



ANNUAL GENERAL MEETING

AGENDA

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 22 July, 2015
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
12.00 - 4.00pm
Planning Workshop
Lower Ground Floor Conference Room
Hobart City Council



WEDNESDAY 20 JULY 2016

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

THURSDAY 21 JULY 2016

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

FRIDAY 22 JULY 2016

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



2016 ANNUAL GENERAL MEETING

The President, Mayor Doug Chipman, will welcome Members, declare the Annual General Meeting open and accept apologies.

1 MINUTES OF 103RD ANNUAL GENERAL MEETING *

Decision Sought

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

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

Decision Sought

That the President's report be received.

The President will present his report to the 2016 Annual General Meeting.



3 FINANCIAL STATEMENTS TO 30 JUNE 2015 *

Decision Sought

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

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. |

4 BUDGET AND SUBSCRIPTIONS 2016/17 *

Decision Sought

That the Meeting adopt the Budget and Subscriptions as presented.

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

Decision Sought

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.

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 *

Decision Sought

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

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.



7 REPORTS FROM BOARD REPRESENTATIVES *

Listed below are the bodies on which the Association had statutory representation in the 2014/15 financial year.

Representatives on 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**
Clr Andrew Downie, Central Highlands Council
- **Community Review Committee - Threatened Species Protection Act 1995**
Ms Liz Quinn, Kingborough Council
- **LGAT Assist**
Mr Kay Reeves
- **Local Government Board**
Mrs Elizabeth Gillam
- **Marine Farming Planning Review Panel**
Mayor Jock Campbell, Clarence City Council
- **State Fire Commission**
Mr Rod Sweetnam, Launceston City Council, Clr Hannah Rubenach, Break O'Day Council
- **State Fire Management Council**
Ms Belinda Loxley, Kingborough Council
- **State Grants Commission**
Mr Grant Atkins and Mr Rodney Fraser
- **Tasmanian Heritage Council**
Ms Danielle Gray, Kingborough Council; Ald Robin McKendrick, City of Launceston
- **Tasmanian Library Advisory Board**
Ald Sandra French, Burnie City Council, Clr Dick Adams, Northern Midlands Council; Ald James Walker, Clarence City Council;
- **Tasmanian Planning Commission**
Mr Michael Stretton, Waratah Wynyard Council

The reports received for presentation are at **Attachment to Item 7**.

Decision Sought

- (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.

8 CLOSURE

