

Membership Policy

LOCAL GOVERNMENT
PROFESSIONALS
AUSTRALIA, NSW

September 2018



Membership Policy

This is to be read in conjunction with the LG Professionals, Constitution.

1. Eligibility for Membership:

The board of directors of Local Government Professionals Australia, NSW may consider applications for membership from the following:

- (a) Any person who is employed either directly, or on an employment contract in local government in NSW or Norfolk Island.
- (b) Any organisation, including NSW local government councils and other levels of government for corporate membership.
- (c) Employees of any Regional Organisations of Councils or any other local government legislated entity.

This policy shall be read subject to clause 6.1 of the Local Government Professionals Australia, NSW constitution.

Whether an individual or organisation's membership application (or renewal) is accepted is at the sole discretion of the board of directors.

Elected officials in local government are not entitled to be a member of Local Government Professionals Australia, NSW unless they are also in one of the above categories.

1.1 Types of membership

Members of Local Government Professionals Australia, NSW may be classified as follows:

- (a) **Student Member** is a person under thirty five (35) years of age and who is enrolled full-time in a post-secondary academic undergraduate or graduate program and staff classified as cadets or trainees enrolled in TAFE. Student membership is available for a maximum of three (3) years and proof of full-time enrolment must be received before a student can be accepted into membership and upon renewal in order to retain their student membership.
- (b) **Graduate Member** is a person who has graduated from a post-secondary academic undergraduate or graduate program. Graduate membership is available for one (1) year from graduation date.
- (c) **Next Gen Member** is a person who at the time of application and on renewal of membership is less than thirty five (35) years old.
- (d) **Professional Member – Concessional (Part Time)** is a person employed in local government, either directly or on an employment contract (for a minimum of twelve (12) months), and is currently working less than twenty one (21) hours per week.
- (e) **Professional Member** is a person employed in local government, directly or on an employment contract (for a minimum of twelve (12) months).

- (f) **Professional Fellow Member** is a person employed in local government, directly or on an employment contract (for a minimum of twelve (12) months) and who is appointed as a Fellow in accordance with section 2.2 below.
- (g) **Retired Member** is any member who is over the age of fifty eight(58), who is no longer employed or working in a paid capacity (see clause 2.5 of this policy), and has worked in local government for more than twelve (12) months during their life.
- (h) **Life Member** is any member appointed by the board of directors pursuant to clause 2.3 of this policy.

Corporate members are classified as:

- (a) **Corporate Member** can be any council in NSW or any other state or federal government entity.

2. Member Benefits and Fellowship Status

The board of directors, in its sole discretion, may approve different benefits and structures for the different types of membership and these benefits may vary from time to time. Benefits will be updated and maintained on the Local Government Professionals Australia, NSW website or otherwise informed to members in writing.

The board of directors, in its sole discretion, may also approve or make available different benefit/s for different profiles of members, including select groups of members within a particular type of membership from time to time. For example; a) those members who hold a particular role within local government, b) members who may be employed by private corporations as opposed to government entities, and c) vice versa.

2.1 Board directors, committees and member network committee members

- (a) Nomination for the Local Government Professionals Australia, NSW board of directors, committees and member network executive committees is open only to individual members who are council (PAYE) employees.
- (b) Employees of ROC's or other government entities are not eligible to nominate for Local Government Professionals Australia, NSW board, member network executive or committee positions.

2.2 Voting rights

Voting at a meeting of the association is restricted to all fully financial individual members.

2.3 Post-nominals

- (a) Individual members (excluding Fellows) may use the post-nominals MLGPA;
- (b) Fellows may use the post-nominals FLGPA;
- (c) Life members may use the post nominal LLGPA;
- (d) Members who are both Fellows and Life members may use the post nominal FLMLGPA;

- (e) No other post-nominals are allowed.

2.2 Fellows

- (a) An individual member may be appointed a fellow (“**Fellow**”) by the board of directors in its sole discretion where the individual member:
 - (i) has been a financial member for not less than ten (10) consecutive years at the date of election and/or
 - (ii) has made a significant contribution to the local government sector; and/or
 - (iii) has made a significant contribution to Local Government Professionals Australia, NSW; and/or
 - (iv) has their nomination supported by at least two (2) individual members (who need not be Fellows); and/or
 - (v) irrespective of (i) (ii) or (iii), the board of directors are of the opinion that a financial member’s meritorious service to the local government sector and/or the association is deserving of appointment as a Fellow.
- (b) To retain the title of Fellow, the individual member must maintain financial membership of the association.

2.3 Life Members

The Local Government Professionals Australia, NSW board of directors, in its sole discretion, can award life membership to any member who they deem is deserving of life membership. Life members have all the benefits of an individual member and do not pay a membership fee.

2.4 Retired Member

To be eligible to apply to be a retired member, an individual member must:

- (a) Be over fifty eight (58) years of age and no longer be employed or working in any paid capacity and;
- (b) Have worked in local government for more than twelve (12) months during their life; and
- (c) Be an individual member of Local Government Professionals Australia, NSW at the time of retirement; and
- (d) Formally apply in writing to the CEO of Local Government Professionals Australia, NSW to have their membership status changed from an individual member to retired member.
- (e) The board may consider the application of a retired member regardless of the above conditions where the member has left employment due to health reasons.
- (f) If a retired member’s employment status changes then they must notify the CEO within six (6) weeks of the change and their membership status will revert to an individual member and therefore will be required to pay the standard annual individual member fee (pro-rata).

In the event that it is found a retired member who has benefited from the retired rate is employed, the association can retrospectively collect the appropriate membership fee.

2.6 Individual members

- (a) Individual members must not use their membership status with Local Government Professionals Australia, NSW to promote any business or third party which they are employed by, associated with or have a pecuniary interest in.
- (b) The board shall determine any disputes as to the appropriate classification of membership status and its decision is final.

3. Membership Fees

- (a) Membership fees will be determined by the board of directors from time to time.
- (b) Each class and category of membership may have its own fee structure.
- (c) Membership fees will be charged on a pro-rata basis based upon the date of admission to membership.
- (d) The board may change the fee structure from time to time. Any changes to existing fees will be notified to members with no less than sixty (60) days' notice and will not be retrospective.

4. Payment options

- (a) Annual fees may be paid by MasterCard or Visa, direct debit, cheque or cash.
- (b) Local Government Professionals Australia, NSW reserves the right to change and/or add any payment options made available to members at any time.

5. Financial Members

- (a) Only fully financial members of Local Government Professionals Australia, NSW may, subject to clause 2 of this policy, access member benefits. Local Government Professionals Australia, NSW retains the right to suspend access to benefits until the membership fee/s are paid in full.
- (b) The annual subscription renewal date is 1 July of each year. Membership fees are due and payable within fourteen (14) days of invoice or 1 July whichever is earlier.

6. Parental Leave Policy:

- (a) Any individual member who has been financial for more than twelve (12) months, may apply for "*Parental Leave*" on their membership.

This will provide the individual member up to twelve months (12) of membership at no charge and provide them two (2) basic member benefits only.

These benefits are:

- (i) access to electronic communications
 - (ii) access to the member's only area of the website
- (b) Upon return to work, members are required to contact the Local Government Professionals Australia, NSW office within two weeks to advise of their return to work. An invoice for membership will then be provided to the member for the remaining pro-rata amount of the financial year and all benefits will be reinstated upon payment. Members who have had their membership held under parental leave provided in this policy will retain continuity of their membership.

7. Termination and Suspension of Membership:

- (a) Without limiting clause 8 of the Local Government Professionals Australia, NSW constitution if a member's fees are in arrears past the due date plus one (1) month (1 August) Local Government Professionals Australia, NSW will have the right to suspend a member's benefits such as discounts at events and withdraw a member's Fellow membership status.
- (b) If a member's fees are in arrears past the due date at two (2) months (1 September) then the member may be terminated in consideration of clause 8.2 of the Local Government Professionals Australia, NSW constitution.
- (c) If the board of directors otherwise determines that an individual member's membership ought to be terminated or suspended, then the member will be given fourteen (14) days' notice of any proposed termination or suspension of their membership which will include the following:
- (i) the reasons for possible termination or suspension;
 - (ii) particulars of the allegations against the member;
 - (iii) the date and time of the Local Government Professionals Australia, NSW board meeting where their suspension or termination will be discussed and voted on;
 - (iv) advise that the member has the right to give any written or oral submissions to the board of directors or any explanation or defence the member may think fit; and
 - (v) the terms of any proposed resolution.
- (d) The board of directors will consider the situation and make a determination that will be final.

8. Transfer of Membership

- (a) Individual members who move interstate can request a transfer of their membership records from NSW to another LG Professionals Australia Federationstate organisation subject to one (1) month's written notice.
- (b) In such case the member's personal records will be transferred to the nominated state office.

9. Conflict of Interest

- (a) Members must declare any actual or perceived conflict of interest.
- (b) The CEO will maintain a conflict of interest register for the board of directors.
- (c) The chair of any committee will ensure a conflict register to be maintained for committee members
- (d) Should a member network executive or other committee member move to employment other than as an employee of a council, they shall declare their position vacant at the next election and not be eligible to re stand for election.
- (e) Should the member continue his or her membership and therefore attend events and member network forums, he or she will need to declare an interest in any networking discussions and remove themselves should a conflict of interest arise.

10. Amendments to this Policy

The board of directors are entitled to amend this membership policy from time to time which will have effect no earlier than twenty eight(28) days following notice to members of the proposed amendments. Notice will be taken to be given where the amended membership policy is published on Local Government Professionals Australia, NSW's website.

Original Issue Date: 9 June 2011	
Revision	December 2012
	6 November 2013
	13 August 2015
	8 April 2016
	26 September 2018
Responsible Officer	CEO