



Burwood
Inc.1874

Thinking of becoming a councillor?

30 June 2021

Burwood . Burwood Heights . Croydon . Croydon Park . Enfield . Strathfield



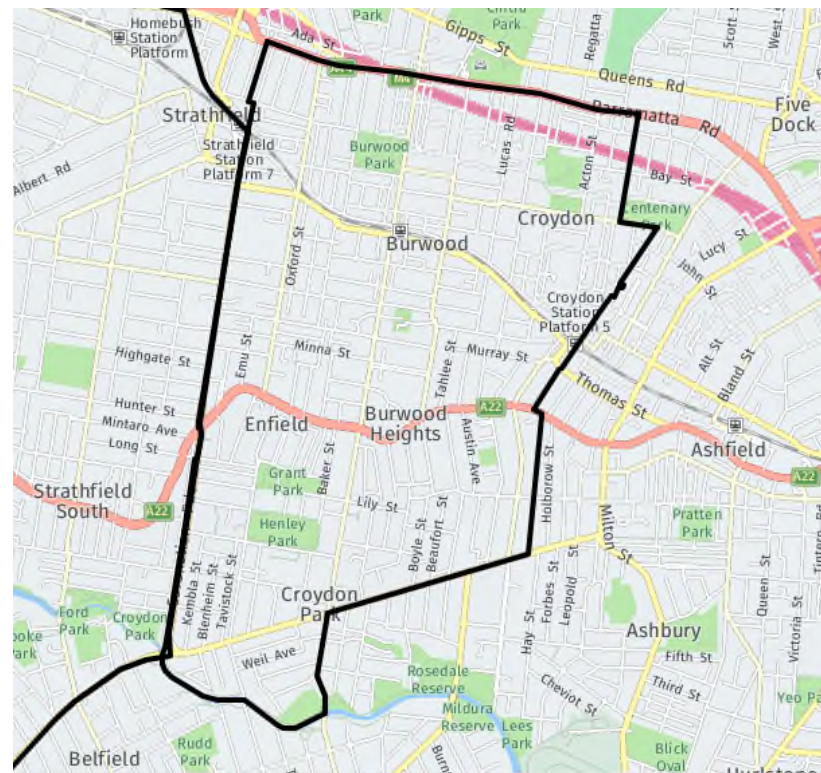


Overview of the session

- ▶ About the Burwood local government area
- ▶ Overview of the role of local government
- ▶ Roles and responsibilities of elected representatives
- ▶ Role of the General Manager
- ▶ The legislative framework for local government
- ▶ Council decision-making
- ▶ Councillor skills and attributes
- ▶ The challenges and rewards of public office
- ▶ Support for councillors to undertake their roles
- ▶ Wrap up

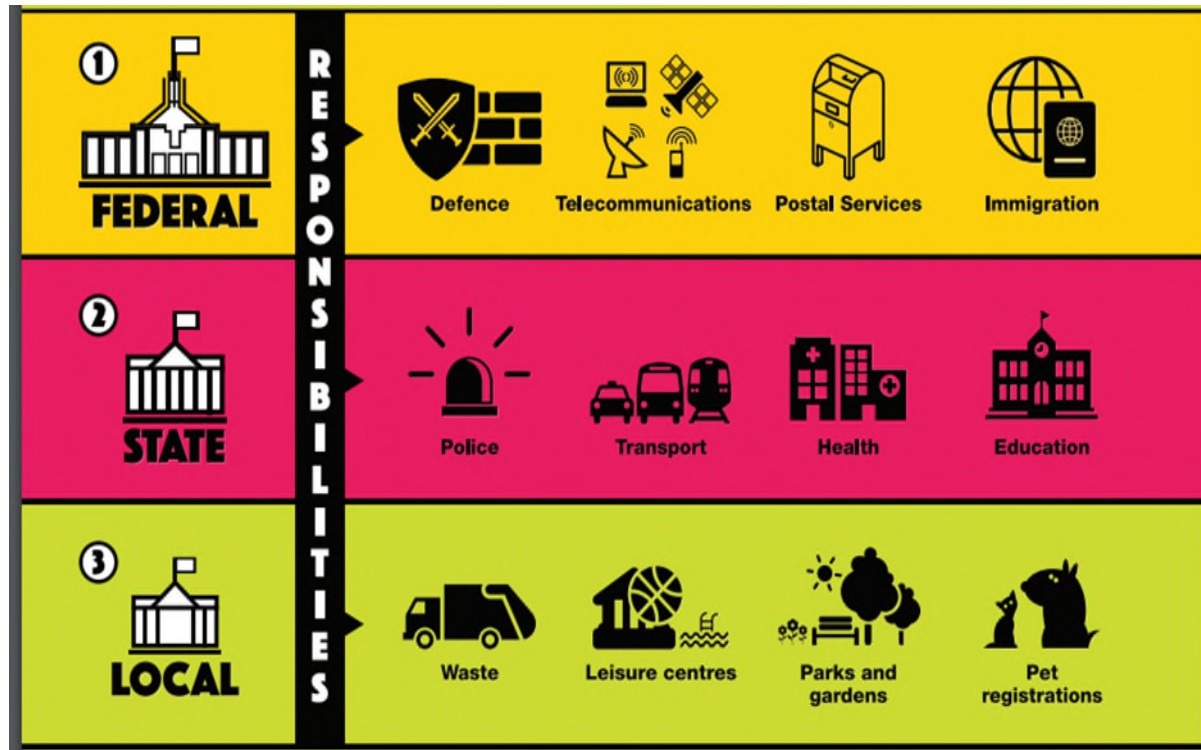


About the Burwood local government area





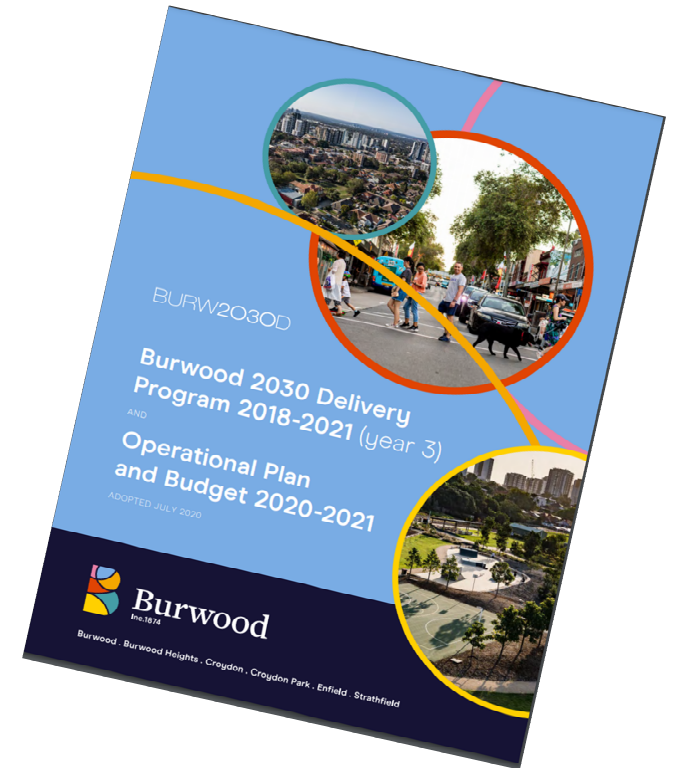
Local government in Australia





Overview of the role of local government

Children and families	Health and wellbeing	Your home	Sport and leisure	Roads and safety	Community
Childcare	Disability services	Planning permits	Sportsgrounds	Roads and footpaths	Libraries
Kindergartens	Home maintenance	Building permits	Swimming pools	Car parks	Volunteering
Maternal and child health	Home and community care	Pet registrations	Leisure centres	Street lighting	Theatre and the arts
Playgroups	Meals on wheels	Rubbish and recycling	Parks and gardens	School crossing supervision	Grants
Immunisation	Food safety	Graffiti removal	Festivals and events	Emergency management	Community centres





Roles and responsibilities of governing body (1)

- ▶ Act in accordance with legislation
- ▶ Provide civic leadership
- ▶ Ensure financial sustainability of Council
- ▶ Ensure Council acts in accordance with its plans, programs, strategies and policies
- ▶ Determine a rating and revenue policy for optimal allocation of resources



Roles and responsibilities of governing body (2)

- ▶ Review Council's performance
- ▶ Make decisions
- ▶ Appoint GM and determine org structure's senior staff roles
- ▶ Consult with the community and key stakeholders
- ▶ Act honestly, efficiently and appropriately
- ▶ Consult with GM in directing and controlling Council's affairs



Roles and responsibilities of a councillor

- ▶ Be active and contribute
- ▶ Make considered and well informed decisions
- ▶ Participate in IP&R development
- ▶ Represent collective interests of community
- ▶ Facilitate communication with community
- ▶ Acquire and maintain necessary skills
- ▶ Be accountable to community for Council's performance



Role of the General Manager

- ▶ Conduct the day-to-day management of the council
- ▶ Implement lawful decisions of the council,
- ▶ Prepare, in consultation with the elected council, the community strategic plan, community engagement strategy, resourcing strategy, delivery program, operational plan and annual report,
- ▶ Advise the elected council about the development and implementation of the strategic plans, programs, strategies and policies of the council, and the appropriate form of community engagement for these
- ▶ Ensure that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions,
- ▶ Exercise any delegated functions of the council
- ▶ Appoint staff in accordance with the organisation structure determined by the council and the resources approved by the council,
- ▶ Direct and dismiss staff,
- ▶ Implement the council's workforce management strategy,
- ▶ Any other functions that are conferred or imposed on the general manager by legislation.



The legislative framework for local government

The primary legislative instruments are:

the *NSW Local Government Act 1993* and the Local Government (General) Regulation 2005

Other key local government legislation includes:

- *Environmental Planning & Assessment Act 1979*
- *Companion Animals Act 1998*
- *Swimming Pools Act 1992*

Other legislation applied to local government includes:

- *Government Information (Public Access) Act 2009*
- *Work Health & Safety Act 2011*
- *Disability Inclusion Act 2014*
- *Crown Land Management Act 2016*
- *Roads Act 1993*



The Burwood Council policy framework

Councils adopt a suite of policies that provide a consistent approach and clear expectations for councillors and staff.

Key Council policies include:

- *Code of Conduct*
- *Code of Meeting Practice*
- *Councillor Expenses and Facilities Policy*
- *Interaction between Council officials Policy*
- *Media and Social Media Policies*
- *Conflicts of Interest Policy*
- *Fraud and Corruption Prevention Policy*
- *Gifts and Benefits Policy*



Burwood Council policy making

Council has a role in making public policies that support the achievement of the community's strategic objectives. These policies address issues such as:

- Parking
- Building and development
- Setting rates, fees and charges
- Busking
- Alcohol-free zones
- Community engagement
- Complaints handling
- Grants
- Footpath activation
- Graffiti
- Community facilities
- Hoarding
- Waste management
- Public art
- Shopfront improvements
- Land use planning
- Rubbish skips
- Sister city arrangements
- Road closures
- Street parties



Council decision-making

- ▶ Primary function of the elected body
- ▶ Code of Meeting Practice and Code of Conduct support a sound decision-making environment
- ▶ Integrated Planning & Reporting (IP&R) framework sets the decision-making context for the council's term in office
- ▶ Key IP&R documents for councillors' reference are the Delivery Program and Resourcing Strategy.



Councillor skills and attributes

- ✓ Communication and listening
- ✓ Negotiation
- ✓ Patience
- ✓ Integrity
- ✓ Problem-solving
- ✓ Willing to work as part of a team
- ✓ Being organised
- ✓ Time management
- ✓ Empathy and advocacy skills
- ✓ Willingness to engage the community
- ✓ Commitment to social justice principles
- ✓ Energy and motivation
- ✓ Resilience, 'broad shoulders'
- ✓ Confidence and assertiveness
- ✓ Strategic thinking
- ✓ Creative thinking



The challenges of being a councillor

- ▶ Time (reading, preparation, meetings, events)
- ▶ Finding a Council/Life balance
- ▶ Making unpopular, difficult decisions
- ▶ Receiving negative feedback (eg in the media)
- ▶ It's not all about the thing/s that interest you
- ▶ People want you to fix everything (is it even a LG responsibility?)
- ▶ Balancing individual and community needs
- ▶ Working with others who have very different world views
- ▶ Need to adapt and change
- ▶ Initially, a steep learning curve



The rewards of being a councillor

- ▶ Give something back to your community
- ▶ Help to shape your local community's future through influencing the long-term vision and direction for your community
- ▶ Find new ways of utilising your skills and expertise for the benefit of others
- ▶ Bring unique perspectives to collaborative decision-making
- ▶ Learn new skills, such as leadership, public speaking and advocacy
- ▶ Make decisions that help people in your local community
- ▶ Work with diverse and passionate people on a range of issues
- ▶ Show leadership and make the best decisions for your community by balancing the needs and priorities of your community



Support for councillors to undertake their roles

- ▶ Induction and ongoing learning & development
- ▶ Remuneration
- ▶ Expenses and facilities
- ▶ Council's policies and Codes
- ▶ Council's strategies and plans
- ▶ Industry peak body: Local Government NSW



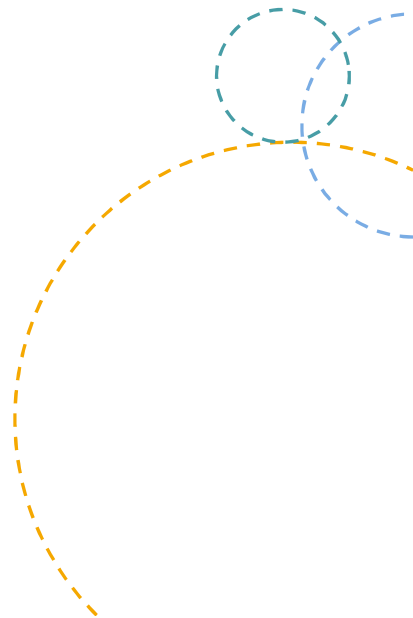
Key dates for new Council

Activity	Date and time
Induction Workshop – Day 1 Covering fundamental role and responsibilities, the legal and policy framework for local government, and the transition they are about to make to the role of councillor.	Monday, 13 September 2021 Full day workshop
Extraordinary meeting of Council Will include taking the oath or affirmation, electing the Deputy Mayor, determining representation on Committees, and deciding on the countback for casual vacancies.	Wednesday, 15 September 2021 6pm
Induction Workshop – Day 2 Covering the Code of Conduct, managing conflicts of interest, Code of Meeting Practice, and the Integrated Planning & Reporting Framework (IP&R).	TBC early in week of 20 September 2021 Full day workshop
Ordinary Council meeting To address the usual substantive business of Council.	Tuesday, 28 September 2021 6pm



Further information

- ✓ NSW Office of Local Government
- ✓ NSW Electoral Commission
- ✓ Local Government NSW
- ✓ Burwood Council's website

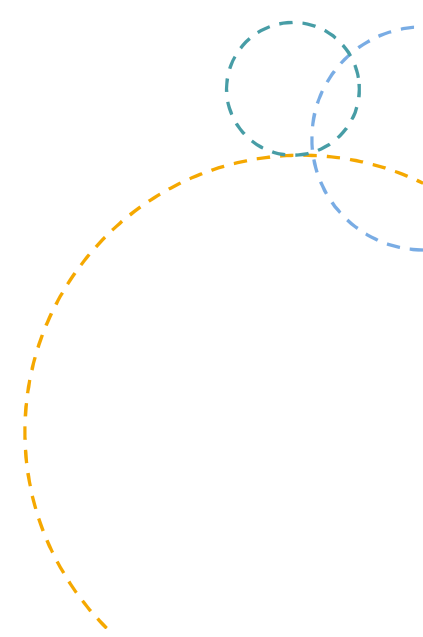




Wrap up

- ▶ Questions?
- ▶ Make an informed decision
- ▶ Evaluation and mail-out

We wish you well!





Thank you.

2 Conder Street
Burwood NSW 2134
www.burwood.nsw.gov.au
Tel: 02 9911 9911
e: council@burwood.nsw.gov.au

