



# **ANNUAL GENERAL MEETING**

# **MINUTES**

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

**Will be held on**  
**20 July 2016**

**Commencing**  
**11.00am**

**C3 Convention Centre**  
**South 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 20 July, 2016***

**NOTICE IS ALSO GIVEN THAT  
the Association's Annual General Meeting  
will be held at  
C3 Convention Centre  
South Hobart  
Commencing at 11.00am  
on  
Wednesday 20 July, 2016.**

**NOTICE IS ALSO GIVEN THAT THE  
One Hundred and Fourth General Meeting  
of the Association  
will be held at  
C3 Convention Centre  
South Hobart  
commencing immediately following the  
conclusion of the  
Annual General Meeting  
on Wednesday 20 July, 2016  
To consider  
Local Government Policy and Motions  
from Member Councils**

***Katrena Stephenson  
CHIEF EXECUTIVE OFFICER***

# 2016 CONFERENCE PROGRAM



## TUESDAY 19 JULY 2016

Planning Workshop  
Elected Members Planning Workshop  
Lower Ground Floor Conference Room  
12.00 - 4.00pm Hobart City Council

## WEDNESDAY 20 JULY 2016

Mayors Review of the Local Government Act  
Workshop Anglesea Room  
C3 Convention Centre  
9.00am Coffee on arrival  
9.15 - 10.45 Workshop  
10.30pm Morning Tea With thanks to **Telstra**  
11.00am AGM  
General Meeting Commences immediately following the conclusion of AGM  
12.30pm Lunch With thanks to **Telstra**  
1.30pm Meetings continue  
5.25 - 5.35pm Shuttle Service, Wrest Point to Government House  
6.00pm Government House

## THURSDAY 21 JULY 2016

8.00am Registration Desk Opens  
8.45am Welcome and Opening  
9.00am Susan Law  
9.45am Moving Moment  
9.55am Cynthia Payne  
10.45am Morning Tea With thanks to **Dial Before You Dig**  
11.15am Wayne Kayler-Thomson  
11.40am Mayor Troy Pickard  
12.00 Georgia Chapman  
12.30pm Lunch With thanks to **Dial Before You Dig**  
1.30pm Workshop Program  
3.00pm Afternoon Tea With thanks to **Commonwealth Bank**  
3.45pm Panel Discussion  
4.45pm Happy Hour With thanks to **Commonwealth Bank**  
7.15pm **MAV** Conference Dinner

## FRIDAY 22 JULY 2016

9.00am Workshop Program  
10.30am Morning Tea With thanks to **Jardine Lloyd Thompson**  
11.15am Local Government Awards for Excellence  
11.45am Moving Moment  
11.55am Dean Williams  
12.50pm Conference wrap up  
1.00pm Lunch With thanks to **Jardine Lloyd Thompson**



# 2016 ANNUAL GENERAL MEETING

The President, Mayor Doug Chipman, welcomed Members and declared the Annual General Meeting open at 11.00am.

Apologies were received from -

Mayor Albert van Zetten	Launceston City Council
Mr Robert Dobrzynski	Launceston City Council
Ald Graham Bury	Kingborough Council
Mayor Deirdre Flint	Central Highlands Council
Mayor Duncan McFie	King Island Council
Mr John Martin	George Town Council
Mr David Metcalf	Glamorgan Spring Bay Council
Mr Peter Brooks	Glenorchy City Council

## 1 MINUTES OF 103RD ANNUAL GENERAL MEETING \*

### Circular Head Council/West Tamar Council

**That the Minutes of the 103rd Annual General Meeting, held 22 July, 2015 be confirmed.**

**Carried**

The Minutes of the 103rd Annual General Meeting of the Local Government Association of Tasmania, held in Hobart on 22 July, 2015 as circulated, are submitted for confirmation.

The Minutes are at **Attachment to Item 1.**

## 2 PRESIDENT'S REPORT

### Brighton Council/Devonport City Council

**That the President's report be received.**

**Carried**

Good Morning and it is indeed an honour to be able to present you with my first Annual Report on the activities and achievements of LGAT over the last twelve months.

Before proceeding, I would like to acknowledge the members of your General Management Committee:

Vice President: Mayor Daryl Quilliam from Circular Head

The Lord Mayor of Hobart: Alderman Sue Hickey

Mayor Deirdre Flint from Central Highlands

Mayor Jan Bonde from Central Coast

Mayor Christina Holmdahl from West Tamar

Mayor Craig Perkins from Meander Valley

Alderman Heather Chong from Clarence City

Given we are fresh on the heels of a Federal Election, I will start my report with our engagement there.

Close cooperation through the Australian Local Government Association (ALGA) with our State and Territory counterparts resulted in strong bipartisan support for restoring indexation to the Financial Assistance Grants program from 2017, and increases to the Roads to Recovery program.

In parallel with our work at the national level, LGAT worked closely with councils, regional bodies and Taswater to produce a Federal Election Advocacy Document, *Partnering for Prosperity*, which sharpened the focus on specific Tasmanian projects.

The CEO and I met with key Federal members and candidates while GMC members used the document to support their local meetings and advocacy work. That work will continue, both nationally and in Tasmania, to ensure all election promises are delivered by the Government in the post-Federal election political environment.

The partnership approach to developing a more compelling advocacy agenda was also used when developing our State Budget submission, *Better Councils, Better Communities*. The Association worked with a number of other peak bodies in Tasmania to establish common projects and priorities. In particular, our collaboration with TASCOS, TCCI, TIC, COTA and the HIA produced clear priorities highly beneficial for the Local Government sector.

In response, it was especially pleasing to note the State Government's budget commitment to fully implement the Planning Schemes Online Project, a Community Infrastructure Fund and to assisting councils to generate economic opportunities within their Municipalities.

This partnership approach by LGAT was also apparent at the officer level through new and stronger working relationships with Local Government Professionals (LGPro), and the three regional Local Government organisations. Our relationship with LGPro was underpinned by a MOU and it was cemented through LGAT hosting and employing their new Executive Officer. I am also pleased to advise that this year LGPro President, Karen Hampton will be addressing our General Meeting this afternoon to provide an overview of LGPro's activities and priorities.

LGAT was also delighted to welcome the CEO of the Southern Tasmanian Councils Authority (STCA) as tenant in Macquarie St.

The Premier's Local Government Council continued to be an important vehicle for the ongoing relationship between State and Local Government, providing a forum to discuss the many reform agendas that have been in play in Tasmania; and which have required a strong resourcing effort by LGAT.

The Tasmanian Planning Scheme Amendment Bill 2015 received Royal Assent on 4 December, 2015 and the State Planning Provisions were exhibited in mid-March. LGAT ran five full day regional workshops with Council Planners, NRM staff and others to capture collective concerns to inform a whole of sector submission. There have been numerous meetings undertaken as members of the Planning Taskforce and the Technical Reference Group and also with the Planning Policy Unit and the Tasmanian Planning Commission.

Our strong engagement in this space will continue for many months to come as councils grapple with developing Local Provisions Schedules and as the Government progresses work on planning for major projects and develops state planning policies.

A great deal of time and effort has also been dedicated to supporting the implementation of the National Heavy Vehicle Regulations and the implementation of the bridge assessment project.

LGAT successfully advocated for \$1.7 million in State funding for this project through the 2015 Budget Process and then worked closely with councils and the State Government to deliver that project. As a result councils have been able to develop and implement a series of heavy vehicle access networks across their local roads, and also gain a much better understanding of their bridge assets. The work undertaken in Tasmania has been noted among other State jurisdictions and at the national level as a 'best practice' example of the benefits of collaboration between levels of government to address the issue of access for the national heavy vehicle fleet.

At our General Meeting last year the Minister announced his intent to undertake a targeted review of the *Local Government Act* and that is now in full swing. Going forward LGAT will continue to support consultation with all councils on the issues raised about the revised legislation and we will continue to give voice to sectoral concerns in our submissions and through participation on the Steering Committee.

LGAT also played significant role with the Code of Conduct provisions which came into force earlier this year. The new provisions are more practical, particularly in relation to how frivolous and vexatious complaints are dealt with and with its sliding scale of possible sanctions.

Other policy and advocacy activities concerned, for example, proposed changes to the SES, cat management, the Arts, coastal hazards, healthy Tasmania, the Building Act, liquor licensing; the integrity commission; and bio-security.

The Association also continued efforts to deliver a varied program of professional development opportunities for elected members and staff including our annual elected member weekend, good governance forums for audit panel members, two regional breakfast series; the 2IC forums, general managers' and mayors' workshops; financial and asset management, planning and governance.

Our investment in procurement related activity continues to bear fruit for members. For example, the whole of sector energy contract for public street lighting delivers about \$500,000 of savings annually to the sector, and altogether, a number of councils are saving more than the cost of their LGAT Membership fees. Other procurement activity in the year ahead will include a focus on employee assistance programs; information, computing & technology; parks and playground equipment; and asphalt.

The CEO and I have almost completed a full round of council visits and indeed the CEO is now starting to make second visits to a number of councils as part of her annual program. We both have very much enjoyed the opportunity to meet so many more elected members, to build our understanding of local issues and concerns, and to provide feedback on the work LGAT is undertaking or involved with your behalf.

The Association has also been working to improve the image of Local Government by sharing widely some of the wonderful work being done on a day to day basis by so many of our member councils.

Expanding on the vehicles provided by The Pulse newsletter and the LGAT News magazine, there has been success in getting some opinion pieces picked up in the mainstream media outlets across the State. Also, thanks to collegial working relationships established with interstate Associations, LGAT has produced a new television campaign which will go to air in the next month or so. We will give you a preview of the new ad very shortly.

The Association has also focussed internally on a range of governance and organisational improvement projects in the last 12 months. This has included a review of the Strategic Plan and development of a new annual plan, developing a new governance framework including asset management plan and risk register; producing a strategic communications plan and strategic technology plan, and commencing an upgrade of the ICT systems. The aim of this work is to ensure a robust and future proofed working environment with the ability to prioritise work and appropriately allocate resources as we deliver our services to our Members.

In the year ahead, the Association will continue to have a full policy and advocacy load as work continues in the planning and building spaces, and with a renewed State Government focus on climate change, cat management and emergency management; progressing the State Roads Audit and our own legislation through the Review of the Act.

Inevitably there are some decisions to be made in relation to structural reforms such as resource sharing and amalgamation. The Association is currently building a compendium of research and tools around voluntary amalgamations based on the experience in other States and will be making that available through our extranet, which you access via the LGAT website.

LGAT is also intending to take a more proactive role in the areas of waste management and economic development in the year ahead.

Additionally the team will commence development on a range of training tools, including online tools with a particular view to councillor induction requirements in 2018, including in relation to land use planning.

And that's just a taste of the year to come.

I am sure every President has found it difficult to reflect the size and diversity of the task and output delivered by LGAT.

I would like to conclude with some thankyou's.

Firstly, and I do this on behalf of all of us, I would like to thank Dr Katrena Stephenson and her small but talented and dedicated team who make up the engine room of our association. LGAT certainly punches above its weight in terms of defending and representing our interests, promoting continuous improvement within our sector and providing quality services to support councils, elected members and council staff across the State.

I would also like to thank the members of your General Management Committee for their support to me, especially for their collective wisdom and guidance during some very challenging times.

Thank you.



**Circular Head Council/Clarence City Council**

**That the Financial Statements for the period 1 July 2014 to 30 June 2015 be received and adopted.**

**Carried**

The General Management Committee recommends consideration and adoption of the Association's Financial Statements for the period 1 July 2014 to 30 June 2015, an abridged version of which are 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 2015 to 16 June 2016 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 this report two weeks remained to the end of the financial year with year end adjustments also pending. It is anticipated that there will be a small loss with items below being of note -

Depreciation	On advice received from the Audit Office at the end of the 2015/16 financial year, building depreciation regime has been implemented, \$21,000.
Consultants Fees	Additional costs were incurred for reports commissioned around LGAT's premises, namely an Asset Management Report and an Engineering Report. Further legal advice was sought in relation to the LGAT/LG Professionals Secondment and on GMC election matters.
Travel	With the additional work and meeting schedules required around Heavy Vehicles, Procurement and council visits by the CEO, travel expenses have been more than anticipated.
Careers/Skill	An amount of unexpended funds was carried forward at the end of the 14/15 financial year in order to fund a new advertising campaign, these funds have now been expensed for this purpose but reflect as an overspend in this area.

**Kingborough Council/Central Coast Council****That the Meeting adopt the Budget and Subscriptions as presented.****Carried****Budget**

There are a number of significant variations to the budget this year related to the need to re-prioritise and to increase resourcing in relation to the significant number of Local Government reform agendas in play, as well as the increasing desire of our Members to see more professional development and guidance issued from the Association. This budget seeks to meet the increased load on the policy and advocacy function in the organisation.

Efforts have been made to reduce expenditure where possible but the budget overall of the Association is very modest to begin with. Every effort has been made to hold costs although salaries remain the single biggest expense and the Association is at capacity in terms of what it can deliver within current resources. There is simply a need for more human resource.

Specifically:

1. The careers project funding has been broken up and shifted to allow for:
  - a. A reduced policy effort in this space embedded in the policy team rather than as a stand-alone part-time position.
  - b. Redirection of careers staffing funds towards a new Project Officer position to shift project work from the Senior Policy Staff and support the delivery of outcomes in the procurement, energy portfolio as well as additional tools and resources (eg Tax Guide for Elected Members, best practice guide to budget processes, minutes etc).
  - c. Redirection of the Think Big Work Local advertising money to a new campaign "Better Councils, Better Communities" aimed at broadly raising the profile of the sector.
2. An allocation has been made to allow for the LGAT contribution to the joint Executive Officer position with LG Professionals Tas. LGAT has use of the position 40% of the time and will focus this resource on supporting professional development event planning and implementation.
3. With the change in the electoral cycle and to help offset some of the new staff resource costs, the Community Satisfaction Survey would change from a bi-annual survey to once every electoral term (the third year of an election cycle) reducing the per annum costs.
4. Councils are not required to pay for the Planning Taskforce Secondment this year.
5. A 1.87% increase on last year's base subscriptions has been applied to factor in general cost increases as well as the additional 0.8 staffing.
6. Permanent LGAT staff will be provided a 2% wage increase in line with most council EBAs.
7. A small but steady increase in income is predicted in relation to our events and procurement activity.
8. There has been a decrease in costs related to vehicles, rather than providing the President with a vehicle LGAT is sharing the costs of running the vehicle with Clarence City Council who already supply Mayor Chipman with a car.

A copy of the Budget is at **Attachment to Item 4** for reference.

## Subscriptions

Currently there are a number of line items that are accounted for separately in the subscriptions despite having been agreed that they would be ongoing core business for LGAT. This includes the Careers Project and the Community Satisfaction Survey.

LGAT has applied a general 1.87% increase in line with the Council Cost Index and also factored in 0.8 FTE additional staff at project officer level within the base subscriptions with the intent of this staffing level being embedded in the subscriptions ongoing.

The new format distorts the perceived increase to base subscriptions however the increase in total contribution (across all councils) is 1.96 per cent. For most councils it is under 1% difference in total contribution. Two councils have moved up categories in the payment structure based on Total Assessed Revenue as determined by the States Grant Commission (with application of the Council Cost Index - decision AGM 2010) and as a consequence they see a significant shift in contribution required.

Historically LGAT has had other periods with significant increases in subscriptions or total spend related to improving the sustainability of the organisation (e.g. 13.5% in 2003/04 and 2004/05 and 10% in 2005/06) or in relation to introduction of new services and projects e.g. a 15% increase in total spend in 2011/12 related to the careers project.

A copy of the Subscriptions is at **Attachment to Item 4** for reference.

## 5 PRESIDENT AND VICE PRESIDENT HONORARIUMS

The President and the Vice President left the room and Mayor Jan Bonde took the Chair for discussion of this item.

### Brighton Council/Devonport City Council

**That the President's and Vice President's allowance for the period 1 July 2016 to 30 June 2017 be adjusted in accordance with the movement in the Wages Price Index.**

**Carried**

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

In the past an independent review of allowances was undertaken in the same financial year as the review of allowances for Local Government Elected Members, with the last review undertaken in 2009. The result of that review was to retain the basis of the present allowances unchanged for the two positions with movements to be in conjunction with the wages price index. This brought the escalation factor for allowances in line with Elected Member allowances across councils.

The escalation factor used for elected member allowances remains the wages price index and it is deemed appropriate that the President and Vice President Honorariums continue to escalate on the same basis.

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

The resultant application of the wages price index has meant allowances for 2015/16 were:

- President allowance \$45,246 per annum.
- Vice President allowance \$11,312 per annum.

**6 RULES OF THE LOCAL GOVERNMENT ASSOCIATION OF TASMANIA \***

**Central Coast Council/Kingborough Council**

**That the Rules as amended be adopted in full (replaced).**

**Amendment Motion**

**City of Hobart/Central Coast Council**

**That Item 3 be altered to read -**

- 3. Allow GMC some discretion to negotiate motions based on agreed criteria.**

**Carried**

**Central Coast Council/Kingborough Council**

**That the Rules as amended, including the change to Item 3, be adopted in full (replaced).**

**Carried**

At the April 2016 General Meeting, Members agreed in principle to the following changes to the LGAT Rules:

1. That pending further advice, the Rules be adopted in full including the amendments (replaced) as opposed to simply adopting the amendments, in accordance with legal advice.
2. Ensure differentiation between motions which seek LGAT to take an action (Directive) and those which are designed to secure a sectoral policy position (Standing Policy).
3. Allow GMC some discretion to reject motions based on agreed criteria.
4. That it be made clear that authority to nominate for GMC must come from a council meeting decision or legal delegation.
5. That the nomination form be incorporated in the LGAT Rules.
6. That it be made clear that the voting delegate can also vote on amended motions at the General Meeting. That the terminology be changed to make it clear this is not a delegation under s22 of the Local Government Act.
7. That there is specific allowance for the suspension of the Rules for Items of Topical Discussion and guest speakers.
8. That references to the Welfare Fund be changed to LGAT Assist.
9. That the Rules reflect the changes that have resulted from the merger of Quadrant Superannuation to Tasplan.

10. That further clarity be provided in relation to the timing of an election triggered by a casual vacancy.
11. The Rule Changes agreed at the 2015 AGM be incorporated in the new/updated Rules document.

LGAT engaged Simmons Wolfhagen to undertake the drafting work and two versions of the Rules are at **Attachment to Item 6** , one with and, one without tracked changes.

The background to, and detail on, the proposed changes, as provided to the April 2016 General Meeting, is also outlined in **Attachment to Item 6**.

Further changes have been made to reflect current practice and remove ambiguity. These are:

1. Outlining a process to be undertaken in the event of a tied election which aligns with the Local Government Act, namely allowing for the drawing or casting of lots.
2. The objects (Section 4) have been redrafted to align with the Local Government Act.
3. Allowing for Rule changes to be made outside an AGM in an emergency (10 (e)).
4. Removing reference to an Executive Committee of GMC, which is not used in practice and can be accommodated by other Committee and delegation provisions.
5. Allowing for GMC to resolve matters out of session (22(d))
6. Aligning delegations to ALGA with the ALGA rules.

### **Budget Impact**

Within current resources.

### **Current Policy**

As per the 22 April 2016 General Meeting.

