



ANNUAL GENERAL MEETING

AGENDA

To be submitted to the

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

**Will be held on
25 July 2018**

**Commencing
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 25 July, 2018***

**NOTICE IS ALSO GIVEN THAT
One Hundred and Sixth Annual General Meeting
of the Association
will be held at
Wrest Point
Hobart**

**Commencing at
11.00am
on
Wednesday 25 July, 2018**

**NOTICE IS ALSO GIVEN THAT THE
Association's General Meeting
will be held at
Wrest Point
Hobart
commencing immediately following
the conclusion of the
AGM
on Wednesday 25 July, 2018**

**To consider
Local Government Policy and Motions
from Member Councils**

**Katrena Stephenson
CHIEF EXECUTIVE OFFICER**

2018 CONFERENCE PROGRAM**WEDNESDAY 25 JULY 2018**

11.00am	AGM	
	General Meeting	Commences immediately following the conclusion of AGM
12.30pm	Lunch	
1.30pm	Meetings continue	
5.00 6.00pm	Welcome Reception	With thanks to Page Seager

THURSDAY 26 JULY 2018

8.00am	Conference Registration	
8.45am	Welcome and Opening	
9.00am	Scott Rankin	
9.40am	Sally Curtain	
10.20am	Corporate Wellness - Dr Matt Constable	
10.35am	Morning Tea	With thanks to Dial Before You Dig
11.10am	Brook Dixon	
11.40	Mayor David O'Loughlin – ALGA President	
12.10	Speed Networking	
12.30pm	Lunch	With thanks to Dial Before You Dig
1.30pm	Workshop Program	
3.00pm	Afternoon Tea	With thanks to Commonwealth Bank
3.30pm	Craig Reucassel	
4.30 – 5.30pm	Happy Hour	With thanks to Commonwealth Bank
7.15pm	MAV Conference Dinner	

FRIDAY 27 JULY 2018

8.30am	The Rewind Walking Tour – Tasmanian Heritage Council	
9.00am	Workshop Program	
10.30am	Morning Tea	With thanks to Jardine Lloyd Thompson
11.15am	2018 Local Government Awards for Excellence	
11.55am	Genevieve Lilley	
12.50pm	Conference wrap up	
1.00pm	Lunch	With thanks to Jardine Lloyd Thompson

2018 ANNUAL GENERAL MEETING

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

1 MINUTES OF 105TH ANNUAL GENERAL MEETING *

Decision Sought

That the Minutes of the 105th Annual General Meeting, held 26 July, 2017 be confirmed.

The Minutes of the 105th Annual General Meeting of the Local Government Association of Tasmania, held in Hobart on 26 July, 2017 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 2018 Annual General Meeting.

3 FINANCIAL STATEMENTS TO 30 JUNE 2017 *

Decision Sought

That the Financial Statements for the period 1 July 2016 to 30 June 2017 be received and adopted.
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The General Management Committee recommends consideration and adoption of the Association's Financial Statements for the period 1 July 2016 to 30 June 2017, 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 2017 to 22 June 2018 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 one week remained to the end of the financial year with year-end adjustments also pending. It is anticipated that there will be a surplus (approx. \$60,000) with items below being of note –

- With the decision to revamp the Community Satisfaction Survey, the survey will not be undertaken until the 2018/19 financial year, resulting in an underspend of \$30,000 this financial year.
- Additional staffing were incorporated into the budget for 2017/18 to accommodate changes to the communications and events role and general staff changes. Consequently, a full year was not been worked in all positions. This resulted in a reduction in overall wages and superannuation costs.
- We were able to secure some excellent speakers for the July 2017 Annual Conference at a low-cost which, combined with some other cost cutting initiatives, resulted in less expense overall to hold the event.

4 LGAT BUDGET AND SUBSCRIPTIONS 2018/2019 *
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Decision Sought

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

Subscriptions

This year we have transitioned to the 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.

In this first year, many councils trigger either the collar or cap provisions but, testing on outer years has demonstrated that the formula stabilises and that the number of councils triggering the 10% cap will reduce substantially.

Additionally, to smooth the first year when so many councils triggered caps and collars, a small adjustment against total subs has been made to ensure alignment between the formula and budget.

However, mindful of the impacts of the formula change, LGAT has applied an overall subscription increase (including the survey/advertising components) of 2.42%¹.

Budget

There are no strongly significant areas of variation to the budget this year but some moderate variations as follows:

- Staff outputs and productivity continue to be high and therefore in line with most council EBAs a 2% 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.
- There has been a change in the way conference registrations and trade and general sponsorship have been reflected in the budget to better reflect our new approach to sponsorship but overall only a modest increase in this income stream (\$10,000) is projected given the competitive conference and sponsorship environment.
- 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.
- Owing to a re-examination of the format of the community satisfaction survey, it was not conducted during the 2017/18 financial year but will be conducted during the 2018 calendar year. It should be noted that LGAT subscriptions allow for a portion of the costs of the four yearly survey to be captured each year so there is not a neat offset between income and expenditure in a single year. This is further exacerbated as we are still in the transition period

¹ In line with Council Cost Index.

between a two-yearly survey and a four-yearly survey. The collection of a portion of funds each year reduces the impact for councils in a survey year.

- The allocation to TV advertising has been reduced this year based on the planned program of activity and the use of some unspent advertising funds. This has helped keep the overall subscription increase in line with the Council Cost Index.
- Interest rates remain low and projected interest earnings reflect that this is unlikely to change in this financial year.
- LGAT is shifting providers for telecommunications (mobile and data) and we anticipate significant savings over time, with a smaller offset this first year because of equipment transition costs.
- There is no significant building maintenance work scheduled for this year.
- A new budget line item has been introduced for HR/IR which relates to a new contracted support service to LGAT on these matters. This will be partially offset by a reduction in consultancy costs (related to legal fees).
- Budget for a short-term mentoring project has been established to support the post-election environment.

A copy of the Budget and Subscriptions for the 2018/2019 Financial Year are at **Attachment to Item 4.**

5 PRESIDENT AND VICE PRESIDENT HONORARIUMS

Decision Sought

That the President's and Vice President's allowance for the period 1 July 2018 to 30 June 2019 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.

A review of Elected Member allowances has been undertaken in the 2017/18 Financial Year but is not yet finalised. If, as anticipated, the review determines that the escalation of Elected Member Allowances will not alter, the Honorariums will not require review.

The resultant application of the wages price index has meant allowances for 2017/18 were:

- President allowance \$47,304 per annum.
- Vice President allowance \$11,826 per annum.

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

6 RULES OF THE LOCAL GOVERNMENT ASSOCIATION OF TASMANIA

Decision Sought

That Members agree to amend the Rules to reflect electronic voting practices as outlined in Option One.

Background

LGAT introduced electronic voting for the AGM and General Meeting in July 2017.

At the November 2017 Meeting Members agreed to the practice of publishing the vote record on decision items by the Council in the General Meeting and AGM Minutes. Members also agreed that the electronic vote would be used for all items (with cards only to be used in the case of technology failure).

It is timely then to amend LGAT's rules to reflect this practice, the changes proposed are highlighted in red below.

Option 1

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 (d), 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 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.
- (e) 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.
- (f) The electronic record of votes cast for decision items will be provided with the Minutes of the Meeting.

A critical point to understand is that when voting cards were used, it was not possible to know who abstained from voting. On that basis LGAT has simply carried a motion based on a majority of votes. The proposed amendments would continue to work on that basis. That is, to abstain is not considered a vote in the negative. If Members determined that to abstain is considered a vote in the negative, then the following Rule Amendments would apply.

Option 2

16. VOTING AT MEETINGS

- (g) 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

- (h) **Electronic voting buttons will be the first choice for voting on all decisions, with placards only to be used if the technology fails.**
- (i) **Voting buttons allow councils to vote for or against a motion or formally abstain from voting. An abstain is to be taken as a negative vote.**
- (j) 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.
- (k) Except as provided in sub-rule (d), each question, matter or resolution shall be decided by a majority of the votes cast, **with an abstain to be counted in the negative.** If there is an equal number of votes upon any question, it shall be declared not carried.
- (l) (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 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) **The electronic record of votes cast for decision items will be provided with the Minutes of the Meeting.**

Members should note that as the voting software is not currently set up to count 'abstains' as a negative vote, this rule amendment would not apply until the December General Meeting.

LGAT Policy

Does not apply.

Budget Impact

Does not apply.

7 LGAT/LG PROFESSIONALS CONFERENCE

Decision Sought

That Members note the intent to undertake scoping work with LG Professionals Tasmanian with respect to combining our conferences in future.

That Members further note, that should conferences combine, it may be prudent to shift the AGM and General Meeting to a separate date.

Background

During the organization of the LGAT Annual Conference, we have experienced the withdrawal of some of our regular sponsors and trade exhibitors, demonstrating a continued tightening of the market. Some of the withdrawing sponsors are citing a move to sponsoring Local Government Professionals Tasmania (LG Professionals Tas) which is surprising given that over the last two years, the numbers attending the LG Professionals Tas Conference has dropped dramatically. Small attendance numbers might make both sponsorship and trade significantly more difficult for LG Professionals Tas to attract in future.

Both LGAT and LG Professionals Tas are providing increased networking and professional development opportunities and in essence may be cannibalizing our big events with more tailored events. Combined with greater workloads/fewer resources in councils, more alignment with technical/professional roles and training opportunities related to those (eg PIA, IPWEA, EHA), tighter council budgets restricting paid professional development opportunities, low interest rates, tighter market conditions, more focused spend by sponsors, not to mention competition between our two organisations, the pressure on our key revenue raising events will continue.

In 2017, while LGAT and LG Professionals Tas shared a resource, LGAT undertook and funded, a sponsorship workshop with an independent consultant which highlighted the potential benefits of a joint approach to sponsorship and conference but the timing was not quite right to pursue from either a LGAT or LG Professionals Tas perspective. However, both the GMC and the LG Professionals Tas Board have agreed that if we continue to delay these discussions there is a significant risk to the viability of both events.

Both organisations have agreed to work together to develop a proposed model for a joint 2019 conference as well as a proposed model for a joint sponsorship prospectus, that is in tune with the principles of our MOU.

Before a decision can be made on whether to combine events, both organisations require some independent advice, particularly as relates to assessing historical income generation and resourcing and determining a fair methodology for distributing income and an understanding of who/how sponsorship and conference would be managed ongoing. There are implications for both organisations financially and in terms of human resource that would need to be considered. This preliminary investigative and modelling work will be funded by both organisations equally. A consultant has been engaged and a workshop will be held with representatives of both organisations in late September as part of that process.

At the November 2017 General Meeting, the CEO informally canvassed views about separating the AGM from the LGAT Annual Conference. The rationale was two-fold, it could reduce the cost of attendance of the AGM significantly and it could free up the conference to include other streams and partners as outlined above. Members indicated the viability of this should be explored. As it currently stands, there is a risk to the conference viability generally in separating the AGM and General Meeting because of the additional resourcing costs internally to LGAT (related to two separate events), the potential loss of registered participants and the subsequent loss in trade and sponsorship. Consideration of the timing of the AGM will be part of LGAT's overall considerations when modelling a partnership approach to the conference.

Budget Implications

Up to \$5000 for the initial scoping study.

Current Policy

Focus Area: Developing capacity and capability to deliver

Priority Area 9: Host an excellent Annual Conference, AGM & General Meetings

There is nothing in the rules which prevents separation of the AGM and General Meeting from the Annual Conference.

8 ANNUAL PLAN ***Decision Sought**

That Members note the following report.

Background Comment:

LGAT has made significant progress on the strategic priorities identified in the Strategic Plan for 2017-18, thanks to a small but high functioning team. There were 10 priorities:

1. Influence the State Government agenda for TasWater.
2. Shape the Code of Conduct Review.
3. Drive the planning reform agenda.
4. Build upon the resources available for Elected Members and staff.
5. Prepare communities and Councils for Local Government Elections in 2018.
6. Position the Local Government agenda in the State Government election.
7. Promote the good work of Local Government to the broader community.
8. Ensure LGAT systems and IT are fit for purpose.
9. Host an excellent Annual Conference, AGM and General Meetings.
10. Continue to expand the Procurement Program.

In particular, it should be noted that work was successfully completed in relation to TasWater advocacy, the Code of Conduct review, preparing for Local Government elections and State Government election advocacy.

In addition, internally LGAT completed significant IT upgrades and transitioned to a new staffing structure.

The GMC will soon agree the key strategic priorities for the year ahead and a new annual plan will be developed around those.

It is anticipated that training of new councillors, Federal elections, future Local Government reform and Waste Management will feature as new priorities but that planning, building resources and training and sector promotion will remain as priorities.

A report against the progress of the LGAT Annual Plan and a copy of the LGAT Strategic Plan are at **Attachment to Item 8.**

9 REPORTS FROM BOARD REPRESENTATIVES *

<p>Decision Sought</p> <p>(a) That the reports from representatives on various bodies be received and noted.</p> <p>(b) That Conference acknowledges the time and effort put in by all Association representatives on boards, working parties, advisory groups and committees etc.</p>

- Listed below are the bodies on which the Association had statutory representation in the 2017/2018 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 David Moser
- **Community Review Committee - Threatened Species Protection Act 1995**
Ms Liz Quinn, Kingborough Council
- **Family Violence Consultative Committee**
Clr Mary Knowles OAM, Northern Midlands Council
- **LGAT Assist**
Mrs Jill Taylor
- **Local Government Board**
Mr Greg Preece
- **State Fire Commission**
Clr Hannah Rubenach, Break O'Day Council
- **State Fire Management Council**
Ms Melanie Kelly, Kingborough Council
- **State Grants Commission**
Mr Grant Atkins 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 Sandra French, Burnie City Council, Clr Dick Adams, Northern Midlands Council; Ald James Walker, Clarence City Council; Ms Amanda Davison, Waratah Wynyard Council
- **Tasmanian Planning Commission**
Mr Michael Stretton, Launceston City Council
- **Tasmanian Suicide Prevention Committee**
Acting Mayor Annette Rockliff, Devonport City Council

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

10 CLOSURE
