General Meeting

Minutes

Wednesday 12 March 2008

Wrest Point Casino
Hobart

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Fax: (03) 6233 5986
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Home Page: http://www.lgat.tas.gov.au
PROCEDURAL MATTERS.
RULES REGARDING CONDUCT OF MEETINGS

13. WHO MAY ATTEND A MEETING OF THE ASSOCIATION
(a) Each Member shall be entitled to send a voting delegate to any Meeting of the Association, such voting delegate exercising the number of votes determined according to Rule 16(a).
(b) After each ordinary Council election, the Chief Executive Officer shall request each Member to advise the name of its voting delegate and the proxy for the voting delegate for Meetings of the Association until the next ordinary Council elections.
(c) Members may change their voting delegate or proxy at any time by advising the Chief Executive Officer in writing over the hand of the voting delegate or the General Manager prior to that delegate taking his or her position at a Meeting.
(d) A list of voting delegates will be made available at the commencement of any Meeting of the Association.
(e) Members may send other elected members or Council officers as observers to any Meeting of the Association.

14. PROXIES AT MEETINGS
(a) Up to 1 hour prior to any Meeting of the Association, a Member may appoint another Member as its proxy.
(b) The form of the proxy is to be provided by the Chief Executive Officer and is to be signed by either the Mayor or General Manager of the Council appointing the proxy.
(c) The Chair of the meeting is not entitled to inquire as to whether the proxy has cast any vote in accordance with the wishes of the Member appointing the proxy.
(d) Proxies count for the purposes of voting and quorum at any meeting.

15. QUORUM AT MEETINGS
At any Meeting of the Association, a majority of the Member Councils shall constitute a quorum.

16. VOTING AT MEETINGS
(a) Voting at any Meeting of the Association shall be upon the basis of each voting delegate being provided with, immediately prior to the meeting, a placard which is to be used for the purpose of voting at the meeting. The placard will be coloured according to the number of votes to which the Member is entitled:

<table>
<thead>
<tr>
<th>Population of the Council Area</th>
<th>Number of votes entitled to be exercised by the voting delegate</th>
<th>Colour placard to be raised by the voting delegate when voting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 10,000</td>
<td>1</td>
<td>Red</td>
</tr>
<tr>
<td>10,000 – 19,999</td>
<td>2</td>
<td>White</td>
</tr>
<tr>
<td>20,000 – 39,999</td>
<td>3</td>
<td>Blue</td>
</tr>
<tr>
<td>40,000 and above</td>
<td>4</td>
<td>Green</td>
</tr>
</tbody>
</table>

(b) The Chairman of the meeting shall be entitled to rely upon the raising of a coloured placard as the recording of the vote for the Member and as evidence of the number of votes being cast.
(c) Except as provided in sub-rule (d), each question, matter or resolution shall be decided by a majority of the votes capable of being cast by Members present at the Meeting. If there is an equal number of votes upon any question, it shall be declared not carried.
(d) (i) When a vote is being taken to amend a Policy of the Association, the resolution must be carried by a majority of the votes capable of being cast by Members, whether present at the Meeting or not.
(ii) When a vote is being taken for the Association to sign a protocol, memorandum of understanding or partnership agreement, the resolution must be carried by a majority of votes capable of being cast by Members and by a majority of Members, whether present at the Meeting or not.
(iii) When a vote is being taken to amend the Rules of the Association, the resolution must be carried by at least two-thirds of the votes capable of being cast by Members, whether present at the Meeting or not.
GENERAL MEETING SCHEDULE

9.30am            Coffee on arrival

10.00am           Meeting commences

11.00am           Adrian Beresford-Wylie and Kerry Corke
                  Australian Local Government Association
                  Constitutional Recognition

12.00am           Evan Rolley
                  Secretary
                  Department of Premier and Cabinet
                  Housing Affodability

12.30pm (approx)  Lunch will be provided in
                  The Loft

1.30pm (approx)   Allan Garcia
                  Water and Sewerage
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<td>Confirmation of Agenda</td>
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<td>Ratification of Policy</td>
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<td>Constitutional Recognition</td>
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<td>Ambulance Levy</td>
<td>20</td>
</tr>
<tr>
<td>Council Round-Ups</td>
<td>20</td>
</tr>
<tr>
<td>Closure</td>
<td>20</td>
</tr>
</tbody>
</table>

* Denotes Attachment
President, Mayor Mike Gaffney declared the meeting open at 10.05

The Traditional Owners of the land, the Mouheneenner, were welcomed.

Apologies were received from:
Mayor Doug Burt George Town Council
Mr Gerald Monson Latrobe Council
Mayor Kim Polley Northern Midlands Council
Mayor Tony Nicholson Derwent Valley Council
Mr Brent Armstrong Hobart City Council

1. ITEM: MINUTES OF GENERAL MEETING HELD ON 14 NOVEMBER 2007 *

<table>
<thead>
<tr>
<th>West Tamar Council/Hobart City Council</th>
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</thead>
<tbody>
<tr>
<td>That the Minutes of the meeting held on 14 November 2007, as circulated, be confirmed.</td>
</tr>
<tr>
<td>Carried</td>
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</tbody>
</table>

Background
To confirm the Minutes of the General Meeting held on 14 November 2007.

See Attachment to Item 1.

2. ITEM: BUSINESS ARISING *

<table>
<thead>
<tr>
<th>Launceston City Council/Glenorchy City Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>That the Meeting note the information.</td>
</tr>
<tr>
<td>Carried</td>
</tr>
</tbody>
</table>

Background
At Attachment to Item 2 is a schedule of business considered at the previous meeting and its status.

3. ITEM: CONFIRMATION OF AGENDA

<table>
<thead>
<tr>
<th>Hobart City Council/Glenorchy City Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>That consideration be given to the Agenda items and the order of business.</td>
</tr>
<tr>
<td>Carried</td>
</tr>
</tbody>
</table>

Background:
Delegates will be invited to confirm the agenda for the meeting and the order of business.
4. **ITEM: RATIFICATION OF POLICY**  
   **Contact Officer: Allan Garcia**

**West Tamar Council/Central Coast Council**

That the Meeting consider ratification of the motions detailed below as Association policy.  

Carried

**Background**

At the General Meeting on 14 November 2007, the motions detailed below were carried:

**Motion 1**

Noting that the Treasurer has stated that the *status quo* in the provision of water and sewerage will not continue.

That LGAT advises the State Government that:

- it rejects the option of a single Statewide model.
- If there has to be water and sewerage reform, three regional, Local Government owned water and sewerage entities is the only model acceptable to the Local Government Association of Tasmania.

**Motion 2**

That LGAT actively pursue during and after the Federal election campaign the provision of $350 million government grant funding to Local Government to undertake major capital works projects, which is essential to underpin any reform process and make it affordable to the community.

**Motion 3**

That an additional 11th principle that Local Government regional water and sewerage authorities/corporations pay both dividends and equivalent tax payments to member councils as occurs now for joint bulk water authorities, be added to the ten principles proposed by the State Government.

**Motion 4**

That Tasmanian Councils need to be left in a financial state that maintains their viability ie there should be no detrimental effects on other council works and community services due to the formation of regional water and sewerage authorities/corporations.

**Motion 5**

That representatives from the three regional water and sewerage working groups meet next week to formulate an LGAT submission to the Taskforce.

The intent of the policy ratification process is to ensure that positions taken at a point in time are sustaining, particularly where matters under consideration are topical.

The meeting is now requested to give consideration to the ratification of the above motions as policy of the Association.
5. ITEM: FOLLOW UP OF MOTIONS *
Contact Officer – Katrena Stephenson

Dorset Council/Launceston City Council

That the meeting note the report detailing progress of motions passed at previous meetings and not covered in Business Arising.

Carried

A matrix detailing action taken to date in relation to motions passed at 2005, 2006 and 2007 Meetings is at Attachment to Item 5.

6. ITEM: RECREATIONAL VEHICLES *
Contact Officer: Maxine Lowry

Tasman Council/Central Highlands Council

That the Meeting adopt the ‘Recreational Vehicles: Draft Policy Guidelines’ for use by local councils.

Carried

Background:
At the General Meeting, November 2006 a resolution was passed, calling for the Association to collaborate with the State Government in coordinating a consistent Local Government approach regarding specific facilities and management arrangements for recreational vehicles (including caravans and campervans) in Tasmania.

This resulted in the establishment of a Working Group in April 2007. This was coordinated through LGAT and the membership of the committee was as follows:-

<table>
<thead>
<tr>
<th>Council /Organisation</th>
<th>Nominee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burnie</td>
<td>Mayor Alwyn Boyd</td>
</tr>
<tr>
<td>Circular Head</td>
<td>Lisa Nelson (Strategic Projects Officer)</td>
</tr>
<tr>
<td>George Town</td>
<td>Cr Roger Broomhall</td>
</tr>
<tr>
<td>Glenorchy</td>
<td>Rod Marshall</td>
</tr>
<tr>
<td>Hobart</td>
<td>Mark Johnstone (City Inspector)</td>
</tr>
<tr>
<td>Cradle Coast IDC</td>
<td>Wayne Bolton (Tourism)</td>
</tr>
<tr>
<td>Huon Valley</td>
<td>Daniel Smee (CD Manager)</td>
</tr>
<tr>
<td>Central Coast</td>
<td>Cor Vander Vliet (Admin Group Leader)</td>
</tr>
<tr>
<td>Break O’Day</td>
<td>Brian Inches (GM)</td>
</tr>
<tr>
<td>Devonport</td>
<td>Judy Moore (Tourism Manager)</td>
</tr>
<tr>
<td>Tourism Tasmania</td>
<td>Frank Hussey</td>
</tr>
</tbody>
</table>

In July 2007 all councils were surveyed in order to gain an understanding of current arrangements pertaining to recreational vehicles and camping in each municipality.

The Working Group received survey responses from 24 of the 29 councils.
While there was a joint Local Government/Tourism Tasmania set of guidelines, survey respondents indicated support for the development of a more comprehensive and consistent Local Government policy.

In recognition of recent and anticipated future growth of this tourist market, a consistent approach by local councils will not only enhance the experience for visitors travelling around Tasmania, but has the potential to contribute to future growth in the sector.

The Draft Policy, at Attachment to Item 6, addresses a number of important issues including:

- Definition of a self contained recreational vehicle;
- Waste management and provision of dump stations; and
- Consistency of experience for the traveller (signage, permit wording).

While there was support for the development of a model by-law, the Working Group found that this was a complex issue to address and that it may duplicate existing by-laws. Therefore it is considered to be a matter for each council to consider. Attached to the document are two samples of by-laws which may be used as a guide by councils wishing to develop, their own.

**Budget Implications**

Does not apply.

**Current Policy**

Does not apply.

7. **ITEM: MONETARY PENALTIES ENFORCEMENT ACT**

   **Contact Officer – Katrena Stephenson**

   Glenorchy City Council/Launceston City Council

   That the meeting note the implications for Councils arising through the implementation of the Monetary Penalties Enforcement Act.

   Carried

   **Background comment:**

   After a long wait the Monetary Penalties Enforcement Act (MPEA) will finally commence on 28 April 2008. The main thrust of the MPEA is the removal from the court system of those recipients of infringement notices who opt to 'do nothing'. If a person does not pay an infringement notice or provide notice that they wish to contest it within 28 days of issuing they will be deemed to be convicted of the offence and enforcement action can be taken.

   There are a number of implementation issues for Councils as well as some of the mechanisms being put in place to assist Councils.

   While there has been limited consultation and participation of Councils to date, despite urging by LGAT, the MPEA is good news for Councils, providing a strong mechanism for recovery of penalties. In early discussions about this legislation, concerns were expressed about the cost of the process for Councils. As Councils are aware, they may use the resources of the Monetary Penalties Enforcement Unit on a fee per transaction basis. It has been agreed that fees will be fully recovered from the debtor wherever possible. While Councils will have an up front out of pocket expense, in nearly all cases this would be
recovered. The exception would be where the debtor has no money or assets to cover the debt, but this is likely to be an insignificant number of debtors.

Key requirements of Councils include:
- Changes to wording on infringement notices.
- Consideration of enforcement processes and referral to the Director Monetary Penalties Enforcement Unit.
- Changes to by-laws.

LGAT has worked with the MPEA Project Team to identify mechanisms for supporting Councils to make the required changes to practice and policy. This includes:
1. Organisation of regional workshops to provide an overview of the legislation and impact for Councils and provide some time for dealing with more technical and business process issues such as infringement notice wording, referral mechanisms and withdrawal processes.
2. Convened a working group to consider required amendments to by-laws and develop model wording for changes to infringement components and develop a process by which by-laws can be amended by order of the Governor, removing the requirements for a RIS for example.
3. During March the MPEA project team will be available for further consultation or support processes and provide materials to Councils for public education in alignment with the launch of their public campaign in April.

**Budget Impact**
Does not apply.

**Current Policy**
Does not apply.

8. **ITEM:**  **HOUSEHOLD HAZARDOUS WASTE**  
   Contact Officer – Maxine Lowry

<table>
<thead>
<tr>
<th>West Tamar Council/Waratah/Wynyard Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>That the Meeting note that, the Department of Environment, Parks, Heritage and the Arts (DEPHA) and the three regional authorities are currently finalising the Grant Deed to conduct a Household Hazardous Waste collection trial under the Living Environment Program (LEP).</td>
</tr>
</tbody>
</table>

| That the Meeting note a steering committee will be established to oversee the project. |

Carried

**Background**
Establishing a household hazardous waste (HHW) collection was identified as a priority for funding under the State Government’s Living Environment Program. The State allocated an amount of up to $500,000 towards the project, with the expectation that this would be matched by Local Government through the Regional Waste Authorities/Bodies.

A consultant, Asterisk One, was engaged to investigate the options, which were then examined by a Technical Reference Group. More negotiations with Asterisk One resulted in a supplementary modelling report containing two further options.
The Local Government Waste Management Reference Group (LGWMRG) accepted Option One. This involves a Collection Program of HHW, based at 3-4 sites per region per annum on an alternating basis. The projected cost is estimated to be $175,000-$182,000 per year ($875,000 - $910,000 over 5 years).

The project involves the employment of a Project Officer, to be employed three days per week and based at the Association offices in Hobart.

**Budget Impact**
All costs associated with the Project will be covered under the Grant Deed.

**Current Policy**
Local and State Governments have agreed to consider suitable waste management projects for joint funding under arrangements previously established under the auspices of the Premiers’ Local Government Council (PLGC).

**9. ITEM: 2008 ANNUAL CONFERENCE UPDATE**

**Contact Officer – Stephanie Watson**

**Devonport City Council/Dorset Council**

That the Meeting note the following report.

**Carried**

**Background comment:**
Arrangements are progressing well for the 2008 Local Government Conference to be held at the Launceston Country Club from 18-20 June.

**Theme**
The theme for the 2008 conference will be *Waves of Change*, to reflect the changing environment that councils are now facing, particularly in relation to the water and sewerage issue.

**Dinner**
Dinner will be hosted at the Albert Hall on Thursday 19 June and will showcase some of Launceston’s local talent. Coaches will provide return transportation to the hall. The evening’s entertainment will include a special performance by *TasDance* and music by *Midnight Rendezvous*. As in previous years, the evening’s proceedings will include the announcement of the winners of the Local Government Awards for Excellence. The move to the Albert Hall provides the opportunity to seat up to 500 guests (100 seats more than the City Hall) so delegate partners and key business partners are encouraged to attend.

**Speakers**
At the time of writing, a number of speakers have been confirmed, while others are still under consideration, or have yet to be confirmed. These include:

- Paul Bell – ALGA President (TBC)
- Anthony Albanese MP - Federal Minister for Local Government (TBC)
- Premier Paul Lennon (TBC)
- Water and Sewerage Speaker (TBC)
- Steve Barker – *Sound as Good As You Look* (confirmed)
- Oliver Freeman – *Future Shock: Surfing the Waves of Change* (confirmed)
- Gail Kelly – *Peri-scoping* (TBC)
- Ian Plouman – *Why Some Towns Flourish and Others Flounder* (TBC)
Workshop Presenters

- Michael Small  ‘Avoiding the Rip: Accessible Communities’ (confirmed)
- Oliver Freeman  Scenarios for 2030: an interactive and practical Australian case study (confirmed)
- Mike Whittle  Succession Planning in the Workplace (LGMA Workshop confirmed)
- Rod Collinson  New Federal Government IR Laws (LGMA workshop confirmed)
- 2 x IPWEA Workshops to be confirmed

Sponsors/Trade
Civic Mutual Plus and the Country Club Resort have pledged their support as Platinum Sponsors for the 2008 conference. While other sponsorship agreements are yet to be formalised, there has been strong interest from potential sponsors and trade exhibitors in the lead-up to the event.

ALGWA Event
ALGWA will not be hosting their regular Friday morning breakfast this year, opting instead for a cultural and cocktail event to be held on the evening of Wednesday, 18 June. It is hoped that the Wednesday evening event will prove as popular as the screening of An Inconvenient Truth, held last year in the same timeslot.

Local Government Awards for Excellence
Councils are encouraged to earmark suitable projects for nomination in the 2008 Local Government Awards for Excellence. It is anticipated that the entry forms will be distributed by mid to late March. This year, due to budgetary constraints, Southern Cross Television will not be filming the finalists. For the presentation, LGAT will be relying instead on the provision of quality photographs for each nominated project. The winners will be announced at the conference dinner at the Albert Hall on 19 June.

Budget Impact
The conference is run on a cost recovery basis.

Current Policy
Does not apply.

10. ITEM: HOUSING AFFORDABILITY
Contact Officer – Katrena Stephenson

Launceston City Council/Central Highlands Council
That the meeting note the potential opportunities for Local Government through the Australian Government’s Housing Affordability Fund.

Carried

Background comment:
One of the seven Council of Australian Government (COAG) priorities for 2008 is affordable housing. A COAG Housing Working Group has been convened with the Secretary of the Department of Premier and Cabinet, Evan Rolley, co-chairing with the Federal Minister Tania Plibersek. ALGA is a member of the Working Group.
The Working Group is focussing on 5 main housing initiatives. One of these is the Housing Affordability Fund which allows Councils to put forward bids for infrastructure projects. The objectives of the Housing Affordability Fund are to assist new home buyers across Australia over five years by lowering the burden of infrastructure and regulatory costs built into the purchase price of a new home.

The program will be an application-driven incentive scheme in which local governments apply through a competitive process to cover some of the costs associated with new housing infrastructure. Local Government applications would outline proposals for cutting red tape and reforming planning processes to reduce costs and pass on savings to the purchaser.

Phase One is a limited select tender process of priority Local Government areas identified with the assistance of State and Territory governments and the Australian Local Government Association (ALGA).

Evan Rolley has written to General Managers to seek possible initiatives and opportunities in relation to this fund the Tasmanian Implementation Plan for 2008-09 which needs to be presented to the Working Group by the end of March 2008.

LGAT have met with Housing Tasmania to improve understanding of the programs and timeframes.

There are a number of other Housing initiatives that were announced as part of Federal Labor’s election campaign. These include:

- The National Rental Affordability Scheme which will provide annual tax incentives and financial support to institutional investors the build and hold affordable rental properties for up to 10 years.
- National Housing Supply Council which will comprise representatives from a range of bodies with expertise on housing supply issues with the aim of improving the evidence base for housing policy development. This is likely to be mirrored with State Councils with Local Government representation.
- A Place to Call Home will provide funding for additional transitional accommodation units for those who are homeless. Likely to be only a small number in Tasmania.
- Land Audit of Commonwealth and State Land to see what could be released to boost supply. This has limited potential in Tasmania.

The working group will allow the sharing of ideas between jurisdictions and encourage innovation.

A recent innovative example in Victoria is the Agreement between Knox City Council and two private companies which will allow the Victorian Office of Housing the opportunity to purchase at a 30% discount, 3% of a 56 hectare site which was originally zoned light industrial. The Council negotiated the agreement with the landowners following a request to rezone the land, driven by the social housing component of their Affordable Housing Action Plan. This project is currently awaiting approval from the Victorian Minister for planning.

**Budget Impact**

Does not apply.

**Current Policy**

Does not apply.
11. ITEM: NRM UPDATE
Contact Officer – Christine Materia

Launceston City Council/Glenorchy City Council
That the Meeting note the following report.

Carried

Background comment:
Christine Materia joined the LGAT as the Local Government Natural Resource Management Facilitator following the departure of Jenni Rigby in October last year. Christine studied environmental assessment, management and planning at the University of Melbourne, and most recently worked for Curtin University of Technology’s Centre for the Management of Arid Environments.

Australian Government funding for the network of Local Government NRM Facilitators expires in June 2008. A Cabinet submission detailing NRM arrangements for the post June 2008 delivery of the Natural Heritage Trust (NHT), National Action Plan (NAP), National Landcare Program (NLP) has been submitted to Cabinet. The outcome of Cabinet deliberations is anticipated in the middle of March.

NRM Regions:
Each of the three NRM regions in Tasmania are currently finalising their third Regional Investment Proposal. The Investment Proposals provide a business plan to guide funding and investment in proposed activities that address the issues identified in the regional strategies.

Network Development
- Administrative and secretariat coordination of the Local Government Climate Change Reference Group – comprising nominees from over 20 councils, representing a range of different council functions.
- On-going support to NRM staff hosted within various councils in the state.
- Regular network team meetings, including:
  - Local Government NRM Facilitator meetings,
  - Tasmanian AG NRM Facilitator team meetings,
  - Regional NRM team meetings
  - Teleconferences for Tasmanian NRM team.
- Network meeting for council NRM-staff in the NRM South region, and provide exec support.

Communication & Knowledge
- Maintenance of a database of Local Government, State Government, Australian Government and NRM stakeholders. The database is used as a means of facilitating targeted communication on NRM events, projects and policy.
- Env-e-News, a monthly electronic newsletter, provides an update for Local Government stakeholders on NRM and environmental policies, projects and events in Tasmania. Distribution of the newsletter has increased steadily, and is currently sent out to around 400 people.
- Supported and attended various conferences, technical workshops and information sessions to provide a local government perspective, and to disseminate information more broadly within council networks.

Stakeholder Engagement
- Represent Local Government on a range of Steering Committees and Reference Groups for significant NRM projects that are statewide, cross-regional, or have particular significance for Local Government including:
  - Climate Change and Coastal Risk Assessment and Management project,
  - Climate Change Impacts on Clarence City Council Foreshores project,
  - Cradle Coast Weed Hygiene Plan
  - Acid Sulphate Soils Project
  - Gardens for Wildlife
  - Indigenous Land Management Regional Partnership Agreement*,
  - Implementation of the Southern Tasmanian Weeds Strategy*,

[*these projects are made possible through NHT funding]

12. ITEM: DEDICATED CAREERS OFFICER
   Contact Officer – Katrena Stephenson

<table>
<thead>
<tr>
<th>Launceston City Council/Glenorchy City Council</th>
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<tbody>
<tr>
<td>1) That the Meeting note the anticipated costs for and proposed activities to be undertaken by a Careers Officer.</td>
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<tr>
<td>2) That the Meeting agree to fund the position and related costs outside the normal budget allocation through increased subscriptions from Councils for a two-year period.</td>
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<tr>
<td>3) That the position will be fully reviewed and evaluated at the end of the two year period</td>
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</tbody>
</table>

Carried

Both Tasman and Central Highlands Councils voted against this motion.

Background comment:
At the November 2007 General Meeting a motion to “consider a recommendation from the LGAT Training Working Group that additional resources be provided through increased council subscriptions for LGAT to employ a dedicated careers officer” was carried.

This motion was agreed in recognition that the skills shortage was still a prevailing issue, that the Association had worked collaboratively with a range of organisations to help raise the profile of Local Government but that it was a resource intensive exercise that was not sustainable and, that having a centralized careers resource within the Association was a more sensible option than a piecemeal approach with each council devoting scarce resources to this purpose.

It was noted that the establishment of such a position within the Association would be additional to current budgeted staffing levels and consequently additional resources would be needed to support it.

Since the Agreement at the last General Meeting, the Association has developed a position description and clarified the overall costs related to such a position.

The key responsibilities of the position would include:
- Develop and implement a Strategic Training and Careers Development Framework and operational delivery plan, recognising the changing Local Government environment.
- Develop, implement, deliver, broker and coordinate training and other development activities for staff in various roles within Local Government in Tasmania.
- Provide advice, support and assistance to the General Manager and employees on a range of learning and development issues.
- Work with the LGAT Communications Manager to develop, maintain and implement an effective communication and marketing strategy to promote a culture of continuous learning and best practice throughout Local Government.
- Provide information and advice to the Chief Executive Officer, Policy Director, other staff and the General Management Committee on skills and careers development issues and related projects.
- Maintain up-to-date knowledge of the latest developments in capacity building and recruitment in relation to Local Government functions and services.
- Contribute to the development of strategies which will enhance the capacity and performance of Local Government and enable it to undertake new roles and functional responsibilities and deliver efficient and effective service to the community.
- Maintain close liaison and develop effective working relationships with Councils, State and Federal government officers, professional bodies, working parties in relation to matters relevant to the position.
- Represent the LGAT to other Government agencies and stakeholders by providing advice on LGAT policies and views and seeking to negotiate positive outcomes for Local Government.
- Develop, maintain and implement qualitative and quantitative measures to evaluate the effectiveness of activities and initiatives undertaken.
- Continue to lead and support the Local Government Skills and Training Working Group.
- Provide other learning and career support services to LGAT as required.

It is proposed that a person be contracted on a 3 day per week basis for a period of two years, with a review of the outcomes within that time frame and a report back to General Meeting with any proposed future actions to be agreed.
**Budget Impact**
Additional resources would be required to support the establishment of a careers officer position within the Association. This would be a special project outside the normal budget allocation requiring increased subscriptions from Councils for a two-year period.

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<thead>
<tr>
<th>Item</th>
<th>Per Annum Cost</th>
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<tbody>
<tr>
<td>$65 000 per annum salary pro rata 3 days per week</td>
<td>$39 000</td>
</tr>
<tr>
<td>Superannuation and insurance</td>
<td>$5 070</td>
</tr>
<tr>
<td>Travel and allowances (accommodation, fuel, car hire, meals based on 20 intrastate trips per annum and 2 interstate trips per annum)</td>
<td>$12 000</td>
</tr>
<tr>
<td>Communications including phone, internet, computer and consumables</td>
<td>$5 500</td>
</tr>
<tr>
<td>Materials and website redevelopment.</td>
<td>$10 000</td>
</tr>
<tr>
<td>Position advertising</td>
<td>$1 200</td>
</tr>
<tr>
<td>Expos and Careers Fairs, Workshops and Training Activities.</td>
<td>$25 000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$97 770</strong></td>
</tr>
</tbody>
</table>

Council contributions would be according to the current subscription percentages.

**Current Policy**
Following a resolution at the 2004 Annual Conference the Association has been addressing skills shortages and training issues in Local Government through a range of strategies as a component of the broad range of policy work.
13. ITEM: LOCAL GOVERNMENT FINANCIAL SUSTAINABILITY
Contact Officer – Katrena Stephenson

Hobart City Council/Devonport City Council
That the meeting note the progress of the Financial Sustainability Project.

Carried

Background comment:
The Financial Sustainability Steering Committee was established to oversee the process of implementation including the consideration of the formation and scope of working group activity.

The Steering Committee comprises members of the General Management Committee of the Association and three representatives nominated by Local Government Managers Australia:

President Mike Gaffney Chair
Mayor Mike Downie GMC
Mayor Barry Easther GMC
Mayor Jock Campbell GMC
Mr Paul Arnold LGMA
Mr Graham Stagg LGMA
Mr Frank Pearce LGMA

The Steering Committee is being supported by Policy Staff at the Local Government Association of Tasmania as well as five working groups with the ability to evaluate the technical complexities of a number of the recommendations.

The five working groups met for the first time on 11 December 2007 and identified a number of actions.

Actions can be grouped broadly under three categories:

− Benchmarking current practice
− Researching other jurisdictions practice
− Other

In relation to benchmarking current practice a need for two surveys was been identified, one on asset management and one on resource sharing. The Asset Management survey has been distributed and is being analysed and a Resource Sharing Survey is under development to be distributed shortly.

In October 2007 the Steering Committee considered a draft project timeline through to the end of March 2008. This was delayed while staff recruitment processes were undertaken and a revised timetable has been developed with a proposed completion date of 30 June 2008.

The Working Groups have been reconvened as required.

The Steering Committee will reconvene at the end of March 2008.

Budget Impact
The project represents a significant call on Association resources and will require external inputs. Current budget allocations should allow adequate support for the project.

Current Policy
The project is a key element in ensuring the future financial sustainability of councils. Several actions/proposals are likely to cause some concerns but will need to be balanced against the longer term financial governance requirements for councils.

14. ITEM: **BUSINESS CONTINUITY GUIDELINES FOR HUMAN INFLUENZA PANDEMIC** *  
   Contact Officer – Maxine Lowry

Devonport City Council/Burnie City Council  

That the Meeting note and endorse the ‘Human Pandemic Influenza: Business Continuity Guidelines’ for use by Local Government in planning for problems associated with a human influenza pandemic.  

Carried

Background comment:  
The World Health Organisation (WHO) has alerted world governments to prepare for a pandemic event of a certain magnitude based on average historical data from past events. Historical evidence and current biological surveillance has prompted the Council of Australian Government (COAG) in 2006 to form ‘all of government’ action plans. The key role identified for Australian Local Government is the preparation of business continuity plans.

The Australian Government recommends that businesses plan for a pandemic which gives rise to 30-50% absences for several months. By its very nature an influenza pandemic is likely to:

− arise rapidly and spread quickly;
− make people very ill and many could die;
− generate unprecedented levels of fear and anxiety;
− occur in several waves, each lasting for several months;
− require full community mobilisation;
− result in health care services not being able to provide direct care in some cases; and
− result in very high staff absence rates for some periods during the pandemic.

The purpose of this document is to assist local councils to consider a proactive stance in the event of an influenza pandemic and begin some business continuity planning for such an event. Advanced preparation for an influenza pandemic will help maintain the core functions and services to the community and ensure continuity and access to essential products and services. A copy of the guidelines are at Attachment to Item 14.

**Budget Impact**  
Does not apply.

**Current Policy**  
Does not apply.

15. ITEM: **CONSTITUTIONAL RECOGNITION**  
   Contact Officer – Katrena Stephenson
Hobart City Council/Dorset Council

That the Meeting note the process proposed by ALGA to develop a national position on Constitutional Recognition.

Carried

**Background comment:**
In November 2007 the ALGA Board resolved to conduct a Constitutional Forum to advance local government’s case for constitutional recognition during 2008. The forum will be held instead of the National General Assembly at the end of 2008.

Federal Labor supports the principle of constitutional recognition of Local Government but Local Government needs to establish an agreed position that could form the basis of a referendum question.

ALGA has developed a framework for council and community engagement in the development of a case and will be providing resource material to stimulate discussions.

Using the ALGA framework, LGAT propose the following activities in 2008:

1. Provide councils, through Associations, with discussion materials (February)
2. Councils level conversations and/or regional discussions with positions put forward to LGAT for further discussion (March – May)
3. Workshop the matter further at the State Conference and agree, if possible, a State position (June)
4. General Management Committee to attend a National State and Expert Forum convened by ALGA to reconcile input from across jurisdictions and develop options to be put to a broadly based National Constitutional Forum (August)
5. Tasmania to ensure appropriate representation at the National Constitutional Forum with a final position of Local Government to be agreed (November).

This overall process is likely to take up to three years with the first year in developing an agreed position, the second year in engaging stakeholders and gaining agreement on a referendum and the third year putting the question to the Australian people.

**Budget Impact**
LGAT may be required to fund regional forums and attendance at national forums.

**Current Policy**
This is one of the three pillars of ALGA’s strategic ‘3Fs’ agenda and consequently will be a key issue for LGAT in 2008.
16. ITEM     AMBULANCE LEVY

West Tamar Council/Waratah/Wynyard Council

That LGAT reinforce the current policy position on the Ambulance Levy and invite the Minister to address a special meeting of the Association.

Carried

Brighton Council voted against this motion.

At the March 2007 Meeting of the Association the following motion was passed:

That the meeting formally ratify the position that the Association has taken that Local Government will not collect an ambulance levy on behalf of State Government.

17. ITEM:     COUNCIL ROUND-UPS

That the General Meeting noted the briefings from the Brighton Council and the President.

Brighton Council has been asked to conduct a brief presentation on a matter that is currently important in their municipality and President Mike Gaffney will give an overview of IT on Show.

Councils are asked to conduct a brief presentation on matters that are currently important in their municipality.

The session will also allow time for questions and provide an opportunity to briefly share and highlight problems or opportunities facing councils.

18. CLOSURE

There being no further business, the President declared the meeting closed at 3.50pm.

CONFIRMED AS A TRUE AND CORRECT RECORD

Dated this day of 2008

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PRESIDENT