

Our ref: R18/0008 Out-
12 July 2021
GMs and Mayors

Dear Member,

OFFICIAL NOTICE

Local Government NSW Annual Conference, 28-30 November (in person) and 20 December 2021 (online)

The following letter provides important information to help you to plan ahead and participate fully in the Annual Conference.

Event: LGNSW Annual Conference 2021
Date: 28-30 November 2021 (in person), and 20 December 2021 (online)
Venue: Hyatt Regency, Sydney
Address: 161 Sussex Street, Sydney

Registration to attend the Conference

Conference attendees are asked to register online on the [LGNSW website](#). Registrations will open on Tuesday 27 July and a future communication with more information on how to register will be sent in due course. Members can take advantage of special 'early bird' rates until Monday, 11 October 2021.

Voting Delegates: Motions and Board Election

Separate from Conference registration, members must advise LGNSW of the name(s) of their nominated voting delegates by **5pm (AEDT) on Tuesday 2 November 2021**.

This year involves two types of voting and LGNSW is required to develop two separate rolls of voters:

- 1. Voting on motions** – To vote on motions, delegates must be an elected member of a financial Associate member, financial Ordinary member or an Administrator of such a member appointed in accordance with the *Local Government Act 1993*.
- 2. Voting in the election for Office Bearers and the Board (Board election)** – To vote in the Board election, delegates must be a Councillor of a council which is an Ordinary member.

Voting entitlements

The formula for calculating members' voting entitlements is prescribed at rule 23 of the LGNSW rules. A copy of the LGNSW (Federal) rules may be found [here](#).

The **number of voting delegates** that each member is entitled to send to the Conference for each type of voting is listed in **Appendix A**. Column A indicates the number of voters for voting on motions and, where applicable, Column B indicates the number of voters for voting in the Board election.

In accordance with the LGNSW rules, only members that were financial on 1 March 2021 (the 'calculation date') have been allocated voting entitlements. To exercise voting rights, members also need to be financial on the date the 'roll of voters' closes (to be determined by the AEC).

Nomination as a voting delegate

Ordinary members need to advise LGNSW of the name(s) of their nominated voting delegate(s) for both types of voting: voting on motions and voting in the Board election.

Associate members need to advise LGNSW of the name(s) of their nominated voting delegate(s) for voting on motions only.

Future Conference updates will contain links and instructions on how to advise LGNSW of the names of nominated voting delegates.

Nominations received after **5pm (AEDT) on Tuesday 2 November 2021** cannot be accepted, however, a member may, subject to the LGNSW rules, notify LGNSW of a change to the name of an already nominated voting delegate for voting on motions (a substitute delegate- see below).

Given the close proximity between formal AEC declarations following the 4 September local government elections, and the 2 November nomination cut-off date, members are strongly encouraged to schedule an October council meeting to determine their nominated voting delegates for the Conference in sufficient time.

For further information on voting entitlements and processes, contact Adam Dansie on (02) 9242 4140 or email: adam.dansie@lgnsw.org.au.

Substitution of nominated voting delegates for voting on motions

Subject to the LGNSW rules, Ordinary members and Associate members may notify a change to the name of a nominated voting delegate for voting on motions under rule 34(b) of the LGNSW rules (a substitute delegate) by giving notice in writing signed by either the Mayor/Chairperson (or Deputy Mayor/Deputy Chairperson with the Mayor/Chairperson's written delegated authority) or General Manager/Chief Executive Officer (or Acting General Manager/Acting Chief Executive Officer with the General Manager/Chief Executive Officer's written delegated authority), to Andrew Olivares (LGNSW) at andrew.olivares@lgnsw.org.au.

Further instructions on how to substitute voting delegates for voting on motions, and a link to a 'Substitute Delegate Form' will be provided in future Conference communications.

Absentee (proxy) voting in the election for Office Bearers and the Board

The [LGNSW rules](#) provide for absentee voting in elections for Office Bearers and the Board. Further information about absentee (proxy) voting will be provided by the AEC Returning Officer in due course.

Motions

The [online portal](#) for submitting motions to be considered at the Conference is **now open**.

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 Reports](#) from previous conferences (on the member-only pages of the LGNSW website) and the existing principles and positions of LGNSW as set out in the [Policy Platform](#) before submitting motions for the 2021 Conference.

LGNSW has recently updated the [2020 Action Report](#) with multiple ministerial responses to matters raised at the 2020 Annual Conference.

Guidelines on how to submit motions for the Conference are [available here](#).

Deadline for submitting motions

Members are encouraged to submit motions by **27 September 2021**. The latest date motions can be accepted for inclusion in the Business Paper is 12 midnight (AEDT) on Sunday 31 October 2021.

For further information on submitting motions, please contact Beau Reid on 02 9242 4082 or beau.reid@lgnsw.org.au or visit the [Conference page](#).

Business Papers

The full Conference Business Paper is expected to be available on the LGNSW website and forwarded to members (in electronic format) approximately two weeks prior to the Conference.

Travel

The Hyatt Regency Sydney is located in Sydney's Central Business District, adjacent to Darling Harbour, approx. 30 minutes (8km) from Sydney (Kingsford Smith) Airport, and approx. 550m from Town Hall Train Station.

For those driving, parking is available at [Wilson Secure Car Park](#) directly opposite the hotel (please note there are two entrances at 383 Kent Street or 168 Sussex Street, Sydney). Please contact the Front Desk to obtain a 24hrs multi-entry self-parking ticket for the above car park at Hyatt Regency Sydney rates.

Accommodation

We encourage you to plan ahead and book your accommodation at the Hyatt Regency using the link below:

- [Your Room At The Hyatt Regency Sydney](#)

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>

Further details

Further details about the Conference are on the [LGNSW website](#).

I look forward to seeing you at the Conference in November.

Yours sincerely

Cr Linda Scott
President

Appendix A

Members' voting entitlements: 2021 Annual Conference and Board election

Member	Column A – Number of voters for voting on motions	Column B – Number of voters for voting in Board election
Albury (R/R)	4	4
Armidale Regional (R/R)	3	3
Ballina (R/R)	3	3
Balranald (R/R)	1	1
Bathurst Regional (R/R)	3	3
Bayside (M/U)	9	9
Bega Valley (R/R)	3	3
Bellingen (R/R)	2	2
Berrigan (R/R)	1	1
Blacktown (M/U)	11	11
Bland (R/R)	1	1
Blayney (R/R)	1	1
Blue Mountains (R/R)	4	4
Bogan (R/R)	1	1
Bourke (R/R)	1	1
Brewarrina (R/R)	1	1

Broken Hill (R/R)	2	2
Burwood (M/U)	3	3
Byron (R/R)	3	3
Cabonne (R/R)	2	2
Camden (M/U)	6	6
Campbelltown (M/U)	9	9
Canada Bay (M/U)	5	5
Canterbury-Bankstown (M/U)	11	11
Carrathool (R/R)	1	1
Castlereagh-Macquarie County (R/R)	1	0
Central Coast (R/R)	7	7
Central Darling (R/R)	1	1
Central Tablelands Water County (R/R)	1	0
Cessnock (R/R)	4	4
Clarence Valley (R/R)	4	4
Cobar (R/R)	1	1
Coffs Harbour (R/R)	4	4
Coolamon (R/R)	1	1
Coonamble (R/R)	1	1
Cootamundra-Gundagai Regional (R/R)	2	2
Cowra (R/R)	2	2
Cumberland (M/U)	9	9
Dubbo Regional (R/R)	4	4
Dungog (R/R)	1	1

Edward River (R/R)	1	1
Fairfield (M/U)	9	9
Far West Joint Organisation	1	0
Federation (R/R)	2	2
Forbes (R/R)	1	1
Georges River (M/U)	9	9
Gilgandra (R/R)	1	1
Glen Innes Severn (R/R)	1	1
Goldenfields Water County (R/R)	1	0
Greater Hume (R/R)	2	2
Griffith (R/R)	3	3
Gunnedah (R/R)	2	2
Gwydir (R/R)	1	1
Hawkesbury City (M/U)	5	5
Hawkesbury River County (M/U)	2	0
Hay (R/R)	1	1
Hilltops (R/R)	2	2
Hornsby (M/U)	9	8
Hunters Hill (M/U)	2	2
Inner West (M/U)	9	9
Inverell (R/R)	2	2
Junee (R/R)	1	1
Kempsey (R/R)	3	3
Kiama (R/R)	3	3

Kimbriki Environmental Enterprises Pty Ltd (M/U)	1	0
Ku-ring-gai (M/U)	6	6
Kyogle (R/R)	1	1
Lachlan (R/R)	1	1
Lake Macquarie (R/R)	7	7
Lane Cove (M/U)	3	3
Leeton (R/R)	2	2
Lismore (R/R)	3	3
Lithgow (R/R)	3	3
Liverpool (M/U)	9	9
Liverpool Plains (R/R)	1	1
Lockhart (R/R)	1	1
Maitland (R/R)	4	4
Mid-Coast (R/R)	4	4
Moree Plains (R/R)	2	2
Mosman (M/U)	3	3
Murray River (R/R)	2	2
Murrumbidgee (R/R)	1	1
Muswellbrook (R/R)	2	2
Nambucca (R/R)	2	2
Narrabri (R/R)	2	2
Narrandera (R/R)	1	1
Narromine (R/R)	1	1
Newcastle (R/R)	7	7

New England County (R/R)	1	0
Norfolk Island Regional Council (R/R)	1	0
North Sydney (M/U)	5	5
Northern Beaches (M/U)	10	10
Northern Sydney Regional Organisation of Councils (M/U)	1	0
Oberon (R/R)	1	1
Orange (R/R)	3	3
Parkes (R/R)	2	2
Parramatta, City of (M/U)	10	9
Penrith (M/U)	9	9
Port Macquarie-Hastings (R/R)	4	4
Port Stephens (R/R)	4	4
Queanbeyan-Palerang Regional (R/R)	4	4
Randwick (M/U)	9	9
Richmond Valley (R/R)	3	3
Riverina Water County (R/R)	1	0
Rous County (R/R)	1	0
Ryde (M/U)	6	6
Shellharbour (R/R)	4	4
Shoalhaven (R/R)	5	5
Singleton (R/R)	3	3
Snowy Monaro Regional (R/R)	3	3
Snowy Valleys (R/R)	2	2
Southern Sydney Regional Organisation of Councils	1	0

(M/U)		
Strathfield (M/U)	3	3
Sutherland Shire (M/U)	9	9
Sydney, City of (M/U)	10	9
Tamworth Regional (R/R)	4	4
Temora (R/R)	1	1
Tenterfield (R/R)	1	1
The Hills Shire (M/U)	9	9
Tweed (R/R)	4	4
Upper Hunter (R/R)	2	2
Upper Lachlan (R/R)	1	1
Upper Macquarie County (R/R)	1	0
Uralla (R/R)	1	1
Wagga Wagga (R/R)	4	4
Walcha (R/R)	1	1
Walgett (R/R)	1	1
Warren (R/R)	1	1
Warrumbungle (R/R)	1	1
Waverley (M/U)	5	5
Weddin (R/R)	1	1
Wentworth (R/R)	1	1
Western Sydney Regional Organisation of Councils (M/U)	1	0
Willoughby (M/U)	5	5
Wingecarribee (R/R)	4	4

Wollondilly (R/R)	4	4
Wollongong (R/R)	7	7
Woollahra (M/U)	5	5
Yass Valley (R/R)	2	2
LGNSW Board (M/U)	10	10
LGNSW Board (R/R)	8	8
TOTAL:	476	458