



ANNUAL GENERAL MEETING

MINUTES

To be submitted to the
ONE HUNDRED AND FIRST SESSION OF THE ASSOCIATION

Was held on
24 July 2013

**Wrest Point Casino
Hobart**



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* Denotes Attachment

FORMAL NOTICE OF MEETING

NOTICE IS HEREBY GIVEN THAT

***The Annual Conference of
Local Government in Tasmania
will be held
commencing
Wednesday 24 July, 2013***

**NOTICE IS ALSO GIVEN THAT
the Association's Annual General Meeting
will be held at the
Wrest Point Casino, Hobart.
Commencing at 11.00am
on
Wednesday 24 July, 2013.**

**NOTICE IS ALSO GIVEN THAT THE
One Hundred and First General Meeting
of the Association
will be held at the
Wrest Point Casino, Hobart
commencing immediately following the conclusion
of the
Annual General Meeting
on Wednesday 24 July, 2013.**

**To consider
Local Government Policy and Motions
from Member Councils**

**Allan Garcia
CHIEF EXECUTIVE OFFICER**

2013 CONFERENCE PROGRAM



WEDNESDAY 24 JULY 2013

10.00–2.00pm	Registration Desk Open	
11.00am	AGM	
	General Meeting	Commences immediately following the conclusion of AGM
1.00pm	Lunch	<i>With thanks to Medicare Local Tasmania</i>
2.00pm	Meetings continue	
5.00pm	Telstra/ALGWA Networking Hour	

THURSDAY 25 JULY 2013

8.00am	Registration Desk Opens	
9.00am	Welcome and Opening	
9.10am	Paul Gilding	
10.10am	Moving Moment	
10.15am	Lauren Anderson	
11.00am	Morning Tea	<i>With thanks to Jardine Lloyd Thompson</i>
11.30am	Paul Porteous	
12.30pm	Lunch	<i>With thanks to Jardine Lloyd Thompson</i>
1.30pm	Workshop Program	
3.00pm	Afternoon Tea	<i>With thanks to Commonwealth Bank</i>
3.30pm	Brett Spinks	
3.35pm	Panel Discussion	
4.45-5.45pm	Happy Hour	<i>With thanks to Commonwealth Bank</i>
7.30pm	MAV Insurance Conference Dinner	

FRIDAY 26 JULY 2013

9.00am	Workshop Program	
10.30	Morning Tea	<i>With thanks to TASPLAN</i>
11.00am	Mayor Felicity-ann Lewis, ALGA President	
11.30am	2013 Local Government Awards for Excellence	
12.00am	Moving Moment	
12.05pm	Peter Thurin	
1.00pm	Conference wrap up and Wrest Point prize draw	
1.15pm	Lunch	<i>With thanks to TASPLAN</i>



2013 ANNUAL GENERAL MEETING

The President, Mayor Barry Easter, welcomed Members and declared the Annual General Meeting open at 11am.

Apologies were received from -

Mayor Steve Kons	Burnie City Council
Mr Ian McCallum	Devonport City Council
Mr Gerald Monson	Latrobe & Kentish Councils
Mayor Graham Bury	Kingborough Council
Mayor Kim Polley	Northern Midlands Council
Mayor Sarah Schmerl	Break O'Day Council
Mr David Metcalf	Glamorgan Spring Bay Council
Clr Bob Richardson	Meander Valley Council

A copy of the Rules of the Association are available on the Association's website at - <http://www.lgat.tas.gov.au/page.aspx?u=628>

In a year dominated by debate over whether there will be a referendum or there won't be, we finally got confirmation that there would be one only to find that we are not sure when it will be. While it may not appear that there has been much activity in terms of the campaign, I can assure members that planning for the campaign and procuring the experts and resources to manage the campaign have been a significant undertaking. The product of this activity is now becoming more apparent as the day draws closer and the call to action from members is now on in earnest. This is a "hands-on" battle and we will need all councils and communities to get their hands dirty on Election Day to ensure a resounding YES vote.

In addition to the backroom planning and plotting on the referendum, the Association coordinated and facilitated the bringing together of the regional water and sewerage corporations into a single entity, managing the legal and legislative requirements while ensuring that owner councils were fully informed and engaged in the process as it was rolled out. While this all appeared to run smoothly and with only the occasional hiccup, the work behind the scenes in developing of scenarios and options to ensure that the requirements of owners were met and briefing and lobbying parliamentarians was no mean feat. Developing and implementing the governance arrangements and processes to ensure that the corporation could commence on 1 July with an expert board and CEO in place were significant tasks and I commend the LGAT team on their diligence and persistence in getting the job done.

But we didn't just restructure water and sewerage, we dabbled in the future governance and electoral arrangements for our own sector coordinating and arguing the case in relation to compulsory voting, all-in/all-out elections and the dual representation of elected members.

Giant strides were made with members in strategic asset management and long term financial planning with almost all councils now having in place their asset management plans and many others a long way down the track with their financial plans. Efforts continue in supporting those requiring more refinement and assistance and also in moulding the legislation that will underpin these instruments.

In the area of emergency management there were significant issues arising from the Victorian bushfires of a few years ago coupled with coordinating efforts in relation to our own Tasmanian tragedies in various council areas across the state. It was particularly pleasing to witness and be part of the camaraderie among councils assisting those affected by hardship and loss.

Unfortunately standards panel activity continued to tick over although ground has been made in convincing the State Government that significant change is required to the current arrangements. A working group has been formed to assess the extent and type of change necessary.

On the training front we offered the planning course to elected members and while numbers were down, feedback from participants was positive. We entered a partnership with the LGA of NSW to provide access to Local Government webinars, facilitated the conduct of asset management workshops throughout the state and provided mayors with media training. Successful Mayors and General Managers' workshops were conducted throughout the year and regular inputs to the Communications and HR forums were provided by LGAT personnel. Award modernisation was and remains a key matter for resolution with LGAT coordinating activity in this space.

Aggregated purchasing and procurement activity increased throughout the year with focus now moving to raising awareness of opportunities, improving practices and growing council and sector capability and efficiency in the procurement process.

Asbestos, forestry, plastic bags, street lighting, climate change, liquor licensing, a range of planning activity, workplace health and safety, establishment of a crane network and raising awareness on the new heavy vehicle registration arrangements were key areas of endeavour throughout the year.

We have at the Association a team of highly dedicated and professional staff under the leadership of CEO Allan Garcia. The support given to me as President is greatly appreciated and on behalf of all members of the Association I say thank you all for a job well done and for the commitment you continue to give as together we strive to strengthen the local government sector throughout the State.

The year ahead presents its own set of challenges with a State election staring us in the face, an analysis of gaps and opportunities arising from the Role of Local Government project, legislative amendments in the areas of asset and financial management, derelict buildings, planning and implementation of the electoral reforms.

It promises to be another busy and exciting year so hang on to your hats and remember to simply say YES!

I commend my report to the meeting.

Devonport City Council/Central Highlands Councils

That the President's report be received.

Carried

2 MINUTES OF 100TH ANNUAL GENERAL MEETING *

The Minutes of the 100th Annual General Meeting of the Local Government Association of Tasmania, held in Hobart on 11 July, 2012 as circulated, are submitted for confirmation.

The Minutes are at **Attachment to Item 2.**

Circular Head Council/Burnie City Council

That the Minutes of the 100th Annual General Meeting, held 11 July, 2012 be confirmed.

Carried

3 FINANCIAL STATEMENTS TO 30 JUNE 2012 *

The General Management Committee recommends consideration and adoption of the Association's Financial Statements for the period 1 July 2011 to 30 June 2012, an abridged version of which is included at **Attachment to Item 3.**

A full version is available from the Association's offices.

A copy of the Association's Profit and Loss report for the period 1 July 2012 to 20 June 2013 is also included at **Attachment to Item 3** to provide members with an indication of the current financial position of the Association. At the time of preparation of the report one week remained to the end of the Financial Year with year end adjustments also pending. It is anticipated that there will be a minor surplus.

Circular Head Council/Southern Midlands Council

That the Financial Statements for the period 1 July 2011 to 30 June 2012 be received and adopted.

Carried

4 PRESIDENT AND VICE PRESIDENT HONORARIUMS

The Rules of the Association provide that the Annual General Meeting will grant an annual allowance to the President and Vice President.

It has been practice to undertake an independent review of the allowances of the President and Vice President in the same financial year as the four yearly review of allowances of Local Government Elected Members. The last review was undertaken in 2009 by the Tasmanian Chamber of Commerce and Industry.

The result of that review was a proposal to retain the basis of the present allowances unchanged for the two positions with annual movements for the next four years being in accord with the wages price index, bringing the allowances into line with the escalation factor used for elected member allowances across councils.

The President and Vice President allowances have been increased in line with adjustments with the Wages Price Index for the financial years ending 30 June 2010, 30 June 2011 and 30 June 2012 after which a further review of allowances was to be conducted.

However, as the escalation factor used for elected member allowances remains the wages price index it is deemed appropriate that the President and Vice President Honorariums escalate on the same basis going forward.

If in the future, the escalation of the Elected Member Allowances are reviewed or alter, the Honorariums can also be reviewed.

The resultant application of the wages price index has meant allowances for the 2012 - 2013 were:

- President allowance \$41,852 per annum.
- Vice President allowance \$10,463 per annum.

The wage price index will also be applied to GMC sitting fees.

Dorset Council/George Town Council

That the President's and Vice President's allowance for the period 1 July 2013 to 30 June 2014 be adjusted in accordance with the movement in the Wages Price Index.

Carried

5 SUBSCRIPTIONS 1 JULY 2013 TO 30 JUNE 2014 *

At the time that Glenorchy City Council withdrew from the Association, subscriptions that otherwise would have been payable by that council were met from Association reserves in the first year. In the following year members determined that they would cover the full cost of operations, each sharing a proportion of the subscription shortfall.

With the Hobart City Council withdrawal, an amount of \$50,920 will be unfunded in the Association budget. The Association runs a very tight and modest budget that is very salary dependent. While cuts to the budget could be made to cover the shortfall, the resultant impact on member services and the effective functioning of the Association would be significant.

On this basis it is proposed that members agree to again fund the shortfall from reserves. The Association is in a sound financial position and this poses no major drain on the broader finances of the Association. In the event that Hobart remains outside of the Association the member contribution could be revisited at next year's budget.

In framing this year's budget, the Association has applied a 3.05% increase (in line with the council cost index) to subscriptions resulting in a call of \$997,461. The levels of contributions from individual councils have been adjusted in accordance with the shift to total assessed revenue of councils with some councils moving up a category (Southern Midlands, Dorset, Devonport and Glenorchy) and Kentish moving down in that process.

While the recommendation is to meet the cost of subscriptions attributable to Hobart, in the event that they do not pay, two tables have been produced for members, the other demonstrating the cost to members if they covered the cost of the Hobart subscription.

Although not forming part of the subscriptions proper, an extension of the table has been provided outlining previously endorsed member contributions to the Careers Project, the Statewide Household Survey and the Constitutional Recognition Campaign.

The subscription table for councils is at **Attachment to Item 5** and is submitted to the Annual General Meeting for adoption.

Circular Head Council/Glamorgan Spring Bay Council

That subscriptions be increased by 3.05% to meet the operating costs of the Association.

Carried

6 BUDGET FOR THE TWELVE MONTHS 1 JULY 2013 TO 30 JUNE 2014 *

There are few major variations in the budget for the upcoming year. There will be a continuation of the call on contributions for the Constitutional Recognition campaign with member contributions meeting \$225,000 and approximately \$150,000 being met from Association reserves.

Major expenditures associated with the purchase of 326 Macquarie Street and subsequent upgrades to information technology, security and kitchens along with general fit out have been completed. The board room is undergoing a sizing upgrade with a smaller table to be installed and audio visual equipment to be installed. This will effectively complete the upgrade and update of the building with the funding for these works coming from the building reserve established at the time of sale of 34 Patrick Street some decade ago.

Revenues from procurement activity continue to grow although licensing arrangements for software to provide access to members to contracts presently offsets some of those revenues. Although these fees are likely to be absorbed this year, pending further negotiations with providers, a more transparent and articulated costing will be included in the budget next financial year.

Provision has been made for standard salary increases of Association staff within the budget with most line items remaining constant for the coming year.

A copy of the budget is at **Attachment to Item 6**.

Kingborough Council/Brighton Council

That the Meeting adopt the Budget as presented.

Carried

7.1 Motion - Remove The "As Of Right" Entitlement Of The Lord Mayor Or Proxy To Sit On The GMC

Background Comment

The Hobart City Council recently gave formal notice of its intention to cease its membership of LGAT effective at 30 June 2013. The reasons given for withdrawing from the membership of LGAT were that the Council believes it can lobby the State and Australian Governments more effectively on its own.

The Rules of LGAT allow councils to withdraw its membership from LGAT and as such members of that Council can no longer participate in meetings of LGAT.

These rules also outline the process for replacing members of the General Management Committee (GMC) of LGAT, if that member is no longer a councillor or an alderman.

Section 18 of the Rules outlines the "Composition of the General Management Committee". The GMC shall consist of the President, the Lord Mayor or proxy and six members to be elected, as provided in sub-rule (b), from the three electoral districts set out in Rule 19.

Effectively this gives the Hobart City Council an "as of right" membership of the GMC regardless of it being a member of LGAT or not. This appears to be an oversight of the rule makers when drafting the Rules of LGAT, as they would not have envisaged Hobart City Council not being a member of LGAT.

With the Hobart City Council no longer being a member of LGAT, this anomaly of the Lord Mayor or proxy being a member of the GMC needs to be addressed. The Rules of LGAT need to be amended by deleting Section 18(a)(ii) from the Rules.

Section 8 of the Rules outline the purpose of the Annual General Meeting, with subsection (a)(x) stating "to consider any amendment to these Rules". The Annual General Meeting (AGM) will be held in Hobart on 24 July 2013 and this will be the best opportunity to address the matter.

The Rules as currently written would appear to allow the Lord Mayor or their proxy to attend a meeting of the GMC, without Hobart City Council actually being a member of LGAT.

LGAT Comment

Section 16 (d)(3) of the LGAT Rules requires that 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.

With the withdrawal of Hobart City Council from the LGAT, 54 votes are eligible to be cast, thus requiring 36 votes for the rule change to come into effect.

Meander Valley Council/Central Coast Council

That the Rules of the Association be amended by deleting Section 18(a)(ii) thereby removing the Lord Mayor or proxy from the General Management Committee as Hobart City Council will no longer be a member of the Association.

Kingborough Council/Clarence City Council

That the Rules of the Association be changed by amending Section 18(a)(ii) thereby removing the Lord Mayor or proxy from the General Management Committee whilst Hobart City Council is not a member of the Association.

Amended Motion Was Carried

7.2 Motion - Voting At LGAT General Meetings

Background Comment

This matter has been discussed at General Meetings and rejected on the basis of the scale of fees payable, but it has now been supported that a metropolitan grouping of Councils be formed and supported by the Association. With this in place the other issues of the Councils not supporting initiatives of the larger Councils would appear to be substantially minimised, or could in the most part be dealt with by the metropolitan group of Councils.

LGAT Comment

The issue of weighted voting compared to one vote per council has been a matter of conjecture between councils for many years. The weighted voting system attempts to categorise councils on the basis of representation and revenue earned. The weighting thereby seeks to provide an equitable proxy for the constituency each council represents.

Although a vote is taken on all motions at General Meetings and the Annual General Meeting, in the majority of circumstances there are clear majorities in favour or against. Seldom do councils vote on block in terms of size and seldom are there issues for consideration that favour one type of council over another. There are arguments for and against each method of voting but in the main it must be acknowledged that the system at the Association has generally worked adequately.

In recent times, with the reform of water and sewerage, a one vote per council arrangement is the norm with only specific issues being determined on an equity basis or through the calling for a poll. There are a range of models that are possible but ultimately it is for the membership to determine the system that best allows it to achieve the outcomes it is seeking.

Derwent Valley Council/West Coast Council

That the Local Government Association of Tasmania Rules regarding Conduct of General Meeting be amended by deleting from rule 16 voting by population categories and replacing it with one (1) vote per Council.

Lost

8 REPORTS FROM BOARD REPRESENTATIVES *

Listed below are the bodies on which the Association had statutory representation in the 2012/13 financial year.

Representatives on Statutory Bodies are requested to provide a report for Conference and are also requested to provide regular reports back to the Association during the year.

- **Animal Welfare Advisory Committee**
Mr David Moser
- **Assessment Committee for Dam Construction (ACDC)**
Mr Neil Blaikie
- **Community Review Committee - Threatened Species Protection Act 1995**
Ms Liz Quinn, Kingborough Council
- **LGAT Assist**
Mr Kay Reeves
- **Local Government Board**
Mrs Liz Gillam
- **Marine Farming Planning Review Panel**
Mayor Jock Campbell, Clarence City Council
- **Tasmanian Planning Commission**
Ms Sandra Hogue
- **State Fire Commission**
Mr Rod Sweetnam, Launceston City Council, Clr Hannah Rubenach, Break O'Day Council
- **State Fire Management Council**
Dr Stephen Bresnehan, Hobart City Council
- **State Grants Commission**
Mr Grant Atkins and Mr Hugh Denny
- **Tasmanian Heritage Council**
Ald Sandra French, Burnie City Council, Mr Peter Button, Launceston City Council
- **Tasmanian Library Advisory Board**
Ald Sandra French, Burnie City Council, Mr Stephen Brown, George Town Council, Ald Doug Chipman, Clarence City Council and Clr Susan Nolan, Kingborough Council.

The reports received for presentation are at **Attachment to Item 8**.

Burnie City Council/Devonport City Council

- (a) **That the reports from representatives on various bodies be received and noted.**
- (b) **That Conference acknowledges the time and effort put in by all Association representatives on boards, working parties, advisory groups and committees etc.**

Carried

9 CLOSURE

There being no further business, the President declared the Annual General Meeting closed at 11.35am.

LOCAL GOVERNMENT ASSOCIATION OF TASMANIA

Statement of Financial Position as at 30 June 2013

	Note	Assist 2013 \$	General 2013 \$	Assist 2012 \$	General 2012 \$
Assets					
Current assets					
Cash and cash equivalents	3	749,487	949,666	741,025	877,630
Trade and other receivables	4	-	43,005	-	132,119
Financial assets	5	285,013	1,922,478	288,288	2,288,575
Other assets	6	1,420	50,013	8,279	970,489
Total current assets		1,035,920	2,965,162	1,037,592	4,268,813
Non-current assets					
Financial assets	5	148,945	-	147,799	-
Property, plant and equipment	7	-	1,015,861	-	89,000
Intangible assets	8	-	1,476	-	2,448
Total non-current assets		148,945	1,017,337	147,799	91,448
Total assets		1,184,865	3,982,499	1,185,391	4,360,261
Liabilities					
Current liabilities					
Trade and other payables	9	5,756	306,172	5,141	373,765
Unexpended grants	10	-	541,612	-	879,943
Provisions	11	-	227,735	-	197,063
Total current liabilities		5,756	1,075,519	5,141	1,450,771
Non-current liabilities					
Provisions	11	-	45,463	-	31,472
Total non-current liabilities		-	45,463	-	31,472
Total liabilities		5,756	1,120,982	5,141	1,482,243
Net Assets		1,179,109	2,861,517	1,180,250	2,878,018
Equity					
Accumulated surplus		1,179,109	2,861,517	1,180,250	2,878,018
Total Equity		1,179,109	2,861,517	1,180,250	2,878,018

The above statement should be read in conjunction with the accompanying notes.

LOCAL GOVERNMENT ASSOCIATION OF TASMANIA

Notes to the Financial Report For the Year Ended 30 June 2013

	General 2013	General 2012
	\$	\$
Note 17 Detailed statement of general account - revenue and expenditure		
Revenue		
Government grants	360,580	859,201
Fees and commissions	65,917	67,113
Interest - general account	129,071	161,918
Interest – building proceeds	3,047	50,348
Interest – Constitutional Rec	6,035	3,584
Surplus/(Deficit) on sale of plant and equipment	(3,950)	(3,259)
Sponsorship, conferences/seminars	240,416	240,194
Subscriptions	968,035	944,330
Other Subscriptions	212,482	245,254
Other	487	71
	1,982,120	2,568,754
Expenditure		
Advertising	454	209
Accommodation expenses	475	1,334
Accounts administration	12,033	13,030
ALGA	104,672	97,034
Amortisation - computer software	973	106
Annual conference	135,708	-
Auditors' remuneration	13,635	13,110
Catering	5,550	2,907
Cleaning	4,256	13,248
Consultancy fees	9,095	3,000
Council careers and skills shortage	100,219	163,145
Community Satisfaction Survey	18,900	26,000
Conferences and seminars	32,490	166,178
Constitutional Recognition	190,500	-
Cost Recovery - welfare administration	-	(24,000)
Cost Recovery - grant administration	(78,061)	(64,278)
Depreciation - computers	9,178	6,085
Depreciation - motor vehicles	16,644	16,917
Depreciation - furniture and equipment	3,076	507
Division 43 Deduction	1,274	21
Fringe benefits tax	14,853	17,539
Insurance	30,096	29,319
Members emoluments	56,911	58,305
Motor Vehicle - running expenses	9,111	8,814
Motor Vehicle - repairs and maintenance	1,869	2,508
Network and internet	14,119	16,391
Other expenses	8,825	24,826

LOCAL GOVERNMENT ASSOCIATION OF TASMANIA

Notes to the Financial Report For the Year Ended 30 June 2013

	General 2013 \$	General 2012 \$
Note 17 Detailed statement of general account - revenue and expenditure (cont'd)		
Postage	5,949	7,496
Power	6,750	3,105
Printing and publications	5,387	6,631
Rates and taxes	1,603	16,556
Rentals	2,055	73,394
Relocation Expenses	-	9,909
Salaries, wages and employee benefits (incl. Grant Staff)	793,158	725,637
Software	2,781	2,003
Sponsorship	3,450	1,250
Stationery	2,899	3,111
Subscriptions - general account	9,422	9,222
Superannuation contribution (incl. Grant Staff)	90,716	84,154
Telephone	19,189	25,944
Travelling Expenses	20,389	17,353
Government grants expenditure (excluding wages and superannuation):		
Tasmarc - Climate Connect	16,667	226
Household Hazardous Waste	9,677	150,038
eDAIS	286	13,026
Coastal Adaption Pathway Project	124,991	385,707
LG Reform	135,831	215,428
LG IT Strategies	-	21,641
LG Liveable Places	30,566	-
Total expenses	1,998,621	2,364,086
Operating surplus/(deficit) - general account	(16,501)	204,668

Charges incurred for the administration of both the LGAT Assist account and grant projects have been recharged to LGAT Assist or the specific project. The recovery of these costs is then shown as Cost Recovery so that the expenses on the General Account are more accurately reported.

LOCAL GOVERNMENT ASSOCIATION OF TASMANIA

Notes to the Financial Report For the Year Ended 30 June 2013

	Assist 2013	Assist 2012
Note 18 Detailed statement of general account - revenue and expenditure		
Revenue		
Interest on Loans	34,198	37,927
Other Interest Revenue	30,347	36,014
Other LGAT Assist Income	-	2,000
	64,545	75,941
Expenditure		
LGAT Assist Accounts Administration	33,524	28,904
Auditors Remuneration	4,545	4,370
Advertising	-	240
Bad Debts Written Off/(Recovered)	2,076	923
Donations and Research Projects	16,000	17,500
Grants to Members – Welfare	9,414	10,500
Printing/Publications	-	1,430
Other Expenses – Welfare	127	402
Total Expenses	65,686	64,269
Operating surplus/(deficit) – LGAT Assist	(1,141)	11,672

Note 19 Commitments

At 30 June 2013 the Association had no outstanding commitments.

On the 27th March 2012 LGAT signed a contract on a building in Macquarie St, Hobart. The building will be utilised in future years as the headquarters for LGAT's operations. Settlement occurred on the 1st July 2012. To facilitate the settlement on this date the full settlement sum of \$880,000 less the deposit paid plus direct costs was paid to LGAT's lawyers prior to the end of the 2012 financial year. The impact of this transaction at the end of the 2012 financial year reduced the cash asset of LGAT and increased other assets by the dollar value of the full settlement. When settlement occurred the other asset amount was transferred and recognised as property, plant and equipment.

Local Government Association of Tasmania
Profit and Loss (Budget Analysis)
1 July 2013 to 24 June 2014

4-000	Income	Selected Period	Budgeted	Difference	Difference %	Comments
4-0500	Annual Conference	\$340,354.50	\$210,000.00	130,354.50	62.07	Actual for 2013/14 Conference \$208,268.16, 2014/15 income will be adjusted at end FY
4-1000	Conferences/Seminars	\$20,542.05	\$20,000.00	542.05	2.71	
4-1500	Cost Recoveries	(\$18,449.50)		-18,449.50		
4-1600	LGAT Training	\$5,700.00				
4-2000	Fees & Commissions	\$51,590.68	\$65,000.00	-13,409.32	-20.63	
4-3000	Interest	\$66,866.65	\$75,000.00	-8,133.35	-10.84	
4-3100	Interest - Building Proceeds	\$1,929.03	\$3,000.00	-1,070.97	-35.70	
4-3500	Other	\$191,417.82	0.00	191,417.82	100.00	ALGA
4-5000	Profit Sale on Plant/Equip.	\$1,500.00	0.00	1,500.00	0.00	
4-6000	Subscriptions	\$997,405.00	\$997,460.00	-55.00	-0.01	
4-6100	Subs - Council Careers	\$124,441.00	\$124,450.00	-9.00	-0.01	
4-6110	Subs - Constitutional Rec	\$0.00	\$75,000.00	-75,000.00	-100.00	Contribution not required
4-6115	Subs - Community Sat Survey	\$14,008.00	\$14,000.00	8.00	0.06	
	Total Income	1,797,305.23	1,583,910.00	213,395.23	13.47	
6-0000	Expenses					
6-1050	Accomm exp - GMC	\$675.63	1,500.00	-824.37	-54.96	
6-1100	Accounts Administration	\$12,628.76	13,000.00	-371.24	-2.86	
6-1200	Advertising	\$1,267.91	2,000.00	-732.09	-36.60	
6-1250	ALGA - Meeting expenses	\$22,831.41	20,000.00	2,831.41	14.16	
6-1300	ALGA Subscription	\$79,981.00	80,000.00	-19.00	-0.02	
6-1350	Annual Conference	\$164,143.51	155,000.00	9,143.51	5.90	Actual for 2013/14 Conference \$153,228.66, 2014/15 expenses will be adjusted at end FY
6-1400	Auditors Remuneration	\$6,750.00	18,000.00	-11,250.00	-62.50	
6-1450	Bank Fees & Gov. Charges	\$2,084.99	3,000.00	-915.01	-30.50	
6-1475	Bad Debts Expense	\$50,920.00	0.00	50,920.00	100.00	HCC subscriptions not paid
6-1500	Catering / Entertainment	\$3,407.06	4,500.00	-1,092.94	-24.29	
6-1600	Cleaning and Supplies	\$4,120.46	5,000.00	-879.54	-17.59	
6-1610	Community Satisfaction Survey	\$8,100.00	27,000.00	-18,900.00	0.00	
6-1650	Conferences/Seminars	\$15,036.08	10,000.00	5,036.08	50.36	
6-1700	Consultants Fees	\$8,405.00	10,000.00	-1,595.00	-15.95	
6-1710	Council Careers/Skills Short	\$101,485.18	124,450.00	-22,964.82	-18.45	
6-1720	Constitutional Recognition	\$159,626.74	0.00	159,626.74	100.00	
6-1800	Equip & Venue Hire		1,000.00	-1,000.00	-100.00	

6-1850	Elections - GMC Bi-annual	-	2,000.00	-2,000.00	0.00	
6-1900	Fringe Benefits Tax	\$7,581.24	15,000.00	-7,418.76	-49.46	
6-2000	Depreciation Expense	\$24,875.00	33,000.00	-8,125.00	-24.62	
6-3100	Insurance	\$29,442.32	32,300.00	-2,857.68	-8.85	
6-3200	Land & Building Running Costs	\$3,934.40	4,000.00	-65.60	-1.64	
6-3400	Members Emoluments	\$58,958.54	60,000.00	-1,041.46	-1.74	
6-3410	President travel expenses	\$918.01	5,000.00	-4,081.99	-81.64	
6-3450	Motor Vehicle lease/hire		1,000.00	-1,000.00	-100.00	
6-3500	Network & Internet	\$12,636.74	18,000.00	-5,363.26	-29.80	
6-3580	Office Requisites	\$688.08	1,500.00	-811.92	-54.13	
6-3600	Other & Miscellaneous	\$2,700.92	2,000.00	700.92	35.05	Const Rec Referendum badges & workshop venues
6-3800	Other Employment Entitlements		9,000.00	-9,000.00	-100.00	
6-3900	Postage	\$5,249.34	7,000.00	-1,750.66	-25.01	
6-4000	Power	\$9,542.66	7,500.00	2,042.66	27.24	
6-4100	Printing & Publications	\$5,332.03	6,000.00	-667.97	-11.13	
6-4300	Rates & Land Tax	\$8,165.70	10,000.00	-1,834.30	-18.34	
6-4310	Rentals	\$1,480.44	2,000.00	-519.56	-25.98	
6-4350	Repairs & Maintenance	\$2,327.52	1,000.00	1,327.52	132.75	
6-4400	Salaries & Wages	\$717,056.36	710,000.00	7,056.36	0.99	
6-4500	Software	\$4,085.36	2,850.00	1,235.36	43.35	
6-4550	Standards Panel	-	1,000.00	-1,000.00	-100.00	
6-4600	Stationery	\$2,428.32	4,000.00	-1,571.68	-39.29	
6-4700	Subscriptions - Membership etc	\$9,235.52	10,000.00	-764.48	-7.64	
6-4800	Superannuation	\$89,545.62	90,500.00	-954.38	-1.05	
6-4900	Sponsorship/Research/Donations	\$1,700.00	5,000.00	-3,300.00	-66.00	
6-5100	Telephone	\$19,742.50	20,000.00	-257.50	-1.29	
6-5200	Travelling Expenses	\$15,035.15	10,000.00	5,035.15	50.35	Heavy Vehicle & Procurement Meetings
6-5250	Staff Training	\$1,778.41	4,000.00	-2,221.59	-55.54	
6-5300	Uniform Expense		310.00	-310.00	-100.00	
6-7000	Motor Vehicle Expense	\$8,294.09	12,000.00	-3,705.91	-30.88	
6-7960	Grant Cost Recoveries	(\$43,131.89)	-7,500.00	-35,631.89	475.09	
6-7970	LGAT ASSIST - Cost recoveries	(\$28,325.00)	-31,000.00	2,675.00	-8.63	
	Total Expenses	1,612,741.11	1,521,910.00	90,831.11	5.97	
	Operating Profit(Loss)	184,564.12	62,000.00	122,564.12	197.68	

	Adjusted for -					
	Constitutional Recognition Funds Returned	-31,651.26		-31,651.26		
	2014/15 Conference Inc/Exp	-121,231.49		-44,800.94		
	Operating Profit/Loss	31,681.37	62,000.00	46,111.92		
	Plus Council Satisfaction Survey from Reserves - 2012/2013 Contribution	13,000.00	13,000.00	0.00	0.00	
	Less (transferred to reserves) Cons Recognition Funding - Yr 3	0.00	75,000.00	75,000.00		
	Operating Profit(Loss)	44,681.37	0.00	121,111.92		
8-0000	Government Grants Income					
8-1000	Enviro Dispute Resolution	49,935.12				
8-1010	26TEN - Plain English Guide	10,000.00				
8-1011	26TEN - Testing of user Guide	7,500.00				
8-1015	26TEN - How To Guide	23,500.00				
8-1020	Tasmarc	3,107.09				
8-1500	Coastal Adaptation Project	43,946.79				
8-2121	Container Deposit Scheme	18,562.11				
8-2150	LG Reform Fund	414,027.41				
8-2500	Liveable Places	38,000.00				
	Total Government Grants Income	608,578.52	0.00	608,578.52		
9-0000	Government Grants Expenditure					
9-1000	Enviro Dispute Resolution	3,782.50				
9-1010	26TEN - Plain English Guide	10,069.85				
9-1011	26TEN - Testing of User Guide	7,500.00				
9-1015	26TEN - How to Guide	10,000.00				
9-1020	Tasmarc	3,107.09				
9-1500	Coastal Adaptation Project	\$10,000.00				
9-2121	Container Deposit Scheme	\$18,562.09				
9-2150	LG Reform Fund	\$72,018.48				
9-2500	Livable Places	\$38,000.00				
9-6000	LG IT Strategies	\$48,753.63				
	Total Government Grants Expenditure	221,793.64	0	221,793.64		
				0.00		
	Net Profit(Loss)	431,466.25	0.00	507,896.80	0.00	

Subscription Table
Based on Assessed Revenue Category

Attachment to Item 6

Grp	Council	2013/14 Subs Paid		2014/15 Subscriptions		Careers Project	Survey	Total Contribution
		% of	Subs	% of	2.63%			
1	Flinders Island	1.86	18,508	1.90	19,450	2,375	266	22,091
1	King Island	1.86	18,503	1.90	19,450	2,375	266	22,091
1	Tasman	1.86	18,503	1.90	19,450	2,375	266	22,091
1	Central Highlands	1.86	18,503	1.90	19,450	2,375	266	22,091
2	Southern Midlands	2.71	27,031	2.80	28,663	3,500	392	32,555
2	Kentish	1.86	18,553	2.80	28,663	3,500	392	32,555
2	Dorset	3.61	36,008	2.80	28,663	3,500	392	32,555
2	Glamorgan Spring Bay	2.71	26,981	2.80	28,663	3,500	392	32,555
2	Derwent Valley	2.71	26,981	2.80	28,663	3,500	392	32,555
2	George Town	2.71	26,981	2.80	28,663	3,500	392	32,555
2	Latrobe	2.71	26,981	2.80	28,663	3,500	392	32,555
3	Break O'Day	2.71	26,981	3.70	37,877	4,625	518	43,020
3	West Coast	2.71	26,981	3.70	37,877	4,625	518	43,020
3	Brighton	3.61	35,958	3.70	37,877	4,625	518	43,020
3	Meander Valley	3.61	35,958	3.70	37,877	4,625	518	43,020
3	Northern Midlands	3.61	35,958	3.70	37,877	4,625	518	43,020
3	Circular Head	3.61	35,958	3.70	37,877	4,625	518	43,020
4	Sorell	3.61	35,958	4.20	42,995	5,250	588	48,833
4	Waratah Wynyard	3.61	35,958	4.20	42,995	5,250	588	48,833
4	Huon Valley	4.11	40,946	4.20	42,995	5,250	588	48,833
4	Central Coast	4.11	40,946	4.20	42,995	5,250	588	48,833
4	West Tamar	4.11	40,946	4.20	42,995	5,250	588	48,833
5	Burnie	4.61	45,933	4.77	48,830	5,963	668	55,460
5	Devonport	4.61	45,933	4.77	48,830	5,963	668	55,460
5	Kingborough	4.61	45,933	4.77	48,830	5,963	668	55,460
5	Glenorchy	5.11	50,920	4.77	48,830	5,963	668	55,460
6	Clarence	5.11	50,920	5.26	53,846	6,575	736	61,158
6	Hobart	5.11	50,920	0.00	-	-	0	-
6	Launceston	5.11	50,920	5.26	53,846	6,575	736	61,158
	Total Subscriptions	100	997,460	100.00	1,023,693	125,000	14,000	1,162,693

Increased - Break O'Day, West Coast, Kentish, Sorell, Waratah Wynyard

Decreased - Dorset, Glenorchy

The above amounts do not include GST

LOCAL GOVERNMENT ASSOCIATION OF TASMANIA
ESTIMATES OF INCOME & EXPENDITURE
FOR FINANCIAL YEAR ENDED 30 JUNE 2015

	2013/14	2014/15	Comparison
Income			
Annual Conference and seminars	230,000	240,000	10000
Fees and Commissions	65,000	80,000	15000
Interest (Excl. Interest on grants)	75,000	80,000	5000
Interest on Capital from Building	3,000	3,000	0
Profit on Sale of Plant & Equip			0
Project Admin/Cost Recovery	7,500	-	-7500
Assist Revenue	31,000	31,000	0
Subscriptions	997,460	1,023,700	26240
Careers Project	124,450	125,000	550
Extraordinary Income via Subscriptions			0
Community Satisfaction Survey	14,000	14,000	0
Constitutional Recognition	75,000	-	-75000
Industrial Awards - HR/IR Tools		90,000	90000
Total Income	\$1,622,410	\$1,686,700	64,290
Expenditure			
Accommodation Expenses - GMC	1,500	1,000	-500
Accounts Administration	13,000	14,000	1000
Advertising	2,000	1,500	-500
ALGA Subscriptions	80,000	90,000	10000
Auditors' Remuneration	18,000	18,900	900
Bank Fees and Govt Charges	3,000	3,000	0
Catering, receptions, etc	4,500	4,500	0
Cleaning and Supplies	5,000	5,000	0
Community Satisfaction Survey	27,000	14,000	-13000
Conferences/Seminars	165,000	165,000	0
Consultants' Fees	10,000	10,000	0
Consultants Fees - HR/IR Tools		80,000	80000
Council Careers	124,450	125,000	550
Depreciation Building Division 43	3,000	1,000	-2000
Computers	7,000	7,000	0
Furniture & Equip	1,000	1,000	0
Motor Vehicles	21,000	15,000	-6000
Amortisation	1,000	1,000	0
Donations/Research/Scholarships	5,000	5,000	0
Equipment and Venue Hire	1,000	1,000	0
Fringe Benefits Tax	15,000	13,000	-2000
GMC Elections - Bi-annual	2,000	2,000	0
Insurance Fidelity Guarantee	1,800	1,000	-800
General	12,000	9,000	-3000
Public Liability and PI	14,000	15,500	1500
Workers Compensation	4,500	6,500	2000
Land & Building Running Costs	4,000	4,000	0
Members Emoluments	60,000	60,000	0
Motor Vehicle Running Costs	9,000	9,000	0
Repairs and Maintenance	3,000	3,000	0
Lease/hire	1,000	500	-500
Network and Internet	18,000	10,000	-8000

	2013/14	2014/15	Comparison
Office Requisites	1,500	1,500	0
Other and Miscellaneous	2,000	1,000	-1000
Other Employee Entitlements	9,000	44,000	35000
Postage	7,000	6,000	-1000
Power	7,500	10,000	2500
Printing and Publications	6,000	6,000	0
Rates and Land Tax	10,000	10,000	0
Rentals	2,000	1,500	-500
Repairs and maintenance	1,000	1,500	500
Salaries (exc Grant Staff)	710,000	737,000	27000
Software	2,850	3,000	150
Stationery	4,000	3,500	-500
Subscriptions - membership etc	4,000	4,000	0
Superannuation	90,500	91,500	1000
Standards Panel	1,000	500	-500
Telephone	20,000	19,000	-1000
Training	4,000	9,000	5000
Travelling expenses ALGA	20,000	20,000	0
Interstate	10,000	10,000	0
President	5,000	5,000	0
TTC Subscription	6,000	6,000	0
Uniform expense	310	300	-10
Total Expenditure	1,560,410	1,686,700	126290
Community Satisfaction Survey-Funded from Reserves	-13,000		13000
Adjusted Expenditure	1,547,410	1,686,700	139,290
Net Result	\$75,000	0	-75,000

All figures are ex GST

**LGAT ASSIST
ESTIMATES OF INCOME & EXPENDITURE
FOR THE FINANCIAL YEAR TO 30 JUNE 2015**

	2013/14	2014/15	Comparison
Income			
Interest	27,000	31,000	4,000
Interest on loans	37,000	37,000	0
Assist Loan Application Fees	2,000	2,000	0
Total Income	66,000	70,000	4,000
Expenditure			
Accommodation Expenses	500	500	0
Accounts Administration	34,000	35,000	1,000
Advertising	1,000	1,000	0
Auditors' Remuneration	5,000	5,000	0
Bad Debts	12,000	12,000	0
Bank Fees and Govt Charges	250	250	0
Donations/Research/Scholarships	19,000	25,000	6,000
Grants to members	10,000	10,000	0
Other and Miscellaneous	500	500	0
Printing and Publications	1,000	1,000	0
Welfare Write Offs	200	200	0
Special Projects	2,000	2,000	0
Total Expenditure	85,450	92,450	7,000
Change in net assets from operations	-\$19,450	-\$22,450	-\$3,000

All figures are ex GST



STRATEGIC PLAN

2012-2017

Document Version & Control

DOCUMENT ACCEPTANCE and RELEASE NOTICE

This is version 2.a of the Local Government Association of Tasmania's (LGAT) Strategic Plan December 2012-2017.

The LGAT Strategic Plan is a managed document. For identification of amendments each page contains a version number and a page number. Changes will only be issued as complete replacement. Recipients should remove superseded versions from circulation. This document is authorised for release once all signatures have been obtained.

PREPARED:  DATE: 09/04/2014
(for final distribution) Dr Katrena Stephenson, Policy Director

ACCEPTED:  DATE: 10/04/2014
(for final distribution) Allan Garcia, CEO

1. BUILD STATUS:

Version	Date	Author	Reason	Sections
0.a	10 May 2012	Katrena Stephenson	<i>Draft for comment by LGAT staff</i>	All
0.b	21 May 2012	Katrena Stephenson	<i>For endorsement of GMC</i>	All
1.0	12 May 2012	Allan Garcia/Katrena Stephenson	<i>Capture GMC feedback for endorsement.</i>	All
2.a	9 April 2014	Katrena Stephenson	<i>Reflecting changes in LGAT Role re Water and Sewerage and other minor amendments</i>	All
2.0	14 May 2014	Katrena Stephenson	<i>GMC Endorsement</i>	All

2. MAJOR AMENDMENTS IN THIS RELEASE:

Section Title	Section Number	Amendment Summary
Priority Areas	pA7	<i>Priority Area Deleted</i>

3. DISTRIBUTION:

Copy No	Version	Issue Date	Issued To
1	0.a	10 May 2012	LGAT Staff
2	0.b	25 May 2012	GMC
3	1.0	13 June 2012	GMC
4	2.a	9 April 2014	LGAT Staff
5.	2.0	14 May 2014	GMC

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Introduction

The aim of this Strategic Plan is to outline the broad priorities for the Local Government Association of Tasmania (LGAT) over the next three to five years.

Six priority areas (PA's) have been identified and the plan is structured around these.

They are:

1. Strengthening strategic relationships
2. Leading reform and lifting the sector's profile
3. Ensuring financial sustainability
4. Building sector capacity
5. Improving land use planning
6. Ensuring environmental sustainability

In reviewing this plan it is important to note that:

- 1) It has been informed by past activity, current pressures and desired outcomes.
- 2) It is not intended to comprehensively describe all the work that LGAT undertakes or reflect all the activity within councils.
- 3) It is a living document that will be reviewed regularly in order to appropriately reflect the social, economic and political environments within which councils are working.
- 4) It will provide the basis for resourcing decisions and work planning by staff for LGAT.

About LGAT

The Local Government Association of Tasmania (LGAT) is the voice of Local Government to other governments, interested stakeholders and the wider community. LGAT works to protect the interests and rights of councils, to promote the efficient operation of Local Government and to foster strategic and beneficial relationships.

LGAT has been the peak body for Local Government in Tasmania for 100 years and is part of a national network of associations. It is funded by councils and earns other income through projects sponsored on behalf of Local Government, services to members and sponsorships.

LGAT provides specialist services to its member councils including policy and strategic support, information and learning for Local Government elected members and officers and procurement of employee relations and insurance services. LGAT also coordinates the Tasmanian Local Government Awards for Excellence, the annual Tasmanian Local Government conference and LGAT *Assist*¹.

We work collaboratively with our members to support council staff and elected members. The communities our member councils serve are represented by 268 elected members and supported by over 4000 staff.

¹ For more information about what we do, please see the website www.lgat.tas.gov.au
Local Government Association of Tasmania Strategic Plan 2012-2017 v2.0

About GMC

The General Management Committee (GMC) is elected by member council representatives of the Local Government Association of Tasmania (LGAT) every two years. The GMC comprises the popularly elected President, the Lord Mayor and six other members elected by regional groupings of councils. The Vice President is elected by the GMC. The GMC oversees the administration of Local Government policy, provides strategic direction to the LGAT in accordance with policies resolved by member councils, appoints Local Government representatives to boards, committees and working groups and oversees the financial management of the Association.

At the time of developing this version of the plan, the GMC comprised:

Mayor Barry Easther President
Mayor Daryl Quilliam (Vice President)
Mayor Jan Bonde
Mayor Graham Bury
Mayor Doug Chipman
Mayor Deidre Flint
Mayor Barry Jarvis
Mayor Albert van Zetten

Context

During the last twelve months there continued to be an external focus on reform and restructure of Local Government with a significant and concerted campaign for amalgamation of councils on top of a flurry of reform activity already underway with or within councils. There was a change of Government from a minority Labor Government to a majority Liberal Government. We are yet to have a firm understanding of the new Government's vision for Local Government but already know they have a focus on further planning reform. Relationship building will be a feature of the years ahead.

LGAT has a key role in correcting misinformation, improving informed discussion and decision making and selling the positives of Local Government and so this will become more of a strategic focus in the years ahead.

We have had considerable success in working with our Members to continue to build the capacity of Local Government and some important initiatives will continue to dominate over the next period. These include the implementation and improvement of long term financial and strategic asset management planning in councils and the introduction of audit committees, building further capacity with regard to rating, supporting the embedding of *Think Big, Work Local* Careers Project into core business, building LGAT's sectoral procurement capability for the sector and extending our delivery of training for the sector. We will also continue to ensure Local Government has a voice in planning reform and work with the State Government to deliver land use planning outcomes which balance the full range of interests and issues.

LGAT will persist in looking for opportunities for improving the sector. 'Big' reforms or 'little' reforms need to be supported by thorough research and sound analysis and assistance to consider options and implement changes. LGAT sees that as a critical ongoing role.

LGAT is a relatively small organisation, currently only 11 staff (with a number of those working part-time or on fixed-term contracts). This influences how LGAT can and does work. We must address the same range of issues as the larger, better resourced Associations. Often small organisations have little opportunity to move from reactive to proactive roles but LGAT has played a pivotal role in raising awareness within the sector of the challenges ahead and in forging advantageous relationships with other spheres of government and other Associations. Outlined below are a number of key achievements made over the period of the last strategic plan:

- Think Big, Work Local Project including television advertisements, website, workforce analysis and securing funding for training of councils staff.
- Establishment of the Metropolitan Councils Group
- Funding for a range of climate change focussed projects and delivery of benchmark data, a conference, workshops, toolkits and case studies on climate change.
- Funding to implement common frameworks for long term financial and strategic asset management planning
- Delivery of the Household Hazardous Waste Project
- Development of a Model Code of Conduct
- Our 100th Annual Local Government Conference
- Development of a Planning Course for elected members in conjunction with the University of Tasmania.
- Significant support for councils in relation to Water and Sewerage Reform.

Vision

For Local Government to be an independent, representative, sustainable sphere of government, participating fully in governance, for the benefit of Tasmanian communities.

Mission

Through the efficient and effective utilisation of resources, LGAT will deliver to member councils strong leadership, support, representation and direction, to help secure Local Government's social, environmental and economic future.

Aims

The Local Government Association aims to:

- act as a facilitator (of best practice, change, reform);
- be a powerful representative and advocate;
- provide an environment for leadership and catalyst for reform
- assist elected members to understand their roles and responsibilities;
- identify issues, analyse data and develop possible responses; and
- collaborate with the State and Federal Governments for improvements for the community and for the sector.

Priority Areas (PA)

PA 1: STRENGTHENING STRATEGIC RELATIONSHIPS

The Local Government Association of Tasmania has the opportunity to influence policy and legislation, through presenting a strong, united voice on behalf of the sector and to build understanding of the role and importance of Local Government.

Local Government is facing a number of challenges including future economic sustainability, managing increased community expectations and maintaining existing and new assets. Local Government, through LGAT, must develop strategic relationships with key organisations, particularly State Government, in order to influence decision making, pool expertise, achieve efficiency and realise opportunities. Within the sector, Local Government must also work collaboratively to share knowledge, experience and develop solutions.

It is important that LGAT provides an influential voice that accurately represents the views and policy of Local Government within Tasmania. Underpinning this is active management of member relationships with the goals of gaining/maintaining all Tasmanian councils as members and ensuring Local Government policy is equitable across all council types.

STRATEGIES:

1. Build a strong association

- Continue to work collaboratively with members to provide a strong relevant association with maximum membership of Tasmanian councils.

2. Provide a strong united voice for Local Government

- Ensure Local Government's voice is represented in relevant public debates, legislative reviews and intergovernmental forums.

3. Develop and maintain strategic alliances

- Identify opportunities for collaboration, resource sharing and attracting funding for Local Government.

4. Foster collaboration and cooperation within the Local Government sector

- Proactively provide opportunities for councils with like issues to meet and share experiences and solutions.

PA2: LEADING REFORM AND LIFTING THE SECTOR'S PROFILE

The Local Government sector is incredibly diverse, delivering an increasing array of services to communities. Unfortunately, there is limited awareness about just how much we do.

There is increasing political and community pressure to reform Local Government, without really understanding the type of reform necessary or even what outcomes are really desired.

Slick campaigns disparaging of Local Government need to be countered with positive messages designed to improve the understanding and image of Local Government.

Through a strategic and collective approach to marketing Local Government (services and successes), LGAT can not only ensure a well considered dialogue about the future of Local Government but also contribute to ensuring we are recognised as a legitimate level of Government.

STRATEGIES:

- **Improve the image of Local Government**
 - Develop and deliver a strategic marketing campaign designed to improve understanding and positive perceptions of the sector.
 - Provide tools for members to promote Local Government and improve community understanding of functions and services.
- **Drive the Local Government reform agenda.**
 - Undertake research and analysis to aid the development of reform options and allow for strategic advice.
 - Support members to respond to proposed reform agendas.

PA3: ENSURING FINANCIAL SUSTAINABILITY

The Association will build upon previous achievements in improving our understanding of councils' financial sustainability and ability to deliver sound long-term financial and strategic asset management plans.

This is core business for councils and therefore requires continuous improvement. There is ongoing scrutiny at the national and state level on councils' financial management and much guidance as to best practice.

The Association will actively pursue opportunities for efficiency gains and continue to ensure the capacity of councils to undertake long-term planning is well developed.

STRATEGIES:

- **Drive improvements in financial and strategic asset management across the Sector.**
 - Continue to deliver training and tools to build councils' capacity to understand and plan for the long-term.
 - Implement the outcomes of the rating and valuation review.
- **Develop opportunities for improvement and efficiencies.**
 - Investigate and develop opportunities for joint procurement and resource sharing.

PA 4: BUILDING SECTOR CAPACITY

The Association has always played an active role in building sector capacity. We will continued to deliver programs such as the *Think Big, Work Local Project*, elected member training, specialist workshops and our Annual Conference which support the skills development of staff and elected members.

As a sector, Local Government faces a number of workforce challenges including skills shortages, an ageing workforce and competition for staff.

LGAT ensures that Tasmanian issues are captured in national policy and planning processes with strong engagement with the Australian Centre for Excellence in Local Government, Government Skills Australia and the National Local Government Workforce Development Group.

An additional benefit of a skilled sector is enhanced reputation and credibility which in turn support Strategic Priority 2.

STRATEGIES:

- **Continue to deliver programs which improve recruitment and retention.**
 - Deliver programs as appropriate, for example Think Big, Work Local.
 - Attract funding for training across the Sector in response to identified gaps.
- **Build the capacity of elected members and staff to deliver quality outcomes.**
 - Provide training and networking opportunities in response to identified needs.
 - Deliver an annual Local Government conference.
 - Conduct regular meetings of member councils to update, discuss and give/seek direction on areas of need.

PA5: IMPROVING LAND USE PLANNING

LGAT is well placed to directly influence land use planning policy decisions having built good relationships and consultation protocols with the State Government and the Tasmanian Planning Commission, as well as a strong Local Government advisory network. In fulfilling the role on the planning authority, elected members must be fully informed of changes to policy and practice in order to make sound decisions.

Planning reform is likely to remain a consistent focus of the State Government, the Opposition and the Development Sector for the foreseeable future. There is a need to address unrealistic or ill informed expectations with solid, practical and strategic advice which recognises that there is always room for improvement. There is a lack of recognition that in Tasmania in general, planning is being done relatively well.

There are inherent risks related to the current structure with the Planning Commission now making policy independent of Government and with an increasing regional focus. The Association is well placed to have an eagle eye view to ensure consistency and sustainability of new approaches.

STRATEGIES:

- **Respond to planning policy reform on behalf of the Local Government sector.**
 - Maintain relationships with key stakeholders in order to influence and inform policy and practice.
 - Advocate for improvements to the State Planning System.
- **Build the capacity of elected members to function as members of a Planning Authority.**
 - Provide access to training for members of planning authorities to support their legislative functions and understand emerging land use planning issues (eg hazards, climate change).
- **As part of the strategic marketing campaign, build recognition of good planning outcomes being delivered by Tasmanian councils.**

PA6: ENSURING ENVIRONMENTAL SUSTAINABILITY

LGAT has been at the forefront of a number of innovative projects aiming to address aspects of climate change and waste management, garnering support and funding, allowing councils to move beyond their traditional roles and take a leading position.

Dealing with issues such as waste management and climate change are becoming an increasing burden for councils with increased community expectations and regulatory compliance regimes. The uncertainties around climate change and the implications of the related carbon tax, create challenges for councils in forward planning.

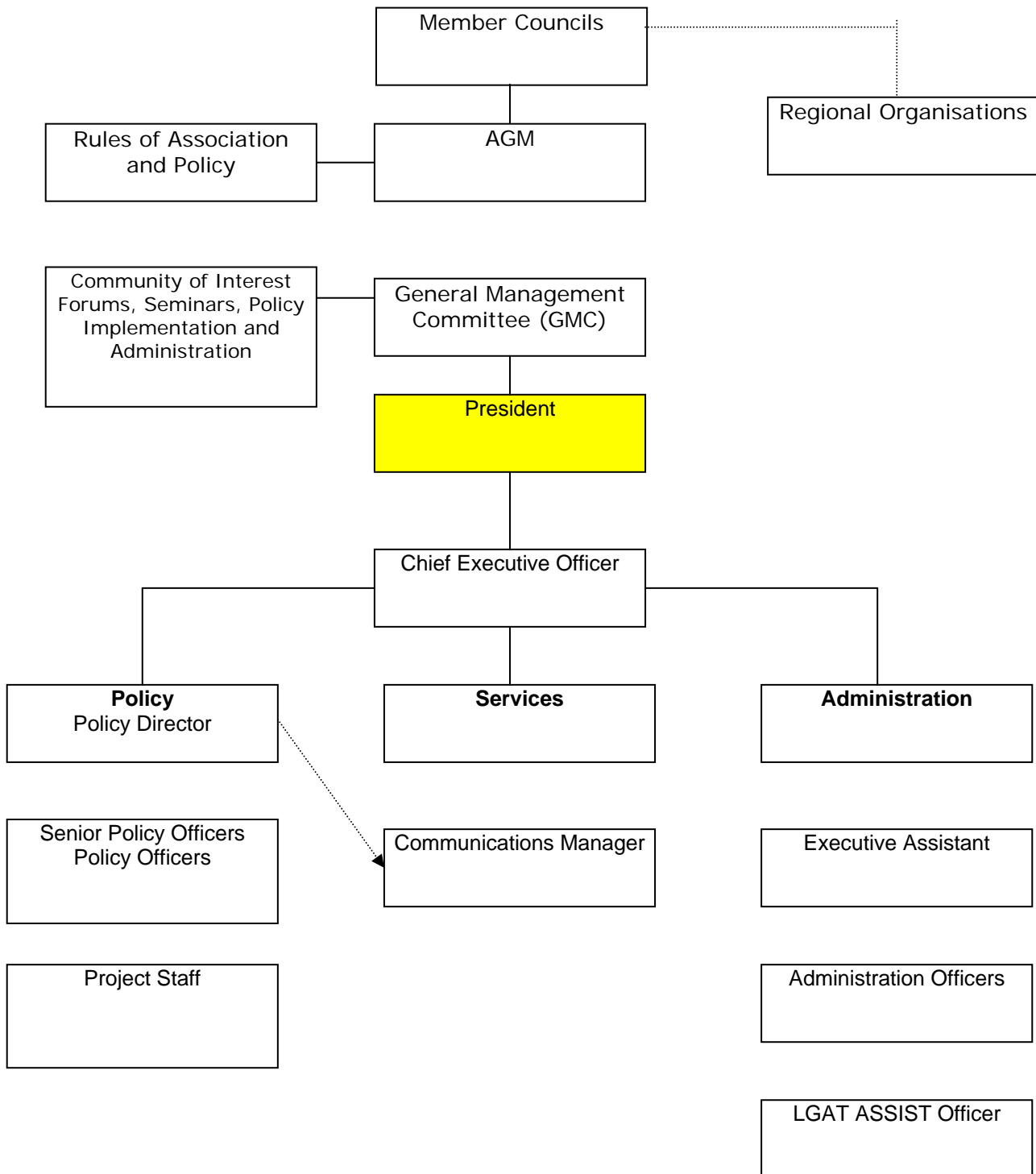
The Association can build on the successes to date to:

- ensure councils can identify and respond to risks;
- meet growing community expectations; and
- overcome barriers to delivering the best outcomes for the community – these can be funding, policy or legislative barriers.

STRATEGIES:

- **Continue to support councils in identifying and responding to climate change related risks.**
 - Undertake research and disseminate information to members.
 - Attract funding for climate change mitigation and adaptation activities.
 - Continue to advocate for resolution of liability issues.
- **Work to secure better waste management outcomes across the sector.**
 - Develop a position on future funding and waste management priorities.
 - Advocate for improvements to the management of waste in Tasmania.

Organisational structure²



Methodology/process.

LGAT Policy staff undertook a review which included examination of the previous strategic plan and activity against that, consideration of the plans developed by other Local Government Associations and the current local government context. A possible structure, priority areas and key strategic areas were identified for the consideration of the General Management Committee (GMC) in March 2012. At the March 2012 meeting the GMC agreed the structure and priorities and that their preference was for a more succinct and flexible strategic plan supported by an annual activity plan.

A first draft was completed by the Policy Director in May 2012, circulated for staff comment and finalised for the consideration of GMC in June 2012. Following GMC deliberation a final version was prepared and agreed out of session for endorsement at the July 2012 Annual General Meeting.

Local Government Association of Tasmania

Your attention is drawn to the proposed resolution to amend the Tasmanian Local Government Association of Tasmania Inc Rules.

The proposed resolution is made to resolve two issues. The first of these is caused by the change to all in/all out elections and four year terms for Council. Although the Council elections are every four years the GMC elections are every two. To ensure GMC elections are biennial despite the changes to Council terms, amendments to the Tasmanian Local Government Association of Tasmania Inc Rules are required.

The second issue which the amendments will resolve is the capacity of the Association to conduct an election for President on the basis he or she has given notice of their intention to resign at a future date and remains in office during the election process. The Rule amendments below will permit the electing of a new President to be held prior to vacation of the current officeholder where the incumbent President intends to vacate on or before 6 months of the ordinary Presidential election date.

In order to resolve these issues the following alterations to the Rules are proposed:

1. The following definitions are inserted into clause 1 of the Rules:

“Council Election Year” means any year in which a Council Election is held.

“Council Election” means an election held under Part 15 of the Local Government Act 1993 (Tas)

“Mid Term Year” means each calendar year occurring two years after the holding of an Ordinary Election immediately following a Council Election Year.

“Ordinary Election” means an election of members of the GMC pursuant to these Rules

2. Rule 20(b) is deleted and replaced with the following:

20(b) In the month of March:

- (i) following a Council Election; and*
- (ii) in each Mid Term Year;*

the Returning Officer shall request nominations for the General Management Committee from Members within the 3 electoral districts.

3. Rule 26(b) is deleted and replaced with the following:

26(b) *The Returning Officer shall request nominations for the office of President at the following times:*

- (i) in the month of March following a Council Election;*
- (ii) in the month of March in each Mid Term Year;*
- (iii) where a President vacates the office of President pursuant to Rule 27(b);*
- (iv) where the President gives advance notice that he or she intends to resign or cease to be a Councillor or Alderman pursuant to Rule 27(c).*

4. Rule 27 is to be deleted and replaced with the following:

Rule 27

(a) *Subject to Rule 27(d) the President shall take up office at the conclusion of the Annual General Meeting following his or her election and shall hold office for a two year term concluding at the end of the relevant Annual General Meeting.*

(b) *The office of the President shall be vacated if the President:*

- (i) resigns by notice in writing addressed to the Chief Executive Officer;*
- (ii) is absent without leave for three consecutive meetings of the General Management Committee; or*
- (iii) ceases to be a Councillor or Alderman;*

and if the office of President becomes vacant more than six months before the next AGM where a President is due to take up office in accordance with Rule 27(a), a new President shall be elected in accordance with the procedures in Rule 26.

(c) *If the President gives notice in writing to the Chief Executive Officer that he or she:*

- (i) intends to resign as President; or*
- (ii) intends to cease being a Councillor or Alderman;*

and if the effective date of such resignation or cessation will be more than six months before the next AGM where a new President is due to take up office in accordance with Rule 27(a), then a new President shall be elected in accordance with the procedures in Rule 26.

(d) *Where a President is elected in an election held by operation of Rule 27(b) and 27(c) they shall take up office at the time of*

declaration of their election or at the date the office of President is vacated, whichever is later.

| (e) *If the office of President becomes vacant within six months of the next AGM where a President is due to take up office in accordance with Rule 27(a), the Vice President shall assume office as President until a new President is elected at that AGM in accordance with Rule 26.*

(f) *The term of office of the President may be extended by any Meeting of the Association for such periods as it determines.*



RULES

These Rules were adopted at the Annual General Meeting of the Association on 12 May 2004.

Amended at Annual General Meetings of the Association on -

- 21 June 2006*
- 30 May 2007*
- 12 May 2010*
- 20 July 2011*
- 23 July 2014*

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PRELIMINARY

1. THE LOCAL GOVERNMENT ASSOCIATION OF TASMANIA

—The Local Government Association of Tasmania is a body corporate in accordance with the Act.

2. PURPOSE OF THE RULES

The purposes of the Rules of the Association are to provide for:

- (a) the management of the Association;
- (b) the appointment of the General Management Committee;
- (c) the membership of the Association;
- (d) the imposition of fees and subscriptions; and
- (e) such other matters concerning the operations of the Association as the Members in general meeting shall determine.

3. INTERPRETATION AND DEFINITIONS

- (a) Headings inserted are for guidance purposes only and do not affect the interpretation of these Rules.
- (b) Words importing the plural include the singular and vice versa.
- (c) Words importing either gender shall include both genders.
- (d) “Act” means the Local Government Act 1993 or any amendment or substitution thereof.
- (e) “ALGA” means the Australian Local Government Association;
- (f) “Alter” in relation to these Rules includes:
 - (i) the insertion of a new Rule;
 - (ii) the insertion of a new Rule in substitution of an existing Rule;
 - (iii) the amendment of an existing Rule; and
 - (iv) the rescission of an existing Rule.
- (g) “Association” means the Local Government Association of Tasmania.

(h) "Chief Executive Officer" means the Chief Executive Officer of the Association appointed in accordance with these Rules.

(i) "Council" means a council established under section 18 of the Act.

~~(j)~~ (i) "Council Cost Index" means the annual index determined by the Association to reflect cost movements in council operations and the provision of services.

~~(k)~~ (j) "Council Election Year" means any year in which a Council Election is held.

~~(l)~~ (k) "Council Election" means an election held under Part 15 of the Local Government Act 1993 (Tas)

~~(m)~~ (l)

~~(n)~~ (m) "General Management Committee" means the General Management Committee elected in accordance with these Rules.

~~(o)~~ (n) "Meeting of the Association" means a meeting of Members of the Association of which all Members have been given proper notice and at which a quorum is present.

~~(p)~~ (o) "Member" means a member of the Association.

~~(q)~~ (p) "Mid Term Year" means each calendar year occurring two years after the holding of an Ordinary Election immediately following a Council Election Year.

~~(r)~~ (q)

~~(s)~~ (r) "Municipal area" has the same meaning as in the Act.

~~(t)~~ (s) "Population" means the estimate for a municipal area taken closest to the proposed date of the Annual General Meeting in that year by the Australian Bureau of Statistics.

~~(u)~~ (t) "Population category" shall mean a category outlined in Rule 18 (a)(iii)(2).

~~(v)~~ (u) "President" means the President elected in accordance with these Rules.

~~(w)~~ (v) "Ordinary Election" means an election of members of the GMC pursuant to these Rules

~~(x)~~ (w)

~~(y)~~ (x) "Subscriptions" mean the subscriptions raised and payable in accordance with these Rules and the Act.

~~(z)~~ (y) "Sub-Committee" means a Sub-Committee appointed in accordance with these Rules.

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PURPOSE AND MEMBERSHIP OF THE ASSOCIATION

4. OBJECTS OF THE ASSOCIATION

The objects of the Association are to:

- (a) promote the efficient administration and operation of Local Government in the State of Tasmania;
- (b) represent and protect the interests, rights and privileges of members of the Association;
- (c) foster and promote relationships between Local Government in the State of Tasmania with both the Government of Tasmania and the Government of the Commonwealth of Australia;
- (d) provide support services to members of the Association.

5. POWERS OF THE ASSOCIATION

The Association has the power to do anything necessary or convenient for the attainment of its objects.

6. MEMBERSHIP OF THE ASSOCIATION

- (a) Membership of the Association is restricted to Councils.
- (b) Where there is a merger or amalgamation of two or more Councils that are Members, the Council resulting from the merger or amalgamation shall continue to be a Member.
- (c) A Council which is not a member of the Association shall be admitted as a member upon written application by that Council. Upon the Association receiving the application of such a Council, that Council shall be bound by the Rules of the Association.
- (d) A Member may resign from the Association provided:
 - (i) that the Member provides written notice of its intention to resign, detailing reasons, addressed to the Chief Executive Officer; and

- (ii) that such resignation does not take effect until the completion of the Association's financial year following the Association's financial year in which written notice of the intention to resign is provided; and
 - (iii) that until the period referred to in (d)(ii) expires, the Member pays the annual subscription as determined by the Association in accordance with these Rules; and
 - (iv) that the notice of intention to resign may be withdrawn at any time in writing by that Member; and
- (e) that a Member which does not withdraw its notice of intention to resign ceases to be a member of the Association at the completion of the period referred to in (d) (ii).
- (f) The Association may refuse to renew the membership of a Member which:
- (i) has not paid any subscription due and owing; or
 - (ii) fails to comply with, or contravenes, any rule of the Association.
- (g) A refusal to renew membership shall not take effect until:
- (i) the Association has provided the Council with at least one month's written notice; and
 - (ii) the Association has provided an opportunity for the Council to respond to the notice at a Meeting of the Association.

7. RECOGNITION OF OTHER LOCAL GOVERNMENT ORGANISATIONS

- (a) The Association recognises that other Council interest and regional groups established throughout Tasmania assist with representing and protecting the rights and interests of Local Government within Tasmania.
- (b) The Association, where appropriate, will work with such other interest and regional groups established throughout Tasmania.

MEETINGS

8. ANNUAL GENERAL MEETING

- (a) The functions of the Annual General Meeting are to:
 - (i) receive the President's report;
 - (ii) confirm the minutes of the previous annual general meeting;
 - (iii) receive and adopt the financial statements for the preceding financial year;
 - (iv) (a) determine the President's honorarium for the forthcoming year;
(b) determine any honorarium to be paid to the Vice President for the forthcoming year;
 - (v) to determine allowances, sitting fees and expenses for attendance by committee members at meetings of the General Management Committee and Sub-Committees for the forthcoming year;
 - (vi) to receive the declaration of the poll for the election of the President and General Management Committee elected in accordance with these Rules;
 - (vii) to adopt a budget for the forthcoming financial year;
 - (viii) to set subscriptions for the forthcoming financial year in accordance with these Rules;
 - (ix) to receive reports from Association representatives;
 - (x) to consider any amendments to these Rules.
- (b) Notice of the Annual General Meeting shall be given to all Members at least 28 days prior to the date of the Annual General Meeting.

9 GENERAL MEETINGS

- (a) In addition to the Annual General Meeting, there may be General Meetings.
- (b) General Meetings may be called:
 - (i) by the President; or
 - (ii) by the General Management Committee.

- (c) The functions of General Meetings include:
 - (i) to formulate and ratify policy of the Association;
 - (ii) to consider extending the term of office of the General Management Committee, the President, or the Vice-President for such period as the General Meeting thinks fit;
 - (iii) subject to Rule 12, to conduct other business.
- (d) Notice of any General Meeting shall be given to all Members at least 14 days prior to the date of the General Meeting.

10 SPECIAL GENERAL MEETINGS

- (a) In addition to the Annual General Meeting and General Meetings, there may be Special General Meetings.
- (b) Special General Meetings may be called:
 - (i) by the President; or
 - (ii) by any 3 members of the General Management Committee acting together; or
 - (iii) by 3 or more of the Members in writing to the President stating the reasons for calling a Special General Meeting.
- (c) Notice of any Special General Meeting shall be given to all Members at least 14 days prior to the date of the Special General Meeting.
- (d) At any Special General Meeting, only business of which notice is given shall be transacted.

CONDUCT OF MEETINGS

11 WHEN AND WHERE MEETINGS OF THE ASSOCIATION ARE TO BE HELD

- (a) The Annual General Meeting of the Association is to be held, if possible, in July of each year.
- (b) There shall be at least 3 General Meetings in addition to the Annual General Meeting, in every financial year of the Association.
- (c) Meetings of the Association are to be held in a city or town in Tasmania as determined by the General Management Committee.

12 BUSINESS OF MEETINGS OF THE ASSOCIATION

- (a) Subject to sub-rule (b), any Member may bring forward for discussion at a Meeting of the Association any subject connected with the objects of the Association or pertaining to matters of common concern to Members, on giving to the Chief Executive Officer 21 days written notice of such intention.
- (b) In March each year the Chief Executive Officer shall invite each Member to submit items for inclusion in the agenda of the General Meeting to be held immediately following the Annual General Meeting, such items to be received by the date determined by the Chief Executive Officer.

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:

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

- (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 MANAGEMENT COMMITTEE AND OTHER COMMITTEES

17. FUNCTION OF THE GENERAL MANAGEMENT COMMITTEE

- (a) The functions of the General Management Committee include:
- (i) appointing and reviewing the performance of the Chief Executive Officer of the Association;
 - (ii) determining Association Policy, with such policy to be ratified at a Meeting of the Association ;
 - (iii) providing strategic direction to the Association in accordance with policies resolved by Meetings of the Association;
 - (iv) carrying out such delegations as may be made to it by Meetings of the Association;
 - (v) providing for the good management and administration of the Association;
 - (vi) ensuring that the accounts of the Association are:
 - (a) prepared in accordance with these Rules; and
 - (b) circulated to all Members not less than 28 days prior to the date of the Annual General Meeting.
 - (vii) investing the funds of the Association;
 - (viii) borrowing, raising or securing the payment of money in such manner as the General Management Committee may think fit;
 - (ix) taking or holding mortgages, liens, charges, and any other form of security to secure payment of the purchase price or any part thereof;
 - (x) making nominations to various statutory and other bodies related to the operations of Local Government;
 - (xi) nominating representatives to the Australian Local Government Association in accordance with Rule 29;

- (xii) appointing the members of the Welfare Fund Board in accordance with these Rules;
 - (xiii) determine the number and select the Employer Directors of the Board of Directors of Quadrant Superannuation Pty Ltd in accordance with the Trust Deed providing for the management and operation of the Quadrant Superannuation Scheme (formerly known as the Municipal Employees Assurance Scheme) dated 30 November 1995, as amended;
 - (xiv) establishing an executive committee comprising two or more members of the General Management Committee and delegating to that Committee any of the functions set out in Rule 17.
- (b) The General Management Committee may, by resolution, delegate with or without conditions any of its powers, functions or delegations other than this power of delegation, to an employee, contractor or other entity.

18. COMPOSITION OF THE GENERAL MANAGEMENT COMMITTEE

- (a) The General Management Committee shall consist of:
- (i) the President;
 - (ii) provided the Hobart City Council is a current Member, the Lord Mayor or proxy; and
 - (iii) six members to be elected, as provided in sub-rule (b), from the three electoral districts set out in Rule 19:-
- (b) In accordance with Rule 20, each of the 3 electoral districts shall elect 2 members:
- (i) one from Members within the electoral district having a population of 20,000 or more; and
 - (ii) one from Members within the electoral district having a population of less than 20,000.
- (c) Where a member of the General Management Committee is subsequently elected President, a recount of votes for the population category in the electoral district the President represented shall be held to fill the vacancy. If there are no votes to recount, the Council or Councils concerned shall fill the vacancy in accordance with Rule 20 in so far as practicable.

19. ELECTORAL DISTRICTS FOR THE PURPOSE OF ELECTING MEMBERS TO THE GENERAL MANAGEMENT COMMITTEE

The 3 electoral districts for the purposes of electing members to the General Management Committee are as follows:

- (a) NORTH WEST & WEST COAST ELECTORAL DISTRICT comprising the Burnie City Council, the Devonport City Council, the Central Coast Council, the Circular Head Council, the King Island Council, the Waratah-Wynyard Council, the Kentish Council, the Latrobe Council, and the West Coast Council;
- (b) NORTHERN ELECTORAL DISTRICT comprising the Launceston City Council, the Break O'Day Council, the Flinders Council, the Meander Valley Council, the West Tamar Council, the Dorset Council, the George Town Council, and the Northern Midlands Council; and
- (c) SOUTHERN ELECTORAL DISTRICT comprising the Clarence City Council, the Glenorchy City Council, the Kingborough Council, the Brighton Council, the Glamorgan-Spring Bay Council, the Derwent Valley Council, the Southern Midlands Council, the Central Highlands Council, the Huon Valley Council, the Sorell Council, and the Tasman Council.

20. CONDUCT OF ELECTIONS FOR MEMBERSHIP TO THE GENERAL MANAGEMENT COMMITTEE

Elections for the General Management Committee shall be conducted in accordance with the following procedures:

- (a) The Chief Executive Officer shall request the Tasmanian Chief Electoral Officer to act as Returning Officer for the election unless otherwise determined by the General Management Committee.
- (b) *In the month of March:*
 - (i) following a Council Election; and*
 - (ii) in each Mid Term Year;*

the Returning Officer shall request nominations for the General Management Committee from Members within the 3 electoral districts.
~~In the month of March in every year following ordinary Council elections, the Returning Officer shall request nominations for the General Management Committee from Members within the 3 electoral districts.~~
- (c) Each Member is entitled to make only one nomination and if more than one is received all nominations from that Member will be null and void.

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- (d) In making a nomination, a Member is not restricted to nominating an elected member from its own Council provided that the nomination is for an elected member from a Member Council in the same electoral district and the same population category as the nominating Member.
- (e) Nominations are to be submitted on a form approved and issued by the Returning Officer and shall close on a date determined by the Returning Officer.
- (f) Nominations cannot be withdrawn after the closing of nominations.
- (g) If at the end of the time for nominations the number of candidates for any office:
 - (i) does not exceed the number then to be elected, those candidates shall be deemed to be duly elected; or
 - (ii) exceeds that number, a poll shall be conducted by postal ballot in accordance with these Rules.
- (h) The Returning Officer shall prepare a postal ballot paper and material for each electoral district detailing nominations within each population category. Candidates shall be listed on the ballot paper in alphabetical order.
- (i) The postal voting material shall be posted by registered mail to the Mayor of each Member Council within 10 working days of the close of nominations. The Mayor shall complete the ballot paper according to the policy or practice of his or her Council.
- (j) Each Member shall have one vote for both population categories within its electoral district.
- (k) The ballot is to close at a date and time determined by the Returning Officer but at least seven (7) days prior to the Annual General Meeting of that year.
- (l) Procedure for the conduct of the scrutiny shall comply as closely as practicable with that for the election of Mayors of Councils.
- (m) Upon completion of the scrutiny, the Returning Officer shall declare the result of the election and provide written advice of the result including scrutiny details to each candidate and the Chief Executive Officer.
- (n) Where more than 1 nomination is received for a population category within an electoral district, the person polling second shall automatically be the proxy.
- (o) If at the ordinary elections for the General Management Committee there is only one nomination for a population category, or if the position of proxy for a population category becomes vacant and there were no further nominations at the last General Management Committee elections from which to draw a proxy, the Chief Executive Officer is to call nominations from members in the population category and conduct a ballot if necessary.

21. TERM OF OFFICE

- (a) Subject to Sub-rule (c), members of the General Management Committee shall take up office at the conclusion of the Annual General Meeting at which his or her election is declared and shall hold office for a 2 year term concluding at the end of the relevant Annual General Meeting or as determined by the Annual General Meeting.
- (b) The office of any member of the General Management Committee shall be vacated if that member:
 - (i) resigns by notice in writing addressed to the Chief Executive Officer;
 - (ii) is absent without leave for three consecutive meetings of the General Management Committee; or
 - (iii) ceases to be a Councillor or Alderman.
- (c) The term of office of the General Management Committee may be extended by any Meeting of the Association for such periods as it determines.
- (d) A casual vacancy on the General Management Committee shall be filled by the conduct of a by-election in accordance with Rule 20.

22. CALLING MEETINGS OF THE GENERAL MANAGEMENT COMMITTEE

- (a) The General Management Committee shall determine the frequency, date, time and venue of its meetings.
- (b) At least 7 days before the date of holding any meeting of the General Management Committee, notice of the time and place and of the business to be brought forward at the meeting shall be given to each Member by the Chief Executive Officer.
- (c) Meetings of the General Management Committee may be held by telephone or other technology.
- (d) A resolution signed by all members of the General Management Committee shall be deemed to be a resolution made at a meeting of the General Management Committee.

23. QUORUM FOR AND VOTING AT GENERAL MANAGEMENT COMMITTEE

- (a) At any meeting of the General Management Committee, no business shall be transacted unless:
 - (i) there is a majority of the General Management Committee present; and
 - (ii) there is at least one representative of a Member having a population of 20,000 or more; and
 - (iii) there is at least one representative of a Member having a population of less than 20,000.
- (b) Each member of the General Management Committee shall have one vote.

24. WHO MAY ATTEND MEETINGS OF THE GENERAL MANAGEMENT COMMITTEE

Meetings of the General Management Committee may be attended by:

- (i) any Councillor or Alderman from any Member Council; and
- (ii) such other persons as the Committee determines;

and, with the permission of the President, they may address the Committee.

25. PRESIDENT

- (a) The President shall be a Councillor or Alderman of a Member Council.
- (b) The functions of the President are to:
 - (i) chair Meetings of the Association and the General Management Committee;
 - (ii) be the spokesperson of the Association;
 - (iii) provide leadership and direction in furthering the objects of the Association.
- (c) The President has the power to delegate any of his or her functions to other members of the General Management Committee.
- (d) At any Meeting of the Association and of the General Management Committee at which the President is present, he or she:
 - (i) has no deliberative vote on any question at a Meeting of the Association by virtue of being in the chair, but may exercise the vote or votes of a Member as the voting delegate ;
 - (ii) in the case of equality of votes on any matter, does not have a casting vote.

26. ELECTION OF PRESIDENT

Elections for the President shall be conducted in accordance with the following procedures:

(a) The Chief Executive Officer shall request the Tasmanian Chief Electoral Officer to act as Returning Officer for the election unless otherwise determined by the General Management Committee.

(b) The Returning Officer shall request nominations for the office of President at the following times:

(i) in the month of March following a Council Election;

(ii) in the month of March in each Mid Term Year;

(iii) where a President vacates the office of President pursuant to Rule 27(b);

(iv) where the President gives advance notice that he or she intends to resign or cease to be a Councillor or Alderman pursuant to Rule 27(c).

~~In the month of March in every year following ordinary Council elections, the Returning Officer shall request nominations for the office of President~~

(c) Each Member is entitled to make only one nomination and if more than one is received all nominations from that Member will be null and void.

(d) Nominations for the office of President shall be submitted on a form approved and issued by the Returning Officer and shall close on the date determined by the Returning Officer.

(e) Nominations cannot be withdrawn after the close of nominations.

(f) If upon the close of nominations:

(i) only one nomination has been received, that candidate shall be deemed duly elected; or

(ii) more than one nomination has been received, a poll shall be conducted by postal ballot in accordance with these Rules.

(g) The Returning Officer shall prepare a postal ballot paper and material. Candidates shall be listed on the ballot paper in alphabetical order.

(h) The postal voting material shall be posted by registered mail to the Mayor of each Member within 10 working days of the close of nominations.

(i) Each Member is entitled to one vote.

(j) The Mayor shall complete the ballot paper according to the policy or practice of his or her Council.

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- (k) (i) subject to subparagraph (ii) the ballot is to close at a date and time determined by the Returning Officer but at least seven (7) days prior to the Annual General Meeting of that year.
- (ii) if an election is called pursuant to Rule 27(b) or 27(c) the ballot shall close at a date determined by the Returning Officer.
~~The ballot is to close at a date and time determined by the Returning Officer but at least seven (7) days prior to the Annual General Meeting of that year.~~
- (l) Procedure for the conduct of the scrutiny shall comply as closely as practicable with that for the election of Mayors of Councils.
- (m) Upon completion of the scrutiny, the Returning Officer shall declare the result of the election and provide written advice of the result including scrutiny details to each candidate and the Chief Executive Officer.

27. TERM OF OFFICE OF PRESIDENT

(a) Subject to Rule 27(d) the President shall take up office at the conclusion of the Annual General Meeting following his or her election and shall hold office for a two year term concluding at the end of the relevant Annual General Meeting.

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(b) The office of the President shall be vacated if the President:

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- (i) resigns by notice in writing addressed to the Chief Executive Officer;
- (ii) is absent without leave for three consecutive meetings of the General Management Committee; or
- (iii) ceases to be a Councillor or Alderman;

and if the office of President becomes vacant more than six months before the next AGM where a President is due to take up office in accordance with Rule 27(a), a new President shall be elected in accordance with the procedures in Rule 26.

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(c) If the President gives notice in writing to the Chief Executive Officer that he or she:

- (i) intends to resign as President; or
- (ii) intends to cease being a Councillor or Alderman;

and if the effective date of such resignation or cessation will be more than six months before the next AGM where a new President is due to take up office in accordance with Rule 27(a), then a new President shall be elected in accordance with the procedures in Rule 26.

(d) Where a President is elected in an election held by operation of Rule 27(b) and 27(c) they shall take up office at the time of declaration of their election or at the date the office of President is vacated, whichever is earlier/later.

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~~(e) If the office of President becomes vacant within six months of the next AGM where a President is due to take up office in accordance with Rule 27(a), the Vice President shall assume office as President until a new President is elected at that AGM in accordance with Rule 26.~~

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~~(f) The term of office of the President may be extended by any Meeting of the Association for such periods as it determines.~~

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~~The President shall take up office at the conclusion of the Annual General Meeting following his or her election and shall hold office for a 2 year term concluding at the end of the relevant Annual General Meeting.~~

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~~(b) The office of the President shall be vacated if the President:~~

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~~(i) resigns by notice in writing addressed to the Chief Executive Officer;~~

~~(ii) is absent without leave for three consecutive meetings of the General Management Committee; or~~

~~(iii) ceases to be a Councillor or Alderman.~~

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~~(ba) If the office of President becomes vacant more than six months before the next ordinary election for President, a new President shall be elected in accordance with the procedures in Rule 26.~~

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~~(bb) If the office of President becomes vacant within six months of the next ordinary election for President, the Vice President shall assume office as President until the next Annual General Meeting.~~

~~(c) The term of office of the President may be extended by any Meeting of the Association for such periods as it determines.~~

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28 VICE PRESIDENT

(a) At its first meeting following the Annual General Meeting, the General Management Committee shall elect one of its members to be the Vice President.

(b) (deleted)

(c) Where the President is absent or ill, the Vice President shall be the acting President.

(d) If the term of office of the General Management Committee is extended under Rule 26(c) the term of office of the Vice-President shall be extended for the same period of time as that of the General Management Committee.

29. AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION

- (a) The President and the Vice President shall be the Tasmanian delegates to the Annual General Meeting of the ALGA unless otherwise determined by a Meeting of the Association.
- (b) The President and the Vice President shall be the Tasmanian delegates to the Executive of the ALGA unless otherwise determined by the General Management Committee.

30. SUB-COMMITTEES

- (a) The General Management Committee or a Meeting of the Association may appoint Sub-committees as required.
- (b) The composition of Sub-committees shall:
 - (i) include a member of the General Management Committee who shall be the Chairperson of the Sub-committee;
 - (ii) as far as possible, comprise such elected members and employees from Members as the General Management Committee determines as being appropriate;
 - (iii) be representative of the diversities of the composition of the Association, taking into account population categories, specific interest groups within Member Councils, and regional diversities; and
 - (iv) contain such employees of Members who may be appropriate in assisting with consideration of the specific issue being examined by the Sub-committee.
- (c) A Sub-committee shall:
 - (i) carry out such delegations as may be given to it by a Meeting of the Association, in which case the Sub-committee need only report back to General Meetings upon progress of the matter; or
 - (ii) investigate and report upon the specific issue to a Meeting of the Association; and
 - (iii) act in accordance with policies established by a Meeting of the Association.
- (d) At any meeting of a Sub-committee, no business shall be transacted unless there is a majority of the Sub-committee present.

RULES FOR CONDUCT OF DEBATE

The rules of procedure for the conduct of debates at Meetings of the Association and within Sub-committees and the General Management Committee shall be as follows:

31. AUTHORITY OF THE CHAIR

- (a) The Chair shall be heard without interruption.
- (b) The Chair may call any delegate to order whenever, in the opinion of the Chair, the necessity arises to do so.
- (c) The ruling of the Chair on all questions of order or the proper conduct of the meeting shall be final.

32. ORDER OF BUSINESS

- (a) At every meeting, the first business shall be the confirmation of the minutes of the previous meeting, and no discussion shall be permitted in relation to those minutes except as to their accuracy as a record of proceedings.
- (b) The order of business at any meeting shall be as in the notice of the meeting, but such order may be altered by resolution to that effect.

33. DEBATE OF MOTIONS

- (a) A motion shall not be debated until it has been seconded.
- (b) When a motion has been proposed and seconded, it shall become subject to the control of the meeting, and shall not be withdrawn without the consent of the meeting.
- (c) Nothing shall prevent either a Meeting of the Association or the General Management Committee from dealing with any issue "in committee" and making only its conclusions public.

34. AMENDMENT OF MOTIONS

- (a) When a motion has been proposed and seconded, a Member may move an amendment, but such amendment shall not be debated until it has been seconded.

- (b) A second or subsequent amendment shall not be considered until the previous amendment has been dealt with.
- (c) If an amendment has been carried, the motion as amended shall become the motion before the meeting, whereupon any further amendment upon such motion may be moved.
- (d) If an amendment, whether on the original motion or on an amended motion, is lost, a further amendment to the motion before the meeting may be moved.

35. SPEAKING TO MOTIONS

- (a) A Member who has moved any motion or amendment, other than a motion for adjournment of the debate, shall be deemed to have spoken thereon; but any Member who has seconded any motion or amendment, without any further observation than that they second the same, may speak once on every such motion or amendment.
- (b) Subject to these Rules, every Member, other than the mover of the original motion, shall have the right to speak once upon such motion, and once upon every amendment moved thereto.
- (c) Except with the consent of the meeting, a Member shall not speak more than once on any motion unless misunderstood or misrepresented, in which case the speaker shall be permitted to explain, without adding any further observations than may be necessary for the purpose of such explanation.
- (d) Except with the consent of the meeting, a speaker shall not speak for more than 3 minutes at any one time, except that the mover of the original motion in their opening speech may speak for 5 minutes.
- (e) At the discretion of the Chair, when a motion or amendment has been moved and seconded, further speech in support of such motion shall not be heard until someone shall have spoken in opposition to such motion, and thereafter speakers shall only be entitled to speak for or against the motion in rotation PROVIDED that in any case where the same motion has been submitted by more than one Member, a representative from each Member so submitting the motion shall be entitled to be heard.
- (f) Every speaker shall confine his or her remarks to the matter under consideration.
- (g) The Chair may call the attention of the meeting to continued irrelevance or tedious repetition on the part of any speaker, and may direct the speaker to discontinue.
- (h) No speaker shall make personal reflections on or impute improper motives to any other speaker.

- (i) If 2 or more delegates rise to speak at the same time, the Chair shall decide which shall be first heard.
- (j) A Member shall be represented by the voting delegate, unless an observer has been introduced to the Chair for that debate.

36. POINTS OF ORDER

- (a) Any delegate who considers that any other delegate is out of order may call the attention of the Chairman thereto.
- (b) Upon a question being raised, the delegate called to order shall immediately resume his or her seat unless explicitly permitted to offer an explanation, retraction or apology, in which case the delegate may explain, retract or apologise for the matter or remark alleged to have been out of order; and if such explanation, retraction or apology is deemed satisfactory, no further discussion on the question of order shall be permitted.

37. CLOSURE OF DEBATE

- (a) The closure of a debate may be obtained by a motion, according to the evident sense of the meeting, "that the question be now put", and discussion shall not ensue thereon.

38. HOW QUESTIONS ARE TO BE PUT

- (a) The Chair shall put to the meeting all questions on which it is necessary that a vote be taken, first in the affirmative and then in the negative and voting delegates shall vote:
 - (i) at Annual and General Meetings, by voting cards identifying their voting entitlements in accordance with these Rules; or
 - (ii) at meetings, other than Annual and General Meetings, by show of hands, andand the Chair shall declare the result to the meeting.
- (b) The Chair may put any question as often as is necessary to enable the Chair to form an opinion as to the result of the voting, or the Chair may appoint tellers to count the number of votes for and against the question, and to announce the result to the meeting.
- (c) Alternative methods of putting the question are permissible if deemed appropriate by the Chair.

39. SUSPENSION OF RULES

Any one or more of the rules of procedure for debate may be suspended by resolution at any Meeting of the Association PROVIDED that there shall be a distinct statement in every such resolution of the purpose and duration of the suspension, and that for every matter for which suspension is required there shall be a separate resolution.

40. VALIDITY OF PROCEEDINGS

Business conducted at any meeting at which a quorum is present is valid notwithstanding:

- (a) that there is some defect in the appointment of any delegate present at that meeting; or
- (b) that there is an informality of irregularity in the proceedings to which attention is not called at the time, provided that such want of formality or irregularity does not materially affect the results of such proceedings.

EMPLOYEES

41. CHIEF EXECUTIVE OFFICER

- (a) The Chief Executive Officer has the following powers and functions:
- (i) to provide advice to Members, Meetings of the Association, the General Management Committee and any Sub-committees;
 - (ii) to co-ordinate the development of objectives, policies and programs for consideration by Meetings of the Association or the General Management Committee;
 - (iii) to prepare strategic and operational plans for the Association;
 - (iv) to manage the resources of the Association;
 - (v) to establish and maintain human resource policies and procedures;
 - (vi) to appoint employees of the Association in accordance with approved organisational structures and policies, to allocate duties to employees, and to suspend or dismiss employees; and
 - (vii) to sign contracts on behalf of the Association.
- (b) The Chief Executive Officer shall be responsible to the General Management Committee.

42. EMPLOYEES

The employees of the Association shall be responsible to the Chief Executive Officer.

FINANCES

43. FINANCIAL YEAR

The financial year of the Association shall commence on the 1st day of July and end on the 30th day of June in the following year.

44. SUBSCRIPTIONS

(a) Every Member shall pay such annual subscriptions as are set and determined in accordance with these Rules.

(b) The amount of subscription to be paid annually to the Association by each Member is as follows:

(i) Each Council will be placed within the appropriate total assessed revenue category, as reported in the Annual Report of the State Grants Commission.

(ii) Each Council within the category is to pay an equal share of the category's percentage towards the Association's annual subscription as determined by the budget adopted at Annual General Meeting:

Total Assessed Revenue Category	Average percent payable by the category towards the Association's annual subscription determined by the budget adopted at the Annual General Meeting
\$	Average %
0 – up to 4.5 million	1.85
4.5 million up to 7 million	2.70
7 million up to 10 million	3.60
10 million up to 20 million	4.10
20 million up to 30 million	4.60
30 million and over	5.10

(iii) at the absolute discretion of the General Management Committee, rounding up or down of the percentages referred to in paragraph (b)(ii) may occur in the development of the budget for approval at the Annual General Meeting.

(iv) The category parameters are to be adjusted in line with the annual Council Cost Index as set by the Association.

- (c) The subscriptions formula as set out above and the average percent payable by each category shall apply as of 1 July 2010.
- (d) The annual subscription is due and payable at the office of the Association on the first day of July in the financial year to which it relates. The subscription must be paid within one month after a written notice specifying the amount payable has been delivered or sent by post to the General Manager of the Member.

45. ACCOUNTS

The General Management Committee shall ensure that the accounts of the Association comply with relevant requirements prescribed in the Act and are in accordance with relevant current accounting standards.

46. SITTING FEES AND EXPENSES

- (a) Members of the General Management Committee and members of Sub-committees shall be entitled to any allowance or sitting fee determined.
- (b) Members of the General Management Committee and members of Sub-committees shall be reimbursed for reasonable expenses incurred in carrying out the duties of office in relation to telephone rental, telephone calls, travelling and care of any child of the member by a licensed carer.

MISCELLANEOUS

47. IMMUNITY PROVISION

A Member, an employee of a Member, an elected representative of a Member and an employee of the Association is not personally liable for an honest act or omission done or made in the exercise or purported exercise of a power or in the performance or purported performance of a function of the Association either under these Rules, the Act or any other Act (whether State or Commonwealth) or Regulations.

48. LEGAL OPINIONS

- (a) Where the General Management Committee, on its own behalf or following a submission from a Member, believes that an issue has major ramifications for Local Government within the State of Tasmania, then the General Management Committee may request an opinion upon the matter from any legal advisers of the Association.
- (b) A copy of a legal opinion so obtained by the General Management Committee shall be forwarded to every Member.
- (c) The cost of the opinion and its distribution to every Member shall be met from the general funds of the Association.

49. NOMINATIONS TO OUTSIDE BODIES

- (a) Where the Association is requested to make nominations to any body, then the General Management Committee is empowered to nominate such persons as it believes have the requisite knowledge, qualifications, or experience required for the office.
- (b) Where any Act or Regulation states that an Alderman, Councillor, or an employee of a Council, Local Government regional authority or an employee of the Association cannot be a representative upon the subject body, then the General Management Committee shall nominate such persons as it believes have the requisite knowledge, qualifications, or experience required for the office.

50. COMMON SEAL OF THE ASSOCIATION

- (a) The Chief Executive Officer shall have the custody of the Common Seal.
- (b) The Common Seal shall not be attached to any document without an express order of the General Management Committee, unless to authenticate any document, or to comply with the provisions of any rule directing that such seal shall be attached to any document.
- (c) In every case where the Seal has been ordered to be attached to any document, such document shall also be signed by the President (or, in the case of the absence or illness of the President, by the Vice President and one member of the General Management Committee) and countersigned by the Chief Executive Officer.

51. NOTICES AND COMMUNICATIONS

Any notice or other communication under these Rules shall be in writing and shall be delivered by post or by facsimile or email transmission to the other party at the address, facsimile number or email address as the other party may from time to time notify to the Association. All notices and communications under these Rules (unless otherwise specified) shall be effective only upon receipt.

52. LGAT ASSIST

- (a) The General Management Committee is responsible for the management and operation of the monies of the Association identified as *LGAT ASSIST*
- (a) The monies of the Association identified as *LGAT ASSIST* may be used for the following purposes:
 - (i) the welfare of Local Government employees and/or their dependants through grants or other assistance;
 - (ii) loans to all Local Government employees and employees of Local Government owned entities; and
 - (iii) any other purpose approved by the General Management Committee which benefits the employees of Local Government and/or their dependants.
- (b) The General Management Committee may do all acts and things which it considers necessary, desirable or expedient for the administration, maintenance, investment and preservation of the monies of the Association identified as *LGAT ASSIST*.
- (c) The General Management Committee may by simple majority delegate any of its powers, duties or discretions in relation to the monies of the Association identified as *LGAT ASSIST* on any terms it determines.

- (e) The General Management Committee may determine by simple majority in its absolute discretion all matters relating to the setting up or operation of any Board or Committee to which it delegates any of its powers, duties or discretions.

53. WINDING UP

Upon the winding up and dissolution of the Association, any property that remains after the satisfaction of its debts and liabilities shall be given and transferred to Member Councils in equal shares.



REPORTS FROM LOCAL GOVERNMENT REPRESENTATIVES

to be presented to the

ANNUAL GENERAL MEETING OF THE ASSOCIATION

Wednesday 23 July 2014

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STATE GRANTS COMMISSION

REPRESENTATIVE: Hugh Denny and Grant Atkins

NUMBER OF MEETINGS HELD DURING 2013/2014:

OBJECTIVES OF THE COMMITTEE/BOARD:

The State Grants Commission is charged with the responsibility of recommending the distribution of Commonwealth Financial Assistance Grants and Identified Local Road Fund Grants between the Tasmanian Councils. It also recommends the distribution of the amount allocated by the Tasmanian Government from heavy vehicle motor tax revenues (NRTC).

The Commission has four members two of whom, Hugh Denny and Grant Atkins are representatives of local government. The other two members are Rob Close (Independent Chairman) and David Hudson who represents State Treasury.

MAJOR ISSUES DEALT WITH AND DECISIONS MADE:

The following amounts were recommended for distribution by the Commission for the 2013/14 grant year.

Base Grant - per capita component (30%)	\$10,590,776
Base Grant – relative needs component (70%)	\$24,711,810
Identified Local Roads Fund Grant	\$37,069,148
NRTC Funds	\$1,500,000

The above estimated entitlements were an increase of 2.4% (Base Grant) and 4.2% (Local Roads Fund Grant) over the actual 2012/13 entitlements. Again the Australian Government brought forward 50 per cent of the allocation for payment in the 2012/13 year.

The balance of the entitlements being paid by four equal instalments through 2013/14.

The relative needs component of the Base Grant is shared by 24 councils who were assessed as having an additional funding requirement in order for them to provide an average level of service. The remaining 5 councils were assessed as having the financial capacity to provide that service.

To provide some consistency to the distribution methodology the Commission operates a triennial review policy whereby as far as possible major changes are only introduced every three years with data updates and minor changes applied each year. The 2014/15 year for which the recommendations are to be made in August, 2014 is year two of the triennial period.

As part of the Commission's annual hearings and visits program the Commission has been seeking comment from councils on the review of the balance of Base Grant cost adjusters not reviewed last year, the treatment of dividends from TasWater that are now to be based upon the equity interests of councils in TasWater, the effect of the latest data received from DIER on heavy vehicle usage of local roads and a review of Commission processes.

The Commission is also monitoring developments in council valuation and rating policies to ensure that the Commissions determinations reflect average council policies in respect to rates and charges.

STATE FIRE MANAGEMENT COUNCIL

REPRESENTATIVE: Stephen Bresnehan

NUMBER OF MEETINGS HELD DURING 2013/2014: Seven

OBJECTIVES OF THE COMMITTEE/BOARD:

The State Fire Management Council has the following functions, as per section 15 of the Fire Service Act 1979:

- (a) to develop a State vegetation fire management policy to be used as the basis for all fire management planning;
- (b) to advise and report regularly to the Minister on such matters relating to the administration of this Act, as it applies to vegetation fire management, as are referred to it by the Minister and on such matters concerning vegetation fire management as, in the opinion of the Council, should be brought to the attention of the Minister;
- (c) to advise the Commission on such matters relating to the prevention and mitigation of vegetation fires as are referred to it by the Commission or land managers and on such other matters as, in the opinion of the Council, should be brought to the attention of the Commission;
- (d) to perform such other functions relating to the prevention or mitigation of vegetation fires as the Minister may direct;
- (e) to provide an annual report to the Minister on its activities, for inclusion in the annual report of the Commission prepared under section 107G;
- (f) to provide an annual report to the Commission on the activities of the Fire Management Area Committees, for inclusion in the annual report of the Commission prepared under section 107G.

In addition to the above, the Council is to consider each Fire Management Area Committee fire protection plan submitted to it under section 20(1)(c) and may –

- (a) approve the plan as submitted; or
- (b) approve the plan subject to such modifications as it thinks fit; or
- (c) reject the plan and instruct the Committee to recast the plan.

MAJOR ISSUES DEALT WITH AND DECISIONS MADE:

Fire Management Area Committees

The FMACs are all now in existence, and all have met at least twice. The core task of all FMACs is the development of Fire Protection Plans for their area, and this process is in its early stages. A template has been developed, and great deal of work has gone into risk identification and modelling.

SFMC executive

The SFMC Executive has expanded to six, in line with the SFMC's new role in supporting and managing the FMACs. Significantly, there are now regional planners whose primary role is to support FMACs in the production of the fire protection plans. The SFMC executive is co-located with the TFS community education and community protection units, which has proven beneficial for all concerned.

Strategic Fuel Management project

There is a considerable amount of work going into this aspect of SFMC activity at present. Key areas receiving attention are the identification and modeling of bushfire risk now and how it may change over time under a range of risk management regimes, and the cost and resource implications for these potential management regimes. This work is expected to be a major component of SFMC activity through 2014.

Red Hot Tips project

Red Hot Tips is a private land burning project being implemented by the Tasmanian agricultural consultancy firm, Macquarie Franklin in the north of Tasmania. The initial aim was a pilot project to assist landholders to develop the skills and capacity to safely and effectively conduct planned burning of native vegetation on their properties.

The pilot project was completed on the 8th of November 2013 with the launch of the Planned Burning Manual. Funding of \$462,000 over three years was announced by then Minister David O'Byrne to continue the project and expand into other parts of the state. The State Fire Management Council and Tasmanian Fire Service have key advisory roles in the project, which will continue to be managed by Macquarie Franklin.

TASMANIAN HERITAGE COUNCIL

REPRESENTATIVE: Ald Sandra French

NUMBER OF MEETINGS HELD DURING 2013/2014: 11

OBJECTIVES OF THE COMMITTEE/BOARD:

The Heritage Council is a statutory body separate to government, responsible for the administration of the Act and the establishment of the Tasmanian Heritage Register. Its primary task is as a resource management and planning body focussed on heritage conservation issues.

MAJOR ISSUES DEALT WITH AND DECISIONS MADE:

- Legislation changes from 1 March 2014. The key change for owners and managers of places entered in the Tasmanian Heritage Register is simplifying the process of seeking approval for works.
- The main change is that a separate works application will no longer be required. Simply lodge a development application with the local Council and it will be forwarded to the Heritage Council.
- The changes create a single application, single advertisement and single permit process.
- The Southern Midlands Council has recently released its Heritage Program Annual Report.
- Another "Open Doors" weekend was held with more than 1300 people taking in the various activities on offer.
- The Soldiers Memorial Avenue, Tasmania's largest tribute to World War One was held on Remembrance Day 2013.

I am no longer a Local Government Representative on the Heritage Council. I have enjoyed the opportunity to be involved on such a diverse and dynamic Council where one has had the opportunity to learn and glean information from heritage practitioner and to see the fruition of the new Heritage Legislation. It has been a wonderful experience.

TASMANIAN LIBRARY ADVISORY BOARD

REPRESENTATIVE: Ald Doug Chipman, Ald Sandra French, Clr Susan Nolan,
Mrs Kym Matthews

NUMBER OF MEETINGS HELD DURING 2013/2014: Four

OBJECTIVES OF THE COMMITTEE/BOARD:

The role of the board is to provide advice to the Minister on any issue relating to library services.

MAJOR ISSUES DEALT WITH AND DECISIONS MADE:

1. Resource Allocations
2. De-selection and Disposal of Library Materials
3. ebooks
4. Community Knowledge Network
5. Strategic Planning and Performance Framework – LINC 2020
6. Governance
7. Branding
8. Review of Libraries and Archives Acts
9. Collection Storage
10. Digital Preservation
11. Parliamentary Library Management
12. State Library Holds Service
13. Library Fines Amnesty
14. Learning and Information Network Centres
15. Lending Library Usage
16. Home Library Service
17. Archival Services
18. 26Ten Strategy
19. Service Tasmania cooperation
20. Workforce Survey

STATE FIRE COMMISSION

REPRESENTATIVE: Rod Sweetnam & Ald Hannah Rubenach

NUMBER OF MEETINGS HELD DURING 2013/2014: 10

OBJECTIVES OF THE COMMITTEE/BOARD:

The State Fire Commission (SFC) is constituted by the Fire Service Act 1979 ('the Act') which vests in the Commission the responsibility for the control of the Tasmania Fire Service (TFS) which delivers fire prevention and suppression throughout Tasmania. The Commission oversees and directs the affairs of the TFS. The SFC is accountable within the responsibilities under the Fire Service Act 1979.

The Commission sets the strategic direction of the TFS within its Corporate Plan. The Commission must ensure that TFS management's objectives and activities are aligned with the Commission's strategic expectations and also address the risks identified by the Commission.

The Commission has a number of mechanisms in place to ensure this is achieved including:

- approval of a strategic plan designed to meet stakeholders' needs and manage business risk;
- ongoing development of the strategic plan and approving initiatives and strategies designed to ensure the continued sustainability, viability and success of the TFS; and
- monitor the implementation of budgets by management; monitoring expenditure against budget - via the establishment and reporting of financial key performance indicators.

MAJOR ISSUES DEALT WITH AND DECISIONS MADE:

During 2013/14 the major inputs into the operations of the TFS have been:-

- Developing the 2014/15 Corporate Plan which has included the establishment of forward year estimates and reduction in Local Government Fire Service Contribution over the period of the forward estimates.
- Revising the Goals of the TFS and developing a reporting mechanism to align the Department's reporting on performance to the Corporate Plan.
- Oversee the introduction of recently introduced national Work Health & Safety legislation.
- The introduction of a SFC Responsible use of Alcohol Policy.
- Overseen progress towards meeting the recommendations stemming from the 2013 Bushfire Inquiry.

The Introduction of Fire Permits Periods:

24 December 2013 – Commenced for the South and North

22 January 2014 – Commenced for the North West

5 April 2014 - Removed for all of the State.

The Declaration of Total Fire Bans put in place:

19 December 2013 - South

14 January 2014 - South

15 January 2014 - North and South

17 January 2014 - The whole of the State

27 January 2014 - South

28 January 2014 - The whole of the State

01 February 2014 - South

09 February 2014 - The whole of the State (except the Festivale precinct, Launceston).

MAJOR INITIATIVES FOR THE COMMISSION INCLUDED:

Fire Fighting Appliance Replacement Program

The Commission's major capital priority is its fire fighting appliance replacement program. Over the past few years this program has enabled the replacement of a significant number of older appliances. The new vehicles, which are purpose designed and built locally, provide greater safety and efficiency for brigades responding to fires.

Fire Station Build Program

The fire station build program continues to be an important priority for the Commission. In 2013-14 the following stations received significant upgrades to their buildings:

- St Helens
- Dilston
- Pyengana
- Hobart
- Oatlands
- The Three Mile Line Training Grounds.

As well as these upgrades, the Sassafras station was relocated and the Zeehan station was co-located with the State Emergency Service.

Community Fire Protection Planning Program

The State Labor Government provided funding for three years from January 2010 to support the development of Community Protection Plans throughout Tasmania. In recognition of the value demonstrated by community protection planning, Tasmania Fire Service (through the State Fire Commission) is continuing to fund the project beyond the initial three years.

The objective has been to develop plans to mitigate the impact of fire and other natural hazards on Tasmanian communities, with an initial focus on bushfire.

The program produces three types of plans; bushfire protection plans for local communities, bushfire response plans for emergency responders, and bushfire mitigation plans to address fuel management on the urban-rural interface.

Community Education and Awareness Program

The Commission has overseen the introduction and growth of the Bushfire Ready Neighbourhoods Program. Following a successful community development pilot 2013-14 has seen an increase commitment of resources to roll-out community development in Tasmania's most bushfire-prone communities.

Community development is a successful and cost-effective approach for changing behaviour, by accessing existing community networks and resources and supporting communities to develop specific local strategies.

Some of the bushfire preparedness activities include community forums, workshops, field days, bushfire rehearsals, women's programs, Bushfire Ready Neighbourhood groups, and property assessments.

This initiative seeks to increase the preparedness of bushfire-prone communities, and hence their resilience.

State Fire Management Council

2013-14 has seen the Commission continue its support towards the State Fire Management Council (SFMC) through the provision of administrative and financial resources. The SFMC primary objective is towards developing a state-wide vegetation fire management policy. This policy will be used as the basis for all fire management planning.

ASSESSMENT COMMITTEE FOR DAM CONSTRUCTION

REPRESENTATIVE: Neil Blaikie

NUMBER OF MEETINGS HELD DURING 2013/2014: 12

OBJECTIVES OF THE COMMITTEE/BOARD:

- To consider applications for dam permits, to grant or refuse permits and to determine any conditions to which the permits should be subject;
- To determine the size, type, location or purpose of dams for which the grant or refusal of an application for a permit may be delegated;
- To determine what type of additional information is to be provided by an applicant for a permit;
- To issue Notices requesting additional information when required;
- To make recommendations to the Minister on the sharing of costs between applicants and agencies for any additional information provided;
- To specify the appropriate level of on-going safety management of dams;
- To provide for the conciliation of any matter arising from an application for a permit;
- To perform such other functions as are conferred or imposed on the Committee by or under the Water Management Act or any other Act; and
- To do such supplemental, incidental and consequential acts as may be necessary or expedient for the performance of its functions.

The Assessment Committee for Dam Construction (ACDC) considers natural and heritage values, and dam safety in its assessment of Dam Works applications.

MAJOR ISSUES DEALT WITH AND DECISIONS MADE:

Under the Act, "dam works" means any works for the construction, erection, enlargement, modification, repair or removal of a dam, or for the conversion of land to a dam, or any work on any such dam which may significantly increase the dam's safety risk.

The provision of a separate statutory approval process for dam works, outside the State's more general development application process under the Land Use Planning and Approvals Act 1993, reflects the fact that dam developments generally cover a larger land area, have potential for greater off-site impacts and pose more significant public safety risks than any other routine type of development proposal.

The Committee receives advice from a Technical Advisory Group in relation to the various technical aspects of dam permit applications with group membership drawn from various government departments and agencies. The advice includes information on dam safety and environmental issues including Aboriginal and cultural heritage, threatened species and communities, environmental flows, water quality and fish passage.

The Committee also receives operational and management advice and support from the Department of Primary Industries, Parks, Water and Environment.

All decisions by the Assessment Committee to issue Notices and grant or refuse permit applications are open to appeal to the Resource Management and Planning Appeals Tribunal.

Since 2000, less than one percent of them have been subject to appeal, a record which reflects the Committee's strict adherence to processes and judicious deliberations.

The Water Management Act provides time limits in which the Committee must finalise its decisions to seek further information from applicants or to grant or refuse permit applications. The Committee not only strives to fully meet these limits but also to establish procedures to reduce the time taken to below these limits.

To this end, decisions on applications for more simple dam works proposals of less than 100 megalitres, where no additional information is required from the applicant and there are no representations received, have been delegated to officers within the Water and Marine Resources Division of the Department of Primary Industries, Parks, Water and Environment.

The Committee's work in determining dam safety requirements for tailings dams at mine sites has also increased over the last couple of years with increased mining activity in the State.

The Committee provides expert input on dam safety for works on tailings dams directly to the relevant body responsible for their overall approval (the local council or the Environment Protection Agency).

The ACDC's services remain strongly in demand. This is indicated by the following dam statistics:

1 July 2013 to 10 April 2014:	Number	Storage volume (ML)
New applications accepted	37	8,284
Applications approved by ACDC	14	9,174
Approved under delegation	16	375

As at 10 April 2014	Number	Storage volume (ML)
Applications under technical assessment	10	1,406
Applications under Notice for Further information	10	4,180

- All significant applications are submitted to the relevant council for their consideration.
- Mr Blaikie carefully considers the implications for council assets in his wider assessment of dam applications.
- Mr Blaikie's current membership of the ACDC extends to 12 March 2015.

COMMUNITY REVIEW - THREATENED SPECIES PROTECTION ACT 1995

REPRESENTATIVE: Liz Quinn - Kingborough Council

NUMBER OF MEETINGS HELD DURING 2013/2014: Three

OBJECTIVES OF THE COMMITTEE/BOARD:

To ensure the social and economic impact of the implementation of management agreements for threatened species and a number of other issues are fully considered.

- To receive and consider draft recovery plans and listing statements;
- In respect of private land to assist in and make recommendations to the Minister on the preparation of land management plans and land management agreements;
- To provide for conciliation as may be required in any matter arising from a land management agreement or for the purpose of making any such agreement;
- To consider the social and economic impact of the implementation of land management agreements;
- To advise the Minister on the effect of Interim Protection Orders;
- To consider and advise on other matters that may be referred to it by the Minister

MAJOR ISSUES DEALT WITH AND DECISIONS MADE:

- Considered & provided comment on listing statements for twenty threatened flora and eleven threatened fauna species.
- Considered & provided comment on two draft Recovery Plans.
- Discussed the potential impact of the Tasmanian Forest Agreement on the current list of threatened species. An increase in reserve area will lead to improved reservation status of some species and may lead to their down listing as reservation status is one of the criteria used to assess threatened status. The Threatened Species Section of DPIPWE completed an analysis of which species would be affected by the proposed new reserves.
- THE CRC discussed the national listing of all temperate saltmarsh vegetation in Tasmania and the potential ramifications for threatened species and the community.
- The CRC received correspondence from the Minister regarding the recently endorsed Natural Heritage Strategy.
- The CRC discussed the proposal of the Commonwealth to investigate the listing of trawler fishing as a key threatening process.

LOCAL GOVERNMENT BOARD

REPRESENTATIVE: Liz Gillam

NUMBER OF MEETINGS HELD DURING 2013/2014: Three and consultation visits to six Councils

OBJECTIVES OF THE COMMITTEE/BOARD:

Established under the Local Government Act (a) to carry out reviews;
(b) to advise the Minister on any other matters the Minister may determine.

MAJOR ISSUES DEALT WITH AND DECISIONS MADE:

In January 2014, the Board presented its Report on the review of councillor numbers for Brighton, Derwent Valley, Dorset, Launceston City, Southern Midlands and Waratah-Wynyard Councils to the Minister for Local Government.

The Minister accepted the recommendations and the resulting changes were gazetted on 14 February 2014.

In summary, the Board recommended that the number of Councillors at:

- Brighton remain unchanged
- Derwent Valley be reduced by one to eight
- Dorset remain unchanged
- Launceston City remain unchanged
- Southern Midlands be reduced by two to seven
- Waratah-Wynyard be reduced by two to eight

In January 2014, the Minister invited Councils whose Councillor numbers had not been reviewed in 2012 and 2103 to indicate their interest in such a review. Only West Coast Council sought a review.

At the time of writing this report, the Board has met with West Coast Council to discuss its preliminary recommendations but at this time has not finalised its decision.