



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

supporting and encouraging those involved or interested in Local Government

MANAGEMENT COMMITTEE MEETING AGENDA

SATURDAY, 2 MARCH 2019

**NOTICE IS HEREBY GIVEN OF A MEETING OF THE AUSTRALIAN LOCAL GOVERNMENT WOMEN'S
ASSOCIATION (QUEENSLAND BRANCH) TO BE HELD AT ROYAL ALBERT HOTEL,
167 ALBERT STREET, BRISBANE
COMMENCING AT 8.30AM ON SATURDAY, 2 MARCH 2019**

MEETING CHARTER

Agenda Integrity

All items on the agenda are to be discussed in the meeting for which they are scheduled. Items not on the agenda are not to be discussed or, if relevant, may be raised in general business if time permits.

It is important that members respect the position of the chairperson and support each other in the discussion.

Importance of Agenda Items

Some agendas items are of more importance than others and should be scheduled at the beginning of the agenda allowing appropriate time to discuss these items.

If members wish to have an item included on the agenda, then this item should be given to the Chairperson 2 weeks prior to the meetings for inclusion on the agenda.

The agenda should be distributed to members to allow adequate time for review.

Actions from Meetings

Members are requested to ensure that all actions assigned to them from a meeting are completed and reported back to the next meeting.



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1. ATTENDANCE

Cr Judy Peters, Mrs Sam Hall, Cr Pierina Dalle Cort, Ms Karen Murray, Mrs Nikki Te Wano, Ms Jilinda Lee, Cr Jan Clifford, Cr Jo McNally and Cr Daphne McDonald

2. APOLOGIES

3. CONFIRMATION OF MINUTES

Minutes of the Executive Meeting held 17 January 2019 and Extraordinary Meeting held 25 January 2019 (Attachment 1)

4. BUSINESS ARISING FROM THE MINUTES

5. CORRESPONDENCE

5.1. Incoming Correspondence

8 Jan 2019	Letter from Honours-in-Confidence seeking information to support a nomination for Mrs Julie Arthur
9 Jan 2019	Email from National Board via the Department of Prime Minister and Cabinet seeking figures for the number of women councillors in each state
14 Jan 2019	Letter from Rebecca Hersant advising of resignation as ALGWA Queensland Branch President
17 Jan 2019	Acknowledgement email from Burdekin Shire Council in relation to request for audited financials from the conference
23 Jan 2019	Email from Blacktown City Council advising of National Conference
24 Jan 2019	Email from Department Local Government, Racing and Multicultural Affairs (Department) with details of scholarship opportunities for AICD courses
30 Jan 2019	Email from Department confirming days and times for AICD courses and councils who qualify for reimbursement of travel costs
31 Jan 2019	Email from Cr Judy Peters requesting formal letter of offer for position of ALGWA Queensland Branch President
1 Feb 2019	Email from Jane Pickels seeking further information in relation to AICD courses
4 Feb 2019	Acceptance email from Cr Judy Peters accepting invitation to be the ALGWA Queensland Branch President
13 Feb 2019	Email (via Jilinda Lee) from Women & Leadership Australia offering partnership opportunity for forums being held in Cairns and Townsville
19 Feb 2019	Confirmation from Pamela Cameron of day and time for meeting with ALGWA President



5.2. Outgoing Correspondence

14 Jan 2019	Email to National Board (via Rebecca Hersant) advising of her resignation as President of ALGWA
15 Jan 2019	Email to Hinchinbrook Shire Council seeking audit financial statement for 2018 conference
31 Jan 2019	Email to Tracey Noonan, Redland City Council, providing AICD course outline
1 Feb 2019	Email to Jane Pickels in response to her email advising did not have to attend both courses and explaining scholarship is reimbursement on completion of course
4 Feb 2019	Correspondence to Cr Judy Peters offering President position
4 Feb 2019	Email to National Board advising of appointment of Cr Judy Peters as new ALGWA Queensland Branch President
11 Feb 2019	Email to Peta Irvine, LGMA, requesting a meeting with President
11 Feb 2019	Email to Department requesting a meeting with President
11 Feb 2019	Email to Bron Browning, LGAQ, advising of new ALGWA President and requesting opportunity to host a breakfast at the annual conference
11 Feb 2019	Email to Department advising of new President, seeking a meeting and also seeking clarification of non-council members applying for the scholarship
14 Feb 2019	Email to Department advising that notification of AICD courses had gone out to members
14 Feb 2019	Email to Australian Women's Leadership (via Jilinda Lee) with signed partnership agreement
19 Feb 2019	Email to Pamela Cameron confirming meeting time with ALGWA President.

6. TREASURER'S REPORT - CR PIERINA DALLE CORT

6.1. FINANCIAL STATEMENTS

Attached in background papers is the Treasurer's Report for the period 25 October 2018 to 11 February 2019.

6.2. FLYING MINUTE - THE AUSTRALIAN WOMEN'S LEADERSHIP FORUM - PARTNERSHIP PROPOSAL

- 1. That ALGWA Queensland Branch enter into a partnership arrangement with the Australian Women's Leadership Forum for the Cairns and Townsville Events and the Secretary be authorised to sign the Partnership Proposal on behalf of ALGWA.*
- 2. That one free ticket be allocated to the Zone 1 Representative, Jilinda Lee and the Management Committee determine how the second ticket is allocated.*



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6.3. FLYING MINUTE - PAYMENT OF 2018 ALGWA NATIONAL AFFILIATION FEES

That the Treasurer be authorised to pay the National Affiliation Fees for 2018 totalling \$1,337.50 to the National Board.

7. ZONE REPRESENTATIVE REPORTS

- 7.1.** Zone 1 -Jilinda Lee
- 7.2.** Zone 2 - Jan Clifford
- 7.3.** Zone 3 - Jo McNally
- 7.4.** Zone 4 - Daphne McDonald

8. MEMBERSHIP

Attached for member's information is the updated ALGWA Queensland Branch Membership Register.

9. APPOINTMENT OF POLICY OFFICER

10. DEPARTMENT OF LOCAL GOVERNMENT, RACING AND MULTICULTURAL AFFAIRS AND AICD COURSES

11. WORKSHOP OPTIONS

12. 50/50 DIVERSITY PROJECT

13. PROMOTION OF ALGWA

14. GENERAL BUSINESS

15. MEETING DATES FOR 2019

Please have your diary with you as dates for 2019 will be discussed and set.



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Attachments



MINUTES OF THE MANAGEMENT COMMITTEE MEETING OF THE AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION QUEENSLAND BRANCH HELD VIA TELECONFERENCE ON THURSDAY, 17 JANUARY 2019 COMMENCING AT 8.35 AM

Meeting commenced 8.35 am

1. ATTENDANCE

Ms Rebecca Hersant, Mrs Sam Hall, Ms Pierina Dalle Cort, Mrs Nikki Te Wano, Ms Karen Murray, Ms Jilinda Lee, Cr Jo McNally, Cr Jan Clifford and Cr Daphne McDonald

2. APOLOGIES

Nil

3. CONFIRMATION OF THE MINUTES

Motion: *That the minutes of the Extraordinary Meeting held on 4 October 2018 be adopted.*

Moved: Mrs Nikki Te Wano

Seconded: Ms Pierina Dalle Cort

Carried

4. BUSINESS ARISING FROM THE MINUTES

Nil.

5. CORRESPONDENCE

Karen spoke to the correspondence as outlined in the agenda.

Motion: *That the correspondence be received.*

Moved: Ms Karen Murray

Seconded: Cr Jan Clifford

Carried

6. TREASURER'S UPDATE

- Motion:**
1. That the financial statements be noted.
 2. That the term deposit for \$60,606.38 due to finish on 22 January 2019 be reinvested for a further 12 months at an interest rate of 2.30%.

Moved: Ms Pierina Dalle Cort

Seconded: Cr Jo McNally

Carried

6.1. FINANCIAL STATEMENTS

Motion: That the Flying Minute Item 6.1 in relation to the payment of travel to attend the ALGWA Workshop held on 20 October 2018 as outlined in the agenda be endorsed.

Moved: Ms Pierina Dalle Cort

Seconded: Mrs Nikki Te Wano

Carried



7. MEMBERSHIP

Rebecca advised that there were currently 65 individual members and 7 corporate members. Rebecca further stated that the Chief Executive Officer of the South Burnett Regional Council advised that Council had agreed to become a corporate member and that she would follow up with them about payment.

Motion: That the Membership Register be noted.

Moved: Ms Karen Murray

Seconded: Mrs Nikki Te Wano

Carried

At this stage of the meeting, the time being 8.39am, Cr Daphne McDonald joined the meeting.

8. MEETING WITH THE DEPARTMENT OF LOCAL GOVERNMENT, RACING AND MULTICULTURAL AFFAIRS

Rebecca advised that she and Karen had met with the Department of Local Government, Racing and Multicultural Affairs (Department) on Friday, 11 January 2019. The meeting was initiated by the Department who indicated they were keen to partner with ALGWA in the coming year.

The Department also announced that funding had been approved for up to 40 participants to undertake training through the Australian Institute of Company Directors (AICD). Details are yet to be confirmed with the Department in relation to the courses on offer and the total amount for the sponsorship. The Department are also preparing marketing material to be used for the offer.

Once details are confirmed, ALGWA will need to notify members as soon as possible. Councils will be required to pay for the course initially with the Department reimbursing the cost of the course upon successful completion.

Discussion took place on the possibility of ALGWA offering up to 3 travel packages of \$500 to support rural, remote and Aboriginal Councils to attend.

ACTION: Issue e-newsletter to members when details are confirmed.

9. ACTION ITEMS FROM WORKSHOP HELD 20 OCTOBER 2018

Rebecca drew member's attention to the action table from the workshop held 20 October 2018 and asked for any comments. Karen advised that she had completed the draft scrip and was working with Nikki on the brochure. No further comments.

Rebecca then spoke about the 5 agreed workshop topics - resilience & wellbeing, financial sustainability, CCC process, conflict resolution and media/social media. All agree with the workshop topics.

Discussion took place on locations to host workshops and the possibility of holding the same workshop across a number of locations.



It was agreed that the resilience and wellbeing workshop be delivered in Brisbane, Cairns, Townsville and Mackay. Jilinda will organise the Cairns workshop, Pierina the Townsville workshop, Jan the Mackay workshop and Karen and Nikki the Brisbane workshop. It was further agreed that this workshop will need to be consistent when delivering at the different locations.

Jo spoke about the possibility of inviting the Minister to attend the Financial Sustainability workshop.

Rebecca spoke about the importance of having clear and compelling reasons to seek financial assistance/sponsorship from the Department of Local Government and to be mindful that all funding must be spent and finalised by before the end of the financial year meaning events will have to be delivered by May.

ACTION: 1. That the following members of the management committee be responsible for arrange venues and panel members for the resilience and wellbeing workshop:

Resilience and Wellbeing Workshop Location	Responsible Person
Cairns	Jilinda Lee
Townsville	Pierina Dalle Cort
Mackay	Jan Clifford
Brisbane	Karen Murray and Nikki Te Wano

2. That contact be made with the Queensland Treasury Corporation (QTC) about the possibility of delivering a workshop in the first half of 2019 on Financial Sustainability.
3. That Pierina Dalle Cort approach
4. That members investigate possible presenters for the workshop on conflict resolution and forward details through to Karen Murray by 15 February 2019.

10. GENERAL BUSINESS

10.1. 2019 National ALGWA Conference

Hosted by Blacktown City Council from 15-17 May 2019. The conference will be held at the Rooty Hill RSL, Blacktown. The theme of the conference is 'Celebrating 100 years of Women'. The program has not yet been released.

Discussion took place on the possibility of asking the Department to consider sponsoring delegates to attend the 2019 ALGWA National Conference.

At this stage of the meeting, the time being 9.17am, Rebecca Hersant left the meeting.



10.2. Member Opportunities

Jilinda advised she was involved in Women and Leadership Australia Women's Leadership Forum being delivered in Cairns and asked about whether ALGWA had considered partnering opportunities. These forums often have keynote speakers from local governments in the area.

ACTION: Jilinda look into connecting with Women and Leadership Australia and see if there is a possibility of partnering with them and getting a discount for ALGWA members to attend.

11. NEXT MEETING

Karen Murray to send through potential dates for February 2019.

12. CLOSE

Meeting closed 9.30 am.

Confirmed at the Executive Meeting held XXX 2019

Signed _____



**MINUTES OF THE MANAGEMENT COMMITTEE EXTRAORDINARY MEETING OF THE
AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION QUEENSLAND
BRANCH HELD VIA TELECONFERENCE ON FRIDAY, 25 JANUARY 2019
COMMENCING AT 2.35 PM**

Meeting commenced 2.35 pm.

The purpose of this Extraordinary meeting was to discuss the resignation of Ms Rebecca Hersant from the position of ALGWA President and consider candidates for appointing as the new President.

1. ATTENDANCE

Ms Rebecca Hersant, Mrs Sam Hall, Ms Pierina Dalle Cort, Ms Karen Murray, Ms Jilinda Lee, Cr Jo McNally, Cr Jan Clifford and Cr Daphne McDonald

2. APOLOGIES

Mrs Nikki Te Wano

3. NEW ALGWA PRESIDENT

Ms Rebecca Hersant advised via written notification on 14 January 2019 that she was resigning from the position of President of the ALGWA Queensland Branch to pursue career opportunities overseas.

Discussion took place on the importance of having an ALGWA President who lived in the South East Queensland corner and was able to attend meetings to represent ALGWA easily and regularly.

Further discussion took place on the need to have a clear strategy and messaging to promote ALGWA and encourage women to join. Further consideration of why we have not been successful in succession planning needs to be undertaken.

Various possible persons were discussed as possible people to approach to ask if they would consider standing at President until the next Annual General Meeting.

At this stage of the meeting the time being 2.50pm, Councillor Daphne McDonald joined the meeting.

Approaching members who would be retiring councillors who had experience in ALGWA executive positions was also discussed.

ACTION: Councillor Jan Clifford to approach Councillor Judy Peters to seek her interest in becoming interim President until the 2019 Annual General Meeting.

All members to forward through any other candidates for consideration to the Secretary, Karen Murray.



4. DEPARTMENT OF LOCAL GOVERNMENT, RACING AND MULTICULTURAL AFFAIRS FUNDING FOR AICD COURSES

Ms Rebecca Hersant advised that the Department was providing funding for ALGWA members to attend 2 AICD courses. These courses are being run exclusively for ALGWA Members and will not be open to the public.

The scholarship opportunities for ALGWA include full payment of the AICD course costs. Members will be required for their Council to pay the fee up-front and then get reimbursed following completion of the course.

Discussion took place on the possibility of Zone Members contacting each Council and promoting this opportunity as a way to obtain new members and also promote what ALGWA can offer.

Rebecca also advised that the Local Government Association of Queensland (LGAQ) had also been provided funding to run a number of courses that related to the Belcarra Reform.

Travel Packages for ALGWA Members

Discussion took place on the possibility of reallocating the funds for the second Annual Member's Bursary package to be used for offering members travel packages for the AICD courses.

It was agreed that 4 x \$500 travel packages be offered.

Motion: *That four travel packages of \$500 each be offered to ALGWA members who are successful in acquiring a scholarship to attend the AICD courses.*

Moved: Cr Jan Clifford Seconded: Ms Pierina Dalle Cort

Carried

ACTION: Karen Murray to contact the Department of Local Government, Racing and Multicultural Affairs to seek advice on how members who are not affiliated with councils can access the training.

Karen Murray to send out a Vision6 newsletter to all members providing details of the training offer.

5. THANK YOU TO REBECCA

The Management Committee thanked Rebecca all that she had done for ALGWA as firstly the Publicity Officer and then as President and wished her all the very best for her future endeavours.

6. CLOSE

Meeting closed 3.30 pm.

Confirmed at the Executive Meeting held XXX 2019

Signed _____

AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION (QLD BRANCH) INC

2018/19 FINANCIAL YEAR

ABN: 16 445 091 911

Cash Book Balance as at 11 February, 2019

Credit Balance as at 25/10/2018			Note
			\$12,858.13

Add Receipts:

Interest received		\$ -
Membership fees		

Refund	_____	\$ -
Breakfast Income		\$ -
Conference		\$ -

	_____	\$ -	
Total Income		\$ -	\$ 12,858.13

Less Expenditure

Membership			
Travel & Accommodation	744694 J. Lee	\$ 380.86	
	P Dalle Cort	\$505.51	
	K. Murray	\$53.00	
			\$ 939.37
Miscellaneous			
Conference			

Bursary Award		\$ -
Accountant		\$ -
Communication	744134 Think Graphic Design	\$280.50

Bank Transfer		_____	
		\$ -	
Total Expenditure		\$ 1,219.87	\$ 11,638.26

Add Term Deposits

BENDIGO BANK 158902023 maturing 22/01/2020	2.30%	\$ 61,997.72	
BENDIGO BANK 162037022 maturing 23/04/2019	2.50%	\$ 20,081.10	

		\$ 82,078.82	\$ 93,717.08

Bank Reconciliation as at 11 February, 2019

Credit Balance at Bank as at 11 February 2019		\$11,638.26
Less outstanding cheques		_____
		\$ 11,638.26

Add Term Deposits

BENDIGO BANK 158902023 maturing 22/01/2020	2.30%	\$61,997.72	
BENDIGO BANK 162037022 maturing 23/04/2019	2.50%	\$ 20,081.10	

		\$ 82,078.82	\$ 93,717.08

DATE JOINED	FIRST NAME	SURNAME	COUNCIL	Position	ADDRESS	EMAIL ADDRESS	PHONE	MOBILE	ZONE
Zone 1									
Mary	Brown		Hinchinbrook Shire Council	Deputy Mayor		Mbrown@hinchinbrook.qld.gov.au		0409356252	1
Glen	Cannard		Douglas Shire Council	Labourer	2752 Rex Highway Julatten Qld 4871	Glen.Cannard@douglas.qld.gov.au		0499086877	1
Martine	Care		Preston Law	Partner	15 Spence Street, Cairns Qld 4870	mcare@prestonlaw.com.au	07 4052 0730		1
Pierina	Dalle Cort		Helloworld Travel		19 Sydney Street Ayr Qld 4807	piertina.ayr@helloworld.com.au	07 47834495	0428835399	1
Kim	Gaynor		Croydon Shire Council	Councillor	PO Box 17 Croydon Qld 4871	kgaynor@croydon.qld.gov.au	07 47453536	0409913150	1
June	Kuhl		Richmond Shire Council	Deputy Mayor	PO Box 20 Richmond Qld 4822	crkuhl@richmond.qld.gov.au	07 47418606	0428418606	1
Nicola	Learmond		Douglas Shire Council	Sustainability Officer	PO Box 997 Mossman Qld 4873	nicolalearmond@gmail.com		0484614633	1
Jilinda	Lee		Vital Leaders	Director	PO Box 122 Clifton Beach Q 4879	jilinda@vitalleaders.com.au		0437926411	1
Lyn	McLaughlin		Burdekin Shire Council	Mayor	PO Box 569 Ayr Qld 4807	Councillor.McLaughlin@burdekin.qld.gov.au	4783 9812	0739 787 312	1
Kathrine	Milton		Hinchinbrook Shire Council	Councillor		Knmilton@hinchinbrook.qld.gov.au		0428180412	1
Abigail	Noli		Douglas Shire Council	Deputy Mayor Executive Manager		Abigail.Noli@douglas.qld.gov.au			1
Rosemary	Pennisi		Hinchinbrook Shire Council	Development, Planning & Environmental Services		rosebentzen@gmail.com		0429 894 742	1
Sue	Perry		Burdekin Shire Council	Councillor	PO Box 569 Ayr Qld 4807	councillor.perry@burdekin.qld.gov.au		0409 835 836	1
Zone 2									
Robyn	Birkett		Mackay Regional Council	Principal Engineer	Civic Precinct, Gordon Street, Mackay Qld 4740	robyn.birkett@mackay.qld.gov.au	07 49619155	0408153588	2
Jan	Clifford		Whitsunday Regional Council	Councillor	P.O. Box 104 Proserpine Qld 4800	jan.clifford@whitsundayrc.qld.gov.au	07 49450602	0412721969	2
Teona	Cousin		Mackay Regional Council	Manager Economic Develop	Civic Precinct, Gordon Street, Mackay Qld 4740	Teona.Cousin@mackay.qld.gov.au	07 49619546	0472849732	2
Tina	Elliott		Winton Shire council	Councillor	75 Vindex Street, Winton Qld 4735	tina.elliott@winton.qld.gov.au	07 46572666	0428 573 045	2
Cara	Gjuzi		Mackay Regional Council	Senior Coordinator		cara.gjuzi@mackay.qld.gov.au	07 49619655	0409267583	2
Leah	Harris		Mackay Regional Council	Community programs Principal Planner	PO Box 41, Mackay Qld 4740 PO Box 41, Mackay Qld 4740	Leah.Harris@mackay.qld.gov.au	07 49619113	0416282626	2
Tracie	Harvison		Mackay Regional Council	Planner	Civic Precinct, Gordon Street, Mackay Qld 4740	tracie.harvison@mackay.qld.gov.au	07 49619982	0455083507	2
Karlee	Hayden		Mackay Regional Council	Project Engineer	73 Gordon Street, Mackay Qld 4740	Karlee.Hayden@mackay.qld.gov.au	07 49619032	0437020126	2
Tracey	Heathwood		Mackay Regional Council	Artspase Mackay Director General Manager	PO Box 41, Mackay Qld 4740	Tracey.Heathwood@mackay.qld.gov.au	07 49619773	0401825728	2
Daniel	Fletcher		Central Highlands Regional Council	General Manager		fletcher@chrc.qld.gov.au	07 49828313		
Kylie	Lamb		Mackay Regional Council	Manager Financial Services	PO Box 41, Mackay Qld 4740	kylie.lamb@mackay.qld.gov.au	07 49619454	0408100786	2
Bridget	Mather		Mackay Regional Council	Director Community & Client Services	PO Box 41, Mackay Qld 4740	Bridget.Mather@mackay.qld.gov.au	07 49619453	0418710643	2
Angela	McLean		Mackay Regional Council	Financial Accountant					
Angela	Mortimer		Mackay Regional Council	Coordinator	PO Box 8058, Mt Pleasant Qld 4740	angela.mclean@mackay.qld.gov.au	07 49619463	0408876088	2
Jane	Pickels		Mackay Regional Council	Technical Officer - Quality Councillor	11 Rudd Street, Rural View Qld 4740 14 Tulloch Street, Middlemount Qld 4746	ang_21@hotmail.com jane.pickels@isaac.qld.gov.au	0421703275	0427 635 124	2
Linda	Roberts		Mackay Regional Council	Manager Planning and Sustainability	PO Box 41, Mackay Qld 4740	Linda.Roberts@mackay.qld.gov.au	07 49619023	0488085364	2
Kylie	Rogers		Mackay Regional Council	Senior Planning Engineer	Wellington Street, Mackahy Qld 4740	kylie.rogers@mackay.qld.gov.au	07 49619084	0400770526	2
Christine	Rolfe		Central Highlands Regional Council	Councillor	PO Box 21 Emerald Qld 4720	Crolfe@chrc.qld.gov.au	1300242686	0438444618	2
Judy	Sale		Winton Shire council	Councillor	75 Vindex Street, Winton Qld 4735	judy.sale@winton.qld.gov.au	07 46572666	0458 515 930	2
Rose	Swadling		Rockhampton Regional Council	Councillor	P.O. Box 1860 Rockhampton Qld 4700	rose.swadling@rrc.qld.gov.au	07 49284841	0418458622	2
Kerri	Verroen		Mackay Regional Council	Coordinator Corporate Governance	PO Box 41, Mackay Qld 4740	Kerri.Verroen@mackay.qld.gov.au	07 49619565		2

<u>DATE JOINED</u>	<u>FIRST NAME</u>	<u>SURNAME</u>	<u>COUNCIL</u>	<u>Position</u>	<u>ADDRESS</u>	<u>EMAIL ADDRESS</u>	<u>PHONE</u>	<u>MOBILE</u>	<u>ZONE</u>
Zone 3									
	Joanne	McNally	Southern Downs Regional Council	Councillor	94 Murphy Street Warwick Qld 4370	jo.mcnally@southerndowns.qld.gov.au		0408819983	3
	Rachel	Chambers	North Burnett Regional Council	Mayor	PO Box 390, Gayndah Qld 4625	Rachel.Chambers@northburnett.qld.gov.au	1300696272	0458696272	4
	Tracy	Dobie	Southern Downs Regional Council	Mayor	94 Murphy Street Warwick Qld 4370	tracy.dobie@sdr.c.qld.gov.au		0413 741 602	3
	Carol	Taylor	Toowoomba Regional Council	Deputy Mayor	PO Box 3021 Toowoomba Qld 4350	carol.taylor@tr.qld.gov.au	0746886615	0417723948	3
	Faye	Whelan	North Burnett Regional Council	Deputy Mayor	PO Box 390, Gayndah Qld 4625	Faye.WheLAN@northburnett.qld.gov.au	1300696272	0409625956	4
Zone 4									
	Denise	Conroy	LGAQ		5 Evelyn Street Newstead Qld 4006	dk.conroy@qut.edu.au			5
	Cherie	Dalley	Logan City Council	Acting Mayor	PO Box 3226 Logan City DC Qld 4114	Denise_Conroy@lgaq.asn.au	07 3412 5508	0411 869 117	5
	Cheryl	Gaetke	Somerset Regional Council	Councillor	674 Kilcoy-Murgon Road Kilcoy Qld 4515	cheriedalley@logan.qld.gov.au	0454220728	0428408227	5
	Kylie	Goodwin	Ipswich City Council	Manager, Animal Management Operations	50 South Street, Ipswich Qld 4305	cherylgaetke@somerset.qld.gov.au			5
	Julie	Greer	Moreton Bay Regional Council	Councillor	PO Box 159 Caboolture Qld 4510	kylie.goodwin@ipswich.qld.gov.au	0738107288	0457564620	5
	Samantha	Hall	Ausbuilt Pty Ltd	General Counsel	PO Box 246 Capalaba Qld 4157	Julie.Greer@moretonbay.qld.gov.au	0734806705	0409274517	5
	Adam	Hain	Moreton Bay Regional Council	Councillor	PO Box 159 Caboolture Qld 4510	sam.hall@ausbuild.com.au	0732450629	0458715730	5
	Rebecca	Hersant	Redland City Council	Councillor	PO Box 21 Cleveland Qld 4163	Adam.Hain@moretonbay.qld.gov.au	0754332960		5
	Tracey	Huges	Ipswich City Council	Animal Management	PO Box 21 Cleveland Qld 4163	rebecca.hersant@outlook.com	0738298600	0413733270	5
	Shannon	Kasper	Logan City Council	Compliance Officer	50 South Street, Ipswich Qld 4305	Tracey.Huges@redland.qld.gov.au	0738298600	0427734214	5
	Laurie	Koranski	Logan City Council	Councillor	PO Box 3226 Logan City DC Qld 4114	Shannon.Kasper@ipswich.qld.gov.au	0738106666	0417633847	5
	Karen	Murray	Logan City Council	Meetings Services	20 Lorikeet Road Regency Downs Qld 4341	lauriekoranski@logan.qld.gov.au	07 3412 5142	0473 415 294	5
	Brooke	Savage	Moreton Bay Regional Council	Coordinator	PO Box 159 Caboolture Qld 4510	karenmurray@logan.qld.gov.au	0734125380	0411869069	5
	Trevina	Schwarz	Logan City Council	Councillor	PO Box 3226 Logan City DC Qld 4114	brooke.savage@moretonbay.qld.gov.au			5
	Denise	Sims	Moreton Bay Regional Council	Councillor	PO Box 159 Caboolture Qld 4510	trevinaschwarz@logan.qld.gov.au	0731425511	0411658066	5
	Julie	Talty	Redland City Council	Councillor	PO Box 21 Cleveland Qld 4163	denise.sims@moretonbay.qld.gov.au	0738298606	0418218847	5
	Nikki	Te Wano	Logan City Council	Executive Services Officer	PO Box 3226 Logan City DC Qld 4114	Julie.Talty@redland.qld.gov.au			5
	Karen	Williams	Redland City Council	Mayor	PO Box 21 Cleveland Qld 4163	nikkitewano@logan.qld.gov.au	0734125205	0421848283	5
	Koliana	Winchester	Moreton Bay Regional Council	Councillor	PO Box 159 Caboolture Qld 4510	Mayor@redland.qld.gov.au	0738298623	0416123588	5
						koliana.winchester@moretonbay.qld.gov.au	0732830411	0417267738	5

<u>DATE JOINED</u>	<u>FIRST NAME</u>	<u>SURNAME</u>	<u>COUNCIL</u>	<u>Position</u>	<u>ADDRESS</u>	<u>EMAIL ADDRESS</u>	<u>PHONE</u>	<u>MOBILE</u>	<u>ZONE</u>
Life Members									
2007 LM	Julie	Arthur	Mrs		9 Blue Gum Court, Maryborough Qld 4650	juliearthur@bigpond.com			4
2009LM	Anne	Glasheen	Toowoomba Regional Council	Councillor	PO Box 3021 Toowoomba Village Fair Qld 4350	Anne.Glasheen@tr.qld.gov.au			3
2010LM	Daphne	McDonald	Gold Coast City Council	Councillor	113 Mallawa Drive Palm Beach Qld 4221	daphnemcdonald@goldcoast.qld.gov.au	0755816228	414180013	5
2014LM	Marilyn	McMurtrie			64 Amosfield Road Stanthorpe Qld 4380	mally@halenet.com.au	0746812868	0407584197	3
				Prior councillor on Dalby Shire Council					
				ALGWA President from 1994-1997 and Immediate Past President from 1997-					
2000LM	Jan	Pedler	No contact details as yet	2000	50 Moreton Street, Dalby Q 4405 (2000)				3
2014LM	Judy	Peters	Bundaberg Regional Council	Councillor	PO Box 2081 Bundaberg Qld 4670	ludy.peters@bundaberg.qld.gov.au	0741529813	0417778091	4
1999LM	June	O'Connell	No contact details as yet	Prior Councillor on Brisbane City Council	5 Carnoustie Court, Indooroopilly Q 4068 (2000)				3

<u>DATE JOINED</u>	<u>FIRST NAME</u>	<u>SURNAME</u>	<u>COUNCIL</u>	<u>Position</u>	<u>ADDRESS</u>	<u>EMAIL ADDRESS</u>	<u>PHONE</u>	<u>MOBILE</u>	<u>ZONE</u>
Corporate Members									
<u>Zone 1</u>									
<u>Zone 2</u>									
Robert	O'Brien	Barcoo Shire Council	Chief Executive Officer	PO Box 14, Jundah Qld 4736	shire@barcoo.qld.gov.au	0746586900			2
Craig	Doyle	Mackay Regional Council	Chief Executive Officer	PO Box 41, Mackay Qld 4740	craig.doyle@mackay.qld.gov.au	0749619444			2
<u>Zone 5</u>									
Tanya	Whalley	Brisbane City Council	Officer PA to Director	GPO Box 2567 Brisbane Qld 4001	Tanya.Whalley@brisbane.qld.gov.au				5
Kym	Munro	Logan City Council	Organisational Services	PO Box 3226 Logan City DC Qld 4114	KymMunro@logan.qld.gov.au	734125239			5
Brett	de Chastel	Noosa Shire Council	CEO	PO Box 141, Tewantin Qld 4565	Brett.dechastel@noosa.qld.gov.au				5
Ian	Wright	CBP Lawyers	Senior Partner	Level 5 307 Queen St Brisbane Qld 4000	ian.wright@cbp.com.au	0730028735	0438481683		5
Greg	Meek	Gadens Lawyers	Business Development Director	Level 11, 111 Eagle Street, Brisbane	Greg.Meek@gadens.com	73114215	0417 720 048		5
Gold Coast City Council Contact - jnua@goldcoast.qld.gov.au									



Item No: 9

Date: 2 March 2019

Title: APPOINTMENT OF POLICY ADVISOR

PURPOSE

To appoint a Policy Advisor to assist the ALGWA Queensland Branch Management Committee with maintaining governance and propriety for the Association.

RECOMMENDATION

That, in accordance with Section 19(8) of the Constitution, Councillor Anne Glasheen be appointed as Policy Advisor to the ALGWA Queensland Branch Management Committee.

BACKGROUND INFORMATION

Councillor Anne Glasheen has been involved in local government for over 15 years and has been a member of ALGWA since her appointment as a Councillor. Her involvement in ALGWA has included holding positions on the ALGWA Management Committee as Vice President and Publicity Officer.

Anne's experience in local government and her previous experience on the Board will bring a vast array of skills and knowledge to the Management Committee and provide valuable support to the President.

Item No: 10

Date: 2 March 2019

Title: DEPARTMENT OF LOCAL GOVERNMENT, RACING AND MULTICULTURAL AFFAIRS AND AICD COURSE

PURPOSE

The purpose of this report is to:

- (a) provide an update on the scholarship opportunity between the Department of Local Government, Racing and Multicultural Affairs and the Australian Institute of Company Directors (AICD);
- (b) to determine an appropriate application and assessment process; and
- (c) to determine how the ALGWA travel and accommodation subsidies be applied.

RECOMMENDATION

For consideration.

BACKGROUND INFORMATION

Rebecca Hersant and Karen Murray met with the following representatives from the Department of Local Government, Racing and Multicultural Affairs on 11 January 2019:

- Craig Vandermeer, Director Governance, Capability and Engineering Services; and
- Pamela Cameron, Principal Program Officer, Program Implementation and Review, Local Government and Regional Services.

At this meeting, the Department indicated they would like to continue to work with ALGWA and put forward a scholarship proposal for ALGWA members to undertake several AICD courses.

Training dates and venues have been confirmed as:

- Foundations of Directorship – 29/30/31 May 2019 from 8am - 5pm, Meeting Room 3, 111 George Street, Brisbane.
- Governance Essentials – 16/17 May 2019 from 8am - 5pm, Day 1 in training room 14.02 and Day 2 in TR 14.14 on Level 14, 1 William Street, Brisbane.

The 2 courses being offered under the scholarship are:

- Foundation for Directorship Program (3 days); and
- Governance Essentials for Local Government Program (2 days).

These courses are strictly for ALGWA members and will not be public programs. To apply, applicants must submit an application supported by their council, include a copy of their resume and provide a statement as to what they want to undertake the program.

The following application criteria must also be met:

Local government officers

1. Minimum of two years' experience in a related position in local government
2. Relevance of the qualification to the candidate's position
3. Qualification does not duplicate previous studies undertaken by the staff member

Elected members

1. Preference will be given to councillors from small rural, remote and Indigenous local governments.
2. Councillors are required to provide a statement in support of their application (i.e. in terms of how undertaking the particular program or unit will assist their professional development in being a more effective elected representative for their community), and councillors must provide evidence of endorsement of their application by their council's mayor, including a commitment by council to support the councillor in completing the program wherever possible.

Rural, Remote and Indigenous Councils

The Department of Local Government has also advised that they will cover the airfares and accommodation for rural, remote and indigenous councils. A list of the councils that qualify is detailed below:

Aurukun Shire Council	Mapoon Aboriginal Shire Council
Balonne Shire Council	Mornington Shire Council
Barcaldine Regional Council	Murweh Shire Council
Blackall-Tambo Regional Council	Napranum Aboriginal Shire Council
Boulia Shire Council	Northern Peninsula Area Regional Council
Carpentaria Shire Council	Palm Island Aboriginal Shire Council
Cherbourg Aboriginal Shire Council	Paroo Shire Council
Croydon Shire Council	Pormpuraaw Aboriginal Shire Council
Diamantina Shire Council	Richmond Shire Council
Doomadgee Aboriginal Shire Council	Torres Shire Council**
Flinders Shire Council	Torres Strait Island Regional Council
Hope Vale Aboriginal Shire Council	Winton Shire Council
Kowanyama Aboriginal Shire Council	Woorabinda Aboriginal Shire Council
Lockhart River Aboriginal Shire Council	Wujal Wujal Aboriginal Shire Council
Longreach Regional Council	Yarrabah Aboriginal Shire Council



Communication to members

Two newsletters have been sent to our members with information.

Support from ALGWA for Travel and Accommodation Costs

At its meeting of 25 January 2019, the Management Committee supported the establishment of 4 travel packages worth \$500 each. The Committee will need to determine how to award these.

Item No: 11

Title: MEDIA/SOCIAL MEDIA WORKSHOP

PURPOSE

To provide information on an option for the media/social media workshop.

RECOMMENDATION

For consideration.

BACKGROUND INFORMATION

Discussion took place that the ALGWA meeting of 17 January 2019 on workshop options for 2019. It was agreed that the 5 top workshop topics were:

- (a) Resilience and wellbeing
- (b) Financial sustainability
- (c) CCC process
- (d) Conflict resolution
- (e) Media/social media.

Media/Social media Workshop

Pierina Dalle Cort contacted Kim Skubris about the possibility of delivering a workshop on media/social media and how to engage your audience through powerful communications.

Kim has provided the following information:

- (a) workshops can be constructed to cover the specific needs of clients and she is able to combine a number of topics into one workshop.
- (b) workshops can run for any number of participants, but obviously some exercises may work best with groups of up to 15.
- (c) the topics that can be covered in a two hour session include:
 - how to write and manage social media channels and trolls;
 - tips and tricks for video presenting using your mobile phone;
 - the importance of getting your message right;
 - how to empower yourself as a public speaker and storyteller; and
 - how to ensure you engage your audience.

Kim has written articles for Council Leader about her work with local government. Further information can be found on her website: www.kimskubris.com.au



The fee structure is based on preparation and length of workshops and Kim believes in paying it forward to ensure an ongoing relationship with clients. In the local government sector her fee for a two hour workshop with 20-30 participants is around \$2,000. This is not set in stone and she is conscious of the size of organisations, their financial capabilities and her drive which is focussed on helping people, not seeing this as a business venture.



Item No: 12

Date: 2 March 2019

Title: 50/50 DIVERSITY PROJECT

PURPOSE

To provide information on the on the 50/50 Diversity Project which is a combined project between the Australian Gender Equality Council and ABC News.

RECOMMENDATION

That the Management Committee share the information with members and encourage them to nominate themselves or their friends and colleagues as potential contributors to the ABC News digital and broadcast platforms to become a source, commentator or to provide analysis or opinion.

BACKGROUND INFORMATION

ABC News and the Australian Gender Equity Council have joined to deliver the 50/50 Diversity Project. In particular, ABC News would like to improve their diversity of expert talent and spokespeople across their programming to get a more balanced and appropriate representation of men and women in their stories.

The attached flyer provides more information on this project.

ABC News have approached ALGWA to share their message and also encourage friends and colleagues to nominate.

In 2019, ABC News is working to improve its diversity of expert talent and spokespeople across news programming to get a more balanced and appropriate representation of men and women in our stories – and we would love your help to reach that goal.

Throughout February, ABC News will be focused on building out its central database of women who are subject matter experts and established or emerging leaders across a whole range of industries. The Australian Gender Equality Council (AGEC) is collaborating with the ABC to identify the very many talented women who can speak to a range of important issues.

We invite women to nominate themselves or their colleagues as potential contributors to ABC News digital and broadcast platforms – as sources and commentators, or to provide analysis/opinion.

If you have never participated in a media interview or written an op-ed before and feel nervous or unsure, please don't be discouraged from nominating.

We are deliberately looking for fresh, diverse voices and perspectives from women of all backgrounds and ages to add to our talent pool, so be bold and put up your hand!

All nominees contacted by the ABC's experienced interview producers and talent bookers will be guided and supported through the process. AGEC is also available to provide support and guidance for those who wish to nominate and build their media skills.

This is your chance to contribute to the national conversation, have a say and help set the news agenda.

To nominate yourself or a colleague/s, simply click on the button below to complete the ABC News Talent Nomination Form.

ABC News Talent Nomination

We encourage AGEC member organisations to reach out to their extensive membership base and seek nominations.

If you have multiple names and would prefer a template to fill out, email talentdiversity@abc.net.au

Thank you for your help with this important project – we appreciate your support.

Flip Prior
ABC News, Analysis and Investigations

Desk: x 2388
Mob: +61 409 912 955
F: [facebook.com/flip.prior](https://www.facebook.com/flip.prior)
T: @FlipPrior
L: <https://goo.gl/uq7rkB>

Victoria Weekes
Chair, Australian Gender Equality Council

chair@agec.org.au
www.agec.org.au
F: [facebook.com/ausgenderequal](https://www.facebook.com/ausgenderequal)
T: @ausgenderequal

Help make women's voices heard



Item No: 13

Date: 2 March 2019

Title: PROMOTION OF ALGWA

PURPOSE

To consider options to promote ALGWA and grow the membership base.

RECOMMENDATION

For consideration

BACKGROUND INFORMATION

At previous workshops, a significant amount of work has been undertaken to develop ALGWA's mission and goals and objectives.

Any marketing material needs to be updated to include this information.

Social Media

ALGWA Queensland Branch doesn't really have a social media presence. There is an established LinkedIn page which require rejuvenation. There is no facebook page or twitter account.

Marketing Material

There is limited marketing material with a high reliance on pushing traffic towards the website. A 3 fold brochure was developed several years ago which requires updating to reflect AGLWA's mission and include the benefits of being a member of ALGWA.

Print media is currently underutilised. There could be opportunity to place articles in industry magazines

Website

A new website was established in 2016 to align with the National Website. This is ALGWA's main promotional presence.

The website does have some limitations such as the number of pages able to be placed on the website. Complex updates to the website also need to be referred to Think Graphic Design which incur a cost.

The Publicity Officer, Nikki Te Wano, regularly maintains the website.

There could be opportunity to increase traffic to the website by providing resources etc.

Future Partnership Opportunities

Jilinda Lee, Zone 1 Representative has recently secured a partnership agreement with Australian Womens Leadership.

Developing further partnerships will provide an opportunity to increase awareness of ALGWA and also provide benefits to members.

Conference

ALGWA delivers a biennial conference with consideration of hosting a leadership forum in the alternate year.

A conference was held in 2018 hosted by Hinchinbrook Shire Council which was very well received by those who attended. Attendance levels were lower than the previous conference, however, this could be due to the regional location as the 2016 conference was held in Brisbane.

ALGWA partnered with the Local Government Manager's Association in 2017 to deliver a 1 day leadership forum.

Moving forward, ALGWA will need to consider whether an event be held in 2019 and if so, what format.

CONCLUSION

The promotion of ALGWA will play an important role in continuing to grow membership and ensure we remain relevant.