

ALL COUNCILLORS

Our Ref:
File:
Date:

DF:LK:Z11/183416
GI-80.13.007
8 September 2011

Dear Councillor

PROFESSIONAL DEVELOPMENT AND INDUCTION PROGRAM

As a newly elected Councillor you will be receiving a range of training and information to assist you in performing your role.

A program has been developed for new Councillors which will require a reasonably substantial commitment of your time in the next few months.

The first meeting of the new Council is scheduled for 14 September 2011. This Extraordinary Meeting will follow a training session on conducting meetings. The Agenda for this meeting will be distributed on Friday 9 September 2011.

A few dates for your diary are listed below.

<p>11* & 12 September</p> <p>* [3.30pm - forum at IPAC – see details in paragraph below]</p>	<p>Induction program</p>	<p>Introduction to the Council structure, projects and services with a site visits to major facilities and projects</p>	<p>2 day session</p> <p>9.00 am – 3.00pm [both days]</p> <p>L9 Function Room, Council Administration Building</p>
<p>14* September</p> <p>* [Councillor photos will be taken on this day]</p>	<p>Effective Meeting Skills delivered by the Local Government & Shires Associations</p>	<p>Assist Councillors to gain skills to effectively participate in Council meetings</p>	<p>9.00am Official photos</p> <p>9.30am – 4.30pm [includes training session for iPads 3.30 – 4.30pm]</p> <p>Council Chambers, L10 Council Administration Building</p>

14 September	Extraordinary Council Meeting	Meeting to consider the election of Deputy Lord Mayor, set Lord Mayor and Councillor fees and regular day for future Council meetings [Agenda available 9 Sept 2011]	5.15pm Light meal & refreshments 6.00pm Extraordinary Council meeting Council Chambers, L10 Council Administration Building
15 September	Session for Elected Councillors delivered by the Division of Local Government [a joint session with Shellharbour City Council]	Session to introduce Councillors to relationships and responsibilities; integrated planning framework, Code of Conduct, financial management and meeting practice	3 hour session 5.00pm Light meal & refreshments 5.30pm dlq Session L9 Function Room, Council Administration Building
11 & 12 October	Governance Essentials for Local Government delivered by the Australian Institute of Company Directors	4 x 3 hour sessions to cover: roles and responsibilities of the Council and Councillors; Issues for Councillors; Leadership – The Councillor Role; Introduction to Financial Management	2 day session 9.30am – 5.00pm [both days] L9 Function Room, Council Administration Building
20 October	Corrupt Conduct and Major Corruption Risks and Code of Conduct delivered by the ICAC and Council	Session to cover corrupt conduct definition, corruption risks for Councillors, and an overview of Council's Code of Conduct and related governance policies	9.00am – 12.30pm 12.30 pm Light Lunch L9 Function Room, Council Administration Building
21 October	Planning Legislation and Controls delivered by the Local Government & Shires Associations	Session to cover the planning principles, statutory framework	9.00am – 3.00pm L9 Function Room, Council Administration Building
23 – 26 October	Local Government Annual Conference to be held in Nowra	Annual conference of all NSW Councils. [Council is entitled to 7 voting delegates at the conference]	Delegates to be determined at the first Ordinary Council meeting in September

29 & 30 October	Wollongong 2022 Community Summit [coordinated by Council staff]	Session to develop a long term community vision for the City. Involving Councillors, Council staff, community members and key stakeholders. Commences the corporate and budget planning process for 2012/2013	This will be discussed at the Councillor Induction session
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Councillors are also invited to attend the forum, “The Pledge for Wollongong’s Future”, to be held at 3.30pm on 11 September, in the Gordon Theatre at the Illawarra Performing Arts Centre. The panel will comprise the Lord Mayor Gordon Bradbery, former Member for the South Coast and social activist, John Hatton and Kylie McRae, the Independent Chair of Council’s Audit Committee.

Please contact me on 4227 7010 should you require further information.

This letter is authorised by

David Farmer
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Wollongong City Council
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