL YEAR *

Mayor Jock Campbell/Mayor Lynn Laycock

That the Committee consider subscription levels and the budget for the 2011/2012 financial year.

Carried

Background
At the time of writing, it was not clear whether Glenorchy City Council was going to positively respond to the offer of membership renewal. A detailed proposal was sent to Council in March 2011 but no advice has been forthcoming from Council except to say that it is being considered in the context of budget deliberations.

On that basis, a budget and subscription proposal has been developed assuming that Glenorchy will not rejoin. In the event that it does then the subscriptions would be adjusted accordingly across all councils.

An attempt has been made to reduce expenditure where possible but the budget overall of the Association is very modest to begin with. Every effort has been made to hold costs although salaries remain the single biggest expense. With two staff members returning from parental leave during the year, it is expected that one of the policy officers on a short term contract would not be renewed. In this way there should be no additional cost. Of course this assumes that the early indications of the two officers returning to work that they would be prepared to job share, actually comes to fruition. This will require some resource management and negotiation.

Councils have already agreed to financially support an Environmental Dispute Mediation process, continuation of Council Careers and make a contribution to a constitutional recognition fighting fund. All of these items are shown in the budget separately from subscriptions and will be treated as separate expenditure and reserving items.

At Attachment to Item 4.3 is a copy of the proposed budget and spreadsheets that show subscription levels without Glenorchy participation and the impact if Glenorchy was to re-join.
5. ADMINISTRATION

Administration Items for Discussion & Decision.

5.1 PREMISES

That the Committee note the following report.

Noted

Background
Latest discussions with the Master Builders Association (MBA) reveal that the proposal put to the initial purchasers of the Elizabeth Street property has not been met with enthusiasm.

The CEO of the MBA considers that the original purchasers are likely to pursue other opportunities.

The Association will keep a watching brief and continue to liaise with the MBA on this matter.

5.2 DATE OF NEXT MEETING

The next GMC meeting will be held in conjunction with the LGAT Annual Conference, if required.

Noted

A list of meeting dates for 2011 is detailed below-

2011

13 May       GMC Meeting       Windsor Park, Riverside
20 July      AGM/General Meeting     Wrest Point, Hobart
21 – 22 July LGAT Annual Conference  Wrest Point, Hobart
5 August     MCG Meeting          Devonport
21 September General Meeting       Brighton Civic Centre
21 September GMC Meeting           Brighton Civic Centre
16 November  General Meeting       Launceston Country Club
16 November  MCG Meeting           Launceston Country Club
15 December  GMC/PLGC             TBC

5.3 OTHER BUSINESS & CLOSE

There being no further business the Vice President, Mayor Deirdre Flint, declared the meeting closed at 2.00pm.