

**AUSTRALIAN LOCAL GOVERNMENT  
WOMEN'S ASSOCIATION  
(NSW BRANCH) INC.**  
*(Founded at Canberra 1951)*

***GUIDELINES FOR THE HOSTING OF ALGWA  
ANNUAL CONFERENCE***

# **ABOUT ALGWA**

## **BACKGROUND**

The Constitution of the NSW Branch of the Australian Local Government Women's Association Incorporated (ALGWA) sets out the Objectives of the Association as follows:

- Promote women in Local Government by furthering women's knowledge and understanding of the function of Local Government.
- To foster the interests and rights of women in Local Government.
- To take action in relation to any subject or activity affecting Local Government and Local Government legislation.
- To act in an advisory capacity to intending women candidates for Local Government election.

## **OUR VISION**

To be a peak organisation for women in Local Government

## **OUR MISSION**

To optimise and increase women's participation in Local Government, through support, education and advocacy.

## **OUR VALUES**

- Openness and Transparency
- Integrity
- Equity
- Respect
- Optimism
- Self-determination

## **OUR CLIENTS**

All women either elected to, employed in or interested in Local Government.

All women involved in any authority or organisation associated with Local Government .

## **The ALGWA Annual Conference**

As part of meeting ALGWA's objectives and in compliance with our constitution an Annual Conference is conducted.

Councils will be invited by the ALGWA President to submit an Expression of Interest to host the Conference two years hence. If a council is successful in bidding for the Conference there will be a ballot of the eligible voting members at the Annual Conference, two years in advance (eg. Voting for the 2013 conference venue will be at the 2011 Blacktown Conference). The announcement of the successful bidding council is announced by the President at the formal dinner on the Saturday evening.

The Annual Conference is conducted on a rotational basis between a city council and alternate year a country council.

## **IN BROAD TERMS**

ALGWA requires that each Conference contains a number of specific elements, reflects the objects of Association, is promoted and financially managed by the host Local Government Council and that a report is prepared and circulated to the ALGWA Executive approximately 6 weeks after the Conference.

Included in these guidelines is a matrix outlining the responsibilities of ALGWA and the host Council.

## **FINANCIAL MATTERS**

The registration fee should cover all expenses associated with the actual conduct of the Conference as well as providing a surplus which then becomes income for ALGWA. The Association is managed by volunteers and the annual conference is one of the primary mechanisms by which the Association funds its ongoing operations. It is envisaged that hosting the ALGWA conference will result in a break even position for the host Council. The Association is not responsible for any deficit.

The ALGWA Conference Committee will work closely with the host Council to achieve a successful conference. Host Councils and the local community experience many advantages both financially and socially from hosting our events. It is expected that the host Council will provide Council-owned facilities and staff free-of-charge or arrange the best possible venues at reasonable prices.

Meals and other services will all be included in the fee as should guest speaker expenses. Commercial sponsorship provides a means of either reducing the registration fee or providing additional income to ALGWA. It is expected that the host Council utilise their best efforts to secure sponsors to offset costs.

The host Council will be required to enter into a written agreement between itself and ALGWA in relation to all costs and outcomes associated with the hosting of the Annual Conference, taking into account all guidelines, from time to time.

## **PROMOTION**

Promotion is critical for success. The host Council **MUST** be prepared to allocate staff time, resources, literature and money for promotion.

A Conference leaflet, brochure or expression of interest paper must be prepared and distributed intrastate to all local government authorities and relevant community groups. Follow up actions should include a second mail-out, presentations at State Local Government Association Conferences, and telephone calls. It is important to ensure that information gets to interested elected representatives, Council staff and community groups.

# **Australian Local Government Women's Association NSW**

## **HOSTING THE ANNUAL CONFERENCE**

### **A guide for councils**

#### **HOSTING AN ANNUAL ALGWA NSW CONFERENCE**

These notes have been prepared to give host councils some guidance regarding preparations for hosting a successful annual conference.

Voting for the venue takes place at the conference two years in advance so applications are invited now for the 2013 conference. **Expressions of Interest** to the President [karen.mckeown@penrithcity.nsw.gov.au](mailto:karen.mckeown@penrithcity.nsw.gov.au) or PO Box 386 Emu Plains NSW 2750.

The Association has a strong preference for its conferences to be hosted alternately in regional and city areas. Therefore Expressions of Interest are being called from ONLY those Councils who are designated city councils in the Sydney Metropolitan Area.

**Please note that the ALGWA Conference Committee will review all nominations to ensure councils meet, to the satisfaction of the Committee, all essential criteria. Representatives from the Committee or their nominees may require a site inspection of the proposed venue to ensure all criteria can be met. This will occur prior to any nomination being put forward to the Conference for the vote. Nominations which in the view of the Committee do not meet the requirements will not be put to the Conference.**

Time lines and information about ALGWA and host council's financial responsibilities are also included.

**Expressions of Interest are now called to host the 2013 annual conference.**

#### **Host requirements**

Bidding councils must address each requirement in writing within their submitted bid documentation, and supply a statement advising that they have read this hosting guide and agree to the requirements within. The Executive has determined minimum requirements for councils wishing to host the Conference as follows:

## **Essential Criteria**

### **1. Accommodation: at least 80 rooms with private facilities.**

Note: A bidding council MUST be able to guarantee a minimum of 80 hotel rooms per night for the duration of the conference (Thursday through to Saturday) for Association use only as part of the overall number of rooms.

- that notwithstanding this requirement payment will only be given for rooms actually occupied during the conference period.

The accommodation for the conference must be of a minimum of 3-4 star standard and must be connected to or within close proximity (**maximum five minutes walk**) to the conference venue.

### **2. Auditorium: must hold up to 200 people seated theatre style**

The facilities must have a minimum of:

- Disabled access and amenities (access, egress and toilets)
- A raised stage large enough to hold a top table for 8 people
- Air conditioning
- Adequate lighting
- Public address and audiovisual facilities
- Access for parents with prams

### **3. Mobile telephone reception**

All facilities must have mobile telephone reception

### **4. Conference support facilities**

The facilities must have:

- A large space suitable for use as a private polling place
- A large secure (lockable) space for use as office space and break out area for ALGWA Committee Members
- A suitable space adjoining the conference venue to be used as a trade display area, capacity of at least 10 booths.

### **5. ALWGA office**

The ALWGA office must contain:

- 2 desks or benches
- Internet access
- 1 high speed laser printer, capable of printing a minimum of 10 pages per minute
- A photocopier
- 6 office chairs
- Sufficient space for the returning officer to conduct a ballot count

The supply of office equipment and fit out will be at the host council's cost.

### **6. Dinner venue**

A bidding council must be able to provide a suitable venue to host the main conference dinner this is ideally a maximum of 15 minutes drive from the main conference venue.

## **7. Childcare facilities**

Childcare facilities must be made available during conference sessions and functions (including nightly dinner functions) if required. The cost of any childcare is covered by the conference registration fee.

## **8. Ecological Sustainable Development Principles and the conference**

The 1999 Local Government Association Conference resolved that "... *councils hosting future LGA Conferences to show a commitment to ESD principles by ensuring the planning and running of conferences consider:*

- (i) energy efficiency*
- (ii) water conservation*
- (iii) waste minimisation*
- (iv) pollution control*

Recent and future conferences have been/are being held at:

2004 Parramatta
2005 Albury
2006 Coonabarabran
2007 Lismore
2008 Rockdale
2009 Queanbeyan
2010 Moree
2011 Blacktown
2012 Dubbo

## **WHO ARRANGES WHAT?**

The host council is responsible for ensuring that arrangements for all facets of the conference are completed to the highest possible standard. All elements of the conference organisation need to be discussed with and agreed to by the ALGWA Executive and Conference Committee before firm plans are put in place. ALGWA President and Conference Co-ordinator will work closely with the host council at each stage to help the organisational process run smoothly.

It is important to remember that the conference is ultimately an ALGWA Conference.

<b>Council's responsibility</b>	<b>ALGWA's responsibility</b>
Determining the social and partners' program (if any) in conjunction with the ALGWA Committee	Quality control of all facets of the conference and to provide council with timely feedback from the Executive
Securing business session and social program venues	Deciding the theme (in conjunction with the host council)
Securing accommodation and arranging bookings	
Arranging conference sessions and inviting speakers in collaboration with ALGWA Conference Committee	Liaise and meet with host council on conference sessions and speaker invitations
Designing and distributing registration forms, collating responses, fielding enquiries, collecting fees, remitting share of fees (as agreed) to ALGWA NSW	Ensure registration material is placed onto the ALGWA Website both State and National. Distribute to ALGWA members networks
Arranging audiovisual equipment for business sessions as per ALGWA's requirements	Preparing and distributing business and voting papers
Providing 2 wireless microphones for delegates questions	Assistance and support with trade displays and sponsorship
Staffing enquiry desk during conference	Executive to staff an ALGWA booth during breaks at conference to answer enquiries
Provision of polling place, staffing and returning officer for AGM & Conference Venue election on the Saturday.	ALGWA to prepare Executive nomination forms, voting lists, AGM business paper and voting cards
Arranging trade displays, and sponsorships with support from, and in coordination with, the ALGWA Conference Committee	Executive members to introduce and/or thank speakers

## WHO PAYS FOR WHAT?

<b>Council's responsibility</b>	<b>Association's responsibility</b>
Coordination and costs associated with Mayoral Civic Reception	ALGWA to do a registration mailout to all ALGWA members
All auditorium hire and audio visual suppliers	
Partner's program, morning and afternoon teas, lunch (if provided)	Required banners and signage in the auditorium where this is not sponsored
Provision of printing services if required	
Discussion is encouraged between host council and the Association to ensure that the conference budget balances.	Accommodation for the President, Association guests
Council staff to take registrations, provide Returning Officer and provide a staff officer to troubleshoot	
If the host council chooses to engage a professional conference organiser this will be at a cost to council and not to be charged back to the conference	

### **Sponsorship**

The successful council should seek sponsorship opportunities for all events. However, as the ALGWA NSW Branch may have in place existing sponsorship and partnership arrangements, sponsorship opportunities must be discussed with the Association in the first instance as the host council must recognise existing corporate partnerships of the Association. These partners will be acknowledged in conference documentation, signage etc.

### **Registration fees and Association costs**

The host council's costs are paid for from registration fees, sponsorships and trade exhibitions. In turn the host council will forward payment of any profit from hosting the conference to ALGWA NSW Branch by cheque, within 6 weeks of hosting the conference.

### **Sponsorship and trade displays**

Trade displays will be arranged by the host council in conjunction with the ALGWA Conference /committee. Traditionally morning and afternoon teas and lunches have been held in the display area to attract delegates to the trade display area. Ideally sponsorships should be sought to cover morning, afternoon teas and lunches to offset costs.

The host council is to provide to ALGWA at no cost, one trade stand.

## **Social functions**

As the host council's responsibility, these may vary from year to year according to how the host wishes to showcase their region to conference participants. Proposals should be presented to the ALGWA Conference Committee for discussion.

## **Enquiries**

Karen McKeown, President ☎ 0401 995945 ✉ [karen.mckeown@penrithcity.nsw.gov.au](mailto:karen.mckeown@penrithcity.nsw.gov.au)

# **SUGGESTED TIME LINES**

## **ON BIDDING FOR THE CONFERENCE**

Councils wishing to submit a bid are advised that they may contact previous council hosts in order to gain a full and realistic understanding of the commitment required to host a ALGWA conference.

Discuss all proposed arrangements and dates with the Association before making your bid. Secure as much accommodation as possible over the range of agreed preferred dates to ensure orderly allocation of room bookings.

Have a business session venue agreed between the Association and Council and have other sites such as workshop venues considered.

## **IMMEDIATELY ON BEING AWARDED THE CONFERENCE**

Determine the dates in consultation with the ALGWA conference committee. The conference runs from Thursday afternoon to Saturday. The exact dates are agreed between ALGWA and Council but are usually late in March or early April.

Set up a conference planning committee comprising elected and staff representatives. ALGWA also asks to have a representative on this committee.

At the first meeting after winning the bid the council conference committee should discuss broad strategy for conference arrangements and have a preliminary look at a proposed social program. Subsequent meetings should refine the strategy and monitor arrangements.

## **THE YEAR BEFORE THE CONFERENCE**

- Decide on the social program for all participants and the partners' program (if any)
- Determine a draft budget. Note: Councils will need to be able to support a cash flow of approximately \$50,000.00 and will need to appoint a dedicated staff member within this budget.
- Set up a system for managing accommodation bookings and maintain contact with accommodation venues to ensure they are holding the necessary number of reservations for conference bookings
- Determine staff numbers needed in the conference year who will work on conference business
- Decide meeting cycle for the conference planning committee.

## **WITHIN the last SIX months of conference year**

- Agree on a registration form and be ready to send it out at least three months prior to the conference
- Obtain the sponsorship kits for sponsorship and trade displays
- Arrange local publicity supporting the benefits the conference will bring to the community
- Finalise budget
- Decide staffing levels needed as the conference dates approach
- Attend the Association conference planning committee meeting
- Provide reports to conference planning committee.

## **ADDITIONAL THINGS TO CONSIDER**

### **Civic reception funded by host council to be provided**

A civic reception is to be held on the evening prior to the conference opening. All delegates are invited to attend. Is a suitable venue available? Will a theme be incorporated? Who will cater for it? Catering with appropriate food and beverages to be served as per a cocktail reception.

### **Conference opening**

A local celebrity or identity usually fulfils the role of MC. Ensure an elder of the local Aboriginal community is invited to participate in the opening ceremony to perform the Welcome to Country address.

### **Facilities**

There will be a number of audiovisual requirements during the conference, are these able to be met locally, with a degree of flexibility in reserve if needed? Photocopying facilities for late motions and handouts, for ballot papers, will be needed.

### **Transport**

Council is responsible for transporting speakers to and from the airport. Venues should be chosen to minimise the need (and costs) for transporting delegates.

**Partners' activities**

A range of activities may be arranged to provide partners with opportunities to experience the district of the host council. Ideally they should be activities particular to the district with variety over the conference dates to appeal to a range of tastes. Costs should not be excessive. Childcare facilities must also be made available.

**Conference dinner(s)**

On the first evening, a social or informal dinner is usually organised by the host council. This is often an opportunity for Council to showcase the local area. On the second evening the formal conference dinner takes place. All delegates usually attend - around 150 persons in number in a single room. Appropriate entertainment needs to be considered and options discussed with the ALGWA Conference Committee prior to commitments being made.

It is important the costs for all the dinners and associated beverages are incorporated into the cost of the registration.