



# General Meeting

## Agenda

**10.30am  
19 November 2014**

**The Tramsheds,  
Inveresk, Launceston**

326 Macquarie Street, GPO Box 1521, Hobart, Tas 7000  
Phone: (03) 6233 5966  
Fax: (03) 6233 5986  
Email: [admin@lgat.tas.gov.au](mailto:admin@lgat.tas.gov.au)  
Home Page: <http://www.lgat.tas.gov.au>

**PROCEDURAL MATTERS.  
RULES REGARDING CONDUCT OF MEETINGS**

**13. WHO MAY ATTEND A MEETING OF THE ASSOCIATION**

- (a) Each Member shall be entitled to send a voting delegate to any Meeting of the Association, such voting delegate exercising the number of votes determined according to Rule 16(a).
- (b) After each ordinary Council election, the Chief Executive Officer shall request each Member to advise the name of its voting delegate and the proxy for the voting delegate for Meetings of the Association until the next ordinary Council elections.
- (c) Members may change their voting delegate or proxy at any time by advising the Chief Executive Officer in writing over the hand of the voting delegate or the General Manager prior to that delegate taking his or her position at a Meeting.
- (d) A list of voting delegates will be made available at the commencement of any Meeting of the Association.
- (e) Members may send other elected members or Council officers as observers to any Meeting of the Association.

**14. PROXIES AT MEETINGS**

- (a) Up to 1 hour prior to any Meeting of the Association, a Member may appoint another Member as its proxy.
- (b) The form of the proxy is to be provided by the Chief Executive Officer and is to be signed by either the Mayor or General Manager of the Council appointing the proxy.
- (c) The Chair of the meeting is not entitled to inquire as to whether the proxy has cast any vote in accordance with the wishes of the Member appointing the proxy.
- (d) Proxies count for the purposes of voting and quorum at any meeting.

**15. QUORUM AT MEETINGS**

At any Meeting of the Association, a majority of the Member Councils shall constitute a quorum.

**16. VOTING AT MEETINGS**

- (a) Voting at any Meeting of the Association shall be upon the basis of each voting delegate being provided with, immediately prior to the meeting, a placard which is to be used for the purpose of voting at the meeting. The placard will be coloured according to the number of votes to which the Member is entitled:

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

- (b) The Chairman of the meeting shall be entitled to rely upon the raising of a coloured placard as the recording of the vote for the Member and as evidence of the number of votes being cast.
- (c) Except as provided in sub-rule (d), each question, matter or resolution shall be decided by a majority of the votes capable of being cast by Members present at the Meeting. If there is an equal number of votes upon any question, it shall be declared not carried.
- (d) (i) When a vote is being taken to amend a Policy of the Association, the resolution must be carried by a majority of the votes capable of being cast by Members, whether present at the Meeting or not.
- (ii) When a vote is being taken for the Association to sign a protocol, memorandum of understanding or partnership agreement, the resolution must be carried by a majority of votes capable of being cast by Members and by a majority of Members, whether present at the Meeting or not.
- (iii) When a vote is being taken to amend the Rules of the Association, the resolution must be carried by at least two-thirds of the votes capable of being cast by Members, whether present at the Meeting or not.

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\* Denotes Attachment



## GENERAL MEETING SCHEDULE

- 10.00 Coffee on arrival
- 10.30 Meeting commences
- 12.00 Metro Tas  
Lynn Mason – Chairperson  
Stuart Wiggins – CEO (Commences on 10 November 2014)  
Damien Arkley – Northern Operations Manager
- 12.30 pm Approximately, lunch will be provided

Following the conclusion of the General Meeting, an afternoon workshop will be held for new Mayors.

This workshop will provide new Mayors with an overview of their role and responsibilities, key relationships and running meetings. This will lead into the Mayor's Professional Development Day to be held on Thursday, 20 November.



# 1. GOVERNANCE

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## 1.1 CONFIRMATION OF MINUTES \*

### Decision Sought

That the Minutes of the meeting held on 24 September 2014, as circulated, be confirmed.

### Background:

The Minutes of the General Meeting held on 24 September 2014, as circulated, are submitted for confirmation and are at **Attachment to Item 1.1**.

## 1.2 BUSINESS ARISING \*

### Decision Sought

That the Meeting note the information.

### Background:

At **Attachment to Item 1.2** is a schedule of business considered at the previous meeting and its status.

## 1.3 CONFIRMATION OF AGENDA

### Decision Sought

That consideration be given to the Agenda items and the order of business.

### Background:

Delegates will be invited to confirm the agenda for the meeting and the order of business.

#### 1.4 FOLLOW UP OF MOTIONS\*

**Decision Sought**

**That Members note the report.**

**Background:**

A table detailing action taken to date in relation to motions passed at previous meetings is at **Attachment to Item 1.4.**

#### 1.5 MONTHLY REPORTS TO COUNCILS\*

**Decision Sought**

**That Members note the reports for August and September 2014.**

**Background:**

Monthly reports to Councils that briefly outline Association activities and outcomes for the previous months are at **Attachment to Item 1.5.**

#### 1.6 COUNCIL ROUND-UPS

**Decision Sought**

**That Members determine who will present briefings at future meetings.**

**Background:**

The session allows time for questions and provides an opportunity to briefly share and highlight problems or opportunities facing councils.

## 2. ITEMS FOR DECISION

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THERE ARE NO ITEMS FOR DECISION.

## 3. ITEMS FOR NOTING

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### 3.1 REMOVAL OF THE TASMANIAN ECONOMIC REGULATOR BOARD Contact Officer - Kate Hiscock

#### Decision Sought

That the Meeting note the report.

#### Current Situation

As part of the State Government's first budget in September 2014, it was announced that the Tasmanian Economic Regulator Board is to be discontinued. While the Association has not yet been formally advised of this change, discussions with the Office of the Tasmanian Economic Regulator (OTTER) have confirmed this action will occur by the end of the current financial year.

It is understood that the Department of Treasury and Finance has commenced a review of the scope of responsibility and functions undertaken by the Economic Regulator (and the associated Office) and is investigating possible structural models to undertake these roles and functions within the Department of Treasury and Finance. The Association has been advised that a formal consultation process will occur later in October 2014.

The key issue of concern for Local Government (and other stakeholders) is the need for clarity on how the Government will continue to deliver economic regulatory services in an independent manner. Issues potentially affecting Local Government may include for example, matters in regards to water and sewage pricing or non-contestable electricity supply. Impacts will be largely unknown however, until the Government provides advice on what the future looks for the delivery of these services.

The Association, on members' behalf, is a key stakeholder of OTTER, regularly participating on the Officer of the Economic Regulator Consumer Consultative Committee. Once formal advice of the Government's intentions on this issue is received from OTTER (or the Department of Treasury and Finance), members will be advised and comments sought.

If members have any immediate concerns however, please advise Kate Hiscock on 6233 5965 (Wed/Thurs) or by email [kate.hiscock@lgat.tas.gov.au](mailto:kate.hiscock@lgat.tas.gov.au).

#### Background Comment

The independent Tasmanian Economic Regulator is responsible for regulatory activities in respect of:

- The electricity industry;
- The gas industry;
- The water and sewerage industry; and
- A range of prices oversight issues.

The (electricity) Regulator was first appointed and the Office of the Regulator first established on 1 July 1998 following amendments to the [Electricity Supply Industry Act 1995](#) (ESI Act). The ESI Act amendments established an independent economic, technical and safety regulator. This was consistent with the reform of the electricity supply industry and National Competition Policy which required the removal of regulatory functions from government business enterprises.

With the introduction of gas into the Tasmanian energy market, the Regulator was given responsibility for gas regulation under the [Gas Act 2000](#), the [Gas Pipelines Act 2000](#), and the [Gas Pipelines Access \(Tasmania\) Act 2000](#). The Regulator (and the Office) was subsequently renamed the Tasmanian Energy Regulator. The Regulator's functions do not include gas safety matters which are the responsibility of [WorkSafe Tasmania](#) and the [Director of Gas Safety](#).

The commencement of the [Water and Sewerage Industry Act 2008](#) on 8 July 2008, led to responsibility for the economic regulation of the water and sewerage sector being given to the Regulator. As a result of this change, the Tasmanian Energy Regulator, the Office of the Tasmanian Energy Regulator and the Government Prices Oversight Commission were renamed on 1 October 2008 as the Tasmanian Economic Regulator and the Office of the Tasmanian Economic Regulator (OTTER) respectively.

### **Budget Implications**

Does not apply.

### **Current Policy**

Strategic Plan Priority Area 1: Strengthen Strategic Relationships

Strategic Plan Priority Area 2: Ensure Financial Sustainability

## **3.2 POLICY UPDATE**

**Contact Officer - Katrena Stephenson**

### **Decision Sought**

**That the Meeting note the report.**

### **Public Lighting Contract Update**

The contract to test the market for the supply of the retail energy component of public lighting is underway. At the time of writing things are looking positive, with both Aurora Energy and ERM indicating interest to submit proposals.

As this is the first time such a contract has been possible following the introduction of retail contestability, the Consultant (Goanna Energy) is working closely with both retailers to enable two competitive proposals.

Once formal proposals are received, the contract terms and conditions will be reviewed by Simmons Wolfhagen. If the outcome of this is successful, LGAT will come back to Members (hopefully!) with a recommendation to move to negotiations with each retailer to achieve the best possible price and service.



**Vulnerable Persons Framework**

The draft Framework for Vulnerable People in Emergencies was circulated to councils for comment in September and LGAT provided a submission to the State Emergency Service in early October. The submission raised a number of key work areas which the State Government needs to address prior to publishing the document.

These include:

- Development of an implementation strategy.
- Development of guidelines for regional emergency management committees.
- Development and delivery of training, tools and templates for service providers with a responsibility for vulnerable people to ensure that they are adequately supported to build resilience with their clients and to appropriately identify those most vulnerable who will require emergency services assistance during an emergency.
- Formalised arrangements between the State and the service providers to implement the framework including data sharing.
- Testing of the framework to ensure it is workable in an emergency.

The LGAT submission also strongly asserted that the State Government and regions are best placed to deliver the Framework. Implementation at the State and Regional level would reduce the likelihood of duplication of effort.

SES will review the comments, make adjustments and provide the document to the State Emergency Management Advisory Group for endorsement prior to going to the State Emergency Management Committee for sign off. Early indications are that the framework will be supported by an implementation plan.

**Natural Disaster Resilience Grants Program**

The Natural Disaster Resilience Grants program recipients were awarded in early October. A number of councils were successful in receiving funding under the program. A number of state projects were also funded which will deliver outcomes for Local Government and require close collaboration.

Of particular interest are:

<p>Tasmanian Emergency Municipal Risk Assessment (managed by SES)</p>	<p>The Project will provide education and support for Municipal Emergency Management Coordinators (MEMCs) in relation to risk assessments for natural hazards including the development of a risk assessment tool.</p> <p>A consistent approach by MEMCs will assist with the development of Regional Risk Assessments and the identification and evaluation of state, regional and local level treatment options.</p>
<p>Animal Welfare in Emergencies (DPIPWE)</p>	<p>The Project will provide consistent and contemporary advice from the Department Primary Industry, Parks and Wildlife and the Environment Animal Welfare staff to Councils in relation to accounting for animal welfare in the evacuation context.</p> <p>The Project also provides an opportunity for Council staff to adapt the advice in a practical manner to suit their community's needs.</p>

Tasmanian Community Flood Resilience Project – Stage 2 (SES)	The Project will develop state-wide flood management policies, plans and guidelines that specify and assign flood PPRR roles; detail how the roles will be undertaken; and the processes and standards to be followed.
Helping Communities to Understand and Respond to Coastal Hazards (DPAC)	<p>The Project will raise the awareness of a number of coastal communities to their vulnerability to current and emerging coastal hazards - erosion, inundation and associated severe storms.</p> <p>The Project will work with these communities to identify their preferences for how they want these hazards to be managed - 'Adaption Pathways'.</p>
Compiling and Sharing Hazard Information with the Community (DPAC)	The Project will improve community resilience by supporting individuals and communities to take appropriate risk mitigation action by providing households with detailed information about their exposure to natural hazards.
Development of Floodplain Risk Assessment Process for Tasmania (UTAS)	<p>The Project will develop a methodological process for the assessment of floodplain risks in Tasmania. The proposed process will be consistent with the Australian Emergency Handbook 7 and the National Emergency Risk Assessment Guidelines.</p> <p>The process will be demonstrated through four case studies representing a range of diverse geographical contexts within Tasmania and trialled to produce assessment of existing, future and residual risks for the four case study areas.</p> <p>The outputs from the assessments will be able to be integrated into all-hazards municipal level risk assessments and associated emergency risk management process.</p>
Guide to Coastal Hazards and Coastal Defences (DPAC)	<p>The Project will support the implementation of coastal hazards work into planning and development controls through:</p> <ol style="list-style-type: none"> <li>1. A review of coastal defences with Local Government and DPIPWE that establishes the location, type, ownership, and maintenance arrangements for defensive works on the coastline;</li> <li>2. The development of a 'Building for Coastline Hazards Guide' that describes the hazards and how to address them when undertaking development in coastal areas; and</li> <li>3. The development of a policy on the maintenance of hazard information in partnership with DPIPWE</li> </ol>

### **Heavy Vehicle Access on Local Roads**

For the past six months, council infrastructure departments have been looking at their local road network and bridge assets to determine which of these would be appropriate for pre-approved consent for access by certain classes of heavy vehicles. There has been a high degree of cooperation between State and Local Government at officer level, with the Department of State Growth providing high level support where it can however, council staff are still finding it time consuming and challenging to prioritise, consider and process the various individual applications for heavy vehicle access that are coming across their desks.

December 31 2014 marks the expiry date for the class of heavy vehicle permits know as 'Various to Various' (V2V) permits; these are residual permits that existed under the previous permit system administered by the State Government. In short, the V2V permits allow operators that possess them to be able to access the vast majority of the state road network without seeking permission on a regular basis; it also allows them to access local roads on the condition that the operator must seek the permission of the relevant road owner prior to travel.

In reality however, historically a significant number of operators have *not* sought any kind of permission from councils prior to travelling on their road networks - and this continues to be the case, particularly in those circumstances where operators are transporting what are considered relatively innocuous standard loads. It is notable that this has been going on for years, and is not a new situation.

Since the introduction of the NHVR, it could be said that an unintended administrative 'benefit' or 'buffer' of the V2V permits has essentially been to keep to a minimum the number of applications for local road access being made to councils by operators; councils have not been processing as many access requests as they otherwise would have been.

There is a sense of growing alarm from the heavy vehicle industry operators and the State Government however, that the expiry of V2V permits at the end of 2014 is going to lead to a bottleneck in the processing of access applications and approvals from Local Government under the National Heavy Vehicle Regulatory (NHVR) framework.

In exchanges with the State Government on this issue, the LGAT has encouraged discussions regarding how the State Government could better support councils with their role as a road manager under the Heavy Vehicle National Law (HVNL), particularly through the provision or facilitation of the relevant technical expertise, data and/or dedicated funding that is required for councils to understand their assets and infrastructure sufficiently to meet the expectations and requirements of the Heavy Vehicle National Law and the NHVR.

### **Traffic Facilities Approvals**

The State Government has proposed changes to Traffic Facilities Approvals in order to allow councils, as the Road Owners, to manage local roads to meet the needs of their communities. The proposal was welcomed at a recent General Managers' Meeting as an acknowledgement that councils are best placed to understand the subtleties of traffic management within their municipalities and to develop and implement traffic management schemes.

There is significant Traffic Engineering expertise and capacity within Local Government and the consulting engineering profession and the Department of State Growth is no longer the sole 'centre of expertise' in this field. With councils already analysing traffic issues, developing and documenting traffic management schemes as required, the current process of having State Growth staff review and approve these schemes simply delays the implementation of important safety improvements while adding little value.

It is envisaged that a Traffic Standards Group will be developed and will include broad representation from across State and Local Governments and industry, to review traffic standards and make recommendations to the Transport Commissioner for traffic facilities standards to be adopted in Tasmania.

### **Extranet**

The LGAT Extranet is now easier for staff and elected members to access, with the link and relevant login details now being available on council intranet home pages (where available). The secure site continues to be populated with useful information, tools and templates across a breadth of Local Government operational and policy areas, as well as housing the LGAT's member training calendar.

You can access the site by logging in with your council's specific login details at <http://www.lgat.tas.gov.au/page.aspx?u=623>

### **Professional Development**

Forthcoming training opportunities include:

- 1) Local Government 101  
22 November 2014  
A one day course for new elected members
- 2) New Mayors Introduction  
19 November 2014  
A three hour session following on from the general meeting.
- 3) Mayors Workshop  
2 November 2014
- 4) Elected Member Weekend  
28 February - 1 March 2015  
To build upon the basics and likely to include sessions on planning, finance and asset management, engagement, time management, ethical behaviour and other topics of interest.

Councils are encouraged to put forward to the Policy Director, ideas for future professional development offerings, either as part of the elected member weekend or as specific focussed training and when (eg 1st half of year, later in the year).

Councils are also encouraged to consider what needs have been identified at a regional or sub regional level that LGAT can provide assistance in delivering or brokering.

The Mayoral Handbook and Councillor Resource Kit have been updated and will be on the website before the issuing of the writs.

### **Workforce Survey**

Data analysis is well progressed in relation to our second Local Government workforce survey. A sectoral report is being produced along with council summaries for those councils who participated. This survey looked at resignation and redundancy in more detail, building upon the retirement analysis of the previous survey and early indications are that there will be significant turnover of staff over the next six years across the sector – upwards of 50 percent.

Recommendations will be developed for the sector on the basis of the analysis and it is anticipated the report will be available in December.

### **Budget Implications**

Does not apply.

### 3.3 CHANGES TO LOCAL GOVERNMENT LEGISLATION

Contact Officer - Katrena Stephenson

#### Decision Sought

That the Meeting note the report

#### Current Situation

At the time of writing, Councils were being asked to comment on two discussion papers and related regulatory amendments. These were:

1. The Local Government (General) Regulations 2005
2. The Local Government (Code of Conduct) Amendment Bill 2014.

In relation to the review of the Regulations, a discussion paper was circulated. Many of the matters have previously been raised by the sector as needing clarification or improvement. Some are relatively minor.

A number relate to elections and have been raised by the Tasmanian Electoral Commission including hearing and determination of election disputes, processes related to the drawing and casting of lots, time/space/expenditure restrictions on electoral advertising and disclosure of donations.

Other matters include:

- Raising the prescribed threshold amount for public tenders from \$100,000 to \$250,000
- Reimbursement for caring duties (beyond children)

Many of the proposed Amendments relate to 33 certificates – from mode of delivery to content.

The Code of Conduct Amendments have been derived following earlier consultation on a discussion paper. The Bill would amend the Local Government Act to provide for a new councillor code of conduct framework and process and stronger sanctions.

Other matters addressed include making the annual general meeting optional, expanding the definition of electoral advertising to include the Internet and restricting eligibility for nomination as a councillor to Tasmanian residents.

The key changes in relation to Code of Conduct are:

- Requirement to adopt a prescribed model code
- A single code of conduct panel (no longer local panels)
- Code of conduct complaints to be lodged with the General Manager in a prescribed form
- Initial assessment which may accept, reject or refer a complaint. At this point a complaint may be rejected on the basis it is frivolous or vexatious.
- Stronger sanctions, including suspension as well as a new offence for failure to comply with the determination of a panel. If a councillor is found to have breached a council's code of conduct three times in an election period, the councillor's office will be automatically vacated.

A verbal update on the feedback from Councils, due later in October, will be provided at the Meeting.

**Budget Implications**

Does not apply.

**Policy Implications**

Picks up on various past motions.

**3.4 FINANCIAL AND ASSET MANAGEMENT**

Contact Officer - Katrena Stephenson

**Decision Sought**

**That the Meeting note the report.**

**Current Situation**

LGAT managed the Tasmanian Local Government Financial and Asset Reform Project. The project has formally been completed but LGAT continues to look to opportunities to support member councils to develop capacity in this space - our emphasis is on creating a continuing improvement culture through regional collaboration and support.

In particular, LGAT wants to support implementation of new legislation that requires councils to have financial and asset plans, strategies and policies in place.

Consequently, LGAT commissioned IPWEA to produce a series of "Appropriate Practice Summaries" relating to financial sustainability issues relevant to Tasmania. These are a quick reference for practitioners to provide best approaches to a range of asset and financial management practices promoting consistency and efficiency in Tasmania.

The output from the consultancy will be a series of two to three page "Appropriate Practice Summaries" containing technical information; local examples and contact officers where available; and adherence to any legislative requirements or agreed methodology. The Practice Summaries will support implementation of, and be compliant with recently introduced legislation requiring councils to have financial and asset plans, strategies and policies in place. The Local Government Act (1993) is supported by Ministerial Orders which prescribe minimum requirements for councils.

Practice summaries identified to date are:

1. What is an Asset Management Policy?
2. What is an Asset Management Plan?
3. What is an Asset Management Strategy?
4. Long-term Financial Plans (based on IPWEA Practice Note)
5. Financial Strategy
6. Audit Panels
7. Selecting an Asset Management system
8. Managing an Asset Management Register
9. Componentising and valuing Road Assets
10. Role of Debt in Local Government (based on ACELG paper)
11. Valuation Practices
12. Useful lives
13. Condition Assessment methodology and reporting
14. Depreciation Practices
15. Annual Reviews (eg accounting estimates, asset registers, etc)
16. Financial Statements
17. Integrating long-term financial plans and asset management plans

IPWEA subcontracted the work to Jeff Roorda and Associates and JAC Comrie Pty Ltd. John Howard and John Comrie have been leading the work on the Practice Summaries and are keen to get the input of Tasmanian Local Government Practitioners.

To that end, LGAT will be facilitating two forums, one in the South and one in the North (28<sup>th</sup> and 29<sup>th</sup> October respectively), to discuss and have opportunity to input into Asset and Financial Management Practice Notes for Tasmanian Councils.

It is anticipated that the final Practice Summaries will be available to councils before the end of the year on the LGAT Extranet.

#### **Budget Impact**

Fully funded through the Local Government Financial and Asset Reform Project which received Commonwealth funding.

#### **Current Policy**

Strategic Priority Area 3: Ensuring Financial Sustainability

### **3.5 ROLE OF LOCAL GOVERNMENT PROJECT**

Contact Officer - Katrena Stephenson

#### **Decision Sought**

**That the Members note the report.**

#### **Current Situation**

Since their inception in July 2014, the Role of Local Government Working Groups have met monthly to develop a draft three-year Strategic Action Plan. The Working Groups' meetings have been very focused and productive. Each working group includes representatives from LGAT and senior Local Government officers.

The **Economic Development** Working Group is identifying projects that will deliver jobs and regional economic growth by building the capacity of Local Government to support economic development in their communities. Work has included analysis of the Victorian Parliament's Inquiry into Local Economic Development and consideration of projects previously identified by State and Local Government.

The **Legislation** Working Group is focussing on two streams of work: what should and could be changed at a structural level to reduce the compliance burden on councils; and what support is needed to assist councils to meet their regulatory requirements. This group conducted a survey to support population of the Action Plan and analysed the findings of the NSW IPART Investigation of Local Government Compliance issues.

The **Collaboration** Working Group kicked off with a survey of shared services within the Local Government sector. The results of this survey have identified how shared services are organised, and illustrated the benefits of shared services. This work will underpin the development of actions to ensure they are specific and targeted at real issues and can deliver tangible benefits.

The **Governance** Working Group has been in an evidence gathering mode, looking at how other jurisdictions support good governance. The working group will take a two-pronged approach: one stream of work will aim to enhance governance at the whole-of-council level while the second stream of work will aim to enhance strategic leadership capability at the individual level.

The Working Group Chairs agree there is merit in extending the development phase to optimise the positive momentum being built through the meetings and ensure the projects developed are evidence based, innovative and targeted. The revised project plan is provided below with a key point of interest being the consultation with councils in February/March next year.

<b>Timeframe</b>	<b>Action</b>
June 2014 - April 2015	Working groups hold monthly meetings to develop the strategic action plan
December PLGC meeting	1. Working Group Chairs provide progress report on strategic plan and projects delivered by the working groups to PLGC 2. PLGC to endorse a formal project update to councils/agencies
February 2015	PLGC endorse draft RoLG Strategic Action Plan out of session for council/agency consultation
March 2015	Consultation period
April 2015	Working Groups finalise strategic plan
May PLGC meeting	PLGC endorse the RoLG Project

#### **Budget Implications**

Does not apply.

#### **Current Policy**

An initiative of the Premier's Local Government Council.

### **3.6 ELECTED MEMBERS WEEKEND WORKSHOP - 2015**

**Contact Officer - Stephanie Watson**

#### **Decision Sought**

**That the Meeting note the report.**

#### **Background**

A two-day residential weekend workshop and dinner for elected members will be held from the 28 February to 1 March 2015 at Peppers Seaport Hotel Launceston. Whilst the workshop is primarily targeted at newly-elected members, all elected members are welcome to attend as there is always something new to learn and the weekend provides a valuable networking opportunity. Partners are welcome to join delegates for dinner.

A block booking of rooms has been made at Peppers Seaport Hotel and The Sebel Launceston for delegates requiring accommodation. To secure a room, elected members are encouraged to book their accommodation direct with either hotel by 23 January 2015. As February is peak season for accommodation bookings, early bookings are advised.



To make a reservation at Peppers Seaport Hotel, please phone 1300 987 600 and quote "LGAT 0215". River and City View Suites are available at \$229 per night.

To reserve a room at The Sebel Launceston, call 6333 7555 and quote reference no "327950". A limited number of 1 Bedroom Superior Suites are available for \$180 per night, and 1 Bedroom Deluxe Suites are available for \$190 per night.

Topics to be covered over the course of the weekend include:

- The role of LGAT
- The Ethical Obligations of Councillors
- The ABC of Asset Management
- The Fundamentals of Council Finance
- Land Use Planning

Workshop registration forms will be emailed to elected members and councils and uploaded to the LGAT website following the Local Government Elections.

Workshop bookings will be required by Monday, 16 February 2015.

#### **Budget Impact**

The workshop is run on a cost recovery basis.

### **3.7 LGAT PROCUREMENT-BIG TIME AND COST SAVINGS FOR COUNCILS** Contact Officer - Deborah Leisser

#### **Decision Sought**

**That the Meeting note:**

- 1. The demonstrated value of working together to achieve time and cost savings through collaborative purchasing using the National Procurement Network (NPN); and**
- 2. The number of councils that have taken up the opportunity to save time and money by purchasing goods through LGAT National Procurement Network contracts in the last twelve months and the potential for increased use of Network contracts.**

#### **Background**

The National Procurement Network (NPN) is an alliance of State and Territory Local Government Associations. The Local Government Association of Tasmania is a member of the network, and works actively with other Network members to tender and negotiate contract arrangements for goods and services on behalf of councils in Tasmania. Goods are then made available to councils through approved supplier panels or preferred supplier arrangements.

National Procurement Network members are:

- Local Government Association of Tasmania
- Local Buy Pty Ltd – a wholly owned company of the Local Government Association of Queensland
- MAV Procurement – the business arm of the Municipal Association of Victoria
- LGA procurement – a business arm of the Local Government Association of South Australia
- Local Government Procurement Pty Ltd – a wholly owned company of the Local Government Association of NSW
- Western Australian Local Government Association
- Local Government Association of Northern Territory

A Network member is nominated to lead contract negotiations and manage contracts on an ongoing basis on behalf of other network members. In Tasmania, you may hear that councils are able to purchase items through Local Buy Qld, the MAV or LGP- NSW procurement. These are simply examples of Network members who have agreed to be lead agents for contracts available through the Network. The lead agent ensures that contracts are managed effectively, therefore protecting council interests.

The National Procurement Network combines the purchasing power of over 350 councils nationally and provides access to national pricing regardless of volume purchased. The economies of scale offered by multiple councils participating have enabled cheaper rates to be negotiated with suppliers.

What this means is that savings can be delivered directly to councils. Savings come from the reduced prices for items purchased and also via a reduction in time that is taken by staff to purchase items and by suppliers to respond to requests. When councils purchase through the National Procurement Network they do so through a purchase order or Request for Quotation process.

They also make use of a web based e-procurement system (Vendor Panel) that provides an audit trail of purchase processes. This system is provided through LGAT, for council use.

Each time a council is required to tender for items it wants to purchase there are significant staff resources involved. Purchasing through the National Procurement Network relieves councils of this workload. Estimates suggest that for a simple single item purchase – for example a truck, councils could save up to \$5,000 in administration/processing costs and may complete the purchase process in a shorter time frame than when employing a full tender process in house.

It is important to note that councils are able to liaise with and purchase from local suppliers when purchasing goods through the National Procurement Network.

For the twelve months to 30 June 2014, 18 Tasmanian councils purchased items through available National Procurement Network contracts. The total spend was in excess of \$4.5m and combined savings approximated at least \$500,000. The majority of items purchased were trucks, earth moving equipment and small plant and machinery. Once councils have purchased such items through the Network, the benefits become clear and they tend to continue purchasing using Network contracts.

Councils that didn't purchase through the Network, or made very limited use of the opportunity (for example only purchased some stationery items) over the twelve months to 30 June 2014, include Break O' Day, Central Highlands, Circular Head, Clarence City, Derwent Valley, Dorset, Flinders Island, George Town, Glamorgan/Spring Bay, Glenorchy City, Kentish, King Island, Latrobe, Meander Valley, Northern Midlands, Sorell, Southern Midlands and Tasman.

There are a number of NPN contracts that offer significant potential savings that have not been used by any council's in Tasmania to date. These contracts include:

- Mobile garbage bins;
- Fuels (bulk and card based);
- Oils and lubricants;
- Tyres, tubes and batteries; and
- Telecommunications goods and services.

By working with Local Government and suppliers, the National Procurement Network (with LGAT as a member), is working to cut procurement costs and to assist to deliver more sustainable outcomes for ratepayers.

#### **Budget Impact**

The NPN works to establish and maintain collaborative purchasing opportunities that meet council needs.

Councils are not compelled to purchase goods and services through the NPN, but significant time and cost advantages have been shown to be achieved if they do so.

#### **Current Policy**

Consistent with Strategic Plan Priority Area 3 – Ensuring Financial Sustainability

### **3.8 PLANNING REFORM UPDATE \***

**Contact Officer - Allan Garcia**

#### **Decision Sought**

**That Members note the following report.**

#### **Background**

Since the last meeting the Association has made two submissions to the Planning Taskforce in relation to proposals for reform and amendments to the Land Use Planning and Approvals Act. The first submission was in response to a discussion paper foreshadowing a range of legislative amendments – some to give effect to the processes associated with the move to a single planning scheme and others relating to election commitments made by the State Government. Specific concerns were expressed in relation to some of the process issues, particularly in respect of the declaration point of interim planning schemes and timeframes for permitted use, and other matters such as proposed new arrangements and charges for third party appeals and the handling of copyright matters.

The concerns of Local Government were taken on board in relation to appeals and the copyright issues in this first phase. The feedback provided then informed the drafting of legislation. Councils were given a week to respond to the legislative package. The response process was expedited through the conduct of a teleconference involving council planners. This forum addressed the major concerns and issues with clarity being able to be provided in relation to a number of matters prior to the closure of the comment period. A copy of the Association's submission is at **Attachment to Item 3.8 for reference.**

The State Government has determined that in order to expedite the Interim Planning Scheme process it intends to halt the process at what is termed the S30J level. This means that the Minister will declare the IPS and while representations will be able to be made, there will be no formal hearings. Minor and incidental matters raised through the representation phase may allow for minor amendments and other matters could well inform the development of a single planning scheme. The reason for halting the process at this stage is to eliminate the likely several years of hearings that would be necessary for the TPC to conduct and to focus resources and effort into moving to a single planning scheme to provide faster surety and certainty within the system.

Some councils remain concerned about the lack of hearings although there is a general feeling that the more quickly the current process is completed and effort can be put into the single planning scheme process, the better the ultimate outcome in terms of resources and certainty.

A key concern within the draft legislation was the reduction in the length of time for approval of permitted activities. With the proposition to reduce the timeframe to 21 days there was particular consternation that inadequate time would be available to deal with the larger quantum of developments that would be permitted or have acceptable solutions under the interim planning scheme process. A proposition to extend this time frame to 28 days has been presented to the State Government and early feedback suggests that this will be acceptable. The timeframe will be reviewed when the single planning scheme comes into effect with a preference of the State Government to reduce the timeframe at that time to the proposed 21 days.

There are some technical matters about prescribed common forms and these have been outlined in the submission.

The Taskforce is focusing on the key economic drivers in the economy and assessing the barriers and what types of principles and development standards for zones that support significant economic development (eg agricultural, residential, commercial and tourism zones).

It is also proposed to develop a suite of high level planning policies. Whether these take the form of the present State Policies is moot but a suite of instruments that could provide increased guidance and direction is considered essential for a consistent and cohesive planning system.

With regard to timing on the present legislation, it is anticipated that the LUPAA amendment bill will be introduced to the Parliament in the week commencing 26 October 2014.

## 4. ITEMS FOR DISCUSSION

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### **4.1 RULES AMENDMENT TO PROVIDE FOR ONE VOTE PER COUNCIL Council - Derwent Valley**

Derwent Valley Council advises that, through the process of election for President of the LGAT, one of their Councillor's wrote to each person who nominated asking for their comments in regards to one vote per Council.

The response received from most was that they were prepared to consider this matter at a future meeting of the Association if they were successful in their endeavours to become President.

It is for this reason that Derwent Valley Council requests further discussion in regards to this matter, bearing in mind it was raised by Derwent Valley at the most recent General Meeting of the Association and was not supported.

### **4.2 VOTE OF EACH COUNCIL TO BE RECORDED IN THE MINUTES Council - Derwent Valley**

Derwent Valley Council has requested that the Association ensure that the vote of each Council is recorded in the minutes including the number of votes cast by each Council and details of any proxy votes exercised.

The reason this request is only for discussion is that it is recognised that the association is not bound by the same rules as Council in regards to the recording of those who voted. It is the view of the Derwent Valley Council that to ensure due process and the ability for the Association and those Councils who are members of it to be open and transparent in the way in which each Council voted on each resolution should be included in the Minutes of the Association.

It is also recognised that at all LGAT meetings any Council who wish to have the way in which they voted recorded may do so. Council recognises that it may also be difficult to administer this request but feel that it should be at least discussed and determined if there is an appropriate mechanism for the recording of the way each Council voted.

### **4.3 AMALGAMATIONS**

The Minister for Planning and Local Government has indicated that it is his intention to write to all new Mayors following the conduct of Local Government elections inviting them to participate in a forum to discuss voluntary amalgamations. No indication has been provided on timing or the scope of discussions but it is anticipated that it is in keeping with previous statements by the Government that it is willing to work with councils that are seeking to amalgamate.

It was considered worthwhile having a discussion at the membership level to ascertain what types of things from a Local Government perspective should be placed on such an agenda. The Local Government Board has previously issued a "guide" to voluntary amalgamations which outlines in process terms the types of things that councils need to consider and actually do.

The discussion at the General Meeting is really about seeking to identify a host of issues that are worth thrashing out with the Minister at any forum that may be organized. It may be associated with finances, resourcing, access to expertise, etc.

It should be noted that the Association is not seeking to promote the pursuit or otherwise of the amalgamation agenda but believes that the sector should get on the front foot in relation to this matter.

## 5. OTHER BUSINESS & CLOSE