

Local Government
Association of NSW



“Anchoring the Future”
Coffs Harbour

20 - 24 October 2007

Information for Councils

- Submission of motions • Voting delegate entitlements
 - Year 2009 conference venue
 - Conference and social programs • Elections
- Supply of printed material • Outstanding Service awards

Local Government Association of NSW

GPO Box 7003

Sydney NSW 2001

tel: (02) 9242 4000

fax: (02) 9242 4111

website: www.lgsa.org.au

1. Registration

Michelle Aubert of the Coffs Harbour Visitor Information Centre will be handling arrangements for delegates, observers and partners attending this year's annual conference in relation to:

- registration for business sessions
- registration for social functions and partners' tours.

All registration payments are to be made direct to Coffs Harbour Visitor Information Centre.

2. Accommodation

All hotel bookings are being managed by Coffs Harbour Visitor Information Centre. If you have not yet confirmed your accommodation booking please contact Michelle Aubert on 02 6652 1522 or 1300 369 070 and mention that you are attending the LGA 2007 Conference.

3. Voting – Delegates & Nominations to Host the 2009 Conference

The Local Government Association should be contacted in relation to:

- voting delegate entitlements
- nominations to host the 2009 annual conference

The contact at the LGA is Peter Coulton on 9242 4030 or peter.coulton@lgsa.org.au.

4. Additional Conference Printed Material

For additional conference printed material please contact Karen Rolls on 9242 4050 or karen.rolls@lgsa.org.au.

5. Submitting Motions

MOTIONS MUST BE RECEIVED BY 5.00 PM on Friday 10 AUGUST 2007 to enable us to meet business paper production deadlines. Please note all motions submitted must be adopted by council before submission to the Association.

Motions should seek to alter existing policy, through the addition or deletion of elements, or to introduce new policy.

To guide this process, the Association's current policy statements (resulting from the 2006 conference business paper) is available on the LGSA website at www.lgsa.org.au/lgaconference. Policy statements will not be discussed during the course of debate, except by way of motions which propose specific amendments.

Motions seeking to vary existing policy or to address new or emerging policy issues will be classified as Category One and scheduled for debate at the conference.

Motions reaffirming existing policy, or calling for actions to be taken within existing policy, will be classified as Category Two.

Motions in Category Two will be included in the Business Paper and may be individually brought forward to be debated with the agreement of the conference. Otherwise, they will be referred to the Executive of the Association for consideration. Where appropriate, some may be actioned prior to conference.

Motions should be emailed directly to the Association as a Word attachment to lgaconference@lgsa.org.au. Please set up your email system to give a confirmation receipt when sending the email so you can be sure the motions have been received by the Association. For inquiries regarding submission of motions please contact Karen Rolls on 9242 4050 fax 9242 4111.

6. Late Motions

Any motions received after 13 August will be considered late motions. Late Motions received up until COB 5 October 2007 will be included in a special edition of the Weekly to be published 12 October 2007. Late motions will be dealt with at the conference after all other business has been concluded. Late motions will NOT be accepted at the conference, however the President or office Bearers shall have the right at any time to introduce any matter considered emergent to be put before the conference.

Late motions will not be included in the business paper but will be dealt with at the conference after all other motions have been dealt with.

Motions should be submitted in:

From (Name of council)

Subject

Motion text: That the Association

.....
.....
.....

➡ Note from Council: *explaining the reason for submitting the motion and how it alters or adds to existing policy. Please summarise due to limited space in Business Paper.*

Detailed supporting case

This should be on a separate page and give reasons for raising the issue. It will be used by the Association to progress the matter once the conference has dealt with it.

7. Voting Delegate Entitlements

Councils are entitled to nominate voting delegates on a population basis.

The current constitution of the Association provides for voting delegates to conference according to the following clause:

"13. (a) The Annual Conference shall consist of the Executive Committee of the Association and delegates from each council appointed in accordance with the scale as under, such delegates to be sitting members of a constituent council. Each member of the Executive Committee of the Association and each delegate from a council which is an ordinary member shall have one vote.

Group No.	Population	Delegates
(1)	Less than 10,000	1
(2)	10,000 - 20,000 and associate members	2
(3)	20,000 - 50,000	3
(4)	50,000 - 100,000	4
(5)	100,000 - 150,000	5
(6)	Over 150,000	7
(7)	County councils and Aboriginal Lands Councils	2
(8)	Regional Waste Boards	1

Note that member councils currently under administration may have one vote only. Administrators are

recognised under the constitution as delegates.

The population numbers are determined by the Association using the Australian Bureau of Statistics publication 3218.0 (latest figures 2004–05). Councils unsure of their allowed delegate numbers should call Peter Coulton, Director Corporate Services.

Please forward to the LGA **the details** of your council's delegates no later than **Monday 1 October 2007**. Delegate voting cards will be issued to all eligible voting delegates **only** at the conference on registration.

8. Changing Voting Delegates

All changes to the names of voting delegates both before and during the conference must be made in writing by either the Mayor or General Manager. This ensures that voting lists are up to date and avoids the embarrassment of disputes about who may or may not vote.

Where changes are made to delegates before the conference **new voting cards will be available for collection** from the LGA desk at the conference on **Monday 22 October**. Original voting delegate cards are to be returned to the LGA desk at the conference when collecting replacement cards.

Changes of delegates during the conference should be reported to the LGA office. Our staff will help you with the procedures.

9. 2009 Conference Host Venue

Nominations for the 2008 annual conference venue were called for in the Local Government Weekly issue 25 dated 23 June 2006 and will be received until 5pm Friday 26 August 2005. Copy of the Hosting Guide can be downloaded from the Associations website.

10. Draft Conference Program

Following is the draft program. It will be finalised when all invited speakers are confirmed. The conference venue will be Coffs Ex-Services Club.

Draft conference program (as at 18 June)

Delegates' program

Saturday 20 October

12.00pm – 5.00pm Registration opens at Ex-Services Club
1.30pm – 4.30pm Forum: Auditorium Ex-Services Club
Local Government Forum: Global Problem, Local Solutions. - leadership on climate change. Quentin Dempster instigates a conversation with Hon Malcolm Turnbull MP and Mr Peter Garrett (invited)

Sunday 21 October

9.00am – 5.30pm Registration opens at Ex-Services Club
2.00pm- 3.00pm Church service, Saint Augustines
3.00pm – 4.00pm Afternoon tea in Ex-Services Club
4.00pm – 5.30pm Official Opening Ceremony, Auditorium, Ex-Services Club
Mayoral procession
National Anthem
Indigenous welcome
Welcome from Mayor, Cr Keith Rhoades, Coffs Harbour City Council
Welcome address by Cr Genia McCaffery, President LGA
Presentation of Outstanding Service Awards

5.30pm – 7.00pm President’s welcome reception, Trade Display area, Ex Services Club

Monday 22 October

9.00 am Conference Opening of Business Session
Hon Morris Iemma MP, Premier of New South Wales (invited)

9.30am Hon Paul Lynch MP, Minister for Local Government (invited)
Ministers Morning:

10.00am Hon Frank Sartor MP, Minister for Planning (invited)

10.30am Hon Kristina Keneally MP, Minister for Ageing and Disability Services (invited)
(Morning tea concurrent)

11.00am Dr Graeme Pearman, Interim Director, Monash Sustainability Institute

11.30am Adoption of Standing Orders
Presentation and adoption of Treasurer’s Report
Consideration of motions

12.15pm Hornsby Shire Council ‘Hornsby Earthwise – Triple Bottom Line Sustainability Case Study’

12.30pm Lunch

1.30pm Consideration of Motions

3.00pm (Afternoon tea concurrent)

4.00pm Conference adjourns for Happy Hour in trade exhibition

5.00pm Happy Hour concludes.

7.00pm Social Night A Night with Grace (optional)

Tuesday 23 October

8.30am Ballot to host 2009 LGA Conference opens

9.00am Hone Richard Torbay MP, Speaker, Legislative Assembly (invited)

9.30am Hon Chris Hartcher MP, Shadow Minister for Local Government

10.00am Hon Eric Roozendaal MLC, Minister for Roads (invited)

10.30am Opening of Business Session
Consideration of motions
Ballot for 2009 Conference Host closes
(Morning Tea concurrent)

11.00am Consideration of motions

12.15pm Dubbo City Council ‘Greenhouse Initiatives of a Regional Council’ Case Study

12.30pm Lunch

1.30pm Consideration of motions

3.30pm (Afternoon tea concurrent)

4.00pm Conference adjourns for Happy Hour in trade display
Draw Prizes from trade display

5.00pm Happy Hour concludes

7.00pm Gala dinner Bonville Golf Club sponsored by Country Energy

Wednesday 24 October

9.00am – Opening of Business Session
Broken Hill 2008 presentation

9.15am North Sydney Case Study: ‘Buying Green’ (invited)

9.30am Consideration of motions

10.30am (Morning Tea concurrent)

12noon Drawing of prizes. Submission of conference evaluation forms closed.

12.15pm Closing ceremony

Associated Events - Wednesday 24 October, Ex-Services Club

1.00pm Free Mini Councillor workshops
Workshop One - Media Skills in times of a Crisis for Councillors
Workshop Two – Conflict of Interest and Code of Conduct
Workshop Three - Probing Questioning Techniques – How to ask hard financial questions!
3.00pm Close

11. Social Program

Full details of the social program and partners program will be described in registration material distributed by Coffs Harbour Visitor Information Centre.

12. Elections

Elections will take place this year for all positions on the LGA Executive. The timetable of voting and elections will be printed in the official conference program distributed prior to the conference.

13. Printed Material for the Conference

The Business Paper/Action Report package will be distributed to registered participants for business sessions a month before the conference. All registered participants will receive a copy of the Record of Decisions to be posted within a month of the conclusion of the conference. Additional copies of material can be ordered by faxing in the form on Page 8. The information will be on the website www.lgsa.org.au in due course.

14. Outstanding Service Awards

Outstanding Service Awards will be **presented at the official opening ceremony** to those who have given outstanding service to Local Government. To enable the processing of awards, councils are asked to advise the Association whether or not nominees for the award will be attending the conference. A letter confirming the presentation will be sent to your General Manager, if you do not receive confirmation please contact the Karen Rolls on 92424 050. The eligibility criteria for the awards are that intended recipients must have completed a cumulative total of at least 20 years service in Local Government in NSW as an elected person. For those who continue to serve, and at retirement have completed 25 or more years a bar to be affixed to the original medal is available (at no additional cost) with the total number of years served inscribed upon it.

The Outstanding Service Award set comprises four pieces (medal for men or bow for women, miniature, lapel badge and citation A5 in size) featuring the Association's coat of arms and is finished in 24ct gold and presented in a gold embossed presentation case. On the reverse side of the medal will be inscribed the recipient's name and the year the award was presented. The nomination form is to be found on Page 8.

Conference materials order form

Council:

Contact Officer:

Pre-conference package

This package includes Business Paper and Action Statement.

No. of additional packages required:

Record of Decisions

No. of additional packages required:

NB. RECORD OF DECISIONS SUPPLIED TO ALL ELECTED MEMBERS AS A MATTER OF COURSE.

Please complete and return this form to:

Attn: Karen Rolls
Local Government Association of NSW
GPO Box 7003 Sydney NSW 2001
Fax: 9242 4111
Email: karen.rolls@lgsa.org.au



Order form for Outstanding Service Award

Outstanding Service Award \$330 (GST inclusive)

Male Female (please tick)

(Please use one form for each elected member requiring a certificate of service or long service award)

1. NAME: surname and given name or initials

Surname	Given Name	Post Nominals (AM/OAM)
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2. TOTAL YEARS OF SERVICE (must be 20 years plus, to nearest full year) _____

3. NAME OF COUNCIL AND DATES OF SERVICE IN FULL: (If council name has changed during service period, include this and service with that council as well. If service has been broken include this - e.g. 1990-1992: 1994-1996)

4. PERIODS OF SERVICE AS MAYOR, DEPUTY MAYOR, PRESIDENT, DEPUTY PRESIDENT, ETC. (If service has been broken include this - e.g. 1990-1992: 1994-1996). Designate each role separately.

5. PERIODS OF SERVICE AS CHAIRMAN OR DELEGATE TO A COUNTY COUNCIL OR MEMBER OF THE ASSOCIATION'S EXECUTIVE. Due to lack of space on the certificate we cannot list membership of committees or other outside organisations.

Signed: _____ Date: _____
General Manager

Note: Signature of this form by the general manager indicates that the information is correct and has (wherever possible) been checked with the recipient of the certificate. Send to: Karen Rolls, GPO Box 7003 Sydney NSW 2001 or via facsimile: 9242 4111