1. NOTICE OF MEETING

A meeting of the General Management Committee was held at the St Matthias Vineyard, Rosevears on Wednesday 16 February 2005 commencing at 10.00am.

DISTRIBUTION:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clr Lynn Mason</td>
<td>President</td>
</tr>
<tr>
<td>Lord Mayor Rob Valentine</td>
<td>Hobart City Council</td>
</tr>
<tr>
<td>Mayor Ross Hine</td>
<td>West - North West Region</td>
</tr>
<tr>
<td>Mayor Mike Downie</td>
<td>West - North West Region</td>
</tr>
<tr>
<td>Mayor Barry Easther</td>
<td>Northern Region</td>
</tr>
<tr>
<td>Clr Robert Legge</td>
<td>Northern Region</td>
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<tr>
<td>Mayor Deirdre Flint</td>
<td>Southern Region</td>
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<tr>
<td>Mayor Cathy Edwards</td>
<td>Southern Region</td>
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</tbody>
</table>

IN ATTENDANCE:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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</thead>
<tbody>
<tr>
<td>Mr Allan Garcia</td>
<td>LGAT</td>
</tr>
<tr>
<td>Mrs Liz Gillam</td>
<td>LGAT</td>
</tr>
</tbody>
</table>
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* Denotes Attachment
1.1 SUBJECT: CONFIRMATION OF MINUTES *

<table>
<thead>
<tr>
<th>Mayor Mike Downie/Cllr Robert Legge</th>
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</thead>
<tbody>
<tr>
<td>That the Minutes of the meeting held 29 November 2004, as circulated, be confirmed.</td>
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<tr>
<td>Carried</td>
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</table>

Minutes of the meeting of 29 November 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. |
| Resolved |

Update of Policy items from the last meeting - not covered in this Agenda are at Attachment to Item 1.2.
**1.3 SUBJECT: PRESIDENT’S REPORT**

**Mayor Ross Hine/Mayor Deirdre Flint**

That the President’s report be received.

Carried

The President reported on her activities as follows -

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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<tbody>
<tr>
<td>Nov 29</td>
<td>CEO review</td>
</tr>
<tr>
<td>Nov 30</td>
<td>Legislation Committee meeting</td>
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<tr>
<td></td>
<td>Meeting with Hobart City Council</td>
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<tr>
<td>Dec 3</td>
<td>NRM Ministerial Council meeting</td>
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<td></td>
<td>EPHC Ministerial Council meeting</td>
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<tr>
<td>Dec 8</td>
<td>Mayors’ workshop</td>
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<td></td>
<td>Premier’s dinner</td>
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<tr>
<td>Dec 9</td>
<td>PLGC</td>
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<tr>
<td></td>
<td>Quadrant Board Investment Committee meeting</td>
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<tr>
<td>Dec 10</td>
<td>Quadrant Board meeting</td>
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<tr>
<td></td>
<td>Meeting of the Non-forest Vegetation working group</td>
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<tr>
<td>Dec 13</td>
<td>Meeting with Break O’Day Council</td>
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<tr>
<td>Dec 14</td>
<td>Meeting with Central Highlands Council</td>
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<tr>
<td>Dec 15</td>
<td>Meeting of Meeting Regulations working group</td>
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<td></td>
<td>Meeting with Southern Midlands Council</td>
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<tr>
<td></td>
<td>Reception to welcome His Excellency Governor William Cox to Hobart</td>
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<tr>
<td>Dec 20</td>
<td>Meeting with Tasman Council</td>
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<tr>
<td>Feb 1</td>
<td>Meeting with Leader of the Opposition (general topics)</td>
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<tr>
<td></td>
<td>Meeting with Premier Paul Lennon (general topics)</td>
</tr>
<tr>
<td>Feb 2</td>
<td>Meeting with Attorney General Judy Jackson re Sex Industry Legislation</td>
</tr>
</tbody>
</table>
That the Chief Executive Officer’s report be received.

Noted

Notable occurrences over the period since the last GMC Meeting in November 2004 are reported in the following comments.

**Intergovernmental Relations Activity**
During the reporting period LGAT was involved with a number of intergovernmental committees, working groups and meetings. These included:
- Valuation Workshop.
- Affordable Housing Working Group
- State Coastal Policy Steering Committee
- Premier’s Local Government Council
- Steering Committee, State Coastal Policy
- Non Forest Vegetation Reference Group
- Quarterly Meeting with Premier
- Meeting with Attorney General re Sex Law Reform
- Meeting with Director of Public Health to discuss public health issues
- Meeting with Deputy Secretary, Department of Education, to discuss funding for skills initiative
- Meeting with DED to discuss Local Government involvement in regional economic development and investment plan
- Meeting with Director of Environmental Management to discuss environmental budget initiatives

At the national level the Association also attended the following:
- ALGA Executive, Canberra

**External Organisations**
- Attended CMP Board meeting.
- Meeting with Tourism Council of Tasmania to discuss accommodation standards
- Telstra CEO Lunch
- Meeting with Grants Commission to discuss impacts of review process on councils
- Duncan Kerr presentation to LGAT of DOTARS Award for CouncilConnect

**Key Member Activities**
- Mayor’s Workshop – December

**Other Activities**
- Preparation for and development of strategic planning process
- Development of materials/presentations/processes for pre-post election workshops
- Research into mechanisms/processes to address greenwaste
- Ongoing consultation/discussion re Local Government Act regulations re code of conduct/meeting procedures
- Organisation of Noise Policy workshops
2. POLICY

Policy Items for Discussion & Decision.

2.1 SUBJECT: ENVIRONMENTAL POLICY UPDATE

That the Committee note the following report.

Noted

Background

As previously reported, the State Government is conducting a 10-year statutory review of EMPCA as required under the terms of the legislation.

The Department of Primary Industries, Water and Environment (DPIWE) has now released an Issues and Options Paper for public comment which identifies a range of technical issues concerned with how the EMPCA system operates, covering environmental management, administrative matters, enforcement and miscellaneous, along with suggested options for improvement. Copies of the paper have been sent directly to all Councils and it can also be accessed on DPIWE’s website at www.dpiwe.tas.gov.au/environmentalregulation. The closing date for submissions is Friday, 11 February 2005. While Councils may submit individual submissions the Association will provide a consolidated Local Government response.

Regional consultation forums may also be held. The feedback will inform the final Review Report with recommendations that may include legislative amendments to EMPCA. It is anticipated that this Report will be delivered to the Minister in April 2005 who will then table it in Parliament. Any legislative changes considered necessary after debate on the Report will be undertaken as a separate project, which will be subject to a regulatory impact statement.

2. Disposal of Green Waste: Development of Interim Guidelines for Limited Burning

The Association has continued to hold discussions with the Department of Primary Industries, Water and Environment (DPIWE) concerning the limited burning of green waste by rural Councils. These discussions were held as a result of the motion passed at the May General Meeting requesting the Association to liaise with the State Government in order to develop a statewide approach to the disposal of green waste given the Department's decision to ban its burning in Tasmania.

As previously reported, in response to the Association’s representations the Director of Environmental Management intimated that he might be willing to consider relaxing the constraints on rural councils in specific situations and in accordance with strict guidelines. In order to progress the matter the Association wrote to all Councils...
requesting information on the causes of green waste, quantities produced per annum, the significance of stockpiles and the frequency of the need to conduct burns.

Fourteen Councils responded, ten of whom indicated a need to conduct some sort of burning of green waste to deal with problematic stockpiles. The frequency of the need varied considerably from two Councils who suggested they needed to conduct a burn every 2 months to several Councils who indicated that a burn would be a rare occurrence or one that was only required every 2 to 4 years.

While a number of Councils are mulching a proportion of their green waste, some report that there are still significant amounts stockpiling that cannot be mulched. Others, such as Huon Valley, Dorset, Southern Midlands and Central Highlands see the costs associated with mulching for compost as prohibitive and consider the final product to be largely unmarketable or unusable due to excess weed seeds and other contaminants. Indeed, for several Councils these latter concerns are seen as serious risk management issues.

The Association is of the view that a uniform and consistent approach to green waste disposal is desirable and to that end in house research is being conducted into options for dealing with green waste. In the interim, however, the Director of Environmental Management has advised that, in limited circumstances and for a limited period, the burning of green waste by rural Councils is permissible where no other means of disposal is feasible.

The Director has advised that he will not approve any requests to burn green waste at landfill sites and waste transfer stations and in relation to burns conducted remote from waste facilities, these will be permitted, for a limited period, as long as they are undertaken in strict accordance with the stipulated conditions. Councils have been advised of these guidelines.

This is only an interim arrangement agreed to by the Director while the Association completes its in-house research into options for dealing with green waste. To that end the interim period ends on 30 June 2005, extendable for a further six months only if the Association requires further studies to be undertaken.

The research is currently underway and is scheduled for completion by the end of March.

**Budget Implications**
Not applicable

**Current Policy**
As above
2.2 SUBJECT: SKILLS SHORTAGES AND TRAINING IN LOCAL GOVERNMENT

That the Committee note the following progress report.

Noted

Mayor Mike Downie commented on the importance of the involvement of all Councils, particularly in relation to working with schools.

Background
A detailed progress report on various strategies the Association is pursuing in order to address the problem of skills shortages in Local Government professions was presented at the November GMC meeting.

Since that meeting the following key developments have occurred:

1. School of Government Public Sector Internship Program – Memorandum of Understanding between LGAT and the University of Tasmania
The Association has negotiated an agreement with the University of Tasmania whereby it has agreed to make internship placements with participating Councils available for students from the School of Government to undertake public policy research projects relevant to Local Government as part of their Honours year.

A Memorandum of Understanding to this effect is being finalized and will be signed in due course by the Association’s President and University Vice Chancellor.

This represents an important step in developing a closer formal relationship between the Association and the University and serves as a model for further partnership agreements.

2. Graduate and School Leaver Recruitment Strategies
As previously reported there is an identified need to develop a broad strategy to promote Local Government employment opportunities throughout the education system, at both secondary and tertiary levels.

To this end the Association is developing a detailed project plan that outlines various options to progress recruitment strategies and their likely budgetary impact.

In the meantime, the Association is proposing to develop a package of material that can be used to promote Local Government generally in schools and throughout the community. Currently it is working with a consultant to scope and cost this project.

The Association will continue to work with key State Government agencies, the University and TAFE to progress other relevant issues, such as cadetships, phased-in retirement programs and further student work placements.
Budget Implications
Support for this project continues to be picked up within the Association’s ongoing budget. While we continue to seek external funding to support this program there is likely to be some additional budgetary impact, the extent of which will depend on which options are pursued.

Current Policy
Does not apply.

2.3 SUBJECT: LOCAL GOVERNMENT ACT

That the Committee note the report.

Noted

Background
Towards the end of October, the State Government released a number of documents arising out of the review of the Local Government Act 1993, including:
- Local Government Amendment Bill 2005,
- Local Government (General) Regulations 2005, and

A draft Association submission was circulated to Councils. This submission noted that, in relation to the Local Government Amendment Bill 2005, many of the issues of concern raised by the Association in its response to the first draft of the Bill in March 2004 had been addressed. Attention was drawn to new amendments in the Bill:
- Section 27 – new sub-section 1A dealing with the actions of the mayor and deputy mayor.
- Section 28 (4) – new subsection dealing with the actions of councillors
- Proposed section 28A – amendments to previous proposals in relation to access to documents.
- Proposed sections 28 C-F – amendments to previous proposals re Codes of Conduct (need to be considered in conjunction with draft General Regulations).
- Sections 57-60F – amendments to petitions sections
- Section 72 – provisions re publication of remuneration of senior officers.
- Proposed section 321A – vacancy of office
- Sections 333A – C – amendments to tendering sections
- Proposed section 339F – complaints to councils (need to be considered in conjunction with draft General Regulations).

In relation to the Local Government (General) Regulations 2005, it is suggested that the Association take the position that further discussions be held on the draft Regulations. In relation to the Local Government (Meeting Procedures) Regulations 2005, although there has already been extensive consultation on these Regulations, feedback from Councils suggest there is still further refinement necessary.
The Association’s draft response was listed on the agenda of the General Meeting on 29 November 2004. It generated very little discussion.

In mid December, President Mason, Liz Gillam and a number of Council officers with extensive legal/regulatory experience met with Graeme Yeoland and Paul Sayer. The work of this group concentrated on the draft General Regulations, in particular the provisions relating to Codes of Conduct, ‘complaints handling’ and tendering. These were very fruitful discussions and reasonably extensive changes to the draft Regulations are expected. In particular, the regulations dealing with complaints handling will now refer to customer service charters, which is considered to be a much more positive approach to this issue. (Changes will also be required to the Bill to reflect these changes.)

Another version of the draft Regulations will be considered by this group on 22 February 2005. Depending on the outcomes of this meeting, the Division is hoping to be in a position to release the new version of the Regulations prior to the Bill being introduced into Parliament, but this is still being finalised. The Division is aware that there is a General Meeting on 9 March and that this would provide a good opportunity for Local Government to ‘sign-off’ on the Regulations.

The Association has indicated to the State Government that a review of the General and Meeting Regulations after a period of operation, say 12-18 months, would be worthwhile and that it would be happy to conduct such a review.

It is still expected that the Bill will be introduced in the first week of Parliamentary sittings ie week commencing 14 March 2005. The Association will not see another version of the Bill before it is introduced. Arrangements are being made with the Opposition, the Greens and the Members of the Legislative Council for briefings on the Association’s position. In offering these briefings, it has been indicated that the Association is now generally happy with the Bill.

**Budget Implications**
Does not apply.

**Current Policy**
Throughout the process of the review of the Act, members of the Association have taken policy positions on a number of specific issues. These have been reflected in various submissions made, including the draft response currently being considered.
2.4 SUBJECT: GENERAL POLICY DISCUSSION

To allow sufficient time for the Strategic Plan Review, this item was adjourned.

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: 2005 LOCAL GOVERNMENT ANNUAL CONFERENCE

That the Committee note the following report.

Background
The 2005 Conference will be held on 16 and 17 June and the venue is the Hotel Grand Chancellor.

There was extremely positive feedback from both sponsors and delegates in relation to the trade exhibition last year and the other venue alternative, Wrest Point, cannot match this facility.

However, the Organising Committee is aware that there were some issues with the venue at last year’s Conference particularly in relation to the dinner. There have been positive discussions with staff of the venue to address these.

The theme of the Conference is ‘A Breath of Fresh Air’. In keeping with this, the Committee is seeking speakers and workshop presenters who will share new and innovative ideas and practices with Conference delegates. To date, Professor Dean Jaensch (presenter at ALGA General Assembly), Nicole Campbell (Manager Environmental Policy, Sydney Olympic Park Authority), Keith Suter and Lauren Burns have agreed to participate.

The Organising Committee is very keen to attract some younger delegates to the Conference, after the very positive feedback when young people participated a couple of years ago. To this end, it is intended to make the program on Day 2 attractive to younger delegates and to encourage Councils to consider sending a wider group of delegates at least to one day of the Conference. Conference partners, IPWEA and LGMA will also be encouraging younger members. LGMA has indicated that it will subsidise attendance of some younger members.

Budget Implications
Conference is fully budgeted and is run on a cost recovery basis.

Current Policy
Does not apply.
3.2 SUBJECT: LOGONS UPDATE

That the Committee note the following report.

Funding
Funding received under the NTN project was $4,623,733.00. There is still some $350,600.00 to be received. Funds expended to 31 December 2004 were $3,816,917.53.

Progress
The Dytech Consortium has completed the development and delivery of the third and final round of development of CouncilConnect. This round of development incorporated further interoperability between CouncilConnect and the Councils’ Content Management Systems as well as delivering the final 24 services.

To date, 21,657 unique users accessing a total of 771,515 pages have used the CouncilConnect site.

Of the full suite of services the most commonly accessed services are Employment (30,399 visits) and Dog Info (11,749 visits). The council that has been interacted with the most is Glenorchy City Council with 8,680 interactions.

The most commonly used search term with 67 requests is now "trees".

It would appear that the utilisation of the CouncilConnect web site has stabilized and users are now interacting with the services rather than merely browsing or surfing.


The Council Conveyancing Certificates service has undergone a review with the result that the service will continue to be offered in the existing format, with minor upgrades.

The eProcurement Scoping project has been extended to the end of April 2005. This variation is to allow for a pilot study of an eProcurement implementation in Burnie City Council. The first phase of the Pilot (Procurement Business Process Analysis) is now well underway and has received a good deal of encouraging assistance from the staff of Burnie City Council.

The outputs from this pilot study will be the development of a set of identified council procurement transactions, procurement benchmarks, the identification of critical success factors in procurement and an abstracted set of procurement business processes. It is anticipated that these outputs will be applicable to all Tasmanian councils.

In consequence of the extension of the eProcurement Scoping project and the Website Management Tools project, an extension has been sought to the Project Management and Common Elements project to ensure that there is sufficient Project Management support to these projects until their completion.
Local Government Online Services User Group
Following on from suggestions from several councils, the proposed Content Management System User Group will now encompass all online services delivered through the LOGONS Project. The first meeting of the LGOSUG is scheduled for March and will be hosted in Burnie, Launceston and Hobart.

Participants in the LGOSUG will be encouraged to maintain hyperlinks to:

- CouncilConnect.tas.gov.au;
- CouncilsAtWork.tas.gov.au; and
- PlanningApplications.tas.gov.au

In relevant locations on their council websites.

Reporting Outcomes from LOGONS Projects
Following the completion of the Local Government Entry Point – Services Remaining project, the LOGONS Project commissioned the independent analysis of all projects undertaken by the LOGONS Project. This analysis will be conducted on both the technical outcomes and the strategic outcomes of the LOGONS Project. It is anticipated that these reports will provide a strong basis for future planning of Tasmanian Local Government Online Services and will be written for multiple audiences (Federal Government, Council and Elected Members).

Budget Implications
The project costs are met from Australian Government grant funds.

Current Policy
The Association is committed to the provision of an aggregated, customer-focussed suite of online services that can be accessed by all Tasmanian ratepayers.

3.3 SUBJECT: NRM UPDATE

That the Committee note the following report.

Noted

Regional NRM Update – Accreditation of regional Natural Resource Management (NRM) Strategies and development of Investment Proposals (IP).

The process for formal accreditation of the regional NRM strategies for Tasmania’s three NRM regions has commenced. Although the three regional NRM Strategies will move through the accreditation process in parallel, formal assessment and accreditation is done on an individual Strategy basis.

Prior to formal assessment by the Joint Steering Committee (JSC), which comprises representatives of the State and Australian Governments, the draft Strategies are reviewed by the State NRM Council and the NRM Advisory Group (the NRM Council plus two other community representatives). The State NRM Council provides advice directly to the relevant State Minister and the NRM Advisory Group to the JSC.
Following receipt of advice from the NRM Advisory Group the JSC will undertake the final review of the draft Strategies and make a recommendation to the relevant State and Federal Ministers as to whether a Strategy has successfully met the accreditation requirements.

One of the key criteria that the regional NRM bodies will need to satisfy for accreditation is that they have consulted effectively with relevant stakeholders in developing the Strategies. In regard to Local Government specifically, the regional NRM bodies are required to obtain the views of each of the Councils within the respective NRM region on the adequacy of the community consultation process.

Following accreditation of the regional NRM Strategies the Australian Government will then consider each region’s Investment Proposal. The Investment Proposals in each of the three regions are at different stages of completion and it is expected that all three will be submitted to the Australian Government by the end of March, allowing funding to be delivered to the State shortly after.

### 3.4 SUBJECT: LOCAL GOVERNMENT REPRESENTATIVES

**Lord Mayor Rob Valentine/Mayor Ross Hine**

That the Committee ratify the following Local Government Representative appointments.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Representative</th>
<th>Elected Member/Officer</th>
<th>Coordinating Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tasmanian Heritage Council</td>
<td>Alderman Sandra French</td>
<td>EM</td>
<td>Heritage Office</td>
</tr>
<tr>
<td>Tasmanian Heritage Council</td>
<td>Mr Roger Howlett - planning expertise</td>
<td>N/A</td>
<td>Heritage Office</td>
</tr>
<tr>
<td>Needle &amp; Syringe Working Party</td>
<td>Mr Ron Vanderwal</td>
<td>Officer</td>
<td>DHHS</td>
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4. ADMINISTRATION

Administration Items for Discussion & Decision.

4.1 SUBJECT: PROFIT & LOSS REPORT TO 7 FEBRUARY 2005 *

Clr Robert Legge/Mayor Deirdre Flint

That the Profit & Loss Report to 7 February 2005 be received.

Carried

Background
A Profit and Loss Report to 7 February 2005 is at Attachment to Item 4.1.

4.2 SUBJECT: DATE OF NEXT MEETING & MEETING SCHEDULE FOR 2005

That the Committee meet on Wednesday 6 April at St Helens.

That the 2 November 2005 General Meeting date be subject to review.

Resolved

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

Dates for GMC and General Meetings for 2005 are as follows:

- 9 March General Meeting
- 6 April GMC Meeting
- 15 June GMC Meeting, AGM, General Meeting
- 16 – 17 June LGAT Annual Conference
- 17 August GMC Meeting
- 19 October GMC Meeting
- 2 November General Meeting
- 8 December GMC Meeting
4.3 **SUBJECT: OTHER BUSINESS & CLOSE**

Pre election workshops – General Management Committee members will be invited to participate.

**CONFIRMED AS A TRUE AND CORRECT RECORD**

Dated this ___________________________ day of ___________________________ 2005

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PRESIDENT