1. NOTICE OF MEETING

A meeting of the General Management Committee was held in the Boardroom of the Association’s offices, 34 Patrick Street, Hobart, on Wednesday 7 December 2005, commencing at 12.48pm.

DISTRIBUTION:

Clr Lynn Mason
Lord Mayor Rob Valentine
Mayor Ross Hine
Mayor Mike Downie
Mayor Barry Easther
Clr Robert Legge
Mayor Deirdre Flint
Mayor Jock Campbell

President
Hobart City Council
West - North West Region
West - North West Region
Northern Region
Northern Region
Southern Region
Southern Region

IN ATTENDANCE:

Mr Allan Garcia
Mrs Liz Gillam
Ms Christine Agostinelli

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* Denotes Attachment
1.1 SUBJECT: CONFIRMATION OF MINUTES *

Mayor Mike Downie/Cllr Robert Legge

That the Minutes of the meeting held 19 October, 2005, as circulated, be confirmed.

Carried

Minutes of the meeting of 19 October 2005 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.

The President welcomed Mayor Jock Campbell and congratulated him on his election to
the General Management Committee.

1.3 SUBJECT: PRESIDENT’S REPORT

Decision Sought

That the President’s report be received.

President reported on her activities as follows:

November 3  National IPA conference, Hobart
November 5  ALGA Board meeting, Canberra
November 6-10 National General Assembly of Local Government, Canberra
November 17  LGMA (Tasmanian Division) AGM and dinner, Hobart
             Judging and presentation of LGMA inaugural Awards for Excellence
November 19-20 Councillor Development weekend, Port Arthur (presentations on
                 Planning and Meeting Procedures)
November 30  General meeting, Launceston
             Mayors’ dinner
December 1  Mayors’ meeting, Launceston
December 3  Post election workshop, Launceston
December 7  Waste forum, Hobart
1.4 Subject: Chief Executive Officer’s Report October 2005 – December 2005

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

Noted

Notable occurrences over the period since the last GMC Meeting in October 2005 are reported in the following comments:

Interface with External Bodies
- HIA – addressed regional meetings of building designers on planning process
- Searson Buck – addressed the Board on current Local Government issues and human resourcing challenges
- Waste Management Education Group
- Australia Post Annual CEO’s Dinner
- Attendance at Commonwealth NRM Roundtable

Local Government Forums
- ALGA Roads and Transport Advisory Council - Melbourne
- ALGA General Assembly
- Attendance at Central Highlands Council meeting – roles and responsibilities of elected members
- Skills Working Group
- Familiarisation – General Manager Glamorgan Spring Bay Council
- Positive Ageing Working Groups establishment
- Meeting with Mayor of Central Highlands Council re appointment of General Manager and conduct of workshop

State Government Meetings
- Get Walking Tasmania Committee
- OPCET – Local Government Skills Seminar
- Premier’s Physical Activity Council – Local Government Working Group
- DTPHA – Cultural Heritage Legislation Workshop
- SES Safer Community Awards
- Affordable Housing Forum
- SES Forum – Emergency Management Legislation
- DPIWE - Tripartite Agreement on Positive Ageing – establishment of planning working group
- Judging of Community Sports Grants
- Tasmanian Road Safety Council

Media Involvement
- Mercury, ABC, Southern Cross – Council mergers (Response to Ald Dean)
- ABC – Heritage Legislation
- ABC, Mercury – Local Government elections
2. POLICY

Policy Items for Discussion & Decision.

2.1 SUBJECT: ROADS INFRASTRUCTURE

<table>
<thead>
<tr>
<th>Lord Mayor Rob Valentine/Clr Robert Legge</th>
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</thead>
<tbody>
<tr>
<td>That the Committee approved the release of $30,000 from Association reserves to fund the Asset Renewal Gap project.</td>
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<tr>
<td>That the Association levy each Council $1000 towards the process as was determined at the November General Meeting of the Association.</td>
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</tbody>
</table>

Background
At the last meeting of the Committee a proposal was outlined to purchase software and conduct a process that would enable comprehensive data collection and analysis of Local Government assets throughout the state. It was agreed that the CEO conduct further discussions/negotiations with appropriate parties to assess the extent of the task and the actual deliverables that could be expected from the process.

The conduct of an asset renewal funding gap process will assist all councils to quickly and simply determine their asset funding gap or dollar liability for nominated assets.

It will involve the compilation of a relatively simple data sheet and utilises a software system in a format that provides an opportunity for each council to assess their asset components with regard to condition and age management aspects and estimated rehabilitation costs for renewal programs.

As the TAMI process has rolled out greater awareness has been obtained among councils of their overall asset management process but it has become apparent that there is very little realisation of the extent to which additional funds are necessary to fill or manage the gap between the current allocation and that required to keep the asset at an appropriate level.

Accounting standards have made Local Government aware of depreciation and its impact on their statement of accounts. But depreciation is only the first broad estimate of future rehabilitation demand. The problem is that some councils make no allowance for the condition of the assets and when they will become due for rehabilitation.

In principle support was given at the last meeting to draw down $30,000 from Association reserves to fund the Renewal Gap Project. Subsequent discussions indicate that the cost will be almost double that amount.

The major cost is the visitation by consultants to each council. The consultants have estimated that based on the Victorian experience it takes approximately a full day at each council to work through the inputs undertake the active analysis and report on the findings. Working on the basis of completing 3-4 councils a week with airfares, accommodation and consulting fees, the amount for direct consulting comes to approximately $45,000. An additional $16,000 is necessary for extending the present software to include water and sewerage assets and to undertake analysis, modelling and the presentation of statewide results. The average cost works out to be approximately $2000 per council.
As indicated previously, it was proposed to meet $30,000 from Association reserves. This leaves a shortfall of some $30,000. While it would not be unreasonable to seek a contribution from each council, it is important that a total picture of the renewal gap be available for the state. If councils choose not to participate this would not be possible. Because of the technical nature of the exercise it may be possible to divert some funds from the former LOGONS project funding to assist in this process. However this will be subject to further negotiation. Details had not been finalised at the time of writing.

**Budget Implications**
A draw down of $30,000 from Association reserves will be necessary if this project is supported. No provision has been made in the Association’s budget.

**Current Policy**
Does not apply.

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**2.2 SUBJECT : FINANCIAL REFORM**

<table>
<thead>
<tr>
<th>That the Committee note the relatively small number of responses on this matter to date and that the matter be listed for the next meeting.</th>
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<tbody>
<tr>
<td>Noted</td>
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</table>

**Background**
At the last meeting it was reported that the Association had developed a questionnaire which had been circulated to councils in relation to the treatment by councils of the additional revenue received from State Government as a result of the financial reform project.

A relatively small number of responses have been received to date with mixed outcomes. It would appear that some councils have taken advantage of the additional funding by quarantining and using for specific purposes such as depreciation or funding additional services whereas others have simply passed the benefit on to ratepayers through a relative reduction in rates.

A more conclusive analysis and summary will be provided at the next meeting once all responses have been received.

**Budget Implications**
It was intended that councils would be the beneficiaries of in excess of $2.5 million per annum as a result of the State Local Government Financial Reform process.

**Current Policy**
The Association entered into a Statewide Partnership Agreement with the State Government on this matter.
2.3 SUBJECT: TASMANIAN COUNCIL INDEX SYSTEM

Mayor Barry Easther/Mayor Deirdre Flint

That the Committee endorse the introduction of a Council Cost Index for Tasmanian Councils with a launch of the concept in early 2006 to assist councils in their rating deliberations and to better inform the community of the cost drivers for councils.

Carried

Background

When looking at what is an “acceptable” rate rise to fund required services, many Councils use the Consumer Price Index (CPI) as the benchmark against which to peg rate increases. In terms of capacity to pay, this may be a reasonable approach.

However, in terms of the cost drivers of Local Government outlays, this may not be appropriate. At the end of the day, if service levels are to be maintained, then the choice is to find the funds to meet the costs of doing business, unless there are opportunities for productivity gains.

To illustrate the potential impacts on Council outlays, and ultimately on rates, it is useful to look at price movements over the last year using ABS data on prices, including the CPI, over the 12 month period ending December 2004.

While the CPI increased by around 3% over this period, a number of other price indexes increased at a greater rate. Many of these indexes are more relevant to local government cost structures than CPI.

When the basket of goods provided by local government is examined, a relatively high proportion (around 50%) relates to general construction activity (eg roads, bridges, water supplies, sewerage systems).

Assuming that most engineering work activities are driven by the general construction index while the balance of activities are driven by CPI, results in a cost increase for local government as a whole in Tasmania in the past twelve months of around 5%. For general fund services alone, it is estimated that, on average, cost increases as a whole would be in excess of 4%.

While the mix of construction and non-construction activity varies from council to council, it is apparent that costs for Local Government have increased at a rate significantly higher than the CPI over the last twelve months.

The pressure on rates may be even higher than the above estimates, particularly where other sources of revenue (eg grants) may have only increased relative to the CPI.

The construction index does not always lead the CPI. Supply and demand mechanisms have a strong impact on construction prices rather than material prices.

In the period from 1997/98, construction prices have generally grown at a faster rate than the CPI, apart from a short period following introduction of the GST. In the last two years, the general construction index has increased by 12.8% while the CPI has only risen by 4.7%.

In an effort to assist councils, the Association intends adopting a practice utilised by the Local Government Association of Queensland which “posts” an annual price index for councils. This index relies on an analysis of a range of construction indexes but is not difficult to apply. Analysis by LGAQ consultant, Alan Morton, over the past decade reveals that adoption of the average of the increase in CPI and the general construction industry index provides a sound and justifiable indicator of shifts in quantum of council expenditures.
It is proposed that when ABS December figures for these indexes are released that the Tasmanian impact be calculated and a council cost index be “posted” by the Association. This should be accompanied by a press event highlighting the intention of the Association to undertake this task on an annual basis to assist councils with their rate setting processes.

It is likely that this exercise will raise some concerns among ratepayers but it is important that the public and, indeed, councils are made aware of the factors impacting on cost structures and the measures necessary to maintain infrastructure and services.

Budget Implications
Does not apply.

Current Policy
There is presently no Association policy on this matter.

2.4 Subject: Better Planning Outcome Response Report

That the Committee note the following report.

Background
The Better Planning Outcomes Steering Committee has released a Response Report addressing the issues raised in the consultation process. The Response Report outlines options for both legislative and non-legislative reforms based on the stakeholders’ priorities identified in the consultation period. Key among the options for reform identified in the Report are:

- developing a more simple and effective framework for the introduction of State Policies;
- establishing a model for regional planning based on partnerships between State and Local Government as well as industry and the community;
- establishing an assessment process for projects of ‘regional significance’;
- preparation of a program to bring planning schemes across the State into conformity with Planning Directive No. 1; and
- addressing the shortage of qualified planners.

The intention of the Response Report is to provide feedback to those who made submissions to the Discussion Paper. DPIWE is not seeking comments on the Report as further consultation will be conducted on the detailed proposals identified in the Report. Copies of the Report will be sent directly to Councils, and copies are also available from the DPIWE website (www.dpiwe.tas.gov.au).

Budget Implications
Does not apply.

Current Policy
Does not apply.
2.5 **SUBJECT: COUNCIL CAREERS INFORMATION KIT**

**Mayor Mike Downie/Clr Robert Legge**

That the Committee endorse the newly developed Council Careers Information Kit and the proposal to formally launch the resource.

**Noted**

**Background**

One of the key recommendations that emerged from the Association’s research into skills shortages in Local Government was the need for the sector to be more proactive in promoting the career pathways and job opportunities it offers.

To this end the Association, in conjunction with LGMA, invested considerable resources in the development of a comprehensive and durable information kit that Councils can use to highlight and promote Local Government as an industry and career option to schools, colleges, university students as well as the wider community.

A steering committee, comprising a range of Council and Education Department representatives has overseen the content development of the information kit, which contains detailed information on the structure of Local Government, job types and opportunities, career pathways, relevant qualifications and training opportunities. Students from the Rosetta High School’s *Real Learning: Real Futures* initiative, have been involved in the development process, providing input into the design of a career-based website that is relevant and visually appealing to the audience it is being developed for.

A draft of the package is now complete and the Association intends to formally launch it early in the New Year and is considering involving relevant representatives from the State Education sector in the launch.

The Association is currently awaiting the outcome of an application to the Department of Education, Science and Training, which, if successful, will allow a career advisor, currently employed with the Education Department, to undertake an industry placement with LGAT to assist in the development and delivery of career education resources throughout Tasmanian schools.

**Budget Implications**

There will be some costs involved in delivering the kit as an online resource. These will be met from the Association’s budget. It is also intended to seek sponsorship for a print run of the kit for distribution to schools.
2.6 **SUBJECT: GENERAL POLICY DISCUSSION**

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

Noted

The Review of Interstate Distribution of Local Roads Grants is currently underway and the outcomes could have a major impact on all councils. The Association is planning to engage a consultant to work with them in providing a comprehensive submission that will be submitted on behalf of all councils.

Abolition of rail in Tasmania is an item that needs to be given due consideration as it will have implications to all councils. Possible processes for dealing with this issue will be tabled in the future.

Matters for discussion at the Premiers' Local Government Council meeting -
- Planning Schemes
- Rating of Energy Generators
- Pensioner Rate Remissions
- Financial assistance for natural disasters
- The possibility of future discussion on infrastructure and long term strategic planning which will include issues such as line marking and railways.

**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: LGAT CONFERENCE COMMITTEE REPRESENTATIVE 2006

Mayor Mike Downie/Mayor Ross Hine

That the General Management Committee appointed Mayor Deirdre Flint as the representative on the 2006 LGAT Conference Organising Committee.

The GMC thanked Mayor Flint for her past work on the organising committee and for continuing as the representative.

Carried

Background
The conference organising committee comprises representatives from event partners, IPWEA and LGMA, together with a member of the LGAT General Management Committee.

The conference dates for 2006 are June 21 to 23.

The conference organising committee is chaired by Manager Policy, Liz Gillam.

It is requested that the GMC nominate a member to the 2006 conference organising committee.

Budget Implications
Does not apply.

Current Policy
Does not apply.

3.2 SUBJECT: LOCAL GOVERNMENT SERVICE AWARDS

Mayor Deirdre Flint/Lord Mayor Rob Valentine

That the nominations for Local Government Service Awards were considered and Certificates of Outstanding Commitment and Service to Council were awarded to Cllr Cheryl Arnol, Cllr Peter Morey and Cllr E.A. Bailey, all of Glamorgan Spring Bay Council.

Carried

Background
A list of nominations was tabled and the award criteria and relevant service details was circulated with the Agenda at Attachment to Item 3.2.

Budget Implications
Does not apply.

Current Policy
Current policy is contained in the attached guidelines.
3.3 SUBJECT: LOCAL GOVERNMENT REPRESENTATIVES

Mayor Deirdre Flint/Mayor Ross Hine

That the Committee noted the following Local Government Representative appointment.

That the Committee also determined they would nominate Sandra Hogue, Richard Bingham and Geoff Davis for consideration as the Local Government Representative on the Resource Planning and Development Commission, in that order.

Carried

It should be noted that subsequently, due to the unavailability of Mr Richard Bingham, the General Management Committee endorsed, by circular resolution, that Mr Peter Curtis be nominated in his place.

<table>
<thead>
<tr>
<th>Committee Representative</th>
<th>Elected Member/Officer</th>
<th>Coordinating Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Fire Management</td>
<td>Mr Rod Sweetnam Officer</td>
<td>Health &amp; Human Services</td>
</tr>
</tbody>
</table>
4. FINANCES

Financial Items for Discussion & Decision.

4.1 SUBJECT: PROFIT AND LOSS REPORT *

Mayor Deirdre Flint/Cllr Robert Legge

That the Profit and Loss report to 29 November 2005 be received.

Carried

Background
At Attachment to Item 4.1, is a print out of the Profit And Loss Report to 29 November 2005.

Budget Implications
Does not apply.

Current Policy
Does not apply.

4.2 SUBJECT: CASH FLOW STATEMENTS *

Mayor Deirdre Flint/Mayor Ross Hine

That the Committee receive the reports for the months of September and October 2005.

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 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: FINANCIAL REPORT TO 30 JUNE 2005 *

Mayor Barry Easther/Cllr Robert Legge

That the Committee receive the Financial Report for the year ended 30 June 2005 and confirm that the President will sign the report on behalf of the Committee.

Background
The Association's Auditors, KPMG, have advised that the Auditor General has reviewed the 30 June 2005 Financial Report and given notice of his approval.

On signing of the statements by the President, they will be forwarded to the Auditor General for certification and a Certificate of Audit will be issued.

A copy of the Financial Report is at Attachment to Item 4.3.

Budget Implications
Does not apply.

Current Policy
Does not apply.
5. ADMINISTRATION

Administration Items for Discussion & Decision.

5.1 SUBJECT: CHIEF EXECUTIVE OFFICER'S REVIEW

Mayor Barry Easther/Cllr Robert Legge

That the Committee ratify the recommendation of the Appraisal Committee and the actions of implementation by the President.

Carried

All discussion relating to the Chief Executive Officer’s review was held out of session and in committee.

Background
Under the terms of the contract for the Association’s Chief Executive Officer (CEO) there is a requirement to review annually the performance and salary package of the CEO.

The CEO completed the second year of his contract on 31 July 2005 and it is necessary to consider arrangements/parameters for the conduct of the annual review.

Current Policy
See above.

5.2 SUBJECT: ELECTION PROCESS FOR GMC PROXY

Decision Sought

That the Committee determined the proxy position remain vacant until the next GMC elections which take place in 2006.

Carried Unanimously

Background
Two vacancies have arisen following the recent Local Government elections. Alderman Cathy Edwards was a member of LGAT General Management Committee (GMC), representing those councils in the Southern Electoral District having populations of more that 20,000. Councillor Des Manning was a proxy to GMC for those councils in the Southern Electoral District having populations of less than 20,000.

Under the Rules of the Association, a casual vacancy on the General Management Committee is to be filled by the conduct of a by-election. The Electoral Commissioner has been asked to conduct by-elections.

He has advised that the process for filling the vacancy for the member representing those councils in the Southern Electoral District having populations of more than 20,000 has commenced.
However, he has advised that in relation to the vacancy for proxy member rule 20 (n) and (o) apply:

“(n) Where more than 1 nomination is received for a population category within an electoral district, the person polling second shall automatically be the proxy.
(o) Where only 1 nomination is received, the Members in the population category shall nominate a proxy to the Chief Executive officer.”

At the last GMC elections, Des Manning polled second to Deidre Flint and therefore became the proxy. As there were no other nominations, Rule 20 (o) appears to apply.

The process for election of the full GMC will commence next January. Rather than inviting Members in the relevant population category to nominate a proxy for this short period in which two GMC meetings will occur, it may be appropriate to leave the vacancy unfilled.

**Budget Implications**

Does not apply.

**Current Policy**

Does not apply.

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### 5.3 SUBJECT: LEGISLATION COMMITTEE

<table>
<thead>
<tr>
<th>Lord Mayor Rob Valentine/Cllr Robert Legge</th>
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<tbody>
<tr>
<td>That the Committee nominated Mayor Jock Campbell as the new member of the Legislation Committee.</td>
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<tr>
<td>Carried</td>
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</tbody>
</table>

**Background**

At the General Meeting in May 2002 it was resolved that:

‘The Terms of Reference for the Legislation Committee be endorsed and that membership of the Legislation Committee be drawn from the membership of the General Management Committee with authority to co-opt additional members as required.’

At the General Management Committee meeting in August 2002 the following motion was carried:

(a) That GMC appoint a seven-member legislation committee.
(b) That the Committee comprise four members of GMC and three additional members.
(c) That the additional members comprise professional officers with skills, expertise, knowledge and understanding in formulation of legislation and public policy.
(d) That expressions of interest be sought from interested officers for decision by GMC by circular resolution out of session.

In August 2004, GMC appointed Councillor Lynn Mason, Lord Mayor Robert Valentine, Mayor Cathy Edwards and Councillor Robert Legge as the GMC members of the Legislation Committee.

Following the resignation of Mayor Cathy Edwards, a vacancy exists on the Legislation Committee.

**Budget Implications**

Does not apply.

**Current Policy**

See above.
5.4 SUBJECT: DATE OF NEXT MEETING & MEETING SCHEDULE FOR 2006

That the Committee meet on Wednesday, 15 February 2006 in Hobart and noted the changes to the meeting schedule for 2006.

Background:
We have been advised of tentative PLGC meeting dates for 2006. The dates are subject to the timing of the State election and Parliamentary Sitting Times and may alter.

We have adjusted our meeting schedule to incorporate these dates and you will notice that the GMC meetings in April and December have been moved to Thursday mornings which allow for both GMC and PLGC to be held on the same day.

The PLGC meeting set for 17 August is currently listed to be held in Hobart which may cause some difficulties with the GMC and General Meetings scheduled to be held on 16 August in Launceston. Review of this situation will be undertaken once confirmation of PLGC dates has been confirmed.

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>15 February, Wednesday</td>
<td>GMC Meeting</td>
<td>TBC</td>
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<tr>
<td>8 March, Wednesday</td>
<td>General Meeting</td>
<td>Launceston, Country Club</td>
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<tr>
<td>6 April, Thursday</td>
<td>GMC Meeting (morning)</td>
<td>Launceston</td>
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<tr>
<td></td>
<td>PLGC Meeting (afternoon)</td>
<td>Launceston</td>
</tr>
<tr>
<td>21 June, Wednesday</td>
<td>AGM/General Meeting</td>
<td>Hobart</td>
</tr>
<tr>
<td>22 –23 June</td>
<td>Annual Conference</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>17 August, Thursday</td>
<td>PLGC (afternoon)</td>
<td>Hobart</td>
</tr>
<tr>
<td>11 October, Wednesday</td>
<td>GMC</td>
<td>TBC</td>
</tr>
<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>
</tr>
<tr>
<td></td>
<td>PLGC (afternoon)</td>
<td>Launceston TBC</td>
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</tbody>
</table>

5.5 SUBJECT: OTHER BUSINESS & CLOSE

Minister Judy Jackson attended the meeting at 3.00pm to discuss and clarify issues relating to Waste Management.

There being no further business the President declared the meeting closed at 3.45pm.