

Local Government  
Association of NSW



## **Local Government Conference 2011 Hosted by Shoalhaven City Council**

**23 - 26 October 2011**

### **Information for Councils**

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

Local Government Association of NSW

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## 1. Registration

Shoalhaven City Council via Bradley Hayden at Countrywide Conference & Event Management 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 information and bookings can be made online at [www.LGAconference.lgsa.org.au](http://www.LGAconference.lgsa.org.au). Contact Bradley Hayden on P - 02 6023 6300, F - 02 6023 6355 or [bradley@ccem.com.au](mailto:bradley@ccem.com.au) for advice or assistance.

## 2. Sunday Councillor Workshops

The LGSA is offering three Local Government Councillor Professional Development workshops on Sunday 23 October, 10.00am – 2.00pm. Numbers are strictly limited so places are available on a first in first served basis. Workshops will be at a cost of \$220 inclusive of GST.

### **Workshop One - Election 2012 - Engaging your community** – facilitated by Greg Crowther

As our home grown media expert, Greg Crowther has significant skills in helping candidates to present themselves in the best possible manner when engaging the community during an election campaign.

During the workshop you will learn:

- Skills and strategies to engage confidently and clearly with the media during an election campaign
- Tips and techniques for remaining in control when under pressure

### **Workshop Two – Counselling Skills for Councillors** – facilitated by Judy Archer

Councillors often have to deal with constituents who are under stress and are struggling to find a way forward. This session will provide Councillors with some basic counselling skills that will enable them to more effectively:

Explore presenting concerns and underlying issues with their constituents;

Assist constituents to prioritise concerns, work through their concerns and to explore possible courses of action; and

Identify constituents who may be at risk and utilise strategies to respond to this risk appropriately.

### **Workshop Three – Community leadership – the latest trends** – facilitated by Narayan van de Graaff

Councillors are the true spokespersons for the community. This session will assist you to understand the latest trends in leadership and how to portray them in your community leadership roles. During the workshop councillors will explore:

- Contemporary leadership models to help you lead your communities more effectively;
- The key challenges to your role as councillor, and learn some key problem-solving and assertiveness techniques to help you address them
- Key leadership practices and identify how these can be applied.
- Community leadership and emotional intelligence
- How do you develop Your Vision for your council?

Registration is a downloadable form available at [www.lgaconference.lgsa.org.au](http://www.lgaconference.lgsa.org.au) .

### **3. Accommodation**

Accommodation enquiries can be made by contacting Shoalhaven Tourism on 1300 662 808, 9am to 5pm, 7 days a week or visit the Shoalhaven Holidays website available by following the link on the conference website [www.lgaconference.lgsa.org.au](http://www.lgaconference.lgsa.org.au) .

### **4. Future conferences**

The 2012 conference will be held at Dubbo from 28 to 31 October. Accommodation inquires should be directed to Countrywide Conference & Event Management by email [bradley@ccem.com.au](mailto:bradley@ccem.com.au).

No venue has been selected for 2013 onwards due to ongoing discussions regarding the formation of one association.

### **5. Additional Conference Printed Material (business papers)**

Additional conference material including Action Reports, Records of Decisions and Business Papers are available to download from the conference website [www.lgaconference.lgsa.org.au](http://www.lgaconference.lgsa.org.au) .

### **6. Submitting Motions**

Motions must be received by 5.00pm on Friday 5 August 2011 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 before the Conference shall be classified into three categories by the Executive Committee, prior to the Conference as follows:

#### **Category 1:**

Matter concerning the good governance of the Conference or the Association including, without limitation:

- a) The adoption of Standing Orders;
- b) Amendments to the Constitution;
- c) Matters of compliance by the Association with any legislative provision;
- d) The finances of the Association; or
- e) The health and welfare of staff members of the Association.

#### **Category 2:**

Matters not covered by existing policy and matters involving change of policy.

#### **Category 3.**

Those matters that are reaffirmations of existing policy or issues of a specific local nature.

- a) Motions grouped under Category 1 shall be given priority over Category 2 and Category 3 motions and shall be discussed in the order in which they appear in the business paper.
- b) Motions grouped under Category 3 shall be adopted under a general motion – subject to the reservation that, should any delegate wish any motion to be taken from Category 3 for general discussion, it shall open to the delegate to request Conference to do so. In view of the importance of

some motions in Category 3, especially those of an urgent nature, the Executive is empowered to resubmit those it considers to be important for Conference's consideration.

When drafting motions, council should ensure that motions

- MUST not attempt to enforce one council's position on other councils, and
- MUST not cause detriment to one council over another, and

Motions should be submitted using the online form which can be found on the conference website at [www.lgaconference.lgsa.org.au](http://www.lgaconference.lgsa.org.au). For inquiries regarding the submission of motions please contact Skye Smith on (02) 9242 4052.

## **7. Late Motions**

Late motions will be received up to close of business FRIDAY 7 OCTOBER 2011 and will be published in the LG Weekly on FRIDAY 14 OCTOBER 2011.

Late motions will be categorized using the same methodology as motions received prior to the cut off date.

Only Late Motions which are determined to be Category 1 or 2 motions will be dealt with by the Conference, and will only be dealt with at the final session on the final morning of Conference and only by approval of Conference delegates.

No late motions will be accepted at the Conference

## **8. 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	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 Associate Members	2
(8)	Aboriginal Land Councils	27

Note that member councils currently under administration may have one vote only and only in regards to motions. Administrators are recognised under the constitution as delegates; however they are not permitted to vote for the election of office bearers.

The population numbers are determined by the Association using the Australian Bureau of Statistics publication 3218.0 (latest figures March 2011). Councils unsure of their allowed delegate numbers should call Peter Coulton, Director Corporate Services on 9242 4030.

Please forward to the LGA the details of your council's delegates to Karen Rolls by email to [karen.rolls@lgsa.org.au](mailto:karen.rolls@lgsa.org.au) no later than Monday 10 October 2011.

## **9. 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 in the few days prior to the conference, new voting cards will be available for collection from the LGA desk at the conference on Monday 24 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.

## **10. Draft Conference Program**

The draft program can be found on the website at [www.lgaconference.lgsa.org.au](http://www.lgaconference.lgsa.org.au). It will be finalised when all invited speakers are confirmed. The conference venue will be the Entertainment Centre Shoalhaven.

## **11. Social Program**

Full details of the social program and partners program will be described in registration material distributed by the Local Government Association of NSW and online at [www.LGAconference.lgsa.org.au](http://www.LGAconference.lgsa.org.au).

## **12. Printed Material for the Conference**

The Business Paper will be available online for comment approximately six weeks before conference and a printed copy will be distributed to registered participants for business sessions approximately one month before the conference. The Record of Decisions will be available for download one week from the conclusion of the conference. The Business Paper will be available on the Conference website and we ask you to support the principles of sustainability in preference to requesting additional copies. The information will be on the website [www.LGAconference.lgsa.org.au](http://www.LGAconference.lgsa.org.au).

## **13. 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. The deadline for applications for awards to be presented at LGA Conference in Shoalhaven is Monday 5 September 2011. A

letter confirming the presentation will be sent to your General Manager, if you do not receive confirmation by 3 October 2011 please contact Karen Rolls on (02) 9242 4050. 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 the LGSA website at [www.LGAconference.lgsa.org.au](http://www.LGAconference.lgsa.org.au).