



Live Web Seminar Series

Governance Support

Prevention is better than cure: and much more cost effective!

This year is one of the most significant for local government in recent decades. The introduction of new legislation, the commencement of ICAC and the mandatory Codes of Conduct are just some of the considerations. Whilst it has always been necessary to have command of the fundamental tools to maintain good governance standards, these tools are of even more importance during this period of change.

The introduction of the Office for Public Integrity as another recipient of complaints and the challenges that lie ahead for Councils to demonstrate good decision making processes and to provide justification of decisions made by and on behalf of the Council is, arguably, now more important than ever.

Poor decision making or decision making that is not consistent with administrative law principles can give rise to concerns and hence challenges about proper process, procedural fairness/natural justice and to cast doubt about the validity of a decision. This, in turn, can give rise to allegations of corruption, misconduct and maladministration as part of or evidenced by the decision making process. As readers will know, these three areas are all matters within the responsibility of the Office for Public Integrity and ICAC.

The purpose of the Live Web Seminar Series is to deliver **10 seminars** that provide governance support to avoid poor decision making, to be confident in dealing with questions about proper process and to be assured about the validity of a decision that could lead to allegations of corruption, misconduct or maladministration.

Who should Participate?

- Chief Executive Officers and Senior Managers;
- Governance Managers and Governance Support Staff;
- Elected Members; and
- Executive Assistants.

What is a live web seminar?

A live web seminar is an online seminar.

All that is required to participate is broadband (internet connection) and a phone line.

The live web seminar will allow you to view presentations by logging in via a website, and dialling a phone number (to hear sound). You will be able to view the PowerPoint presentation and ask questions via a question tab (or via the phone line). There will also be an opportunity for you to ask questions in advance of the seminar to ensure you receive an answer during the presentation.

It is recommended that you use a phone which has speaker capability so you are able to have your hands free to take notes. No specialised software or other features are required.

Presenters

Natasha Jones will be the primary presenter for these sessions, assisted by other team members as relevant.

Cost

\$90.00 + GST per person for each session or \$810.00 + GST (discounted cost) per person for all 10 sessions.

Content – Timetable

1. Confidentiality and Minimising the use of Orders	Thursday 28 February, 12.30pm
Tips on how to minimise the use of the confidentiality provisions in light of the Ombudsman’s recent audit.	
2. The importance of understanding Integrity in Public Office	Thursday 28 March, 12.30pm
What does holding ‘public office’ really mean and why is it so important to understand.	
3. Role of Committees, Advisory Groups and Working Parties – What is legal?	Thursday 18 April, 12.30pm
An overview of the role and purpose of a Council’s decision making framework will be discussed.	
4. Terms of Reference for a Committee – Why have them and what should they include?	Thursday 30 May, 12.30pm
The recommended requirements of Terms of Reference will be canvassed.	
5. Delegations and Authorisations – Who can do what? Are they different?	Thursday 27 June, 12.30pm
The proper process for delegating powers and functions of the Council will be addressed, including the difference between authorisations and delegations.	
6. Review of Delegations – The necessary and the unnecessary	Thursday 25 July, 12.30pm
The necessary requirements of a review and tips to make the process and your scheme of delegations easier.	
7. Frequently asked Meeting Procedure Questions and Minute Taking	Thursday 29 August, 12.30pm
Some of the more frequently asked questions relating to meeting procedures will be explored such as when a Council decision results in ‘no decision’.	
8. Appointment to External Boards – the critical considerations	Thursday 26 September, 12.30pm
The important considerations for a Council and Elected Members who make appointments to external boards, including conflict of interest considerations will be addressed.	
9. What is the ‘Public Interest’ and when is it used?	Thursday 31 October, 12.30pm
The ‘public interest’ test can arise when the Council is considering matters in confidence and under Freedom of Information Legislation – but what does it really mean?	
10. Governance Issues for Development Assessment Panels	Thursday 28 November, 12.30pm
While the Council’s DAP performs the planning assessment function as the delegate of the Council there are also governance issues that the Council and DAP must have regard to.	

Registration Form

Please fill in the form below, one for each person attending, and then please either fax or email the completed forms to Wendy Bozzett on 08 8113 7199 or wbozzett@kellyjones.com.au

Once registered we will send you a website address and a confidential personal login, as well as a phone number to dial on the day.

I would like to participate in the following live web seminars (please tick)

- | | |
|---|--|
| <input type="checkbox"/> All 10 Sessions - \$810.00 + GST | <input type="checkbox"/> Session 6 only - \$90.00 + GST |
| <input type="checkbox"/> Session 1 only - \$90.00 + GST | <input type="checkbox"/> Session 7 only - \$90.00 + GST |
| <input type="checkbox"/> Session 2 only - \$90.00 + GST | <input type="checkbox"/> Session 8 only - \$90.00 + GST |
| <input type="checkbox"/> Session 3 only - \$90.00 + GST | <input type="checkbox"/> Session 9 only - \$90.00 + GST |
| <input type="checkbox"/> Session 4 only - \$90.00 + GST | <input type="checkbox"/> Session 10 only - \$90.00 + GST |
| <input type="checkbox"/> Session 5 only - \$90.00 + GST | |

Name:.....

Council:

Title:

Phone:

Email:

Address:

Payment:

Once this registration form is received, we will confirm your registration via email and send you an invoice. Payment is required no later than 7 days prior to the live web seminar.

Cancellation Policy:

We will require a minimum of 10 registrants per seminar to proceed.

Program Changes:

We reserve the right to defer and amend the program as required.