



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

*supporting and encouraging those involved or interested in Local Government*

## **MANAGEMENT COMMITTEE MEETING AGENDA**

THURSDAY, 4 OCTOBER 2018

**NOTICE IS HEREBY GIVEN OF A MEETING OF THE AUSTRALIAN LOCAL GOVERNMENT WOMEN'S  
ASSOCIATION (QUEENSLAND BRANCH) TO BE HELD VIA TELECONFERENCE  
COMMENCING AT 8.15 AM ON THURSDAY, 4 OCTOBER 2018**

**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.



**1. ATTENDANCE**

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

**2. APOLOGIES**

Mrs Nikki Te Wano

**3. CONFIRMATION OF MINUTES**

Minutes of the Extraordinary Meeting held 23 July 2018 (Attachment 1)

**4. BUSINESS ARISING FROM THE MINUTES**

**5. CORRESPONDENCE**

Numerous correspondence was forwarded between Hinchinbrook Shire Council and ALGWA in relation to the finalisation of the State Conference held in Ingham from 5-7 September 2018.

**5.1. Incoming Correspondence**

14 Sept 2018	Email from LGAQ requesting current President's details
13 August 2018	Email from Department of Local Government requesting to provide a workshop on new integrity requirements for councillors at the conference
8 August 2018	Acceptance to present at conference by Mayor Jenny Hill
31 July 2018	Apologies for conference from Cr Donna Gates
31 July 2018	Apologies for conference from Cr Megan O'Hara Sullivan
12 June 2018	Response from Telstra advising they are able to provide a delegate to speak at conference
4 June 2018	Acceptance from Integrity Commissioner to present at conference
30 April 2018	Letter from Honourable Yvette D'Ath MP Attorney-General and Minister for Justice Leader of the House in relation to correspondence sent about Cyberbully



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**Outgoing Correspondence**

17 Sept 2018	Email to all conference presenters thanking them for participating and also asking for a copy of their presentation
17 Sept 2018	Email to LGAQ advising of President's details
24 August 2018	Email to members AGM Agenda and Registrations for Conference
20 August 2018	Email to members final chance to submit nominations for Management Committee
17 August 2018	Email to all conference presenters requesting bio and attendance details
17 August 2018	Email to Department of Local Government confirming delivery of workshop on new integrity requirements for councillors at the conference
15 August 2018	Email to Department of Local Government advising consideration of workshop as part of the conference program
9 August 2018	Return of function form to Mayor Jenny Hill
3 August 2018	Invitation to Mayor Jenny Hill to present at the ALGWA State Conference
2 August 2018	Email to Department of Local Government providing details of Financial Workshop
27 July 2018	Email to Phil Park, Telstra with conference speaker details
23 July 2018	Email to members call for nominations for ALGWA Management Committee
19 July 2018	Notification to members of the Annual General meeting and call for Motions
3 July 2018	Invitation to Daniel Fletcher to present at conference
12 June 2018	Invitation to Telstra to present at the Conference
4 June 2018	Invitation to Integrity Commissioner to present at conference
31 May 2018	Email to Department of Local Government with sponsorship opportunities

**6. PRESIDENT'S REPORT – MS REBECCA HERSANT**

**7. TREASURER'S REPORT - MS PIERINA DALLE CORT**

**7.1. FINANCIAL STATEMENTS**

Attached in background papers is the Treasurer's Report from 1 July to 2 August 2018.



**7.2. FLYING MINUTE - PAYMENT CONFERENCE COSTS**

*"That the Treasurer be authorised to pay the following invoices in relation to the 2018 ALGWA Queensland State Conference:*

- (a) Logan City Trophy Centre - \$94.75 being the cost for the thank you plaque for the host Council.*
- (b) Helloworld Travel Ayr – \$833.93 being airfare costs for Daniel Fletcher who is presenting at the conference.*
- (c) Helloworld Ingham - \$240.00 being travel costs for Daniel Fletcher who is presenting at the conference. (this cost could change if other people also use the service)*
- (d) Redland City Council - \$667.69 being airfares and car hire costs for Karen Williams who is presenting at conference."*

**7.3. FLYING MINUTE - PAYMENT OF PROMOTIONAL MERCHANDISE - DELEGATE GIFTS**

*"That the Treasurer be authorised to pay Total Merchandise Concepts for the purchase of 100 mini spiral note flag books and 100 tote bags in a ball, totalling approximately \$960, to be used as delegate gifts for the 2018 ALGWA Queensland State Conference."*

**7.4. FLYING MINUTE - TERM DEPOSIT RENEWAL BENDIGO BANK**

*"That the ALGWA Qld Branch Treasurer be authorised to reinvest the Bendigo Bank Investment of \$20,081.10 for a further 12 months at 2.30%."*

**7.5. FLYING MINUTE - PAYMENT OF SERVICES TO UPDATE ALGWA QUEENSLAND BRANCH WEBSITE**

*"That the Treasurer be authorised to pay Think Graphic Design \$187 being the cost to update the ALGWA (Queensland Branch) website."*

**7.6. FLYING MINUTE - PAYMENT OF AUDITING FEES**

*"That the Treasurer be authorised to pay Brett Schreiber & Associates \$522.50 being the cost to undertake the audit of the 2017/2018 ALGWA accounts."*

**7.7. FLYING MINUTE - PRESIDENT'S ATTENDANCE AT ALGWA BOARD MEETING & ALGA CONFERENCE**

*"That the cost of travel and accommodation for the Queensland President to attend the ALGWA National Board meeting and attendance at the ALGA National General Assembly for one day totalling \$1,174 be approved."*

**7.8. PAYMENT OF MISCELLANEOUS EXPENSES**



**8. ZONE REPORTS**

**8.1. ZONE 1 - Ms JILINDA LEE**

**8.2. ZONE 2 - Cr JAN CLIFFORD**

**8.3. ZONE 3 - VACANT**

**8.4. ZONE 4 - Cr DAPHNE McDONALD**

**9. NOMINATIONS FOR ZONE 3 REPRESENTATIVE**

**10. CONFLICT OF INTEREST POLICY**

**11. COMMITTEE STRATEGIC PLANNING SESSION**

**12. ALGWA STATE CONFERENCE**

**12.1. SURVEY TO DELEGATES FROM CONFERENCE**

**12.2. TOPICS FROM CONFERENCE THAT WE NEED TO CONTINUE TO FOCUS ON**

**13. QUARTERLY SESSIONS AND VALUE ADD**

**14. 2019 STATE CONFERENCE AND 2019 NATIONAL ALGWA CONFERENCE**

**15. GENERAL BUSINESS**

**16. NEXT MEETING**

To be determined. Please have your diary with you to allow the next meeting date to be set.



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# ***Attachments***



## **MINUTES OF THE MANAGEMENT COMMITTEE EXTRAORDINARY MEETING OF THE AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION QUEENSLAND BRANCH HELD VIA TELECONFERENCE ON MONDAY, 23 JULY 2018 COMMENCING AT 8.05 AM**

Meeting commenced 8.05 am

### **1. ATTENDANCE**

Ms Rebecca Hersant (Chairperson), Cr Jan Clifford , Cr Daphne McDonald, Ms Sam Hall, Ms Pierina Dalle Cort, Ms Karen Murray, Mrs Nikki Te Wano, Ms Errollyn Flynn and Mrs Denise Conroy

### **2. APOLOGIES**

Cr Abigail Noli, Cr Jo McNally and Cr Gail Godwin-Smith

### **3. SETTING OF MEMBERSHIP FEES**

Discussion took place on the possibility of reducing the membership fee and also introducing a 2-year membership fee. It was agreed to maintain the current annual membership fee due to the administrative burden that implementing various membership options would have. It was further agreed that this matter be considered after the next local government election.

At this stage of the meeting, the time being 8.12 am, Mrs Sam Hall joined the meeting.

**Motion:** *That the membership fees for 2019/2020 be set at \$82.00.*

Moved: Ms Pierina Dalle Cort

Seconded: Ms Nikki Te Wano

Carried

### **4. TREASURER'S ATTENDANCE AT CONFERENCE**

Daphne advised that there was a policy in place to support and pay for the attendance of the Treasurer to attend the annual conference should they not be supported financially by their relevant organisation or council.

**Motion:** *That the payment of the registration fee, being \$450, for the Treasurer, Pierina Dalle Cort, to attend the 2018 Australian Local Government Women's Association State Conference be approved.*

Moved: Ms Nikki Te Wano

Seconded: Ms Errollyn Moore

Carried

### **6. FINALISATION OF MANAGEMENT COMMITTEE STRUCTURE**

Members were provided with a proposed management committee structure via email for consideration.



**Motion:** *That the following Management Committee Structure for the Australian Local Government Women's Association Queensland Branch be adopted:*

- *President*
- *Vice President*
- *Secretary*
- *Treasurer*
- *Publicity Officer*
- *4 Zone Representatives (Zone 1, Zone 2, Zone 3 and 4 have been combined making a new Zone 3, Zone 4 which was the old Zone 5).*

Moved: Ms Denise Conroy

Seconded: Ms Pierina Dalle Cort

Carried

## **7. 2020 CONFERENCE**

Discussion took place on whether nominations to host the 2020 conference should be called. It was agreed to defer the matter for the new Management Committee to consider.

## **8. CONFERENCE RAFFLE**

It was agreed that a raffle be held at the 2018 ALGWA State Conference.

**ACTION:** Karen Murray to send an email to members and conference delegates advising of the raffle and requesting they support it by bringing a gift from their shire to donate to the raffle.

## **9. MANAGEMENT COMMITTEE MEMBERSHIP**

Discussion took place on the skills and attributes required for positions on the Management Committee. It was agreed that time and visibility are important. Jan spoke about her experience as President and recommended that they probably should be from South East Queensland due to ease of meetings and networking when required. Having experienced members on the Committee was also discussed. It was agreed that advisors could be appointed at any time to assist the Committee.

**ACTION:** Karen Murray to send out an email to all members advising that nominations are open for the Management Committee. Nominations are due by 20 August 2018.

## **10. 2018 STATE CONFERENCE**

Rebecca thanked Karen, Denise and Nikki for taking on the coordination of the conference and praised the program as well as the structure of the agenda, costings and graphics. Rebecca asked those members attending to coordinate duties over the conference.

Rebecca agreed to consider filming a short video to play at the beginning of the conference to welcome delegates.





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**11. NEXT MEETING**

Annual General Meeting - Friday, 7 September 2018

**12. CLOSE**

Meeting closed 8.54 am.

Confirmed at the Executive Meeting held 4 October 2018

Signed \_\_\_\_\_

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

**2017/18 FINANCIAL YEAR**

**ABN: 16 445 091 911**

**Cash Book Balance as at 02 August, 2018**

Credit Balance as at 30/06/2018				Note
			<b>\$12,778.92</b>	
<u>Add Receipts:</u>				
Interest received		\$	-	
Membership fees	4764582 K. Murray	\$ 82.00		
	4764583 D. Conroy	\$ 82.00		
	4764584 CBP	\$ 250.00		
	4764585 N. TeWano	\$ 82.00		
	4764586 Bne City Council	\$ 250.00		
	4764587 Garden Greg Meeks	\$ 250.00		
	4764588 Noosa Shire council	\$ 250.00		
	4764589 Logan City council	\$ 250.00		
	4764590 J. Pickel	\$ 82.00		
	4764591 T. Dobie	\$ 82.00		
	4764592 D. Fletcher	\$ 82.00		
	4764594 J. Greer	\$ 82.00		
	4764595 B. Savage	\$ 82.00		
	4764596 D. Sims	\$ 82.00		
	4764597 A. Noli	\$ 82.00	\$ 2,070.00	
Refund	4764593 R. Herscant		\$ 529.00	**paid nat assembly twice
Breakfast Income			\$ -	
Conference			\$ -	
	<b>Total Income</b>		<b>\$ 2,599.00</b>	<b>\$15,377.92</b>
<u>Less Expenditure</u>				
Membership			\$ -	
Travel & Accommodation			\$ -	
Miscellaneous			\$ -	
Conference	757196 Total Merch Concep	\$ 478.50		**spiral note flag book
	644709 Algwa conference	\$ 450.00		**treasurer rego
	757619 National Gen Assem	\$ 529.00		
	982604 Total Merch Concep	\$ 467.50	\$ 1,925.00	**tote bag in ball
Bursary Award			\$ -	
Accountant	738888 Brett Schreiber		\$ 522.50	
Communication	982604 Netregistry		\$ 46.25	**website
Bank Transfer				
	<b>Total Expenditure</b>		<b>\$ 2,493.75</b>	<b>\$ 12,884.17</b>

**Add Term Deposits**

BENDIGO BANK 158902023 maturing 22/01/2019	2.30%	\$ 60,603.83	
BENDIGO BANK 162037022 maturing 23/04/2018	2.50%	\$ 20,081.10	
		<b>\$ 80,684.93</b>	<b>\$ 93,569.10</b>

**Bank Reconciliation as at 02 August, 2018**

Credit Balance at Bank as at	\$ 12,884.17
Less outstanding cheques	\$ -
	<b>\$ 12,884.17</b>

**Add Term Deposits**

BENDIGO BANK 158902023 maturing 22/01/2019	2.30%	\$ 60,603.83	
BENDIGO BANK 162037022 maturing 23/04/2019	2.50%	\$ 20,081.10	
		<b>\$ 80,684.93</b>	<b>\$ 93,569.10</b>



# CONFLICT OF INTEREST POLICY

**Policy** Management committee members and volunteers will declare potential, perceived and/or real conflicts of interests. The organisation will engage in open, transparent and ethical decision making processes.

**Definitions** **Pecuniary interests** are also known as financial or fiscal interests.

A **potential conflict of interest** occurs when there is a risk that the matter could be considered a conflict of interest.

A **real conflict of interest** occurs when there is an actual conflict of interest.

**Disclosed conflict of interest** - an open declaration of a conflict of interest.

## Procedure

1. A **conflict of interest** occurs when a Management Committee member's personal interests are in conflict with the organisation's and community's interest. When there is a conflict, it may influence the outcome of the decisions they are required to make.
2. A **personal interest** occurs when a decision a person makes directly or indirectly affects themselves or associates including (but not limited to):
  - (a) immediate and extended family members or other persons with a strong personal bond (e.g. husband, wife, children, brothers, sisters, parents, cousins, aunts, uncles and friends)
  - (b) organisations in which the person is actively involved (church, sporting club, etc)
  - (c) business partner/s.
3. A **personal or material interest** occurs when a person and/or their associates may indirectly or directly stand to personally or financially profit from the decision being made by the decision maker.
4. A decision that involves the whole community or a specific group of people does not normally lead to a conflict of interest. For example, if the organisation is reviewing a program targeting youth, a Committee member of the organisation will not have a conflict of interest just because he or she has an adolescent son or daughter.
5. If a Management Committee member of the organisation believes they have a potential or real conflict of interest in a matter that requires a decision to be made, the Management Committee member should disclose the personal interest at a Management Committee meeting. For example, if the organisation is deciding whether or not to fund an all-expenses-paid trip for a young person to attend a conference and the person is a son or daughter of a Management Committee member, the Management Committee member must declare the conflict of interest.

6. If a Management Committee member of the organisation believes they have a personal interest that may result in their financial gain, the Management Committee member must declare the interest at a Management Committee meeting.
7. If the Chair of the Management Committee believes that a potential or real conflict of interest may exist, then the Chair is required to disclose the matter to the organisation.

### **What happens when a conflict of interest is disclosed?**

1. When a Management Committee member of an organisation declares a potential or real conflict of interest at a meeting, the disclosure should be recorded in the Minutes.
2. When a conflict of interest is disclosed, the Chair of the Management Committee should record the declaration in the Conflict of Interest Record.
3. When the Chair discloses a conflict of interest, the responsibility for resolving the conflict rests with the person to whom the disclosure is made.
4. If the conflict of interest is a minor issue, the organisation may decide that disclosure and registering the conflict of interest is a sufficient course of action.
5. If the conflict is significant, the organisation should implement a policy that the person who has the conflict must remove themselves from all discussions and decisions being made regarding the matter.