

Document	Document	Document	Amount in	Local Curr	Cl	ng B	Tex
51070271	RE	7/06/2011	-88000.00	AUD	70000900		*LGMA National Congress & Business Expo Cairns
70000900	KZ	28/06/2011	88000.00	AUD	70000900		
19000754	KR	6/07/2011	-500.00	AUD	70001012		*Online organisation licence for 2011/12 reports
70001012	KZ	15/07/2011	500.00	AUD	70001012		
19002239	KR	16/05/2012	-66000.00	AUD	70003692		*Sponsorship of the 2012 Aust Local Gov Associatio
70003692	KZ	25/05/2012	66000.00	AUD	70003692		
51086870	RE	22/06/2012	-88000.00	AUD	70004068		*Sponsorship of the 2012 Australian Local Gov Asso
70004068	KZ	2/07/2012	88000.00	AUD	70004068		
			0.00	AUD			
			0.00	AUD			
			0.00	AUD			

2012. initial  
\$66,000 payment

<b>1</b> Valid Tax Invoice received by Dept 16.5.12. by <i>Lyn Lenge</i> <small>Initials</small>		
<b>2</b> PO Number or Cost Centre	Goods Receipt or GL account	ION (Optional)
61921	46005	
Vendor #	GST (Y, N, O)	D/A (Departmental or Administered)
	Y	
Goods and Services received and meet Procurement requirements <small>(Initials)</small>		
Name: <i>Lyn Lenge</i> <small>(Initials)</small>		
Note: Reg. 9 Delegate has approved expenditure <small>(Initials)</small>		
Note: Reg. 10 has been considered <small>(Initials)</small>		
<b>3</b> Payment Authorised		
Name: _____		
Signature: <i>Robyn Fleming</i>		
Position No: <i>TAS</i> Date: <i>21.5.12</i>		



Australian  
Local  
Government  
Association

TAX INVOICE

2012 additional  
\$8,800. Payment

Invoice #: 00000174

Date: 22/06/2012

Australian Government  
Department of Regional Australia, Local Government, Arts and  
Sports  
Local Government Branch  
GPO Box 803  
Canberra ACT 2601

Amount Code

Sponsorship of the 2012 Australian Local Government Associations  
National General Assembly to be held at the National Convention Centre  
17-20 June 2012

\$8,800.00 GST

Valid Tax Invoice received by Dept. 26, 6/12 by			Initials
PO Number or Cost Centre	Goods Receipt or GL account	ION (Optional)	
61021	46005 50070471		
Vendor #	GST (Y, N, O)	D/A (Departmental or Administered)	
404270.	Y		
Goods and Services received and meet Procurement requirements			(Initials)
Name: Lyn Langer			(Initials)
Note: Reg. 9 Delegate has approved expenditure			(Initials)
Note: Reg. 10 has been considered			(Initials)
Payment Authorised			
Name: J. Allan			(Initials)
Signature: J. Allan			(Initials)
Position No: 10672		GST:	Date: 22/6/12

Terms:	C.O.D.	Total Inc GST:	\$8,800.00
CODE	RATE	GST	SALE AMOUNT
GST	10%	\$800.00	\$8,000.00
		Amount Applied:	\$0.00
		Balance Due:	\$8,800.00

Australian Local Government Association  
8 Geils Court DEAKIN ACT 2600  
Telephone 02 6122 9400 Facsimile 02 6122 9401

A.B.N.: 31 008 613 876

**Langer Lyn**

**From:** Tack Charlene  
**Sent:** Friday, 22 June 2012 15:31  
**To:** Allan Jacqueline  
**Cc:** McConchie Matasha; Langer Lyn  
**Subject:** FW: Additional day registrations for NGA [SEC=UNCLASSIFIED]  
**Attachments:** Registrations Invoice.pdf; image003.png

Hi Jacqui,

I have received the attached invoice from ALGA, for the additional registrations at the ALGA NGA. Matty had cc'ed you in on an email last week (as per below), regarding this. Can you please advise what process needs to be followed to pay for this, and what cost centre the money will come from?

Thanks!

*Charlene Tack*

*National Awards for Local Government Team  
 Department of Regional Australia, Local Government, Arts and Sport  
 Tel. 02 6274 6953  
[charlene.tack@regional.gov.au](mailto:charlene.tack@regional.gov.au)*

See the [awards webpage](#) or visit the 2011 winners on [YouTube](#)




---

**From:** Clare Hogan [<mailto:Clare.Hogan@alga.asn.au>]  
**Sent:** Friday, 22 June 2012 15:28  
**To:** Tack Charlene  
**Subject:** FW: Additional day registrations for NGA [SEC=UNCLASSIFIED]

Hi Charlene,

Attached is the invoice for the additional registrations in line with the agreement between Matt and Adrian outlined below.

Give me a call if you have any questions.

Clare

---

**From:** Adrian Beresford-Wylie  
**Sent:** Tuesday, 12 June 2012 6:05 PM  
**To:** Clare Hogan  
**Subject:** FW: Additional day registrations for NGA [SEC=UNCLASSIFIED]

---

**From:** McConchie Matasha [<mailto:matty.mcconchie@regional.gov.au>]  
**Sent:** Tuesday, 12 June 2012 6:03 PM  
**To:** Adrian Beresford-Wylie  
**Cc:** Fleming Robyn; Lauder John; Tack Charlene; Allan Jacqueline  
**Subject:** Additional day registrations for NGA [SEC=UNCLASSIFIED]

Dear Adrian

As discussed, I am seeking your agreement for ALGA to increase our current day registrations for awards attendees at the NGA from 35 to 70. We will increase our sponsorship by \$8000 to cover the costs.

I acknowledge that this is a significant saving to us, as the registration of an additional 35 people would normally cost \$16,450. I thank you for considering it.

In hindsight, there was a misunderstanding on our part about the scope of a day registration, and that we had cover only for 35 people in total. We will make a note of this for the future.

Best wishes

Matty

Dr Matty McConchie  
Assistant Secretary  
Local Government Branch  
Department of Regional Australia, Local Government, Arts and Sport  
02 6274 8150

Disclaimer

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Australian  
Local  
Government  
Association

91  
**TAX INVOICE**

Invoice #: 00000156

Date: 16/05/2012

Australian Government  
Department of Regional Australia, Local Government, Arts and  
Sports  
Local Government Branch  
GPO Box 803  
Canberra ACT 2601

Amount Code

Sponsorship of the 2012 Australian Local Government Associations  
National General Assembly to be held at the National Convention Centre Canberra  
17-20 June 2012

\$66,000.00 GST

GST: \$6,000.00

Terms: C.O.D.

Total Inc GST: \$66,000.00

CODE	RATE	GST	SALE AMOUNT	Amount Applied:	
GST	10%	\$6,000.00	\$60,000.00		\$0.00
				Balance Due:	\$66,000.00

Australian Local Government Association  
8 Geills Court DEAKIN ACT 2600  
Telephone 02 6122 9400 Facsimile 02 6122 9401

A.B.N.: 31 008 613 876

STEPHANIE FOSTER  
ROBYN FLEMING

90



I RECALL WE AGREED THAT  
I WOULD SEEK O.K FROM  
MIN CREAN FOR OUR PROGRAM  
**Australian Government** OF SPONSORSHIPS  
ACROSS DPT  
Department of Regional Australia, ~~can~~  
Local Government, Arts and Sport ~~we~~  
DISCUSS

RECEIVED  
Secretary  
12 APR 2012  
Ref: 2012/224

**MINUTE**

File Reference: 11/8005

Glenys Beauchamp  
Secretary

JAMIE C = HAVE PLEASE.  
WE A CONSOLIDATED THANKS, G.  
LIST OF SPONSORSHIPS  
ACROSS DPT

agreed via email 12/4/12

through: Robyn Fleming, FAS North West and Local Government  
cc: Stephanie Foster Deputy Secretary

**Subject: DEPARTMENTAL SPONSORSHIP OF THE 2012 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION NATIONAL GENERAL ASSEMBLY AND OF A COUNCIL LANDFILL FORUM**

**Purpose:** To seek your agreement to the Department:

1. providing \$60 000 plus GST to sponsor the Australian Local Government Association National General Assembly, and
2. providing up to \$7 500 including GST to jointly sponsor a Carbon Price and Council Landfill National Forum.

**Key Issues:**

Australian Local Government Association National General Assembly – presentation of Local Government Awards

1. The 2011 National Awards for Local Government were presented at the Australian Local Government Association (ALGA) National General Assembly (NGA), held 19-22 June 2011 at the National Convention Centre, Canberra. The broad participation of local government representatives in this event, which is attended by most mayors and shire presidents, provided excellent exposure for the Awards.
2. The Department provided \$80,000 (from a generic corporate sponsorship source rather than from the specific Awards budget) to ALGA to sponsor the 2011 NGA and to include the 2011 Awards presentations events and a Departmental seminar in the NGA program.
3. Our arrangements with the Awards sponsors oblige us to run an Awards presentation function and to invite sponsoring Ministers and their officials to it.
4. ALGA is offering the Department a basic \$60,000 (plus GST) sponsorship package that would provide for the 2012 Awards presentations to be held as part of the June 2012 NGA program. (Attachment A.)
5. Up to \$20,000 of this \$60,000 can be funded from the 2012 Awards program budget, through cutting out some expenditure items (including participation in the 2012 Local Government Managers Australia National Congress and placement of a liftout in Local Government Focus) and reducing other costs. The other \$40,000 cannot be found within the Division.

Contact Name: John Lauder  
Position: Director

Contact Number: 6274 8127  
Section: Local Government Engagement

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- 6. If the \$60,000 sponsorship does not go ahead, there will be potential embarrassment to the Minister, as he has already agreed to participate -- by delivering a keynote address and presenting Awards - and has invited 11 of his ministerial colleagues to attend the presentations.
- 7. I note also that ALGA is writing to you to invite you to address the NGA (with a representative of Ernst and Young) at 1.30pm on Monday 18 June.

Carbon Price and Council Landfill National Forum

- 8. ALGA, with support from the Department of Climate Change and Energy Efficiency (DCCEE), has proposed that a 1.5 day national forum be held in Canberra to enable councils to better understand how the Clean Energy Future's carbon pricing element will impact on their land fill operations, once it becomes operational from 1 July 2012. The forum would address three broad themes - land fill management; financial arrangements and governance -- and would mainly be relevant to the 70 councils (approx.) which operate large landfills.
- 9. ALGA have offered to host the forum, which would involve about 100 delegates, on the proviso that the Commonwealth funds 50 per cent of the cost. The total cost of the forum would be limited to \$30,000. The Commonwealth's half would be equally divided between this Department and DCCEE, so this Department's contribution would be no more than \$7,500. (Copy of draft program and budget at Attachment B.)
- 10. We strongly support the proposed forum as it aligns with Minister Crean's strong support for engaging with local government on Clean Energy Futures. However, as this is an unforeseen initiative, it has not been budgeted for and there is no capacity for other savings from within the Divisional budget. There is considerable urgency to this request as the forum is now planned for 23-24 April, and offers potential for the Minister's participation (currently being discussed with Minister's Office).

12 April 2012

Recommended Action:

<p>1. That you agree that the Department provide \$60,000 (\$40,000 Departmental sponsorship funding, \$20,000 from Awards budget) plus GST to fund the presentation of the National Awards for Local Government 2012 at the Australian Local Government Association National General Assembly.</p>	<p>Agreed / Not Agreed</p> <p><i>+ with note to Min Crean that we are doing (in Sec's update)</i></p>
<p>2. That you agree that the Department provide up to \$7,500 including GST to sponsor a Carbon Price and Council Landfill National Forum.</p>	<p><del>Agreed</del> / Not Agreed at this stage</p> <p><i>Further details to come</i></p> <p><i>J. A. Burch</i></p> <p>201...4/1 2012</p>





**Australian Government**  
**Department of Regional Australia,  
Local Government, Arts and Sport**

Copy 2012  
ALGA  
sponsorship  
letter

File Reference: 11/8959

Mr Adrian Beresford-Wylie  
Chief Executive  
Australian Local Government Association  
8 Geils Court  
Deakin ACT 2600

Dear Mr Beresford-Wylie

I am writing to confirm that the Department of Regional Australia, Local Government, Arts and Sport accepts your \$60,000 partnership offer for the National Awards for Local Government 2012 to be included in the Australian Local Government Association National General Assembly, 17-20 June 2012, as sent by Claire Hogan to John Lauder of 15 February 2012 (attached).

I thank you and your staff for your support of the Awards and for your willingness to partner with us to promote innovation in local government.

John Lauder and his team will liaise with you and Ms Hogan to finalise details of these arrangements.

Yours sincerely

(MARTY M'CONCHIE)

for Robyn Fleming  
First Assistant Secretary  
North West and Local Government

23 April 2012

# NATIONAL GENERAL ASSEMBLY 17 – 20 JUNE 2012

## *National Voice, Local Choice – Infrastructure, Planning, Services*

### **Australian Local Government Association**

The Australian Local Government Association (ALGA) is the national peak body for local government in Australia. ALGA is the national advocate of local government. We initiate policy development on national issues and coordinate and implement liaison activities with the seven state and territory associations and the government of the Australian Capital Territory.

### **National General Assembly for Local Government**

The National General Assembly of Local Government (NGA) attracts around 700 participants from councils across Australia. The NGA is the premier event in the local government calendar and is an opportunity for local government to debate issues of national significance, hear from political and academics speakers as well as to develop policy and strategy for the coming year.

The theme for the 2012 NGA is 'National Voice, Local Choice – Infrastructure, Planning, Services', and it is aimed at stimulating ideas about improving the way in which local government serves its communities and they way in which it works with other levels of government.

The three elements of the theme allow for an exploration of the key priorities and challenges facing governments and local communities:

- 'Infrastructure' allows delegates to focus to the local and community infrastructure provided by local government and seeks to develop innovative ideas for the provision of this infrastructure now as well as into the future.
- 'Planning' recognises the important role local government plays in the planning for local communities. It asks delegates to consider how best to provide this critical role and the impact it has on shaping the future of communities in Australia.
- 'Services' refers to the wide range of services provided by local government and the need to ensure the delivery of these services caters to the needs and opportunities in Australia's diverse communities.

### **Partnership between ALGA and the Department of Regional Australia, Regional Development and Local Government for the National Awards for Local Government to be included in the NGA - Package \$60,000 ex GST**

#### **Benefits**

- Local Government Awards Category Winners presented during plenary sessions (3 x 30 minute sessions)
- Local Government Awards National Winners presented at the Official Dinner in the Great Hall at Parliament House on Tuesday 19 June
- 70 x Tickets to the Official Dinner in the Great Hall at Parliament House (Tuesday 19 June)
- 35 x Day Registrations for attendance at awards presentations
- NGA Photographer available to take photos of awards presentations with photos supplied on disk the following day.



**Australian Government**

**Department of Regional Australia,  
Local Government, Arts and Sport**

*File Reference: 11/8959*

Mr Adrian Beresford-Wylie  
Chief Executive  
Australian Local Government Association  
8 Geils Court  
Deakin ACT 2600

Dear Mr Beresford-Wylie

I am writing to confirm that the Department of Regional Australia, Local Government, Arts and Sport accepts your \$60,000 partnership offer for the National Awards for Local Government 2012 to be included in the Australian Local Government Association National General Assembly, 17-20 June 2012, as sent by Claire Hogan to John Lauder of 15 February 2012 (attached).

I thank you and your staff for your support of the Awards and for your willingness to partner with us to promote innovation in local government.

John Lauder and his team will liaise with you and Ms Hogan to finalise details of these arrangements.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ry Fleming'.

(MARTY M'CONCHIE)

for Robyn Fleming  
First Assistant Secretary  
North West and Local Government

23 April 2012

## Plummer Michael

---

**From:** Plummer Michael  
**Sent:** Tuesday, 17 April 2012 15:27  
**To:** Plummer Michael  
**Subject:** FW: ALGA sponsorship for LG Awards [SEC=UNCLASSIFIED]

**From:** Lauder John  
**Sent:** Monday, 16 April 2012 18:26  
**To:** Fleming Robyn; McConchie Matasha  
**Cc:** Plummer Michael  
**Subject:** ALGA sponsorship for LG Awards [SEC=UNCLASSIFIED]

Hi Robyn

As below and following our discussion, I have been following up on how best to take forward to Exec and Anita Johns (who has been dealing directly with this) advised it may not need to go to Exec Board after all. She is seeking clarification from Jamie Clout. It may be something simpler - will keep you posted.

Michael – as above, Anita will clarify requirements but we may still need to flesh out the case for sponsorship by specifically addressing the criteria in the Dept's sponsorship policy as below. I've added some ideas in red but would appreciate your input please. We may also need to add something on the savings made over the last 3 years from when the Awards was folded into the ACLG event (which was huge and cost over \$0.5 m in total) down to \$80k last year folded into ALGA NGA and even less this year (\$60k) despite being a much larger Awards. For our \$60k will still get keynotes from both the Minister, the Secretary, and the various Awards functions – ie great value for money.)

Tks

John

### 8. Assessment Criteria

The key criteria applied in assessing and agreeing to sponsorship proposals include the extent to which the objectives of sponsorship are met and the degree to which the proposal:

- supports Regional Australia's programs and associated communication and education priorities and objectives;

Meets highly. The sponsorship will support RA's local government programs their profile in the local government sector, as well as providing broader exposure for RA as a whole through Ms Beauchamp's address to the plenary session. The sponsorship will also support the policy priorities of the 10 other Commonwealth agencies that have sponsored 2012 Awards.

- assists Regional Australia to reach key target audiences and leverages further stakeholder engagement consistent with its overarching communication goals and policy agenda;

Meets highly – the ALGA NGA has an audience of about 700 mayors, councillors and key figures from the local government sector. It is the major annual event bringing together most senior local government

- involves an association that is likely to promote rather than adversely affect the reputation of Regional Australia and the Australian Government as a whole, i.e. the compatibility of the interests or objectives of the applicant with those of the Australian Government; meets highly, ALGA is a key stakeholder/partner in the LG/CW relationship
- demonstrates the applicant's track record, standards of corporate governance, public reputation, affiliations or relationships with other organisations; meets highly, ALGA stature is confirmed – eg member of COAG
- offers value for investment, as demonstrated through the number of participants, entries/nominations for an awards program, general standing of the organisation or program/project, innovative qualities, media interest; meets highly, insert words re success, prestige of Awards. Awards event rolled into NGA offers kudos for Ministers and Govt
- has the capacity to achieve stated outcomes (as demonstrated by the previous experience or expertise of the people/organisation involved, the financial circumstances of the proponent, or any practical considerations associated with the event or activity); meets highly, has track record – hosted awards last year – huge success/MO satisfaction, etc
- does not unnecessarily duplicate sponsorship of other organisations, events or activities; tick
- does not clash with other events to the extent that benefits to Regional Australia are reduced; tick
- provides for a balance in the sectors supported with sponsorship from Regional Australia; meets highly, only significant LG event that received sponsorship – also provides the services of an awards ceremony – with greater value for money due to large, premium, audience.

- does not represent any conflict of interest for the Department in relation to other sponsorships or other proposed or actual sponsors for a specific proposal ; tick – it is a partnership that other stakeholders could not provide because of logistical reasons or offer comparable value for money (eg LGMA in Perth).

- is not party political in nature tick and

- provides opportunities for profiling and/or involvement by the key Regional Australia staff and stakeholders, notably the Secretary (meets highly, both min and Secretary invited to make keynotes), Regional Development Australia Chairs.

John Lauder  
Director  
Local Government Engagement

Local Government Branch  
Department of Regional Australia, Local Government, Arts and Sport

T: 02 6274 8127  
E: john.lauder@regional.gov.au

**From:** Fleming Robyn  
**Sent:** Monday, 16 April 2012 2:51 PM  
**To:** Lauder John; McConchie Matasha  
**Subject:** FW: Matters corporate -in the broadest sense of the word [SEC=UNCLASSIFIED]  
**Importance:** High

John

See below

As a matter of urgency can we prepare the official sponsorship forms for consideration by exec board (see below)

Secondly on sponsorships – Robyn, there is a corporate process/guideline on seeking sponsorship support – all were supposed to come through corporate (and in fact be considered in batches on an annual or whatever basis by the Exec Board and put to Minister Crean) – GB has flicked a copy of the brief on LGMA sponsorship to us saying that, and also to Jamie (to look at in the context of the overall guideline/consolidated list). Jamie, assume you'll work directly with Robyn on how to take this forward – please both let me know if I need to do anything/can help.

Cheers

Stephanie.

Stephanie Foster  
Deputy Secretary  
Department of Regional Australia, Local Government, Arts and Sport  
(02) 6274-7949 (tel)  
(02) 6274-6222 (fax)

[stephanie.foster@regional.gov.au](mailto:stephanie.foster@regional.gov.au)

## Plummer Michael

---

**From:** Plummer Michael  
**Sent:** Tuesday, 20 March 2012 14:06  
**To:** Lauder John  
**Subject:** RE: OPTIONS FOR DRALGAS PARTIPATION IN ALGA NGA 19mar12.docx [SEC=UNCLASSIFIED]

Thanks John

A couple of comments re Option A:

- The 3 x 30 minute slots – yes I think we can make this work, esp. if we have a decent MC to keep the cavalcade of winners moving in a coherent fashion.
- 70 tickets – I would see this as an acceptable minimum, without no fat or slack. This presupposes that boarders and latecomers will have to be repelled – we will only (if all goes well) have room for sponsors' reps (including their Minister and possibly advisor), winners, and a handful of senior DRALGAS Exec.
- The unknown in estimating numbers is how many sponsor reps and Ministers will come this year (historically they have not taken up their full allocation) – but given the higher profile of the awards this year it is possible that we will get a stronger takeup rate.
- As well, last year our Minister's invites to other Ministers only went out a few weeks before the final event. This year we are giving them much more advance notice – which may lead e.g. to Ministers passing the invite on to their Parl Secs or similar.

Regards

M

**From:** Lauder John  
**Sent:** Tuesday, 20 March 2012 13:24  
**To:** McConchie Matasha  
**Cc:** Plummer Michael; Reiher Nina  
**Subject:** OPTIONS FOR DRALGAS PARTIPATION IN ALGA NGA 19mar12.docx [SEC=UNCLASSIFIED]  
**Importance:** High

Matty – as discussed yesterday, I attach an outline re a Departmental position for participating in the ALGA NGA in June.

Note we have some time booked to discuss this with Robyn this afternoon at 4.30pm.

For your consideration.

Tks

john



**Plummer Michael**

---

**From:** Lauder John  
**Sent:** Tuesday, 20 March 2012 13:24  
**To:** McConchie Matasha  
**Cc:** Plummer Michael; Reiher Nina  
**Subject:** OPTIONS FOR DRALGAS PARTIPATION IN ALGA NGA 19mar12.docx  
[SEC=UNCLASSIFIED]  
**Attachments:** OPTIONS FOR DRALGAS PARTIPATION IN ALGA NGA 19mar12.docx  
**Importance:** High

Matty – as discussed yesterday, I attach an outline re a Departmental position for participating in the ALGA NGA in June.

Note we have some time booked to discuss this with Robyn this afternoon at 4.30pm.

For your consideration.

Tks

john

## OPTIONS FOR DRALGAS PARTICIPATION IN ALGA NGA – JUNE 2012 – CANBERRA

### What happened in 2011

- We paid \$80 000 sponsorship, for which we received;
  - 1.5 hour concurrent symposia session ‘*Strengthening local communities*’ – a lively inter-active session hosted by the 3 Dep Secs;
  - A number of short slots in the NGA program for presentation of category awards by their respective Commonwealth Government sponsors (10 categories only);
  - Tickets to the NGA Dinner at Great Hall, Parliament House, where Minister Crean presented the awards to the 2 national award winners. (Tickets for category winners, sponsors, Minister and party, etc)
  - A trade booth to promote the Department at the local government Expo.
  - Registrations for awards recipients & DRALGAS staff.
  - NGA photographer available to take photos of awards presentations.

### Possible Options for 2012 [Note estimates used exclude GST]

#### Option A – Sponsoring only National Awards for Local Government (NALG) component (noting 16 categories) [Quote received]

- For \$60 000 sponsorship, we would receive:
  - 3x30 minute slots in NGA program for presentation of up to 32 category awards by their respective Commonwealth Government sponsors;
  - Tickets to the NGA Dinner 19 June, at Great Hall, Parliament House, where Minister Crean presents the awards to the 2 national award winners. (max 70 tickets in total - for category winners, sponsor’s reps, Minister, officials.)
  - 35 day registrations for attendance at awards presentations;
  - NGA photographer available to take photos of awards presentations.
- **Advantages:** - least cost option
- **Disadvantages:** limited awareness of DRALGAS initiatives – lowest return on investment.

#### Option B – Sponsoring Departmental presentation plus NALG

- For greater sponsorship, say around \$85,000, we could request:
  - All elements of Option A above;
  - 1.5 hour concurrent symposia session to promote new Department (including Arts and Sport); (value approx \$25,000)
  - A trade booth to promote the Department activities at the local government Expo. (value approx \$3,500).

- **Advantages:** - enhanced opportunities to raise awareness of all DRALGAS initiatives; better value for money with greater potential to share costs across entire Department.
- **Disadvantages:** extra costs; resources required to staff booth.

Option C – Sponsoring much greater Departmental presence

- For maximum sponsorship of say around **\$100,000**, we could request:
  - All elements of Options A and B, above;
  - Opportunity for a Keynote presentation at plenary session by the Secretary (availability and value TBC);
  - Additional benefits TBC – eg additional NGA registrations for staff
- **Advantages:** - superior presence at NGA with much enhanced opportunity to promote the DRALGAS ‘brand’ and its component parts; marginal increase in total outlays with superior value for money (shared costs);
- **Disadvantages:** extra costs; potential stretching of resources to participate in more NGA activities;

**Next steps:**

- Senior management consider the opportunities and define what level of Departmental participation is desired (including sponsorship budget). **Note Options B and C above have not been discussed with ALGA.**
- Consult ALGA to develop a mutually agreeable sponsorship package.

Note: there is also opportunity for DRALGAS participation at the pre NGA **Regional Cooperation and Development Forum** scheduled for Sun 17<sup>th</sup> June. Min Crean has, like last year, been invited to open it (unlikely). Opportunities for senior exec presence eg with focus on RDAs; Taskforces; ONA activities; etc. (Tony C attended some of the sessions last year).

**Plummer Michael**

---

**From:** Plummer Michael  
**Sent:** Monday, 19 March 2012 15:21  
**To:** Lauder John  
**Cc:** Langer Lyn  
**Subject:** RE: DRALGAS Sponsorship for NGA [SEC=UNCLASSIFIED]

Thanks. If we can't get prompt decisions from elsewhere soon, I hope we will be able to go it alone and let the others come after if they wish -- we got off to an early start in terms of planning the event with ALGA events people, but it will be hard for us to make any more concrete progress with them until sponsorship is resolved, meaning more work left for later.

M

**From:** Lauder John  
**Sent:** Monday, 19 March 2012 13:31  
**To:** Plummer Michael  
**Cc:** Langer Lyn  
**Subject:** RE: DRALGAS Sponsorship for NGA [SEC=UNCLASSIFIED]

No, not as yet.

As I mentioned earlier, I am still awaiting some clarity from Pol Division as to whether it intended to come on board by sponsoring one of the parallel streams (presumably with a speaking role for Secretary/Senior Exec). Ditto, the RDA Engagement team may also have an interest -- either as a session or other involvement such as a booth -- again, am awaiting advice.

If either or both of these options became real, the Dept's overall purchasing power could be significantly enhanced.

I am chasing up!

J

**From:** Plummer Michael  
**Sent:** Monday, 19 March 2012 1:11 PM  
**To:** Lauder John  
**Cc:** Langer Lyn  
**Subject:** FW: DRALGAS Sponsorship for NGA [SEC=UNCLASSIFIED]

John

Further to discussion of sponsorship this morning -- we received a \$60,000 bid from ALGA last month -- has anything happened since e.g. have we accepted it?

Thanks

MP

**From:** Clare Hogan [mailto:Clare.Hogan@alga.asn.au]  
**Sent:** Wednesday, 15 February 2012 16:12  
**To:** Lauder John; Adrian Beresford-Wylie

**Plummer Michael**

---

**From:** Lauder John  
**Sent:** Monday, 19 March 2012 13:31  
**To:** Plummer Michael  
**Cc:** Langer Lyn  
**Subject:** RE: DRALGAS Sponsorship for NGA [SEC=UNCLASSIFIED]

No, not as yet.

As I mentioned earlier, I am still awaiting some clarity from Pol Division as to whether it intended to come on board by sponsoring one of the parallel streams (presumably with a speaking role for Secretary/Senior Exec). Ditto, the RDA Engagement team may also have an interest – either as a session or other involvement such as a booth – again, am awaiting advice.

If either or both of these options became real, the Dept's overall purchasing power could be significantly enhanced.

I am chasing up!

**From:** Plummer Michael  
**Sent:** Monday, 19 March 2012 1:11 PM  
**To:** Lauder John  
**Cc:** Langer Lyn  
**Subject:** FW: DRALGAS Sponsorship for NGA [SEC=UNCLASSIFIED]

John

Further to discussion of sponsorship this morning – we received a \$60,000 bid from ALGA last month – has anything happened since e.g. have we accepted it?

Thanks

MP

**From:** Clare Hogan [mailto:Clare.Hogan@alga.asn.au]  
**Sent:** Wednesday, 15 February 2012 16:12  
**To:** Lauder John; Adrian Beresford-Wylie  
**Cc:** Plummer Michael  
**Subject:** RE: DRALGAS Sponsorship for NGA [SEC=UNCLASSIFIED]

Hi John,

Thanks for your time on the phone this afternoon.

As discussed, please find attached an outline of the package to include the components you mentioned in your email below.

The two things which are slightly different are that we can only offer 3 x 30 minute slots to present the awards in plenary sessions at the NGA and we are not able to offer you any additional dinner tickets beyond the 70 that will be covered by the agreement.

As I mentioned, I'm more than happy to work through any of this with you in more detail and can be contacted on 02 6122 9436.

Talk soon,

Clare

**From:** Lauder John [mailto:John.LAUDER@regional.gov.au]  
**Sent:** Tuesday, 14 February 2012 3:51 PM  
**To:** Adrian Beresford-Wylie; Clare Hogan  
**Cc:** Plummer Michael  
**Subject:** RE: DRALGAS Sponsorship for NGA [SEC=UNCLASSIFIED]

Hi Clare and Adrian

Thanks again for your assistance as we work up our sponsorship proposal for the Department's participation at the 2012 ALGA NGA.

As discussed at our meeting last Thursday with Robyn Fleming, our key issue is to ensure that the National Awards for Local Government ceremonies can be integrated into the NGA to our mutual satisfaction. The key components that we require from our sponsorship arrangements are:

- 3-4 time slots for the category awards presentations during the plenary sessions on Monday and Tuesday 18-19th June;
- NGA 'access passes' for category award recipients, category sponsors, and associated staff for presentations;
- Tickets for a minimum of 70 guests at the official NGA dinner on Tuesday 19<sup>th</sup> June (noting that some awards related guests are likely to be NGA delegates and so will already be holding dinner tickets); and
- NGA photographer to take photos of awards presentations with photos supplied on disk the following day.

I would be grateful if you could draft up a revised sponsorship proposal (costing) based only on the above components.

Due to the uncertainty about the number of tickets we will require for awards related guests attending the official dinner, I would prefer to build in some flexibility which would allow us to purchase additional seats if required for an agreed price.

I am not yet able to confirm whether the Department would separately take up a concurrent symposia session, which you verbally advised would cost \$25,000 plus GST.

In view of the current budget limitations, I propose that other items outlined in your benefit packages (eg Departmental registrations) may be purchased on an as required basis.

Thanks again for your help and please call if you wish to discuss in more detail.

Kind regards

John

John Lauder  
Director  
Local Government Engagement

Local Government Branch  
Department of Regional Australia, Local Government, Arts and Sport

T: 02 6274 8127

E: john.lauder@regional.gov.au

**From:** Adrian Beresford-Wylie [mailto:adrian.beresford-wylie@alga.asn.au]

**Sent:** Thursday, 2 February 2012 2:24 PM

**To:** Lauder John

**Cc:** Clare Hogan

**Subject:** FW: Department Sponsorship

John

Bargain basement along the lines we discussed

Please feel free to discuss with Clare over the next couple of days

Regards

ABW

**From:** Clare Hogan

**Sent:** Thursday, 2 February 2012 2:21 PM

**To:** Adrian Beresford-Wylie

**Subject:** Department Sponsorship

Hi Adrian,

I've put together a minimum package for the Department which I think we could do for \$50,000 ex GST. I've outlined this package in the attached document and dropped in the value of the items below.

My thinking is they have 16 categories with potentially a small and large council award for each one. A professional MC could probably do this in one minute per award but I think we should allow 2 minutes to be safe.

Please note I have also taken out ALGA covering the cost of the shuttle bus to and from the awards breakfast function. I'll provide the details to Lyn Langer of who we use so she can get a quote directly.

Breakdown of value for sponsorship benefits:

- Local Government Awards Category Winners presented during 2 x plenary sessions (\$110,000)

- Local Government Awards National Winners presented at the Official Dinner in the Great Hall at Parliament House on Tuesday 19 June (\$30,000)
- 40 x Tickets to the Official Dinner in the Great Hall at Parliament House on Tuesday 19 June (\$4,600)
- 10 x Day Registrations for Departmental Staff to attend awards presentations (\$4,700)
- Logos on sponsor boards and electronic signage throughout venue
- NGA Photographer available to take photos of awards presentations with photos supplied on disk the following day (\$1,250)

Thanks Adrian,

Clare

**Clare Hogan**

Director of National Events  
Australian Local Government Association

tel: 02 6122 9436  
Fax: 02 6122 9401  
<http://www.alga.asn.au>

National General Assembly of Local Government 17-20 June 2012, Canberra

National Local Roads and Transport Congress 14-16 November 2012 Hobart, Tasmania

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**NATIONAL GENERAL ASSEMBLY  
17 – 20 JUNE 2012**

*National Voice, Local Choice – Infrastructure, Planning, Services*

**Australian Local Government Association**

The Australian Local Government Association (ALGA) is the national peak body for local government in Australia. ALGA is the national advocate of local government. We initiate policy development on national issues and coordinate and implement liaison activities with the seven state and territory associations and the government of the Australian Capital Territory.

**National General Assembly for Local Government**

The National General Assembly of Local Government (NGA) attracts around 700 participants from councils across Australia. The NGA is the premier event in the local government calendar and is an opportunity for local government to debate issues of national significance, hear from political and academics speakers as well as to develop policy and strategy for the coming year.

The theme for the 2012 NGA is 'National Voice, Local Choice – Infrastructure, Planning, Services', and it is aimed at stimulating ideas about improving the way in which local government serves its communities and the way in which it works with other levels of government.

The three elements of the theme allow for an exploration of the key priorities and challenges facing governments and local communities:

- 'Infrastructure' allows delegates to focus on the local and community infrastructure provided by local government and seeks to develop innovative ideas for the provision of this infrastructure now as well as into the future.
- 'Planning' recognises the important role local government plays in the planning for local communities. It asks delegates to consider how best to provide this critical role and the impact it has on shaping the future of communities in Australia.
- 'Services' refers to the wide range of services provided by local government and the need to ensure the delivery of these services caters to the needs and opportunities in Australia's diverse communities.

**Partnership between ALGA and the Department of Regional Australia, Regional Development and Local Government for the National Awards for Local Government to be included in the NGA - Package \$60,000 ex GST**

**Benefits**

- Local Government Awards Category Winners presented during plenary sessions (3 x 30 minute sessions)
- Local Government Awards National Winners presented at the Official Dinner in the Great Hall at Parliament House on Tuesday 19 June
- 70 x Tickets to the Official Dinner in the Great Hall at Parliament House (Tuesday 19 June)
- 35 x Day Registrations for attendance at awards presentations
- NGA Photographer available to take photos of awards presentations with photos supplied on disk the following day.

## Plummer Michael

---

**From:** Clare Hogan [Clare.Hogan@alga.asn.au]  
**Sent:** Wednesday, 15 February 2012 16:12  
**To:** Lauder John; Adrian Beresford-Wylie  
**Cc:** Plummer Michael  
**Subject:** RE: DRALGAS Sponsorship for NGA [SEC=UNCLASSIFIED]  
**Attachments:** Partnership Arrangements - DRARDLG - Nat Awards - Final.doc

Hi John,

Thanks for your time on the phone this afternoon.

As discussed, please find attached an outline of the package to include the components you mentioned in your email below.

The two things which are slightly different are that we can only offer 3 x 30 minute slots to present the awards in plenary sessions at the NGA and we are not able to offer you any additional dinner tickets beyond the 70 that will be covered by the agreement.

As I mentioned, I'm more than happy to work through any of this with you in more detail and can be contacted on 02 6122 9436.

Talk soon,

Clare

---

**From:** Lauder John [mailto:John.LAUDER@regional.gov.au]  
**Sent:** Tuesday, 14 February 2012 3:51 PM  
**To:** Adrian Beresford-Wylie; Clare Hogan  
**Cc:** Plummer Michael  
**Subject:** RE: DRALGAS Sponsorship for NGA [SEC=UNCLASSIFIED]

Hi Clare and Adrian

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Thanks Adrian,

Clare

**Clare Hogan**

Director of National Events  
Australian Local Government Association

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I am not yet able to confirm whether the Department would separately take up a concurrent symposia session, which you verbally advised would cost \$25,000 plus GST.

In view of the current budget limitations, I propose that other items outlined in your benefit packages (eg Departmental registrations) may be purchased on an as required basis.

Thanks again for your help and please call if you wish to discuss in more detail.

Kind regards

John

John Lauder  
Director  
Local Government Engagement

Local Government Branch  
Department of Regional Australia, Local Government, Arts and Sport

T: 02 6274 8127

E: [john.lauder@regional.gov.au](mailto:john.lauder@regional.gov.au)

---

**From:** Adrian Beresford-Wylie [<mailto:adrian.beresford-wylie@alga.asn.au>]

**Sent:** Thursday, 2 February 2012 2:24 PM

**To:** Lauder John

**Cc:** Clare Hogan

**Subject:** FW: Department Sponsorship

John

Bargain basement along the lines we discussed

Please feel free to discuss with Clare over the next couple of days

Regards

ABW

**From:** Clare Hogan

**Sent:** Thursday, 2 February 2012 2:21 PM

**To:** Adrian Beresford-Wylie

**Subject:** Department Sponsorship

## Plummer Michael

---

**From:** Lauder John  
**Sent:** Friday, 10 February 2012 19:13  
**To:** Plummer Michael  
**Subject:** RE: Awards presentation event [SEC=UNCLASSIFIED]

Reverse

Just spoke to Robyn – doesn't like the idea.

Wants a brief for SF that explains why we need the \$80k to sponsor ALGA to get what we need for the event.

Grrrrr

**From:** Lauder John  
**Sent:** Friday, 10 February 2012 6:54 PM  
**To:** Plummer Michael  
**Cc:** Langer Lyn  
**Subject:** RE: Awards presentation event [SEC=UNCLASSIFIED]

OK then – let's do some quiet investigations to see what venue(s) might be available and some costings.

J

**From:** Plummer Michael  
**Sent:** Friday, 10 February 2012 2:06 PM  
**To:** Lauder John  
**Cc:** Langer Lyn  
**Subject:** RE: Awards presentation event [SEC=UNCLASSIFIED]

Jhn

Am I proposing? Yes, if it looks like the ALGA sponsorship will either cost too much, or not offer enough dinner seats or category presentation events.

If this happens, yes I would advocate:

- Remove all Awards activities from the NGA. (If Minister addresses the dinner at NGA, he would still refer to the winners.)
- Any sponsorship of NGA only covering non-Awards matters and therefore not an item for your/Awards budget.
- A separate Monday night dinner:
  - Awards recipients (56?)
  - Sponsors (24+?)
  - Maybe some judges (10+?)
  - Departmental staff (10?)
  - Guaranteeing I would say about 100 people – a quorum

- Hosted by a professional MC who could make it work e.g. introducing different groups of awards separately, so that it is not just a race from no 1 to no 30 without any break.

Advantages of this would be:

- We can definitely meet our commitments to all stakeholders, in terms of seats at the event.
- Cheaper - We get everything we need for say \$30,000. We make considerable savings on:
  - Travel – we only have to fund winners for one night in Canberra.
  - Events – we don't need the Tuesday breakfast event – all speeches and networking done in one hit on Monday night.
- Easy to manage:
  - We go to a central hotel or similar, organise with them, a standard dinner event, don't have to liaise/negotiate with ALGA.
  - Last-minute variations in numbers of attendees easily handled by a bit of table re-arrangement.
  - No complexities re who is already a delegate, who isn't etc.
  - No complexities of organising people to be at different events at different times.

Regards

Michael

**From:** Lauder John  
**Sent:** Thursday, 9 February 2012 18:43  
**To:** Plummer Michael  
**Subject:** RE: Awards presentation event [SEC=UNCLASSIFIED]

Thanks – yes it's reaching the point where you really wonder but ...couple of issues...

- Are you proposing to remove category presentations from ALGA to fold into a Monday night gig?
- We would need to get the Minister there.
- Whatever the Dept ends up paying will have a 'Dept'al session' to sell its wares;
- A separate Monday night event would clash with ALGA's 'other' dinner – so we may be fighting for an audience;
- The \$50K cannot come from my budget because I will need any 'fat' to firstly cover the \$64K shortfall in sponsorship fees to pay for the rest of the awards costs. I doubt whether I will have anything like \$30k to do it alone.

But worth pondering.

We'll talk tomorrow – I'm feeling stuffed right now.

J

**From:** Plummer Michael  
**Sent:** Thursday, 9 February 2012 4:35 PM  
**To:** Lauder John  
**Subject:** Awards presentation event [SEC=UNCLASSIFIED]

John

Further to our discussions – and noting your comment yesterday that the ALGA NGA will definitely be the venue for the Awards...

If the situation develops in which:

- ALGA wants a large sponsorship fee (\$50,000+) to host the awards, and
- That fee is to come entirely from our budget, which isn't large enough to cover such a fee, and
- Paying the fee doesn't even guarantee us the time/tickets we need to meet our obligations to run a proper event

Then it would seem we are getting the worst of both worlds.

...In which case it would make sense to revisit the idea of running our own separate dinner event on the Monday night, inviting all winners, sponsor reps and maybe some judges (giving us say 100+ bodies), getting an MC to do it well etc... meeting all our needs for say \$30,000?

Regards

Michael Plummer

National Awards for Local Government Team

Department of Regional Australia, Local Government, Arts and Sport, Canberra.

Please call 02 6274 6953, see the [awards webpage](#) or visit the 2011 winners on [YouTube](#).





## Plummer Michael

---

**From:** Plummer Michael  
**Sent:** Monday, 6 February 2012 14:44  
**To:** Lauder John  
**Cc:** Langer Lyn  
**Subject:** RE: Department Sponsorship [SEC=UNCLASSIFIED]

Re names and numbers – I was hoping that my email to Monica would have elicited these if she had them. I will go back to her.

MP

**From:** Lauder John  
**Sent:** Monday, 6 February 2012 13:47  
**To:** Plummer Michael  
**Subject:** FW: Department Sponsorship [SEC=UNCLASSIFIED]

Did I send this one to you?

I think we just keep hammering away that we need sufficient places at the dinner.

ALGA may have actual numbers / and names from from last year which may help?

John

John Lauder  
Director  
Local Government Engagement

Local Government Branch  
Department of Regional Australia, Local Government, Arts and Sport

T: 02 6274 8127  
E: [john.lauder@regional.gov.au](mailto:john.lauder@regional.gov.au)

**From:** Adrian Beresford-Wylie [mailto:[adrian.beresford-wylie@alga.asn.au](mailto:adrian.beresford-wylie@alga.asn.au)]  
**Sent:** Thursday, 2 February 2012 2:24 PM  
**To:** Lauder John  
**Cc:** Clare Hogan  
**Subject:** FW: Department Sponsorship

John

Bargain basement along the lines we discussed

Please feel free to discuss with Clare over the next couple of days

## Plummer Michael

---

**From:** Plummer Michael  
**Sent:** Monday, 6 February 2012 13:34  
**To:** Lauder John  
**Cc:** Langer Lyn  
**Subject:** RE: Local Government Awards - Sponsorship Proposal for ALGA NGA and List of ALGA Judges [SEC=UNCLASSIFIED]  
**Attachments:** RE: Numbers for ALGA/Awards dinner 2012? [SEC=UNCLASSIFIED]

John

I have only had a quick look at this due to need to review where we are at with judging.

But the thing that stands out is :

- 40 x Tickets to the Official Dinner in the Great Hall at Parliament House (Tuesday 19 June)

From the start we had made it clear to ALGA that we would need more than this, my most recent email on this being attached. So while I hope this is an oversight on ALGA's part, I would have thought this requirement would have been reflected in their initial bid.

In my email of 19 Jan to ALGA (attached), I estimated that we would need 113 'sets for awards-related people', (including say 27 for people who would already be delegates), using the following logic:

Looking at 2012, I have come up with the following as a starting point:

- Number of winners assumed to be 16 standard winners plus 12 small council winners = 28, so 56 tickets needed for winners. (Some of which will have ALGA tickets – say 24)
- 12 'paying sponsors' x 4 tickets each = 48 tickets.
- Minister Crean, 1 advisor, Ms Beauchamp (our dept head), Stephanie (our Dep Sec), Robyn Fleming (our FAS), Matty (our AS) = 6 tickets.
- We invite any national judges who are there anyway – assume 3 (who would have ALGA tickets anyway).
- Assume other MPs/Senators not invited (thought our Minister may wish to do so - tbc).

This totals 113 (including say 27 who would already have ALGA tickets).

As we discussed this morning, a critical issue in how many tickets we need, is 'how many sponsors will take up their entitlement to 4 tickets'?

I cannot find any information on file re number of final attendees in 2011 – though a 17 May document indicates that at that stage 11 sponsor attendees were on the acceptance list, out of a potential 24. If we assume (tbc) a 50% take-up rate by sponsors, we get to:

- Number of winners assumed to be 16 standard winners plus 12 small council winners = 28, so 56 tickets needed for winners. (Some of which will have ALGA tickets – say 24)
- 12 'paying sponsors' x 2 tickets each (actually taken up) = 24 tickets.
- Minister Crean, 1 advisor, Ms Beauchamp (our dept head), Stephanie (our Dep Sec), Robyn Fleming (our FAS), Matty (our AS) = 6 tickets.
- We invite any national judges who are there anyway – assume 3 (who would have ALGA tickets anyway).
- Other MPs/Senators not to be invited (apart from those covered by sponsor allocations)

This totals 89 (including say 27 who would already have ALGA tickets).

On this basis, we could ask ALGA for:

- Table space at the dinner for 'the awards people' for 90 people.
- Tickets for 60 people.
- Ability to pay for extra tickets at a set rate where it turns out that some of our invitees who we expected to already have tickets, don't,

MP

**From:** Lauder John  
**Sent:** Monday, 30 January 2012 17:42  
**To:** Langer Lyn; Plummer Michael  
**Subject:** FW: Local Government Awards - Sponsorship Proposal for ALGA NGA and List of ALGA Judges  
[SEC=UNCLASSIFIED]

FYI – Lyn – can you start to review this proposal in detail pls so we determine our essential requirements.

Tks

John

**From:** Lauder John  
**Sent:** Monday, 30 January 2012 5:40 PM  
**To:** McConchie Matasha; Fleming Robyn  
**Subject:** FW: Local Government Awards - Sponsorship Proposal for ALGA NGA and List of ALGA Judges  
[SEC=UNCLASSIFIED]

Matty

As discussed, ABW has sent in this proposal to start the conversation about our sponsorship. I note that there is effectively a monetary value against our category award presentations and some items which we can easily eliminate (eg tickets to the welcome event, the exhibition booths should be a matter for each sponsor – not a freebie from us). I also note the concurrent symposia session should reflect the fact that it was to promote the whole Dept not just the Awards.

I have quite a few issues with this draft so we'll need to review this in more detail with ALGA with a view to culling out those items we don't require.

John

John Lauder  
Director  
Local Government Engagement

Local Government Branch  
Department of Regional Australia, Local Government, Arts and Sport

T: 02 6274 8127

E: [john.lauder@regional.gov.au](mailto:john.lauder@regional.gov.au)

**From:** Adrian Beresford-Wylie [mailto:[adrian.beresford-wylie@alga.asn.au](mailto:adrian.beresford-wylie@alga.asn.au)]

**Sent:** Monday, 30 January 2012 4:27 PM

**To:** Lauder John

**Cc:** Clare Hogan

**Subject:** Local Government Awards - Sponsorship Proposal for ALGA NGA and List of ALGA Judges

John

Attached is a sponsorship proposal for you to consider. Happy to discuss your needs when you have determined them with greater clarity

Also please note the following with regard to ALGA staff on judging panels

**Monica Telesny**

Monica Telesny

**Josh Thompson**

Engaging and Strengthening Indigenous Communities  
Youth Engagement and Participation

**Geoff Thompson**

Excellence in Road Safety  
Innovative Infrastructure Development

**Rolf Fenner**

Land-use Planning – Addressing Disaster Risk and Enhancing Resilience  
Regional Collaborations

Regards

Adrian Beresford-Wylie  
Chief Executive  
Australian Local Government Association  
8 Geils Court, Deakin ACT 2600  
P: 02 6122 9422 | F: 02 6122 9401 | [www.alga.asn.au](http://www.alga.asn.au)

National General Assembly of Local Government 19-22 June 2011 – Canberra ACT

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## **Plummer Michael**

---

**From:** Lauder John  
**Sent:** Tuesday, 17 January 2012 15:48  
**To:** McConchie Matasha  
**Cc:** Plummer Michael  
**Subject:** Sponsorship of the 2012 ALGA National General Assembly [SEC=UNCLASSIFIED]  
**Attachments:** Attachment A - 2011 ALGA NGA sponsorship package.tif; Attachment B - May 2011 minbrief re ALGA NGA.tif; Attachment C - Signed minbrief re developing Awards 2012.pdf

Hi Matty

You will recall our conversation this morning about Departmental sponsorship for the ALGA NGA (June 2012). I suggested that an approach from ALGA is likely in coming weeks (and possibly through the Minister).

You requested an informal brief on the matter – see below.

Key issues to note:

- The Minister has agreed that the NGA should be the venue for the national local government awards ceremonies (Attachment C) and so we need to get a sponsorship arrangement in place with ALGA as soon as possible so that we can progress the organisation of the event, inform stakeholders and prepare invitations.
- This will involve identifying the source of the sponsorship funds (in the absence of confirmed budgets), in the context of some potential competing demands for any uncommitted sponsorship funds (eg the RDA Forum in April).
- As well, we will need to work with Executive/MO uncertainty around our role and the level of corporate commitment to this year's NGA. If there is no clarity around this, it would be best to strike an in-principle agreement with NGA re the hosting of the Awards ceremonies, pending decisions on the overall corporate involvement.

I'm happy to discuss in more detail.

John

---

**From:** Plummer Michael  
**Sent:** Tuesday, 17 January 2012 11:12 AM  
**To:** Lauder John  
**Cc:** Langer Lyn  
**Subject:** Sponsorship of the 2012 ALGA National General Assembly [SEC=UNCLASSIFIED]

### **The 2011 sponsorship - \$80,000**

The 2011 National Awards for Local Government (Awards) were presented at a series of events at the Australian Local Government Association (ALGA) National General Assembly (NGA) in Canberra, 19-22 June 2011.

The Department's participation in the ALGA NGA was funded by a \$80,000 sponsorship payment. Former Deputy Secretary, Justin Hanney, negotiated this payment with the CEO of ALGA, Mr Adrian Beresford-Wylie.

The \$80,000 payment, which was considered appropriate in view of ALGA's key stakeholder status, covered the hosting within the NGA of:

- The Australian Council of Local Government Steering Committee meeting.
- The Awards events – several small category award presentation events dispersed throughout the NGA, plus the presentation of the two National Awards by Minister Crean at the formal conference dinner at Parliament House.
- A Departmental presentation with panel Q and A during the NGA.
- Exhibition booths to promote the portfolio's activities and those of Awards sponsors
- Plus other items - full details at Attachment A.

Minister Crean agreed to this sponsorship payment in May 2011 (Attachment B).

### **The proposed 2012 sponsorship**

Minister Crean agreed in August 2011 that the 2012 Awards presentation events be held at the 2012 ALGA NGA, to be held in Canberra 17-20 June 2012. This is a mutually satisfactory arrangement between ALGA and the Department - it is cost-effective and maximises the profile of the Awards within the local government sector. The Awards team are liaising with ALGA Events Management personnel to plan for the event and discuss logistics.

The level at which the Department sponsors the 2012 NGA would depend on the number and type of events that we wish to hold at the NGA.

In relation to the Awards events, as a benchmark, we estimate that we could hold a standalone dinner event at hired premises for around \$25,000. We recognise that, from ALGA's point of view, the 2012 Awards events will take up more conference time (due to the increase in the number of award categories from 10 in 2011 to 16 in 2012) and impose a higher level of cost (In 2011 ALGA provided 40 tickets for the conference dinner. We will need at least 60 in 2012.)

If the Department does not wish to participate in the NGA and there is not going to be an Australian Council of Local Government meeting at the NGA, then a reasonable figure for sponsorship of the Awards events should be roughly consistent with the cost of the Department running its own Awards event (\$25,000). You could ask Mr Beresford-Wylie to offer a sponsorship package and proposed fee. (Fyi the Awards Team and the ALGA Events Managers are meeting on Wednesday 17/1 to finalise the details of our requirements.)

If the Department wishes to run a number of events at the NGA, as per 2011, then ALGA would probably expect a sponsorship fee similar to the \$80,000 paid in 2011.

*[Note that all sponsorship arrangements must be approved by a Deputy Secretary and be budgeted. There is no clear information on where Departmental sponsorship funds are currently held].*

## **Plummer Michael**

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**From:** McConchie Matasha  
**Sent:** Tuesday, 13 December 2011 22:49  
**To:** Lauder John  
**Cc:** Reiher Nina; Plummer Michael  
**Subject:** RE: Heads up - possible ALGA approach to support 2012 NGA [SEC=UNCLASSIFIED]

Thanks for this timely information John. Much appreciated.

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**From:** Lauder John  
**Sent:** Tuesday, 13 December 2011 6:54 PM  
**To:** McConchie Matasha  
**Cc:** Reiher Nina; Plummer Michael  
**Subject:** Heads up - possible ALGA approach to support 2012 NGA [SEC=UNCLASSIFIED]

Hi Matty

HEADS UP

Just to let you know that Adrian Beresford-Wylie (CE, ALGA), may approach you in coming days (possibly off line at Friday's Inter-jurisdictional Working Group on Local Government) to raise Departmental sponsorship and participation in the ALGA National General Assembly (NGA) in June 2012. A quick overview:

The 2011 National Awards for Local Government (NALG) were presented at a series of events at the NGA in Canberra, 19-22 June 2011.

The Department's participation in the ALGA NGA was funded by a \$80,000 sponsorship payment. Former Deputy Secretary, Justin Hanney, negotiated this payment with the CEO of ALGA. The \$80,000 payment, which was considered appropriate in view of ALGA's key stakeholder status, covered the hosting within the NGA of:

- The Awards events – several small category award presentation events dispersed throughout the NGA, plus the presentation of the two National Awards by Minister Crean at the formal conference dinner at Parliament House.
- A Departmental presentation with panel Q and A during the NGA.
- The Australian Council of Local Government Steering Committee meeting.
- A trade booth to promote the NALG and the portfolio's activities.

Minister Crean agreed in August 2011 that the 2012 Awards presentation events be held at the 2012 ALGA NGA, to be held in Canberra 17-20 June 2012. This is a mutually satisfactory arrangement between ALGA and the Department.

We understand that Mr Beresford-Wylie may approach you on Friday to discuss the Department's involvement and sponsorship of the 2012 NGA.

We suggest that you agree in-principle that the Department will participate and consider sponsoring the 2012 NGA, subject to further discussion and negotiation of an appropriate fee.

*[Note that all sponsorship arrangements must be approved by a Deputy Secretary and be budgeted (there is no clear information on where Departmental sponsorship funds are currently held – Tony C (a strong supporter of sponsorship for ALGA) mentioned there is an Exec budget meeting next week so it could provide an opportunity to raise the matter].*



Background

We are keen that the 2012 Awards again be hosted in the ALGA NGA – this is a cost-effective arrangement and maximises the profile of the Awards within the local government sector. The Awards team have been liaising with ALGA personnel to start planning for the event and discuss logistics.

The level at which the Department sponsors the 2012 NGA would depend on the number and type of events that we wish to hold at the NGA. In relation to the Awards events, as a benchmark, we estimate that we could hold a standalone dinner event at hired premises for around \$20,000-\$25,000.

We will provide more detailed briefing about the 2012 NGA and Awards in due course but if you need any additional advice prior to Friday please contact Michael Plummer on x6953 in the first instance.

Note I'm away tomorrow (Wed) and Thur in Sydney at the ACELG forum.

Thanks

John



**Australian  
Local  
Government  
Association**

A.B.N.: 31 008 613 876

**TAX INVOICE**

Invoice #: **00000059**  
Date: 7/06/2011

**2011 National General Assembly  
Growing with our Community  
Place, Position, Partnership.**

*2011 info +  
payment*

Australian Government  
Department of Regional Australia, Regional Development and  
Local Government  
Local Government Section  
GPO Box 803  
Canberra ACT 2601

Amount Code

Sponsorship of the Local Government Awards at Australian Local Government Association's  
National General Assembly to be held in Canberra at the National Convention  
Centre 19-22 June 2011

\$88,000.00 GST

				GST:	\$8,000.00
Terms:	C.O.D.			Total Inc GST:	\$88,000.00
CODE	RATE	GST	SALE AMOUNT	Amount Applied:	\$0.00
GST	10%	\$8,000.00	\$80,000.00	Balance Due:	\$88,000.00

Australian Local Government Association  
8 Geills Court DEAKIN ACT 2600  
Tel 02 61229400

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**Tack Charlene**

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**From:** Cook Julie  
**Sent:** Friday, 24 June 2011 10:03  
**To:** Lauder John  
**Cc:** Lansdown Guy; Tack Charlene  
**Subject:** ALGA sponsorship [SEC=UNCLASSIFIED]

Hi John

The \$88K (gst inclusive) sponsorship for ALGA has been goods receipted. It will be paid in the first pay run of July 2011. I will bring all supporting paperwork around to your area.

Thanks  
Julie

**From:** Lauder John  
**Sent:** Thursday, 23 June 2011 6:37 PM  
**To:** Cook Julie  
**Cc:** Lansdown Guy  
**Subject:** ALGA sponsorship [SEC=UNCLASSIFIED]

Hi Julie – can you confirm that the \$80K sponsorship for ALGA (as per their recent invoice) is being processed?

Thanks

John

John Lauder  
Director  
Local Government

Regional Engagement Division  
Department of Regional Australia, Regional Development & Local Government

T: 02 6274 8127  
E: [john.lauder@regional.gov.au](mailto:john.lauder@regional.gov.au)

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**DEPARTMENT OF REGIONAL AUSTRALIA, REGIONAL DEVELOPMENT AND  
LOCAL GOVERNMENT**

To: Minister (for decision)

**AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION NATIONAL GENERAL ASSEMBLY,  
SPONSORSHIP ARRANGEMENTS AND PRESENTATION OF NATIONAL AWARDS**

**Timing:** Urgent - 18 May 2011 - ALGA urgently needs confirmation of sponsorship so it can finalise conference planning.

**Recommendations – That you:**

- (a) agree to address the Australian Local Government Association (ALGA) National General Assembly at 8.30-9.00am on Tuesday 21 June 2011;
- (b) agree, immediately after your speech, from 9.00am to 9.20am, to present the eight category winners of the National Awards for Local Government that have been sponsored by the Department;
- (c) agree to present the two overall National Awards for Excellence in Local Government at the Assembly dinner at Parliament House on Tuesday 21 June 2011; and
- (d) agree to the Department providing sponsorship funding of \$80,000 for the Assembly.

Simon Crean MP

Date: 25/5

TO DISCUSS

**Purpose:** To seek agreement on your participation in the Assembly, presentation of the National Awards for Local Government and sponsorship of the Assembly.

**Key Points:**

We understand that the ALGA has invited you to give a Ministerial address to the Assembly for 30 minutes on Tuesday 21 June 2011 at 8.30am. Your speech could include an update on constitutional recognition (a key theme of the Assembly) and cover significant budget decisions such as the review of the Local Government Financial Assistance Grants. These issues have strong appeal for local government.

1. ALGA has also agreed to incorporate the presentation of the National Awards for Local Government into its Assembly program. It is proposed that:
  - you present awards to the eight category winners sponsored by this Department immediately after your speech (category winners sponsored by other Departments would be announced by sponsoring Departments/respective Ministers); and
  - you announce the two winners of the National Awards for Excellence in Local Government at a short ceremony during the Assembly dinner at Parliament House on 21 June 2011.
2. ALGA is seeking sponsorship to the amount of \$80,000 from the Department to assist in covering the costs of the Assembly and the presentation of the National Awards. We believe this represents good value for money.
3. We will brief you separately on the Australian Council of Local Government (ACLG) and its steering committee, which will not now be convened as part of the Assembly.

**Consultation:** The Department has had a close liaison with ALGA and will be contacting other Departments that are National Awards sponsors i.e. DEEWR, FaCHSIA, DCC, DIT and DoHA about their Ministers' participation in the awards presentations.

Tony Carmichael  
First Assistant Secretary  
Regional Engagement Division  
16 May 2011

Policy Officer: John Lauder  
Phone: 6274 8127



**Australian Government**  
**Department of Regional Australia,**  
**Regional Development and Local Government**

**MINUTE**

File Reference:

Secretary's Reference No:

Tony Carmichael  
 First Assistant Secretary Regional Engagement  
 Division

*Through:*

*Through:*

**subject: Approval of 2011 ALGA National General Assembly Sponsorship**

**Purpose:**

To seek your approval under regulation 9 of \$80,000 in sponsorship for the 2011 National General Assembly (NGA).

**Key Issues:**

The primary purposes of the NGA sponsorship are to:

- Host a breakfast meeting of the Australian Council of Local Government (ACLG) Steering Committee at the NGA (excluding cost of room hire and catering) (Tuesday 21 June);
- Enable the presentation of Local Government Awards Category Winners during plenary sessions;
- Enable the Local Government Awards National Winners to be presented at the Official Dinner in the Great Hall at Parliament House on Tuesday 21 June;
- Allow participation of the Department of Regional Australia in the Concurrent Symposia Session; and
- To permit the operation of a Departmental Booth at the NGA.

More detail of the benefits of the sponsorship are at Attachment A.

The Minister has approved the sponsorship (see Attachment B).

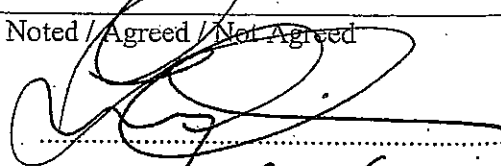
**Background:**

The sponsorship is cost effective compared to the cost of hosting the 2010 ACLG function which cost almost \$600,000.

John Lauder   
 Local Government Engagement Section

17/06/2011

**Recommended Action:**

1. That you approve the payment under Regulation 9 of \$80,000 in sponsorship for the 2011 ALGA National General Assembly	Noted / Agreed / Not Agreed
2.	
3.	Tony Carmichael 20. / 6... / 2011

**Contact Name:** Mervyn Carter  
**Position:** Assistant Director

**Contact Number:** 6274 8135  
**Branch/Section:** Local Government Engagement Section

# GROWING WITH OUR COMMUNITY - PLACE POSITION & PARTNERSHIP

Attachment A

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**Who are we?**

The Australian Local Government Association (ALGA) is the national peak body for local government in Australia. ALGA is the national advocate of local government. We initiate policy development on national issues and coordinate and implement liaison activities with the seven state and territory associations and the government of the Australian Capital Territory.

**National General Assembly for Local Government**

The National General Assembly of Local Government (NGA) attracts around 700 participants from councils across Australia. The NGA is the premier event in the local government calendar and is an opportunity for local government to debate issues of national significance, hear from political and academics speakers as well as to develop policy and strategy for the coming year.

The 2011 NGA will be held at the National Convention Centre in Canberra from 19-21 June.

**2011 National General Assembly**

This year, the NGA will be themed *Growing with our Communities – Place, Position and Partnership*, and will provide a valuable opportunity for local government to look forward and discuss core issues facing local government and its communities, as well as to reinforce the importance of partnerships.

The three elements of the theme allow for an exploration of the challenges facing governments and local communities:

- ‘Partnership’ recognises that government service provision, including regulation, is a shared responsibility. While local government provides a wide range of services and infrastructure many of these are in partnership with other levels of government. At the national level the partnership between local government and the Australian Government has delivered benefits to every Australian community through programs such as the Roads to Recovery Program and Community Infrastructure Program and offers opportunities in the future through areas such as climate change and broadband.
- ‘Place’ recognises that people live and work in specific locations and local communities. These places and communities differ geographically, culturally, economically and socially. A new approach is required to ensure that government programs are planned, coordinated and delivered to be more responsive to local needs.
- ‘Position’ refers to the need for local government to be seen and treated as an integral part of the Australian federal system. There are 565 local governments in Australia and all of them are democratically elected, accountable to their community and charged with the responsibility, under state legislation, to govern in the interests of their local community.

## GROWING WITH OUR COMMUNITY - PLACE POSITION & PARTNERSHIP

Sponsorship of the National General Assembly to include the Local Government Awards and Australian Council of Local Government as a component of the program. 116

Sponsorship Package - Total package \$80,000 ex GST

### Sponsorship Benefits

- Inclusion of a breakfast meeting of the Australian Council of Local Government Steering Committee at the NGA (excluding cost of room hire and catering) (Tuesday 21 June)
- Local Government Awards Category Winners presented during plenary sessions
- Local Government Awards National Winners presented at the Official Dinner in the Great Hall at Parliament House on Tuesday 21 June
- Concurrent Symposia Session – showcasing the Department of Regional Australia
- 6 x Exhibition Booths (details below)
- 40 x Tickets to the Official Dinner in the Great Hall at Parliament House (Tuesday 21 June)
- 40 x Tickets to Welcome Reception (Sunday 19 June)
- 25 x Registrations for Departmental Staff and Staff from Sponsoring Departments to attend awards presentations, plenary sessions and be available at the exhibition booth
- 6 x Registrations for Departmental Staff to attend the Regional Cooperation and Development Forum (Sunday 19<sup>th</sup> June), including 6 copies of the 2011 State of the Regions Report, which is to be released at the Forum
- A \$200 discount for an online organisation licence for the 2011 State of the Regions Report, which provides the department with unlimited access to the online version of the Report for \$500 (reduced from \$700)

### Additional Benefits

- Double page spread in the Handbook featuring the Local Government Awards (artwork to be supplied by the Department)
- Logos on sponsor boards and electronic signage throughout venue
- One A4 Brochure in be included in the NGA Satchel
- 3 x ALGA News Stories published in the lead up to the NGA
- NGA Photographer available to take photos of awards presentations with photos supplied on disk the following day (no limit on number of photos)

**GROWING WITH OUR COMMUNITY -  
PLACE  
POSITION &  
PARTNERSHIP**

- Distribution of the 2011 National Awards for Local Government Winners Book after the Official Dinner and announcement of the National Award winners

**Six Exhibition Booths in the Local Government Expo**

A single exhibition stand at the Local Government Expo includes:

- Booth in prominent location (3m x 3m)
- Company name on fascia (white fascia, black lettering)
- Two spot lights per stand
- One 4 amp power point per stand
- Company profile listing in the General Assembly Handbook issued to all delegates