



LOCAL GOVERNMENT MANAGERS AUSTRALIA
QUEENSLAND INC.

2021 ANNUAL GENERAL MEETING

3.30pm on Wednesday, 8 September 2021
Shangri La Marina Hotel, Cairns

MINUTES

1. Welcome and Apologies

Brett de Chastel opened the meeting at 3.30pm and welcomed all members. Brett also acknowledged the Traditional Owners of the land on which this meeting is being conducted.

Brett de Chastel asked that all attendees registered their attendance via the lists circulating. He noted that a number of apologies had been received and would be noted in the minutes.

2. Confirmation of Minutes of the 2020 Annual General Meeting

Brett de Chastel confirmed that members had received copies of the minutes of the 2020 Annual General Meeting, held on Thursday, 5 November via videoconference. He sought confirmation that the minutes offered a true and accurate reflection of proceedings.

RESOLVED:

That the minutes of the 2020 Annual General Meeting held on Thursday, 5 November via videoconference be accepted as a true and accurate record of proceedings.

Moved: Liza Perrett
Seconded: Robert Andrews
Carried: Yes

3. Presentation of the 2020/2021 Financial Statements

The 2020/2021 Financial Statements were circulated to members via email and made available on the LGMA Queensland website. Treasurer, Liza Perrett presented the 2020/2021 Financial Statements.

It will be no surprise that COVID continues to have a significant impact on LGMA activities. As a result, previous year comparisons are not generally helpful. However, due to significant reductions in expenses, including the salaries budget, some government support and the return of some face-to-face training and in-house programmes, LGMA has recorded a strong surplus of \$189,000.

Key items to note include that:

- We received an unqualified audit report.
- Overall revenue was down on last year and well down on 'normal' years but expenses were also down significantly and the surplus well exceeded the budgeted result (which was for a loss).
- Member income is stable and an increase in council subscriptions due to the introduction of new services buoyed the results.
- Overall, it was a positive year from a financial perspective and this is evident in the balance sheet where we hold net assets of around \$1,224,000.

- Key ratios all remain in target ranges including member equity, expense ratios and asset ratios.
- Other liabilities are back up to usual levels for this time of year, reflecting the income received from corporate partners and delegates for the Annual Conference and other events to occur in 2021-2022 year. The 2020 figure was unusually low as a result of cancellation of the Annual Conference.
- Similarly, trade and receivables are back up to levels expected at this time of year as a result of timing for corporate partner invoicing.

At the last year AGM, we reported that Novotel Twin Waters had declined to return the deposit paid for the 2020 Annual Conference and would not allow us to redeem for another event in terms that were accessible to LGMA. The 2020 Conference was planned as joint Queensland/National event and Local Government Professionals Australia honoured the joint agreement, reimbursing LGMA for their portion of the deposit. This is referenced in note 15, Contingencies.

In addition to the Financial Statements tabled, members will note that LGMA Queensland administers the Local Government Management Foundation which is a trust created to support research into matters affecting the sector. In 2020/2021, there were no transactions associated with the trust other than the accrual of interest. Financial statements for the Foundation are attached (Attachment 3).

I also table the Management Letter which is the attestation from the CEO to the Board, the LGMA Representation Letter which is the attestation from the Board to the Auditor and the Audit Management Letter.

This indicates that the organisation has clear and well-maintained records with good oversight by the Board.

I would like to take the opportunity to thank the CEO, and the current and previous board members in their diligence in the financial management and planning of our association. We are in a great financial position to ensure we can sustain our operations into the future and has been proven in emergent times.

I move the Financial Statements for 2020/2021 be adopted as presented.

Liza Perrett invited questions from the floor.

The Treasurer moved the financial statements.

RESOLVED:

That the Financial Statements for 2020/2021 be adopted as presented.

Moved: Liza Perrett

Seconded: Mark Crawley

Carried: Yes

4. Appointment of Auditor

Liza Perrett moved that the SAAS (Specialised Audit and Assurance Services) be retained as the auditor for the 2021/2022 financial year

RESOLVED:

That SAAS Specialised Audit and Assurance Services be retained as Auditor for the 2021/2022 year.

Moved: Liza Perrett

Seconded: Leisa Dowling

Carried: Yes

5. President's Address

The President, Brett de Chastel, tabled his report as follows:

I am sure that somewhere in the dictionary and there is a single word that might describe the year that was. Challenging, difficult, rollercoaster, uncertainty, lockdown, recovery - the list goes on but none of these words quite capture the year in its entirety. The Covid 19 pandemic has had a significant impact across the world and local government in Queensland was not immune from that impact. History will look back upon this time in wonder at the profound changes brought about by the pandemic to our everyday way of life and the impact on local communities. The emergence of staff working from home, online meetings, community trust in government and challenges to supply chains have all emerged as new issues for us to manage.

Yet despite the challenges of Covid 19, our sector continued to do what we do best – providing services to our communities. And LGMA also continued what we do best, supporting our members, but in different ways to what we have done previously. For the first time, we did not have an annual conference last year and held last year's AGM in a virtual environment. Who would have thought?

It has clearly been a difficult year for our sector and our members but I have always thought that a crisis brings out the best in people and that has been the case in Queensland local government. As we saw at our (virtual) annual LGMA Awards for Excellence, our sector continues to innovate and collaborate which is even more important in difficult times. Congratulations to all of the winners and finalists in those awards!

Your LGMA continued to be active on the advocacy front as well. There was a lot of interaction with the State Government on their various reforms. We have positioned LGMA in a positive light with the decision makers within the State government. We don't play politics but we do provide practical advice to the government about what will or won't work at the coalface with their proposed reforms. That approach has served us well.

Despite Covid, we continued to provide professional development opportunities for our members and Councils across Queensland. The LGMA Management and Rural Management Challenges continue to be very popular for good reason as a hands-on learning experience that has long term benefits for participating Councils. Our Propeller and Ignite programs also continue to develop our future leaders and our commitment to the Indigenous Leaders Group Forum remains strong. LGMA also provides high quality professional development programs directly to Councils covering such diverse topics as performance management, team development and report writing skills.

During the last year, LGMA also pivoted and introduced a range of new networking opportunities for members via our villages program. From CEOs to librarians, from governance to environmental health, we have introduced 15 different villages to help connect our members across the state, whether online or face-to-face. Feedback has been positive and we think we have identified and fulfilled a need for like-minded people working across local government to connect and share experiences. These will continue in the coming 12 months and I encourage you to let your colleagues know about this opportunity. It is included in your Council annual LGMA membership.

I would also like to take this opportunity to thank my colleagues on the LGMA board. They give their time freely to our sector and do a lot of work behind the scenes helping LGMA. I also want to thank Mark Crawley for his work as our representative on the National Board. I also take this opportunity to welcome Andrew Chesterman as the incoming LGMA State President and look forward to the formal handover at the conference dinner. I know Andrew will provide great leadership to the Board and represent our sector well.

I particularly want to thank our dedicated and professional LGMA staff led by Peta and Lisa. When times are tough, quality rises to the surface and it comes as no surprise to members to know that our staff have excelled in the last 12 months, supporting our members and managing through difficult times. Like many not-for-profit organisations, it has been a difficult period to manage financially but the fact that we were still able to have a surplus is testament to their dedication and flexibility.

And finally, a thank you to you, our members, for your support over the last two years as your State President. As my term comes to an end, I would like to finish with a quote from a great leader – Nelson Mandela. I'm pretty sure Mr Mandela wasn't a member of LGMA but if he was, he would have appreciated our focus on the ongoing professional development of our members which ultimately, serves to help our local communities. His quote on learning and education is one of the greatest quotes ever –

“Education is the great engine of personal development. It is through education that the daughter of a peasant can become a doctor, that the son of a mine worker can become the head of the mine, that a child of farm workers can become the president of a great nation. It is what we make out of what we have, not what we are given, that separates one person from another.”

Thank you.

Brett de Chastel tabled his report.

RESOLVED

That the President's report on the 2020/2021 year be accepted.

Moved: Matthew Magin

Seconded: Mark Leyland

Carried: Yes

6. Policy Platforms

Brett advised that the 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.

When recently circulated, comments were submitted (including by Mark Pitt and Cale Dendle) and these will be considered at the next Board meeting. Members who wish to make comment and encouraged to do so at any time.

7. Local Government Professionals Australia (National)

Brett de Chastel invited Local Government Professionals Australia, Queensland Director, and immediate past National President, Mark Crawley. to provide an update on activities at the national level over the course of the past year. He thanked Mark for his efforts on behalf of Queensland and congratulated him on the successful completion Presidency.

Mark Crawley, provided the following report:

Good afternoon, I am from the Traditional lands of the Gkuthaarn, Kukatj and Kurtijar people in the Southern Gulf and pay my respects to the Elder, past present and emerging and all First Nations peoples and to the First Nations people in the audience.

Thank you for the opportunity to provide an update on the happenings at the National Office. Thank you to the State Board and delegates for their continued support for me to represent you on the National Board.

My term as the Immediate Past President of LG Professionals ended with the hand over to our new President Jonathan Throssell from Mundaring Shire Council in Western Australia, Jonathan has served on the National Board since 27 June 2016. Jonathan looks forward to working with the State and Territory Federation Partners over the coming 12 months and continuing the good work being undertaken by the National Office.

Outgoing National President Victoria McKirdy has now transitioned into the Immediate Past President role at our Board Meeting and President. Hand Over held on Friday 27th August. This was the second Presidential hand over held virtually, my hand over to Victoria in 2020 and hers to Jonathan just recently. Victoria did an exceptional job over the past 12 months with most meetings held virtually and our International Activity limited to virtual attendance, representation and presentation at some international events.

I have enjoyed the time spent on the National Board and thank LGMA Queensland for the opportunity and their support as your representative as the Queensland Director on National. My time on the National Board is coming to an end and I will transition out and hand over to the new representative in the New Year. Your next representative as the Queensland Director on the National Board is Susan Jarvis and Susan takes on the additional responsibility as Queensland's delegate on the National Board, congratulations Susan you will make a great contribution to the National Board.

Clare Sullivan resigned as our CEO on 4th June. The National Board has completed the recruitment for a new CEO and Catherine Carter will commence on Tuesday 5 October 2021. Irene Fung has been filling the Acting CEO role since Clare's departure from the organisation and has done a great job in the interim and continues until Catherine takes the reins.

Catherine was the General Manager of Engineers Australia prior to coming to LG Professionals Australia and was also the ACT Executive Director of the Property Council of Australia. She has also held various Government and private sector roles in the areas of communications, public affairs and policy/parliamentary liaison. We wish Catherine well in coming to LG Professionals Australia as our CEO.

We have been successful in obtaining funding from the Office for Women of \$615,000 being \$200,000 each year over the next three years. On 20 July LG Professionals National Office released the Gender Balance Target Toolkit for Senior Leadership in Local Government. The toolkit is designed to assist local government organisations around Australia achieve the 40:40:20 gender leadership targets by 2025.

COVID continues to impact on our ability to hold National Events, with the scheduled National Congress and Business Expo now re-scheduled for March 2022. This does impact our finances and we continue to monitor these regularly.

We did manage to hold a face to face event in Canberra with the Canberra Behind the Scenes event in May. It was well represented and full attendance for this style of event. These give LG Professionals an opportunity to hear first-hand from representatives from within the Federal Government Departments and held in Old Parliament House.

Beau Dunne has taken over from Matthew Lentini in the Communications and Event Coordinator role and we are about to lose Alexandra following the Federation Awards. The Federation Award announcements will be coming up soon, keep an eye out for those, we have a few Queensland projects presented for National Awards.

The Australasian Management Challenge is well underway, best of luck to all involved.

We have a new office location again in Canberra. We moved from our office on University Avenue in the City and are now located in the vicinity of other member-based organisations at Unit 5, 17 Napier Close, Deakin, ACT.

Thanks again for the opportunity to provide this update and continue to represent you as the Queensland Delegate on National.

Mark Crawley

RESOLVED

That the LG Professionals Australia report on the 2021 year to date be accepted.

Moved: Mark Crawley

Seconded: Rob Andrews

Carried: Yes

Brett thanked Mark for his update.

Brett de Chastel vacated the Chair and invited Peta Irvine, in her capacity as Returning Officer, to take the floor.

8. Declaration of Office Bearers

Peta Irvine provided the following election report:

Four positions were vacant. These were the positions of President, SEQ Director, CQ Director and Director at Large.

Nominations

The nomination period opened on 30 June 2021 and closed on Friday 6 August 2021. Eligible members were notified via email and nominations were accepted via email, post and fax.

The following nominations were received:

Position Nominated

President

Nominee

Andrew Chesterman

Director

SEQ Robert Andrews

Director

CQ Liza Perrett
Venkat Peteti

Director (at large)

Ian Church
Peter Franks
David Keenan
Debra Howe

A ballot was prepared for the positions of Director at large and CQ Director and forwarded to members via email survey on 9 August 2021.

The election closed at 3pm on 3 September 2021 and the returning officer closed the survey 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.

Congratulations to returning board member, Rob Andrews and to incoming President, Andrew Chesterman.

As a result of the ballot process, the elected CQ Director is Liza Perrett and joining the Board in the At-Large role is Debra Howe.

Congratulations and I look forward to working with you over the coming year.

Peta advised members that nominations for the now vacant at-large position (vacated by Andrew) closed on 3 September and a ballot will be circulated next week.

Peta Irvine asked for a member to move that new Board be endorsed.

RESOLVED

That the Election report for 2021 be received and the successful candidates taken as elected.

Moved: Leon Yeatman

Seconded: Linda Cardew

Carried: Yes

Andrew Chesterman assumed the Chair

Andrew acknowledged members and the board.

He congratulated the returning Board members, Liza and Rob on their re-election and welcomed Debra Howe to the board.

He thanked outgoing director, Ian Church for his work over the past few years.

He also thanked Brett de Chastel for his significant contribution to the board over many years. Andrew stated that he was very fortunate to be taking over from Brett as he had the opportunity to build on the good work that Brett had done, particularly in advocating other sector, our organisation and our employees.

Andrew noted that, in the coming year, there is an opportunity to build strategic relationships with LGAQ and the incoming CEO. While the two organisations are separate and have differences, together they can represent the sector more effectively. The practitioner's view being included in policy decisions is critical to the development of sound policy and working together will ensure that this happens.

Andrew also noted the role of LGMA and members in building the next generation of local government officers and leaders. For many young people and other potential employees, the local government brand is not attractive and does not reflect the sector that we are all so proud to be part of. There is opportunity here to do more work to enhance the brand and ensure young people understand the opportunities on offer.

LGMA is in great financial shape and with Liza leading an excellent piece of work on risk management, the foundations are well in place for further development. One of the areas that will be considered are the opportunities provided by technological development to better connect members and provide services across the state.

Andrew reiterated his thanks and stated that he looked forward working with the Board and LGMA team over the coming year.

9. 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	30 Years	40 Years	60 Years
Ian Church	Rodney Ferguson	Greg Day	Ian Anderson
Brett de Chastel	Robert Holmes	Lyle Harman	
Stephen Hegedus	Christopher Joosen	Greg Wallace	
John Perry	Mark Kelleher		
Julie Reitano			
Tim Rose			
Oliver Simon			

Ian Church, Brett de Chastel, Stephen Hegedus and John Perry all received their certificates in person. The other certificates were awarded in absentia, to be presented at the Retired Members' Lunch in November.

10. General Business

Members were invited to table items of general business.

Brett de Chastel advised that long-term member and contributor to Queensland local government, Mark Leyland, will be retiring at the end of the year. He noted Mark's significant contribution over many years and acknowledged a stellar local government career. On behalf of LGMA members, he wished Mark well in his retirement.

Mark Leyland responded, noting the value of the network that he has been a member of for over 40 years. He said that the collegiality of local government officers is an asset and something he has valued greatly during his career in the sector. He thanked all for their words.

LGMS

Terry Brennan, as LGMA's representative on the LGMS Board presented an update on the current environment. As advised last year, LGMS has introduced a mutual risk obligations programme for members, with the first area of focus being WH&S. The audit of LGW member councils WH&S systems will be undertaken by an independent auditor, with the audit programme to be rolled out over a 4-year period. The programme will provide independent assurance to senior officers on their councils performance and priorities for improvement. Councils are encouraged to undertake the process as it will identify opportunities for government.

Terry stressed that LGMS operates on the principles of mutuality and as such is focused on the needs and interests of its members.

Andrew Chesterman thanked Terry for the update.

Meeting Close

In the absence of any other General Business, the meeting closed at 3.55pm and Andrew thanked everyone for their attendance.

Attendance

Name	Organisation	Name	Organisation
Robert Andrews	Gold Coast City Council	Darlene Irvine	FNQ ROC
Dan Bradford	Cassowary Coast Regional Council	Peta Irvine	LGMA
Terry Brennan	Burdekin Shire Council	Susan Jarvis	South Burnett Regional Council
Warren Bunker	Sunshine Coast Council	David Keenan	Mount Isa Regional Council
Linda Cardew	Cook Shire Council	Matthew Magin	Balonne Shire Council
Andrew Chesterman	Redland City Council	John McDougall	Central Highlands Regional Council
Michelle Clarke	Balonne Shire Council	Scott Mead	Mead Perry Group
Debra Colledge	Council Business Solutions	Mitchell Murphy	Longreach Regional Council
Ian Church	Lockyer Valley Regional Council	John Oberhardt	Redland City Council
Mark Crawley	Carpentaria Shire Council	Evan Pardon	Rockhampton Regional Council
Brett de Chastel	Noosa Council	Liza Perrett	Isaac Regional Council
Cale Dendle	Livingstone Shire Council	John Perry	Mead Perry Group
Ken Diehm	Fraser Coast Council	Mark Pitt	South Burnett Regional Council
Peter Franks	Mareeba Shire Council	Carly Quinn	Gladstone Regional Council
Leisa Dowling	Gladstone Regional Council	Andrew Roach	Norfolk Island Council
Luke Hannan	Somerset Regional Council	Gurubindah Singh	Cassowary Coast Regional Council
Stephen Hegedus	Shepherd Services	Kelvin Tytherleigh	Hinchinbrook Shire Council
Debra Howe	Scenic Rim Regional Council	Leon Yeatman	Yarrabah Aboriginal Shire Council
		Chatur Zala	Cherbourg Aboriginal Shire Council

Apologies

Name	Name
Noel Cass	Bryan Ottone
Bradley Duke	Dan Philips
Trevor Harvey	Russell Schuler
Mark Kelleher	Gary Stevenson
Joe McCabe	Emma Thomas
Herb Oliver	