



## COUNCILLOR'S PROFESSIONAL DEVELOPMENT PLAN 2016 - 2020

Councillor	Councillor Induction Incl use of i-pads, Bus Papers, etc	Mayor's Weekend LGNSW	Code of Conduct, Conflict of interest	Social Media and Media Skills	Executive Certificate for Elected Members (5 days)	Chairing and Effective Meeting Procedures	Financial Issues in Local Govt	Audit C'ttee Training	Good Governance	Strategic Planning	Other??? See Page 7
Mayor Hoban	C		C								
Clr Ainsworth	C		C								
Clr Ballangarry	C		C								
Clr Finlayson	C		C								
Clr Jenvey	C		C								
Clr Jones	C		C								
Clr Reed	C		C								
Clr Smyth	C		C								
Clr Wilson	C		C								

**Note:**

**Councillors should put a cross alongside their name and under the training courses they wish to attend over the next two years.**

**"C" means course completed in the previous two years**

**All courses except the Mayors weekend and Exec Cert can be delivered in –house and other councils invited to attend**

**The above training Plan excludes attendance at Conferences**

## **INDIVIDUAL COURSE OUTLINE**

### **1. Councillor Induction**

To be conducted by the OLG after an election and supplemented in house by Council staff – mandatory for all councillors.

### **2. Mayors Weekend**

**Date:** 1 June - 2 June 2019

**Location:** Sydney CBD, for venue details contact LGNSW Learning Solutions

Mayors are the face of local government. The role is an important and demanding one. People expect mayors to provide the leadership required for councils to work effectively and address community priorities. Local government in NSW has faced sweeping reforms: amalgamations, new arrangements for strategic planning and regional cooperation, plus a far-reaching review of the Local Government Act (1993). At the same time, communities are experiencing the impact of quickening economic and social change, as well as intense development pressures in our major towns and cities. These challenges require fresh thinking and sound local leadership. The pressures on mayors can only increase.

#### **Seminar Program**

The program has a strong practical focus with workshop sessions and ample time for exchanges of views and networking. Topics include:

Current issues and challenges facing Mayors and their councils  
The Mayoral Toolkit – the changing role of Mayors and important ‘tools of the trade’  
The Mayor as community leader – locally and at the regional level  
The Mayor as council leader – working with other councillors, chairing meetings  
The Mayor and General Manager  
State-local relations.

### **3. Code of Conduct**

**Date:** 15 February 2019

**Location:** Sydney, for venue details contact LGNSW Learning Solutions

Council officials play a vital role in serving local communities. To do this effectively, they need to uphold the highest standards of behaviour to ensure communities have trust and confidence in Local Government. The standards of behaviour are described in detail in the Model Code of Conduct. The Code is a legal document that all officials are obliged to understand and follow. The Model Code forms the basis of each council’s code of conduct.

At the conclusion of the workshop participants should be able to:

- know the requirements set out in the Model Code of Conduct
- identify Pecuniary and Non-Pecuniary conflicts of interest

- understand the principles and processes for managing conflicts of interest
- recognise the responsibility to promote organisational integrity and accountability

#### Content

- Public/private duality
- Types of conflict of interest
- Pecuniary conflicts of interest
  - Pecuniary interest of relatives and associates, managing pecuniary interests, lodging returns, CI, meeting practice, breaches
- Non Pecuniary conflicts of interest
  - Managing them, political donations, personal benefit
  - Relationship between council officials and access to information, council buildings etc
  - Committee, councillor misbehaviour
  - Reporting breaches, complaint handling procedures, conduct review committee, councillor misbehaviour
  - Roles of the DLG, ICAC, PIDT etc.

## **4. Social Media and Media Skills**

**Date:** 1 February 2019

**Location:** Sydney, for venue details contact LGNSW Learning Solutions

### **Social Media - 9am-12pm**

Leaders today are judged not only on their ability to communicate but on their readiness to understand and adopt new forms of communication. This interactive workshop will give Councillors and Management an overview of the most influential social networks and their value, and show them how to use social for their benefit and that of Council's, so their social presence positively impacts business objectives.

Participants will be provided with strategies and tactics to support their Council's overarching business and communication priorities.

Learning will also be supported with a range of resources including:

- A social media 101 guide
- A guide on how to engage on Facebook

#### Content - Social Media for Councillors

Participants will develop skills and knowledge in:

- Social media fundamentals: the types of social media networks and which ones will work for Councillors.
- How to build your brand as a Councillor on social media.
- Your responsibility as a Council representative on social media.
- How to engage with your community on social media and build a following.

#### Process

This workshop is interactive and hands-on, so please bring your laptop, tablet or smartphone to the workshop.

The facilitator will engage you in demonstrations, discussions and practice activities to assist understanding and application of Social Media strategies.

### **Media Skills - 1pm-4.30pm**

This practical workshop has been designed to provide councillors and relevant professional staff with practical techniques to enable them to be more comfortable, confident and effective in dealing with the media.

Content - Media skills for Councillors

- Frameworks to help reduce the time and stress levels associated with preparing for a media interview
- Skills and techniques for keeping in control
- Tips for thinking on your feet
- Introductions and setting the scene
- Role of media interviews in helping position council with its communities
- Understanding what to do before an interview
- Delivering messages that are interesting, relevant and newsworthy
- Keeping control in the face to tough questions
- Implications of being a representative of council in the media

Open forum – an opportunity to explore and discuss issues pertaining to your role that may not have been covered in the formal part of the program.

## **5. Executive Certificate for Elected Members**

**Date:** 27 June - 29 June 2019

**Location:** Sydney, for venue details contact LGNSW Learning Solutions

Local Government NSW is delighted to announce that it has joined with the University of Technology (Centre for Local Government) and TAFE NSW to provide an accredited training program for councillors called the Executive Certificate for Elected Members.

The program is conducted over 5 days and includes practical activities and assessments.

Sydney dates:

Block One: 27, 28 & 29 June 2019

Block Two: 2 & 3 August 2019

For further information download the [Executive Certificate for Elected Members \(PDF, 127KB\)](#)

## **6. Chairing and Effective Meeting Procedures**

**Date:** 11 February 2019 8 May 2019

**Location:** Sydney, for venue details contact LGNSW Learning Solutions

Meetings play an important role in the management of all organisations and are an essential part of good corporate governance. This workshop is designed to assist Councillors in gaining the skills and confidence required to effectively chair, participate in and contribute to council meetings.

Objectives

- Develop a systematic approach to planning, conducting and following up meetings
- Understand the roles, duties and powers of the chair and legal requirements of agendas and minutes
- Use the correct terms, procedures and rules of debate
- Discuss the difficulties in running a meeting, dealing with people and situations
- Use more creative problem solving skills for task orientated meetings, decision making and action planning
- Identify and use effective communication and behaviour styles
- Gain and keep respect, enhance personal presentation
- Understanding of the Code of Meeting Practice and its application in council meetings
- Understanding of motion requirements and the rules of formal debate
- Understanding of appropriate Councillor behaviours during council meetings
- Increased confidence in Councillors' ability to participate in council meetings

#### Process

The facilitator will use group and individual exercises, skill practices and video to assist participants to transfer the learning back to the workplace. All participants will be given a reference workbook to take away. They are asked to bring along a copy of a recent meeting agenda and minutes.

## **7. Financial Issues in Local Government**

**Date:** 31 January 2019 and 5 June 2019

**Location:** Sydney, for venue details contact LGNSW Learning Solutions

Whether it be reading council's budget, or contributing or questioning the budget and Operational Plan, Councillors are having to make many decisions about financial issues in Local Government. This module will assist Councillors to make informed decisions about financial issues.

#### Content

- Know the responsibilities of Councillors in regard to council finances
- Understand basic accounting procedures
- Know how to read quarterly reviews
- Know how to interpret council balance sheets
- Know what depreciation is and how it affects council's finances
- Understand how financial information fits into council planning
- Understand the concept of risk and how it fits into financial management issues
- Know what is expected of councillors during council audits
- Explore how probing questions can assist to make more informed decisions.

#### Process

Participants will gain practical skills, knowledge and confidence in discharging the financial duties of a councillor. The module will provide them with range of basic tools to understand, interpret, develop, plan and more effectively manage the financial resources of their council, as well as inform them of their duties and responsibilities in regard to the financial management of their Council.

## **8. Internal Audit Committee Training**

**Date:** 20 March 2019

**Location:** Sydney, for venue details contact LGNSW Learning Solutions

This program is a partnership between LGNSW and the Institute of Internal Auditors. The program will assist NSW councils to implement the new risk management and internal audit framework.

Office of Local Government is currently finalising a discussion paper proposing a mandatory risk management and internal audit framework. It is being developed in close consultation with:

- NSW Treasury
- Department of Finance, Services & Innovation (DFSI)
- Institute of Internal Auditors (IIA)
- NSW Audit Office
- Local Government Internal Audit Network Executive

### **Content**

- Local Government Audit Committee
- Formal requirements
- Local Government Legislation
- Meeting Procedures
- Internal Audit
- Risk Management
- Improvement
- Financial Statements
- Managing the external audit relationship
- Complaints and public interest disclosures

## **9. Good Governance**

### **Overview**

This workshop examines how the processes, protocols, and conduct of governance contribute to council performance.

### **Who should attend**

Councillors and senior staff.

### **Content**

- what is good governance?
- what are the key characteristics of good governance?
- what are the benefits?
- what does good governance in local government look like?

- improving the governance process
- governance - performance review - what to assess
- Council
- Council meetings
- Councillors
- The Mayor.

## **10. Strategic Planning**

### **Overview**

The program looks at the strategic planning processes and how to take an integrated planning approach in councils.

### **Who should attend**

Councillors and senior staff.

### **Content**

- Understanding the integrated planning and reporting framework
- Exploring the steps to achieve the integrated planning and reporting framework
- Knowing the roles and responsibilities of Councillors, General Manager and staff
- Strategic planning - background, development and barriers
- Building the plan including community strategic plans; environmental scans; resourcing plans, delivery and operational plans, and the annual report.
- Strategic planning process, vision, mission, values, objectives and goals.

Case studies from NSW councils will be examined. The management of performance information, through the planning process, will be a specific feature of this module.

## **11. Other Training**

Councillors should advise of any other specific training that they would like to undertake relevant to their role as a Councillor.

This could include, for example:

- Speed Reading
- Presentation Skills
- Advanced Media Skills
- Bullying and Harassment
- Engaging with the Community
- Handling Difficult People
- Understanding Sustainability
- Performance Management of Senior Staff
- Lobbying Skills for Councillors