

Shire of
Gunnedah
Land of Opportunity

MEETING NOTICE

COMMITTEE	2016 AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION (ALGWA)
DIRECTORATE	Planning and Environmental Services
DATE	Monday 24 August 2015
TIME	11:00am
VENUE	Council Chambers, 63 Elgin Street, Gunnedah
ATTACHMENTS	Nil

AGENDA

Present
Apologies
Declaration of Interest
Confirmation of previous minutes – 3 August 2015
Business arising from previous minutes
Delegate Gift Suggestion – Coffee Table Book
General Business
Action Plan
Next Meeting Date

Natalie Soar
ACTING MANAGER COMMUNITY AND CULTURAL DEVELOPMENT

Apologies to: 02 6740 2100

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*** 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 11:10am Monday 3 August 2015

Present

Committee Representatives

Councillor R Ryan (Chair)
Councillor RG Swain
Events Officer (L Boag)
Tourism Officer (L Jeffree) – 11.20am

Apologies

Committee Representative

Councillor CR Fuller
Ms Rista Pryor

Declarations of Interest

No declarations

Confirmation of Previous Minutes

That the Minutes of the ALGWA Working Group Meeting held on Tuesday 23 June 2015 were accepted as a true and accurate record of proceedings, with an amendment of "Councillor Fuller mentioned that the National President, Carol Ross will be attending the Gunnedah Conference (at no cost to her)", be amended to say "at no cost to Gunnedah Shire Council".

Moved Cr Swain

Seconded Cr Ryan

Business Arising from Previous Minutes

As per the above amendment to the previous minutes

Action Plan Items

2016 ALGWA Conference Theme – "Overcoming the Divide"

Councillor Ryan requested that the most recent action items be placed at the top of the action plan.

The members present went through each Action Plan item with the following discussed.

1. The Conference Budget

The Events Officer advised that our conference costings seem to be on par with other conference costings eg: costing per head.

Councillor Ryan asked that a copy of the Broken Hill budget be circulated to the Working Group for their information.

3. Sponsorship Packages

United Services Union and Local Government Superannuation Board both have confirmed they will sponsor the 2016 ALGWA Conference, amounts have not yet been confirmed. Also speak to Workcover, they may be interested.

On all correspondence, need to ensure it states
Australian Local Government Women's Association
2016 NSW Conference
Gunnedah

(as it is an ALGWA Conference that is being held in Gunnedah)

Need to confirm with ALGWA in regards to protocol of their logo on all correspondence

Minor spelling amendments on the sponsorship form to be corrected.

ACTION: Events Officer to check with Councillor Fuller/ALGWA in regards to the ALGWA logo as an addition/protocol on all correspondence etc.

ACTION: Events Officer to check other recent ALGWA conferences to see who sponsored the conference and then contact these sponsors to see if they are willing to sponsor the Gunnedah Conference.

ACTION: The Working Group members requested that the Events Officer send out the Sponsorship Packages be distributed to previous ALGWA Conference sponsors within the next 3 to 4 weeks.

4. **Speakers for Conferences**

The Working Group discussed the possibility of around eight (8) speakers for the conference.

Suggestions of Speakers:-

- Ms Robbie Sefton, Gunnedah
- Ms Jane Hillston, Dragon Fly Marketing, Port Macquarie
- Ms Donna Rygate, very efficient and approachable, Donna would be ideal for our LG Women's Conference.
- Ms Margaret Carroll, Rural Women's Network, mixed farming operations, recognized for recent Australia Day Awards.
- Ms Jo Scard from Bell Mount Forest – Author of Fifty Acres (Clr Swain to Contact)
- Ms Glennis Anderson, Gunnedah.
- Dr Livingston's wife (Gunnedah), she may be interested as she has a been in a high profile position, lived in outback Australia.
- A Doctor from Centacare undertakes Yoga sessions ("Happy")
Events Officer to talk to Centacare in regards to other speakers that may be interested in attending the conference

DRAFT ITINERARY

Opening

Welcome to Country

10.00am – 10.30am - Morning tea

10.30am to 11.00am - Key Note Speaker - Donna Rygate – 1st speaker

Panel Session / Workshop (*Run these sessions over the 2 days*)

- Work/Life Balance
- Dealing with different personalities, working with different personalities (Multiculturalism)
- Personal Health and Wellbeing
- Volunteering
- Career progression
- Dealing with Change
- Abstract
- Community Engagement – Communication Strategies in 2016 and beyond

12.30pm - Lunch

1.30pm – 2.00pm – 2nd Speaker - Ms Alice Mabin – Roma in Queensland – Author of "The Drover" – an Inspirational Speaker

Panel Session / Workshop

- Talking to media, social media, working with media and then workshop
Ms Robbie Sefton could undertake media interviews
Ms Jane Hillston would be good at social media

ACTION: Councillor Ryan to contact Ms Robbie Sefton and Ms Jane Hillston before next meeting to see if they would be interested in being speakers at the Conference.

ACTION: Events Officer to contact Ms Jennifer Ingle from ABC before next meeting to undertake MC duties for the Conference. Request a timeframe to get an answer from ABC. Contact Kate Ramien (NVI), if Ms Ingle is not available.

ACTION: Councillor Ryan will keep following up with the Chamber of Commerce.

ACTION: Events Officer to contact Motels and book accommodation for the speakers, personal contact to be made with the Moteliers and then back up with an official letter. Confirm bookings at next meeting. Ms Jeffree to assist the Events Officer, noting that Home Hosting clients may assist if required.

7. Catering

Thursday night and Friday catering required, discussion around only having one caterer.

ACTION: Expression of Interests for the catering to go out by middle of October 2015. Need to confirm types of courses that will be required eg: nibbles, main course and sweets

Add the *Expression of Interest* – *Serving Alcohol* in the “Catering section” – to go out at the same time with the Catering Expression of Interest.

9. Conference Marketing Materials – talk to Sarah Allen from IT to help with the promotional material on the Council website etc.

10. Managers participating in the meeting.

Look at increase of staff resources in the lead up to conference and on ground requirements

ACTION: For the next meeting, Managers to be asked to attend at the close of the next ALGWA Working Group meeting to discuss the conference and resources that will be required.

16. 17. Consultation with Businesses and Chamber of Commerce

Councillor Ryan will email the President, Ms Ann Luke and follow-up to have a meeting with the Chamber of Commerce in regards to the Conference and consultation with the business houses.

Suggestions: Restaurants to think about opening longer for visitors, Coffee shops to have a copy of the itinerary, so they can have the opportunity to open earlier or close later. Draft Letter to Goodness and Gracious, Councillor Ryan will use this information to speak to the Chamber of Commerce.

18. Child Care Providers – Gunnedah Family and Children Services, have casual carers and Mary Ranken, as well as baby sitters that may be available for hire over the conference period.

ALGWA Meeting - Members of ALGWA will be in Gunnedah on Friday 4 September 2015 and Working Group members have been invited to meet them at 5.00pm at the Creative Arts Centre, Meeting Room – check availability of the room. Ms Vicki Scott is the new president of ALGWA

Entertainment - suggestion of Kevin Anderson's Band as entertainment at the Conference, they played at the South School Ball recently and they played younger and older music, not too loud.

Invitation to Local Members

ACTION: Events Officer to send an official letter to all the local members advising them about the conference eg: Sarah Mitchell, Kevin Anderson, Barnaby Joyce etc.

Gift Packages - Discussion about the gift packages for the delegates - Almond and Fig gift packs (\$7.60 each), members present approved that these gifts were ideal and a good price for the delegates to receive. Events Officer advised that she had contacted the Visitor Information Centre and there are not enough hessian bags, so currently looking at tote bags with a screen printed logo.

Next Meeting

The next meeting is scheduled for **Monday 24 August 2015 at 11.00am** in the **Council Chambers, 63 Elgin Street, Gunnedah**. There being no further business, the meeting closed at 12.45pm

Councillor R Ryan
CHAIRPERSON



ALGWA Working Group Action Plan

ITEM	DATE OF MEETING	SUBJECT	ACTION REQUIRED	STATUS Action Completed In Progress Not Started	COMMENTS
25	03/08/15	Local Members – Invitation to attend	Events Officer to send an official letter to all the local members advising them about the conference eg: Sarah Mitchell, Kevin Anderson, Barnaby Joyce etc.	In progress	
24	03/08/15	Managers – attendance at ALGWA Working Group Meeting	For the next meeting, Managers to be asked to attend at the close of the next ALGWA Working Group meeting to discuss the conference and resources that will be required.	In progress	Managers to be sent a meeting invite
23	03/08/15	EOI - Catering	Expression of Interests for the catering to go out by middle of October 2015. Need to confirm types of courses that will be required eg: nibbles, main course and sweets. Expression of Interest for “Serving Alcohol” also to be sent out at the same time as the catering.	In progress	EOI's to be sent out by middle of October 2015
22	03/08/15	Accommodation - Speakers	Events Officer to contact Motels and book accommodation for the speakers, personal contact to be made with the Moteliers and then back up with an official letter. Confirm bookings at next meeting. <i>Ms Jeffree to assist the Events Officer, noting that Home Hosting clients may assist if required.</i>	In progress	Bookings to be made before next meeting
21	03/08/15	Speakers for the Conference	Councillor Ryan to contact Ms Robbie Sefton and Ms Jane Hillston before next meeting to see if they would be interested in being speakers at the Conference. Events Officer to contact Ms Jennifer Ingle from ABC before next meeting to undertake MC duties for the Conference. Request a timeframe to get an answer from ABC. Contact Kate Ramien (NVI), if Ms Ingle is not available.	In progress In progress	
20	03/08/15	Distribution of Sponsorship Packages	The Working Group members requested that the Events Officer send out the Sponsorship Packages be distributed to previous ALGWA Conference sponsors within the next 3 to 4 weeks.	In progress	To be completed by middle September 2015
19	03/08/15	ALGWA Sponsors	Events Officer to check other recent ALGWA conferences to see who sponsored the conference and then contact these sponsors to see if they are willing to sponsor the Gunnedah Conference.	In progress	
18	03/08/15	ALGWA Logo	Events Officer to check with Councillor Fuller/ALGWA in regards to the ALGWA logo as an addition/protocol on all correspondence etc.	In progress	

17	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.	Consulted In progress	
16	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.	In progress	03/08/15 - Councillor Ryan to follow up
15	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.		
14	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.		
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.	In Progress	
12	23/06/15	Survey – what are participants interested in	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.		
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.		
10	19/05/15	Allocation of Staff Resources	Discussions to be held with respective Managers	Not started	
9	19/05/15	Conference Marketing Material	Option of on-line registration to be investigated.	In Progress	
8	19/05/15	Action Plan	Development of long-term (say 12 month) action plan	Not started	
7	19/05/15	Catering	Quotations to be called for the provision of catering	Not started	
	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.		

6	19/05/15	Accommodation	Moteliors to be approached individually to inform them of upcoming conference and request that they give consideration to setting aside rooms for delegates.	Not started	
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 ALGWA, the 2016 conference and ask for suggestions as to how they might be involved	Not started	
4	21/04/15	Speakers for Conference	Each committee member to look into potential speakers	In Progress	
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	
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	
1	19/05/15	The Conference Budget	The Working Group 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. That the Broken Hill budget be circulated to the Working Group.	In Progress	

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