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>
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</thead>
<tbody>
<tr>
<td>Under 10,000</td>
<td>1</td>
<td>Red</td>
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<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>
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   (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

10.30  Penny Rankin  
Residential Program Management Section  
Australian Government Department of Health and Ageing

The ageing population, the challenges that this presents to all tiers of Government, and the aged care planning system that is currently used to provide care and services to the elderly. The presentation has been prepared as part of the work done under the Tripartite Agreement on Population Ageing, and aims to provide Councils with aged care planning information that might assist with their strategic planning.

11.30  Lee Prince  
Stronger Communities Taskforce

The Taskforce has been established to advise the Minister for Community Development on the state of Tasmanian communities, strategies to make Tasmania more inclusive and the promotion of community development goals.

It is not intended to impede or overlap with council activities but will seek to identify strategies and ideas to further develop communities.

12.30pm  Approximately, lunch will be provided

1.30pm  Emma Riley  
Senior Planner  
GHD

An update on the National Inquiry into the education and employment of planners and what implications have arisen for Tasmania from that. It will also cover the current shortage of planners and how the lack of experienced planners now is a result of the courses hiatus about 5 years, how many planners we have in the state compared with positions, why planners are moving away from Local Government and why it is important for Council to maintain its own planners and will also give options for providing a more attractive environment to retain planners in Local Government.
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* Denotes Attachment
Apologies

The President welcomed Members and declared the meeting open at 10.05am.

The Traditional Owners of the Land, the Leterremairreneer People, were acknowledged and Members welcomed.

Apologies were received from -
Mayor Carmel Torenius  Sorell Council
Mayor Doug Burt  George Town
Mr Graeme Sundstrom  Sorell Council
Mayor Robert Armstrong  Huon Valley Council
Mr Robert Higgins  Flinders Council
Mr Allan Garcia  LGAT

The President welcomed new General Managers, Mr Peter Harder, West Coast Council and Mr Mark Pitt, Northern Midlands Council and congratulated newly elected Mayors –
Mayor Daryl Quilliam  Circular Head Council
Mayor Tony Nicholson  Derwent Valley Council
Mayor Carol Cox  Flinders Council
Mayor Bertrand Cadart  Glamorgan Spring Bay Council
Mayor Don Thwaites  Kentish Council
Mayor Jan Barwick  Tasman Council
Mayor Albert van Zetten  Launceston City Council

A list of attendees is at Attachment A.

1. **ITEM:** Minutes of General Meeting held on 15 August 2007 *

   **Central Coast Council/Southern Midlands Council**

   That the Minutes of the meeting held on 15 August 2007, as circulated, be confirmed.

   **Carried**

   **Background**

To confirm the Minutes of the General Meeting held on 15 August 2007.

See Attachment to Item 1.

2. **ITEM:** Business Arising *

---
Central Coast Council/Central Highlands Council
That the Meeting note the information.  
Carried

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

3. **ITEM: CONFIRMATION OF AGENDA**

**Kingborough Council/Northern Midlands Council**
That consideration be given to the Agenda items and the order of business.  
Carried

**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

**Dorset Council/Hobart City Council**
That the General Meeting note that there are no items brought forward from the previous meeting that require ratification as policy of the Association.  
Carried

**Background**
Delegates are invited to endorse policy items brought forward from the previous meeting.

5. **ITEM: FOLLOW UP OF MOTIONS**
  **Contact Officer – Christine Standish**

**Glenorchy City Council/Circular Head Council**
That the meeting notes the report detailing progress of motions passed at previous meetings and not covered in Business Arising.  
Carried

A matrix detailing progress in relation to outstanding General Meeting motions is at Attachment to Item 5.
6. **ITEM:** LOCAL GOVERNMENT FINANCIAL SUSTAINABILITY  
   Contact Officer – Allan Garcia

<table>
<thead>
<tr>
<th>Central Coast Council/Kingborough Council</th>
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<tbody>
<tr>
<td>That the Meeting note progress with this important reform.</td>
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**Background comment:**

The Steering Committee has held its initial meeting and has endorsed the project plan, the scope of the project and the terms of reference for the proposed working groups. Documents covering these matters have been included and are at Attachment to Item 6.

While timing for the project appears relatively tight, it is not intended to resolve all the issues within the timeframes proposed. It is likely that the working group inputs will require additional work/evaluation at a later time, perhaps focusing on more detailed implementation issues, systems development or legislative proposals.

It is also acknowledged that implementation of all 26 recommendations from the Access Economics Report may not be possible/plausible. However, it is considered that there is a need to evaluate each recommendation in the context of the benefits that could accrue and the relative capacity for councils to embrace the proposed changes.

Five working groups have been proposed and nominations called for each. It is anticipated that approximately five Local Government officers will serve on each working group, perhaps supplemented by some State Government officials where that is deemed appropriate. To ensure that working group activity flows and inputs/results/research are co-ordinated, officers of the Association will convene each of the groups.

It is likely that there will be some overlap and need to share research and findings but it is expected that this will be able to be managed within the proposed governance framework. It is also likely that the spectre of water and sewerage reform will have an influence on outcomes but it is anticipated that appropriate consideration will be able to be give to project and working group adaptation.

Detailed working papers and research materials produced by other jurisdictions are available to the working groups and it is expected that this material will not only influence some of the thinking but will overcome some of the resource availability to effect the work that is required to be undertaken.

The outputs from the working groups and their deliberations along the way will be subject to consultation with councils via the circulation of papers for the project.

It should also be noted that many of the outputs from this project have a direct impact on the direct oversight mechanisms of the State Government. The present Local Government Board has a wide charter and one which many councils consider unnecessary and intrusive. Implementation of many of the Access Economics recommendations will much reduce, even eliminate, the need for scrutiny by such a mechanism.

**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.
7. ITEM: WASTE MANAGEMENT
   Contact Officer: Christine Standish

Burnie City Council/Derwent Valley Council

That the meeting note the following report in relation to the Tasmanian Waste Management Strategy and the Household Hazardous Waste Collection Project.

Carried

Background

1. Tasmanian Waste Management Strategy
The State Government has initiated a consultancy to develop a Tasmanian Waste Management Strategy. The focus is on solid waste management in Tasmania rather than the full range of waste streams.

A series of stakeholder consultation workshops has been held in the North and South of the State and a consultation draft strategy has now been circulated for comment.

All three regional bodies have provided feedback on the draft and the Association has provided a consolidated Local Government response. A copy of the LGAT response is at Attachment to Item 7.

In its response the Association has indicated that, while it supports the development of a Tasmanian Waste Management Strategy, it does not consider that the draft, in its current form, will deliver any meaningful and tangible waste management outcomes for Tasmania.

The draft strategy currently lacks clarity and specificity in the following critical areas:
- It does not contain a clear set of objectives, outcomes and priorities and thus does not spell out what precisely it plans to deliver.
- There is a need for greater clarity around the roles and responsibilities of various stakeholders so we know who will be responsible, financially and otherwise, for what.
- There is a need for more detail concerning the proposal to establish a Waste Advisory Board, particularly in terms of its composition, charter, responsibilities, powers and funding arrangements.
- Considerably more thought and effort is required to develop an acceptable funding model. Currently the strategy only identifies one option for funding waste management initiatives in Tasmania – the introduction of a state waste levy.

In its response, the Association stresses that the introduction of a state waste levy is not acceptable to Local Government and other options will need to be considered if we are to move forward on this issue. To this end it reiterated the funding model developed through the Tasmanian Waste Advisory Committee and agreed to some years ago. This basically recommended State and Local Government work together to identify suitable waste management projects for joint funding, along the lines of the recently approved Household Hazardous Waste project.

The Association also expressed Local Government’s concern that the draft strategy does not adequately acknowledge or reflect the considerable progress made in developing regional waste strategies and implementing voluntary regional waste levies; and drew attention to perceived inaccuracies in data used as supporting evidence.
It is understood that the consultant will consider stakeholder feedback in producing its final draft and report to the State, which is expected in November. As it stands, however, from Local Government’s perspective, a great deal more work is required to make the document a meaningful and effective tool through which to achieve some tangible waste management outcomes in the State.

2. **Household Hazardous Waste Project**

At its August General Meeting, Local Government agreed to support the proposal to jointly fund, with the State Government, on a 50/50 basis, a pilot Household Hazardous Waste program for Tasmania, for a period of up to 5 years. The scheme will be subject to a review after two years.

In the first instance, the Association is working with the Department of Tourism, Arts and Environment (DTAE) to develop a memorandum of understanding to formalise the joint funding partnership and to arrange for the appointment of a project officer to scope and implement the project. DTAE’s preference would be for LGAT to host this position, paid for from DTAE funds, and a trust account to be established for the remainder of the State’s share of funds to be deposited in and dispersed as the project progresses.

The Association is currently awaiting draft documentation on these matters.

**Budget Implications**

The Association has indicated to DTAE that it is only prepared to host the project officer for the HHW project if all salary and employment-related costs are met through State funds.

**Current Policy**

− The development of a state waste management strategy is one of the priority issues that remained outstanding from the PLGC waste management agenda.

− Local and State Government have agreed to consider suitable waste management projects for joint funding under the arrangements previously established under the auspices of the PLGC.

8. **ITEM: 2008 LOCAL GOVERNMENT CONFERENCE**

**Contact Officer – Stephanie Watson**

That the Meeting note the following report.

Carried

**Background comment:**

The 2008 Local Government Conference will be held at the Country Club Resort, Prospect from 18-20 June, for the first time in twelve years. The annual dinner will be held offsite at the Albert Hall on 19 June.

The Country Club offers ample free parking, disabled access throughout, quality accommodation, a number of function areas that would be well suited to our conference activities, and a range of resort facilities for delegates to enjoy.

In support of the proposal to move the conference north, the Launceston City Council have pledged on ground assistance in the lead-up to the event.
The first Conference Committee meeting will be held soon to determine the conference theme and possible speakers etc.

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

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**9. ITEM:** DOG CONTROL ACT *
Contact Officer – Liz Gillam

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<tr>
<th>Clarence City Council/Glenorchy City Council</th>
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<tr>
<td>That the Meeting note the following report.</td>
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<td>Carried</td>
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**Background**
The State Government has announced its intention to amend the *Dog Control Act 2000* in relation to the following:

- Controls for keeping and restraining restricted breed dogs. Mandatory de-sexing of restricted breed dogs and dogs declared dangerous. Restrictions on selling and exchanging restricted breed dogs and dogs declared dangerous.
- Compulsory microchipping of dogs.
- Noise abatement
- Dealing with dogs at large

The Government’s decisions were informed by the following process:

- In February 2006 a Working Group (with representation from Local Government Association of Tasmania, RSPCA, Australian Veterinary Association, Animal Management Officers Association of Tasmania, Royal Guide Dogs and Kingborough Dog Walkers Association) was established to consider a number of dog control issues.
- The Working Group presented its recommendations to the Minister in early 2007.
- In May 2007 an Issues Paper was released and submissions invited. There were 118 responses from individuals, councils and groups through a public consultation process. A copy of the LGAT submission is at Attachment to Item 9.

**Budget Impact**
LGAT – no impact other than continuing consultation with State Government within ongoing policy development function

Councils – it is anticipated that the proposed amendments will have an impact on Councils’ animal control functions and associated budgets.

**Current Policy**
A number of motions passed at General Meetings in recent years have been addressed in these proposals:

That LGAT lobby the State Government to introduce compulsory micro-chipping of dogs through legislative amendments to the *Dog Control Act 2000*.

A: That the Animal Management Association of Tasmania be requested to recommend legislative changes that will address significant community concerns
regarding the unacceptable level of attacks by dogs, upon adults, children and animals, in the community.

B: That the Animal Management Association of Tasmania be further requested to provide a briefing report detailing issues that need to be considered as part of the future review of the Dog Control Act 2000.

That the LGAT be requested to approach the State Government with a view to amending Section 46 (30)(b) of the Dog Control Act 2000 along the lines of the restrictions imposed by the Queensland Government’s Environmental Protection Regulations.

That the Local Government Association of Tasmania request the State Government to investigate an amendment to Section 5 – Dog at Large – of the Dog Control Act 2000 by providing a further descriptor of ‘at large’ to allow for more cost effective control in addressing the issue of unregistered dogs and non-payment of fines for nuisance offences under the Act.

LGAT Comment
LGAT is aware that the proposed amendments to the Dog Control Act 2000 will have significant implications for Councils and dog owners. It is concerned that amendments are practical and achievable and do not create unrealistic expectations in the community.

Although it is understood that Local Government will be closely involved in the development of amendments, it is not clear at this stage how this process will proceed.

10. ITEM: WATER AND SEWERAGE
Contact Officer – Allan Garcia

Waratah/Wynyard Council/Northern Midlands Council
That the Meeting note the present status of the reform process.

Carried

Flinders Council/Glamorgan Spring Bay Council
LGAT acknowledges that the Treasurer has stated that the status quo in the provision of water and sewerage is not an option.

LGAT determines that a single Statewide model is not an option.

That the Treasurer be advised that LGAT’s policy position is three regional, Local Government owned water and sewerage entities is the only reform option acceptable and rejects the notion of a statewide model.

The Motion Was Withdrawn

Motion 1
Southern Midlands Council/Waratah/Wynyard Council
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

**Meander Valley Council/Central Coast Council**

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.

**Carried**

### Motion 3

**Kingborough Council/Glenorchy City Council**

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.

**Carried**

### Motion 4

**West Tamar Council/Southern Midlands Council**

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.

**Carried**

### Motion 5

**Circular Head Council/Dorset Council**

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

**Carried**

**Background comment:**
The reform timetable and major reform issues, including the principals delivered by the Treasurer, were outlined in some detail at the last General Meeting.
The Treasurer continues to have bi-monthly meetings with the General Management Committee on progress with the reform arrangements. At the time of writing, a further meeting was imminent and details of the outcomes of that meeting will be provided verbally at this meeting.

Detailed workshops on the water and sewerage regulatory framework have been conducted around the state by the Water and Sewerage Project Team. Strong participation, attendance and contribution was made by Local Government at the workshops. While the sessions did not provide councils with all the answers, they did nonetheless provide valuable insight into the overall thinking on the subject of the regulatory model.

Importantly, it is now clear that the technical and economic regulation associated with the reform is going to be rigorous and of a higher standard than that presently existing. Resourcing in relation to business planning, asset management, condition assessment and pricing will be particularly challenging and provides councils with some significant challenges in relation to the contemplation of models/structures to manage water and sewerage into the future.

The key clue to the future regulatory model appears to be that it will be perhaps based on the present Victoria model but with some less onerous governance and compliance arrangements. This may include the establishment of a single regulator that oversees technical and economic regulation and some aggregation of present legislative monitoring mechanisms spread variously across a number of government agencies.

In terms of real actions, each region is working to a December deadline to develop proposals as to how a future water and sewerage business can operate under Local Government ownership. This requires the development of a ‘business statement’ that seeks to address the principles previously released by the State Government. Detailing the governance frameworks, the resourcing capacity and the various requirements in relation to business essentials that represent the key requirements of this exercise.

While specifics in relation to financials will not be possible/essential, the submission will form the basis of the consideration by Cabinet in early 2008 as to the preferred structure for the sector into the future.

The Association has responded to the principles on behalf of councils. This followed written inputs and a workshop session at the recent General Managers’ meeting. The Association is also working with the regions in the preparation of the submissions to ensure some notion of consistency and to ensure that as much detail as possible is provided and shared.

Budget Impact
Any structural change to the present supply of water and sewerage is likely to have significant impact on the budgets of councils.

Current Policy
The Association has taken a position of continued Local Government ownership and control of Water and Sewerage infrastructure and services.

11. ITEM: LOCAL GOVERNMENT TRAINING
Contact Officer – Christine Standish

Central Coast Council/Burnie City Council
That the meeting note the following report on Local Government training issues.

Carried

Background comment:
The Association recently held discussions with the State Government’s newly established skills and training authority, Skills Tasmania, which has replaced the Office of Post-Compulsory Education and Training.

Three key issues relating to training for the Local Government industry were discussed:
- Increased resources for delivery of affordable training from the Local Government Training Package to councils.
- Delivery of appropriate high-level vocational education for the Local Government environmental health workforce to complement the Bachelor of Environmental Health to be delivered through the University from 2008.
- A pilot project with Local Government for Skills Tasmania to support cadetships in key skills shortage areas.

1. Affordable Training for Local Government
Given the skills shortage in Local Government workforce areas and the difficulty of attracting new workers into the sector, it has become increasingly important to ensure adequate and relevant training opportunities are available for both new and existing Local Government staff.

TAFE Tasmania has developed a range of courses for delivery from the Local Government Training Package, particularly in the areas of planning, health and environment and regulatory services, which it has piloted with some councils. However, currently TAFE management has not allocated sufficient resources to the delivery teams to support widespread delivery of these courses at an affordable cost for councils.

The lack of specific training for the sector provided through TAFE will now be exacerbated by the fact that Hobart City Council (HCC) has recently relinquished its status as a registered training organization. This leaves a critical void as HCC has played an important role in providing training services to its own and other council employees.

These matters were pointed out to Skills Tasmania, which is responsible for ‘purchasing’ training from TAFE to meet identified industry needs. Skills Tasmania indicated a willingness to review the level of resources provided for delivering Local Government training and the Association is following up on this to secure a positive commitment to increase support in this area.

2. Environmental Health Vocational Training
The Association put a strong case to Skills Tasmania arguing the need for a high-level vocational qualification, at Diploma level, to be available for delivery to Local Government.

The University has now given approval for the delivery of a Bachelor of Environmental Health, commencing in 2008. In light of this the current Advanced Diploma, delivered through TAFE, will take no further enrolments and will be taught out over the next three years.

While sections of the environmental health profession, particularly some in the Australian Institute of Environmental Health, strongly support this development not all industry stakeholders are satisfied that the proposed new arrangements will deliver the best outcomes in environmental health for the State and particularly for Local Government. There is quite broad concern that reliance on the degree qualification alone will not necessarily
address the skill shortages within the profession, which are likely to be magnified as the current cohort of ‘baby boomers’ retires from the workforce over the next 5-10 years. There is a view that it would be preferable for the longer-term sustainability of the environmental workforce for a high-level vocational course (probably Diploma) to continue to operate in tandem with the degree to cater for the very distinct differences in demographics between these two student bodies (TAFE tends to attract mature age students, often with pre-existing qualifications; the University is increasingly attracting school-leavers only) and employer needs. The existence of such a qualification will provide a clear career pathway for those wishing to progress to a degree qualification. Certificate-level technician qualifications alone, which are supported by the AIEH, will not allow articulation to a degree. A higher-level qualification, such as a diploma, is required to fulfil this purpose.

The University has actively campaigned against this option on the basis that the market will not sustain both forms of training. The major concern here, apart from the fact that it is an anti-competitive position, is that should the degree not prove sustainable and the University discontinues it, the State will be left without any adequate environmental health training. This is of grave concern to Local Government and should be of concern to the State Government, given the critical role played by environmental health workers in the management and regulation of a range of environmental and public health matters covered by state legislation and regulations, that are essential to ensuring the health, well-being and safety of Tasmanian communities.

Skills Tasmania has indicated it is receptive to the proposition put forward by the Association and the Association has written formally requesting Skills Tasmania to deliver a Diploma in Environmental Health through TAFE Tasmania.

3. Pilot Cadetships Project
Skills Tasmania has been investigating the feasibility of supporting specifically targeted ‘cadetships’ with certain industries as a way of addressing the need for workers to gain higher-level vocational education skills. As part of this investigation the possibility of delivering a cadetship program with Local Government has been mooted and research into this undertaken, in consultation with LGAT. A number of councils have provided input into this initial research.

Skills Tasmania has now indicated that it is keen to conduct a pilot cadetship program with two industries: Information Technology and Local Government.

To further this project Skills Tasmania is keen to consult with Local Government (at General Manager level) on an appropriate model for the industry. The Association is organising a consultation forum with southern General Managers for this purpose.

Budget Impact
Does not apply.

Current Policy:
Since 2004 the Association has been addressing skills shortages and training issues in Local Government through a range of strategies.
12. ITEM: COUNCILLOR RESOURCE KIT *
Contact Officer – Christine Standish

Dorset Council/Circular Head Council

That the meeting note the development of a Councillor Resource Kit.

Carried

Background comment:
The Association has developed a Councillor Resource Kit that contains practical information to assist new councillors to become familiar with their roles and responsibilities in Local Government. It will also be a useful resource for existing councillors. The kit serves to update the previous elected member handbook and presents information and guidance, in the following areas, in a more accessible format:

− The Role of LGAT
− Understanding the Local Government Framework
− Council Roles and Responsibilities
− Tips for Effective Meetings
− Accountability
− Policy Development and Decision-making
− Understanding Local Government Finance
− Land Use Planning: The Basics
− Councillor Learning and Development
− Skills Checklist
− Other Useful Resources
− Key Organisations and Contacts

The content of the kit has been developed in-house with a professional contractor undertaking design, layout and printing. The kit is being produced in hard copy ready for distribution to councillors following the elections and will be launched at the General Meeting. It will also be available for download on the LGAT website.

A copy of the Resource Kit is at Attachment to Item 12.

Budget Impact
The costs of developing and producing the resource kit have been met from the Association’s budget.

Current Policy
The Councillor Resource Kit serves to update the previous elected member handbook.
13. ITEM:   2008 ELECTED MEMBERS WORKSHOPS
Contact Officer – Stephanie Watson

Launceston City Council/Northern Midlands Council

That the Meeting note the following report.

Carried

Background comment:
The first of two Elected Members workshops for 2008 will be held on 15-16 March at the Tamar Valley Resort at Grindelwald. The program, which will be targeted towards newly elected members, is yet to be finalised.

The second Elected Members' workshop for the year has been scheduled for 25-26 October. The venue is yet to be confirmed.

Budget Impact
The workshops will be run on a cost recovery basis.

14. ITEM:    BUDGET SUBMISSION *
Contact Officer – Allan Garcia

Waratah/Wynyard Council/Kingborough Council

That the meeting note the content of the Budget Submission provided to the State Government.

Carried

Background comment:
In response to the Treasurer’s invitation to provide a submission to the Budget process for consideration, the Association has prepared a comprehensive submission focussing on key issues.

The development of the submission follows contributions from councils on relative priorities for the sectors. The key matters outlined in the paper include:

− the establishment of an innovation fund for the development of business cases for Local Government initiatives;
− the introduction of a fund to assist farmers suffering from drought to meet their rate expenses;
− support for the regional planning framework and development of templated planning schemes and schedules, but with a proposal for future funding to ensure that adequate review mechanisms are provided for in the future;
− a review of the income sharing arrangements for heavy vehicle licence registrations including an escalation factor;
− continuation and increased funding for the Mainstreet Program;
− appropriate funding contributions by the State Government for its responsibilities in the implementation of the state wide waste management strategy; and
− acknowledgment of the potential impact that the reform of water and sewerage may have on councils and the need to ensure that communities can continue to enjoy adequate levels of service and amenities without significant rating increases.

A copy of the submission is at Attachment to Item 14.
**Budget Impact**
The intent of the submission is to seek additional funds that may be directed to improve council services.

**Current Policy**
The matters raised – the Budget submission largely reflects the policy positions previously adopted by the Association although a small number may not have been formally promulgated in the past.

**15. ITEM: SMOKING POLICIES AND CONTROLS**  
Contact Officer – Christine Standish

<table>
<thead>
<tr>
<th>Northern Midlands Council/Launceston City Council</th>
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<tr>
<td>That the meeting note the relatively low level of support from councils for the development of a model smoking-management policy that covers council-owned community facilities.</td>
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**Carried**

**Background comment:**
At its May General Meeting the Association passed a resolution recommending that a consistent approach to smoking policy and controls be taken across Tasmania.

The motion was put by Launceston City Council (LCC), which has implemented a *No Smoking Policy* that defines its position on smoking within the immediate council work environment and also at council owned, controlled and leased buildings, venues and organised events.

It was agreed at the General Meeting that the Association would seek a copy of the Council’s policy documentation and circulate it to other councils for comment.

The Association wrote to all councils, attaching the policy documentation, and seeking an indication of whether they were interested in adopting a similar policy approach and whether there is value in developing a consistent policy position across Local Government. It was also noted that the Cancer Council of Tasmania had indicated a willingness to assist Local Government to develop appropriate resources to support such a policy position.

12 Councils responded. Of these most indicated they had, or were developing, smoking management policies relating to council workplaces and vehicles. However, 7 of these councils indicated they were not interested in developing a policy approach along the lines of the Launceston City Council’s in relation to community-based facilities. One other council has developed its own comprehensive policy and was not interested in a model policy approach.

Only 4 councils expressed in-principle support for the development of a model policy that applied to both aspects of the LCC approach. One of these indicated it would not actually enforce such a policy.

The main concern about the development of a model policy related to perceived difficulties with enforcing compliance. One council considered it inappropriate to develop a single policy
to suit all councils and one suggested that the LCC policy exceeded current legislative provisions and would thus require a by-law to enable enforcement.

**Budget Impact**
Does not apply.

**Current Policy**
The Association passed a resolution recommending that a consistent approach to smoking policy and controls be taken across Tasmania at its May 2007 General Meeting.

16. **ITEM: PENSIONER RATE REBATE** *
   **Contact Officer – Christine Standish**

<table>
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<tr>
<th>Glenorchy City Council/Southern Midlands Council</th>
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<tr>
<td>That the meeting note council responses to the request for details of pensioner rate rebates they provide additional to the State Government’s Pensioner Rates Remissions Scheme.</td>
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<td>Carried</td>
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**Background comment:**
At the August General Meeting, Launceston City Council raised the matter of the Pensioner Rates Remission Scheme, requesting the Association to lobby the Treasurer with a view to increasing the rebate level beyond mere indexation. This matter has been the subject of several LGAT resolutions and the Association has written on each occasion to the Treasurer seeking a review of the scheme. The most recent response received was in December 2006, which confirmed that the Treasurer does not intend to increase funding for the scheme in the near future, other than for indexation. Nevertheless, the Association continues to actively lobby the Treasurer and the Premier at every possible opportunity to increase funding for the scheme.

As a possible way forward, it was suggested at the General Meeting that the Association seek information from all councils as to what assistance they provide to pensioners in their area in the form of rate rebates beyond the support provided through the State Government’s remission scheme. It was considered that it may be appropriate to present this information to the Treasurer to demonstrate the level of assistance Local Government is providing to pensioners and thus help support a case for increased State Government funding.

Twenty-one councils responded to the request for information. Fourteen of these indicated they did not provide any additional rebates beyond that available through the State Government’s remissions scheme. Six councils advised they provide a specific pensioner rate rebate, at varying percentage levels. One council does not provide a rate rebate but does provide pensioner concessions on other services.

Details of council responses are contained in the table at Attachment to Item 16.

Launceston City Council has further recommended that the State Government be requested to increase the pensioner rate remission from $353 to $420, with the maximum subject to annual indexation, and to provide financial support, subject to an appropriate means test, to self-funded retirees in order to reflect the effect the increase in residential property values has had on rates.
Budget Impact
Does not apply.

Current Policy
The Association has passed several resolutions over the years requesting continual lobbying of the State Government for an increase in the Pension Rate Rebate under the Local Government (Rates and Charges Remissions) Act 1991.

17. ITEM: LOCAL GOVERNMENT CAREERS
Contact Officer – Christine Standish

Glenorchy City Council/Central Highlands Council

That the meeting consider a recommendation from the LGAT Skills and Training Working Group that additional resources be provided through increased council subscriptions for LGAT to employ a dedicated careers officer.

Carried

Background comment:
Since 2004 the Association has been pursuing a range of strategies to address the severe skills shortage in the Local Government workforce. To facilitate this the LGAT has, over this period, convened a working group comprising representatives of the key industry bodies: Local Government Managers Australia, Planning Institute of Australia, Institute of Public Works Engineering Australia, Australian Institute of Environmental Health, Australian Institute of Building Surveyors, Tasmanian Association of Municipal Surveyors and Tasmanian Plumbing Surveyors’ Association.

Over the last three years the Association has worked, in collaboration with these organizations, to help raise the profile of Local Government and promote the variety of careers and job opportunities it offers. Efforts include the development of the Council Careers information kit and website; development of a range of promotional resources; coordinating participation at various careers events in schools, university, colleges and the community; promoting skilled migration opportunities; contributing to national skills projects; research into options to attract new workers and retrain existing workers through cadetships and strategies for addressing mature age workforce issues.

The Working Group met recently and reviewed the various strategies and activities that have been undertaken. Inter alia it discussed the merits of continuing to participate in large-scale career events, particularly the National Careers and Employment Expo held annually in Hobart. It was noted that support from the professional bodies for the event had declined and that it was a resource-intensive exercise for LGAT, given its currently limited human resources. It was also agreed that the outcomes from such exercises in terms of attracting young people into Local Government were difficult to measure and that research indicated this was not necessarily the most effective recruitment strategy. Consequently, it was not proposed to participate in the 2008 event.

Nevertheless, the group agreed that it was extremely important that Local Government continue to pursue appropriate strategies to promote itself to students (at school, TAFE and University) and that there was merit in exploring the potential for LGAT to have a dedicated officer to work more intensively with the education sector to this end.

The group recommended that a proposal be developed for consideration at a LGAT General Meeting seeking support for the Association to appoint an officer dedicated to working with
the education sector to raise the profile of Local Government and its employment opportunities.

To date, career and training-related initiatives have been undertaken by the Association’s Policy Officer, in addition to other policy-related work. The Working Group considered it would be beneficial for the Association to employ an officer, perhaps on a part-time basis, who could work with schools, colleges and the university, particularly with career specialists, to more actively promote Local Government. This may entail developing educational material around Local Government that can be used in curricula and coordinating presentations within local schools and involving individual councils in these. This individual could also coordinate Local Government presence at career events and develop strategies for attracting people who are currently not participating in the workforce.

It was considered 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.

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. The Working Group recommended that agreement be sought from councils to provide an agreed contribution to support this position additional to their existing subscriptions.

It was recommended that Councils be asked to consider providing additional contributions for the Association to employ a careers officer for a period of 3 years on a part-time basis. It is estimated that salary costs would be in the vicinity of $50,000 + per annum for someone to work 25 hours a week plus travel expenses that would be quite significant given the officer would be expected to work with education institutions around the state. Additional resources would also be required to support the development of specific educational and promotional resources. These too could be quite significant, more so in years 2 and 3.

What is being sought here is in-principle support for the proposal. If this is forthcoming the Association would prepare a detailed costing and breakdown of costs to individual councils based on the existing subscription formula for further consideration.

Budget Impact
Additional resources would be required to support the establishment of a careers officer position within the Association.

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.

18. ITEM: COUNCIL ROUND-UPS

That the General Meeting note the briefing from the councils presenting.

Noted
Background comment:

At the time of preparing the agenda the Councils presenting had not been confirmed.

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.

19. Closure

There being no further business, the President wished everyone a happy and safe Xmas and declared the meeting closed at 2.15pm.