

Shire of
Gunnedah
Land of Opportunity

MEETING NOTICE

COMMITTEE	2016 AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION (ALGWA)
DIRECTORATE	Planning and Environmental Services
DATE	Monday 3 August 2015
TIME	11:00am
VENUE	Council Chambers, 63 Elgin Street, Gunnedah
ATTACHMENTS	Nil

AGENDA

Present

Apologies

Declaration of Interest

Confirmation of previous minutes – 23 June 2015

Business arising from previous minutes

General Business

Action Plan

Next Meeting Date

Natalie Soar

ACTING MANAGER COMMUNITY AND CULTURAL DEVELOPMENT

Apologies to: 02 6740 2100

The ordinary, extraordinary open and Committee meetings of Council will be audio recorded for minute-taking purposes, please note meetings held in the Council Chambers are recorded on tape for the purposes of verifying the accuracy of minutes and the tapes are not disclosed to any third party under section 12(6) of the Local Government Act, except as allowed under section 18(1) or section 19(1) of the PPIP Act, or where Council is compelled to do so by court order, warrant or subpoena or by any other legislation.

*** Local Government Act 1993 – Definition of Closed Meeting Items**

10A Which parts of a meeting can be closed to the public?

- (1) A council, or a committee of the council of which all the members are councillors, may close to the public so much of its meeting as comprises:
- (a) the discussion of any of the matters listed in subclause (2), or
 - (b) the receipt or discussion of any of the information so listed.
- (2) The matters and information are the following:
- (a) personnel matters concerning particular individuals (other than councillors),
 - (b) the personal hardship of any resident or ratepayer,
 - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
 - (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
 - (e) information that would, if disclosed, prejudice the maintenance of law,
 - (f) matters affecting the security of the council, councillors, council staff or council property,
 - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
 - (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land.

VISION

TO BE A FOCUSED COMMUNITY VALUING GUNNEDAH'S IDENTITY AND QUALITY LIFESTYLE.

MISSION

TO PROMOTE, ENHANCE AND SUSTAIN THE QUALITY OF LIFE IN GUNNEDAH SHIRE THROUGH BALANCED ECONOMIC, ENVIRONMENTAL AND SOCIAL MANAGEMENT IN PARTNERSHIP WITH THE PEOPLE.

ORGANISATIONAL VALUES

In partnership with the community:

- 1. EQUITY**
- 2. INTEGRITY**
- 3. LEADERSHIP**
- 4. OPENNESS & ACCOUNTABILITY**
- 5. CUSTOMER SATISFACTION**
- 6. COMMITMENT TO SAFETY**
- 7. EFFICIENT & EFFECTIVE USE OF RESOURCES**

ALGWA Working Group Meeting Minutes

10:35am Tuesday 23 June 2015

Present

Committee Representatives

Councillor R Ryan (Chair)
Councillor RG Swain
Events Officer (L Boag)
Communications Support Officer (R Pryor)

Apologies

Committee Representative

Councillor CR Fuller
Tourism Officer (L Jeffree)

Declarations of Interest

No declarations

Confirmation of Previous Minutes

That the Minutes of the ALGWA Working Group Meeting held on Tuesday 19 May 2015 were accepted as a true and accurate record of proceedings.

Business Arising

Nil

1. Conference Budget

A general discussion ensued in relation to the conference budget based on other ALGWA Conferences. The Gunnedah ALGWA Conference is being held Thursday 12 March to Saturday 14 March 2016.

The Events Officer advised that she had spoken to Shannon from Broken Hill in regards to their budget and most of their expenditure went on food/catering and contractors.

The Events Officer provided an "Estimated" conference budget report to the members present. Members went through each page and discussed the estimated budget items one by one. The Events Officer advised that we would be required to contract Sound and Lighting, decorations for the Saturday night function and staff costing for taking registrations, internal work etc (usually 10% administration costs) along with the venue costs.

The Events Officer advised that Deniliquin want to hold the 2018 ALGWA Conference and they have suggested they will be attending, so they will pay a Bronze sponsorship fee to show a 5 minute presentation to help with their bidding for the conference.

There is an ALGWA meeting in Gunnedah within the next 2 weeks, only 2 or 3 members attending along with Councillor Fuller. Councillor Ryan to talk to Councillor Fuller to clarify if the working group need to meet with them whilst they are in town.

Councillor Fuller mentioned that the National President, Carol Ross will be attending the Gunnedah Conference (at no cost to her).

It was also suggested to hold a panel session in Town Hall, being free to the community. Leading up to an election year, possibly incorporate people that are interested going into the local government area, panel of people involved in ALGWA Conference.

It was also suggested as a speaker to contact Jenny Dowel, Mayor of Lismore Shire Council, she has spent a lot of time building her profile

It was discussed should we spend more money and get someone that is "high profile", but we could be looking at \$5,000 to \$10,000 per hour for a high profile speaker. Suggestion of also looking at our local talents eg: Isabelle Knight - Tamworth Speaker

Ms Pryor suggested that she could contact her Nan, Mrs Joan Richards (OAM) to see if she would be available to assist with the conference.

The Events Officer advised that she had recently spoke to Centacare who were interested in attending the conference. Schizophrenia Society also advised that they would be interested in attending with an information booth, also approach Beyond Blue.

The Events Officer to liaise with Manager Customer and Community Relations to access previous Conference Action Plan for the next meeting.

All members were requested to think of ideas re: speakers prior to the next meeting, so that speakers can be contacted and confirmed by August 2015.

Ms Leanne Jeffree to check Maynestay Motel and Mackellar Motel with options for accommodation for the speakers and costing, book the rooms now for the speakers.

RECOMMENDATION: The 2016 ALGWA Conference Budget needs more refinement, as well as access to previous Conference Action Plan for the next meeting.

Moved Councillor RG Swain

Seconded Ms Rista Pryor

ACTION: approach ALGWA committee for consultation

A Survey to Gunnedah Shire Council Staff - if you were to go to a conference what presentation would you be interested in/consider for you to attend a conference.

ACTION: approach ALGWA committee for consultation

need to outline the Sponsorship details, do we keep them standard, may require clarity from ALGWA on the wording of the sponsorship, value and what the sponsors obtain from the sponsorship.

ACTION: Expressions of Interest to undertake the serving of Alcohol at the evening event. Need to be advertised for Community Groups/organisations for an EOI to provide RSA members to serve alcohol at the evening event.

2. Our Vision for the ALGWA Conference

Theme – "Overcoming the Divide"

Ordinary, everyday stories can be really powerful, opportunity to sell those stories in our area

Potential to pick the correct speakers and attract people that don't usually attend conferences

Creating something that is different, not something that they has been done before

It was suggested as topics, include Mental Health stories are a good idea and where people can get help. Centacare – information available for urban and regional areas

ACTION – need to commence consultation with Moteliers for the accommodation for the delegates. Contact Lake Keepit State Park in relation to their availability of accommodation during the conference.

ACTION – contact Chamber of Commerce and giving the retail businesses, hairdressers the opportunity to stay open later whilst the conference is on.

ACTION – Rebecca to talk to Chamber of Commerce

Suggestion that a GSC member attend a Chamber of Commerce meeting to give a brief about the conference, but then hoping the Chamber of Commerce will help promote the conference. Need to keep the Mayor and General Manager briefed on the involvement.

3. Ideas Box

A general discussion in regards to gifts for the delegates and speakers was held.

The Events Officer provided the members present at a look at a sample “Mini Care Pack” which has shower gel, facial cream, toothbrush and comb, at a cost of between \$3.00 and \$5.00 per mini bag. The care pack can also range upwards in price with more items available, as well as a branding of our own logo if required.

Members also requested to investigate the cost and printing of the “Gunnedah” hessian bags, which are approximately \$8.00 at cost price at the Visitor Information Centre.

Ms Pryor also suggested a recipe book in the gift bags for the delegates, members suggested maybe a few pages, not a whole booklet, Ms Pryor to investigate some recipe's.

Suggestion of Arts North West trail guide book be given to each delegate, so that delegates may visit some Art Galleries on their journey home, as well as Notebook and Pens.

Councillor Ryan also suggested speak with the Communications team within GSC and have photos taken during the conference which are then played in the background on a slideshow at the Conference Dinner, this was done at a recent conference that was attended by Councillor Ryan and was very effective.

4. Wellness program

The Events Officer advised that she had recently spoken to Michelle Burnes at the Health Wellness Centre and she would be interested in undertaking activities on the Friday or Saturday of the Conference.

Members present suggested that all fitness instructors in the local area be approached to see if they were interested in undertaking any fitness activities whilst the conference is on. Each fitness instructor take a group of 5 – 10 people, certain fitness level or age group and do their own activity. The instructors need to be clear on what they are offering to the participants. Also advise delegates that the Heated Pool will also be open for use.

Suggestions

On the Sunday provide tours to those who are staying the area an extra night eg: Canoe down the river, if enough water in it, Bird watching, Pensioners hill

Maybe on the registration form we could capture if the participant is staying therefore we may want to hold some tour activities

ACTION – talk to Ooranga to provide a Crèche daycare – (they will need an area to hold this) other options would be to talk to Family Day Care and Mary Ranken and have casual vacancies available for participants who require childcare – Councillor Ryan advised that she will contact the centres to enquire about the possibility.

Next Meeting

The next meeting is scheduled for Monday 3 August 2015 at 11.00am in the Council Chambers. There being no further business, the meeting closed at 2.35pm

**Councillor R Ryan
CHAIRPERSON**

ALGWA Working Group Action Plan

ITEM	DATE OF MEETING	SUBJECT	ACTION REQUIRED	STATUS	
				Action Completed	In Progress Not Started
1	19/05/15	The Conference Budget	The Committee seek financial information from ALGWA in relation to the conduct of the previous two or three conferences, namely Wollongong, Broken Hill and Gosford. Events Officer to approach councils directly to source financial information.	In Progress	
2	21/04/15	Flyer for the Wollongong Conference	A flyer to be designed and approved by Media release before the Wollongong ALGWA Conference on 30 April	Action Completed	
3	19/05/15	Sponsorship Packages	Events Officer to secure confirmation from the two organisations who have indicated a willingness to sponsor the Gunnedah conference, namely the United Services Union and the Local Government Superannuation Board. Additional sponsors to be sought.	In Progress	
4	21/04/15	Speakers for Conference	Each committee member to look into potential speakers	In Progress	
5	19/05/15	Chamber of Commerce Involvement	Chamber of Commerce to be approached seeking invitation to attend an upcoming meeting to inform them of ALGWAY, the 2016 conference and ask for suggestions as to how they might be involved	Not started	
6	19/05/15	Accommodation	Moteliars to be approached individually to inform them of upcoming conference and request that they give consideration to setting aside rooms for delegates.	Not started	
7	19/05/15	Catering	Quotations to be called for the provision of catering	Not started	
8	19/05/15	Action Plan	Development of long-term (say 12 month) action plan	Not started	
9	19/05/15	Conference Registration	Option of on-line registration to be investigated.	In Progress	
10	19/05/15	Allocation of Staff Resources	Discussions to be held with respective Managers	Not started	
11	23/06/15	Budget and Action Plan	The 2016 ALGWA Conference Budget needs more refinement, as well as access to previous Conference Action Plan for the next meeting.		
12	23/06/15	Survey – what are participants interested	Approach ALGWA committee for consultation A Survey to Gunnedah Shire Council staff of if you were to go to a conference what		

	ALGWA WORKING GROUP MEETING NOTICE	in	presentation would you be interested in/consider for you to attend a conference.		3 AUGUST 2015
13	23/06/15	Sponsorship Details – What is required	Approach ALGWA committee for consultation need to outline the Sponsorship details, do we keep them standard, may require clarity from ALGWA on the wording of the sponsorship, value and what the sponsors obtain from the sponsorship.		
14	23/06/15	Expressions of Interest – Serving Alcohol	Expressions of Interest to undertake the serving of Alcohol at the evening event need to be advertised for Community Groups/organisations for an EOI to provide RSA members to serve alcohol at the evening event.		
15	23/06/15	Consultation with Moteliers, Lake Keepit	Need to commence consultation with Moteliers for the accommodation for the delegates. Contact Lake Keepit State Park in relation to their availability of accommodation during the conference.		
16	23/06/15	Consultation with Businesses	Contact Chamber of Commerce and giving the retail businesses, hairdressers the opportunity to stay open later whilst the conference is on.		
17	23/06/15	Consultation with Chamber of Commerce	Councillor Ryan to talk to Chamber of Commerce Suggestion that a GSC member attend a Chamber of Commerce meeting to give a brief about the conference, but then hoping the Chamber of Commerce will help promote the conference. Need to keep the Mayor and General Manager briefed on the involvement.		
18	23/06/15	Consultation with Child Care providers	Talk to Ooranga to provide a Crèche daycare – (they will need an area to hold this) other options would be to talk to Family Day Care and Mary Ranken and have casual vacancies available for participants who require childcare – Councillor Ryan advised that she will contact the centres to enquire about the possibility.		

Shire of
Gunnedah
Land of Opportunity
