



ANNUAL GENERAL MEETING

AGENDA

To be submitted to the

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

**Will be held on
3 July 2019**

**Commencing at
11.00am**

**Wrest Point Casino
Hobart**

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* Denotes Attachment

FORMAL NOTICE OF MEETING

NOTICE IS HEREBY GIVEN THAT

***The Annual Conference of
Local Government in Tasmania
will be held
commencing
Wednesday 3 July 2019***

**NOTICE IS ALSO GIVEN THAT THE
One Hundred and Seventh Annual General Meeting
of the Association
will be held on
3 July 2019
Commencing at
11.00am**

**NOTICE IS ALSO GIVEN THAT THE
Association's General Meeting
will be held on
3 July 2019
To consider
Local Government Policy and Motions
from Member Councils**

**Commencing immediately following
the conclusion of the
Annual General Meeting
on Wednesday 3 July 2019**

**All sessions to be held at
Wrest Point Casino
Hobart**

**Katrena Stephenson
CHIEF EXECUTIVE OFFICER**

2019 CONFERENCE PROGRAM

WEDNESDAY 3 JULY 2019

11.00am	AGM	
	General Meeting	Commencing immediately following the conclusion of AGM
12.30pm	Lunch	With thanks to Dial Before you Dig
1.30pm	Meetings continue	
5.00 6.00pm	Welcome Reception	With thanks to Jardine Lloyd Thompson

THURSDAY 4 JULY 2019

8.00am	Conference Registration	
8.45am	Welcome and Opening	
9.05am	Mayor David O'Loughlin	
9.40am	Mayor Tim Shadbolt	
10.30am	Morning Tea	
11.00am	Mat Pinnegar	
11.30	Heather Rose	
12.10	Speed Networking	
12.40pm	Lunch	
1.40pm	World Café Series	
2.40pm	Afternoon Tea	With thanks to Commonwealth Bank
3.15pm	The Panel	
4.30 – 5.30pm	Happy Hour	<i>With thanks to Commonwealth Bank</i>
7.15pm	MAV Insurance Conference Dinner	

FRIDAY 5 JULY 2019

8.50am	Welcome Back, Reflections from Day One
9.10am	Symposiums and Workshops
10.30am	Morning Tea
11.10am	2019 Local Government Awards for Excellence
11.55am	Penny Terry
12.50pm	Conference wrap up
1.00pm	Lunch

2019 ANNUAL GENERAL MEETING

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

1 MINUTES OF 106TH ANNUAL GENERAL MEETING *

Decision Sought

That the Minutes of the 106th Annual General Meeting, held 25 July 2018 be confirmed.

The Minutes of the 106th Annual General Meeting of the Local Government Association of Tasmania, held in Hobart on 25 July 2018, as circulated, are submitted for confirmation.

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

2 PRESIDENT'S REPORT

Decision Sought

That the President's report be received.

The President will present his report to the 2019 Annual General Meeting.

Decision Sought

That the Financial Statements for the period 1 July 2017 to 30 June 2018 be received and adopted.

The General Management Committee recommends consideration and adoption of the Association's Financial Statements for the period 1 July 2017 to 30 June 2018, 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 2018 to 23 May 2019 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 five 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 \$190,000) with items below being of note –

- TV advertising funds have not been fully expended and will be carried forward. This has resulted in no call being made on Members for the 2019-20 financial year.
- Additional workshops and training events held during the year, along with new sponsorship arrangements for some of these sessions, saw an increase in overall event income. Additional sessions were largely targeted at newly Elected Member's post-election but, there were also other new offerings including Playground Forums, Audit Panels and an inaugural International Women's Day Luncheon held in conjunction with TasCoss and DPAC.
- There were several staff changes during the year with vacancies during the recruitment periods. This meant a full year was not worked in all positions, resulting in a reduction in overall wages and superannuation expenditure.
- New, one off funding was received in relation to assistance and support for the National Skills Plan Project.
- General under expenditure in areas such as consultants' fees and staff training also contributed to the surplus.

Decision Sought

That the Meeting endorse the adoption of the Budget and Subscriptions as presented.

Budget

- Some significant expenditure items from 2017-18 and 2018-19 are not carried forward in this budget (for example, the community satisfaction survey, advertising and the peer advisor program) and this means, despite appropriate indexation of wages and superannuation (see later dot point) it is anticipated that overall expenditure, excluding advertising funding, will not increase significantly and that overall subscriptions will remain the same (refer below). A new expense item has been introduced to account for the work on Charitable Rating or similar projects. This has been labelled Special Projects – Charitable Rates.
- There will be no call on Members for advertising funds this year. TV advertising has always been accounted for separately to general subscriptions so that no call would be made unless there was a significant program intent.
- Staff outputs and productivity continue to be high and therefore in line with most council EBAs a 2.5% pay increase has been budgeted for across all second year plus staff. Staff in their first year receive a post probation period increment as per their contracts. It should be noted that our two newest recruits are both on two-year contracts (aligned with DHHS funding for ½ a position) and we will revisit the staff requirements at the end of their employment period.
- It should also be noted that we are at a turning point in relation to procurement activities and so we have factored in additional staff time of 7.5 hours a fortnight to allow for closer work with vendors, as well as councils, to allow continued participation in the NPN and the increasing range of contracts/tenders being progressed. One year will be sufficient time to test whether this additional investment reaps benefits for councils.
- LGAT has traditionally paid superannuation above statutory requirements as a mechanism for recruitment and in recognition that we are unable to be highly competitive on salaries. Over time, as the base superannuation percentage has increased, the differential has decreased. This budget provides for a 0.5% increase in superannuation payments in order to maintain competitive advantage, noting the intent to match the increases in the superannuation guarantee over time.
- We have continued to focus on generating our own income and while it remains a relatively small component as compared to subscriptions, it is increasing. A further small but steady increase in income is predicted in relation to our events and commissions.
- Based on 2018-19 financials a small decline in conference registration income but increase in sponsorship and trade income has been contemplated.

The following minor adjustments have also been made:

- A reduction in expense item - Consultants Fees, as some of this expenditure item allows for LGAT to deal with emerging issues, like charitable rates, which has been budgeted for separately.
- An increase in expense item - Public Liability Insurance in line with anticipated market impacts.
- An increase in expense item – Software, which now captures software subscriptions and a corresponding decrease in expense item - Subscriptions. The nature of software purchase models has changed and this will allow us to more accurately reflect such costs.
- An increase in expense item - President Travel, recognising that with an incoming President there will likely be increased intrastate travel costs in the first year, related to council visits.
- With the appointment of a new Launceston based EO for LG Professionals, LG Professionals have given notice they will no longer require rental of the LGAT office.
- Interest rates remain low and projected interest earnings reflect that this is unlikely to change in this financial year.
- We will be undertaking a limited refurbishment of LGAT toilets and bathrooms but as this is an asset renewal it does not go through the budget but is instead funded through our building reserves. There is no significant maintenance anticipated this year.
- The budget anticipates a net result of \$1,616.

Subscriptions

This is the second 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.

Six councils have moved categories, as a consequence of either population or revenue changes. Derwent Valley, George Town, Glenorchy City and Tasman have all moved up a Category, Sorell has moved up two Categories and West Coast has moved down a Category. The consequence of category movement as well as initial significant use of caps and collars in the first year of transition, means that despite an overall subscription decrease, seven councils will see small increases in subscriptions (ranging from \$181 to \$1984).

As outlined above, there is no change to the overall subscriptions compared to last year and no call on members for advertising, representing a reduction of 4.29% in the call on Members.

A copy of the Budget and Subscriptions for the 2019/20 Financial Year are at **Attachment to Item 4**.

Decision Sought

That the President's and Vice President's allowance for the period 1 July 2019 to 30 June 2020 be adjusted in accordance with the movement in the Wages Price Index.

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

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

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

The resultant application of the wages price index has meant allowances for 2018/19 were:

- President allowance \$48,393 per annum.
- Vice President allowance \$12,098 per annum.

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

Decision Sought

That the Meeting agree to change the LGAT Rules to enable the outgoing President to Chair both the Annual General Meeting and General Meeting attached to the LGAT Conference, prior to the incoming President taking up the reins.

Background

At the March 2019 General Meeting, Members agreed in principle to the rule change and its application at the July AGM/General Meeting ahead of a formal vote on the change.

At the December 2018 GMC meeting there was discussion around how to enable free participation at the LGAT AGM while still charging, as appropriate for participation at the adjacent General Meeting which comes at some considerable cost to LGAT (room hire, AV, catering). The cost of General Meetings has always been borne by Members on an attendance basis.

One of the difficulties of having the AGM at a set time is that in an election year, the AGM is held after the General Meeting as under the LGAT Rules the incoming President takes up the role at the conclusion of the AGM. It would be unfair to expect a new President to chair the biggest meeting of the year as their first duty.

Section 27 of the LGAT Rules (as adopted July 2018) is as follows:

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

Note that 27(d) relates to an election where the President has vacated office for whatever reason.

The rule could be amended as follows:

- 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 and*

Changing the rules to allow for chairing both meetings means that the AGM could be held first at a clearly advertised time with attendance at no cost (and no significant impact on costs/catering). Subsequently, those who have not registered and paid for the July General Meeting could be asked to leave at the conclusion of the AGM. It makes the AGM more accessible but not at a cost borne by delegates attending the General Meeting/Conference.

While technically the rule could not be changed until this AGM, by securing agreement in principle in March, LGAT minimised any risk of foreshadowing the change in the conference registration forms.

Budget Impact

Minimal impact.

Current Policy

Currently attendance at the AGM is captured as part of the paid registration for the General Meeting.

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.

Budget Implications.

Within current budget.

8 STRATEGIC PLAN 2017-2020 *

Decision Sought

That Members note the proposed 2019-20 priorities for the LGAT Strategic Plan and that they are invited to provide feedback to LGAT staff or Members of the General Management Committee.

Background Comment:

In early 2017 LGAT developed a new strategic plan for the 2017 – 2020 period. The Strategic Plan contains:

1. A long-term Vision of success for LGAT – *“Vibrant Tasmanian communities”*;
2. LGATs Central Purpose – *“Help Tasmanian Councils to be the best they can be for their communities”*;
3. Our Core Functions (from the Local Government Act);

4. Five proposed Key Focus Areas, which are -
 - a. *Facilitating change across Local Government;*
 - b. *Building Local Government's reputation;*
 - c. *Fostering collaboration;*
 - d. *Promoting financial sustainability; and*
 - e. *Underpinning Local Government capacity and capability to deliver.*
5. Key performance indicators for each focus area;
6. A short-list of critical priorities for the next twelve months that fulfil our core Purpose and address our Key Focus Areas; and
7. The values LGAT will strive to be known by.

The short list of critical priorities for the 2019 – 20 period require updating in light of the completion of a number of them as well as a changing context. The following draft priorities will be subject to a strategic planning workshop with the newly elected GMC early in the 2019/20 financial year. Once the priorities are signed off by the GMC the Annual Work Plan for the 2019–20 period will be developed.

Attachment to Item 8 contains a draft updated Strategic Plan. Four new priorities areas are proposed by LGAT staff for 2019-20 and are listed below (the numbers represent how they are listed in the Strategic Plan):

4. Deliver the 21st Century Councils Project.
5. Work with councils and stakeholders to address identified workforce capacity gaps.
6. Deliver the Community Health and Wellbeing Project.
8. Deliver equitable rating outcomes through securing legislative amendments

Items 4, 6 and 8 represent LGAT led projects currently underway that are expected to require significant resources over the next 12 – 18 months and all are discussed in other items in the General Meeting Agenda.

Item 5, Work with councils and stakeholders to address identified workforce capacity gaps, recognises the findings of the National and Tasmanian skills workforce reports (see the General Meeting Agenda item on these), the work LGAT is undertaking with others on Environmental Health Officers workforce issues and the support LGAT is providing the Economic Development Officers interest group.

These new priorities replace the following completed priorities from the 2018 – 19 year:

4. Further build sector resources and support, particularly for new Elected members (this work will continue, but is captured by priority 9 below);
5. Position the Tasmanian Local Government agenda in the federal election;
6. Further develop the financial and asset management in councils (this work will continue, but is captured by priority 9 below); and

8. Deliver a refreshed statewide community satisfaction survey.

The following priorities remain unaltered or have been slightly amended in the draft plan to reflect changes in the operating context or have been broadened (e.g. priority 9 below) to capture previous priorities:

1. Lead the waste management reform agenda;
2. Support the sector through the next stages of Local Government legislation reform;
3. Support councils in implementing the planning reform agenda;
7. Promote the good work of Local Government to the broader Community;
9. Deliver a range of high-quality training and events; and
10. Continue to expand the Procurement Program.

Budget Impact

Within current budget.

Current Policy

LGAT Strategic Plan 2017 - 2020

Decision Sought

- (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.**

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
- **Community Review Committee - Threatened Species Protection Act 1995**
Nikki Den Exter, Kingborough Council
- **Family Violence Consultative Committee**
Mayor Mary Knowles OAM, Northern Midlands Council
- **LGAT Assist**
Mrs Jill Taylor
- **Local Government Board**
Mr Hadley Sides, former Chair (Acting)
- **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
- **State Marine Pollution Committee**
Mr Andrew Brown, Clarence City Council
- **Tasmanian Heritage Council**
Ms Danielle Gray, Kingborough Council; Ald Robin McKendrick, City of Launceston
- **Tasmanian Library Advisory Board**
Ald Tanya Denison, 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 Suicide Prevention Committee**
Mayor Annette Rockliff, Devonport City Council

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