



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

supporting and encouraging those involved or interested in Local Government

MANAGEMENT COMMITTEE MEETING AGENDA

TUESDAY, 28 MAY 2019

**NOTICE IS HEREBY GIVEN OF A MEETING OF THE AUSTRALIAN LOCAL GOVERNMENT WOMEN'S
ASSOCIATION (QUEENSLAND BRANCH) TO BE HELD VIA TELECONFERENCE
COMMENCING AT 5.30 PM ON TUESDAY, 28 MAY 2019**

PHONE NUMBER: (02) 8077 0510

PIN NUMBER: 646466

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, Cr Anne Glasheen

2. APOLOGIES

3. CONFIRMATION OF MINUTES

Minutes of the Executive Meeting held 2 March 2019 (Attachment 1)

4. BUSINESS ARISING FROM THE MINUTES

5. CORRESPONDENCE

5.1. Incoming Correspondence

6 March 2019	Email from Tracey Huges seeking information on AICD course and feedback on application
7 March 2019	Email from Susan Sroba, Blacktown City Council, providing marketing material to include on website for National Conference
7 March 2019	Email from Department Local Government, Racing and Multicultural Affairs with information on the AICD course
13 March 2019	Query from Olive Noonan asking about upcoming conference
15 March 2019	New membership enquiry from Lynne Powell, Cairns Regional Council
4 April 2019	Email from Royal on the Park advising venue is not available
4 April 2019	Email from Capri on Fraser confirming availability and seeking further details in relation to event
8 April 2019	Email from Capri on Fraser with quote for 40 delegates
11 April 2019	Query for Corporate Membership - Whitsunday Regional Council
12 April 2019	Email from Capri on Fraser providing cancellation policy
16 April 2019	Email from Capri on Fraser attaching contract for 40 delegates
2 May 2019	Email National Board - receipt for affiliation fees
3 May 2019	Email from Department Local Government, Racing and Multicultural Affairs informing of applications received for AICD courses, deferral of Governance Essential for Local Government course until 26-27 June and seeking a teleconference to discuss outcomes
9 May 2019	Email from Capri on Fraser with updated contract attached for 30 delegates
20 May 2019	Email from Hinchinbrook Shire Council advising of revised financial figures from 2018 State Conference



5.2. Outgoing Correspondence

8 March 2019	Email response to Tracey Huges in relation to query about AICD course
12 March 2019	Email to Hinchinbrook Shire Council providing invoice for payment of 2018 State Conference proceedings
14 March 2019	Email to Susan Harvey, South Burnett Regional Council, confirming receipt of Corporate Membership payment
18 March 2019	Email response to Olive Noonan in relation to query about conferences
19 March 2019	Email to Susan Sroba, Event Officer Blacktown Council advising that our webpage is updated with National Conference marketing information
21 March 2019	E-newsletter sent to members
22 March 2019	Email to all Queensland Councils notifying of National Conference
25 March 2019	Email to National President and Secretary advising of new Queensland Delegate
2 April 2019	Email to Capri on Fraser and Royal on the Park seeking availability of venue for 1-2 August 2019
8 April 2019	Email to Capri on Fraser providing further details for event
10 April 2019	Email to Capri on Fraser confirming dates and asking for final quote
11 April 2019	Invoice sent to Whitsunday Regional Council for Corporate Membership
11 April 2019	Email to Capri on Fraser asking for cancellation policy
11 April 2019	Email sent to all members with details of AICD courses
15 April 2019	Follow-up email sent to Hinchinbrook Shire Council for payment of invoice for proceedings from 2018 State Conference
15 April 2019	Email to Capri on Fraser confirming contract to be progressed
2 May 2019	Email sent to members with information about National Conference
3 May 2019	Email to Capri on Fraser requesting a revision of quote for 30 delegates
3 May 2019	Email sent to Department of Local Government, Racing and Multicultural Affairs confirming teleconference availability
9 May 2019	Email to Capri on Fraser following up on new quote/contract for 30 delegates
9 May 2019	Email to Capri on Fraser advising contract signed and amending contract figures to reflect 30 delegates
10 May 2019	Letter to members with Governance Essentials for Local Government AICD course details and application process
13 May 2019	Email to Capri on Fraser advising initial deposit has been paid
17 May 2019	Letter and email to Kim Sckubris confirming workshop date and cost - 1 August 2019



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- | | |
|-------------|---|
| 21 May 2019 | Email to Hinchinbrook Shire Council attaching amended invoice for proceeds from 2018 State Conference |
| 22 May 2019 | Email to all female councillors, members and corporate members providing details of the AICD Governance Essentials in Local Government course |

6. TREASURER'S REPORT - PIERINA DALLE CORT

6.1. FINANCIAL STATEMENTS

Attached in background papers is the Treasurer's Report for the period 12 February to 21 May 2019.

6.2. FLYING MINUTE - PAYMENT OF PULL UP BANNER

That reimbursement of \$209.00 to Jilinda Lee for the cost of a pull-up banner from Allsigns Print and Design for the Australian Local Government Women's Association Queensland Branch be approved.

6.3. FLYING MINUTE - TERM DEPOSIT

That the Treasurer be authorised to close the term deposit in the amount of \$20,583.13 and deposit the funds into the ALGWA Queensland Branch everyday banking account.

6.4. FLYING MINUTE - PAYMENT FOR GRAPHIC DESIGN WORK FOR BANNER

That the Treasurer be authorised to pay Leticia Moran Creative the total amount of \$200 being for graphic design work for an Australian Local Government Association (Queensland Branch) pull-up banner.

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



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- 10. LEADERSHIP FORUM - 1-2 AUGUST 2019, BRISBANE**
- 11. PROMOTION OF ALGWA**
- 12. GENERAL BUSINESS**
- 13. 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 ON 2 MARCH 2019 AT ROYAL ALBERT, BRISBANE COMMENCING AT 8.55 AM

Meeting commenced 8.55 am

Mrs Sam Hall opened the meeting and assumed the Chair.

It was moved Cr Jan Clifford, seconded Cr Daphne McDonald that Cr Judy Peters be appointed as President of the Australian Local Government Women's Association (Queensland Branch).

1. ATTENDANCE

Cr Judy Peters, Mrs Sam Hall, Ms Pierina Dalle Cort, Ms Karen Murray, Ms Jilinda Lee, Cr Jo McNally, Cr Jan Clifford, Cr Daphne McDonald and Cr Anne Glasheen (Observer)

2. APOLOGIES

Mrs Nikki Te Wano

9. APPOINTMENT OF POLICY OFFICER

Motion: *That in accordance with Section 19(8) of the Constitution, Councillor Anne Glasheen be appointed as Policy Advisor to the Australian Local Government Women's Association (Queensland Branch) Management Committee.*

Moved: Cr Judy Peters

Seconded: Cr Jan Clifford

Carried

3. CONFIRMATION OF THE MINUTES

Motion: *That the minutes of the Management Committee meeting held 17 January 2019 and Extraordinary Meeting held on 25 January 2019 be adopted.*

Moved: Cr Jan Clifford

Seconded: Ms Sam Hall

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 Daphne McDonald

Carried



6. TREASURER'S UPDATE

6.1. FINANCIAL STATEMENTS

- Motion:**
1. That the financial statements as detailed in the agenda be noted.
 3. That the financial statements as attached to these minutes from Hinchinbrook Shire Council for the 2018 ALGWA Queensland State Conference be received and approved.
 2. That the following flying minutes be ratified:
 - (a) 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.
 - (b) 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.

Moved: Ms Pierina Dalle Cort

Seconded: Cr Jan Clifford

Carried

- Motion:** That the following payments be authorised:
- (a) Jilinda Lee - travel expenses - \$425.40
 - (b) Cr Jo McNally - travel expenses - \$269.53
 - (c) Pierina Dalle Cort - travel expenses - \$462.01
 - (d) Cr Judy Peters - travel expenses and catering costs - \$335.00
 - (e) Karen Murray - travel expenses and postage stamps - \$113.00

Moved: Ms Pierina Dalle Cort

Seconded: Cr Daphne McDonald

Carried

8. MEMBERSHIP

That the Membership Register be received.



7. ZONE REPRESENTATIVE REPORTS

7.1. Zone 1 - Jilinda Lee

Focus will be on increasing membership in Zone1. Goal is to have at least 1 member from each Council. Has attempted to meet with Abigail for handover, however, has not been able to speak with Abigail as yet.

Sent out a newsletter to all Zone 1 members initially as Vital newsletter. Also sent out an ALGWA newsletter in February including Mayors, CEOs and database members. Has created a Zone 1 database.

Planning to visit Indigenous councils in March also to promote the WLA event. Another idea is to get an ALGWA ambassador in each Council. As an incentive perhaps the ambassador would get free membership.

Discussed the need for ALGWA to have a media platform which Zone representatives could use to send out newsletters etc.

Visited Cairns Regional Council which emphasised the need for ALGWA to have a clear message of why we exists and benefits of becoming a member. Gathering contact details for executive staff in councils is difficult and an area that needs some consideration.

7.2. Zone 2 - Cr Jan Clifford

Met with Mackay Regional Council who have indicated that they have suitable facilities and would be willing to host a workshop/event for ALGWA. Jilinda advised that WLA would also be holding an event in Mackay with an opportunity to also partner with them as has been done in Cairns and Townsville. Will also follow up with one of her directors in relation to joining ALGWA.

Pierina advised that she was able to secure a venue at no cost to ALGWA for any events/workshops in Townsville.

7.3. Zone 3 - Cr Jo McNally

Southern Downs Regional Council currently has 2 out of 3 directors who are female. Will be sending out a Zone newsletter once AICD workshop details are finalised. 135 people will be attending the International Women's Day event in Warwick.

7.4. Zone 4 - Cr Daphne McDonald

Will be sending out a Zone newsletter once AICD workshop details are finalised and has assistance from Council to create newsletters and send to members.

ACTION:

All members to take photos when attending events/functions in their areas and send photos through to Nikki with details for inclusion on the website.



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

Cr Judy Peters and Cr Anne Glasheen met with representatives from the Department of Local Government, Racing and Multicultural Affairs (Department) on Thursday, 28 February 2019. The Department advised it is willing to work together to deliver outcomes for local government. Events do not have to be held in Brisbane and the Department requested that ALGWA present ideas for future workshops.

The Australian Institute of Company Directors (AICD) Governance Essentials for Local Government Program has approximately 25 places available and the Foundation for Directorship Program has 12 places available. The Department has asked ALGWA to engage with rural, remote and indigenous councils and encourage them to apply.

It was agreed that the close of applications would be the end of April 2019. If applications are received from Councils that are not considered rural, remote or indigenous, ALGWA is able to put forward reasons for that person to be nominated for the courses. Discussion took place about ALGWA providing support for applications from members who are not affiliated with a Council.

ACTION:

1. Karen Murray to develop an application form to be used by members to apply for the AICD courses.
2. Karen Murray to investigate which council areas are considered rural, remote or indigenous by the Australian Taxation Office.

11. WORKSHOP OPTIONS

Pierina Dalle Cort advised she had spoken with Kim Skubris who is happy to work with ALGWA to deliver a workshop on media/social media including building your personal and career brand. Discussion took place on considering holding this workshop with our AGM or another event. It was agreed that the workshop be free for ALGWA members and non-members pay a registration fee to be determined once finalised.

It was agreed that the social media/marketing be the first workshop held in late July or August in Brisbane and combined with the AGM and a networking event.

ACTION:

Pierina Dalle Cort to investigate with Kim Skubris if she is interested in or able to also provide a webinar for this course.

Meeting with Local Government Managers Association (LGMA)

Judy Peters, Anne Glasheen and Karen Murray met with the Chief Executive Officer, Peta Irvine, of the LGMA on Friday, 28 February 2019. Peta advised that the LGMA will be delivering a Women in Local Government Leadership Forum on 7-8 November in Brisbane and would be happy to partner with ALGWA for this event.

One of the focuses for the forum is looking at understanding council budgets and policies. It was agreed that ALGWA partner with LGMA and deliver a financial sustainability workshop at this forum.



Resilience and Wellbeing Workshop

Discussion took place on the other workshop topics previously discussed. It was agreed that the resilience and wellbeing workshop be combined with the conflict resolution workshop making this a full day workshop for members.

ACTION:

All members to consider possible presenters for the financial sustainability, health and wellbeing and conflict resolution workshops.

12. 50/50 DIVERSITY PROJECT

The ABC is seeking women to nominate to be on a contact list to become a potential contributor to the ABC News digital and broadcast platforms. This is an opportunity for women to contribute to the national conversation. Interested women are required to complete the nomination form. Management Committee members agreed this was a wonderful opportunity and were encouraged to nominate themselves.

ACTION:

1. Nikki Te Wano to include this information in the next newsletter to members and also include the information on the website.
2. All members to share with their contacts.

13. PROMOTION OF ALGWA

Social Media

It was agreed that the current LinkedIn page be reinvigorated. This would involve posting to the page at least once a week.

ACTION:

1. All members to review the current LinkedIn page and send feedback to Karen.
2. Nikki Te Wano to update the LinkedIn page group owner and also investigate the security settings to ensure that any posts must be approved by Admin before posting and to also remove the option for a person to be tagged.
3. Nikki Te Wano and Karen Murray to consider the time required to keep the social media page and website up-to-date and if necessary, investigate the possibility of hiring a virtual assistance to manage these.
4. Nikki Te Wano to include a link to the LinkedIn page on the website and also on the newsletters.



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5. Karen Murray to obtain quotes for graphic design to:

- (a) create a logo suite for use on social media, marketing and promotional items;
- (b) design a 3 fold brochure;
- (c) create half page advertisement/banners for Zone Representatives;
- (d) design pull up banners and tear drop banner;
- (e) recreate ALGWA's mission diagram.

Motion: That the payment of the invoice for Leticia Moran Creative for the creation of ALGWA logos and artwork for the Leadership Forums held Cairns and Townsville in the amount of \$240.00 be approved.

Moved: Cr Jo McNally

Seconded: Cr Jan Clifford

Carried

Website

Discussion took place on the website. It was agreed that the general layout was good. Several areas need to be updated with the information on the new president and all agreed to update the banner photo to show the new Management Committee.

Another website editor is to be trained to ensure updates can be made in the absence of the Publicity Officer. It is important that public relations and marketing material is consistent.

Future Partnerships

Organisations that should be approached for possible partnership opportunities include:

- (a) Queensland Rural Regional and Remote Women's Network;
- (b) Women and Leadership Australia. Already partnering with events in Cairns and Townsville with opportunity to partner in Mackay and other areas;
- (c) Partner with LGMA for International Women's Day 2020; and
- (d) Zonta.

14. GENERAL BUSINESS

14.1. Appointment of National Delegate

- Motion:**
- 1. That Cr Jan Clifford be appointed as the Queensland Delegate to the ALGWA National Board and the National Board be advised of the appointment.
 - 2. That Cr Judy Peters be approved to attend the 2019 National ALGWA Conference to be held on Blacktown from 15-17 May 2019.

Moved: Ms Karen Murray

Seconded: Cr Jo McNally

Carried



14.2. Women Leadership Australia Events

Jilinda Lee advised she had been successful in getting a partnership agreement with Women Leadership Australia for the Cairns and Townsville events. There is also the possibility of partnering with them for the Mackay event in the future. As part of the sponsorship arrangement, ALGWA received a half page ad in the delegate's book, an 80 word blurb and 2 free tickets to each event.

- Motion:**
1. That Jilinda Lee be given one of the complimentary tickets for both the Cairns and Townsville Events.
 2. That Pierina Dalle Cort be given the second complimentary ticket for the Townsville event.
 3. That the second complementary ticket for the Cairns event be given to the first person to sign up for ALGWA membership.

Moved: Cr Jan Clifford

Seconded: Cr Jo McNally

Carried

14.3. Equipment for ALGWA

Discussion took place about the need to ensure appropriate equipment was available to market ALGWA as well as ensure the Management Committee could undertake their roles. It was agreed that:

- (a) a laptop with relevant software be purchased for the secretary to use for record keeping;
- (b) 2 pull up banners and 1 teardrop banner be purchased for use at events; and
- (c) 2 tablecloths be purchased for use at events.

Motion: That the Secretary arrange for the purchase of the following equipment:

- (a) a laptop and relevant software;
- (b) 2 pull up banners once graphic design has been completed;
- (c) 1 teardrop banner once graphic design has been completed; and
- (d) 2 tablecloths once graphic design work has been completed.

Moved: Ms Karen Murray

Seconded: Ms Jilinda Lee

Carried

ACTION:

That the Publicity Officer obtain a quote for the following promotional items:

- (a) card holders;
- (b) glass cleaner cloth;
- (c) A4 presentation folders with a business card slot to be used to send out to new members.



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15. NEXT MEETING

That the next face-to-face meeting be held on Saturday, 1 June 2019 in Brisbane.

16. CLOSE

Meeting closed 2.15 pm.

Confirmed at the Executive Meeting 28 May 2019

Signed _____

Action Sheet 2019

Meeting Date	Item	Action	Responsible Person
2 March 2019	Zone Reports	All members to take photos when attending events/functions in their areas and send photos through to Nikki with details for inclusion on the website.	All
2 March 2017	AICD Courses	<ol style="list-style-type: none"> Karen Murray to develop an application form to be used by members to apply for the AICD courses. Karen Murray to investigate which council areas are considered rural, remote or indigenous by the Australian Taxation Office. 	Karen Murray
2 March 2019	Workshop Options	<ul style="list-style-type: none"> Pierina Dalle Cort to investigate with Kim Skubris if she is interested in or able to also provide a webinar for this course. All members to consider possible presenters for the financial sustainability, health and wellbeing and conflict resolution workshops. 	Pierina All
2 March 2019	50/50 Diversity Project	<ol style="list-style-type: none"> Nikki Te Wano to include this information in the next newsletter to members and also include the information on the website. All members to share with their contacts. 	Nikki All
2 March 2019	Promotion of ALGWA	<ol style="list-style-type: none"> All members to review the current LinkedIn page and send feedback to Karen. Nikki Te Wano to update the LinkedIn page group owner and also investigate the security settings to ensure that any posts must be approved by Admin before posting and to also remove the option for a person to be tagged. Nikki Te Wano and Karen Murray to consider the time required to keep the social media page and website up-to-date and if necessary, investigate the possibility of hiring a virtual assistance to manage these. Nikki Te Wano to include a link to the LinkedIn page on the website and also on the newsletters. Karen Murray to obtain quotes for graphic design to: create a logo suite for use on social media, marketing and promotional items; design a 3 fold brochure; 	All Nikki Nikki and Karen Nikki Karen

Meeting Date	Item	Action	Responsible Person
		8. create half page advertisement/banners for Zone Representatives; 9. design pull up banners and tear drop banner; 10. recreate ALGWA's mission diagram.	
2 March 2019	Equipment for ALGWA	That the Secretary arrange for the purchase of the following equipment: (a) a laptop and relevant software; (b) 2 pull up banners once graphic design has been completed; (c) 1 teardrop banner once graphic design has been completed; and (d) 2 tablecloths once graphic design work has been completed.	Karen
2 March 2019	Promotional Material	That the Publicity Officer obtain a quote for the following promotional items: (a) card holders; (b) glass cleaner cloth; (c) A4 presentation folders with a business card slot to be used to send out to new members.	Nikki

AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION (QLD BRANCH) INC**2018/19 FINANCIAL YEAR****ABN: 16 445 091 911****Cash Book Balance as at 21 May 2019**

Credit Balance as at 11/02/2019 \$ 11,638.26

Add Receipts:

Interest received			\$	-	
Membership fees	4764613 L. Powell	\$	41.00		
	4764614 H Jackson	\$	41.00		
	4764615 M O'Hara	\$	82.00		
	4764617 Whitsunday Regional	\$	250.00	\$	414.00
Deposit from Term Deposit	4754616 Bendigo Bank			\$	5,000.00
Breakfast Income			\$	-	
Conference			\$	-	
	Total Income			\$ 5,414.00	\$ 17,052.26

Less Expenditure

Membership	385338 ALGWA Nat Board		\$	1,337.50	
Travel & Accommodation	219650 Jilinda Lee	\$	425.40		
	219150 J. Peters	\$	250.00		
	219150 K. Murray	\$	53.00		
	219150 P. Dalle Cort	\$	462.01		
	219150 J. McNally	\$	269.53		
	362297 J Peters	\$	1,402.58	\$	2,862.52
Miscellaneous	219150 Postage		\$	60.00	
Conference	682392 Capri by Fraser		\$	2,435.00	
Catering	219150 J. Peters		\$	85.00	
Bursary Award			\$	-	
Accountant			\$	-	
Communication	219150 Leticia Moran Creative	\$	240.00		
	781604 Allsigns Print & Design	\$	411.09	\$	651.09
Bank Transfer			\$	-	
	Total Expenditure			\$ 7,431.11	\$ 9,621.15

Add Term Deposits

BENDIGO BANK 158902023 maturing 22/01/2020	2.30%	\$	61,997.72		
BENDIGO BANK 162037022 maturing 23/04/2020	2.25%	\$	15,579.13		
		\$	77,576.85	\$	87,198.00

Bank Reconciliation as at 21 May, 2019

Credit Balance at Bank as at 21 May, 2019	\$	9,621.15
Less outstanding cheques	\$	-
	\$	9,621.15

Add Term Deposits

BENDIGO BANK 158902023 maturing 22/01/2020	2.30%	\$	61,997.72		
BENDIGO BANK 162037022 maturing 23/04/2020	2.25%	\$	15,579.13		
		\$	77,576.85	\$	87,198.00

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	gumcreek1@bigpond.com	07 47453536	0409913150	1
Hilary	Jackson		Tablelands Regional Council	General Manager Organisational Services	PO Box 573 Atherton Qld 4884	hilary@trc.qld.gov.au	740892340	436805829	1
June	Kuhl		Richmond Shire Council	Deputy Mayor	PO Box 20 Richmond Qld 4822	bundoran@bigpond.com			1
Nicola	Learmond		Douglas Shire Council	Sustainability Officer	PO Box 997 Mossman Qld 4873	crkuhl@richmond.qld.gov.au	07 47418606	0428418606	1
Jilinda	Lee		Vital Leaders	Director	PO Box 122 Clifton Beach Q 4879	nicolalearmond@gmail.com		0484614633	1
Lyn	McLaughlin		Burdekin Shire Council	Mayor	PO Box 569 Ayr Qld 4807	jilinda@vitalleaders.com.au		0437926411	1
Kathrine	Milton		Hinchinbrook Shire Council	Councillor		Councillor.McLaughlin@burdekin.qld.gov.au	4783 9812	0739 787 312	1
Abigail	Noli		Douglas Shire Council	Deputy Mayor Executive Manager Development, Planning & Environmental Services		Knmilton@hinchinbrook.qld.gov.au		0428180412	1
Rosemary	Pennisi		Hinchinbrook Shire Council	Councillor	PO Box 569 Ayr Qld 4807	Abigail.Noli@douglas.qld.gov.au			1
Sue	Perry		Burdekin Shire Council	Strategic Policy & Compliance Coordinator		rosebentzen@gmail.com	0429 894 742		1
Lynne	Powell		Cairns Regional Council		PO Box 359 Cairns Qld 4870	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	j.powell@cairns.qld.gov.au	07 40448343	0419777688	1
Jan	Clifford		Whitsunday Regional Council	Councillor	P.O. Box 104 Proserpine Qld 4800	robyn.birkett@mackay.qld.gov.au	07 49619155	0408153588	2
Teona	Cousin		Mackay Regional Council	Manager Economic Develop	Civic Precinct, Gordon Street, Mackay Qld 4740	jan.clifford@whitsundayrc.qld.gov.au	07 49450602	0412721969	2
Tina	Elliott		Winton Shire council	Councillor	75 Vindex Street, Winton Qld 4735	Teona.Cousin@mackay.qld.gov.au	07 49619546	0472849732	2
Cara	Gjuzi		Mackay Regional Council	Senior Coordinator		tina.elliott@winton.qld.gov.au	07 46572666	0428 573 045	2
Leah	Harris		Mackay Regional Council	Community programs Principal Planner	PO Box 41, Mackay Qld 4740 PO Box 41, Mackay Qld 4740	cara.gjuzi@mackay.qld.gov.au	07 49619655	0409267583	2
Tracie	Harvison		Mackay Regional Council	Operational Forward parks Planner		Leah.Harris@mackay.qld.gov.au	07 49619113	0416282626	2
Karlee	Hayden		Mackay Regional Council	Project Engineer	Civic Precinct, Gordon Street, Mackay Qld 4740	tracie.harvison@mackay.qld.gov.au	07 49619982	0455083507	2
Tracey	Heathwood		Mackay Regional Council	Artspace Mackay Director General Manager	73 Gordon Street, Mackay Qld 4740 PO Box 41, Mackay Qld 4740	karlee.hayden@mackay.qld.gov.au	07 49619032	043 7020126	2
Daniel	Fletcher		Central Highlands Regional Council			Tracey.Heathwood@mackay.qld.gov.au	07 49619773	0401825728	2
Kylie	Lamb		Mackay Regional Council	Manager Financial Services Director Community & Client Services	PO Box 41, Mackay Qld 4740 PO Box 41, Mackay Qld 4740	fletcher@chrc.qld.gov.au	07 49828313		2
Bridget	Mather		Mackay Regional Council	Financial Accountant		kylie.lamb@mackay.qld.gov.au	07 49619454	0408100786	2
Angela	McClean		Mackay Regional Council	Coordinator	PO Box 8058, Mt Pleasant Qld 4740	Bridget.Mather@mackay.qld.gov.au	07 49619453	0418710643	2
Angela	Mortimer		Mackay Regional Council	Technical Officer - Quality	11 Rudd Street, Rural View Qld 4740	angela.mclean@mackay.qld.gov.au	07 49619463	0408876088	2
Jane	Pickels		Isaac Regional Council	Councillor	14 Tulloch Street, Middlemount Qld 4746	ang_21@hotmail.com	0421703275	0427 635 124	2
Linda	Roberts		Mackay Regional Council	Manager Planning and Sustainability	PO Box 41, Mackay Qld 4740	jane.pickels@isaac.qld.gov.au	07 49619023	0488085364	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>
Kylie	Rogers		Mackay Regional Council	Senior Planning Engineer	Wellington Street, Mackahy Qld 4740	kylie.rogers@mackay.qld.gov.au	0749619084	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	0746572666	0458 515 930	2
Rose	Swadling		Rockhampton Regional Council	Councillor	P.O. Box 1860 Rockhampton Qld 4700	rose.swadling@rrc.qld.gov.au	0749284841	0418458622	2
Kerri	Verroen		Mackay Regional Council	Coordinator Corporate Governance	PO Box 41, Mackay Qld 4740	Kerri.Verroen@mackay.qld.gov.au	0749619565		2
<u>Zone 3</u>									
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	Doble		Southern Downs Regional Council	Mayor	94 Murphy Street Warwick Qld 4370	tracy.doble@sdrc.qld.gov.au		0413 741 602	3
Megan	O'Hara Sullivan		Toowoomba Regional Council	Councillor	PO Box 59 Greenmount Qld 4359	megan.oharasullivan@tr.qld.gov.au		0410018610	3
Carol	Taylor		Toowoomba Regional Council	Deputy Mayor	PO Box 3021 Toowoomba Qld 4350	carol.taylor@trc.qld.gov.au	0746886615	0417723948	3
Faye	Whelan		North Burnett Regional Council	Deputy Mayor	PO Box 390, Gayndah Qld 4625	Faye.Whelelan@northburnett.qld.gov.au	1300696272	0409625956	4
<u>Zone 4</u>									
dk.conroy@qut.edu.au									
Denise	Conroy		LGAQ		5 Evelyn Street Newstead Qld 4006	Denise_Conroy@lgaq.asn.au			5
Cherie	Dalley		Logan City Council	Acting Mayor	PO Box 3226 Logan City DC Qld 4114	cheriedalley@logan.qld.gov.au	07 3412 5508	0411 869 117	5
Cheryl	Gaedtke		Somerset Regional Council	Councillor	674 Kilcoy-Murgon Road Kilcoy Qld 4515	cherylgaedtke@somerset.qld.gov.au	0454220728	0428408227	5
Kylie	Goodwin		Ipswich City Council	Manager, Animal Management Operations	50 South Street, Ipswich Qld 4305	kylie.goodwin@ipswich.qld.gov.au	0738107288	0457564620	5
Julie	Greer		Moreton Bay Regional Council	Councillor	PO Box 159 Caboolture Qld 4510	Julie.Greer@moretonbay.qld.gov.au	0734806705	0409274517	5
Samantha	Hall		Ausbuild Pty Ltd	General Counsel	PO Box 246 Capalaba Qld 4157	sam.hall@ausbuild.com.au	0732450629	0458715730	5
Adam	Hain		Moreton Bay Regional Council	Councillor	PO Box 159 Caboolture Qld 4510	Adam.Hain@moretonbay.qld.gov.au	0754332960		5
Rebecca	Hersant		Redland City Council	Councillor	PO Box 21 Cleveland Qld 4163	rebecca.hersant@outlook.com		0413733270	5
Tracey	Huges		Redland City Council	Animal Management		Tracey.Huges@redland.qld.gov.au	0738298600	0427734214	5
Shannon	Kasper		Ipswich City Council	Compliance Officer	50 South Street, Ipswich Qld 4305	Shannon.Kasper@ipswich.qld.gov.au	0738106666	0417633847	5
Laurie	Koranski		Logan City Council	Councillor	PO Box 3226 Logan City DC Qld 4114	lauriekoranski@logan.qld.gov.au	07 3412 5142	0473 415 294	5
Meetings Services									
2006	Karen	Murray	Logan City Council	Coordinator	20 Lorikeet Road Regency Downs Qld 4341	karenmurray@logan.qld.gov.au	0734125380	0411869069	5
Brooke	Savige		Moreton Bay Regional Council	Councillor	PO Box 159 Caboolture Qld 4510	brooke.savige@moretonbay.qld.gov.au			
Trevina	Schwarz		Logan City Council	Councillor	PO Box 3226 Logan City DC Qld 4114	trevinaschwarz@logan.qld.gov.au	0731425511	0411658066	5
Denise	Sims		Moreton Bay Regional Council	Councillor	PO Box 159 Caboolture Qld 4510	denise.sims@moretonbay.qld.gov.au			
Julie	Talty		Redland City Council	Councillor	PO Box 21 Cleveland Qld 4163	Julie.Talty@redland.qld.gov.au	0738298606	0418218847	5
Nikki	Te Wano		Logan City Council	Executive Services Officer	PO Box 3226 Logan City DC Qld 4114	nikkitewano@logan.qld.gov.au	0734125205	0421848283	5
Karen	Williams		Redland City Council	Mayor	PO Box 21 Cleveland Qld 4163	Mayor@redland.qld.gov.au	0738298623	0416123588	5
Koliana	Winchester		Moreton Bay Regional Council	Councillor	PO Box 159 Caboolture Qld 4510	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			3
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	4
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 1997-2000					
2000LM	Jan	Pedler	No contact details as yet		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	3
1999LM	June	O'Connell	No contact details as yet	Prior Councillor on Brisbane City Council	5 Carnoustie Court, Indooroopilly Q 4068 (2000)				3
Corporate Members									
Zone 1									
Zone 2									
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
Nickie	Nosworthy	Whitsunday Regional Council	PA to the CEO		PO Box 104, Proserpine Qld 4800	nickie.nosworthy@whitsundayrc.qld.gov.au	0749450207		2
Zone 3									
Susan	Harvey	South Burnett Regional Council				sharvey@southburnett.qld.gov.au	0487 800 484		3
Zone 5									
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 CEO		PO Box 3226 Logan City DC Qld 4114	KymMunro@logan.qld.gov.au	734125239		5
Brett	de Chastel	Noosa Shire Council			PO Box 141, Tewantin Qld 4565	Brett.dechastel@noosa.qld.gov.au			5
Ian	Wright	CBP Lawyers	Senior Partner Business Development		Level 5 307 Queen St Brisbane Qld 4000	ian.wright@cbp.com.au	0730028735	0438481683	5
Greg	Meek	Gadens Lawyers	Director		Level 11, 111 Eagle Street, Brisbane	Greg.Meek@gadens.com	73114215	0417 720 048	5

Item No: 10

Date: 28 May 2019

Title: LEADERSHIP FORUM - 1-2 AUGUST 2019,
BRISBANE

PURPOSE

To discuss options for the upcoming Leadership Forum to be held at Capri on Fraser, Brisbane from 1-2 August 2019.

RECOMMENDATION

For consideration

BACKGROUND INFORMATION

Kim Skubris has been confirmed and will be delivering a workshop on media/social media on Thursday, 1 August from 9.30am – 12.30pm. The cost to deliver this workshop is \$2,500.

We do not have any other speakers locked in.

Speaker Opportunities

Other options for consideration include:

- Department of Local Government, Racing and Multicultural Affairs on the legislation amendments
- Integrity Commissioner on the new conflict of interest changes - could also be in conjunction with the Department
- Greg Hallam on the current challenges in local government
- The Hon Di Farmer, Minister for Child Safety, Youth and Women and Minister for the Prevention of Domestic and Family Violence
- A workshop of managing bullying and how to lead a team to eliminate bullying

Budget

Attached is the beginning of a budget for the forum. Currently it details the venue hire costs and the speaker cost for Kim.

Social Event

A social event is being proposed for Thursday night, 1 August 2019. This cost is not currently included in the budget. Attached the options available to hold the social function at Capri on Fraser.

Annual General Meeting (AGM)

The AGM will also need to be included in the schedule. A new President will also need to be appointed at the Forum as the Constitution only allows the Management Committee to appoint a President until the next AGM.

CONCLUSION

To ensure that we secure delegates for the Forum, the program will need to be secured soon and communication to members and councils started.

ALGWA Leadership Forum

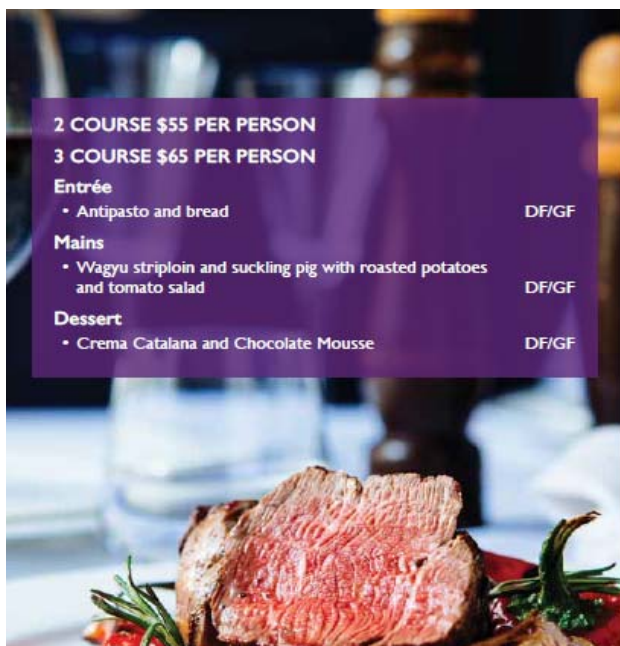
Costings - based on 30 delegates				
	Thursday, 1 August 2019	Friday, 2 August 2019	Quantity	Cost per head
Venue Hire				
Full Day Delegate Rate	\$2,070	\$2,070	30	\$138
Room Hire	\$300	\$300	1	\$20
Microphone & Lecture	\$65	\$65	1	\$4
Data Project & Screen	\$0	\$0	1	\$0
Workshops				
Kim Scrubis	\$2,500		1	\$84
TOTAL	\$4,935	\$2,435		\$246

\$69 per delegate per day
 \$10 per delegate per day
 \$2 per delegate per day

\$84 per delegate

Social Event

		Per head
2 course seated meal	\$1,950	\$65
3 course seated meal	\$2,370	\$79
Beverage package - 2 hour	\$870	\$29
Beverage package - 3 hour	\$1,020	\$34
2 course with 2 hour beverages	\$2,820	\$94
2 course with 3 hour beverages	\$2,970	\$99
3 course with 2 hour beverages	\$3,240	\$108
3 course with 3 hour beverages	\$3,390	\$113



2 COURSE \$55 PER PERSON

3 COURSE \$65 PER PERSON

Entrée

- Antipasto and bread

DF/GF

Mains

- Wagyu striploin and suckling pig with roasted potatoes and tomato salad

DF/GF

Dessert

- Crema Catalana and Chocolate Mousse

DF/GF

Dinner

PLATED MENU

2 COURSE \$65 PER PERSON

3 COURSE \$79 PER PERSON

Entrée

- Pork belly slow roasted with rhubarb and apple sauce
- Haloumi cheese grilled with roasted baby beets salad
- Grilled squids with pickled zucchini and romesco

GF/DF

GF

GF/DF

Main

- Angus fillet with roasted potatoes and shiraz jus
- Fresh fish of the day with fennel and black olives salad
- Ravioli stuffed with buffalo ricotta in fresh heirloom and tomato sauce
- Grilled chicken served with mushroom and samorejo sauce

GF/DF

DF/GF

Vegetarian

DF/GF

Dessert

- Crema catalana, orange and vanilla infused burned cream, pistachio and strawberry Macedonia
- Chocolate mousse with praline
- Panna cotta of coconut

GF

GF

GF/VeganGF

Beverages

HOUSE PACKAGE

1 HR \$24 PER PERSON

2 HRS \$29 PER PERSON

3 HRS \$34 PER PERSON

4 HRS \$39 PER PERSON

- Bay of Stones Sparkling Wine
- Bay of Stones Sauvignon Blanc
- Bay of Stones Shiraz
- Beers: Peroni Leggera, Peroni Nastro Azzuro
- Soft drinks & juice

DELUXE PACKAGE

1 HR \$29 PER PERSON

2 HRS \$35 PER PERSON

3 HRS \$39 PER PERSON

4 HRS \$44 PER PERSON

- Bay Of Stones Sparkling Chardonnay/Pinot Noir
- Bay Of Stones Sauvignon Blanc
- Bay Of Stones Shiraz
- Beers: Peroni Leggera, Stone & Wood Pacific Ale
- Soft drinks & juice



PREMIUM PACKAGE

1 HR \$35 PER PERSON

2 HRS \$39 PER PERSON

3 HRS \$45 PER PERSON

4 HRS \$49 PER PERSON

- Deutz Marlborough Cuvée Brut
- Wither Hills 'Rarangi' Sauvignon Blanc
- St Hallet 'Black Clay' Shiraz
- Stoneleigh 'Rapura' Pinot Noir
- Beers: Peroni Leggera, Stone & Wood Pacific Ale, Corona
- Soft drinks & juice