

## **ADDENDUM REPORT**

### **REPORTS FROM EXECUTIVE MANAGER - OFFICE OF THE GENERAL MANAGER**

**a8 [OGM] Training of Councillors**

**ORIGIN:**

**Administration Services**

**SUMMARY OF REPORT:**

A workshop will be held in Lismore on 24 May 2004 from 9.00am to 4.00pm.

This report details the Workshop Program.

**RECOMMENDATION:**

That Councillors wanting to attend this Workshop please advise the Mayor's Secretary so that the necessary arrangements may be made.

## **ADDENDUM REPORT**

### **REPORT:**

A workshop will be held in Lismore on 24 May 2004 from 9.00am to 4.00pm.

Details the Workshop Program are as follows:

## ADDENDUM REPORT



### **Elected Life** an essential workshop for councillors

*The Councillor Professional Development Program*

#### **Overview**

The aim of the one day workshop is to assist recently elected and re-elected councillors to review the roles and responsibilities of elective office. In particular the workshop will consider the knowledge and skills required of an effective local government councillor

#### **What will it cover?**

This one day workshop, an essential training module for recently and re-elected councillors, will identify the key skills and knowledge required of an elected councillor. Elected Life will consider your role and responsibilities, including community consultation responsibilities, attendance at council meetings, your relationship with the general manager and staff, how to cope with the balance of home, council and work, and ethical responsibilities.

#### **Specific Themes**

The workshop will consider the following themes:

- the governance framework for councils
- the Council Charter
- undertaking a community leadership role
- exercising the corporate governance role
- adopting a strategic approach to councillor's representative role
- effective decision making
- managing time
- balancing the competing demands of elected life
- ethical responsibilities as an elected member, and
  - Council's Code of Conduct
  - Open forum - an opportunity to explore and discuss issues pertaining to the role that may not have been covered in the formal part of the program.

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## ADDENDUM REPORT

**Segments:** The program is in four segments:

1. Council as a Sphere of Government
2. Council Governance
3. Setting the Policy Framework
4. Elected Life and Other Matters

**Who should attend:** Elected members (either recently elected or longer term) and senior staff.

**Presenter** Gerry Holmes from Holmes and Reynolds Pty Ltd, Greg Hawken from Greg Hawken Consulting, or Ruth Stevenson or Darryl Rubiolo from Local Government Learning Solutions.

**Links** – This program links to other Local Government Learning Solutions workshops including:

- Conflict of Interest
- Effective and Fair Meeting Procedures
- Community Leadership.

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### 2004 dates and venues

3 May, Sydney	6 May, Sutherland
6 May, Bankstown	13 May, Sydney (evening – 3pm to 9pm)
12 May, Wollongong	13 May, Eurobodalla
24 May, Lismore	25 May, Blacktown
26 May, Coffs Harbour	26 May, Hornsby
4 June, Sydney	23 June, Gosford
25 June, Newcastle	30 June, Armidale
6 July, Penrith	19 July, Orange
21 July, Dubbo	23 July, Wagga Wagga
26 July, Griffith	28 July, Ballina
30 July, Sydney	3 August, Narrabri

**Cost:** \$363 inclusive of GST

**To register:** Complete a registration form or call Emma Murray or Linda Kenny on 02 9242 4181/3 or [emma.murray@lgsa.org.au](mailto:emma.murray@lgsa.org.au).

**Enquiries:** Please contact Darryl Rubiolo on (02) 9242 4182.

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## ADDENDUM REPORT

### Elected Life Workshop Program

- 8.45 – 9.00 Introductions  
Housekeeping
- 9.00 – 10.30 *Session One-Council as a Sphere of Government*
- Grassroots Government
  - The Legal Framework
  - Council Charter
- 10.30 – 10.45 **BREAK**
- 10.45 – 12.30 *Session Two - Council Governance*
- Due Diligence for a Councillor
  - Defining Council Governance
  - Wearing Two Hats
  - The Effective Councillor
  - Leadership Roles for a Councillor
- 12.30 – 1.15 **BREAK**
- 1.15 – 2.45 *Session Three -Setting the Policy Framework*
- Right to Information
  - Adopting a Strategic Approach
  - The Management Plan
  - Powers of Delegation
  - Keeping the Community Informed
  - Meeting Procedures
- 3.00 – 3.15 **BREAK**
- 3.15 – 4.30 **Session Four - Elected Life and Other Matters**
- Potential Demands on a Councillor
  - Time Management
  - Allowances, Fees and Expenses
  - Liability as Councillor
  - Private Interests and Public Duty
  - Pecuniary Interests
  - Resolving Conflicts of Interests
- 4.30 4.45 *Review and the Conclusion*

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### LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:

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## **ADDENDUM REPORT**

Nil.

### **POLICY IMPLICATIONS:**

Nil.

### **UNDER SEPARATE COVER:**

Nil.

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