



Our ref: R15/0015 Out-26719

4 August 2017

Mr Graham Kennett  
General Manager  
Kyogle Council  
PO Box 11  
KYOGLE NSW 2474

Dear Mr Kennett

**Official notice and instructions for registration:  
Local Government NSW Annual Conference 2017**

I write to provide you with official notice of this year's Local Government NSW Annual Conference 2017 (Conference) and to detail important information in addition to the information provided on 2 June 2017.

This year's Conference will be held later than usual – from **Monday 4 December to Wednesday 6 December at the Hyatt Regency, Sydney.**

As previously advised, this year the Conference will involve two types of voting: delegates will vote on motions which determine the policies and priorities for LGNSW and the sector, and eligible delegates will vote in elections for the LGNSW Office Bearers and Board.

This letter contains important information on the Conference, about:

- Registering to attend the Conference (opens late August)
- Registering to vote for (a) motions (b) Board elections
- Submitting motions (open now)
- General Conference information

I very much look forward to coming together in December to share ideas and debate sector-wide issues.

Yours sincerely

A handwritten signature in black ink, appearing to read 'K Rhoades'.

Cr Keith Rhoades AFSM  
President

*Attachments:*

1. *Registration – to attend the Conference*
2. *Registration – as a voting delegate*
3. *Submitting motions*
4. *General Conference information*

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**Attachment 1: Registration – to attend the Conference**

Registrations open in late August on the LGNSW website. We invite councillors, Mayors, General Managers and senior staff to register to attend. You will be able to register an individual or group.

- **Early Bird registration rate is \$899** and applies if you register and pay by 23 October 2017
- **Standard registration rate is \$999** for all registrations from 24 October – 27 November 2017

Members wishing to take advantage of the Early Bird rates but uncertain of councillors' names due to pending Local Government elections can still register the requisite number of attendees and confirm names up to and including Monday 23 October 2017 (advising delegates' names and alterations to delegates' names can be completed online).

**Confirmation, Cancellation Policy and Enquiries**

Should you be unable to attend, once registered, a substitute delegate is welcome to attend in your place at no additional charge. All cancellations and amendments must be advised in writing to the Conference Secretariat, Bradley Hayden, at [Bradley@ccem.com.au](mailto:Bradley@ccem.com.au).

Cancellations made by 5.00pm Monday 27 November 2017 will be eligible for a full refund less a \$110 administration fee per registration. Cancellations made after 5.00pm Monday 27 November 2017 are not refundable.

Note: Voting delegates must be registered to vote on motions and also be registered to attend the Conference.

**Attachment 2: Registration – as a voting delegate**

Separate from Conference registration, financial members must nominate:

- (a) the names of their voting delegates for voting on motions and,
- (b) where applicable, the names of their voting delegates for voting in the elections for the Association's Office Bearers and Board.

**Voting entitlements**

The Association's Rules require the development of two rolls of voters, one for voting on policy motions, and a separate roll of voters for voting in the elections for the Association's Office Bearers and Board. A copy of the Rules may be found at [www.fwc.gov.au/registered-organisations/find-registered-organisations/local-government-and-shires-association-new](http://www.fwc.gov.au/registered-organisations/find-registered-organisations/local-government-and-shires-association-new)

Each financial member is entitled to a certain number of voting delegates. The formula for calculating members' voter entitlements is prescribed at Rule 23 of the Association's Rules.

Ordinary members will need to nominate the names of their delegate(s) for both types of voting: voting for the Association's Office Bearers and Board and voting on policy motions.

Associate members will need to nominate the names of their delegate(s) for voting on policy motions only.

**Voting on Policy Motions**

Ordinary members and associate members of the Association must be financial on Monday 9 October 2017 to vote on policy motions that require consideration by the Conference.

**LGNSW will notify members by Friday 13 October 2017** of the number of voting delegates that they are entitled to send to the Conference to vote on motions.

Forms for nominating the names of each member's delegate(s) will be made available on the Association's website by 13 October 2017. Members are encouraged to give early consideration to nominating the names of voting delegates well before 13 October by internally preparing a draft/reserve voter list of councillors.

**The deadline to provide LGNSW with the names of delegates to vote on policy motions is Wednesday 1 November.** Nominations of voting delegates received after the closing date cannot be accepted. However a member may substitute the name(s) of one voting delegate for another, at any time, in line with Rule 34 of the Association's Rules.

**Voting for the Association's Office Bearers and Board**

The scheduled election for the Association's Office Bearers and Board is to take place this year. If an office is contested, nominated voting delegates will vote by attendance at the Conference on Tuesday 5 December 2017.

The Australian Electoral Commission (AEC) will conduct the election for the Association's Office Bearers and Board. Once the AEC issues an election notice inviting nominations for Office Bearers and Board, members can be advised, including of when members are required to tell LGNSW the names of their voting delegates for the elections. Members and potential candidates who are interested in the election process and timeline should review the Association's Rules.

### Nominating as a candidate for Election for the Association's Office Bearers and Board

To nominate for the Board, a person must be a Councillor of a Council which is an Ordinary member of the Association or a member of the Board of the Aboriginal Land Council (ALC) if ALC is an Ordinary member.

Nominations must be made using the prescribed form (which the AEC will make available when it calls for nominations), and must comply with the above requirements. There is no requirement for councils to formally endorse a person's nomination as a candidate at a council meeting.

### Important dates for voting

Please note the 2017 deadlines for voting.

Deadline	Action
Monday 9 October	Deadline for payment of membership fees (required for your council to be entitled to vote on policy motions and for the Board).
Friday 13 October	Members notified of number of delegates that can vote on policy motions.
At a date to be confirmed by the AEC	AEC to issue an election notice inviting nominations for Office Bearers and the Board.
Wednesday 1 November	Deadline for members to provide names to LGNSW of delegates who will vote on policy motions.

For further information about voting please contact Ms Debra Law, Divisional Coordinator – Member Services, on 02 9242 4142 or [Debra.Law@lgnsw.org.au](mailto:Debra.Law@lgnsw.org.au).

**Attachment 3: Submitting Motions**

All members can put forward motions to be considered at the Conference.

Members are now invited to submit motions using the online form on the LGNSW Annual Conference webpage <http://lgnsw.org.au/events-training/local-government-nsw-annual-conference>.

The LGNSW Board is working to ensure the motions debate centres on advancing the sector wide policy agenda in new ways. Proposed motions should be strategic, affect members state-wide and introduce new or emerging policy issues and actions. Members are encouraged to review the Action Report of resolutions from the 2016 Conference before submitting motions for the 2017 Conference. The Action Report is available on the LGNSW Annual Conference webpage under 'Past Conference - 2016'.

The Board has resolved that motions will be included in the Business Paper for the Conference only where they:

1. are consistent with the objects of the Association (see Rule 4 of the Association's rules);
2. relate to Local Government in NSW and/or across Australia;
3. concern or are likely to concern Local Government as a sector;
4. seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association;
5. have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws);
6. are clearly worded and unambiguous in nature; and
7. do not express preference for one or several members over one or several other members.

For a motion to be included in the Business Paper for the Conference the submitting member needs to provide accompanying evidence of its support. Such evidence may include an extract of the minutes of the meeting at which the member resolved to submit the motion for consideration by the Conference.

**Deadline for submitting motions**

To allow printing and distribution of the Business Paper before the Conference, members are asked to submit their motions by COB **Monday 9 October 2017**. In line with the LGNSW rules, the latest date motions can be accepted for inclusion in the Conference Business Paper is 12 midnight on Monday 6 November 2016.

For further information on submitting motions please contact Ms Elizabeth Robertson, Policy Officer, on 02 9242 4028 or [Elizabeth.Robertson@lgnsw.org.au](mailto:Elizabeth.Robertson@lgnsw.org.au).

**Attachment 4: General Conference information****Business Papers**

The full Conference Business Paper is expected to be available on the LGNSW website and copies forwarded to members approximately one week prior to the Conference.

LGNSW's financial reports will be available to members at least 21 days before the Conference.

**Conference Program Outline**

**Training sessions:** When registering for Conference, attendees can also register for afternoon sessions to be held Monday 4 December. Topics this year are amalgamation case studies, and elected life and good governance.

**President's Opening Reception:** The opening reception will be held in the evening on Monday 4 December.

**First business day of the Conference and the LGNSW Board elections:** Voting delegates will be invited to vote on motions and vote in the Board elections on Tuesday 5 December. The NSW Premier, the Hon. Gladys Berejiklian MP has been invited for the opening address.

**Second business day:** The Australian Local Government Women's Association (ALGWA) Breakfast will be held prior to the business sessions. Day 2 on Wednesday 6 December will include addresses from Ministers, keynote speakers and concurrent information sessions.

**Conference Gala Dinner:** The dinner will be held on Wednesday 6 December and all those registered for the Conference may attend.

A detailed program will be available on the LGNSW Annual Conference webpage.

**Accommodation**

December is a busy time in Sydney and LGNSW encourages delegates to book accommodation as early as possible to avoid disappointment.

For Conference delegates wishing to stay at the venue (Hyatt Regency) a reduced accommodation rate is available from Sunday 3 December until Thursday 7 December. For group bookings please contact Ashley Markovic, Group Reservations Coordinator, on 02 9290 4812 or [Ashley.Markovic@hyatt.com](mailto:Ashley.Markovic@hyatt.com).

**Outstanding Service Awards**

The Outstanding Service Awards will be presented at the Conference Gala Dinner. For information about the Awards, including where to apply and eligibility, please check the LGNSW website.

**Privacy Statement**

LGNSW, which is regulated by the Privacy Act 1988 (Cth), collects private information about registered attendees to the Conference such as names, addresses, telephone numbers, credit card information and email addresses. We use the private information you give us to process your registration and to send you information in relation to the Conference.

If you choose not to provide some or all of the private information that we have sought, LGNSW may be unable to process your registration or it may result in you being unable to vote at the Conference. Further information about how LGNSW collects, holds and uses private information is contained in LGNSW's Privacy Policy which is available on the website at the following web address: <http://www.lgnsw.org.au/privacy>.



## Local Government NSW Annual Conference 2017

**Monday 4 – Wednesday 6 December 2017**

Main conference venue is Hyatt Regency Sydney, 161 Sussex Street Sydney

This program is correct at the time of publication; speakers and program details may have changed due to unforeseen circumstances.

### DRAFT PROGRAM (as of 11 August 2017)

MONDAY 4 December	
1.00pm – 4.00pm	Bump in sponsors to set up trade exhibition Bump in voting booths into Wharf 4 and 5
2.00pm – 4.45pm	Registration opens in Foyer
3.00pm – 4.00pm	Two optional concurrent councillor training/information sessions. Coming together post-amalgamation: lessons and next steps three case studies <b>Peter Tegart</b> , Interim General Manager, Queanbeyan Palerang Regional Council <b>Ashley Hall</b> , Administrator, Edward River Council <b>Gail Connolly</b> , General Manager, Georges River Council (invited)  or  Elected life and good governance: building your capabilities. A session for new councillors
4.00pm – 5.00pm	Sessions repeated above
5.00pm – 7.00pm	<b>President's Opening Reception</b> in Maritime Ballroom in the trade exhibition
TUESDAY 5 December – Business Session Day 1 / Grand Ballroom/Maritime Ballroom	
7.30am – 5.00pm	Registration opens on main landing
8.00am – 9.00am	Voting for LGNSW Board President, Vice Presidents, Treasurer and Directors (Voting for all positions at the one time) in Wharf 3, 4 and 5 (rooms)
8.15am – 9.00am	Distribution of voting materials and electronic handsets  Trade exhibition opens in Maritime Ballroom
9.15am – 9.45am	<b>Address</b> from <b>The Hon Gladys Berjiklian MP</b> , Premier of New South Wales (invited)
9.45am – 11.00am	<b>Address</b> from <b>Cr Keith Rhoades AFSM</b> , President, LGNSW  <b>Opening of the Federal Conference</b> , chaired by <b>Cr Keith Rhoades AFSM</b> including demonstration of voting units, adoption of standing orders, presentation of the auditor's report, general financial report and operating report to members. Business session and consideration of motions.

	<p><b>Opening of the State Conference</b>, chaired by <b>Cr Keith Rhoades AFSM</b> including adoption of standing orders. Presentation of the auditor's report, general financial and operating report to members.</p> <p>Business sessions and consideration of motions.</p>
11.00am – 11.30am	<p>Morning tea in trade exhibition area Voting for LGNSW Board President, Vice Presidents, Treasurer and Directors</p>
11.30am – 1.00pm	Consideration of Conference business continued, chaired by the President
1.00pm – 2.00pm	<p>Lunch in trade exhibition Voting for LGNSW Board President, Vice Presidents, Treasurer and Directors</p>
2.00pm – 3.30pm	Consideration of Conference business continued, chaired by the President
3.30pm – 4.00pm	<p>Afternoon tea in trade exhibition area Voting for LGNSW Board President, Vice Presidents, Treasurer and Directors</p>
4.00pm – 5.30pm	<p>Consideration of Conference business continued, chaired by the President Collection of all electronic handsets and motions voting cards Conference business session closes</p>
5.30pm – 6.30pm	<p>Voting for LGNSW Board President, Vice Presidents, Treasurer and Directors Voting closes</p>
6.00pm – 7.00pm	Delegate networking function in trade exhibition area
7.30pm	Trade exhibition closes. Free night for delegates.
<b>Wednesday 6 December– Business Session Day 2 / Grand Ballroom/Maritime Ballroom/Wharf rooms</b>	
7.30am – 5.00pm	Registration opens
7.30am – 8.45am	<p><b>Australian Local Government Women's Association (ALGWA NSW) Breakfast</b> Special Guest Speaker <b>Rhoda Roberts</b>, Head of First Nation Programming, Sydney Opera House, Festival Director Boomerang, will speak on Accessing and Creating Relationships with Your Local Community.</p>
8.00am – 5.30pm	Trade exhibition open in Maritime Ballroom
9.00am – 9.05am	Introduction by <b>Ellen Fanning</b> , Master of Ceremonies
9.05am – 9.20am 9.20am – 9.35am	<p><b>Address</b> from <b>The Hon Gabrielle Upton MP</b>, Minister for Local Government Facilitated questions from the conference to the Minister</p>
9.35am – 10.05am	<p><b>Keynote: Dr Jonathan Carr-West</b>, Chief Executive, Local Government Information Unit UK presents on Transforming Local Government or the role of councils in economic development (invited)</p>
10.05am – 10.30am	Morning tea in trade exhibition area
10.30am – 10.45am	Address from <b>The Hon Peter Primrose MLC</b> , Shadow Minister for Local Government
10.45am – 11.00am	Facilitated questions from the conference to the Shadow Minister
11.00am – 11.15am	<b>Keynote: Short Address</b> from <b>The Hon Melinda Pavey MP</b> , Minister for Roads,



11.15am – 11.30am	Maritime and Freight, <b>Keynote:</b> Short Address from <b>Carolyn McNally</b> , Secretary of the Department of Planning and Environment, on Housing Affordability and Partnerships with Councils.
11.30am – 11.40am	<b>MC</b> to facilitate Q and A to both speakers (10 mins only)
11.40am – 12.10pm	<b>Address</b> from <b>Stuart Reeve</b> , Managing Director, Micromex Research and Consulting on Community Perceptions of Local Government
12.10pm – 12.30pm	<b>Presentation</b> of the AR Bluett Awards (20 mins)
12.30pm - 12.40pm	<b>Address</b> from <b>Cr Keith Rhoades AFSM</b> , LGNSW President on Association Initiatives
12.40pm – 12:50pm	<b>Treasurer's Report</b>
12.50pm – 1.40pm	Lunch in the trade exhibition area General Managers Lunch sponsored by StateCover: a short update from StateCover, Local Government Super and LGP (30 mins)
<b>1.40pm – 3.10pm</b>	<b>MOVE TO CONCURRENT SESSIONS</b>
<b>Environment and Planning</b>  1.40pm – 1.45 intro 1.45pm – 2.05pm 2.05pm – 2.10 intro 2.10pm – 2.30pm 2.30pm – 2.35intro 2.35pm – 2.55pm 2.55pm – 3.10pm Q and A	Stream facilitated by <b>Stephen Beaman PSM</b> , Executive Director Waste and Resource Recovery, Environment Protection Authority (EPA).  <ul style="list-style-type: none"> <li>• <b>Dr Bruce Christie</b>, Deputy Director General, Biosecurity and Food Safety, Department of Primary Industries on The biosecurity framework and shared responsibilities</li> <li>• <b>Stephen Beaman PSM</b>, Executive Director Waste and Resource Recovery EPA on Introducing a Container Deposit Scheme</li> <li>• <b>Tom Celebrezze</b>, Director Biodiversity Policy, Office of Environment and Heritage Biodiversity reforms and Local Government</li> </ul>
<b>Infrastructure and Economics</b>  1.40pm – 1.45 intro 1.45pm – 2.05pm 2.05pm – 2.10 intro 2.10pm – 2.30pm 2.30pm – 2.35intro 2.35pm – 2.55pm 2.55pm – 3.10pm Q and A	Stream facilitated by TBC  <ul style="list-style-type: none"> <li>• <b>Greg Dyer</b>, General Manager City of Parramatta, Case study on the Redevelopment of Parramatta Square</li> <li>• <b>Susie Matthews</b>, Director Small Business Engagement, NSW Department of Industry on In Support of night-time economies</li> <li>• <b>Sean Gordon</b>, Chief Executive Officer, Darkinjung Local Aboriginal Land Council on Building local economies and the economic development of aboriginal lands</li> </ul>

<p><b>People and Communities</b></p> <p>1.40pm – 1.45 intro  1.45pm – 2.05pm  2.05pm – 2.10 intro  2.10pm – 2.30pm  2.30pm – 2.35intro  2.35pm – 2.55pm  2.55pm – 3.10pm Q and A</p>	<p>Stream facilitated by TBC</p> <ul style="list-style-type: none"> <li>• <b>Jody Broun</b>, Director NSW/ACT, Red Cross on Disaster Preparedness – council's building resilience with their communities in times of natural disaster or accident</li> <li>• <b>Wendy Waller</b>, Mayor and <b>Shabnam Bhana</b>, Community Development Worker, Liverpool City Council, and <b>Cr Greg Conkey</b>, Mayor, Wagga Wagga City Council on Refugee Resettlement</li> <li>• <b>Mary Barry</b>, Chief Executive Officer, Our Watch on the national framework for preventing violence against families and women,</li> </ul>
<p><b>3.10pm – 3.20pm</b></p> <p>3.20pm – 4.00pm</p> <p>4.00pm – 4.30pm</p>	<p><b>RETURN TO PLENARY SESSION AND CLOSE OF CONFERENCE</b></p> <p><b>Keynote: Annabel Crabb</b>, Walkley Award winning journalist on 'What the community wants and expects from government; what local government can learn from the international, national and state experience; and what it means for local government in the future'.</p> <p>Afternoon tea and delegate networking function in trade exhibition area</p>
<p><b>7.30pm – 11.00pm</b></p>	<p><b>CONFERENCE DINNER, Grand Ballroom Hyatt Regency</b> (in the conference room)</p>
<p>7.30pm</p> <p>7.45pm</p> <p>8.00pm</p> <p>8.10pm</p> <p>8.35pm</p> <p>9.35pm</p> <p>11.00pm</p>	<p>Doors open</p> <p>Delegates seated and entrée served</p> <p>LGNSW President introduces Elite Sponsor, StateCover Mutual Limited</p> <p>LGNSW President and Elite Sponsor present the Outstanding Service Awards Presentation of the Heart Foundation Local Government Awards National Winner by CEO Kerry Doyle (invited)</p> <p>Main course served</p> <p>Entertainment and dancing</p> <p>Function finishes</p>
<p><b>CLOSE OF CONFERENCE</b></p>	

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