



2023 ANNUAL GENERAL MEETING

**3.15pm on Wednesday, 30 August 2023
The Events Centre, Caloundra**

MINUTES

1. Welcome and Apologies

Andrew Chesterman opened the meeting at 3.15pm and welcomed all members. Andrew also acknowledged the Traditional Owners of the land on which the meeting was conducted.

Andrew Chesterman asked that all attendees register their attendance via the lists circulating. He noted that a number of apologies had been received and would be noted in the minutes.

A minute's silence was observed for the passing of members during the year.

2. Confirmation of Minutes of the 2022 Annual General Meeting

Andrew Chesterman confirmed that members had received copies of the minutes of the 2022 Annual General Meeting, held on Wednesday, 7 September in Gladstone. He sought confirmation that the minutes offered a true and accurate reflection of proceedings.

RESOLVED:

That the minutes of the 2022 Annual General Meeting held on Wednesday, 7 September in Gladstone be accepted as a true and accurate record of proceedings.

Moved: Mark Crawley
Seconded: Leisa Dowling
Carried: Yes

3. Presentation of the 2022/2023 Financial Statements

The 2022/2023 Financial Statements were circulated to members via email and made available on the LGMA website. Treasurer, Peter Franks, presented the 2022/2023 Financial Statements.

He advised that, as is evident from the statements, LGMA had an exceptional year. This was not due to one single area of activity. Instead, we experienced strong out-performance across most programmes and activities.

The achieved surplus of just over \$400,000 was well above budget and provides a level of confidence to continue to offer service improvements. LGMA will look at mechanisms to reinvest that surplus into member benefits in the coming year.

Peter Franks also asked members to note that an accommodation reserve has been established to ensure LGMA has funds in the event that we can no longer continue to be accommodated with King and Company Solicitors (this would occur if there was insufficient space available).

Responding to a question from the floor, Peter Franks clarified that the reserve was to cover two years' rental plus moving/establishment costs at market rates in the Brisbane CBD or surrounds.

Peter also tabled the Management Letter which is the attestation from the CEO to the Board and the LGMA Representation Letter which is the attestation from the Board to the Auditor, along with the Audit Management Letter. These indicate that the organisation has a clear and well-maintained records with good oversight by the Board.

Peter Franks moved the Financial Statements for 2022/2023 be adopted as presented.

The Treasurer moved the financial statements.

RESOLVED:

That the Financial Statements for 2022/2023 be adopted as presented.

Moved: Jeff Stewart-Harris

Seconded: Daniel Wagner

Carried: Yes

4. Appointment of Auditor

Andrew Chesterman moved that Brad Donnelly of BTD Consulting be appointed as the auditor for the 2023/2024 financial year

RESOLVED:

That BTD Consulting be appointed as Auditor for the 2023/2024 year.

Moved: Zala Chatur

Seconded: Evan Pardon

Carried: Yes

5. President's Address

The President, Andrew Chesterman, tabled his report as follows:

In September 2021 I assumed the Chair at the LGMA Annual General Meeting and made three points to our members having just been endorsed as your President.

They were to build on the good advocacy work done to date, particularly in relation to that of a trusted advisor to the legislative decision makers, to build stronger and more strategic relationships with the LGAQ and to be more active in building the next generation of local government officers and leaders.

Despite the challenges which remain in this post-COVID era, I am pleased that we have again made good progress against all of these points of action.

There is no doubt, however, that the national skills shortage, supply chain constraints and an uncertain economy are placing continued pressure on all local governments when we had collectively hoped "post-COVID" meant things should get a little easier. If nothing else, we have learnt that a high degree of resilience should now be in everybody's position description.

Through the work of the organisation and our members, there is a continued importance placed on the value of the LGMA as a vital sounding board and consultation path for the State Government when contemplating legislative changes. Through our ongoing engagement with the State, we have been able to ensure that the voices of local government professionals are heard and considered in matters that directly affect our councils and our communities.

Changes to the way in which the OIA operates have been of particular interest this past year following the Parliamentary Inquiry into the Independent Assessor and councillor conduct complaints system.

We have also been active participants in the Electoral Commission of Queensland's Local Government Election Advisory Committee, which will continue until the elections in March 2024 when we can expect to see an improvement on the way elections were managed in 2020.

During the year, we consulted with each of the states regarding the future of the National Federation and as a result, following careful consideration, LG Professionals Australia (National) has been wound up.

We have continued our improved cooperation with the Local Government Association of Queensland (LGAQ) and as an observer on their Policy Executive, I have been pleased to have been invited to share our views on numerous occasions on a range of matters from industrial relations to legislative change. I thank LGAQ President Mark Jamieson and CEO Alison Smith for that opportunity on our behalf.

This year we undertook a survey of members to determine the level of interest in changing membership eligibility to make us more accessible to future leaders across the state, test the true level of interest in a name change and, of course, see who we are tracking both with members and those who have chosen not to be members.

The results were heartening as they confirmed the direction the Association has taken is the one members want and expect and, perhaps even more importantly, demonstrated that the values we espouse are reflected in our approaches and efforts.

Thanks to the level and depth of responses, here were also some areas where members (and non-members) are keen for us to adjust our efforts or new areas to consider. These were all great value-adds although none represented any significant shifts in what we do or how we do it. The Board and LGMA are working through these and, with good financial stability in the organisation, will look to implementing where we can.

In regards the name change – there was minimal appetite for this with members suggesting we were better spending our money and resources elsewhere. But the move for more open membership eligibility was supported and this subsequently was endorsed via Special Resolution – which will be covered later in the AGM.

All in all, 2022-2023 has been a highly successful year of change and adjustment for LGMA with new services gaining traction, a shift in the make-up of the organisation and sound foundations for future development and consolidation. You only have to glance at the calendar to see the vast and diverse offering that LGMA is delivering with its very small team across the state.

Lastly, I would like to extend my personal appreciation to CEO Peta Irvine and the small yet dedicated team who have worked tirelessly throughout the year. Their unwavering commitment and expertise have enabled us to evolve and adapt to the changing needs and delivery methods within the local government sector. The services they provide, including our new grant funded Governance Advisory Service, continue to be invaluable to hundreds of members and participants, and I am grateful for their outstanding contributions and ability to adapt.

Thank you.

Andrew Chesterman tabled his report.

RESOLVED

That the President's report on the 2022/2023 year be accepted.

Moved: Mica Martin

Seconded: Brett de Chastel

Carried: Yes

6. Local Government Professionals Australia (National)

Andrew Chesterman noted as members have been advised, the Federation, Local Government Professionals Australia, has been wound up. He noted that this was a difficult decision for all involved.

On questions from the floor, he added that the State bodies continue to work together and are in the process of developing an MOU to support their relationship. All have agreed to continue to offer the Management Challenge at a national level (with the 2024 final to be held in Queensland) and a number of other cooperative activities are being planned.

7. Amendment of the Rules of Association

LGMA conducted a Special Resolution in June/July 2023 to make a number of changes to the Rules of Association. The results were outlined in the AGM papers.

There were no questions from the floor on this matter.

8. Policy Platforms

Andrew Chesterman advised that the LGMA Policy Platforms have been reviewed as they are each year and were circulated to members for information. These offer a transparent mechanism for members and stakeholders to better understand what LGMA believes to be elements critical to good governance of councils.

He encouraged members to have a look at the Platforms when they have opportunity and to make comment at any time.

Andrew Chesterman vacated the Chair and invited Peta Irvine, in her capacity as Returning Officer, to take the floor.

9. Declaration of Office Bearers

Peta Irvine provided the following election report:

Two positions were vacant. These were the positions of President and Director at Large.

Nominations

The nomination period opened on 7 July 2023 and closed on 2 August 2023. Eligible members were notified via email and nominations were accepted via email and post.

The following nominations were received:

Position Nominated

President

Nominee

Andrew Chesterman
Mark Pitt

Director (at large)

Peter Franks

A ballot was prepared for the positions of President and forwarded to members via email ballot (using Survey Monkey) on 2 August 2023. The election closed at 3pm on 25 August 2023 and the returning officer closed the ballot and downloaded the results.

In accordance with Rule 11.7 (1) (b) of the LGMA Qld Rules of Association, where there is only one valid nomination for each position, the nominated persons are taken to be elected to that position.

On that basis, Peter Franks was elected unopposed.

As a result of the ballot process, Andrew Chesterman is returned as President.

Peta Irvine congratulated all board members and stated that she looked forward to working with each over the coming year.

Andrew Chesterman resumed the Chair

Andrew thanked members for their support.

10. Recognition of Membership

Andrew Chesterman stated that it was his pleasure to recognise members who have shown an ongoing commitment to LGMA Queensland and the sector over many years through the presentation of Recognition of Membership Certificates.

Certificates were awarded to the following members:

20 years

Gordon Heelan
Scott Mason
Alan Balloch
David Burges

30 years

Terry Melchert

40 years

Stephen Linnane
Ray Currie
Rob Noble
Edward Kulinski

50 years

John Brady
John Cuddihy
Ron Coffison
Noel Cass
John Kelly
Graham Webb
Greg Hoffman

Dave Burges and Scott Mason were in attendance and accepted their certificates at the meeting.

11. General Business

Mark Pitt raised the following items in advance of the meeting.

Process for the constitution change

Mark Pitt raised the issue of using a Special Resolution, conducted online, to enact the changes to the rules of association. He expressed a view that the AGM is the right place to conduct such votes as this allows for full discussion of any changes tabled. To mitigate the issue of attendance, he recommended the AGM be decoupled from the Conference to allow a fully online AGM which facilitates greater attendance.

He noted that the Rules (and the Incorporated Associations Act) are unclear about what constitutes a quorum when online voting is conducted. Do over 50% of members who were provided the link need to vote a particular way in order for a vote to be carried or is it 50% of those who elect to vote?

It was noted, in response, that LGMA took the view that a vote would carry if more than 50% of those who voted, voted for it and the total number of votes met AGM quorum requirements.

The CEO advised that there was a discussion with legal officers before the special resolution was prepared to ensure we were acting in accordance with LGMA rules or, where LGMA rules were silent, adopted the Corporations Act provisions as best practice.

Mark Pitt noted that Survey Monkey is not as secure as we would like and recommended dedicated voting software be adopted in the future.

The CEO indicated that she would look into options with a view to using a superior system in the future. The President agreed this was a good suggestion and would place it on a future board agenda.

Use of proxy voting

The use of proxy voting (not currently anticipated by LGMA Rules) was tabled as one mechanism for facilitating increased voting in person. However, Mark Pitt indicated that there were issues with proxy voting and it may not be suitable for LGMA members.

Member fees for classes of membership

Mark Pitt raised concerns with the Board's suggestion that it would stagger fee increases for those members who have been moved from Affiliate Members to full members as a result of the rules change. He was concerned that there would be increased member churn as a result of the changed eligibility and that there was potential for short-term members to significantly impact the direction of the organisation without having the same commitment, longevity and longer-term view that currently characterises LGMA membership. He felt it was critical that more experienced members who are the backbone of the organisation and who have lots to offer the organisation were still attracted to attending events and were not deterred by revised messaging or event campaigns.

Mark Pitt stated that he believed all Board members should attend the CEO Forums.

Mark Pitt asked that Board minutes be included in the member-only area of the website for member access.

Andrew Chesterman thanked Mark Pitt for raising these matters and stated that the Board would consider them at the next meeting.

From the Floor

Members were invited to table items of general business.

Mark Crawley moved a vote of thanks board and team for all the work over the past year and for the successes LGMA has enjoyed.

Meeting Close

In the absence of any other General Business, the meeting closed at 3.47pm and Andrew Chesterman thanked everyone for their attendance.

Attendance

| Name | Organisation | Name | Organisation |
|-------------------|------------------------------------|----------------------------|---------------------------------|
| Robert Andrews | Brisbane City Council | Mica Martin | Cairns Regional Council |
| Daniel Bradford | Barcaldine Regional Council | Paul Martin | Norfolk Island Regional Council |
| Rachel Brophy | Douglas Shire Council | Scott Mason | Mason Blackadder |
| Dave Burges | Southern Downs Regional Council | Scott Mead | Mead Perry Group |
| Zala Chatur | Cherbourg Aboriginal Shire Council | Gary Murphy | Southern Downs Regional Council |
| Andrew Chesterman | Redland City Council | Evan Pardon | Rockhampton Regional Council |
| Mark Crawley | Carpentaria Shire Council | Liza Perrett | LGMA |
| Brett de Chastel | De Chastel and Associates | Ron Petterson | Balonne Shire Council |
| Cale Dendle | Livingstone Shire Council | Mark Pitt | South Burnett Regional Council |
| Leisa Dowling | Gladstone Regional Council | Geoff Redman | Redman Solutions |
| Daniel Fletcher | Western Downs Regional Council | Andrew Roach | Norfolk Island Regional Council |
| Peter Franks | Mareeba Shire Council | Jeff Stewart-Harris | |
| Justin Hancock | Quilpie Shire Council | Ken Timms | Etheridge Shire Council |
| Sharon Houlihan | Central Highlands Regional Council | Daniel Wagner | Isaac Regional Council |
| Peta Irvine | LGMA | Mark Watt | Mead Perry Group |
| Susan Jarvis | South Burnett Regional Council | Cassie White | Paroo Shire Council |
| Gary Kellar | Reinforcements | GUESTS (non-member) | |
| Kylie Lee | Gladstone Regional Council | Kim Mahoney | North Burnett Regional Council |
| Matthew Magin | Balonne Shire Council | Andree Stark | Gympie Regional Council |

Apologies

| Name | Name | Name |
|----------------|----------------|-------------|
| Terry Brennan | Brad Duke | Luke Hannan |
| Nicole Kilah | John Oberhardt | John Perry |
| Gary Stevenson | | |