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(Adam Dansie)

4 May 2015

Mr Troy Green  
General Manager  
Tweed Shire Council  
PO Box 816  
MURWILLUMBAH NSW 2484

CONF - General  
TWEED SHIRE COUNCIL  
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Dear Mr Green

### Local Government NSW Annual Conference 2015

The purpose of this letter is to provide members with important information about the Local Government NSW Annual Conference 2015 (Conference), including requirements arising under the rules of the Local Government and Shires Association of New South Wales ("the rules").

The Conference will take place from **Sunday 11 – Tuesday 13 October 2015** at Rosehill Gardens Racecourse, James Ruse Drive, Rosehill.

Details about the Conference, including information about the venue, sponsorship and accommodation options will be published on the Association's website as they become available. This will include specifics about the Gala Dinner, President's Opening Reception, Conference business sessions, voting, partners programs, and Early Bird pricing.

All attendees must register and online registration will open in early July on the LGNSW website.

### **Voting**

This year the Conference will involve two types of voting.

Our rules mean that we will develop two rolls of voters, one for voting in the elections for Office Bearers and the Board, and a separate roll of voters for voting on motions.

Separate from Conference registration, members will need to nominate the names of their voting delegates for voting on motions and, where applicable, the names of their voting delegates for voting in the elections for Office Bearers and the Board. The Association will notify members of the number of both types of voting delegates that they are entitled to send to the Conference in approximately July 2015.

Ordinary members will need to nominate the names of their delegate(s) for both types of voting (i.e. voting for the Board and voting on policy motions). Associate members will need to nominate the names of their delegate(s) for voting on motions. Forms for nominating the names of each member's delegate(s) will be made available on the Association's website in due course.

Each member must nominate its delegate(s) to the Conference by 18 September 2015.

Nominations received after the closing date will not be accepted, however a member may substitute the name(s) of its delegate(s) at any time, in accordance with Rule 34 of the Association's Rules.

### ***Voting for Office Bearers and the Board***

Ordinary members of the Association who are financial can vote in the elections for Office Bearers and the Board of the Association.

The Australian Electoral Commission (AEC) will be conducting the elections for the Office Bearers and Board of the Association.

To be eligible to vote in the elections for Office Bearers and the Board, Ordinary members must be "financial on the seventh (7th) day prior to the date upon which the Returning Officer calls for nominations for the elections". The precise date, which will be determined by the AEC, is expected to be approximately eight (8) weeks prior to the first business day of the Conference (i.e. approximately mid-August).

### ***Voting on motions***

Ordinary members and Associate members of the Association who are financial can vote on policy motions that require consideration by the Conference.

### ***Motions***

Councils will be able to submit motions for consideration of Conference online. This online facility will be made available on the Association's website.

The Board has resolved that motions will be included in the Business Paper for the Conference 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.

Further, for a motion to be included in the Business Paper for the Conference the submitting member needs to provide accompanying evidence of its support for the motion to be included. 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.

To allow printing and distribution of the business paper, members are strongly encouraged to submit their motions by **24 August 2015**. The absolute closing date for submitting motions for inclusion in the Business Paper for the Conference is 14 September 2015.

### ***Business Papers***

It is our aim that a full Conference Business Paper be made available on the Association's website and forwarded to members approximately two weeks prior to the Conference. The Association's financial reports will be made available to members at least 21 days before the Conference.

### ***Accommodation***

We encourage attendees to pre-book accommodation listed on the website prior to registering online as you need to indicate where you are staying in order to book transfers in the registration process. These transfers will be priced at \$9.90 each way. There is plenty of parking at the Conference main venue for those wishing to drive instead.

### ***Outstanding Service Awards***

The Outstanding Service Awards will be presented at the Gala Dinner during the Conference. For information about the Awards, including where to apply and eligibility, please visit the Association's website at: [www.lgnsw.org.au/member-services/long-service-awards](http://www.lgnsw.org.au/member-services/long-service-awards).

### ***Registration***

Delegates, partners and attendees will be able to collect their voting cards and other Conference material at Rosehill Gardens Racecourse from the Conference registration desk on Sunday 11 October between 3.00pm – 7.00pm. The registration desk will be open during the President's Opening Reception which runs from 5.00pm to 7.00pm and on Monday 12 October from 7:30am.

### ***Privacy Statement***

The Association, 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>

I very much look forward to seeing you at the Conference in October.

Yours sincerely



Cr Keith Rhoades AFSM  
**President**