



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

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

## **MANAGEMENT COMMITTEE MEETING AGENDA**

THURSDAY, 17 JANUARY 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 8.30AM ON THURSDAY, 17 JANUARY 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**

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

**2. APOLOGIES**

Mrs Nikki Te Wano

**3. CONFIRMATION OF MINUTES**

Minutes of the Executive Meeting held 4 October 2018 (Attachment 1)

**4. BUSINESS ARISING FROM THE MINUTES**

**5. CORRESPONDENCE**

**5.1. Incoming Correspondence**

22 Oct 2018	Nomination form for Zone 3 Representative from Cr Jo McNally
25 Oct 2018	Email from Cr Denise Sims asking if there will be a Qld State Conference in 2019

**5.2. Outgoing Correspondence**

9 Oct 2018	Email to all Zone 3 members calling for nominations for Zone 3 Representative
25 Oct 2018	Response to Cr Denise Sims query
14 Dec 2018	Thank you letter to Mr Ian Wright, CBP Lawyers
14 Dec 2018	Thank you letter to Mr Greg Hallam, LGAQ
19 Dec 2018	Email newsletter to members - season greetings

**6. TREASURER'S REPORT - CR PIERINA DALLE CORT**

**6.1. FLYING MINUTE - PAYMENT OF TRAVEL TO ATTEND ALGWA WORKSHOP HELD 20 OCTOBER 2018**

*That the Treasurer be authorised to pay the following amounts being travel costs to attend the ALGWA Workshop held in Brisbane on Saturday, 20 October 2018:*

- (a) Jilinda Lee – airfares and Uber fees - \$380.86*
- (b) Pierina Dalle Cort – airfares and air train fare - \$505.51*
- (c) Karen Murray – mileage costs - \$53.00*



**7. MEMBERSHIP**

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

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

**9. ACTION ITEMS FROM WORKSHOP HELD 20 OCTOBER 2018**

Copies of the outcomes and action table from the workshop are attached in background papers.

**10. GENERAL BUSINESS**

**11. 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, 4 OCTOBER 2018 COMMENCING AT 8.15 AM**

Meeting commenced 8.15 am

It was moved Cr Jan Clifford, seconded Ms Pierina Dalle Cort that Cr Daphne McDonald assume the chair in the absence of Ms Rebecca Hersant.

### **1. ATTENDANCE**

Cr Daphne McDonald (Acting Chairperson), Ms Sam Hall, Ms Pierina Dalle Cort, Ms Karen Murray, Ms Jilinda Lee and Cr Jan Clifford

### **2. APOLOGIES**

Ms Rebecca Hersant and Mrs Nikki Te Wano

### **3. CONFIRMATION OF THE MINUTES**

**Motion:** *That the minutes of the Extraordinary Meeting held on 23 July 2018 be adopted.*

Moved: Ms Pierina Dalle Cort

Seconded: Cr Jan Clifford

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. PRESIDENT'S UPDATE**

Due to Ms Rebecca Hersant being unable to attend the teleconference, no president's update was provided.

### **7. TREASURER'S UPDATE**

#### **7.1. FINANCIAL STATEMENTS**

**Motion:** *That the financial statements be noted.*

Moved: Ms Pierina Dalle Cort

Seconded: Cr Jan Clifford

Carried



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

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

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

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

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

**7.7. FLYING MINUTE - PRESIDENT'S ATTENDANCE AT ALWGA BOARD MEETING AND ALGA CONFERENCE**

**7.8. PAYMENT OF MISCELLANEOUS EXPENSES**

- Motion:**
1. That the Flying Minutes Items 7.2 to 7.7 as detailed in the agenda be endorsed.
  2. That the following expenses be approved for payment:
    - (a) Nikki Te Wano - \$233.25 being reimbursement for payment of the ALGWA Qld Website Premium cPanel Hosting 1 year renewal.
    - (b) Karen Murray - \$74.30 being reimbursement for Vision 6 Subscription from December 2017 to September 2018.
    - (c) Karen Murray - \$79.95 being reimbursement for flowers for the conference organisers.
    - (d) Karen Murray - \$30.00 being reimbursement for chocolates for gifts for conference panel participants.
    - (e) Karen Murray - \$55.35 being reimbursement for annual return to Office of Fair Trade.

Moved: Ms Pierina Dalle Cort

Seconded: Ms Jilinda Lee

Carried

At this stage of the meeting, the time being 8.25am, Ms Samantha Hall joined the teleconference.

**8. ZONE REPORTS**

Zone 1 - Ms Jilinda Lee

Jilinda advised she was in the process of creating a contact spreadsheet via Council areas. She further advised she will catch up with Abigail for a handover of any projects and ideas she had been working on. Jilinda asked if there was any marketing material available to send out an introduction to Zone 1. She also indicated that she would like to focus on a membership drive for women in local government, particularly in senior positions.

**ACTION:** Karen to forward marketing material to the Management Committee.

General discussion took place in relation to reviewing the boundary alignments for Zones. It was agreed this matter be discussed at the upcoming workshop.



Zone 2 - Cr Jan Clifford

Jan advised that she had not yet sent out any formal correspondence to Zone 2 members although has personally spoken with a number of people. Was waiting until a newsletter was issued following conference and will then send out an introduction letter.

Zone 4 - Cr Daphne McDonald

Daphne advised she was waiting for the information from the conference to be uploaded to the website prior to contacting members.

**9. NOMINATIONS FOR ZONE 3 REPRESENTATIVE**

It was

**Motion:** That all Zone 3 paid members of ALGWA Qld Branch be invited to submit nominations to become the Zone 3 Representative.

Moved: Cr Jan Clifford

Seconded: Ms Pierina Dalle Cort

Carried

**10. CONFLICT OF INTEREST POLICY**

**Motion:** That the Conflict of Interest Policy attached to the agenda be adopted.

Moved: Cr Jan Clifford

Seconded: Ms Jilinda Lee

Carried

**11. COMMITTEE STRATEGIC PLANNING SESSION**

It was agreed that a face-to-face workshop be convened in the near future to review the previous outcomes from the strategic workshop held in January 2018 and to plan for the future.

**ACTION:** Karen to liaise with members and arrange a workshop in Brisbane.

**12. ALGWA STATE CONFERENCE**

**12.1. Survey to Delegates from Conference**

Karen provided an overview of the survey responses so far with feedback being very positive.

**ACTION:** Karen to compile feedback and send to members.

**12.2. Topics from Conference that we Need to Continue to Focus on**

Include in discussion for workshop.

**13. QUARTERLY SESSIONS AND VALUE ADD**

Deferred to next meeting.



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

Will be hosted by New South Wales and held at Blacktown from 16-17 May 2019. Include for discussion at workshop to consider timing of events.

**15. GENERAL BUSINESS**

**15.1. Contacting members**

Daphne advised she had commenced connecting with members.

**15.2. List of Members and Councillors**

**ACTION:** Karen to send out the list of all female councillors.

**16. NEXT MEETING**

To be advised.

**17. CLOSE**

Meeting closed 9.07 am.

Confirmed at the Executive Meeting held 17 January 2019

Signed \_\_\_\_\_



<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>	<u>Paid Date</u>
<b>Zone 1</b>									
Mary	Brown	Hinchinbrook Shire Council	Deputy Mayor		<a href="mailto:Mbrown@hinchinbrook.qld.gov.au">Mbrown@hinchinbrook.qld.gov.au</a>		0409356252	1	23/08/2018
Glen	Cannard	Douglas Shire Council	Labourer	2752 Rex Highway Juliatten Qld 4871	<a href="mailto:Glen.Cannard@douglas.qld.gov.au">Glen.Cannard@douglas.qld.gov.au</a>		0499086877	1	02/02/2018
Martine	Care	Preston Law	Partner	15 Spence Street, Cairns Qld 4870	<a href="mailto:mcare@prestonlaw.com.au">mcare@prestonlaw.com.au</a>	07 4052 0730		1	24/08/2018
Pierina	Dalle Cort	Helloworld Travel		19 Sydney Street Ayr Qld 4807	<a href="mailto:pierina_av@helloworld.com.au">pierina_av@helloworld.com.au</a>	0747834495	0428885399	1	28/05/2018
Kim	Gaynor	Croydon Shire Council	Councillor	PO Box 17 Croydon Qld 4871	<a href="mailto:gumcreek1@bigpond.com">gumcreek1@bigpond.com</a>				
					<a href="mailto:kgaynor@croaydon.qld.gov.au">kgaynor@croaydon.qld.gov.au</a>	0747453536	0409913150	1	20/04/2018
June	Kuhl	Richmond Shire Council	Deputy Mayor	PO Box 20 Richmond Qld 4822	<a href="mailto:ckuhl@richmond.qld.gov.au">ckuhl@richmond.qld.gov.au</a>	07 47418606	0428418606	1	28/03/2018
Nicola	Learmond	Douglas Shire Council	Sustainability Officer	PO Box 997 Mossman Qld 4873	<a href="mailto:nicolalearmond@gmail.com">nicolalearmond@gmail.com</a>		0484614633	1	23/01/2018
Jilinda	Lee	Vital Leaders	Director	PO Box 122 Clifton Beach Q 4879	<a href="mailto:jilinda@vitalleaders.com.au">jilinda@vitalleaders.com.au</a>		0437926411	1	16/04/2018
Lyn	McLaughlin	Burdekin Shire Council	Mayor	PO Box 569 Ayr Qld 4807	<a href="mailto:Councillor.McLaughlin@burdekin.qld.gov.au">Councillor.McLaughlin@burdekin.qld.gov.au</a>	4783 9812	0739 787 312	1	03/09/2018
Kathrine	Milton	Hinchinbrook Shire Council	Councillor		<a href="mailto:Knmilton@hinchinbrook.qld.gov.au">Knmilton@hinchinbrook.qld.gov.au</a>		0428180412	1	23/08/2018
Abigail	Noli	Douglas Shire Council	Deputy Mayor Executive Manager Development, Planning & Environmental Services Councillor		<a href="mailto:Abigail.Noli@douglas.qld.gov.au">Abigail.Noli@douglas.qld.gov.au</a>			1	03/08/2018
Rosemary	Pennisi	Hinchinbrook Shire Council		PO Box 569 Ayr Qld 4807	<a href="mailto:rosebentzen@gmail.com">rosebentzen@gmail.com</a>		0429 894 742	1	07/09/2018
Sue	Perry	Burdekin Shire Council			<a href="mailto:councillor.perry@burdekin.qld.gov.au">councillor.perry@burdekin.qld.gov.au</a>		0409 835 836	1	08/08/2018
<b>Zone 2</b>									
Robyn	Birkett	Mackay Regional Council	Principal Engineer	Civic Precinct, Gordon Street, Mackay Qld 4740	<a href="mailto:robbyn.birkett@mackay.qld.gov.au">robbyn.birkett@mackay.qld.gov.au</a>	0749619155	0408153588	2	28/03/2018
Jan	Clifford	Whitsunday Regional Council	Councillor	P.O. Box 104 Proserpine Qld 4800	<a href="mailto:jan.clifford@whitsundayrc.qld.gov.au">jan.clifford@whitsundayrc.qld.gov.au</a>	0749450602	0412721969	2	26/04/2018
Teona	Cousin	Mackay Regional Council	Manager Economic Develop	Civic Precinct, Gordon Street, Mackay Qld 4740	<a href="mailto:Teona.Cousin@mackay.qld.gov.au">Teona.Cousin@mackay.qld.gov.au</a>	0749619546	0472849732	2	28/03/2018
Tina	Elliott	Winton Shire council	Councillor	75 Vindex Street, Winton Qld 4735	<a href="mailto:tina.elliott@winton.qld.gov.au">tina.elliott@winton.qld.gov.au</a>	0746572666	0428 573 045	2	09/08/2018
Cara	Giuzi	Mackay Regional Council	Senior Coordinator						
Leah	Harris	Mackay Regional Council	Community programs Principal Planner Operational Forward parks	PO Box 41, Mackay Qld 4740 PO Box 41, Mackay Qld 4740	<a href="mailto:cara.giuzi@mackay.qld.gov.au">cara.giuzi@mackay.qld.gov.au</a> <a href="mailto:Leah.Harris@mackay.qld.gov.au">Leah.Harris@mackay.qld.gov.au</a>	0749619655 0749619113	0409267583 0416282626	2 2	28/03/2018 28/03/2018
Tracie	Harvison	Mackay Regional Council	Planner	Civic Precinct, Gordon Street, Mackay Qld 4740	<a href="mailto:tracie.harvison@mackay.qld.gov.au">tracie.harvison@mackay.qld.gov.au</a>	0749619982	0455083507	2	28/03/2018
Karlee	Hayden	Mackay Regional Council	Project Engineer	73 Gordon Street, Mackay Qld 4740	<a href="mailto:Karlee.Hayden@mackay.qld.gov.au">Karlee.Hayden@mackay.qld.gov.au</a>	0749619032	0437020126	2	28/03/2018
Tracey	Heathwood	Mackay Regional Council	Artspace Mackay Director General Manager	PO Box 41, Mackay Qld 4740	<a href="mailto:Tracey.Heathwood@mackay.qld.gov.au">Tracey.Heathwood@mackay.qld.gov.au</a>	0749619773	0401825728	2	28/03/2018
Daniel	Fletcher	Central Highlands Regional Coun	Communities		<a href="mailto:fletcher@chrc.qld.gov.au">fletcher@chrc.qld.gov.au</a>	0749828313			03/08/2018
Kylie	Lamb	Mackay Regional Council	Manager Financial Services Director Community & Client Services	PO Box 41, Mackay Qld 4740	<a href="mailto:kylie.lamb@mackay.qld.gov.au">kylie.lamb@mackay.qld.gov.au</a>	0749619454	0408100786	2	28/03/2018
Bridget	Mather	Mackay Regional Council	Financial Accountant	PO Box 41, Mackay Qld 4740	<a href="mailto:Bridget.Mather@mackay.qld.gov.au">Bridget.Mather@mackay.qld.gov.au</a>	0749619453	0418710643	2	07/08/2018
Angela	McLean	Mackay Regional Council	Coordinator	PO Box 8058, Mt Pleasant Qld 4740	<a href="mailto:angela.mclean@mackay.qld.gov.au">angela.mclean@mackay.qld.gov.au</a>	0749619463	0408876088	2	28/03/2018
Angela	Mortimer	Mackay Regional Council	Technical Officer - Quality	11 Rudd Street, Rural View Qld 4740	<a href="mailto:ang_21@hotmail.com">ang_21@hotmail.com</a>		0421703275	2	28/03/2018
Jane	Pickels	Isaac Regional Council	Councillor	14 Tulloch Street, Middlemount Qld 4746	<a href="mailto:jane.pickels@isaac.qld.gov.au">jane.pickels@isaac.qld.gov.au</a>		0427 635 124	2	27/07/2018
Linda	Roberts	Mackay Regional Council	Manager Planning and Sustainability	PO Box 41, Mackay Qld 4740	<a href="mailto:Linda.Roberts@mackay.qld.gov.au">Linda.Roberts@mackay.qld.gov.au</a>	0749619023	0488085364	2	28/03/2018
Kylie	Rogers	Mackay Regional Council	Senior Planning Engineer	Wellington Street, Mackahy Qld 4740	<a href="mailto:kylie.rogers@mackay.qld.gov.au">kylie.rogers@mackay.qld.gov.au</a>	0749619084	0400770526	2	28/03/2018
Christine	Rolfe	Central Highlands Regional Coun	Councillor	PO Box 21 Emerald Qld 4720	<a href="mailto:Crolf@chrc.qld.gov.au">Crolf@chrc.qld.gov.au</a>	1300242686	0438444618	2	30/04/2018
Judy	Sale	Winton Shire council	Councillor	75 Vindex Street, Winton Qld 4735	<a href="mailto:ludv.sale@winton.qld.gov.au">ludv.sale@winton.qld.gov.au</a>	0746572666	0458 515 930	2	09/08/2018
Rose	Swadling	Rockhampton Regional Council	Councillor	P.O. Box 1860 Rockhampton Qld 4700	<a href="mailto:rose.swadling@rrc.qld.gov.au">rose.swadling@rrc.qld.gov.au</a>	0749284841	0418458622	2	24/05/2018
Kerri	Verroen	Mackay Regional Council	Coordinator Corporate Governance	PO Box 41, Mackay Qld 4740	<a href="mailto:Kerri.Verroen@mackay.qld.gov.au">Kerri.Verroen@mackay.qld.gov.au</a>	0749619565		2	28/03/2018
<b>Zone 3</b>									

<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>	<u>Paid Date</u>
Joanne	McNally	Southern Downs Regional Council	Councillor	94 Murphy Street Warwick Qld 4370	<a href="mailto:jo.mcnally@southerndowns.qld.gov.au">jo.mcnally@southerndowns.qld.gov.au</a>		0408819983	3	22/05/2018
Rachel	Chambers	North Burnett Regional Council	Mayor	PO Box 390, Gayndah Qld 4625	<a href="mailto:Rachel.Chambers@northburnett.qld.gov.au">Rachel.Chambers@northburnett.qld.gov.au</a>	1300696272	0458696272	4	23/08/2018
Tracy	Dobie	Southern Downs Regional Council	Mayor	94 Murphy Street Warwick Qld 4370	<a href="mailto:tracy.dobie@sdrc.qld.gov.au">tracy.dobie@sdrc.qld.gov.au</a>		0413 741 602	3	03/08/2018
Carol	Taylor	Toowoomba Regional Council	Deputy Mayor	PO Box 3021 Toowoomba Qld 4350	<a href="mailto:carol.taylor@tr.qld.gov.au">carol.taylor@tr.qld.gov.au</a>	0746886615	0417723948	3	13/08/2018
Faye	Whelan	North Burnett Regional Council	Deputy Mayor	PO Box 390, Gayndah Qld 4625	<a href="mailto:Faye.Whelan@northburnett.qld.gov.au">Faye.Whelan@northburnett.qld.gov.au</a>	1300696272	0409625956	4	23/08/2018

<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>	<u>Paid Date</u>
<b>Zone 4</b>									
Denise	Conroy	LGAQ		5 Evelyn Street Newstead Qld 4006	<a href="mailto:dk.conroy@qut.edu.au">dk.conroy@qut.edu.au</a>			5	10/07/2018
Cherie	Dalley	Logan City Council	Acting Mayor	PO Box 3226 Logan City DC Qld 4114	<a href="mailto:cheriedalley@logan.qld.gov.au">cheriedalley@logan.qld.gov.au</a>	07 3412 5508	0411 869 117	5	20/03/2018
Cheryl	Gaetke	Somerset Regional Council	Councillor	674 Kilcoy-Murgon Road Kilcoy Qld 4515	<a href="mailto:cherylgaetke@somerset.qld.gov.au">cherylgaetke@somerset.qld.gov.au</a>	0454220728	0428408227	5	27/03/2018
Kylie	Goodwin	Ipswich City Council	Manager, Animal Management Operations	50 South Street, Ipswich Qld 4305	<a href="mailto:kylie.goodwin@ipswich.qld.gov.au">kylie.goodwin@ipswich.qld.gov.au</a>	0738107288	0457564620	5	02/02/2018
Julie	Greer	Moreton Bay Regional Council	Councillor	PO Box 159 Caboolture Qld 4510	<a href="mailto:Julie.Greer@moretonbay.qld.gov.au">Julie.Greer@moretonbay.qld.gov.au</a>	0734806705	0409274517	5	03/08/2018
Samantha	Hall	Ausbuild Pty Ltd	General Counsel	PO Box 246 Capalaba Qld 4157	<a href="mailto:sam.hall@ausbuild.com.au">sam.hall@ausbuild.com.au</a>	0732450629	0458715730	5	16/04/2018
Adam	Hain	Moreton Bay Regional Council	Councillor	PO Box 159 Caboolture Qld 4510	<a href="mailto:Adam.Hain@moretonbay.qld.gov.au">Adam.Hain@moretonbay.qld.gov.au</a>	07543332960		5	16/08/2018
Rebecca	Hersant				<a href="mailto:rebecca.hersant@outlook.com">rebecca.hersant@outlook.com</a>		0413733270	5	03/09/2018
Tracey	Huges	Redland City Council	Councillor	PO Box 21 Cleveland Qld 4163	<a href="mailto:Tracey.Huges@redland.qld.gov.au">Tracey.Huges@redland.qld.gov.au</a>	0738298600	0427734214	5	18/04/2018
Shannon	Kasper	Ipswich City Council	Animal Management						
Laurie	Koranski	Logan City Council	Compliance Officer	50 South Street, Ipswich Qld 4305	<a href="mailto:Shannon.Kasper@ipswich.qld.gov.au">Shannon.Kasper@ipswich.qld.gov.au</a>	0738106666	0417633847	5	02/02/2018
			Councillor	PO Box 3226 Logan City DC Qld 4114	<a href="mailto:lauriekoranski@logan.qld.gov.au">lauriekoranski@logan.qld.gov.au</a>	07 3412 5142	0473 415 294	5	01/08/2018
			Meetings Services						
Karen	Murray	Logan City Council	Coordinator	20 Lorikeet Road Regency Downs Qld 4341	<a href="mailto:karenmurray@logan.qld.gov.au">karenmurray@logan.qld.gov.au</a>	0734125380	0411869069	5	02/07/2018
Brooke	Savidge	Moreton Bay Regional Council	Councillor	PO Box 159 Caboolture Qld 4510	<a href="mailto:brooke.savidge@moretonbay.qld.gov.au">brooke.savidge@moretonbay.qld.gov.au</a>			5	03/08/2018
Trevina	Schwarz	Logan City Council	Councillor	PO Box 3226 Logan City DC Qld 4114	<a href="mailto:trevinaschwarz@logan.qld.gov.au">trevinaschwarz@logan.qld.gov.au</a>	0731425511	0411658066	5	23/08/2018
Denise	Sims	Moreton Bay Regional Council	Councillor	PO Box 159 Caboolture Qld 4510	<a href="mailto:denise.sims@moretonbay.qld.gov.au">denise.sims@moretonbay.qld.gov.au</a>			5	03/08/2018
Julie	Talty	Redland City Council	Councillor	PO Box 21 Cleveland Qld 4163	<a href="mailto:Julie.Talty@redland.qld.gov.au">Julie.Talty@redland.qld.gov.au</a>	0738298606	0418218847	5	18/04/2018
Nikki	Te Wano	Logan City Council	Executive Services Officer	PO Box 3226 Logan City DC Qld 4114	<a href="mailto:nikkitewano@logan.qld.gov.au">nikkitekano@logan.qld.gov.au</a>	0734125205	0421848283	5	12/07/2018
Karen	Williams	Redland City Council	Mayor	PO Box 21 Cleveland Qld 4163	<a href="mailto:Mayor@redland.qld.gov.au">Mayor@redland.qld.gov.au</a>	0738298623	0416123588	5	15/08/2018
Koliana	Winchester	Moreton Bay Regional Council	Councillor	PO Box 159 Caboolture Qld 4510	<a href="mailto:koliana.winchester@moretonbay.qld.gov.au">koliana.winchester@moretonbay.qld.gov.au</a>	0732830411	0417267738	5	12/04/2018
<b>Life Members</b>									
Julie	Arthur	Mrs		9 Blue Gum Court, Maryborough Qld 4650	<a href="mailto:juliearthur@bigpond.com">juliearthur@bigpond.com</a>			4	N/A
Anne	Glasheen	Toowoomba Regional Council	Councillor	PO Box 3021 Toowoomba Village Fair Qld 4350	<a href="mailto:Anne.Glasheen@tr.qld.gov.au">Anne.Glasheen@tr.qld.gov.au</a>			3	N/A
Daphne	McDonald	Gold Coast City Council	Councillor	113 Mallowa Drive Palm Beach Qld 4221	<a href="mailto:daphnemcdonald@goldcoast.qld.gov.au">daphnemcdonald@goldcoast.qld.gov.au</a>	0755816228	414180013	5	N/A
Marilyn	McMurtrie			64 Amosfield Road Stanthorpe Qld 4380	<a href="mailto:mally@halenet.com.au">mally@halenet.com.au</a>	0746812868	0407584197	3	N/A
			Prior councillor on Dalby Shire Council						
			ALGWA President from 1994-1997 and Immediate Past President from 1997-2000						
Jan	Pedler	No contact details as yet		50 Moreton Street, Dalby Q 4405 (2000)				3	N/A
Judy	Peters	Bundaberg Regional Council	Councillor	PO Box 2081 Bundaberg Qld 4670	<a href="mailto:judy.peters@bundaberg.qld.gov.au">judy.peters@bundaberg.qld.gov.au</a>	0741529813	0417778091	4	N/A
			Prior Councillor on Brisbane City Council						
June	O'Connell	No contact details as yet		5 Carnoustie Court, Indooroopilly Q 4068 (2000)				3	N/A

<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>	<u>Paid Date</u>
<b>Corporate Members</b>									
<u>Zone 1</u>									
<u>Zone 2</u>									
Robert	O'Brien	Barcoo Shire Council	Chief Executive Officer	PO Box 14, Jundah Qld 4736	<a href="mailto:shire@barcoo.qld.gov.au">shire@barcoo.qld.gov.au</a>	0746586900		2	02/06/2017
Craig	Doyle	Mackay Regional Council	Chief Executive Officer	PO Box 41, Mackay Qld 4740	<a href="mailto:craig.doyle@mackay.qld.gov.au">craig.doyle@mackay.qld.gov.au</a>	0749619444		2	14/07/2017
<u>Zone 5</u>									
Tanya	Whalley	Brisbane City Council	Officer PA to Director	GPO Box 2567 Brisbane Qld 4001	<a href="mailto:Tanya.Whalley@brisbane.qld.gov.au">Tanya.Whalley@brisbane.qld.gov.au</a>			5	03/07/2017
Kym	Munro	Logan City Council	Organisational Services	PO Box 3226 Logan City DC Qld 4114	<a href="mailto:KymMunro@logan.qld.gov.au">KymMunro@logan.qld.gov.au</a>	734125239		5	15/09/2017
Brett	de Chastel	Noosa Shire Council	CEO	PO Box 141, Tewantin Qld 4565	<a href="mailto:Brett.dechastel@noosa.qld.gov.au">Brett.dechastel@noosa.qld.gov.au</a>			5	27/09/2017
Ian	Wright	CBP Lawyers	Senior Partner	Level 5 307 Queen St Brisbane Qld 4000	<a href="mailto:ian.wright@cbp.com.au">ian.wright@cbp.com.au</a>	0730028735	0438481683	5	11/07/2018
Greg	Meek	Gadens Lawyers	Business Development Director	Level 11, 111 Eagle Street, Brisbane	<a href="mailto:Greg.Meek@gadens.com">Greg.Meek@gadens.com</a>	73114215	0417 720 048	5	16/07/2018

Gold Coast City Council Contact - [jnua@goldcoast.qld.gov.au](mailto:jnua@goldcoast.qld.gov.au)

## **ALGWA Workshop Notes**

**20 October 2018**

In attendance:

Rebecca Hersant, Pierina Dalle Cort, Nikki Te Wano, Jilinda Lee, Cr Daphne McDonald and Karen Murray

The workshop outcomes from 12-13 January were reviewed and discussed.

Key topics discussed and to be added to the original list included:

- Succession Planning

Discussion on the need to be proactive for succession planning. Agreed that an elected member, probably from the South East region, best situated for a future president.

- What do we do differently?

Encourage women to step up into leadership roles.

Support and share experiences.

Provide a confidential and safe environment for discussion thus build trust.

- How do we want to be viewed?

Engaged with our members.

Celebrate local government and women.

Develop partnerships and connections with other organisations.

- Social media

Linked In group currently has 54 members.

Facebook facilitates groups better than Linked In and could be considered as a tool to reach members. Please need to be invited and accept to access the page. It is established as a private group. Ability to have a once a week discussion questions/article etc.

- Communications

Print media is underutilised.

Consider placing articles in magazines, industry publications.

Consider local media opportunities.

- How do we measure success?

Exit interviews for people who leave and do not renew membership.

**Next 12 Months:**

Develop a marketing plan.

Regular meetings with Minister (perhaps every 3-6 months).

Continue to grow membership.

Include more resources on the website.

Regular meetings with Department of Local Government - funding opportunities, partnership opportunities leading up to election

Meet with Department of Women

**WORKSHOPS**

Discussion hosting regional workshops. Previous attempts have not worked. Consideration of holding the same workshop in Brisbane and perhaps Cairns/Townsville.

Provides an opportunity to engage non-members if sent to Council's CEO and HR.

Discussion about appointing an ambassador from each Council and perhaps giving them complimentary membership.

Discussion about asking to present to Council Executive Teams and showcase ALGWA.

Consider running workshops in areas that our Corporate members are (eg. Mackay).

Agreed 3 workshops per year.

Look into opportunities to have webinars (eg. Zoom)

Look into opportunity to record workshops and make available on website.

Look into opportunity to prerecord a session and then have events that Zone Reps could facilitate. Look into use of LGAQ media room for recording interviews.

Consider opportunities for engaging members for submissions - improves advocacy.

Develop a name for our workshop sessions - "Connect for Progress"

**Workshop Topics - seek member's feedback**

- Resilience/wellbeing - bouncing back from adversity - personal perspective from a councillor and a staff member. Brett de Chastel, ex CEO, elected member. Format could be as an interview
- Financial sustainability/grants and funding
- CCC process - an introduction into understanding the process - how to make a complaint, how is it managed, advocate for change
- Conflict resolution - tools to manage
- Social Media - how best to promote yourself

## ENGAGING OUR MEMBERS

Communication with members must be of value and relevant.

Continue to only have 2-3 things in each e-newsletter.

Zone Reps need to undertake personal contact - minimum 2 times per year (phone, email, face-to-face, at an event etc)

Agreed that postal contact is better received as not lost with all the other email traffic.

Agreed to send out an end of year Christmas card and gift to all members. Complete by end of November. Letter to have benefits of ALGWA, proposed events for 2019, types of programs offered, bursary information, key takeaways.

Discussion on having the Management Committee dedicate one day per year to a charity that ALGWA supports which showcases our social commitment.

Zone Reps to contact members in early November to:

- Check contact details (phone, email, postal)
- Ask for topics for workshops
- Preferred location of workshops if held
- Are you willing to travel for conference/workshops?
- Preferred format of workshops
- Do you want to see a networking event included at conferences/workshops?
- Preferred platform if ALGWA has a social media presence (Facebook, Linked In, Twitter)
- Will you be running again?
- What would you like to see next year - we have the National Conference in NSW next year - what would you like to see at a State level?

## INCREASING MEMBERSHIP

Consider how to engage members around the 2020 election period.

Opportunities to partner with the Department to run 'how to be a councillor' workshops.

Daph and Sam are working on strategies to engage new members.

Consider hosting a morning tea/lunch session at Councils you may already be attending to promote ALGWA. Target a few Councils for these events eg. Townsville, Mt Isa

Develop professional brochures to hand out.

Word of mouth - how to expand.

Engage members to bring a friend to workshops - perhaps attend and another attends for free?

Link core values and passions and women in leadership.

## SOCIAL MEDIA

Need to develop rules for engagement for Facebook. Be clear on what not to post.

Share links to articles.

Share across numerous platforms - Facebook, Linked In, Twitter

Share links to conference, bursaries, national conference, changes to legislation, grant links

Article on how to become a members with links to website

Create a Facebook group that people could opt in to.

Need to ensure Management Committee receive training so it is done correctly and professionally.

Develop a calendar so the entire Management Team take a turn at managing the social media sites.

Article on celebration of women in local government.

## INTERNATIONAL WOMEN'S DAY

8 March 2019.

Agreed to share links to other events.

Agreed to do something personal eg. send letters to members.

## ACTIONS:

Script to be developed for Zone Reps to use when contacting members which outlines the benefits of ALGWA and asking:

- Check contact details (phone, email, postal)
- Ask for topics for workshops
- Preferred location of workshops if held
- Are you willing to travel for conference/workshops?
- Preferred format of workshops
- Do you want to see a networking event included at conferences/workshops?
- Preferred platform if ALGWA has a social media presence (Facebook, Linked In, Twitter)
- Will you be running again?
- What would you like to see next year - we have the National Conference in NSW next year - what would you like to see at a State level?



## **AGREED COMMITMENTS FROM THE ALGWA STRATEGIC WORKSHOP HELD 20 OCTOBER 2018**

- State Conference every 2 years
- Forum/event on alternate year to conference
- Project or campaign every year - this can be an ongoing topic over a number of years
- Increase membership by 5% in 2018/2019 - continue to grow membership
- Regular meetings with Minister for Local Government (perhaps every 3-6 months)
- Regular Meetings with the Department of Local Government, Racing and Multicultural Affairs
- Meet with the Department of Women
- Include more resources on the website
- Develop a marketing plan for 2019 - include brochure on ALGWA and the benefits of being a member

### **LONGER TERM**

- Continue to consolidate ALGWA Membership (maintain membership base)
- Continue with bi-annual conference (further discussion on where the conferences should be held and whether to continue with zones hosting conferences)
- Succession Planning
- Risk Management
- Meet with Minister Hinchcliffe and Director General of DILGP
- Respond to submissions as necessary

**Action Table - ALGWA Strategic Workshops held 12-13 January and 20 October 2018**

<b>Date of Workshop</b>	<b>Topic</b>	<b>ACTION</b>	<b>RESPONSIBLE OFFICER</b>	<b>DUE DATE</b>	<b>COMPLETE</b>
12-13 January	Lobbying - Amendments to Bullying Legislation	Draft letter to send to State and Federal Ministers seeking changes to the Bullying Legislation	Jo McNally	Draft 19 January 2018 Review 22 January 2018 Send 31 January 2018	14 January 2018
	Testimonials from event delegates and members	Circulate list of ALGWA Event delegates to Management Committee	Nikki Te Wano	Confirm relevance at next meeting	
		Develop Script for Management Committee to use when seeking testimonials	Nikki Te Wano Karen Murray Rebecca Hersant	Confirm relevance at next meeting	
		Contact event delegates and get testimonials on the event and also ALGWA	All	Confirm relevance at next meeting	
	Teleconference	Teleconference of Management Committee to finalise Conference details	Karen Murray and Rebecca Hersant	13 February 2018	Complete
	State Conference Date Claimer	Develop date claimer for conference in consultation with Hinchinbrook Shire Council for review by Management Committee	Karen Murray, Nikki Te Wano and Rebecca Hersant	16 February 2018	Complete

Date of Workshop	Topic	ACTION	RESPONSIBLE OFFICER	DUE DATE	COMPLETE
		Send out date claimer to members and all Councils electronically	<ul style="list-style-type: none"> <li>Electronic Karen Murray and Nikki Te Wano</li> </ul>	19 February 2018	Complete
		Send out hard copy date claimer to all members	<ul style="list-style-type: none"> <li>Hard Copy Daphne McDonald to send</li> </ul>	16 February 2018	Consider for next year
	Resources	List of Resources each Council/Organisation can offer to ALGWA including in-kind cost	All	20 December 2018	
	Powerpoint Presentation - ALGWA	Develop a Powerpoint presentation about ALGWA for the Management Team to use when speaking about ALGWA	<ul style="list-style-type: none"> <li>Initial Draft Nikki TeWano, Karen Murray and Rebecca Hersant</li> <li>Feedback on Draft - All</li> <li>Final Presentation - Nikki Te Wano</li> </ul>	Draft 27 November 2018  Feedback 6 December 2018  Final 17 December 2018	
	Public Liability Insurance	Review public liability insurance to ensure meets the needs of ALGWA Queensland Branch	Karen Murray	28 February 2018	Provided by National Committee
	Sponsors	Acknowledge sponsors on website and other relevant documentation	Rebecca Hersant	9 March 2018	Complete
	Membership	Prepare membership renewals for issuing	Karen Murray	13 April 2018	Complete - sent via mail. Follow up reminders via email.

Date of Workshop	Topic	ACTION	RESPONSIBLE OFFICER	DUE DATE	COMPLETE
					Zone reps also undertook follow up
	Members	Personal contact with all members sharing information on the Conference, membership renewal, feedback	ALL	30 April 2018	
	Candidate Information	Develop a powerpoint presentation and brochure for potential candidates	Daphne McDonald Sam Hall	30-11-2018	
20 October 2018	Contact Members seeking feedback	Phone members to: <ul style="list-style-type: none"> <li>• Update contact details</li> <li>• Seek workshop topics</li> <li>• Ask preferred location of workshops and if willing to travel</li> <li>• Preferred format of workshops</li> <li>• Do want networking event included in workshop/conference</li> <li>• Preferred social media platform</li> <li>• Are they running again</li> <li>• What would you like next year <ul style="list-style-type: none"> <li>- National conference in NSW</li> <li>- what want at state level.</li> </ul> </li> </ul>	Script - Karen Murray  Zone Reps phone members	2 November 2018  28 November 2018	
		Create script for Zone reps to use for phone calls			

Date of Workshop	Topic	ACTION	RESPONSIBLE OFFICER	DUE DATE	COMPLETE
	Social Media	<ul style="list-style-type: none"> <li>• Develop Facebook private Group</li> <li>• Develop rule for engaging on Facebook</li> <li>• Develop a calendar for activating Facebook - topics each month, who is responsible for managing each month etc</li> <li>•</li> </ul>	Develop a subcommittee to implement social media	30 November 2018	
	Marketing Material	<ul style="list-style-type: none"> <li>• Develop a brochure on ALGWA which could be handed out at events etc</li> <li>• Arrange brochures to be printed</li> <li>• Distribute brochures to Zone Reps</li> </ul>	Nikki Te Wano	30 November 2018	
	Succession Planning	New President	All	30 November 2018	
	Exit interviews for Members	Undertaken Exit interviews when members do not re-join	Zone Reps	Ongoing	

Date of Workshop	Topic	ACTION	RESPONSIBLE OFFICER	DUE DATE	COMPLETE
	Workshops	<ul style="list-style-type: none"> <li>Develop workshop series name - 'connect to progress'?</li> <li>Develop 3 workshops per year (finalise topics following member contact)</li> <li>Run workshops in areas where we have corporate members</li> <li>Run same workshop in different areas (eg. Brisbane and Cairns) with Zone Rep hosting</li> </ul>	All		
	Recording Interviews/workshops	Investigate is LGAQ media room can be used	Rebecca Hersant	December 2018	
	Webinars	Investigate hosting webinars	Jilinda Lee		
	Interviews	<ul style="list-style-type: none"> <li>Topic on resilience/wellbeing - bouncing back from adversity.</li> <li>Arrange to interview a councillor and a CEO</li> </ul>	All to suggest potential candidates		
	Engagement with Councils	<ul style="list-style-type: none"> <li>Consider opportunities to host morning tea/lunch to showcase ALGWA when attending Councils</li> <li>Develop list of which Councils to target</li> <li>Arrange to host events</li> </ul>	Rebecca Hersant Zone Reps	December 2018  February 2019	

Date of Workshop	Topic	ACTION	RESPONSIBLE OFFICER	DUE DATE	COMPLETE
	Communication with members	Personal contact with members minimum 2 times per year (phone, email, face-to-face)	Zone reps	Ongoing	
	Christmas Letter	Send Christmas letter and gift (iPad cleaner cloth) to all members	Rebecca Hersant and Karen Murray to draft letter and arrange gifts. Zone Reps to send directly to Members	3 December 2018 7 December 2018	
	Meet with Department of Local Government	Arrange meeting with Department of Local Government	Rebecca Hersant Karen Murray Who else to attend?	21 December 2018	
	Meet with Minister for Local Government, Racing and Multicultural Affairs	Arrange meetings with Minister for Local Government - twice yearly	Rebecca Hersant Daphne McDonald	January 2019	
	Meet with Office of Women	Arrange meeting with Office of Women	Rebecca Hersant	January 2019	
	International Women's Day	Share links to other events on ALGWA Website. Include information in newsletter. Send out letter to members	Rebecca Hersant Karen Murray	22 March 2019	

Date of Workshop	Topic	ACTION	RESPONSIBLE OFFICER	DUE DATE	COMPLETE
	How to be a Councillor Workshop	Engage with Department of Local Government, LGAQ on opportunities to be involved in hosting workshops on 'How to be a Councillor' prior to 2020 elections	All	December 2019	
	Social Commitment	ALGWA Management Committee to volunteer one day per year at a charity supported by ALGWA. <ul style="list-style-type: none"> <li>• Determine which charity for 2019</li> <li>• Arrange to volunteer</li> </ul>	All	January 2019	



## WORKSHOP NOTES

Review against commitments from January 2018 Workshop

### What does ALGWA do better than anyone else?

- Offering upskilling at little cost
- Personalised connection (individual not council related i.e. LGAQ)
- Support, networking
- Cost effective membership \$82.00
- Breakfast success at conferences that people are already there for
- Conference
- Encourage women to step up into leadership roles
- Support and share experiences
- Provide a confidential and safe environment for discussion therefore, building trust

### How do we want to be viewed?

- Professional
- Friendly/approachable
- Engaged - with members
- Celebrate local government and women
- Knowledgeable
- First point of contact
- DILGP/Office for Women – Candidate seminars (Zonta, Lions, CWA & YWCA)
- Develop possible partnerships and connections with other organisations

### What low-cost resources do you have access to?

- Social media – twitter
- Workshop with Sam (legal aspect)
- Communication – letters, phone, vision 6
- Council resources – their skill set & facilities
- Partners resources – their skill set & facilities
- Partnerships with other women groups
- Denise – statistician
- Legal advice
- Relationships – LGAQ, DILGP, LGMA, Partners (Telstra, JLT)
- Print and media opportunities/articles

### Where are we now?

- Credible organisation with 50+ members
- 173 women elected, 13 CEOs (4 indigenous)
- Conference every second year

### Communication

- Print media is currently underutilised
- Consider placing articles in magazines, industry publications
- Consider local media opportunities

## Social Media

- LinkedIn group currently has 54 members
- Facebook opportunities (facilitates groups better than LinkedIn and could be considered a tool to reach out to members. People need to be invited to join the group so therefore they have to accept access to the page (set up as a private group). Ability to have a difference discussion each week/month and also share articles and information).
- Develop rules for engagement for Facebook - be clear on what not to post
- Opportunity to share articles
- Ability share across a number of platforms - Facebook, LinkedIn, Twitter
- Opportunity to share conference news, bursary information, national conference, changes to legislation, grant links etc
- Include an article on how to become a member
- Need to ensure Management Committee receive training so it is done correctly and professionally
- Develop a calendar so the entire Management Committee had a dedicated month to manage the social media sites
- Suggestions - article on celebration of women in local government, share relevant articles, celebrate success, showcase conference, workshops etc.

## Where do we want to be in 5 years?

- Increase in membership (all those interested in LG)
  - More personalised approach (2 x calls per annum by Zone Reps & 2 x personalised communication pieces per annum). *Agreed this is important to continue.*
- Increase in credibility
- Higher profile
- More active in regions
- Diversity
- Members promoting us
- Subcommittee with skills

## How do we measure success?

- Longevity
- High profile
- *Exit interviews for members who do not re-join*

## Next 12 months:

- 5% increase in membership (*achieved*)
- Deliver a successful conference (*achieved*)
- Project/campaign of our choosing 3 years (advocacy related)
- Keep conference at every 2 years for the time being
- 2019 event and whether hosted or independent - *seek members feedback to determine if this is what they want.*
- Succession planning for AGM elections - *need to be more proactive in succession planning. Agreed that an elected members, probably from the South East region, best situated for a future president.*
- Risk management session
- Investigate subcommittee - *could be for establishment of social media presence*

Agreement that ALGWA continue to open membership to all interested in local government, however, need to be mindful that there are different requirements for elected members versus officers.

#### Risk Management - Matters to Review

- Board continuity and succession planning
- SWAT analysis
- Financial position
- Director liability
- Documentation - good governance
- Internal and external risks
- Reputation

#### Workshops

- Agreed 3 workshops per year
- Need to develop a name for our workshop series - 'Connect for Progress'
- Consider hosting regional workshops in major hubs (eg. Cairns, Townsville, Mackay) with Zone rep hosting
- Hold same workshop in number of locations
- Consider running workshop in areas where we have Corporate members eg. Mackay, Noosa
- Consider how to engage non-members - sending invites to Councils via CEO and HR
- Members invited to bring a 'friend' at no cost to increase awareness of ALGWA
- Investigate webinar opportunities
- Investigate recording workshops and having available on website
- Consider recording a discussion topic/workshop and having Zone Reps host a discussion group on the topic within their Zones
- Look into whether the LGAQ media room could be used to record interviews
- Consider engaging our members for submissions on local government matters - improves advocacy and engagement
- WORKSHOP TOPICS
  - Resilience/wellbeing - bouncing back from adversity. Interview a Councillor and staff member/CEO about a personal perspective. Ideas included Brett de Chastel, an ex CEO and an elected member (current and retired).
  - Financial sustainability/grants and funding
  - CCC process - an introduction into understanding the process, how to make a complaint, how a complaint is managed and advocate for change
  - Conflict resolution - tools to manage
  - Social Media - how to best promote yourself

Agreed that the above workshop topics be put to members when undertaking telephone calls to determine their priorities and seek other topics.

#### Engaging our Members

- Communication with members must be relevant and of value
- Continue to have 2-3 topics for each newsletter
- Zone Reps to have personal contact - minimum 2 time per year. Eg. Face-to-face, phone call, personal email, catch up at an event)

- Agreed postal contact is better received and not lost with all other email traffic
- Agreed to send out an end of year Christmas card and gift to all members. Letter to have benefits of ALGWA , proposed events for 2019, types for programs/workshops offered, bursary information, key takeaways
- Increase our social commitment - ALGWA Management Committee to dedicate one day per year to a charity that ALGWA supports
- Agreed Zone Reps to check in with members in November to:
  - Update contact details
  - Provide list of proposed workshop topics and ask for their preference and other topics
  - Preferred location of workshops
  - Are they will to travel for workshops/conference and to where?
  - Preferred format of workshops/conference
  - Do they want to see networking event also included in workshop/conference?
  - Preferred platform if ALGWA has a social media presence (Facebook, Twitter, LinkedIn)
  - Will you be running again (if elected member)?
  - What would they like to see next year - National Conference in NSW in May, what would you like at a state level?

#### How to Increase Membership

- How do we engage members around the 2020 election period?
- Look at opportunities to partner with the Department of Local Government to run 'how to be a councillor' workshops
- Consider hosting a morning tea/lunch sessions as Council to promote ALGWA - could be done when already attending a council. Need to consider key councils to target eg. Townsville, Cairns, Mt Isa
- Develop professional brochure to hand out
- Word of mouth - how do you expand on this?
- Engage members to bring a friend to workshops - maybe friend attends for free?
- Link core values and passions and women in leadership