



ANNUAL GENERAL MEETING

AGENDA

To be submitted to the

**ONE HUNDRED AND NINTH SESSION
OF THE ASSOCIATION**

**Will be held on
30 June 2021**

**Commencing at
11.00am**

Via Webinar

1-125
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* Denotes Attachment

FORMAL NOTICE OF MEETING

**NOTICE IS GIVEN THAT THE
One Hundred and Ninth Annual General Meeting
of the Association
will be held on
30 June 2021
Commencing at
11.00am
Via Webinar**

**NOTICE IS ALSO GIVEN THAT THE
Association's General Meeting
will be held on
5 August 2021
To consider
Local Government Policy and Motions
from Member Councils
Commencing at
9.30am
At
Wrest Point Casino**

**Dion Lester
CHIEF EXECUTIVE OFFICER**

2021 ANNUAL GENERAL MEETING

The President, Mayor Christina Holmdahl, will welcome Members and acknowledge and pay respect to the Tasmanian Aboriginal Community as the traditional and original owners and continuing custodians of this land.

1 MINUTES OF 108TH ANNUAL GENERAL MEETING *

Decision Sought

That the Minutes of the 108th Annual General Meeting, held 22 July 2020 be confirmed.

The Minutes of the 108th Annual General Meeting of the Local Government Association of Tasmania, held in Hobart on 22 July 2020, 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 her report to the 2021 Annual General Meeting.

Decision Sought

That the Financial Statements for the period 1 July 2019 to 30 June 2020 be received and adopted.

The General Management Committee recommends consideration and adoption of the Association's Financial Statements for the period 1 July 2019 to 30 June 2020, an abridged version of which are included at **Attachment to Item 3**.

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

A copy of the Association's Profit and Loss report for the period 1 July 2020 to 31 May 2021 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 four weeks remained to the end of the financial year with year-end adjustments also pending. Given the uncertainties at the time of preparing the 2020/21 budget it is anticipated that the final result for the year will see a minor deficit. This is a better than expected result given the budget was for a deficit of \$74,463. Items of note are:

- We were able to deliver a reduced scale conference resulting in unbudgeted registration and sponsorship income;
- An increase in revenue from insurance commissions;
- The Covid-19 Pandemic impacted travel and with the introduction of online meetings has resulted in underspends in both intrastate and interstate travel; and
- General under expenditure in areas such as consultant's fees also contributed to the better than expected result.

Decision Sought

That the Meeting endorse the adoption of the 2021-2022 LGAT Budget and Subscriptions.

Income

While the year ahead is likely to be returning closer to a typical (or pre-COVID) year there is still a level of uncertainty. LGAT's revenue related to events, training and sponsorship has been difficult to predict during the past 12 months and this remains the case for the year ahead. The budget includes an increase on revenue from events and training on last year, but not to the same levels typically experienced pre-COVID.

We are budgeting for close to a return to normal in both expenditure and income for the Annual Conference. At the time of writing all sponsorship packages and trade booths had been sold and ticket sales had commenced.

LGAT Procurement income has steadily increased over the past five years, and this is expected to continue over the next few years. However, for the year ahead the outlook is uncertain given many councils purchasing activity may be curtailed as they recover from the budget impact of COVID. Given this, we are budgeting for no net increase in procurement income on 2020/21 levels.

The historically low interest rates continue to negatively impacted on income.

We still have some unexpended advertising funds in reserve we can draw on, so we have not sought to put a call upon members for advertising this year. However, the Community Satisfaction Survey will continue to have an annual allocation.

Expenditure

The most significant expenditure item in the LGAT budget is staff wages. This year a 2% salary increase is proposed. The Hobart Consumer Price Index (CPI) is currently sitting at 0.77% and the Tasmanian Wage Price Index (WPI) at 1.41%. Last year, when LGAT staff received a 1.5% salary rise, the CPI and WPI were 2.73% and 2.59% respectively. It should also be noted that most council EAs currently provide for a 2.5% increase and those currently undertaking negotiations are predominantly in the range of 2% – 3%. State Government employees received a 2.3% increase in December 2020 and will receive a further 2.35% this December.

There is an additional \$20,000 expense (under special projects) included for consultancies to support the TasWater Expert Advisory Group formed in late 2020.

Superannuation liability has been modelled on a 13.5% employer contribution, as from 1 July 2021 the minimum employer contribution is to increase from 9.5% to 10%. LGAT contributes the minimum employer contribution plus 3.5%.

Other changes to expenditure items include:

- ALGA subscriptions will increase by 2%;
- Staff leave liabilities has increased as a result of most staff carrying more leave than usual given the COVID constraints. However, staff must comply with the policy and not carry more than 12 weeks accrued annual leave;
- Insurance costs have increased by almost \$9,000;
- We are continuing to see savings related to changes in telephone and data contracts; and
- Travel expenses have been returned to almost pre-COVID levels given the expected increase in face to face meetings.

Other Matters

The additional grant funding we secured last year from the State Government to extend the Health and Wellbeing Project for a further two years does not appear on the budget as is held in a separate account.

No expenses have specifically been allocated for any work arising as a result of the State Government's local government reform program as any costs are hard to predict at this stage. It is suggested that should consultant or other costs arise then this be funded via a call on members or from the unexpended advertising funds in reserve.

Net Result

The budget anticipates a deficit of \$22,374.

Subscriptions

This is the fourth year of applying our new subscription formula agreed at the 2017 AGM. That formula comprises a flat fee of 40 per cent and population and revenue fees of 30 per cent each, 8 revenue categories and 8 population categories and a 10 per cent collar and cap.

A 2% increase in overall subscriptions has been budgeted for 2021/22. In addition, there are a number of councils that have had category movements, although the impact of this movement is mitigated by the cap and collar adjustments. The changes are:

Council	% Increase from last year	Reason
Brighton	9.14	Revenue increase
Derwent Valley	6.3	Revenue increase
Dorset	5.92	Revenue increase
George Town	5.92	Revenue increase
Hobart	6.66	Population increase
Tasman	10	Revenue increase

A copy of the Draft Budget and Subscriptions for the 2021/2022 Financial Year are at **Attachment to Item 4.**

5 PRESIDENT AND VICE PRESIDENT HONORARIUMS

Decision Sought

<p>That the President's and Vice President's allowance for the period 1 July 2021 to 30 June 2022 be adjusted in accordance with the movement in the Wages Price Index.</p>
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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.

As advised by the President and Vice President following the 2020 AGM, they chose not to accept the WPI increment for the 20-21 year but, that the increase would be 're-imbursed' back to LGAT.

In order to maintain the level of the Honorariums going forward, the application of the wages price index would have meant that allowances for 2020/21 would have been:

- President allowance \$50,792 per annum.
- Vice President allowance \$12,697 per annum.

GMC sitting fees will also be adjusted by the wages price index.

Decision Sought

That Members endorse the changes to the LGAT Rules.

Background

In the past there has been occasional negative feedback from Members on the cost of attending LGATs AGM when it was felt there should be no cost to attend the AGM. The costs were associated with venue hire and catering as a result of the AGM historically being alongside a General Meeting and directly preceding the LGAT Annual Conference, at Wrest Point.

In 2020 LGAT switched to an online AGM as a result of COVID-19 restrictions. This event was very successful, and it has been decided to trial this format again this year with the General Meeting and Annual Conference to be delivered separately on 5 - 6 August. The LGAT Rules do not prevent separating the AGM and the traditional General Meeting that has followed the AGM, however the drafting of the Rules could be improved to support this occurring.

The General Management Committee (GMC) is proposing that the Rules are amended to accommodate for circumstances where the AGM is conducted separately to the General Meeting, as is the case this year.

To accompany these changes to the Rules, a number of other minor changes are proposed to improve the functioning of the Rules. Each of the proposed changes are outlined below:

- The removal of specific months from the Rules, where relevant, and replacement with periods (i.e. "at least 3 months before").
- Insert an ability within the Rules for the GMC to "determine specific procedures relating to the conduct of GMC". This gives the existing GMC Governance Framework a head of power within the Rules.
- Removal of GMC nominating Directors for the TasPlan Board, as this no longer occurs;
- Extending the period for when the Vice President takes up the office of President (when the role is vacated midterm) from six to nine months, this is purely practical as at six months the situation could arise that a by-election for President could occur less than three months prior to a full GMC election.
- Picking up the existing "collar and cap" subscription arrangements in the Rules.

A track change version of the Rules is included at **Attachment to Item 6**, as is the updated Governance Framework.

Budget Impact

Being undertaken within current resources.

Current Policy

Strategic Plan

- Building Local Government's reputation.

7 LGAT ANNUAL PLAN *

Decision Sought

That Members note the report against the LGAT Annual Plan.

Background

At **Attachment to Item 7** is a report against the LGAT Annual Plan for consideration.

A new LGAT Strategic Plan will be prepared in September. Members are encouraged to participate in our Performance and Improvement Survey to inform the new Strategic Plan - see link [here](#)

Budget Implications.

Within current budget.

8 REPORTS FROM BOARD REPRESENTATIVES *

Decision Sought

- That the reports from representatives on various bodies be received and noted.**
- That Members acknowledge the time and effort put in by all Association representatives on boards, working parties, advisory groups and committees etc.**

Listed below are the bodies on which the Association had statutory representation in the 2020/2021 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.

- **26TEN**
Mayor Daryl Quilliam, Circular Head Council
- **Animal Welfare Advisory Committee**

Clr Rob Churchill , Glamorgan Spring Bay

- **Community Support Levy Charitable Organisations Grants Round Advisory Group**
Mr John Davis, City of Launceston
- **Family Violence Consultative Committee**
Mayor Mary Knowles OAM, Northern Midlands Council
- **Forest Practices Advisory Council**
Ms Jo Oliver
- **LGAT Assist**
Mrs Jill Taylor
- **Local Government Board**
Currently awaiting confirmation from the Ministers Office
- **Premiers' Physical Activity Council**
Ald Heather Chong, Clarence City Council
- **State Fire Commission**
Chris Hughes, Break O'Day Council
- **State Fire Management Council**
Ms Melanie Kelly, Glamorgan Spring Bay Council
- **State Grants Commission**
Mr Greg Preece and Ms Katherine Schaefer
- **Tasmanian Heritage Council**
Ald Jim Cox, Launceston City Council, Mr Simon Angilley, Central Coast Council;
- **Tasmanian Library Advisory Board**
Ms Yolanda Sam, City of Hobart, Clr Dick Adams, Northern Midlands Council; D/Mayor Mary Duniam, Waratah Wynyard Council; Ald Simon Fraser, Glenorchy City Council
- **Tasmanian Planning Commission**
Currently awaiting confirmation from the Ministers Office
- **Tasmanian Spatial Information Council**
Ms Emily Brown, City of Hobart
Currently awaiting confirmation of term renewal
- **Tasmanian Suicide Prevention Committee**
Mayor Annette Rockliff, Devonport City Council
- **Threatened Species Protection Act 1995 - Community Review Committee -**
Nikki Den Exter, Kingborough Council

The reports received for presentation are at **Attachment to Item 8** and, any further reports received will be made available online as an additional attachment.

9 CLOSURE



ANNUAL GENERAL MEETING

MINUTES

To be submitted to the

**ONE HUNDRED AND EIGHTH SESSION
OF THE ASSOCIATION**

**Was held on
22 July 2020**

Via Webinar

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* Denotes Attachment

FORMAL NOTICE OF MEETING

**NOTICE IS GIVEN THAT THE
One Hundred and Eighth Annual General Meeting
of the Association
will be held on
22 July 2020
Commencing at
10.00am**

**NOTICE IS ALSO GIVEN THAT THE
Association's General Meeting
will be held on
22 July 2020
To consider
Local Government Policy and Motions
from Member Councils**

**Commencing immediately following
the conclusion of the
Annual General Meeting
on Wednesday 22 July 2020.**

**All sessions to be held at
Via Webinar**

**Katrena Stephenson
CHIEF EXECUTIVE OFFICER**

2020 ANNUAL GENERAL MEETING

The President, Mayor Christina Holmdahl welcomed Members and declared the Annual General Meeting open at 10.05am.

The President acknowledged and paid respect to the Tasmanian Aboriginal Community as the traditional and original owners and, continuing custodians.

Apologies were received from -

Mr Tim Watson	Dorset Council
Mayor Albert van Zetten	Launceston City Council
Mr Michael Stretton	Launceston City Council
Mayor Greg Keiser	George Town Council
Mayor Tony Foster	Brighton Council
Mayor Doug Chipman	Clarence City Council
Lord Mayor Anna Reynolds	City of Hobart
Mayor Jan Bonde	Central Coast Council
Mayor Annie Review	Flinders Island
Kim Hossack	Tasman Council
Mayor Wayne Johnston	Meander Valley Council
Mr John Jordan	Meander Valley Council

1 MINUTES OF 107TH ANNUAL GENERAL MEETING *

City of Hobart/Dorset Council

That the Minutes of the 107th Annual General Meeting, held 3 July 2019 be confirmed.

Carried

The Minutes of the 107th Annual General Meeting of the Local Government Association of Tasmania, held in Hobart on 3 July 2019, as circulated, are submitted for confirmation.

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

2 PRESIDENT'S REPORT

Central Highlands Council/Dorset Council

That the President's report be received.

Carried

It's fair to say that it was not quite the year LGAT or any of us had planned! The COVID 19 pandemic forced us to quickly shift our focus and priorities.

I read an article that outlined the 8 phrases people never wanted to hear again in relation to COVID-19. They included unprecedented, uncertain, trying times, the new normal and uncharted territory.

In reality it has been all those things and more and Tasmanian councils and LGAT proved, yet again, that as a sector we are more than capable of meeting a range of challenges head on. Over the COVID period LGAT has worked hard to assist councils as they adjust their processes and we provided broad support and advice to councils on how to respond to public health directions and business requirements.

We provided advice in relation to the prompt development of Pandemic and Business Continuity plans, distributed information, including updates from the Public Information Unit and daily updates from the Premier.

We produced and distributed guidelines about remote meetings and resuming face to face meetings, developed a model hardship policy, an application form and commercial addendum,

and collected data to support advocacy including to the Federal and State Governments and the Premiers Economic and Social Advisory Council.

Our COVID webpage provided a central hub about not only what LGAT was doing but a regularly updated overview of Council relief measures.

Despite the impact of COVID 19 on LGAT events and training, I am pleased to advise that we ended the year in a strong budget position. However, COVID 19 will undoubtedly impact on LGAT's 2020-21 budget given the cancellation of our conference, as it will on our 29 member councils. Despite that, and recognizing the impacts across the sector, the 20-21 budget has been set with no overall increase to subscriptions.

It is always difficult deciding what to touch on to give you a flavor of what the LGAT Team has achieved and delivered over the year so I thought I'd start with some numbers. Over 2019-20 LGAT staff advocated through meetings, submissions and letters 172 times; delivered 70 events and training opportunities; issued 110 publications, media releases, letters to the editor and opinion pieces; had over 2000 social media impressions; and participated in over 400 meetings to engage with a broad array of stakeholders, giving our members excellent value for money.

Over the last 12 months the LGAT team has continued to prosecute a strong policy and advocacy agenda. After years of advocacy from LGAT we finally saw the release of the Tasmanian Government's Draft Waste Action Plan which picked up on the key recommendations from LGAT including establishing a state-wide waste levy and introducing a container refund scheme.

Also, in the waste space LGAT scoped state-wide waste governance arrangements and proposed a joint State and Local Government owned entity to oversee waste and resource recovery in Tasmania. The Government is currently considering this proposal.

Leadership by LGAT and the Local Government sector on waste management and resource recovery is clearly recognised by the State Government, as is signalled by the invitation to participate on the Government's interdepartmental waste committee.

Beyond COVID, there was plenty going on in emergency management over the last year including publication of Municipal Emergency Management Guidelines and supporting videos to assist Municipal Emergency Management committees in undertaking their roles.

After strong sustained advocacy we saw the appointment of three regional Planners by SES to support the Municipal Committees – just two examples.

The success of the Local Government Community Health and Wellbeing Project which was due to conclude in June, led to the Department of Health and Human Services offering funding for a

further two years. This Project has provided opportunities to share examples of the outstanding work of council officers across Tasmania.

Much of this real and meaningful work was not known outside local communities and a greater appreciation of the importance of that work is being built inside and outside of our sector. Often it is small incremental advocacy wins that make a difference. For example, last year we successfully advocated to the State Government for it to reveal to the public their previously confidential set of coastal hazard management principles. This has helped council coastal managers to better interface with those principles and helped the public understand the State's stance as a coastal manager.

Interestingly, LGAT's advocacy has also helped DPIPWE personnel dealing with coastal hazard management inquiries from the public to better resolve issues.

In addition, we have helped STCA councils participating in developing a Regional Coastal Hazards Strategy to connect their work to the State's position and work toward creating consistency between coastal managers. This small behind-the-scenes change has been quite impactful.

As well, LGAT has continued to focus on building the range of service offerings available to members.

LGAT Procurement continues to expand offerings and to liaise strongly with councils and suppliers. Councils spent nearly \$14m under the contracts in the 12 months to end March 2020, a 139% increase in spend compared to the preceding year. The total estimated savings for councils for the same period was in excess of \$2.5 million, a 125% increase in savings compared to last year, and more than double what was paid in subscriptions.

In addition to the total estimated savings, councils saved approximately \$819,000 on public lighting during the 2019/20 financial year.

We continued to build on tools and templates available to Members.

Last year saw the ongoing development of the Workplace Behaviours Toolkit and model employment contracts. To support Elected Members and council officers in managing their social media presence, LGAT developed a new series of online resources supported with a series of regional training workshops.

The last 12 months also saw the updating of the Tasmanian Municipal Standard Drawings and the addition of a complementary written specification. The Tasmanian Standard Drawings have been supporting councils since 2013 with depiction of a range of common construction standards. Now both the updated drawings and written specification are available on LGAT's website.

We continue to build understanding of councils' roles and great work through our in-house publications such as Pulse and LGTas, our website and social media and through our interactions with the broader media including through media releases, opinion pieces and interviews.

Disappointingly I am not presenting this year's AGM report as part of our conference proceedings, with COVID 19 having impacted on a number of planned events and professional development opportunities. However, up until March we had delivered a range of successful events including our 2019 Conference; Elected Member Weekend, Mayors and General Manager Workshops, a stakeholder thank you and the International Women's Day awards lunch.

We also partnered with a range of organisations to deliver workshops for members such as Storytelling for Leaders with TasCOSS and workshops on data access and analysis with AURIN. LGAT and the City of Hobart secured funding and successfully hosted free state-wide workshops on LGBTI for council staff involved in workplace relations and service delivery.

We are adopting innovative approaches to delivering events online. As such we finished the financial year with a webinar titled "Leading in the time of a Pandemic", including a special address by the Premier. We look forward to progressing with our online and face to face calendar as the year progresses.

As you will see in later reports to the AGM, LGAT is going to let the dust settle a little before trying to pin down our priorities for 2020-21 but of course a number of them that we identified this year may well feature again. After all, we will still be driving the waste management reform agenda, continuing to support councils to implement planning reform and through the next stages of the Local Government Legislative Reform.

We have received additional funding for Health and Wellbeing and we will be able to take the findings of the engagement work around 21st Century Councils, and collectively with the sector, determine the next steps.

LGAT will still be working to deliver a range of professional development experiences and I look forward to next year's AGM once again being attached to our conference.

Before I conclude this report I wish to remind you all of the fantastic LGAT team, that has served us so well through the last year. Led by CEO Katrena Stevenson this small team of twelve has delivered an extraordinary amount of work for our sector. That work has at all times been of the highest professional standard and with total commitment.

That famous saying "the show must go on" could not have been better illustrated by the LGAT team throughout the Covid 19 lockdown. It pulled together and continued delivering.

On behalf of the sector I thank them all.

I have been grateful too for the support of a fantastic GMC that brings energy and ideas to the table every time we meet and in between as well, thank you one and all.

Finally, I want to acknowledge all the hard working elected members and officers across the Local Government sector.

LGAT works for you but also with you. Without your inputs and contributions and fantastic delivery on the ground, the effectiveness of LGAT in advocating for the sector would be extremely limited.

3 FINANCIAL STATEMENTS TO 30 JUNE 2019 *

Break O'Day Council/Central Highlands Council

That the Financial Statements for the period 1 July 2018 to 30 June 2019 be received and adopted.

Carried

The General Management Committee recommends consideration and adoption of the Association's Financial Statements for the period 1 July 2018 to 30 June 2019, an abridged version of which are included at **Attachment to Item 3**.

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

A copy of the Association's Profit and Loss report for the period 1 July 2019 to 11 June 2020 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 three weeks remained to the end of the financial year with year-end adjustments also pending. It is anticipated that there will be an unanticipated surplus (approximately \$75,000) with items below being of note –

- Procurement activity continues to increase resulting in an additional \$57,000 income;
- The Covid-19 Pandemic impacted general expenses resulting in underspends around travel (ALGA meetings and Presidents travel), staff training and general running costs; and
- General under expenditure in areas such as consultants' fees also contributed to the surplus.

Devonport City Council/Break O'Day Council

That the Meeting endorse the adoption of the 2020-2021 LGAT Budget and Subscriptions.

Carried

Income

This is an unusual budget year. LGAT's non subscription revenue related to events, training and sponsorship has, and will be, significantly impacted for the year ahead. However, LGAT has a strong balance sheet and is able to weather a deficit budget while holding subscription increases to 0% for the second year in a row.

The inability to deliver our conference and usual events and attract related sponsorship is anticipated to reduce LGAT's income by nearly \$300,000. We also expect some downturn in fees and commissions and continued poor performance in relation to interest. We still have some unexpended advertising funds and reserves we could draw upon so have not sought to put a call upon members for advertising this year. However, the Community Satisfaction Survey will continue to have an annual allocation.

No income or expenses have specifically been allocated for the Charitable Rates work and it is suggested that should this exceed funds available through unexpended advertising or the expenses allocation for consultants that it be funded from LGAT reserves as previously discussed.

Southern Councils have engaged LGAT under an MOU for support on waste matters and this is captured as income but will be fully expended as a salaries expense related to the fixed term Project Officer and Policy Director time.

Expenditure

Recognising that some councils will apply wage increases under their Enterprise Agreements (EAs) and that other councils will not apply an increase as a result of delayed enterprise bargaining, LGAT has taken a balanced approach to wages, budgeting an increase of 1.5%. This does not impact subscriptions, just the underlying position for LGAT. The budget impact of applying an increase is \$15,395. It should be noted that most council EAs currently provide for a 2.5% increase.

Other changes to expenditure items include:

- All procurement expenses, including advertising and travel, are now represented as a separate expense item and consequently estimated expenditure on advertising and travel have been reduced;
- ALGA is unlikely to increase subscriptions;

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- It is difficult to estimate other employee entitlements to leave as it is likely that staff may carry more leave than usual given the COVID constraints. However, staff must comply with the policy and not carry more than 12 weeks annual leave;
- The printing and publication budget has been reduced as we do more online and have more in-house design capacity;
- We are continuing to see savings related to changes in telephone and data contracts.
- Cleaning expenses have increased under COVID; and
- Decreased travel expenses are anticipated as we make greater use of online meetings.

Other Matters

Additional grant funding is to be provided by the State Government to extend the Health and Wellbeing Project for a further two years. This does not appear on the budget as these funds are held in a separate account.

Net Result

The anticipated deficit is -\$74,463.00

Subscriptions

This is the third year of applying our new subscription formula agreed at the 2017 AGM. That formula comprises a flat fee of 40 per cent and population and revenue fees of 30 per cent each, 8 revenue categories and 8 population categories and a 10 per cent collar and cap.

A 0% increase in overall subscriptions has been budgeted for 2020-21. However, because of category movements and resultant cap and collar adjustments, there are (mostly minor) shifts in subs payable by council.

Only two councils will have subscriptions that go up by more than \$1000 and these are Flinders Island and Latrobe. Flinders moved up a population category and Latrobe moved up a revenue category based on the ABS and State Grants data. Four councils, Brighton, Derwent Valley, George Town and Tasman went down a revenue category. Glamorgan Spring Bay and Southern Midlands have had movement downwards as a consequence of the collar cap adjustments throughout.

A copy of the Draft Budget and Subscriptions for the 2020-21 Financial Year are at **Attachment to Item 4.**

Break O'Day Council/Central Highlands Council

That the President's and Vice President's allowance for the period 1 July 2020 to 30 June 2021 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.

The resultant application of the wages price index has meant allowances for 2019/20 were:

- President allowance \$49,602 per annum.
- Vice President allowance \$12,400 per annum.

GMC sitting fees will also be adjusted by the wages price index.

6 LGAT ANNUAL PLAN ***Flinders Council/Devonport City Council****That Members note the report against the LGAT Annual Plan.****Carried****Background**

At **Attachment to Item 6** is a report against the LGAT Annual Plan for consideration.

Members were also provided copies of LGAT's Strategic Plan for 20-21 with updated priorities and a related workplan. Copies are also at **Attachment to Item 6** for reference.

Budget Implications.

Within current budget.

Circular Head Council/Glamorgan Spring Bay Council

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

Carried

Listed below are the bodies on which the Association had statutory representation in the 2018/2019 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 Rob Churchill , Glamorgan Spring Bay
- **Family Violence Consultative Committee**
Mayor Mary Knowles OAM, Northern Midlands Council
- **Forest Practices Advisory Council**
Mr Shane Wells, Glamorgan Spring)
(A new representative has been appointed - awaiting final confirmation from Minister)
- **LGAT Assist**
Mrs Jill Taylor
- **Local Government Board**
Mr Greg Preece
- **State Fire Commission**
Chris Hughes, Break O'Day Council
- **State Fire Management Council**
Ms Melanie Kelly, Kingborough Council
- **State Grants Commission**
Mr Greg Preece and Mr Rodney Fraser
- **Tasmanian Heritage Council**
Ald Jim Cox, Launceston City Council, Ms Danielle Gray, Kingborough Council;
(Nominations have been sought to replace Danielle Gray with confirmation pending)
- **Tasmanian Library Advisory Board**
Ms Yolanda Sam, City of Hobart, Clr Dick Adams, Northern Midlands Council; Jackie Merchant, Central Coast Council; Ald Simon Fraser, Glenorchy City Council
- **Tasmanian Planning Commission**
Mr Michael Stretton, Launceston City Council
- **Tasmanian Spatial Information Council**
Ms Emily Brown, City of Hobart
- **Tasmanian Suicide Prevention Committee**
Mayor Annette Rockliff, Devonport City Council
- **Threatened Species Protection Act 1995 - Community Review Committee -**
Nikki Den Exter, Kingborough Council

The reports received for presentation are at **Attachment to Item 9.**

8 CLOSURE

There being no further business the President, Mayor Christina Holmdahl declared the Meeting closed at 10.54 am.

LOCAL GOVERNMENT ASSOCIATION OF TASMANIA
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Statement of Financial Position
as at 30 June 2020

	Note	Assist 2020 \$	General 2020 \$	Assist 2019 \$	General 2019 \$
Assets					
Current assets					
Cash and cash equivalents	3	164,879	871,824	810,871	1,015,711
Trade and other receivables	4	-	164,802	-	55,348
Financial assets	5	885,864	1,485,000	231,430	1,540,000
Other assets	6	194	44,350	5,195	107,046
Total current assets		1,050,937	2,565,976	1,047,496	2,718,105
Non-current assets					
Financial assets	5	4,119	500,000	21,091	500,000
Property, plant and equipment	7	-	1,151,573	-	968,627
Intangible assets	8	-	4,030	-	7,132
Total non-current assets		4,119	1,655,603	21,091	1,475,759
Total assets		1,055,056	4,221,579	1,068,587	4,193,864
Liabilities					
Current liabilities					
Trade and other payables	9	7,615	208,616	7,872	348,521
Unexpended grant income	10	-	353,773	-	467,298
Provisions	11	-	235,863	-	193,786
Total current liabilities		7,615	798,252	7,872	1,009,605
Non-current liabilities					
Provisions	11	-	38,805	-	43,339
Total non-current liabilities		-	38,805	-	43,339
Total liabilities		7,615	837,057	7,872	1,052,944
Net Assets		1,047,441	3,384,522	1,060,715	3,140,920
Equity					
Accumulated surplus		1,047,441	3,136,325	1,060,715	3,090,920
Asset revaluation reserve		-	248,197	-	50,000
Total Equity		1,047,441	3,384,522	1,060,715	3,140,920

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

Notes to the Financial Report
For the Year Ended 30 June 2020

Financial risk management objectives and policies cont.

As at 30 June 2020 it is estimated that a decrease of one percentage point in interest rates would decrease the LGAT General's interest received by approximately \$19,884 (2018/19 \$20,299). An increase in an interest rate of one percent would have the same but opposite impact.

Liquidity risk

Liquidity risk arises from the financial liabilities of LGAT and LGAT's ability to meet their obligations to repay their financial liabilities as and when they fall due.

LGAT's liabilities are limited to normal trading and operational liabilities. The organisation is highly liquid and therefore has very limited liquidity risk exposure.

Note 14 Superannuation

During the year the Association made the required superannuation contributions for all eligible employees to an appropriate complying superannuation fund as required by the *Superannuation Guarantee (Administration) Act 1992*.

Note 15 Subsequent events

No matters or circumstances have arisen since the end of the financial year which significantly affect the operations or the financial position of the organisation.

	General 2020 \$	General 2019 \$
Note 16 Detailed statement of general account - revenue and expenditure		
Revenue		
Government grants	124,337	120,142
Fees and commissions	222,503	146,661
Interest - general account	42,193	67,649
Interest - building proceeds	1,238	2,197
Interest - Government Grants	754	2,699
Surplus/(Deficit) on sale of plant and equipment	(2,006)	(510)
Sponsorship, Professional development	308,405	386,669
Subscriptions	1,245,794	1,245,937
Other subscriptions	-	55,000
Rentals	-	4,275
Community Satisfaction Survey	-	28,350
Waste Strategy	19,392	65,774
Other	-	7,333
	1,962,610	2,132,176
Expenditure		
Advertising	7,689	4,013
Accommodation expenses	1,640	2,487
Accounts administration	11,948	12,310
ALGA	111,146	123,443
Amortisation - computer software	3,102	2,549
Annual conference	142,930	147,471
Auditors' remuneration	12,184	14,820

LOCAL GOVERNMENT ASSOCIATION OF TASMANIA

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Notes to the Financial Report
For the Year Ended 30 June 2020

	General 2020 \$	General 2019 \$
Note 16 Detailed statement of general account - revenue and expenditure (cont'd)		
Catering	1,373	1,954
Cleaning	10,174	12,001
Consultancy fees	48,033	52,952
Council careers and skills shortage	7,193	33,816
Community Satisfaction Survey	-	28,350
Cost Recovery - grant administration	(50,944)	(47,345)
Depreciation - buildings	8,125	8,125
Depreciation - computers	12,649	11,145
Depreciation - motor vehicles	15,931	19,402
Depreciation - furniture and equipment	1,456	1,730
Division 43 Deduction	286	46
Fringe benefits tax	12,692	12,480
Land & buildings running costs	1,261	3,717
Insurance	48,571	40,230
Members emoluments	65,663	66,677
Motor Vehicle - running expenses	5,857	8,375
Motor Vehicle - repairs and maintenance	1,862	1,748
Network and internet	10,969	8,663
Other expenses	6,512	13,530
Postage	3,273	4,230
Power	7,749	8,818
Printing and publications	5,947	10,196
Professional Development Activities	41,266	77,338
Rates and taxes	13,443	12,933
Rentals	1,785	1,174
Salaries, wages and employee benefits (incl. Grant Staff)	1,040,816	971,406
Software	9,450	625
Sponsorship	3,550	-
Stationery	1,778	1,176
Subscriptions - general account	6,575	11,667
Superannuation contribution (incl. Grant Staff)	129,719	113,565
Telephone	7,048	16,698
Travelling Expenses	27,015	31,959
Waste strategy	30,004	52,367
Government grants expenditure (excluding wages and superannuation):		
HW	23,704	13,007
STEWE	1,000	-
DPAC - Good Governance	-	4,000
SES - Disaster Resilience	2,000	3,400
LG Reform	23,127	45,500
Liveable Communities	15,000	9,587
IT Strategies	24,654	26,025
Total expenses	<u>1,917,205</u>	<u>2,000,360</u>
Operating surplus/(deficit) - general account	45,405	131,816

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

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Notes to the Financial Report
For the Year Ended 30 June 2020

	Assist 2020	Assist 2019
Note 17 Detailed statement of LGAT Assist account - revenue and expenditure		
Revenue		
Interest on Loans	22,162	26,780
Other Interest Revenue	10,267	17,668
Miscellaneous Income	30	-
Sponsorship	-	4,545
	<u>32,459</u>	<u>48,993</u>
Expenditure		
LGAT Assist Accounts Administration	39,171	38,563
Auditors Remuneration	4,601	4,940
Bad Debts Written Off/(Recovered)	(648)	3,449
Donations and Research Projects	2,500	10,000
Grants to Members – Welfare	-	3,500
Other Expenses – Welfare	109	76
Total Expenses	<u>45,733</u>	<u>60,528</u>
Operating surplus/(deficit) – LGAT Assist	<u>(13,274)</u>	<u>(11,535)</u>

Note 18 Commitments

At 30 June 2020 the Association had no outstanding commitments.

Note 19 Fair Value Measurements

The Association measures and recognises the following assets and liabilities at fair value on a recurring basis after initial recognition:

- Financial assets at fair value through profit or loss;
- Freehold land and buildings.

Fair value hierarchy

AASB13: *Fair Value Measurement* requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurements into one of three possible levels based on the lowest level that an input that is significant to measure can be categorised into as follows:

Level 1	Measured based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.
Level 2	Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.
Level 3	Measurements based on unobservable inputs for the asset or liability.

The following table provides the fair value of the Association's assets and liabilities measured and recognised on a recurring basis after initial recognition and their categorisation within the fair value hierarchy:

LOCAL GOVERNMENT ASSOCIATION OF TASMANIA
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Notes to the Financial Report
For the Year Ended 30 June 2020

Fair Value Measurements (cont'd)	Level 1	Level 2	Level 3	Total
Financial assets:				
		30/06/2020		
Other financial assets	2,653,942	236,091	-	2,890,033
Total financial assets recognised as fair value	<u>2,653,942</u>	<u>236,091</u>	<u>-</u>	<u>2,890,033</u>
Non-financial assets:				
Freehold land	-	687,500	-	687,500
Freehold buildings	-	365,625	-	365,625
Total non-financial assets recognised at fair value	<u>-</u>	<u>1,053,125</u>	<u>-</u>	<u>1,053,125</u>
Financial assets:				
		30/06/2019		
Other financial assets	2,040,000	267,571	-	2,307,571
Total financial assets recognised as fair value	<u>2,040,000</u>	<u>267,571</u>	<u>-</u>	<u>2,307,571</u>
Non-financial assets:				
Freehold land	-	550,000	-	550,000
Freehold buildings	-	325,000	-	325,000
Total non-financial assets recognised at fair value	<u>-</u>	<u>875,000</u>	<u>-</u>	<u>875,000</u>

Amounts disclosed do not include any amortisation, depreciation or impairment and are measured at gross fair value.

Note 20 Related Party Transactions

Key management personnel compensation

The totals of remuneration paid to two key management personnel (KMP) of the Association during the year are as follows:

	2020	2019
Short-term employment benefits	334,596	331,444
Post-employment benefits	40,479	38,489
Other long-term benefits	5,106	16,653
	<u>380,181</u>	<u>386,586</u>

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the Association, directly or indirectly, excluding any committee member (whether executive or otherwise) of that entity, is considered key management personnel.

Committee members compensation

The totals of remuneration paid to committee members of the Association during the year are as follows:

	2020	2019
Short-term employment benefits	65,663	61,592
	<u>65,663</u>	<u>61,592</u>

Any committee member (whether executive or otherwise) of that entity, is considered a committee member.

Local Government Association of Tasmania

Profit & Loss [Budget Analysis]
July 2020 To May 2021

Account No.		Selected Period	Budgeted	\$ Difference	
4-0000	Income				
4-0500	Annual Conf & Gen Sponsorship	17,642.72	10,000.00	\$7,642.72	76.43
4-0501	Annual Conference - Rego's	27,577.27	-	\$27,577.27	
4-1000	Prof Dev WShop Activities	31,318.11	20,000.00	\$11,318.11	56.59
4-1500	Cost Recoveries	(3,057.59)	-	(\$3,057.59)	
4-2000	Fees & Commissions	26,568.63	50,000.00	(\$23,431.37)	-46.86
4-2010	Fees & Comms - Procurement	61,062.98	60,000.00	\$1,062.98	1.77
4-3000	Interest	10,864.30	45,000.00	(\$34,135.70)	-75.86
4-3100	Interest - building proceeds	243.12	2,000.00	(\$1,756.88)	-87.84
4-5000	Profit Sale on Plant/Equip.	(1,225.91)	-	(\$1,225.91)	
4-5605	STWMG Secretariat Support	75,000.00	75,000.00	\$0.00	0.00
4-6000	Subscriptions	1,245,937.01	1,245,937.00	\$0.01	0.00
4-6115	Subs Comm Satisfaction Survey	12,000.00	12,000.00	\$0.00	0.00
4-6505	Media Monitoring	1,800.00	-	\$1,800.00	
	Total Income	1,505,730.64	1,519,937.00	(14,206.36)	-0.93
6-0000	Expenses				
6-1050	Accomm exp - GMC	2,941.25	3,000.00	(\$58.75)	-1.96
6-1100	Accounts Administration	12,561.05	15,500.00	(\$2,938.95)	-18.96
6-1200	Advertising	2,841.82	2,000.00	\$841.82	42.09
6-1250	ALGA - Meeting expenses	11,234.51	20,000.00	(\$8,765.49)	-43.83
6-1300	ALGA Subscription	97,492.00	98,000.00	(\$508.00)	-0.52
6-1350	Annual Conference	20,744.59	-	\$20,744.59	
6-1400	Auditors Remuneration	0.02	16,500.00	(\$16,499.98)	-100.00
6-1450	Bank Fees & Gov. Charges	573.73	2,000.00	(\$1,426.27)	-71.31
6-1500	Catering / Entertainment	1,214.86	2,000.00	(\$785.14)	-39.26
6-1600	Cleaning and Supplies	12,039.44	11,000.00	\$1,039.44	9.45
6-1650	Prof Dev - WShop Activities	22,241.17	30,000.00	(\$7,758.83)	-25.86
6-1700	Consultants Fees	9,009.00	8,000.00	\$1,009.00	12.61
6-1701	Consultants - Special Projects	1,562.00	-	\$1,562.00	
6-1705	Consult Fees - HR/IR	5,500.00	6,000.00	(\$500.00)	-8.33
6-1710	Council Advert/Better Councils	17,250.00	-	\$17,250.00	
6-1850	GMC Elections	-	2,500.00		100.00
6-1900	Fringe Benefits Tax	9,557.00	13,000.00	(\$3,443.00)	-26.48
6-2000	Depreciation Expense	34,474.00	32,500.00	\$1,974.00	6.07
6-3100	Insurance	56,795.81	50,800.00	\$5,995.81	11.80
6-3200	Land & Buildings Running Costs	4,685.20	4,000.00	\$685.20	17.13
6-3400	Members Emoluments	62,894.94	65,600.00	(\$2,705.06)	-4.12
6-3410	President travel expenses	7,230.00	6,000.00	\$1,230.00	20.50
6-3500	Network & Internet	9,311.76	10,000.00	(\$688.24)	-6.88
6-3580	Office Requisites	1,801.80	1,750.00	\$51.80	2.96
6-3600	Other & Miscellaneous	1,248.39	600.00	\$648.39	108.07
6-3800	Other Employment Entitlements	17,586.00	15,000.00	\$2,586.00	17.24
6-3900	Postage	2,547.82	3,500.00	(\$952.18)	-27.21
6-4000	Power	7,088.14	13,000.00	(\$5,911.86)	-45.48
6-4100	Printing & Publications	5,472.94	4,000.00	\$1,472.94	36.82
6-4120	Procurement Expenses	9,395.14	18,000.00	(\$8,604.86)	-47.80
6-4300	Rates & Land Tax	15,212.09	13,500.00	\$1,712.09	12.68
6-4310	Rentals	1,219.68	1,550.00	(\$330.32)	-21.31
6-4350	Repairs & Maintenance	3,661.95	3,000.00	\$661.95	22.07
6-4400	Salaries & Wages	903,668.95	977,100.00	(\$73,431.05)	-7.52
6-4500	Software	10,877.21	10,000.00	\$877.21	8.77
6-4600	Stationery	1,079.24	1,500.00	(\$420.76)	-28.05
6-4700	Subscriptions - Membership etc	5,463.85	11,000.00	(\$5,536.15)	-50.33
6-4800	Superannuation	114,249.90	127,000.00	(\$12,750.10)	-10.04
6-4900	Sponsorship/Research/Donations	950.00	-	\$950.00	
6-5100	Telephone	6,861.58	7,000.00	(\$138.42)	-1.98
6-5200	Travel - Interstate	333.05	9,000.00	(\$8,666.95)	-96.30

6-5205	Travel - Intrastate	1-1563,121.06	5,500.00	(\$2,378.94)	-43.25
6-5250	Staff Training	4,983.92	10,000.00	(\$5,016.08)	-50.16
6-6505	Media Monitoring	4,878.52	-	\$4,878.52	
6-7000	Motor Vehicle Expense	8,633.88	10,000.00	(\$1,366.12)	-13.66
6-7960	Grant Cost Recoveries	(11,143.00)	(10,000.00)	(\$1,143.00)	11.43
6-7970	LGAT ASSIST - Cost recoveries	(30,310.00)	(36,000.00)	\$5,690.00	-15.81
	Total Expenses	1,491,036.26	1,594,400.00	(100,863.74)	-6.33
	Operating Profit	14,694.38	-74,463.00	86,657.38	-116.38
8-0000	Government Grants Income				
8-1000	Enviro Dispute Resolution	11,615.98	-	\$11,615.98	
8-1025	DPAC - STEWE	5,000.00	-	\$5,000.00	
8-1500	Coastal Adapation	11,946.79	-	\$11,946.79	
8-1600	SES - Disaster Resilience	5,459.73	-	\$5,459.73	
8-2150	LG Reform Fund	158,274.38	-	\$158,274.38	
8-3150	DHHS 1 - Health & Wellbeing	154,860.17	-	\$154,860.17	
8-3170	DHHS 2 - Health & Wellbeing	150,035.25	-	\$150,035.25	
8-4000	RFDS - Obesity & Moving	13,636.36	-	\$13,636.36	
8-4200	STWMA Projects	67,252.00	-	\$67,252.00	
	Total Government Grants Income	578,080.66	-	578,080.66	
9-0000	Government Grants Expenditure				
9-1025	DPAC - STEWE	1,025.06		\$1,025.06	
9-1600	SES -Disaster Resilience	5,460.00		\$5,460.00	
9-2150	LG Reform Fund	5,105.13		\$5,105.13	
9-3150	DHHS 1 - Health & Wellbeing	94,650.32		\$92,538.32	
9-4000	RFDS - Obesity & Moving	53.15		\$53.15	
9-4200	STWMA	63,000.00		\$63,000.00	
9-6000	LG IT Strategies	9,685.20		\$9,685.20	
	Total Government Grants	178,978.86	-	176,866.86	
	Net Profit/(Loss)	413,796.18	-74,463.00	487,871.18	

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LOCAL GOVERNMENT ASSOCIATION OF TASMANIA
ESTIMATES OF INCOME & EXPENDITURE
FOR FINANCIAL YEAR ENDED 30 JUNE 2022

	2020/21	2021/22	Comparison
Income			
Subscriptions	1,245,937	1,270,856	24,919
Community Satisfaction Survey	12,000	12,000	0
Southern Councils Waste	75,000	75,000	0
Interest (Excl. Interest on grants)	45,000	12,000	-33,000
Interest on Capital from Building	2,000	500	-1,500
Project Admin/Cost Recovery	10,000	15,000	5,000
Assist Revenue	36,000	30,000	-6,000
Sector Services			0
Annual Conference Registrations	0	82,000	82,000
Annual Conference Trade and General Sponsorship	10,000	97,000	87,000
Professional Development Activities	20,000	60,000	40,000
Fees and Commissions	50,000	120,000	70,000
Procurement	60,000	60,000	0
Media Monitoring		8,100	8,100
Total Income	1,565,937	1,842,456	276,519

Expenditure			
GMC Meeting Expenses	3,000	4,000	1,000
Accounts Administration	15,500	16,500	1,000
Advertising	2,000	2,000	0
ALGA Subscriptions	98,000	99,960	1,960
Auditors' Remuneration	16,500	14,000	-2,500
Special Projects (TasWater)	0	20,000	20,000
Bank Fees and Govt Charges	2,000	1,000	-1,000
Catering, receptions, etc	2,000	2,000	0
Cleaning and Supplies	11,000	11,000	0
Community Satisfaction Survey	0		0
HR/IR Service	6,000	6,000	0
Consultants' Fees	8,000	15,000	7,000
Depreciation Building	4,500	9,000	4,500
Computers	9,000	12,000	3,000
Furniture & Equip	1,000	1,200	200
Motor Vehicles	16,000	15,000	-1,000
Amortisation	2,000	1,500	-500
Donations/Research/Scholarships	0	1,500	1,500
Fringe Benefits Tax	13,000	13,000	0
GMC Elections - Bi-annual	2,500		-2,500
Insurance Crime Insurance	2,000	3,500	1,500
General	17,000	23,000	6,000
Public Liability and PI	22,800	23,000	200
Workers Compensation	9,000	10,000	1,000
Land & Building Running Costs	4,000	5,000	1,000
Members Emoluments	65,600	75,000	9,400
Motor Vehicles - Running Costs	8,000	8,000	0
Repairs and Maintenance	2,000	2,000	0
Network and Internet	10,000	11,000	1,000
Office Requisites	1,750	1,750	0
Other and Miscellaneous	600	600	0
Other Employee Entitlements	15,000	20,000	5,000

Postage	3,500	2,500	-1,000
Power	13,000	13,000	0
Printing and Publications	4,000	6,000	2,000
Rates and Land Tax	13,500	15,500	2,000
Rentals	1,550	1,500	-50
Repairs and maintenance	3,000	4,000	1,000
Salaries (exc Grant Staff)	977,100	1,032,000	54,900
Software	10,000	13,000	3,000
Stationery	1,500	1,500	0
Subscriptions - membership etc	11,000	11,000	0
Superannuation	127,000	139,320	12,320
Telephone	7,000	7,000	0
Training	10,000	10,000	0
Travelling expenses ALGA	20,000	20,000	0
Intrastate	5,500	5,000	-500
Interstate	9,000	7,000	-2,000
President	6,000	9,000	3,000
Sector Services Annual Conference	0	80,000	80,000
Professional Development Activities	30,000	30,000	0
Procurement	18,000	15,000	-3,000
Media Monitoring		15,000	15,000
Total Expenditure	1,640,400	1,864,830	224,430
Net Result	-74,463	-22,374	52,089

All figures are ex GST

Budget 2021-2022

	2020/2021	2021/2022	Comparison
Income			
Interest	10,000	5,000	-5,000
Interest on loans	25,000	22,000	-3,000
Assist Loan Application Fees	1,000	2,500	1,500
Sponsorship	0	0	0
Total Income	36,000	29,500	-6,500
Expenditure			
Accommodation Expenses	0	0	0
Accounts Administration	40,000	40,000	0
Advertising	0	0	0
Auditors' Remuneration	5,500	5,000	-500
Bad Debts	6,000	6,000	0
Bank Fees and Govt Charges	250	150	-100
Donations/Research/Scholarships	0	0	0
Grants to members	10,500	7,000	-3,500
Other and Miscellaneous	250	200	-50
Printing and Publications	0	0	0
Welfare Write Offs	200	200	0
Special Projects	0	0	0
Total Expenditure	62,700	58,550	-4,150
Change in net assets from operations	-\$26,700	-\$29,050	-\$2,350

All figures are ex GST

LGAT 2021-2022 Subscriptions

Council	Previous Year subs	Cap/Collar	2021-22 Subs overall	First Year Adjust	Final Subs Due	\$ Diff from Last FY	% Diff from Last FY	
Break O'Day	35,713.77	As Calculated	35,638.57	-32.12	35,670.69	-43.08	-0.21	
Brighton	43,234.28	As Calculated	47,184.27	-42.52	47,226.79	3,992.51	9.14	Revenue Increase
Burnie	51,882.87	As Calculated	52,187.41	-47.03	52,234.44	351.57	0.59	
Central Coast	51,882.87	As Calculated	52,187.41	-47.03	52,234.44	351.57	0.59	
Central Highlands	21,612.82	As Calculated	21,398.87	-19.28	21,418.16	-194.66	-0.99	
Circular Head	39,286.01	As Calculated	39,487.14	-35.58	39,522.72	236.71	0.51	
Clarence	71,060.16	As Calculated	71,815.10	-64.71	71,879.82	819.66	1.06	
Derwent Valley	35,337.75	As Calculated	37,562.86	-33.85	37,596.71	2,258.96	6.30	Revenue Increase
Devonport	59,121.36	As Calculated	59,884.55	-53.96	59,938.51	817.15	1.29	
Dorset	33,645.63	As Calculated	35,638.57	-32.12	35,670.69	2,025.06	5.92	Revenue Increase
Flinders Island	21,430.35	As Calculated	21,398.87	-19.28	21,418.16	-12.19	-0.15	
George Town	33,645.63	As Calculated	35,638.57	-32.12	35,670.69	2,025.06	5.92	Revenue Increase
Glamorgan Spring Bay	32,129.08	As Calculated	31,790.01	-28.65	31,818.65	-310.43	-1.06	
Glenorchy	67,299.91	As Calculated	67,966.54	-61.25	68,027.78	727.88	0.99	
Hobart	68,051.96	As Calculated	72,584.82	-65.41	72,650.23	4,598.27	6.66	Population Increase
Huon Valley	51,882.87	As Calculated	52,187.41	-47.03	52,234.44	351.57	0.59	
Kentish	33,645.63	As Calculated	33,714.29	-30.38	33,744.67	99.04	0.20	
King Island	21,612.82	As Calculated	21,398.87	-19.28	21,418.16	-194.66	-0.99	
Kingborough	63,445.65	As Calculated	64,117.97	-57.78	64,175.75	730.10	1.06	
Latrobe	40,612.92	As Calculated	41,411.42	-37.32	41,448.74	835.82	1.97	
Launceston	71,812.21	As Calculated	72,584.82	-65.41	72,650.23	838.01	1.08	
Meander Valley	46,806.52	As Calculated	47,184.27	-42.52	47,226.79	420.27	0.81	
Northern Midlands	40,978.13	As Calculated	41,411.42	-37.32	41,448.74	470.61	1.06	
Sorell	46,806.52	As Calculated	47,184.27	-42.52	47,226.79	420.27	0.81	
Southern Midlands	33,645.63	As Calculated	33,714.29	-30.38	33,744.67	99.04	0.20	
Tasman	22,555.55	Cap	24,811.10	-23.44	24,834.55	2,279.00	10.00	Revenue Increase
Waratah Wynyard	40,978.13	As Calculated	41,411.42	-37.32	41,448.74	470.61	1.06	
West Coast	25,937.11	As Calculated	26,017.15	-23.44	26,040.60	103.49	0.31	
West Tamar	51,882.87	As Calculated	52,187.41	-47.03	52,234.44	351.57	0.59	
	1,257,937.00		1,281,699.72	-1,156.07	1,282,855.79			



RULES

*These Rules were adopted at the
Annual General Meeting of the Association on 26 June 2020*

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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 (Tas)* 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) "Annual General Meeting" means the meeting of the Association convened in accordance with Rule 11(a).
- (h) "Association" means the Local Government Association of Tasmania.
- (i) "Business Day" means a day on which banks are generally open for business in Tasmania (but does not include a Saturday, Sunday or public holiday).
- (j) "Chair" means the person who chairs a meeting.
- (k) "Chief Executive Officer" means the Chief Executive Officer of the Association appointed in accordance with these Rules.
- (l) "Council" means a council established under section 18 of the Act.
- (m) "Council Cost Index" means the annual index determined by the Association to reflect cost movements in council operations and the provision of services.
- (n) "Council Election Year" means any year in which a Council Election is held.
- (o) "Council Election" means an election held under Part 15 of the *Local Government Act 1993* (Tas).
- (p) "Electoral Commissioner of Tasmania" means the Electoral Commissioner appointed under Section 14(1) of the *Electoral Act 2004* (Tas) and includes a person appointed pursuant to an Act substituted for the *Electoral Act 2004* (Tas) who carries out functions the same as, or similar to, the functions of the Electoral Commissioner of Tasmania under the *Electoral Act 2004* (Tas) as at the date of these Rules.
- (q) "General Management Committee" and "GMC" mean the General Management Committee elected in accordance with these Rules.
- (r) "General Manager" means the person appointed as general manager of a Member in accordance with the Act.
- (s) "General Meeting" means a meeting of the Association convened in accordance with Rule 11(b), other than the Association's Annual General Meeting.
- (t) "LGAT ASSIST" means the Board established to provide Local Government employees with support and assistance in certain circumstances, and includes its successors and assigns.
- (u) "Lord Mayor" means the Lord Mayor of the Hobart City Council.
- (v) "Mayor" means the person appointed as mayor of a Member in accordance with the Act and includes, where relevant, the Lord Mayor.

- (w) "Meeting of the Association" means:
- (i) an Annual General Meeting;
 - (ii) a General Meeting; and
 - (iii) a Special General Meeting.
- (x) "Member" means a member of the Association.
- (y) "Mid Term Year" means each calendar year occurring two years after the holding of an Ordinary Election immediately following a Council Election Year.
- (z) "Municipal area" has the same meaning as in the Act.
- (aa) "Ordinary Election" means an election of members of the GMC pursuant to these Rules.
- (bb) "Policy" means the principles adopted by the Association, from time to time, to further the objects of the Association as set out in Rule 4.
- (cc) "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.
- (dd) "Population category" shall mean a category outlined in Rule 18(b).
- (ee) "Post GM" means the General Meeting held immediately following the Annual General Meeting.
- ~~(ee)~~(ff) "President" means the President elected in accordance with these Rules.
- ~~(ff)~~(gg) "Returning Officer" means the person responsible for conducting an election under these Rules.
- ~~(gg)~~(hh) "Rules" means these Rules of the Association.
- ~~(hh)~~(ii) "Sector Matter" includes a subject matter, topic or item for discussion that does not relate to or concern the objects of the Association and, or in the alternative, the Association has little or no power to alter or affect.
- ~~(ii)~~(jj) "Special General Meeting" means a meeting of the Association convened in accordance with Rule 10.
- ~~(jj)~~(kk) "State Grants Commission" means the commission established under the *State Grants Commission Act 1976* (Tas) and includes any body established pursuant to an Act substituted for the *State Grants Commission Act 1976* (Tas), which body carries out functions the same as, or similar to, the functions of the State Grants Commission under the *State Grants Commission Act 1976* (Tas) as at the date of these Rules.

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

~~(ll)~~(mm) _____ "Sub-Committee" means a Sub-Committee appointed in accordance with these Rules.

~~(mm)~~(nn) _____ "Voting Representative" means a representative of a Member lawfully appointed by the Member and notified to the Association in accordance with Rule 13(f).

PURPOSE AND MEMBERSHIP OF THE ASSOCIATION

4. **OBJECTS OF THE ASSOCIATION**

The objects of the Association are to:

- (a) protect and represent the interests and rights of Councils in Tasmania;
- (b) promote an efficient and effective system of local government in Tasmania; and
- (c) provide services to Members, councillors and employees of Councils.

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 these Rules.
- (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 Rule 6(d)(ii) expires, the Member pays the Subscriptions 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.
- (e) A Member which does not withdraw its notice of intention to resign as permitted by Rule 6(d)(iv) ceases to be a member of the Association at the completion of the period referred to in Rule 6(d)(ii).
- (f) The Association may refuse to renew the membership of a Member which:
 - (i) has not paid any Subscriptions due and owing; or
 - (ii) fails to comply with, or contravenes, these Rules or any other rule of the Association.
- (g) A refusal to renew membership under Rule 6(f) 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 written 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;
 - (iv) (B) determine any honorarium to be paid to the Vice President for the forthcoming year;
 - (v) 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) receive the declaration of the poll for the election of the President and General Management Committee elected in accordance with these Rules;
 - (vii) adopt a budget for the forthcoming financial year;
 - (viii) set Subscriptions for the forthcoming financial year in accordance with these Rules;
 - (ix) receive reports from Association representatives; and
 - (x) consider any amendments to these Rules.
- (b) Notice of the Annual General Meeting shall be given to all Members at least 28-14 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; and
 - (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) Subject to Rule 10(e), at any Special General Meeting, only business of which notice is given shall be transacted.
- (e) The General Management Committee may notify the Members that, due to an emergency, amendments to these Rules will be considered at a Special General Meeting called pursuant to Rule 10(b).

CONDUCT OF MEETINGS

11 *WHEN AND WHERE MEETINGS OF THE ASSOCIATION ARE TO BE HELD; USE OF TECHNOLOGY*

- (a) ~~There shall be one~~ Annual General Meeting of the Association ~~is held each year. 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) Subject to Rule 11(d) and (e), Meetings of the Association are to be held in a city or town in Tasmania as determined by the General Management Committee.
- (d) Meetings of the Association may be held by telephone or other technology (whether audio or audio-visual) as determined by the General Management Committee.
- (e) A Meeting of the Association held solely or partly by using technology as permitted by Rule 11(d) is treated as being held at the place where the Chair of the Meeting of the Association is located.
- (f) Notwithstanding that the Members are not present together in one place at the time of a Meeting of the Association that is held solely or partly by using technology in accordance with Rule 11(d), a resolution passed will be deemed to have been passed at a Meeting of the Association held on the day on which and at the time at which the Meeting of the Association was held solely or partly by using technology.
- (g) The provisions of these Rules relating to the Meetings of the Association apply to Meetings of the Association held solely or partly by using technology pursuant to Rule 11(d) to the extent that they are capable of applying, and with the necessary changes.
- (h) A Member present at the commencement of a Meeting of the Association held solely or partly by using technology pursuant to Rule 11(d) will be conclusively presumed to have been present and, subject to other provisions of these Rules, to have formed part of the quorum throughout that Meeting.

12 *BUSINESS OF MEETINGS OF THE ASSOCIATION*

- (a) Subject to Rules 12(b) and (d), any Member may bring forward for discussion at a General Meeting 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 35 days written notice of such intention.

- (b) ~~In March~~ At least three months prior to the General Meeting held immediately following the Annual General Meeting each year ~~Post GM~~ the Chief Executive Officer shall invite each Member to provide written notice to the Chief Executive Officer of items the Member wishes to include in the agenda ~~of thefor that~~ 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.
- (c) Within 7 days of receipt of the same, the Chief Executive Officer is to provide to each member of the General Management Committee a copy of written notices the Chief Executive Officer receives pursuant to Rules 12(a) and (b) that the Chief Executive Officer believes (acting reasonably) the General Management Committee should consider pursuant to Rule 12(d).
- (d) The General Management Committee may negotiate with a Member regarding the inclusion, or not, on the agenda of
- (i) a subject matter sought to be discussed by a Member at a General Meeting in accordance with Rule 12(a); or
 - (ii) items sought by a Member in accordance with Rule 12(b) to be included in the agenda of a General Meeting.
- if the subject matter or item:
- (iii) does not advance or concern the objects of the Association;
 - (iv) has been considered at a General Meeting held in the period 12 months before the date of the notice from the Member;
 - (v) is not considered by the General Management Committee to concern a Sector Matter; or
 - (vi) requires consideration by the Tasmanian Government and should be considered at the General Meeting to be held immediately following the Annual General Meeting ~~Post GM~~.
- (e) The Chief Executive Officer is to prepare an agenda for a Meeting of the Association and provide each Member with the agenda and any supporting documents at least 14 days before the Meeting of the Association (and ~~28-14~~ 28-14 days ~~prior to the General Meeting held immediately following the Annual General Meeting~~ Post GM ~~before an Annual General Meeting~~), which agenda is to include the matters and items specified by the General Management Committee (taking into account the notices received pursuant to Rules 12(a) and (b), but subject to Rule 12(d)).
- (f) Provided that the time limit in Rule 12(c) is complied with, the Chief Executive Officer may liaise with a Member in relation to a notice received pursuant to Rules 12(a) or (b) to, with the Member's consent, amend the notice so that its

subject matter is connected with the objects of the Association and pertains to matters of common concern to Members.

- (g) The Association is not required to do anything, including taking any action or adopting any procedure, in respect of a resolution passed at a Meeting of the Association that concerns or relates to a Sector Matter, unless the resolution provides otherwise.

13. WHO MAY ATTEND A MEETING OF THE ASSOCIATION

- (a) Subject to Rule 13(f), each Member shall be entitled to send a Voting Representative to any Meeting of the Association, such Voting Representative exercising the number of votes determined according to Rule 16(a).
- (b) In addition to the requirements set out in Rule 13(f), after each ordinary Council Election, the Chief Executive Officer shall request each Member to advise the name of its Voting Representative and the proxy for the Voting Representative for Meetings of the Association until the next ordinary Council Elections.
- (c) Subject to Rule 13(f), Members may change their Voting Representative or proxy at any time by advising the Chief Executive Officer in writing of the Voting Representative prior to that representative taking his or her position at a Meeting of the Association.
- (d) A list of Voting Representatives 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.
- (f) Each Member must provide the Association with written notice of the details of the Voting Representative who was by a resolution of the Member lawfully appointed as the Voting Representative of the Member at a 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

- (a) At any Meeting of the Association, a majority of the Member Councils shall constitute a quorum.
- (b) If a quorum is not present within one hour after the time appointed for the commencement of a Meeting of the Association, the meeting is to be adjourned to a time and date specified by the Chair.

16. VOTING AT MEETINGS

- (a) Voting at any Meeting of the Association shall be upon the basis of each Voting Representative being provided with, immediately prior to the meeting, an electronic voting button or placard which is to be used for the purpose of voting at the meeting. The placard will be coloured according to voting entitlement and the voting buttons will be coded according to voting entitlement:

Population of the Council Area	Number of votes entitled to be exercised by the Voting Representative	Colour placard to be raised by the Voting Representative 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) Electronic voting buttons will be the first choice for voting on all decisions, with placards only to be used if the technology fails.
- (c) Voting buttons allow councils to vote for or against a motion or formally abstain from voting. An abstain is not to be taken as a negative vote.
- (d) The Chair of the meeting shall be entitled to rely upon the electronic vote or 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.
- (e) Except as provided in sub-rule (f), each question, matter or resolution shall be decided by a majority of the votes for a motion. If there is an equal number of votes upon any question, it shall be declared not carried.
- (f)
- (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 present at the meeting.
 - (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 these 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.

- (g) A Voting Representative or his or her proxy in the name of the Member is entitled to vote on any matter considered at a Meeting of the Association.
- (h) In respect of a Meeting of the Association held solely or partly by using technology as permitted by Rule 11(d):
 - (i) other than the table at Rule 16(a), Rules 16(a) to (d) will not apply to voting at those meetings;
 - (ii) the General Management Committee will determine the method of voting in lieu of electronic voting buttons and placards; and
 - (iii) for the avoidance of doubt, each Member must be permitted to exercise the number of votes determined according to the table at Rule 16(a).

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 28-14 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 30;
 - (xii) approving the appointment of the members of the Board of LGAT ASSIST;

~~(xiii) nominating Directors for appointment to the Board of Directors of Tasplan Ltd in accordance with the Constitution of Tasplan Ltd as amended from time to time;~~

~~(xiv)~~(xiii) Determining if a Meeting of the Association will be held by telephone or other technology (whether audio or audio-visual) in accordance with Rule 11(d); and

(xiv) In accordance with Rule 16(h)(ii), determining the method of voting (in lieu of electronic voting buttons and placards) at a Meeting of the Association held solely or partly by using technology as permitted by Rule 11(d).

(xv) determine any other procedures relating to the conduct of the members of the General Management Committee Members as it considers appropriate.

- (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.
- (c) 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.

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 of the Hobart City Council or his or her proxy; and
 - (iii) six members to be elected, as provided in Rule 18(b), from the three electoral districts set out in Rule 19.
- (b) The 3 electoral districts referred to in Rule 19 shall elect 2 members as follows:
 - (i) one from a Member within the electoral district having a population of 20,000 or more; and
 - (ii) one from a Member 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

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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; an
- (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 Electoral Commissioner of Tasmania to ~~act as~~appoint a Returning Officer for the election unless otherwise determined by the General Management Committee.
- (b) ~~In the month of March~~Not less than four months prior to the Annual General Meeting:
 - (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.

- (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) 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:
 - (i) are to be submitted on a form approved and issued by the Returning Officer;
 - (ii) must be accompanied by a copy of a certified copy of the Resolution passed by the Member at a duly convened meeting of the Member that lawfully nominated the candidate for election to the General Management Committee; and
 - (iii) 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 Business 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, if a ballot is necessary, conduct a ballot as soon as practicable.

21. TERM OF OFFICE

- (a) Subject to Rule 21(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;
 - (iii) ceases to be a Councillor or Alderman; or
 - (iv) has not been lawfully nominated as a candidate for election to the General Management Committee in accordance with Rule 20.
- (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 as soon as practicable 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 (whether audio or audio-visual) as determined by the General Management Committee.
- (d) A resolution signed by the majority of members of the General Management Committee or the written acceptance (including by email transmission) of a resolution by the majority of 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:

- (a) any Councillor or Alderman from any Member Council; and
 - (b) 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 Representative;

- (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 Electoral Commissioner of Tasmania to ~~act as~~ appoint a 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) Not less than four months prior to the Annual General Meeting:
 - (A) following a Council Election; and
 - (B) in each Mid Term Year;
 - ~~(i) in the month of March following a Council Election;~~
 - ~~(ii) in the month of March in each Mid Term Year;~~
 - ~~(iii)~~ (ii) where a President vacates the office of President pursuant to Rule 27(b);
 - ~~(iv)~~ (iii) 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).
- (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:
- (i) shall be submitted on a form approved and issued by the Returning Officer;
 - (ii) must be accompanied by a copy of a certified copy of the resolution passed by the Member at a duly convened meeting of the Member that lawfully nominated the candidate for election as the President; and
 - (iii) 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.
 - (k) Subject to Rule 26(l) 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) 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.
 - (m) Procedure for the conduct of the scrutiny shall comply as closely as practicable with that for the election of Mayors of Councils.
 - (n) 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 ~~combined~~ Annual General Meeting ~~and General Meeting which immediately precede the LGAT Conference~~ following his or her election and shall hold office for a two year term concluding at the end of the relevant ~~combined~~ Annual General Meeting ~~and 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;
 - (iii) ceases to be a Councillor or Alderman; or
 - (iv) has not been lawfully nominated as a candidate for election as President in accordance with Rule 26,

and if the office of President becomes vacant more than twelve months before the next Annual General Meeting where a President is due to take up office in accordance with Rule 27(a), then Rule 27(g) applies.

- (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 office of President becomes vacant more than ~~six~~nine 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.
- (d) Where a President is elected in an election held by operation of Rule 27(b) or 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~~nine months of the next Annual General Meeting 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 Annual General Meeting 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.

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 of the Association.
- (b) Where the President is absent or ill, the Vice President shall be the acting President.
- (c) If the term of office of the General Management Committee is extended under Rule 21(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.
- (d) If, on any count, 2 or more candidates for Vice President have an equal number of votes, the President is to decide which of them is to be elected by the drawing or casting of lots in the manner prescribed in Rule 29(b).

29. DRAWING OR CASTING OF LOTS

- (a) If, in an election or appointment under these Rules, 2 or more candidates have an equal number of votes and if applicable, the Returning Officer is unable or not otherwise empowered to resolve which candidate is to be elected or appointed, a drawing or casting of lots in the manner prescribed in Rule 29(b) is to apply.
- (b) To draw or cast lots, the Returning Officer (or President in the appointment of the Vice President) is to –
 - (i) make out, in respect of each candidate to be included in the draw, a slip bearing that candidate's name; and
 - (ii) place each slip in a non-transparent container sufficiently large to allow them to move about freely when shaken or rotated; and
 - (iii) shake or rotate the container and permit any other person present who wishes to do so to shake or rotate the container; and
 - (iv) take out of the container one of the enclosed slips; and
 - (v) record the name of the candidate which appeared on that slip.
- (c) The candidate elected or appointed is the candidate whose name is first recorded in accordance with Rule 29(b)(v).

30. 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
- (c) Due to the absence or incapacity of the President or Vice President, the General Management Committee may nominate alternate delegates to the Executive of the ALGA.

31. 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 Chair 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:

32. AUTHORITY OF THE CHAIR

- (a) The Chair shall be heard without interruption.
- (b) The Chair may call any representative 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.

33. 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.

34. 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.

35. 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.

36. ***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 representatives 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 Representative, unless an observer has been introduced to the Chair for that debate.

37. POINTS OF ORDER

- (a) Any representative who considers that any other representative is out of order may call the attention of the Chair thereto.
- (b) Upon a question being raised, the representative called to order shall immediately resume his or her seat unless explicitly permitted to offer an explanation, retraction or apology, in which case the representative 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.

38. 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.

39. 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 Representatives shall, subject to Rule 16(h)(ii), vote:
 - (i) at a Meeting of the Association, ~~by voting cards identifying their voting entitlements~~ in accordance with these Rules; or
 - (ii) at meetings, other than a Meeting of the Association, by show of hands,and 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.

40. SUSPENSION OF RULES

- (a) 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.
- (b) In addition to Rule 40(a), the rules of procedure for debate will be automatically suspended:
 - (i) whilst the meeting is being addressed by a guest speaker in respect of a subject matter not the subject of a motion at the meeting and during questioning of the guest speaker; and
 - (ii) during any discussion in respect of a subject matter not the subject of a motion at the meeting and determined by the Chair to not require the rules of procedure for debate to apply.

41. 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 representative present at that meeting; or
- (b) that there is an informality or 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

42. 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.

43. EMPLOYEES

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

FINANCES

44. 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.

45. SUBSCRIPTIONS

- (a) Every Member shall pay such annual subscriptions as are set and determined in accordance with these Rules.
- (i) Each Council will pay an equal share as a flat fee, with the total to be equal to 40% of the Associations total annual subscriptions, as determined by the budget adopted at the Annual General Meeting.
 - (ii) Each Council will be placed within the appropriate population category as reported by the ABS annually. Each Council will pay an equal share of the category's percentage, with the total to be equal to 30% of the Associations total annual subscriptions, as determined by the budget adopted at the Annual General Meeting.
 - (iii) Each Council will be placed within the appropriate total assessed revenue category, as reported in the Annual Report of the State Grants Commission. Each Council will pay an equal share of the category's percentage, with the total to be equal to 30% of the Associations total annual subscriptions, as determined by the budget adopted at the Annual General Meeting.
 - (iii)(iv) The final annual subscription amount for any individual Council will neither increase nor decrease by more than 10 per cent compared to the previous year.
 - (iv)(v) At the absolute discretion of the General Management Committee, rounding up or down of the percentages referred to in Rule 45(~~ab~~)(ii) and 45(~~ab~~)(iii) may occur in the development of the budget for approval at the Annual General Meeting.
 - (v)(vi) The category parameters for Assessed Revenue are to be adjusted in line with the annual Council Cost Index as set by the Association.
- (b) The subscriptions formula as set out above and the average percent payable by each category shall apply as of 1 July 2018.
- (c) 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.

Population Categories

Population	Category number	Percentage
<1000	1	0
1,000 to 4,999	2	0.5
5,000 to 9,999	3	2.5
10,000 to 14,999	4	3.0
15,000 to 24,999	5	4.5
25,000 to 34,999	6	5.5
35,000 to 54,999	7	6.6
55,000+	8	7.6

Revenue categories

Revenue range		Category number	Percentage
\$0.00	\$4,999,999.00	1	0.8
\$5,000,000.00	\$7,999,999.00	2	2.0
\$8,000,000.00	\$9,999,999.00	3	2.5
\$10,000,000.00	\$14,999,999.00	4	3.5
\$15,000,000.00	\$24,999,999.00	5	4.8
\$25,000,000.00	\$34,999,999.00	6	5.8
\$35,000,000.00	\$59,999,999.00	7	6.8
\$60,000,000.00	and above	8	7.0

46. 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.

47. 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

48. 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.

49. 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.

50. 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.

51. 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.

52. 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 a party at the address, facsimile number or email address as the 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.

53. LGAT ASSIST

The General Management Committee is responsible for the management and operation of the monies of the Association identified as LGAT ASSIST, which responsibility will be fulfilled by the General Management Committee:

- (a) approving appointments to the Board of LGAT ASSIST;
- (b) approving the rules to be adopted by LGAT ASSIST;
- (c) approving interest rates in accordance with the rules to be adopted by LGAT ASSIST; and
- (d) other than the matters set out in (a) to (c) above, delegating its powers, duties and discretions in respect of the management and operation of the monies of the Association identified as LGAT ASSIST to the Board of LGAT ASSIST.

54. 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.



**Local
Government
Association
Tasmania**

LGAT GOVERNANCE

VOLUME 1 - GMC

Last updated May 2021

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1. WELCOME

I am pleased to welcome you to the Local Government Association of Tasmania as a member of the General Management Committee (GMC)

Guiding the activities of the Association is the fundamental principle that the organisation is owned, directed by and accountable to Councils in Tasmania.

To enable you to be effective in your role you will need to be familiar with how the organisation works. The information contained in this Governance Framework along with related policies and procedures, will provide you with key information about the Local Government Association of Tasmania.

I wish you an enjoyable and successful time in representing the Local Government sector and guiding the activities of the Local Government Association of Tasmania.

Dion Lester
Chief Executive Officer

May 2021

2. BACKGROUND

2.1 The Local Government Association of Tasmania

The Local Government Association is established under Part 16 of the *Local Government Act 1993* as a body corporate with perpetual succession and a common seal.

The Association is afforded power to do anything *necessary or convenient to be done in connection with the performance of its functions* which are:

- 1) *To protect and represent the interests and rights of councils in Tasmania;*
- 2) *To promote an efficient and effective system of Local Government in Tasmania;*
- 3) *To provide services to member councils, councillors and employees of councils.*

The Association has rules relating to the management of the Association, the appointment of the General Management Committee (GMC); membership of the Association and any other matters relating to powers and functions. Members are any council who pay the annual subscription.

Guiding the activities of the Association is the fundamental principle that the organisation is owned, directed by and accountable to councils in Tasmania. The Association's major stakeholders are its twenty-nine member councils, but it also has obligations and responsibilities to the elected members of Local Government in Tasmania and the numerous officers who make up the management and administration of councils.

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 over 100 years and is part of a national network of associations. It is funded by councils and other income earned through projects sponsored on behalf of Local Government, and a range of services 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, insurance services and goods. LGAT also coordinates the Tasmanian Local Government Awards for Excellence, the annual Tasmanian Local Government conference, and LGATAssist.

The GMC provides oversight to LGAT operations and is elected by LGAT member council representatives every two years. It 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 Local Government Association of Tasmania supports local councils so that they, in turn, are well placed to serve their communities.

3. GOOD GOVERNANCE

This document has been prepared in accordance with the Rules of the Local Government Association of Tasmania to support good governance outcomes for the organisation.

Governance is the process by which decisions are made and implemented, the process by which organisations go about achieving their goals and producing their outputs and the process by which organisations are directed, controlled and held to account.

As the peak body to Tasmanian councils, it is important that LGAT demonstrates its understanding of good governance and promotes and enhances good governance across the sector.

LGAT is committed to the eight characteristics of good governance, namely:

- 1 Accountable
- 2 Transparent
- 3 Law-abiding
- 4 Responsive
- 5 Equitable
- 6 Participatory and inclusive
- 7 Effective and efficient
- 8 Consensus oriented

The Association strives to have high ethical standards, particularly in relation to decision making, to be clear on our role/s; build positive relationships; be effective in our strategic planning and performance monitoring; undertake robust risk management; and have fair and transparent decision-making.

- LGAT is driven by a clear vision and mission developed with the GMC and our Members.
- We strive to implement decisions and follow processes that make the best use of the available people, resources and time to ensure the best possible result for our Members and their communities.
- We seek the feedback from our Members in making our decisions and consider all views in developing our policy positions.
- We are committed to engaging with our Members and other key stakeholders in delivering our key functions.
- We work in a way which is consistent with legislation and common law and which is accountable to our Members and their communities who indirectly fund us.
- We make as much information as we can readily available to our Members and other stakeholders.

4. KEY GOVERNANCE DOCUMENTS

The key governance documents guiding the Association are as follows:

1. Rules of the Association
2. Strategic Plan
3. Annual Operational Plan
4. Advocacy Plan
5. Strategic Technology Plan
6. Asset Management Plan
7. Annual Budget

4.1 Rules of the Association

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.

The Rules outline meeting requirements and procedures (including conduct of debate); election of the President and General Management Committee; functions of the General Management Committee and Chief Executive Officer; delegation to the Australian Local Government Association; and financial directions.

Click here for a copy of the [Rules](#)

4.2 LGAT's Strategic Plan

The Association undertakes strategic planning in order to position itself to the changing needs and requirements of both its stakeholders and external environment. The General Management Committee and policy and project staff contribute to the process. The Strategic Plan equips the staff of the organisation with the necessary vision and skills to ensure that the activities and priorities of LGAT are achieved.

A copy of the full Strategic Plan March 2017-2021 can be found [here](#)

4.3 LGAT's Annual Operational Plan

The Annual Operational Plan identifies the actions that will be taken over a financial year, how success against actions will be measured and specifies who is responsible for each action. Actions are set out so they align with relevant strategic focus areas and annual priorities in the Strategic Plan.

4.4 Advocacy Plans

The LGAT Advocacy Plans identify LGAT's priority activities in line with our Strategic Plan. They articulate our strategic approach to engagement with members and stakeholders and communication of our key messages via the media and other LGAT channels. LGAT advocacy activities are mapped along with our communications, events, and policy activities to identify and leverage opportunities for engagement, influence and promotion.

LGAT communications have been streamlined to achieve maximum reach for our key advocacy issues across our communication channels. Our focus is now largely digital, strategically cross-referencing our website, email and social media channels to promote our messages concurrently across a range of audiences and channels. This is supported by harnessing opportunities at our 'in person' governance activities (such as workshops and meetings) and our sectoral events and training.

Copies of our Advocacy Plans across key priority areas are available on LGAT's SharePoint. They can be provided upon request to the CEO.

4.5 Strategic Technology Plan

The aim of the Strategic Technology Plan is to guide how the organisation will use technology to help accomplish its goals and ensure a sound understanding of the ongoing costs to manage and maintain technology. It provides a basis for resourcing decisions and work planning.

A copy of the Strategic Technology Plan is available on LGAT's SharePoint. It can be provided upon request to the CEO.

4.6 Asset Management Plan

The asset management plan is used to analyse and report on the condition of the LGAT Office Building at 326 Macquarie Street. The plan utilises a condition assessment report carried out in December 2015 to present a 20-year capital renewal and maintenance program that will ensure that the building remains safe and fit for purpose. Long term financial projections are included in this plan to enable LGAT to appropriately budget well into the future in relation to the expenditure requirements of maintaining the building and associated site infrastructure.

A copy of the Asset Management Plan is available on LGAT's SharePoint. It can be provided upon request to the CEO.

4.7 Annual Budget

The annual budget presents the anticipated income and expenditure for the year ahead and is developed to support the annual operational plan and strategic plan. It is endorsed at the AGM each year along with the annual subscriptions to be paid by Members.

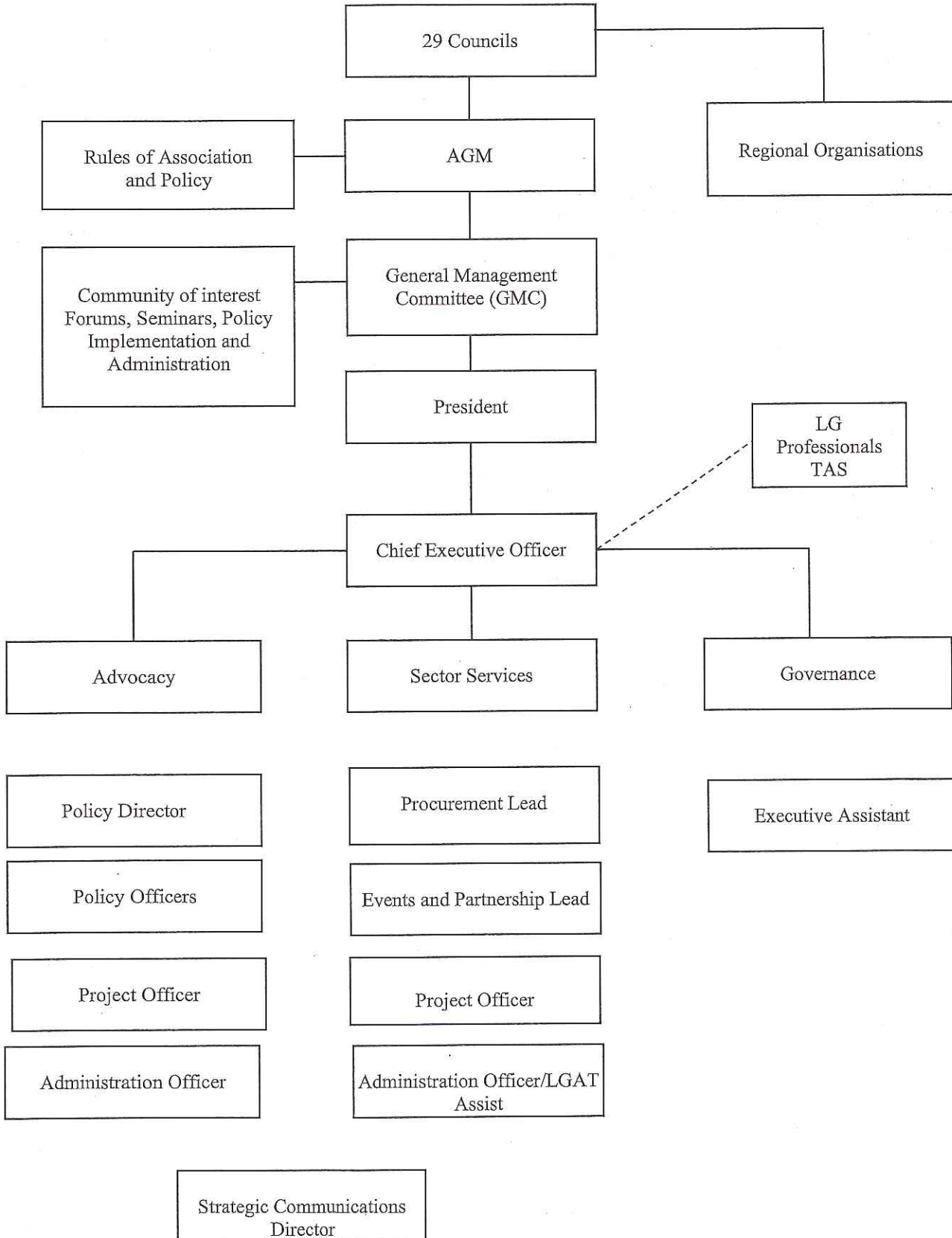
4.8 LGAT Risk Register

The Risk Register details identified headline risks to the Local Government Association of Tasmania, in terms of the following categories:

1. Compliance risks
2. Financial risks
3. Operational risks
4. Strategic risks
5. Opportunity risks.

A copy of the Risk Register is available on LGAT's SharePoint. It can be provided upon request to the CEO.

5. ORGANISATIONAL STRUCTURE



As indicated in the organisational chart, a number of components work in tandem both to govern and administer the operations of LGAT. Whilst the Chief Executive Officer has responsibility for the staffing and daily operations of LGAT, external parties provide direction, advice and authority.

5.1. Councils

Councils are the major stakeholders of LGAT. Membership of the Association is defined under the *Local Government Act 1994* and is restricted to Councils. Currently, all 29 Tasmanian Councils are members of the Association.

5.2. Regional and Stakeholder Organisations

A number of Councils and organisations are grouped along regional, professional or issue-based lines. These groups provide advice, represent particular issues or lobby groups and participate in the policy process in tandem with the Association.

Regional Groups include:

- Cradle Coast Authority (CCA)
- Northern Tasmanian Development (NTD)
- Southern Tasmanian Councils Authority (STCA)
- Waste Authorities (eg Dulverton Waste Authority))

Professional Groups

- Local Government Professionals Australia and LG Professionals TAS
- Institute of Public Works and Engineering (IPWEA)
- Planning Institute of Australia (PIA)
- Environmental Health Australia (EHA)

Stakeholder Organisations

- Premier's Local Government Council (PLGC)
- Australian Local Government Association (ALGA)
- Local Government Division (LGD)
- TasWater
- Australian Local Government Women's Association (ALGWA)

5.3. Local Government External Organisations

LGAT consults with a number of external stakeholders and organisations. These include interstate counterparts, state and commonwealth agencies.

Local Government Division ([LGD](#))

The Local Government Division provides a link between the State and Local Governments. The LGD is a component of the State Government's Department of Premier and Cabinet. The objective of the Division is to review and develop continuing partnerships and a clear policy and legislation framework for matters of relevance to Local Government.

Typical services include:

- developing bilateral, regional and statewide Partnership Agreements;
- research, analysis and policy and legislation development on issues relevant to Local Government;
- enhancing Local Government through support for Local Government Board reviews, application of key performance indicators and provision of professional development services;
- administering and reviewing the Local Government Act 1993;
- inter-governmental liaison activities; and
- providing advice to councils and response to community queries.

Australian Local Government Association ([ALGA](#))

The Australian Local Government Association (previously known as the Council of Australian Local Government Associations) was founded in 1947. It is a federation of State and Territory Associations.

In 1976 the Association established a secretariat in the national capital. This move reflected growing links with the Commonwealth government and an awareness of local government's emerging national role.

The Association's policies are determined at its Annual General Meeting and by a National General Assembly of Local Government in Canberra. All councils can participate and vote on national issues. The General Assembly has a wide brief to consider policy directions and convey the views of councils to the Annual General Meeting and National Executive.

Interstate Local Government Associations

Each state has a Local Government association, which is modelled along similar lines to the LGAT. These are listed below:

Victoria	Municipal Association of Victoria (MAV)
New South Wales	Local Government New South Wales (LGNSW)
Queensland	Local Government Association of Queensland (LGAQ)
Western Australia	Local Government Association of Western Australia (WALGA)
South Australia	Local Government Association of South Australia (LGASA)
Northern Territory	Local Government Association of Northern Territory (LGANT)

Local Government Professionals Australia Tasmania (Inc) ([LGProTas](#))

LG Professionals TAS is a professional association that supports Local Government professionals working in Tasmania.

The Association's strategic objectives are:

- To provide leadership in influencing the direction of local government in Tasmania;
- To provide Local Government professionals with a range of services and activities;
- To grow LG Professionals Tasmania membership;
- To demonstrate high standards of governance.

The two organisations have established an MOU to support collaborative working arrangements and improve outcomes for the sector, particularly as it relates to professional development.

6. THE GENERAL MANAGEMENT COMMITTEE

The functions and powers of the General Management Committee (GMC) are defined under s17 of the Rules of the Association.

They include:

- Appointing and reviewing the performance of the Chief Executive Officer;
- Determining Association policy (to be ratified at a Meeting of the Association);
- Providing strategic direction;
- Providing for the good management and administration of the Association;
- Investing the funds;
- Borrowing, raising or securing monies;
- Taking or holding mortgage, liens, charges and other security;
- Ensuring the preparation and circulation of accounts; and
- Nominating representatives to ALGA.

The GMC consists of the President, the Lord Mayor (if Hobart City Council is a Member) and six elected Members from three electoral districts (Southern, Northern, North-West and West Coast).

The GMC may delegate, by resolution, any powers, functions or delegations to an employee, contractor or other entity.

The President is elected at large and has the following specific functions:

- Chairing meetings of the Association and the GMC;
- Being the spokesperson of the Association; and
- Providing leadership and direction.

The President can delegate any of their functions to other members of the GMC. The President has no deliberative or casting vote.

The GMC has a governance role: they must endorse the strategic plan and policy framework, ensure financial viability, ensure compliance and oversight the CEO.

The CEO in turn manages day to day affairs and activities and acts as an executive officer to the GMC – advising and informing and implementing decisions of the GMC.

See section 7 for Code of Conduct Policy

See Section 8 for more detail on the relationship between GMC and the CEO.

6.1. GMC Meetings

The GMC agree the frequency, date, time and venue of its meetings but usually meets four or five times a year. Under the Rules, meetings may be held face to face or by phone or other technology.

A quorum is a majority and at least one Member from each population size category. Each Member of the GMC has one vote.

GMC Meetings may be attended by other elected members but they may only address the Committee with the permission of the President. GMC may invite other people to attend their Meetings.

The Agenda/Papers for the GMC Meetings are the responsibility of the CEO and are circulated at least one week prior to the Meeting. The CEO liaises with the President and LGAT Staff in determining items for the Agenda. The LGAT Executive Officer attends the GMC Meeting and records the Minutes.

The Rules for the Conduct of Debate, as outlined in the LGAT Rules, apply to GMC Meetings.

In brief, the process is as follows:

- The President acts as Chair.
- The first business is confirmation of the Minutes of the Previous Meeting.
- The order of business then moves to Business Arising, the CEO and President Reports; Items for Decision; Items for Discussion and Items for Noting.
- Motions are put to the GMC, requiring a mover and seconder.
- GMC Members may speak to the motions, and the CEO or Policy Director may be invited to speak on the motion.
- The President as Chair then puts the motion to the vote.

At the commencement of each GMC Meeting the Chair will invite each Member to declare all relevant interests of any matter to be discussed.

At a meeting at which a Member declares a conflict of interest, the Member, at the discretion of the GMC, may be invited to speak to the matter the subject of the conflict of interest relates and must not, unless the meeting determines otherwise:

- be present whilst the matter is being considered at the meeting; or
- vote on a matter.

6.2. Allowances and Expenses

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

Historically 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.

Members of the General Management Committee and members of Sub-committees shall be entitled to any allowance or sitting fee determined. The same escalation factors are applied as outlined above.

Members of the General Management Committee shall be reimbursed for reasonable expenses incurred in carrying out the duties of office including accommodation when required.

If a Member of GMC uses their own car (that is not a council owned car) they can claim a travel allowance based on kilometres travelled as determined by the Australian Taxation Office.

The President and Vice President are provided with a credit card for use on direct expenses, particularly related to travel such as the requirement to attend the ALGA Board Meetings.

6.3. Credit Card Policy - GMC

The following guidelines relate to use of LGAT Credits Cards by Members of GMC and represent an extract from the full LGAT Credit Card Policy for Staff.

Credit cards are provided to the President, Vice President and senior LGAT Staff and are to be used for LGAT related expenditure only. This primarily relates to travel, especially participation on the ALGA Board. The credit cards do not have a cash advance facility.

Credit cards are not to be used for:

- purchases of a personal nature;
- entertainment, unless verbal permission is received from the CEO prior to the event and confirmed by administration staff on reconciliation of the Credit Card; and
- Fines, ie parking tickets or infringement notices.

Credit cards are for use by the nominated card holder only. The only exception being the card held by the Executive Officer which is used for booking travel, meeting venues and other whole of organisation functions.

All travel and accommodation bookings where possible, are to be made through the Administrative Office to alleviate the possibility of credit limits being reached.

Reconciliation

On receipt of the account transaction statement each month, the statement will be reconciled according to the following process:

- (1) The Cardholder must collate all purchase evidence (including tax invoices with purchase purpose or signed purchase statement) with all written approvals for discretionary purchases or top-ups and provide them to a admin.

- (2) Admin staff will:
- (a) Reconcile transactions individually against the supporting documentation and the requirements of this policy; and
 - (b) Question with the Cardholder any transactions:
 - (i) without supporting documentation;
 - (ii) that may be in conflict with this policy;
 - (iii) that appear suspicious, unauthorised, excessive or of unknown purpose.
 - (c) If there are any outstanding transactions that cannot be adequately explained or reconciled with this policy, the officer must report these to the Executive Assistant or CEO for further investigation and appropriate action.
- (3) Full statement reconciliation, acquittal and approval for payment must be completed before payment is due or within four (4) weeks of receiving the statement.
- (4) Direct debt or similar automatic payment methods are not to be used for payment of credit cards as they can bypass the statement reconciliation and acquittal process.

A copy of all paperwork associated with the use of the credit card must be provided to the Administration Office for reconciliation with the Credit Card Statement. This must come in the form of a Tax Invoice - the EFTPOS receipt/docket **is not sufficient** on its own.

If your LGAT credit card is lost or stolen, you must immediately contact the issuing institution to report the lost or stolen card. Follow the advice of the institution and then advise an Authoriser at the earliest opportunity.

Damaged cards can be reported to the Executive Assistant for a replacement card to be arranged.

Prohibited Use and Transactions

The following types of transactions and purchases are generally prohibited and must not be made on a LGAT credit card.

Cash Advances / Withdrawals

LGAT credit cards must not be used for cash advances or withdrawing cash.

Refunds

Any refunds for purchases made on a LGAT credit card must be refunded back to the credit card account. Refunds must not be accepted in cash.

Purchases of a private or personal nature

LGAT credit cards must not be used for purchases of a private or personal nature, even if you intend to reimburse LGAT. Only approved, work-related expenses in accordance with this policy may be incurred.

Fines

LGAT credit cards must not be used to pay fines of any nature. You must pay any fines that you incur.

Alternative Online Payment Methods and Storing Credit Card Details

Use of LGAT credit cards on, or linking to, alternative online payment methods and e-commerce payment systems or accounts, such as PayPal, Google Pay, Apple Pay .

Where a payment for necessary goods or services can only be made through such a payment/e-commerce system, and that system requires the storage of credit card details or linking to a credit card account (such as Uber/ Apple iTunes for LGAT's Apple Products, In Design, Survey Monkey etc.), then the CEO may delegate certain Cardholders to set up and manage an online account. This policy applies for the online account, as for the credit card itself:

- (1) The online account is restricted for use by the Cardholder;
- (2) The online account is for work-related purchases only, in accordance with this policy;
- (3) The online account is to be set up with the Cardholder's work email address and details and to be managed separately from any personal online payment/e-commerce accounts.

Credit Limits

Role/Position	Issue	Credit Limit¹
President	[6]	\$5,000
Vice President	[7]	\$3,000

¹ *Credit Limit means the monthly credit limit and total value of purchases that may be made in a month.*

7. CODE OF CONDUCT POLICY FOR GMC

This Code of Conduct sets out the standards of behaviour expected of the Members of the General Management Committee (GMC) of LGAT with respect to all aspects of their role.

As leaders in the Local Government sector, the GMC acknowledge the importance of high standards of behaviour in maintaining good governance. Good governance supports each Member's primary goal of acting in the best interests of sector and the Association.

Members of GMC therefore agree to conduct themselves in accordance with the standards of behaviour set out in the Code of Conduct as aligned with the Model Code of Conduct which applies to all Councillors (*Local Government Act 1993*).

This Code of Conduct applies to a Member of GMC whenever he or she conducts LGAT business, whether at or outside a meeting; and when they act as a representative of LGAT.

7.1. Standards of conduct

Decision making

GMC members are to bring an open and unprejudiced mind to all matters being considered in the course of his or her duties, so that decisions are made in the best interests of the Members and the Association.

GMC must make decisions free from personal bias or prejudice.

In making decisions, GMC must give genuine and impartial consideration to all relevant information known to him or her, or of which he or she should have reasonably been aware.

GMC members must make decisions solely on merit and must not take irrelevant matters or circumstances into account when making decisions.

Conflict of interest

GMC members will effectively manage conflicts of interest by ensuring that personal or private interests do not influence, and are not seen to influence, the performance of their role and acting in LGAT Member's interests.

When carrying out the functions of GMC, members must not be unduly influenced, nor be seen to be unduly influenced, by personal or private interests that he or she may have.

GMC members must act openly and honestly in the best interest of LGAT and its Members.

GMC members must uphold the principles of transparency and honesty and declare actual, potential or perceived conflicts of interest at any meeting of the Association and at any workshop or any meeting of a body to which they are appointed or representing LGAT.

GMC members must act in good faith and exercise reasonable judgement to determine whether he or she has an actual, potential or perceived conflict of interest.

GMC members must avoid, and remove themselves from, positions of conflict of interest as far as reasonably possible.

A GMC member who has an actual, potential or perceived conflict of interest in any matter before the Association must declare the conflict of interest before any consideration or discussion on the matter begins; and act in good faith and exercise reasonable judgement to determine whether the conflict of interest is so material that it requires removing himself or herself from any discussion until the matter is decided.

A key area of potential conflict of interest is where, as Mayor or Councillor, a member of GMC is expected to pursue an agenda that is contrary to the interests of LGAT. In this situation, it is anticipated that at either the GMC Meeting or Council Meeting where the issue is being decided or debated, the Member should declare an interest and as above, determine whether they should remove themselves from the room. Further, in prosecuting an agenda where there is a difference between the policy of LGAT and the policy of Council a GMC Member should seek to nominate an alternative spokesperson on the issue as a preference over stating which organisation's views (LGAT's or Council's) are being articulated.

Use of office

A member of GMC must use their office solely to represent and serve LGAT and its Member Councils; conducting himself or herself in a way that maintains the sector's trust in them and LGAT as a whole.

The actions of a member of GMC must not bring the Association into disrepute.

A member of GMC must not take advantage, or seek to take advantage, of his or her office or status to improperly influence others in order to gain an undue, improper, unauthorised or unfair benefit or detriment for himself or herself or any other person or body.

Use of resources

A member of GMC will use LGAT's resources and assets strictly for the purpose of performing his or her role. LGAT's resources must be used appropriately in the course of GMC duties.

A member of GMC must not use LGAT resources for private purposes except as provided by LGAT's policies and procedures.

A member of GMC must avoid any action or situation which may lead to a reasonable perception that LGAT's resources are being misused.

Use of information

A member of GMC will use information provided appropriately to assist in performing their role in the best interests of the sector.

GMC members must protect confidential LGAT information in his or her possession or knowledge, and only release it if he or she has the authority to do so.

GMC members must not use LGAT's information for personal reasons or non-official purposes and must only release LGAT (and Member Council) information in accordance with established LGAT policies and procedures and in compliance with relevant legislation and decisions of the Member's made at General Meetings.

Gifts and benefits

GMC members adhere to the highest standards of transparency and accountability in relation to the receiving of gifts or benefits and carries out his or her duties without being influenced by personal gifts or benefits.

A member of GMC may accept an offer of a gift or benefit if it directly relates to the carrying out of duties for LGAT and is appropriate in the circumstances.

A member of GMC must avoid situations in which the appearance may be created that any person or body, through the provisions of gifts or benefits of any kind, is securing (or attempting to secure) influence or a favour from the Association.

GMC members must carefully consider –

- a) The apparent intent of the giver of the gift or benefit; and
- b) The relationship the councillor has with the giver; and
- c) Whether the giver is seeking to influence his or her decisions or actions or seeking a favour in return for the gift or benefit.

A member of GMC must not solicit gifts or benefits in the carrying out of his or her duties. Further they must not accept an offer of cash, cash-like gifts (such as gift cards and vouchers) or credit.

GMC Members (and LGAT staff) can accept:

- Refreshments;
- Business lunches provided by the LGAT or a third party in the reasonable course of performing their business functions;
- Hospitality at LGAT functions attended in the normal course of performing their duties;
- Token gifts (as per the model policy; bottles of reasonably priced wine at functions or in recognition of work done, invitations to approved social functions); and
- Gifts of nominal value up to a limit of \$150 (capped at three such gifts from the same person or organization in a 12 month period).

GMC Members should not accept gifts that appear to be non-token in nature or more than of a nominal value. If a gift is not token or greater than the nominal value and cannot be reasonably refused it should be declared to the LGAT CEO who will keep a record of the gift. The LGAT CEO will declare such gifts to the President.

Relationships with Members, staff and other stakeholders.

GMC members are to be respectful their conduct, communication and relationships with members of the officers and elected members of Member councils, LGAT staff and other key stakeholders.

GMC members must:

- a. Treat all persons with courtesy, fairness, dignity and respect; and
- b. Not cause any reasonable person offence or embarrassment; and

- c. Not bully or harass any person.

A GMC member must listen to, and respect, the views of others in meetings of the GMC and Association.

GMC members must not influence, or attempt to influence, any LGAT employee or delegate of the GMC, in the exercise of the functions of the employee or delegate.

Members of GMC must not contact or issue instructions to any of the Association's contractors or tenderers, without appropriate authorisation.

Representation

Members of GMC are to represent themselves, and the Association, appropriately and within the ambit of their role, and when giving information LGAT's Members, stakeholders or the broader community, they must accurately represent the policies and decisions of the Association.

A member of GMC must not knowingly misrepresent information that he or she has obtained in the course of his or her duties.

A member of GMC must not speak on behalf of the Association unless specifically authorised or delegated by the President.

Member of GMC must clearly indicate when they are putting forward their personal views. GMC members must not express personal views in such a way as to undermine the decisions of the GMC or Association (through votes at a General Meeting). Members of GMC must show respect when expressing personal views publicly.

The personal conduct of GMC members must not reflect, or have the potential to reflect, adversely on the reputation of the Association.

When representing LGAT on external bodies, members of GMC must strive to understand the basis of the appointment and be aware of the ethical and legal responsibilities attached to such an appointment.

8. RELATIONSHIP POLICY: GMC/CEO

The purpose of this policy is:

- 1) To describe the relationship between the General Management Committee (GMC) and the CEO and
- 2) To define the key mechanisms which support the GMC in managing that relationship in order to ensure clarity and effective partnerships between governance and executive (operational leadership).

This policy outlines the delegations to the CEO; such delegations do not reduce in any way the governance responsibilities of GMC.

8.1. CEO Recruitment, terms of employment

The GMC is responsible for the recruitment of the CEO and determining terms and conditions for employment.

- 1) Recruitment: The GMC will adhere to the principles of equal opportunity and merit-based appointments in this process. The GMC may establish a committee to support this process and/or engage a suitable qualified recruitment specialist to assist in this task. However, the final appointment decision will remain the responsibility of the full GMC.
- 2) Terms and conditions of employment: The GMC will ensure terms and conditions are commensurate with those provided for in comparable roles. The terms of employment will be detailed in a contract between the GMC and the CEO and it is expected the contract will allow for remuneration review during the life of the contract and that it will be reviewed prior to renewal. The LGAT/LG Pro Model General Manager's Contract will be used as a starting point. The GMC may establish a committee to complete work associated with contract development and review and/or engage a suitably qualified specialist to assist it in this task; however, endorsement of the terms of employment (contract) will remain the responsibility of the full GMC.

8.2. CEO duties

The GMC is responsible for identifying and documenting the financial and operational delegations to the CEO where they fall outside those outlined in the Rules of the Association, the CEO's position description and contract.

The functions and powers of the CEO are defined within the Rules of the Association. They include:

- Providing advice to Members and the GMC;
- Coordinating the development of objectives, policies and programs for consideration; by Meetings of the Association or the GMC;
- Preparing strategic and operational plans;
- Managing the resources of the association;
- Establishing HR policies and procedures;
- Appointing employees;

- Signing contracts; and
- Other matters as detailed by contract or delegation.

Amongst other things the GMC also requires the CEO to:

- Provide best and timely advice to the GMC on strategic matters;
- Implement the strategies agreed by the GMC;
- Represent the organisation and its positions to key stakeholders including Members, Government stakeholders, funders and partners. This is to be done in partnership with the President and/or other nominated GMC members - ensuring that the President is kept informed;
- Develop operational policy and procedures and ensure sound business processes are in place;
- Manage the resources and assets of the Association;
- Manage the workforce of the Association including recruitment and performance support and review;
- Maintain an organisation culture that is congruent with the mission, values and strategic directions of LGAT;
- Appropriately address complaints and grievances of an operational nature;
- Identify and plan for the management of risk;
- Manage the 'brand';
- Communications – internal and external; external communications involving the President and GMC as appropriate; and
- Ensure executive support is available to the GMC.

The GMC may vary the duties of the CEO from time to time and will address any related contractual or industrial matters as required as part of this process.

8.3. CEO performance planning/review and remuneration review

The GMC is responsible for holding the CEO to account and for ensuring all supports are fair and reasonable. This is achieved by the GMC through formal and objective processes.

The President and GMC will establish an annual performance plan for the CEO, and are responsible for developing fair and reasonable processes for development (and review) of the CEO performance plan in consultation with the CEO.

The plan should include:

- Required action and achievement against strategy;
- Required action and achievement in respect to compliance, quality and risk management;
- Financial and infrastructure goals;
- GMC reporting expectations; and
- CEO learning and professional development priorities.

The CEO's performance plan will be constructed in a manner that ensures performance against required achievements is measurable.

The review process and schedule will be negotiated with the CEO and the CEO will be actively involved in review discussion; third party input may also be sought. The President will brief the GMC on the review findings.

8.4. CEO reporting to the GMC

The CEO will provide a CEO report to GMC at each meeting.

The CEO is also required to ensure regular reports are available to the GMC on:

- Implementation of the strategic plan;
- Emerging strategic issues and strategic projects;
- Finance and budget;
- Workforce and organisation climate;
- Risk and risk management; and
- Other matters as required.

The CEO may also be requested by to provide, or may initiate, proposition papers that address emerging issues for GMC's consideration.

8.5. Interface between the GMC, CEO and workforce

The CEO has full management responsibility for staff and staffing related matters except:

- Where there is significant impact on budget and workplace culture; for example, the GMC would be briefed on significant structural change; and/or
- Where there is a formal grievance lodged by a staff member in relation to the CEO, in which case the President would oversee investigation into the grievance, then recommend to the GMC any appropriate and necessary action; and/or
- In respect to third party input into the CEO performance review.

The GMC will channel request for additional information to support their roles from the CEO or Policy Director as appropriate. The Executive Officer is also able to assist with procedural matters such as date and time of meetings, copies of papers and minutes.

8.6. President and CEO relationship

The President has a particular and important relationship with the CEO. The President is expected to:

- Act as the contact and management point for issues raised by GMC, LGAT members or external stakeholders in respect to the CEO;
- Act as a conduit for the CEO to raise issues;
- Lead CEO performance planning and review;
- Provide informal support and advice to the CEO; and
- Share responsibility with the CEO for representing the organisation with key stakeholders particularly in the political sphere and media.

In order to support these functions, it is expected that the President will meet regularly with the CEO outside of GMC meetings. However, the relationship between the President and the CEO does not substitute for the authority of the full GMC and is not intended in any way to minimise the partnership and mutual accountability between the full GMC and CEO. The President may involve the Vice-President in meetings with the CEO from time to time to ensure that the Vice-President is in an informed position and is able to efficiently step into the role of the President should this become necessary at any time.

8.7. CEO and GMC

The CEO:

- Is expected to attend and fully participate in each meeting of the GMC. However, the CEO does not hold a vote and may be asked to leave the meeting to allow the GMC to conduct in camera discussion;
- Is expected to ensure GMC reporting requirements are met and papers are distributed to an agreed schedule; and
- Will ensure adequate minutes of GMC meetings.

As the CEO of a Member body, it is important that the incumbent is empowered to advocate on agreed issues, act on agreed strategy and represent the Members' interests to a range of stakeholders.

8.8. CEO, GMC and strategic planning/strategic issues

The GMC is responsible for setting and monitoring the strategic directions of the organisation and in this capacity:

- Agrees the organisation's strategic planning process – included stakeholder involvement – and planning cycle;
- Inputs into and endorses the strategic plan and associated measures of success;
- Addresses, through budget processes, the resourcing requirements of the plan
- Monitors and reviews performance against the strategic plan; and
- Reviews and adjusts the strategic plan.

However, the GMC is reliant on the knowledge and skills of the CEO to gather intelligence, identify and engage with stakeholders, and to shape the plan. The CEO also holds

responsibility for the implementation of the plan and providing the GMC with reports against the plan.

It is expected that the organisation will be faced with making reactive/responsive strategic decisions or developing strategic positions outside of the strategic planning process on matters which are not fully addressed in the strategic plan. Formulation of these decisions and policy positions sit within the GMC's broad strategic governance responsibility and will be addressed through GMC meetings.

It is, however, recognised that it will most often be the CEO that brings these matters to the GMC directly or through a committee and who provides the GMC with a full and thorough briefing.

In respect to both strategic planning and emerging strategic issues, the GMC recognises the importance of a respectful, partnering relationship between the GMC and CEO to effective strategic achievement.

8.9. Contribution of GMC members in additional capacities

Members of the GMC bring with them an array of skills and knowledge which can add value to the work of LGAT. It is reasonable for the CEO to request an individual GMC member to contribute his/her skill and knowledge in a particular area of operations; the request may be for advice, for the member to participate in an operational committee/task group or on a program review reference group, or to contribute in another way.

If the GMC member is able to meet the request, she or he is doing so on the basis of their expertise, and not in the capacity of a GMC member, and in this context has no authority beyond that which is legitimately associated with the task or role being performed. He or she is bound by policies and decisions of the Association and is ultimately accountable to the CEO.

9. DELEGATION OF AUTHORITY

Any delegation of authority by the GMC or President must be clearly documented as a decision of GMC and outline:

- The nature and extent of the delegation;
- Who is accountable for what, whom and by when;
- How a decision is made, communicated, implemented, evaluated; and
- How information provision/reporting is to occur.

10. AGREED ADVOCACY AREAS

The *Follow-up of Motions* document, provided to each General Meeting, as well as the list of all-motions allows LGAT to understand the historical and current positions of Members on a range of issues.

LGAT Work Plan 2020 – 21 Progress Report



Not yet commenced



Unable to progress due to others



Ongoing

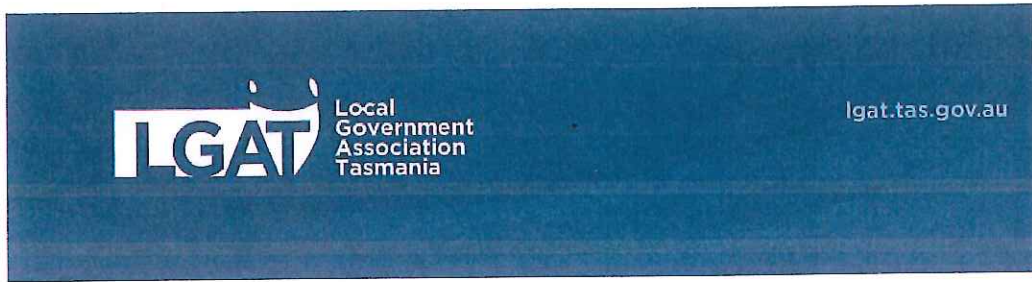


Completed

No.	Priorities	Outcome/Output Measures	Progress	Comment
1.	<p>Lead the Waste Management Reform Agenda</p>	<p>State Government support of the State-wide waste arrangements.</p> <p>Final Waste Action Plan adopts sector suggestions.</p>		<p>The State Government has not supported the State-wide arrangements; however they have progressed with the waste levy and Container Refund Scheme (CRS) in line with sector suggestions.</p> <p>At the time of writing the start date for the waste levy was uncertain. LGAT has consistently been advocating for 1 July start date.</p> <p>The draft Bill for the CRS has been released for comment and reflects LGAT's advocacy on the governance model for its operation. The CRS is due to commence in 2022.</p>
2.	<p>Support the Sector Through The Next Stages Of Local Government Reform</p>	<p>Review of the Local Government Act</p> <p>LGAT's recommendations accepted by the State Government.</p> <p>Local Government Sustainability Determination of the best structure/alignment for councils so they can service the needs of modern Tasmanian Communities</p>		<p>The Review of the Local Government Act has been put on hold due to the May State Election. We are waiting for confirmation on when this will recommence or, if it will be put on hold pending the outcomes from the Premier's Economic and Social Recovery Advisory Council (PESRAC) recommendation that the Tasmanian Parliament should sponsor a process to drive structural reform of Tasmania's local government sector.</p> <p>Local government sustainability and the best structure/alignment will be key features of the Local Government Review, following the PESRAC recommendation. LGAT has an advocacy plan in place to ensure that the review is focused on how councils can best serve modern Tasmanian Communities. LGAT and the sector are in a very well-informed position for this review given the work we undertook throughout 2019/20 under the banner of the 21st Century Council Project.</p>

No.	Priorities	Outcome/Output Measures	Progress	Comment
3.	<p>Influence the Planning and Red Tape Reduction Reform Agendas</p>	<p>LGAT's recommendations for Tasmanian Planning Policies (TPPs) and red tape reduction priorities accepted by the State Government.</p>		<p>At the time of writing the Tasmanian Planning Policies (TPPs) scoping document still had not been released. However, LGATs advocacy prior to and during the State election (see here) on an immediate review of the Regional Land Use Strategies was gaining traction, with PESRAC recommending the strategies be comprehensively updated and the State Government committing \$3.45 million to do this during the May election.</p> <p>For red tape reduction LGAT was successful in achieving a number of significant changes including invoicing, timeframes and increasing evidence requirements for Strata Titles and subdivisions. The State Government is yet to indicate if further stages of the red tape reduction agenda will be rolled out.</p>
4.	<p>Continue to Expand the Procurement Program</p>	<p>Growth in sectoral procurement savings</p>		<p>LGAT Procurement continues to build its program and promote opportunities for councils. Over the last year, LGAT procurement has assisted with the development, implementation and management of eight new panel arrangements and assisted refreshing of another eight. There has been a particular focus on increasing the number of local suppliers on the panels. Supporting activities have included running training sessions for councils on LGAT Procurement's services and savings opportunities (time and money) and, supporting council collaboration through the development of a Tasmanian local government procurement network.</p>
5.	<p>Support Councils' Health and Wellbeing Outcomes Through The Health & Wellbeing Project</p>	<p>Informed local strategic planning and actions for health and wellbeing.</p>		<p>The Department of Health (DOH) provided an additional \$300,000 for a further 2 years for the Community Health and Wellbeing Project.</p> <p>A workforce needs assessment of health and wellbeing in local government is nearing completion. This assessment is informing discussion with the State Government around the roles and resourcing of local government to support health and wellbeing.</p> <p>Ongoing partnerships with Relationships Tasmania on Suicide Prevention and the Our Watch prevention of violence against women programs are supporting councils.</p>

No.	Priorities	Outcome/Output Measures	Progress	Comment
6.	Support Councils' Infrastructure Planning and Financing Arrangements	<p>Establish an appropriate infrastructure contributions policy position for the sector to reduce rate subsidisation of development establishment costs.</p> <p>Improve current challenges with the stormwater planning and regulatory environment.</p>		<p>LGAT has contributed to the discussion for TasWater's proposed changes to the way it funds new infrastructure that support growth. Their proposal, to be released 1 July 2021 will be the litmus test with developers and the government in changing the way growth infrastructure is funded. LGAT is developing a discussion paper on local government infrastructure contributions that will provide a foundation to develop a sector policy position.</p> <p>LGAT has worked with partners to develop model stormwater management that councils can elect to apply. This is expected to be available early FY2021-22.</p>
7.	Continue to Support Member's Professional Development	<p>Deliver key professional development opportunities including the Annual Conference, Elected Member Weekend, Mayors' and General Manager's Workshops.</p>		<p>LGAT delivered the Elected Member Weekend, Mayors' and General Manager's Workshops, which were well intended. The Annual Conference will be held on 5-6 August 2021 at Wrest Point Convention Centre, Hobart and the program is available on the LGAT website</p>
8.	Support Councils' Recovery Efforts From COVID-19	<p>Acknowledgement of the important role councils play in recovery</p>		<p>The final PESRAC Report acknowledged the roles that councils play in economic recovery and in place making. An important recognition is the appointment of Mayors as Chairs of the Regional Recovery Committees, which will work with government agencies and other partners to help communities recover.</p>



REPORTS FROM LOCAL GOVERNMENT REPRESENTATIVES

to be presented to the

ANNUAL GENERAL MEETING OF THE ASSOCIATION

Wednesday 30 June, 2021

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FAMILY AND SEXUAL VIOLENCE CONSULTATIVE GROUP (FSVCG)

REPRESENTATIVE: Cllr Mary Knowles OAM

NUMBER OF MEETINGS HELD DURING 2020-2021 1 webinar, email updates, plus 4 related webinars, 2 Workshops, 3 meetings with Trish Males 'Our Watch' representative

OBJECTIVES OF THE COMMITTEE/BOARD:

The FSVCG was formed in 2015 by the State Government to address family violence and develop a Family Violence Action Plan, support and promote 'Our Watch', 'Let's Stop it at the Start', White Ribbon and the National Plan to Reduce Violence Against Women and their Children 2010 – 2022.

MAJOR ISSUES DEALT WITH AND DECISIONS MADE:

- 'Safe Homes, Safe Families' actions updates
- Trish Males supporting local government to implement direct actions to address family violence in Tasmania
- 16 Days of activism against gender-based violence – campaign toolkit 'Doing Nothing does Harm'
- Critical service demands on existing services as greater community awareness and Covid-19 resulted in 50% increase in reporting
- Urgent need for crisis and supported housing for families affected by family violence – lobbying for more emergency housing

Other meetings included:

- eSafety Workshop
- Mentors in Violence Prevention Workshop Nov 2020
- Partners in Prevention webinar
- Men, Sex and Violence webinar – Brad Chilcott, White Ribbon
- Tracking Progress in Prevention webinar

Other actions:

- Forwarded relevant information to all councils
- Supported Trish Males, Our Watch to inform councils of the Our Watch Local Government Toolkit
- Distributed sexual assault preventative posters to all councils
- Liaising with Lynden, LGAT

STATE GRANTS COMMISSION

REPRESENTATIVE: Greg Preece, Rod Fraser (up to Feb 2021), Kathy Schaefer (from Feb 2021)

NUMBER OF MEETINGS HELD DURING 2020-2021 10 plus electronic council hearings and virtual visits

OBJECTIVES OF THE COMMITTEE/BOARD:

The State Grants Commission is an independent statutory body responsible for recommending the distribution of Australian Government Financial Assistance Grant funding to Tasmanian councils. The decisions of the Commission are guided by a set of national principles that are prescribed in the Australian Government *Local Government (Financial Assistance) Act 1995*. The Commission also recommends the distribution of the amount allocated by the Tasmanian Government to councils from heavy vehicle motor tax revenues.

The State Grants Commission consists of three members. Two of those members are nominated from local government and the third is an independent chairperson nominated by the Department of Treasury and Finance and approved by the Treasurer.

Current members of the Commission are David Hudson (Independent Chairman), Greg Preece and Rod Fraser until February 2021, then Kathy Schaefer from February 2021 (both representing Local Government).

MAJOR ISSUES DEALT WITH AND DECISIONS MADE:

Due to COVID all the Commissions meetings were electronic as were the annual hearings and visits held electronically for the first time ever.

In the 2020-21 financial year, Tasmania's entitlement of FA Grant funding was \$78,988,507 consisting of Base Grant funding of \$37,121,818 Road Grant funding of \$41,695,489.

The Commission once again conducted its annual hearings and visits using electronic meetings for the first time. A special thanks to all councils for their assistance in using this format of engagement with the Commission.

Once again the Commission released a discussion paper DP21-01 *-Non Resident Impacts in the Base Grant Model-Regional Services Industry Employment Cost Adjustor* for discussion at the hearings, along with three Fact Sheets designed to provide information for councils.

TASMANIAN SPATIAL INFORMATION COUNCIL (TASSIC)

REPRESENTATIVE: Emily Brown

NUMBER OF MEETINGS HELD DURING 2020-2021 8 Meetings and 1 Forum

OBJECTIVES OF THE COMMITTEE/BOARD:

TASSIC is the key forum for increased collaboration between public, private and community sectors in the collection, maintenance and use of spatial information in Tasmania. TASSIC's priorities reflect emerging government priorities and developments in the spatial information sector.

MAJOR ISSUES DEALT WITH AND DECISIONS MADE:

- **Priority 1 – Promoting the role and value of spatial information to government, industry and the community**

TASSIC held a webinar on the role of spatial information in regional development in November 2020. The event extended the reach of TASSIC into a range of government, industry, and community stakeholders. The event created a growing momentum of activity with stakeholders that will benefit from the use and application of spatial information and services. In addition to promoting the awareness of the importance of spatial information to the Tasmanian economy and the community, the event provided TASSIC with information and feedback on several key issues. These issues included levels of innovation and adoption, the importance of education and training as well as future priorities for TASSIC.

- **Priority 2 – Facilitating the implementation of spatial information projects**

The main activity under this priority was the review of [the Land Information System Tasmania](#) (theLIST). The review highlighted recommendations to the Department for future activities with the LIST. These recommendations included greater promotion, outreach and training, suggestions to improve functionality, and suggestions on priorities for content.

- **Priority 3 – Fostering innovation**

This priority was broadly addressed in the forum on spatial information in regional development. The forum helped identify prospective areas of innovation in the use and application of spatial information. Following the forum, the formation of a local government sub-committee group was initiated. The role of the sub-committee is to explore areas where TASSIC might assist local government, and particularly smaller local governments, in implementing applications of spatial information to support better planning and service provision and in turn fostering innovation.

- **Priority 4 – Education and training**

The importance and role of education and training in spatial information became evident from the forums and seminars held by TASSIC over the past four years. In response TASSIC formed a sub-committee on education and training. The role of the sub-committee is to explore areas where TASSIC can assist in furthering education and training in several key areas.

TASMANIAN SUICIDE PREVENTION COMMITTEE

REPRESENTATIVE: Annette Rockliff

NUMBER OF MEETINGS HELD DURING 2020-2021 3

OBJECTIVES OF THE COMMITTEE/BOARD:

To support the Premier and Cabinet in decision making related to suicide prevention.

MAJOR ISSUES DEALT WITH AND DECISIONS MADE:

Participants discussed the following at meetings:

- Data reports from the Coroner in relation to trends/changes, year on year comparisons
- The National Suicide Prevention Agenda and implementation of the Strategy
- The Tasmanian Suicide Prevention Strategy
- The Mental Health Reform Project
- Primary Health Tasmania and the work it auspices in suicide prevention

Committee members are also regularly updated with information/research/announcements related to the issue of suicide prevention across Australia.