



**AUSTRALIAN LOCAL
GOVERNMENT WOMEN'S
ASSOCIATION**
VICTORIAN BRANCH

Rural Councils **2024**

ALGWA Vic Conference

Expressions of Interest

A Message From our President



As president of ALGWA Vic, the positive feedback about our conference, programs, and areas of focus have been overwhelming. We're so excited to be part of our members' growth and development in Local government.

We're already looking forward to our 2023 state conference—hosted by metro council Mornington Peninsula Shire Council—will also be ALGWA's national conference for 2023.

Now, we're looking for a rural council to host our 2024 state conference. This booklet details how your council can host the forthcoming conference in partnership with ALGWA Vic.

Our goal is to begin organising the next two conferences as soon as possible, to ensure these events will run both effectively and successfully.

As we stay focused on our vision and mission, I encourage you to become our next hosts and partner with us as we support women to thrive, connect, and excel in local government.



Cr Kylie Spears, ALGWA Vic President

About Us

Our mission

We will support, encourage participation and promote women in local government through mentoring, advocacy, advice and collaboration.

Our vision

Collaborating to support women to thrive, connect, and excel in local government.

Our values

We are **RESPECTFUL, TRUSTWORTHY** and act with **INTEGRITY**.

We are **BRAVE, BOLD** and continually strive for **GENDER EQUALITY**.

We are **LEADERS** and have **INFLUENCE** in the sector.

Our history

The Australian Local Government Women's Association (ALGWA) was created in October 1951, during the Jubilee Year of the Commonwealth of Australia, at a meeting chaired by Dame Enid Lyons, and held in the Canberra Hotel suite of Cr Violet Lambert of Victoria. Attendees included representatives of women's organisations throughout Australia, several of whom were involved in local government. At the meeting, it was agreed that an association of local government women be formed to support women's participation in local government, both as Councillors and officers; it was to be non-party political.





Themes

Themes from recent years include:

Mornington Peninsula Shire Council, 2023

“Connect, Inspire, Thrive”

Greater Shepparton City Council, 2022

“Emerging Creatively”

Yarra City Council, 2021

“Culture, Conduct, and Retention. The next 100 years of women in local government”

Macedon Ranges Shire Council, 2019

“Leadership and Collaboration in Government and

Maroondah City Council, 2018

“Women Empowering Women”

Warrnambool City Council, 2017

“Resilience, Strength, Empowerment”

Banyule City Council, 2016

“Working Together to Achieve Change”

Mitchell Shire Council, 2015

“People, Purpose and Passion”

Conference Overview



ALGWA Vic conferences attract a minimum of 80 attendees. Our guests are comprised of those interested in local government, whether they have been elected to or employed in local councils. Delegates attend our conferences to learn from our guest speakers, each other, the host council, and benefit from extensive networking opportunities.

NOTABLE GUESTS

As a non-partisan organisation, all major political parties and representatives for local government are welcome to attend and speak at our conferences.

In recent years, this has included the Minister, Shadow Minister, and Greens Representative for local government.

We always extend an invitation to our patron, the Honourable Linda Dessau AC (Governor of Victoria) and our ALGWA National President.

All other ALGWA state branch members and representatives are most welcome.



Our conferences are held annually, and alternate each year between metro and rural/regional municipalities. The ALGWA Vic Executive Committee determines the date for the conference each year after considering important upcoming dates, events, and conditions (such as election cycles and extraordinary circumstances like the COVID-19 pandemic).

FIRST EVENING

There is a soft opening for the conference on the first evening, including a catered cocktail reception.

NEXT DAY

The conference has a fully planned day of events, concluding with a formal dinner in the evening.

BENEFITS TO HOSTING



One of the many benefits of hosting the ALGWA Vic conference is the opportunity to showcase your local community and economic development success stories. Host councils benefit from the increased recognition and visibility that comes with an event focused on networking with councillors and professionals from all walks of life.

The host council can vicariously make use of the expertise of attendees to improve their current programs, or even launch new initiatives within their community.

Previous host councils have been able to better connect with their local community, as the conference generates higher visibility to local businesses. This includes businesses in hospitality, accommodation, entertainment, and more. It also allows the participation of high-profile community members to participate and contribute to the event.

Eligibility

Is my council eligible?

Proposals will be evaluated on a range of factors, including:

- ☐ That the prospective host council is a member of ALGWA Vic
- ☐ That this expression of interest is supported by the council's CEO
- ☐ The capacity for the council to fulfil its responsibilities in planning all aspects of the conference
- ☐ Transport accessibility to the council's region
- ☐ Suitability and quality of the proposed conference meeting location/s
- ☐ The council's level and supply of available accommodation

Location requirements

ALGWA Vic conferences must be held at locations which include:

- ☐ Reliable public transport links that are close to the venue
- ☐ A meeting space that accommodates general sessions of minimum 50 patrons
- ☐ The flexibility to have a minimum of 2-3 breakout meeting rooms that accommodates at least 30 patrons each (although this is not always a requirement)
- ☐ Adequate facilities for registration, morning tea, and afternoon tea
- ☐ Suitable accessibility for all conference attendees
- ☐ Available host council-owned or -operated facilities where possible

Please note that the proposed conference meeting space and recommended accommodation are not required to be co-located.



YES!

Does your council meet this criteria? If the answer is **yes**, we would love to hear from you!

How does it work?

If your conference proposal is accepted by ALGWA Vic, you'll need to form a committee and begin planning straight away. This is to ensure that the conference program can be effectively completed approximately 3 months prior to the event. During this period, the host council will undertake promotional activities and confer with ALGWA Vic on a weekly basis. The committee's duties include:

YOUR ROLE

Fundraising

Each ALGWA Vic conference strives to be self-funded. As such, it is critical that host councils place a strong focus on securing as many sponsorships as possible for their conference.

In negotiation with the ALGWA Vic Committee, the host council should encourage sponsors and local businesses alike to contribute to the conference.

All sponsor payments are due prior to the commencement of the conference.

A portion of the ticket price is to be allocated to ALGWA Vic for its administration of the conference.

- Identifying the committee's key officers and commence meetings with ALGWA Vic
- Designing the branding for the conference
- Providing a list of potential speakers that align with the conference theme for approval
- Contacting and confirming approved speakers
- Organising for a Traditional Custodian to perform a Welcome to Country at the conference
- Informing regional peak bodies of conference dates
- Providing a detailed budget to ALGWA Vic
- Designing and distributing registration forms, collating responses, fielding enquiries, collecting fees, and remitting the agreed share of fees to ALGWA Vic
- Opening registrations for the conference at least 8 weeks prior to the event, and collecting payments
- Looking for appropriate accommodation and packages for participants to book
- Securing sponsorship for the conference (see 'Fundraising' info on the left)
- Marketing and promotions, ensuring ALGWA Vic is tagged on social media platforms
- Providing a professional photographer at the conference and associated events
- Utilising the council CEO and Mayor as MCs where appropriate
- Sourcing local venues for the first night cocktail reception and following day's dinner
- Optional: Arranging activities for attendees to explore the local area on either side of the ALGWA Vic conference (as an addition to registration)

Please note that all final decisions will need to be approved by ALGWA Vic.

How does it work?

ALGWA Vic works closely with the host council's conference committee to provide guidance and final approval on conference details and bookings. Our duties include:

ALGWA VIC'S ROLE

- Outlining a schedule with milestone dates for the host council to abide by while planning the conference
- Collaborating on the conference theme with the host council
- Approving the host committee's list of proposed speakers before they are approached
- Reposting all conference-related material produced by the host council
- Organising the ALGWA Vic Bursary Award Winner of the previous year to speak at the conference
- Approving the final conference registration prices
- Requesting and/or suggesting segments for the conference
- Informing MAV, VLGA and Rural Councils Victoria of conference details
- Inviting parliamentarians
- Distributing Save the Date conference announcements at least 3 months prior to the event
- Providing ALGWA Vic interns (if available) to support the host council during the conference. Please note: Any costs associated with having interns at the conference are to be absorbed within the event budget

