

ATTACHMENT B

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REGISTRATION GUIDE



LOCAL
GOVERNMENT
NSW

REGISTRATION

leadership

governance
industry awards
conferences & events
communication
advocacy
forums & seminars
excellence
representation and advice
industrial relations
HR support
councillor mentoring and resources
information
member services
professional development

LGNSW
ANNUAL CONFERENCE

SYDNEY 2017

Monday 4 – Wednesday 6 December

Hyatt Regency Sydney
161 Sussex Street, Sydney

Elite Sponsor



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Local Government's Workers Compensation Insurer

LGNSW.ORG.AU

WELCOME TO THE LGNSW ANNUAL CONFERENCE 2017

LGNSW ANNUAL
CONFERENCE
REGISTRATION 2017

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Welcome from the President

Cr Keith Rhoades AFSM

I invite you to attend the 2017 LGNSW Annual Conference in Sydney.

This conference is the highlight of our year. It is our opportunity to come together to debate and determine advocacy priorities, set directions, gain and share knowledge, network with peers and this year, elect a new board.

With increasing professional and governance demands on councils, it is more important than ever that we keep up to date with the latest developments so we can continue to provide the best possible service and representation to communities.

Although our sector has diverse interests, we share common goals. In particular, we must ensure we are equipped to deliver for our communities and work together to strengthen local democracy.

Our conference is being held later than usual this year so all members have the opportunity to participate in decision making.

We look forward this year to presentations from the Premier of New South Wales, from the Minister and Shadow Minister for Local Government and the Minister for Roads, Maritime and Freight.

Concurrent sessions will focus on environment and planning, infrastructure and economics and people and communities. There will also be social activities so you can meet and catch up with peers.

I look forward to seeing you at our conference in December.



Welcome to Sydney

Sydney Lord Mayor Councillor Clover Moore

The City of Sydney is pleased to support the 2017 Local Government NSW Annual Conference and to welcome delegates to our beautiful city.

The conference comes at a time of challenge and change for local government in our state as we battle to retain a strong voice for our communities and to bring their concerns to state and federal governments.

And, like governments at every level around the world, we are facing the urgent need to ensure a sustainable future for our people – socially, economically and environmentally. As the level of government closest to the people, we know that our residents and businesses share those priorities and are looking for strong leadership to turn their aspirations into action.

The conference provides NSW local governments and Aboriginal Land Councils with the opportunity to share ideas and initiatives and to speak with a strong voice to state and federal decision makers.

I hope that while you are here you will take the time to look at some of our projects now underway, such as our work at Green Square – one of the largest urban transformations taking place in Australia today.

I wish you all an enjoyable stay in Sydney, and a successful 2017 conference.

CONFERENCE VENUE

LGNSW ANNUAL
CONFERENCE
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Hyatt Regency Sydney

The conference will take place at the Hyatt Regency Sydney hotel with the Grand Ballroom as the venue for the plenary sessions. The trade exhibition will be in the Maritime Ballroom. The Hyatt is within walking distance of the CBD, main train stations and Darling Harbour.



If you are tweeting about the LGNSW Annual Conference, please use the hashtag #lgnsw2017.



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Conference Overview

Full program details will be published on the LGNSW website. www.lgnsw.org.au

| EVENT | LOCATION |
|---------------------------------|------------------------|
| Monday 4 December | |
| Trade Exhibition Setup | Maritime Ballroom |
| Delegate Registration | Level 2 Foyer |
| Briefing Sessions | King Room 3 and 4 |
| President's Opening Reception | Maritime Ballroom |
| Tuesday 5 December | |
| Trade Exhibition | Maritime Ballroom |
| Voting for the Executive Board | Wharf Rooms 3, 4 and 5 |
| Business Session Plenary | Grand Ballroom |
| Delegates Networking Function | Maritime Ballroom |
| Wednesday 6 December | |
| ALGWA Breakfast | Wharf Room 1 and 2 |
| Trade Exhibition | Maritime Ballroom |
| Business Session Plenary | Grand Ballroom |
| General Managers' Lunch | Wharf Room 4 and 5 |
| Concurrent Topic Streams | |
| Environment and Planning | Grand Ballroom |
| Infrastructure and Economics | Wharf Rooms 4 and 5 |
| People and Communities | Wharf Rooms 1, 2 and 3 |
| Delegates' Networking Function | Maritime Ballroom |
| Conference Gala Dinner | Grand Ballroom |

REGISTRATION

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Registration to Attend the Conference

Registrations open in late August. We invite councillors, mayors, general managers and senior staff to register as individuals or groups.

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

Some members who wish to take advantage of the early bird rates may be uncertain of councillors' names due to pending elections. They can still register and pay now, and confirm names later, provided they do so by 27 November. (Delegate names and alterations to delegates names can be advised online).

Note: Voting delegates must be registered to attend the Conference and also be registered as a voting delegate.

Registration as a Voting Delegate

Separate from Conference registration, financial members must 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 the Association's office bearers and board.

For all information relating to voting entitlements, nominations and dates, please refer to the LGNSW website.

Register Online at lgnsw.org.au

Online registration is conducted through a secure site which accepts credit cards (Visa or Mastercard with a 0.9% surcharge), cheque and direct deposit payments.

Once you have registered, you will receive a confirmation email and a tax invoice. Your registration will be confirmed once full payment is received.

Delegate Registration Fees

Registration at the event is open from 12noon – 6.00pm in the foyer on level 2 of the Hyatt Regency Sydney on Monday 4 December.

Delegate registration fees include business papers, the President's Opening Reception, two-day business sessions including morning and afternoon tea, lunch, delegate networking functions, the Conference Gala Dinner, name badge and a satchel. The cost to attend the conference is heavily subsidised by LGNSW and sponsors.

Optional Events

Briefing sessions incur a fee of \$44 for one session or \$66 for two sessions and can be booked via the online registration for optional events.

A special session for general managers is offered free of charge on Wednesday 6 December. Register online.

The ALGWA breakfast is not part of the conference registration fee but priced separately.

The conference fee does not cover accommodation or partner attendance. Partners wishing to attend social functions need to book and pay online.

Sponsor Registration Fees

Each sponsorship level includes a certain number of registrations. If sponsors wish to register additional staff, we have a special rate which includes the President's Opening Reception. Tickets must be purchased separately for the dinner.

Registration fees (inclusive of GST)

| DELEGATES | FEES |
|--|-----------|
| Early Bird Registration (paid by 23 October 2017) | \$899 |
| Standard Registration (paid by 27 November 2017) | \$999 |
| Non-member Early Bird Registration (paid by 23 October 2017) | \$1798 |
| Non-member Standard Registration (paid by 27 November 2017) | \$1998 |
| Sponsors Extra Staff Registration (paid by 27 November 2017) | \$440 |
| PARTNERS AND EXTRA GUESTS | |
| President's Opening Reception | \$77 |
| Conference Gala Dinner | \$154 |
| Training Sessions (see draft program on website) | \$44/\$66 |
| ALGWA Breakfast | \$55 |

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. 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.

Special Requirements

If you have any special dietary requirements, access or impairment issues, please ensure you complete the appropriate section of the online registration form. Every effort is made to ensure catering is varied, nutritional and inclusive of differing tastes.

Privacy

LGNSW is the organiser of the Local Government NSW Annual Conference 2017 and is bound by and committed to supporting the principles set out in the *Privacy and Personal Information Act 1998* and the Australian Privacy Principles. LGNSW will collect and store the information you provide in the registration process for the purpose of enabling us to register your attendance. With your permission, LGNSW may disclose some of the information whereby it is reasonably expected that such purpose be related to the offer, provision and improvement of conferences and services.

Delegate Contact Details

Please note that a nametag scanning facility will be available on site for sponsors and exhibitors to scan delegates' nametags with their agreement, resulting in delegate contact details going straight to the sponsor or exhibitor. By registering for the conference you are deemed to have acknowledged and accepted this process.

Photography

There will be a photographer at the conference who will take pictures during the sessions and social functions. If you have your picture taken it is assumed that you consent to LGNSW using images. Images may be used for print and electronic publications.

Liability for your Registration

In the event of unforeseen circumstances, LGNSW and the Conference Secretariat do not accept responsibility or liability for the loss of expenses incurred by delay, cancellation, or miscommunication. By completing and submitting the online registration form, you are deemed to have read and accepted the cancellation and privacy information.

Contact

The Conference Secretariat, Bradley Hayden, is your contact for:

- Sponsorship enquiries, bookings and the trade exhibition
- Registration and function enquiries for delegates, sponsors and partners including payments and inclusions.

Email bradley@ccem.com.au
Phone 0412 461 392
Address PO Box 5013, Albury NSW 2709

LGNSW manages arrangements in relation to:

- Business Papers and Conference material
- Applications for Service Awards (to be presented as part of the Conference Gala Dinner)
- All general enquiries regarding the business program.

Email events@lgnsw.org.au
Phone 02 9242 4000
Address GPO Box 7003, Sydney NSW 2001

Voting at the Conference on Motions

If you are a voting representative for your council, you **must** be in the main auditorium on Tuesday 5 December so that a quorum can be achieved.

Voting at the conference will be by electronic handsets and a delegate plastic voting card will be distributed at registration. The plastic voting card must be returned at the end of the voting day or a fee of \$100 per card will be invoiced. Electronic handsets will be distributed at accessible points to the main auditorium. A demonstration of the cards and electronic handsets will be given prior to business motion voting. This year lanyards will also identify those who are voting delegates.

Contact LGNSW regarding:

- Voting delegate entitlements
- The 2017 Annual Conference dates and deadlines.

For information relating to council voting entitlements, please contact Adam Dansie on 02 9242 4140. For details regarding your voting entitlements or how to change your voting delegate's name, please refer to the LGNSW website.

Business Papers

Member councils will receive printed copies of the Business Paper one week before the conference. Papers will also be available in draft form to download from LGNSW's website at this time. Councils may also view the Record of Decisions from the 2016 conference on LGNSW's website.

BUSINESS PROGRAM

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Local Government NSW Annual Conference 2017

A copy of the full draft program is available at www.lgnsw.org.au

Abridged version of the Program

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Following delegate feedback from recent conferences, where some delegates requested the discussion of specific motions and others requested the discussion of consolidated overarching issues, the LGNSW Board has decided to set the first day of business sessions as the primary time to discuss all motions.

The second day will include keynote speakers covering a range of issues, three concurrent topic streams and Association business.

MONDAY 4 DECEMBER

| | |
|-----------------|--|
| 2.00pm – 4.45pm | Registration opens |
| 3.00pm – 4.00pm | Optional concurrent briefing sessions (choose one): <ul style="list-style-type: none"> Coming together post-amalgamation: lessons and next steps – case studies Peter Tegart, Interim General Manager, Queanbeyan Palerang Regional Council TBC Gail Connolly, General Manager, Georges River Council Elected life and good governance: building your capabilities A session for new councillors |
| 4.00pm – 5.00pm | Sessions above repeated |
| 5.00pm – 7.00pm | President's Opening Reception in Maritime Ballroom in the trade exhibition |

TUESDAY 5 DECEMBER

| | |
|----------------------|---|
| 7.30pm – 5.00pm | Registration opens |
| From 8.00am – 5.30pm | Voting for Executive Board |
| 9.15am – 9.45am | Address from The Hon Gladys Berjiklian MP , Premier of New South Wales |
| 9.45am – 11.00am | Address from Cr Keith Rhoades AFSM , President, LGNSW Opening of the Federal Conference, chaired by Cr Keith Rhoades AFSM 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. |
| 6.00pm – 7.00pm | Delegate Networking Function |

WEDNESDAY 6 DECEMBER

| | |
|-------------------|--|
| 7.30pm – 5.00pm | Registration opens |
| 7.30am – 8.45am | Australian Local Government Women's Association (ALGWA NSW) Breakfast Special Guest Speaker Rhoda Roberts , Head of First Nation Programming, Sydney Opera House, Festival Director Boomerang, will speak on Accessing and Creating Relationships with Your Local Community. |
| 9.00am – 9.05am | Introduction by Ellen Fanning , Master of Ceremonies |
| 9.05am – 9.35am | Address from The Hon Gabrielle Upton MP , Minister for Local Government |
| 9.35am – 10.05am | Keynote: Dr Jonathan Carr-West , Chief Executive, Local Government Information Unit UK presents on Transforming Local Government (invited) |
| 10.30am – 11.00am | Address from The Hon Peter Primrose MLC , Shadow Minister for Local Government |
| 11.00am – 11.15am | Address from The Hon Melinda Pavey MP , Minister for Roads, Maritime and Freight |
| 11.15am – 11.30pm | Address from Carolyn McNally , Secretary of the Department of Planning and Environment, on Housing Affordability and Partnerships with Councils |
| 11.40pm – 12.10pm | Address from Stuart Reeve , Managing Director, Micromex Research and Consulting on Community Perceptions of Local Government |
| 12.10pm – 12.30pm | Presentation of the AR Bluett Awards |
| 12.30pm – 12.50pm | Association Business and Treasurer's Report |
| 1.40pm – 3.10pm | Concurrent Session 1: Environment and Planning Concurrent Session 2: Infrastructure and Economics Concurrent Session 3: People and Communities |
| 3.20pm – 4.00pm | Keynote: Annabel Crabb , 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.' |
| 7.30pm – 11pm | CONFERENCE DINNER, Grand Ballroom Hyatt Regency (in the conference room) |

SOCIAL PROGRAM

President's Opening Reception

Monday 4 December, 5pm – 7pm

Maritime Ballroom, Hyatt Regency Sydney

Dress Code: Smart Casual

Join special guests, fellow councillors, the LGNSW Board, general managers, sponsors and speakers at an informal cocktail party in the Maritime Ballroom.

ALGWA Breakfast

7.15am for 7.30am start - ends 8.45am

Wednesday 6 December, Wharf Rooms 1 and 2

Register as part of the conference registration process.

Cost \$55

Special Guest Speaker [Rhoda Roberts](#), Head of First Nation Programming, Sydney Opera House, Festival Director Boomerang: [Accessing and creating relationships with your local community.](#)

Conference Gala Dinner 'Summer in Sydney'

Sponsored by StateCover Mutual Limited



Wednesday 6 December 2017. Doors open at 7.30pm

Dress Code: After Five

Join us at the end of the conference for a gala dinner in tasteful style, brought to you with the generous assistance of Elite Sponsor StateCover.

With a smile that could light up the Sydney Opera house and a voice that's as big, bold and colourful as Uluru, Rhonda Burchmore has endeared herself to all Australians. After 30 years in the business she continues to draw thunderous applause wherever she performs.

Sizzle in summer alongside Rhonda and her show 'Too Darn Hot' – a celebration of the divas of jazz including Ella Fitzgerald, Peggy Lee and Julie London.



Rhonda Burchmore



Grand Ballroom, Hyatt Regency Sydney

The Soul Doctors is a seven piece funk soul and groove band. Fronted by Anita Spring, whose sassy vocals and dynamic personality are well known on the Australian pop scene, the band's style is deeply rooted in the infectious funk grooves of the 1970s.



The Soul Doctors

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Service Awards

Outstanding Service and Emeritus Mayor Awards will be presented during the conference dinner on Wednesday 6 December 2017 to those who have given outstanding service to local government. To enable the processing of awards, councils are asked to advise LGNSW whether or not award nominees will be attending the conference. If not attending as a delegate, a dinner ticket will need to be purchased. The deadline for applications is Monday 11 September 2017.

A letter confirming the presentation will be sent to your general manager. If you do not receive confirmation by Monday 2 October, please contact LGNSW on 02 9242 4000.

The online nomination form can be found on [LGNSW's website](#).

AR Bluett Awards

The AR Bluett Memorial Trustees will also present the prestigious AR Bluett Awards during the business program on Wednesday 6 December at 12.10pm to two councils that have been recognised as the most progressive in NSW in 2016/17.

Accommodation

For conference delegates wishing to stay at the Hyatt Regency Sydney, a reduced accommodation rate is available from Sunday 3 December until Thursday 7 December.

Book accommodation at the [Hyatt Regency Sydney](#). For group bookings please contact Ashley Markovic, Group Reservations Coordinator, on 02 9290 4812 or Ashley.Markovic@hyatt.com.

New: Members can enjoy a special room rate at the [Amora Hotel Jamison Sydney](#). LGNSW has negotiated a special member rate of \$250 per night for a deluxe king room or deluxe double reduced from up to \$450 per night (subject to availability). As an additional benefit, LGNSW members can enjoy a discounted breakfast of \$25, reduced from \$40. This is available to all LGNSW members including staff and council. To access this benefit, please contact the hotel direct and state that you are a LGNSW member at the time of booking and have your work email or business card ready. Book directly on 02 9696 2500 or email res@sydney.amorahotels.com.

Many other hotels are available within walking distance of the conference venue. To meet all budgets and requirements, LGNSW has negotiated a 10% discount for all Accor Hotels in the area. [Explore and book nearby hotels](#).

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

Child Care Arrangements

If delegates require childcare facilities in order to attend the conference or social programs, contact [City of Sydney](#) for options.

Parking

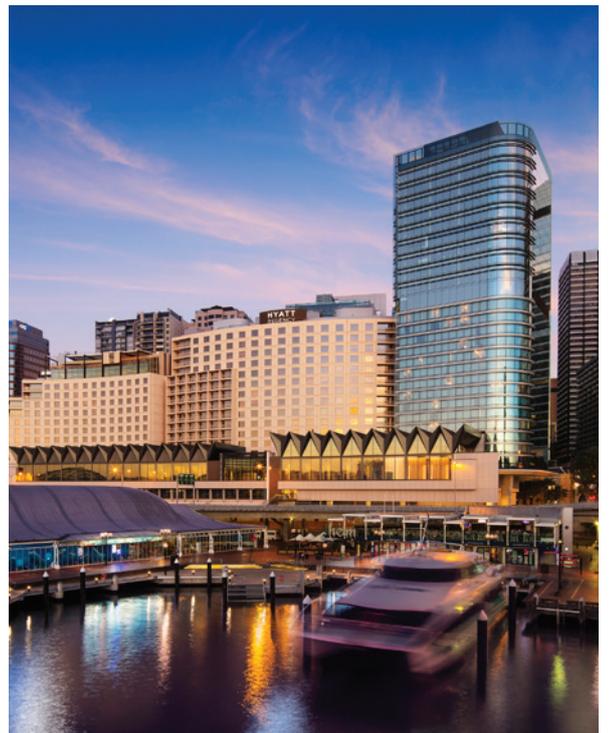
Hyatt Regency Sydney offers guests the option of valet parking for AUD \$70.00 per car, per 24 hour period with unlimited entry and exit. Entry is gained via a driveway at 161 Sussex Street, Sydney and the hotel's Concierge team will assist you. Alternatively please view the [Wilson's Parking website](#) for full details on fees and charges. Wilson's car parking is conveniently located directly opposite the hotel and offers 24 hour parking. Access to the car park is via 168 Sussex Street or 383 Kent Street. The car park has height restrictions of 2.1 metres.

Environmental Sustainability Commitment

LGNSW is committed to ensuring the LGNSW Annual Conference 2017 is organised and conducted in a sustainable manner to reduce the impact on the planet. The event will adhere to [LGNSW Principles and Guidelines for Event Sustainability](#).

Sponsorships and Partnerships

If you are interested in sponsoring the conference, giving support or taking part in our trade display, please contact the Conference Secretariat, Bradley Hayden, at bradley@ccem.com.au



Hyatt Regency

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Distinguished Sponsors



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