



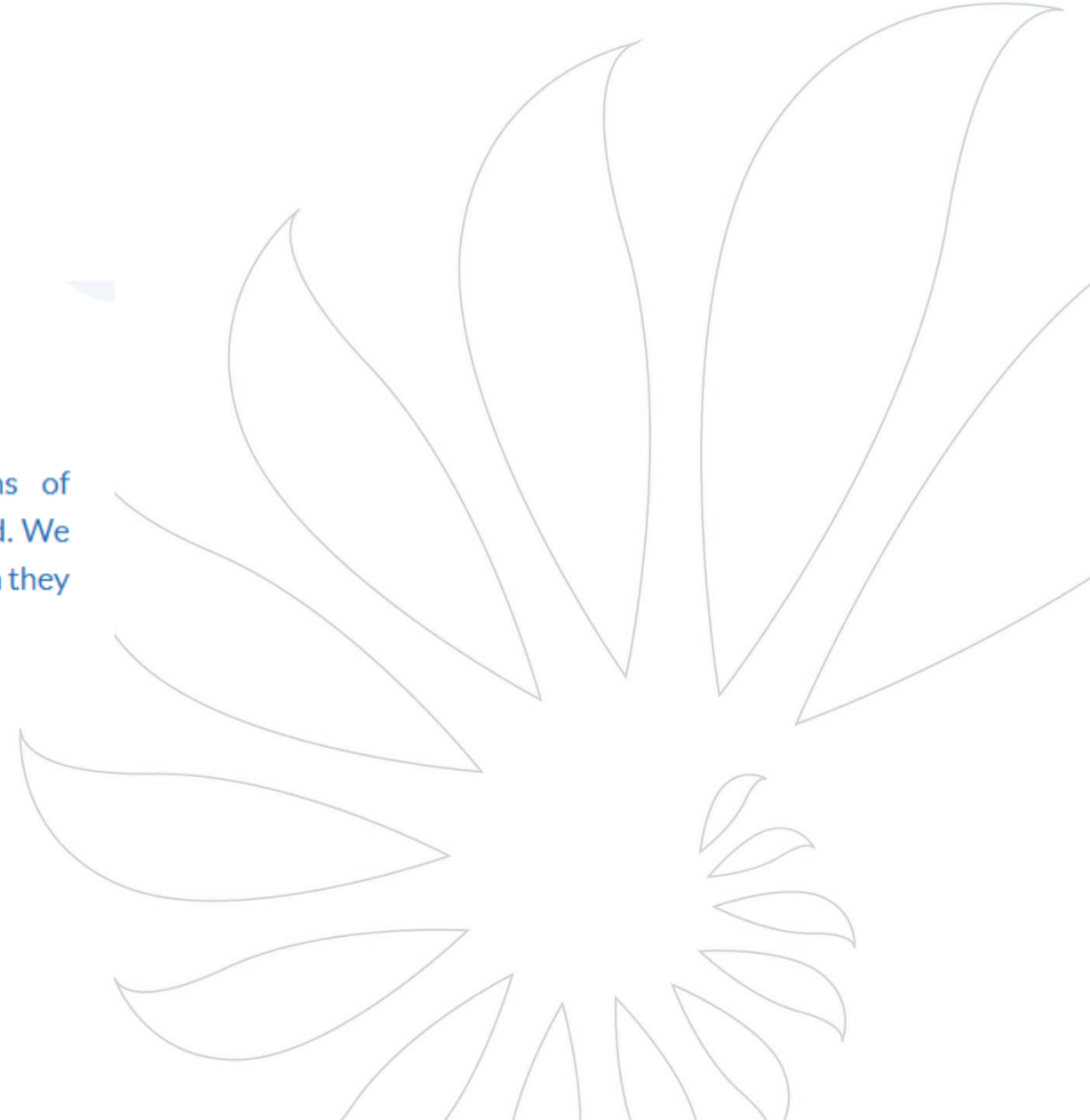
Thinking of nominating to be Mayor or Councillor?

Candidate Information Session

25 July 2024

Acknowledgement

Shellharbour City Council acknowledges the Traditional Custodians of Dharawal Country and recognises their continued connection to the land. We pay our respects to Elders past, present and emerging and the contribution they make to the life of this City.



Welcome & Introduction

Council's contact for the Local Government Election:

Flora Lepouras

Executive Manager Corporate Governance & Risk

flora.lepouras@shellharbour.nsw.gov.au

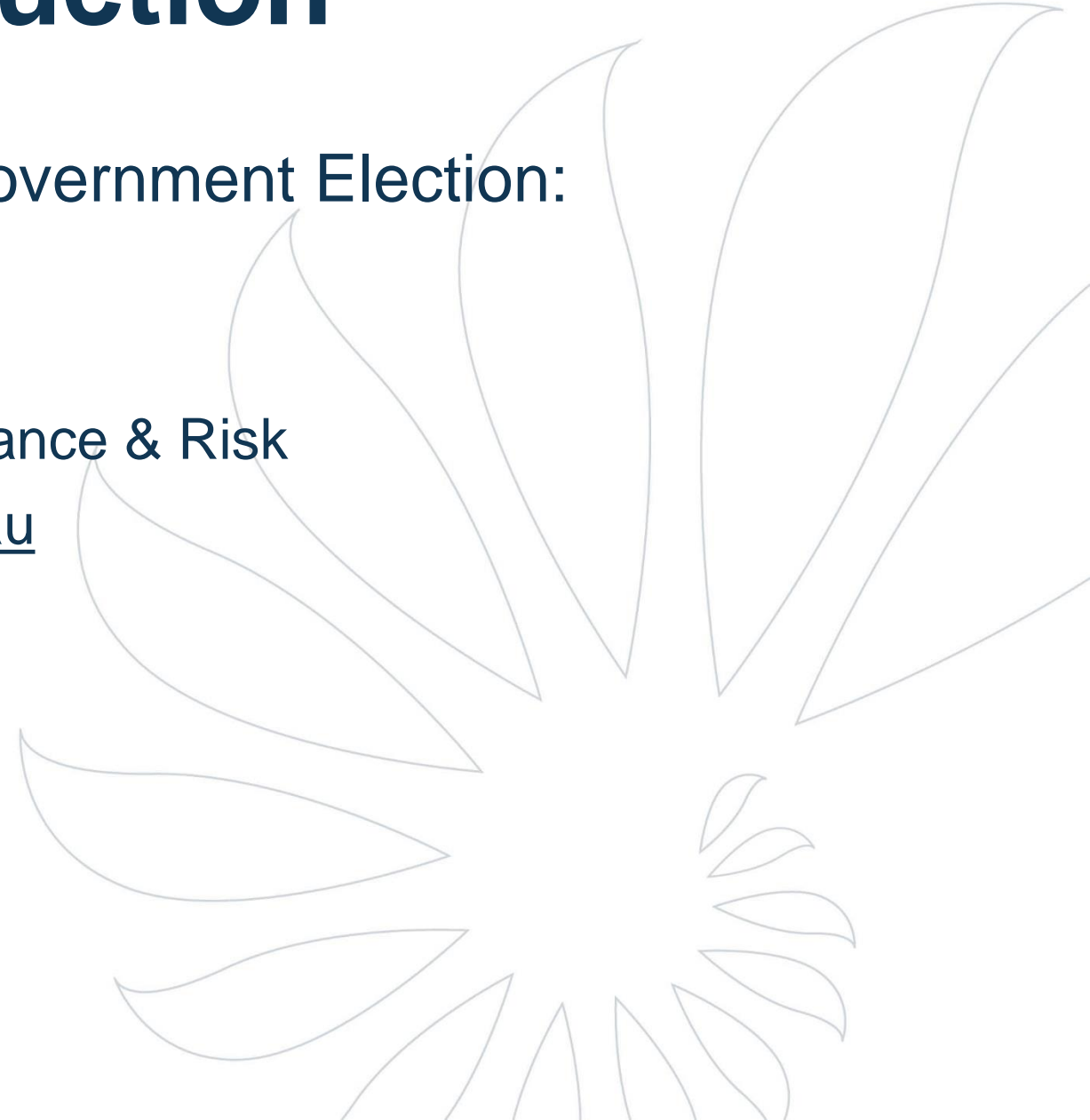
(m) 0421 044 100

Lisa Davey

Governance Manager

lisa.davey@shellharbour.nsw.gov.au

(m) 0416 188 051



The Mayor and the Councillors are responsible for the City

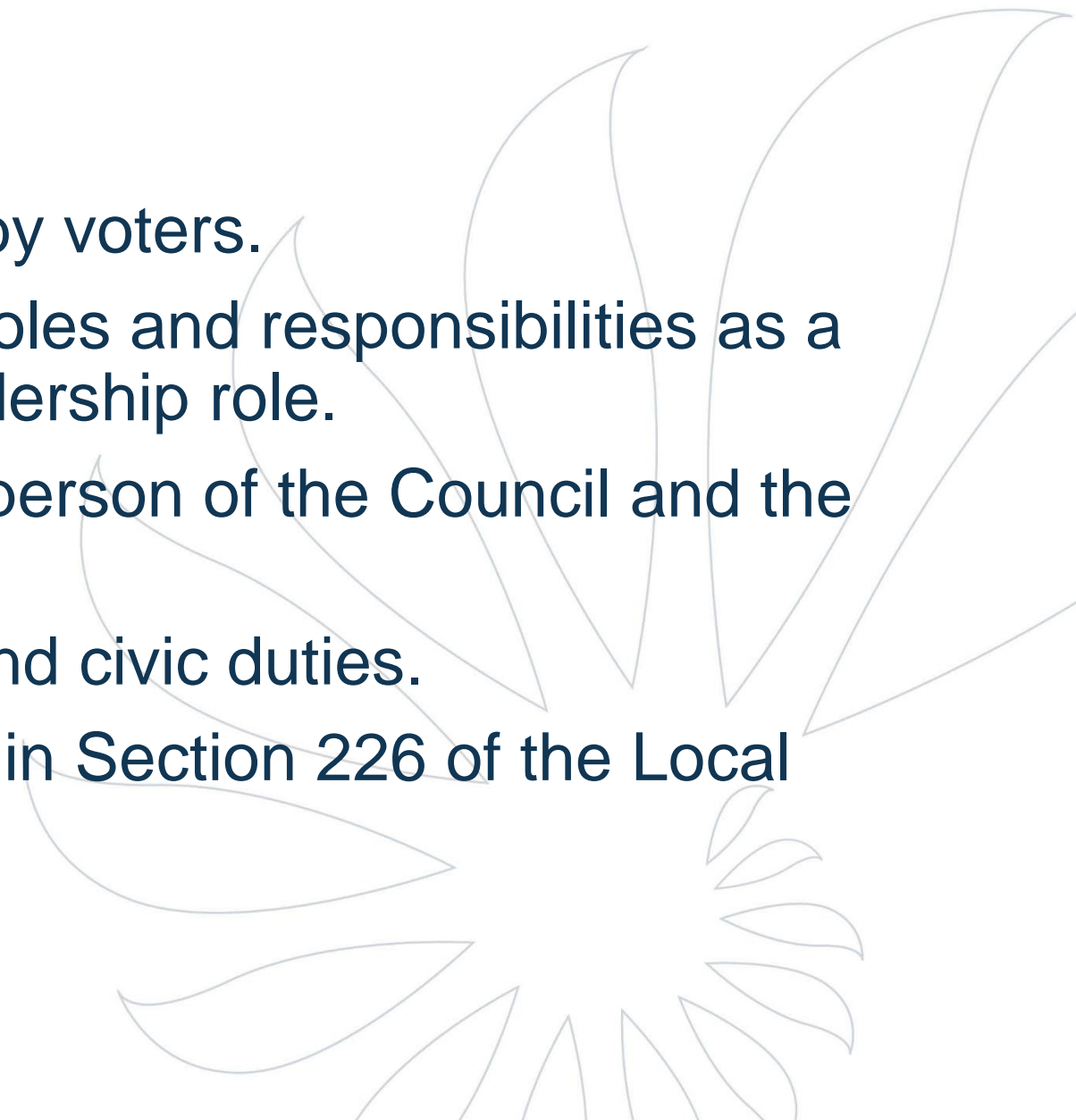
...the Chief Executive Officer is responsible for the organisation

Role of a Council

- Role and responsibilities of Local Government
- The guiding principles under the Act that govern Council's functions
- The purpose of council meetings, set policy and the council's strategic direction



Role of a Mayor

- The Mayor is popularly elected by voters.
 - While the Mayor has the same roles and responsibilities as a Councillor, they also have a leadership role.
 - The Mayor is the official spokesperson of the Council and the leader of the community.
 - They also perform ceremonial and civic duties.
 - The role of the Mayor is defined in Section 226 of the Local Government Act 1993.
- 

Role of a Councillor

- Councillors collectively comprise the governing body of a council. They work together to make decisions about what council will do to meet community needs, and how money should be spent in the best interests of the whole community.
- They are not involved in the day-to-day running of the council. That's the role of the CEO.
- Being elected as a councillor is an opportunity to serve your community, and while there are no special qualifications to become a councillor, there are requirements under the Local Government Act.
- The role of the councillor is defined in Section 232 of the Local Government Act 1993.

Role of the Chief Executive Officer (General Manager)

Section 335 of the Local Government Act:

- (a) to conduct the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council,
- (b) to implement, without undue delay, lawful decisions of the council,
- (c) to advise the mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of the council,
- (d) to advise the mayor and the governing body on the appropriate form of community consultation on the strategic plans, programs, strategies and policies of the council and other matters related to the council,
- (e) to prepare, in consultation with the mayor and the governing body, the council's community strategic plan, community engagement strategy, resourcing strategy, delivery program, operational plan and annual report,
- (f) to 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,

Role of the Chief Executive Officer (General Manager)..cont

- (g) to exercise any of the functions of the council that are delegated by the council to the general manager,
- (h) to appoint staff in accordance with the organisation structure determined under this Chapter and the resources approved by the council,
- (i) to direct and dismiss staff,
- (j) to implement the council's workforce management strategy,
- (k) any other functions that are conferred or imposed on the general manager by or under this or any other Act.



Mike Archer

Chief Executive Officer

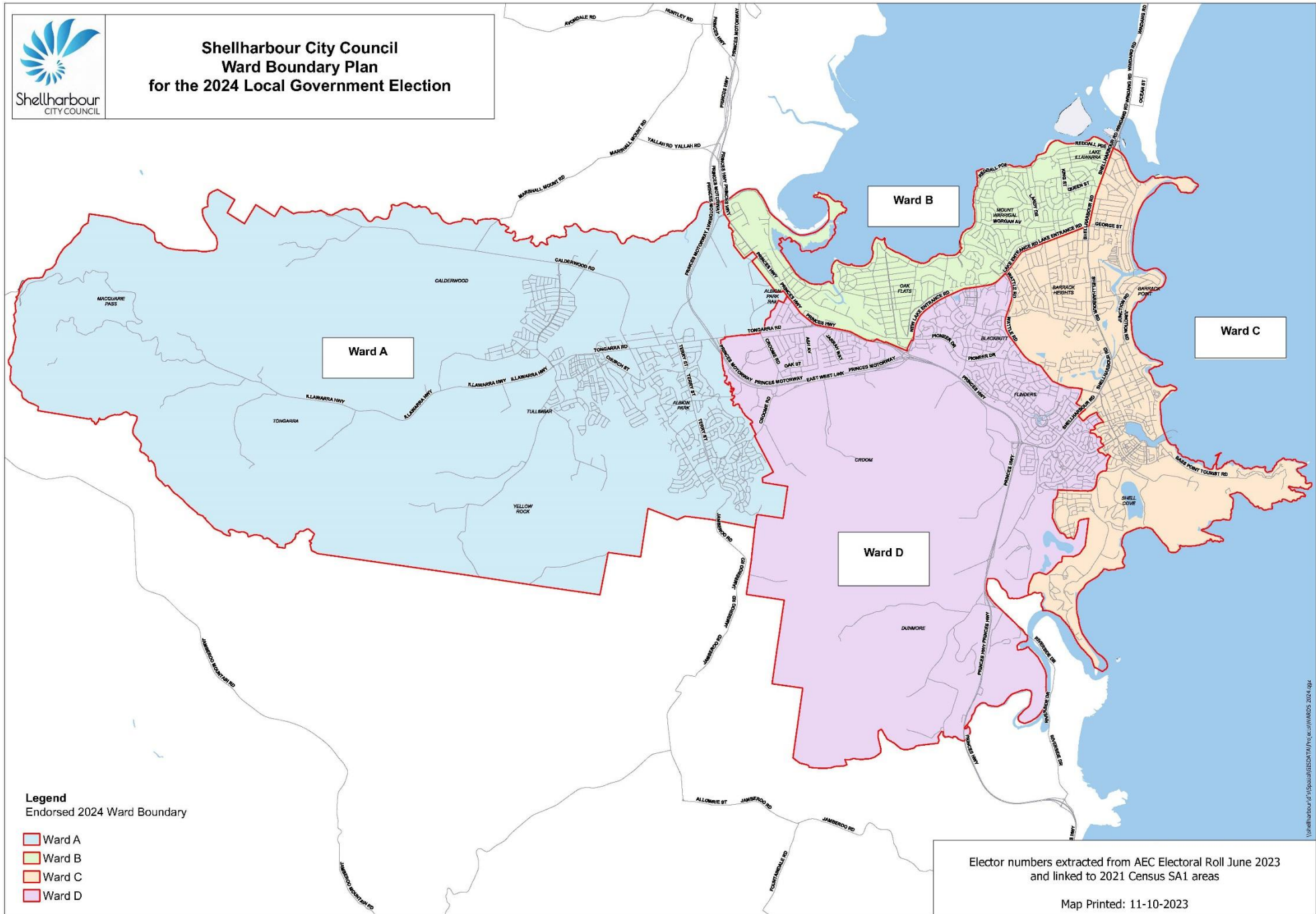


Ward Boundaries

- Shellharbour City is divided into four wards.
- Voting in each Ward will be for the positions of two Councillors from nominated candidates in that Ward as well as for the position of Mayor from nominated candidates for the City.
- The whole Council therefore is made up of a popularly elected Mayor and eight Councillors.



Shellharbour City Council
Ward Boundary Plan
for the 2024 Local Government Election



Legend
Endorsed 2024 Ward Boundary

- Ward A
- Ward B
- Ward C
- Ward D

Elector numbers extracted from AEC Electoral Roll June 2023
and linked to 2021 Census SA1 areas
Map Printed: 11-10-2023

Shellharbour City Council GIS Data Project - 2024

What it means to be a part of Shellharbour City's Governing Body

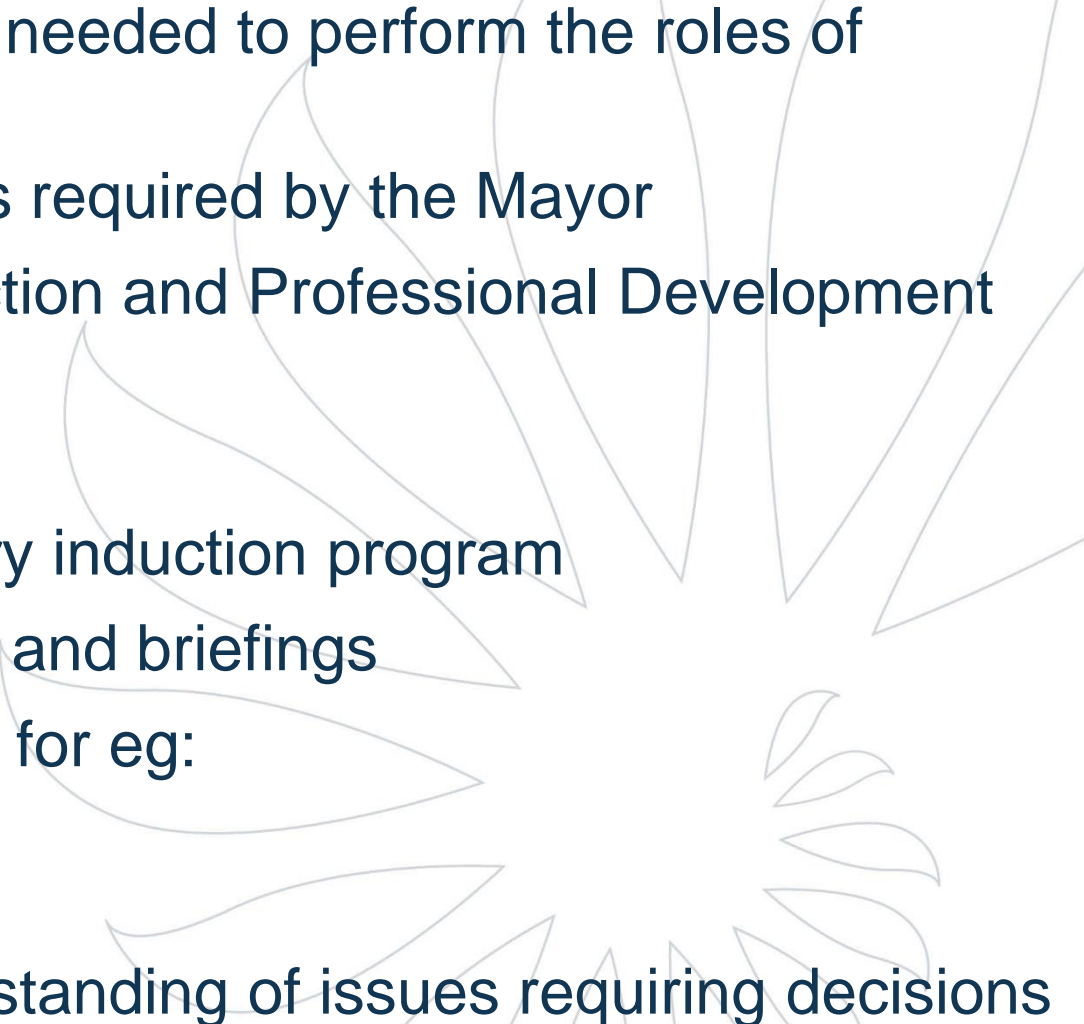
- Requirement to take an oath or affirmation of office
- Requirement to meet the ethical standards prescribed under the Act and Council's Code of Conduct including managing pecuniary and non-pecuniary interests
- Legal responsibilities of Councillors under the Act and personal responsibilities under other legislation eg:
 - Work health and safety
 - Anti-discrimination
 - Privacy
 - Public access to information
 - Record keeping and records management

The main Council policies that Councillors will be expected to comply with to provide direction and guidance in undertaking their role are:

- Code of Conduct for Councillors
- Code of Meeting Practice
- Councillor Access to Information, Staff and Premises
- Councillor Access to Information, Staff and Premises Guidelines
- Councillor Expenses and Facilities
- Councillor Information Technology Acceptable Usage
- Records Management for Councillors
- Media & Social Media for Councillors
- Corruption and Fraud Prevention
- Councillor Induction and Professional Development Policy
- Child Safe Code of Conduct
- Public Interest Disclosures

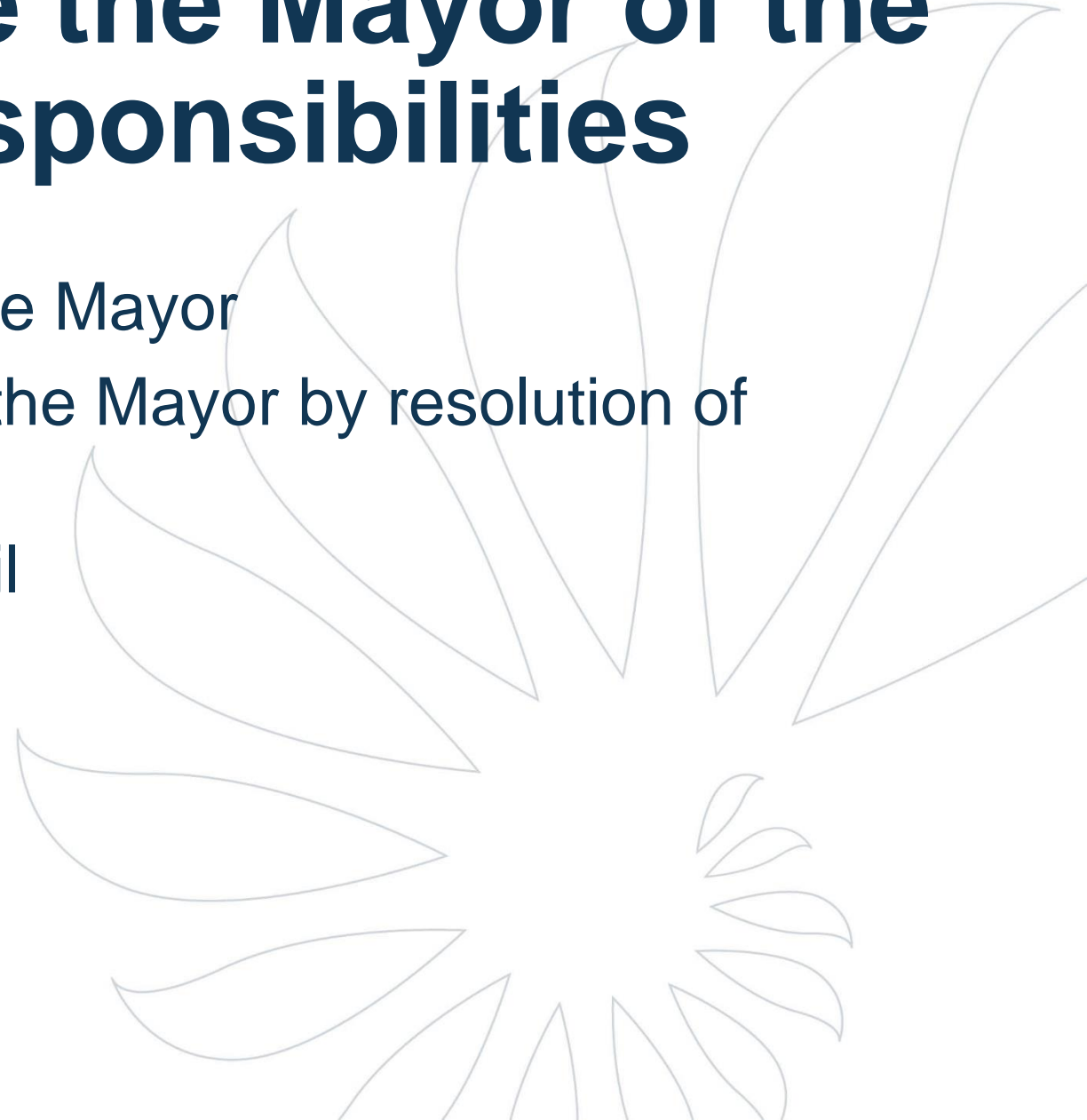
Council sets policy direction and creates other policies. A full list of the Council's policies are on Council's website.

Do you have what it takes to be a Mayor or Councillor?

- Knowledge, skills and personal attributes needed to perform the roles of a councillor or mayor
 - Additional knowledge, skills and attributes required by the Mayor
 - Participation in Council's Councillor Induction and Professional Development Program
 - A willingness to learn
 - Participation in the Mayor's supplementary induction program
 - Expected attendance at council meetings and briefings
 - Preparation required for council meetings for eg:
 - Attending pre-meeting briefings
 - Reading business papers
 - Ensuring councillors have a full understanding of issues requiring decisions
- 

What it means to be the Mayor of the City – additional responsibilities

- Service Level Agreement with the Mayor
- Exercising delegations given to the Mayor by resolution of Council
- Official spokesperson for Council
- Meetings with constituents
- Ceremonial and civic duties

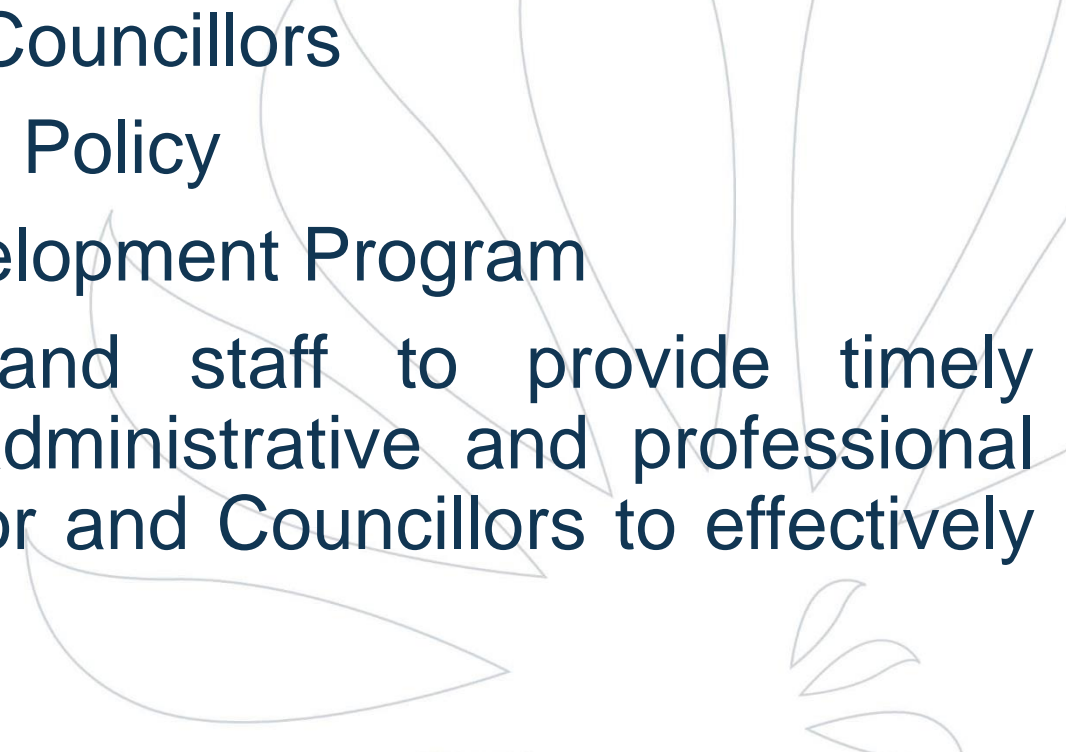


Time Commitment & Obligations

What are the expectations the community has of Councillors?

- To be available and easily contactable
- Access to direct mobile numbers provided by Council
- Potential participation at other meetings for e.g. committee meetings, working parties and external committees
- Potential attendance at community events, ceremonies and other functions
- Answering letters, emails and phone calls from residents and rate payers as well as participating in regular informal conversations
- Potential participation in formal community consultation processes
- Responding to media requests and inquiries in accordance with Council's Media and Social Media Policy (predominantly the Mayor)
- Participating in any other activities that are likely to arise and require the Mayor or Councillor's time

Support available to assist Mayor and Councillors in their roles

- Annual fees paid to Mayor and Councillors
 - Councillor Expenses & Facilities Policy
 - Induction and Professional Development Program
 - Responsibility of the CEO and staff to provide timely information, advice, and the administrative and professional support necessary for the Mayor and Councillors to effectively undertake their role
 - Administrative support
- 

Councillor Experience and insights

former Mayor and Councillor of
Shellharbour City – Marianne Saliba



Where to get further information

- Attendance at or viewing on-line council meetings
- Council's website
- NSW Electoral Commission website
- Office of Local Government website
- Speaking with current or past Councillors



2024 Local Government Election Day

- The Election on 14 September 2024 is for 8 Councillors for the whole City plus a popularly elected Mayor (9 representatives in total).
- This election period is for a term of 4 years.



What will happen once the Poll is declared?

- The poll should be declared in the first week of October.
- The CEO and I will be in attendance at the Declaration of the Poll at the Returning Officer's office to issue the newly elected Mayor and Councillors with a welcome pack which will include details of upcoming meetings and other sessions that the new Council must attend.
- A ceremony will be held with the newly elected Mayor and Councillors on Thursday 10 October 2024. This will be held for the newly elected council to take the Oath/Affirmation of Office and will be open for family members and the public to attend. This will be the first opportunity to formally meet the CEO and executive staff.
- Tuesday 15 October 2024 a pre meeting briefing will be held for the Mayor, Councillors and executive staff on the agenda for the council meeting on 22 October and following this briefing a workshop will be held on Councillor related policies and committees and working parties.
- Prior to the ceremony on Thursday 10 October 2024, a workshop and briefing will be held for the new Mayor and Councillors to:
 - Be issued with their council equipment
 - Be given instructions on how to use the equipment
 - Be given access to the online Councillor Portal and issued instruction on how to:
 1. Contact relevant staff
 2. Read councillor related policies
 3. Information on the Councillor Induction Training Program.
 4. Event schedule

First Council Meeting - 22 October 2024

What happens?

- Councillor countback resolution
- Election of Deputy Mayor
- Adoption of Council meeting cycle
- Mayoral Delegations
- Receive and note the Code of Conduct
- Resolution to place Councillor Expenses and Facilities Policy on public exhibition.

Following the close of this meeting a pre meeting briefing will be held with the Mayor, Councillors and Executive Staff on the agenda for the next council meeting on 29 October 2024.

Next Council Meeting – 29 October 2024

- Full agenda including Council Officer reports on all Council business as required.



Councillor Induction Program

- Oath/Affirmation of Office Ceremony – Thursday 10 October 2024.
- I.T. Training for Councillor Portal and equipment - Thursday 10 October 2024.
- Councillor Workshop (Policies and Committees) and Pre-meeting briefing for 22 October 2024 – Tuesday 15 October 2024.
- **Mandatory** Introduction and induction sessions – Two full days - 17 / 18 October 2024.
- Proposed bus tour of City projects and assets (date yet to be determined)
- Resolve (Council Business Paper and meeting portal) training - 21 / 22 October 2024.
- Council meetings & briefings – (Tuesday evenings to be blocked out)
- Councillor training/workshops – Tuesday evenings when Council meetings are not held following the first council meetings on 22 October 2024 and 29 October 2024.
- Ongoing professional development – 2024 to 2028.

Marcello Chiodo

Executive Manager

Technology & Corporate Services



Technology for Councillors

Councillors will be issued with a 'mobile office' which will include a smart (iPhone or Samsung)



- **iPhone options:**

- Option 1 – iPhone 15 Pro (6.1-inch display)

- Option 2 – iPhone 15 Pro Max (6.7-inch display)

- *Colour options – Black, Silver, Natural Titanium, Blue (subject to availability)

- **Samsung options:**

- Option 1 – Samsung Galaxy S24 (6.2-inch display)

- Option 2 – Samsung Galaxy S24+ (6.7-inch display)

- *Colour options – Violet, Yellow, Black, Grey (subject to availability)

- iPad Pro 12.9" OR laptop, home printer

- Councillor Portal will be installed on all devices to enable you to conduct your business



Business Papers & Minutes

Title	Modified
<input type="checkbox"/> National General Assembly 2024	
<input type="checkbox"/> Disability Access and Inclusion Advisory Committee - 27 June 2024	
<input type="checkbox"/> Ordinary Council Meeting - 25 June 2024	
<input type="checkbox"/> Aboriginal Advisory Committee Meeting - 19 June 2024	
<input type="checkbox"/> Coastal and Flood Risk Management Committee - 12 June 2024	

Corporate Meetings Calendar

+ Add event

[See all](#)

JUL 24 Illawarra Academy of Sports Function
Wed, 24 July, 4:30 pm

OCT 23 Audit, Risk and Improvement Committee Meeting
Wed, 23 Oct, 1:30 pm

DEC 6 Carols by Candlelight
Fri, 6 Dec, 6:00 pm

DEC 12 Audit, Risk and Improvement Committee Meeting
Thu, 12 Dec, 1:30 pm

Contact & Requests

Notifications

Newsroom

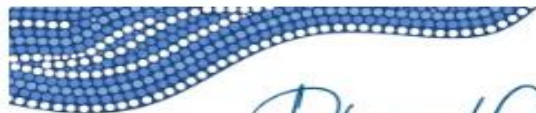
Policies & Procedures

Briefings

Councillor Requests for Information

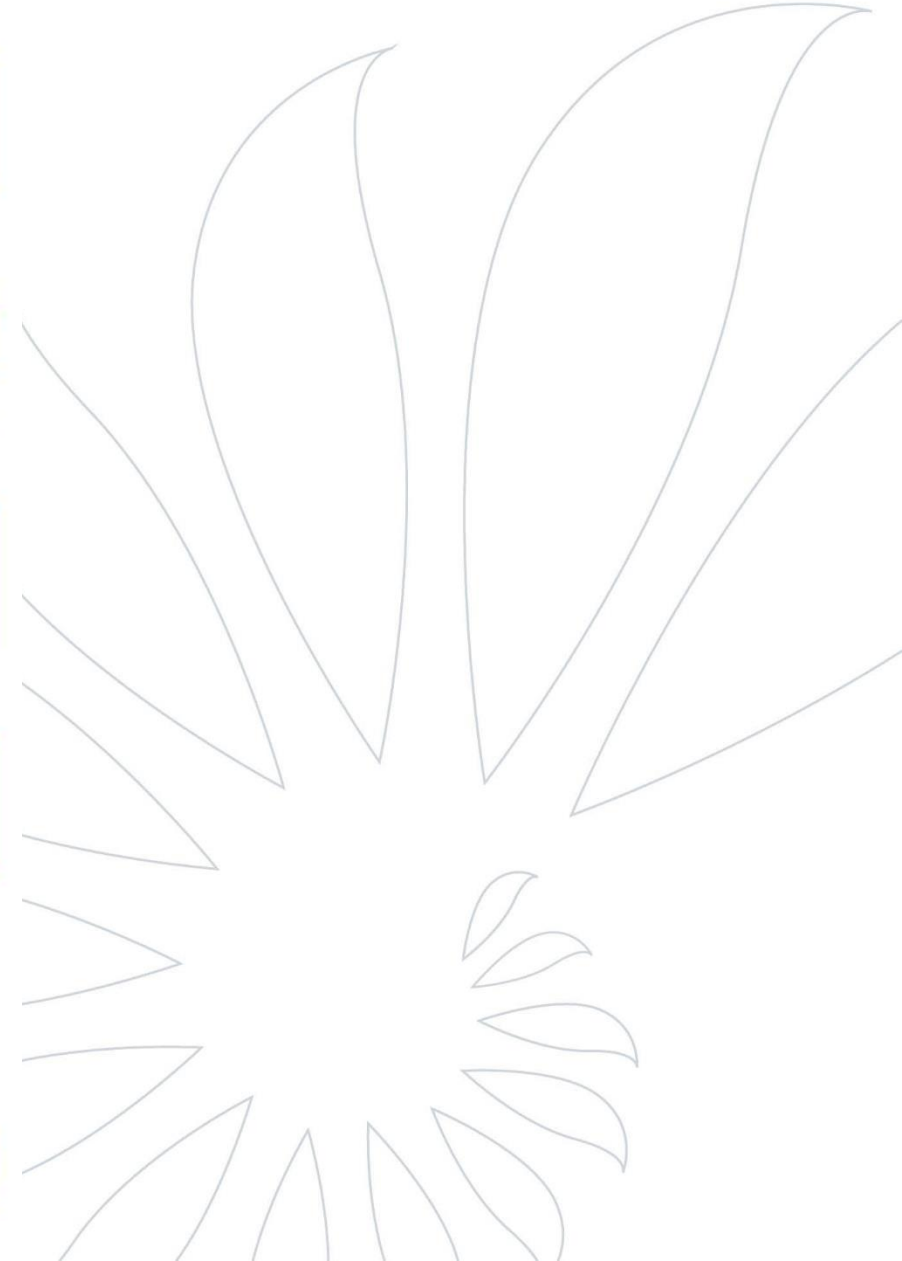
Events

Did You Know?



Dharawal Country

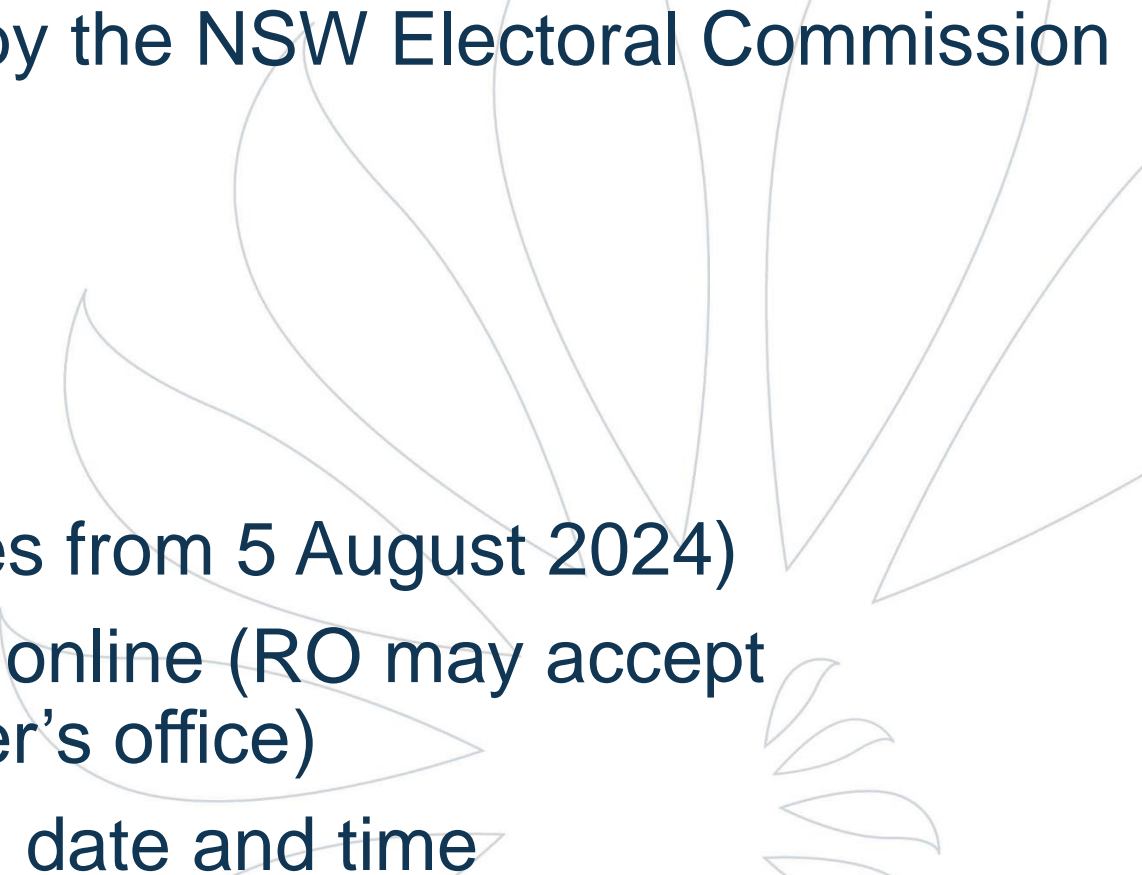
Shellharbour City Council acknowledges the Traditional Custodians of Dharawal Country and recognises their continued connection to the land. We pay our respects to Elders past, present and emerging and the contribution they make to the life of this City.



Election Nomination and Candidate Information



Returning Officer

- The Returning Officer appointed by the NSW Electoral Commission is:
Paul Belleville
 - Returning Officer's Office:
Centenary Hall – Albion Park
(Open to the public/candidates from 5 August 2024)
 - Nominations are to be completed online (RO may accept nominations at the returning officer's office)
 - Double check close of nomination date and time
- 

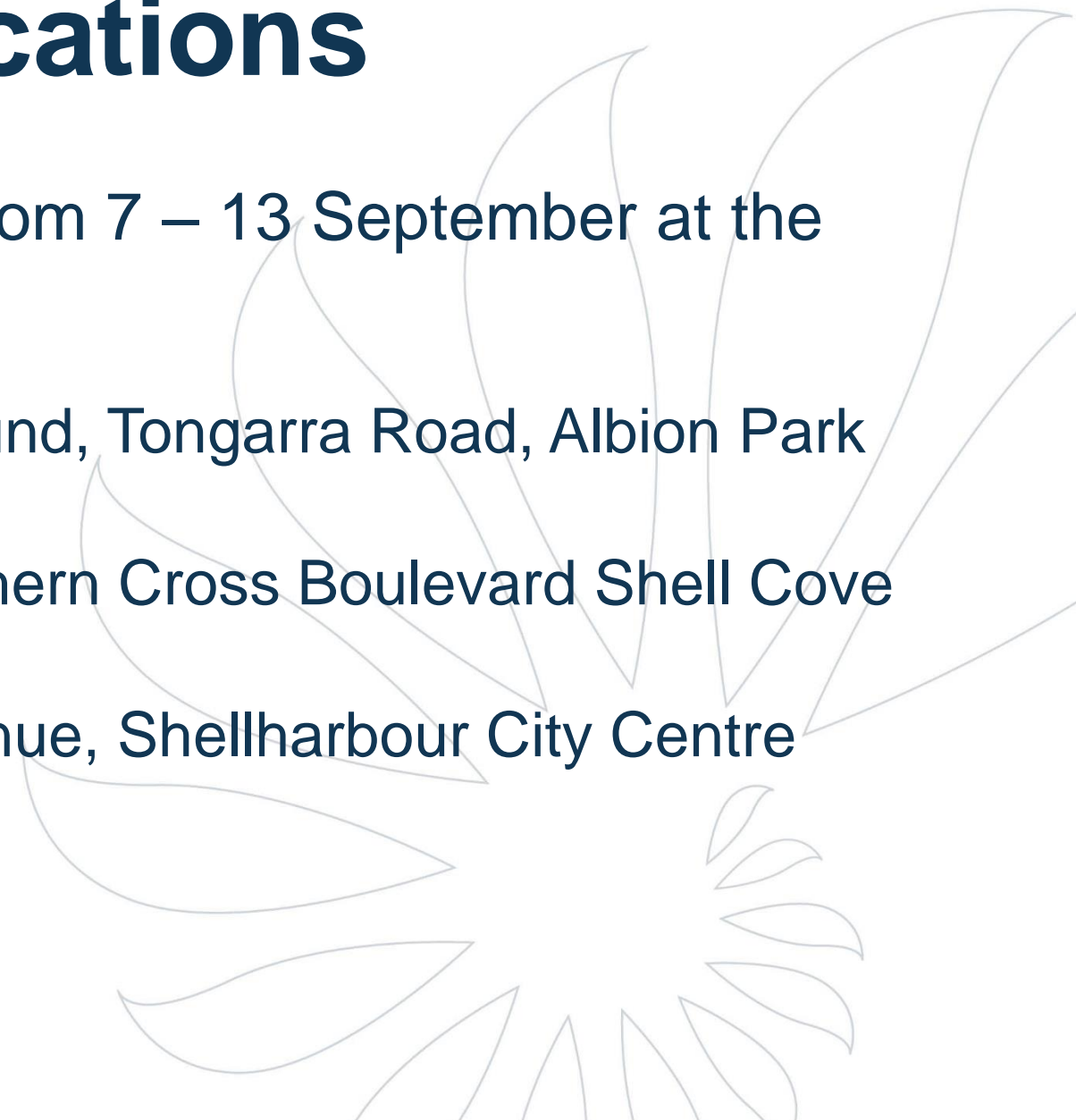
NSW Electoral Commission

Information on Becoming a Candidate for the 2024 Local Government election:

- NSW Electoral Commission Website: elections.nsw.gov.au
- Candidate Help Desk: 1300 022 011
- candidates@elections.nsw.gov.au
- Rules for 'how to vote' material – NSW Electoral Commission Website: elections.nsw.gov.au
- Council policy – www.shellharbour.nsw.gov.au - Delegations and Policies

Pre-Poll Voting Locations

Pre-poll voting for the election runs from 7 – 13 September at the following locations:

- HACCC Centre – Albion Park Showground, Tongarra Road, Albion Park
 - Shell Cove Community Centre – Southern Cross Boulevard Shell Cove
 - Civic Centre Auditorium – Cygnet Avenue, Shellharbour City Centre
- 

Unconfirmed Election Day Polling Places

<p>WARD A</p> <p>Albion Park High School Albion Park Rail Public School HACC Albion Park Showground (+ Ward D) Mount Terry Primary School Shellharbour Civic Centre Tullimbar Public School</p>	<p>WARD C</p> <p>Albion Park Rail Public School Barrack Heights Public School (+ Ward B) Flinders Public School (+ Ward D) Lake Illawarra High School (+ Ward B) Shell Cove Public School (+ Ward D) Shellharbour Civic Centre Shellharbour Public School (+ Ward D) Warilla High School (+ Ward B and D) Warilla Scout Hall (+ Ward B)</p>
<p>WARD B</p> <p>Albion Park Rail Public School Balarang Public School (+ Ward D) Barrack Heights Public School (+ Ward C) Lake Illawarra High School (+ Ward C) Mount Warrigal Public School Oak Flats Neighbourhood Centre (+ Ward D) Shellharbour Civic Centre Warilla High School (+ Ward C and D) Warilla North Community Centre Warilla Scout Hall (+ Ward C)</p>	<p>WARD D</p> <p>Albion Park Rail Public School Balarang Public School (+ Ward B) Flinders Public School (+ Ward C) HACC Albion Park Showground (+ Ward A) Oak Flats Neighbourhood Centre (+ Ward B) Shell Cove Public School (+ Ward C) Shellharbour Civic Centre Shellharbour Public School (+ Ward C) Warilla High School (+ Ward B and C)</p>

Meet the Mayoral Candidates Forum

22 August 2024



Meet the Mayoral Candidates

- Council will be hosting a Meet the Mayoral Candidates forum on Thursday 22 August at 6pm.
- The session will be held in the auditorium at Council's Civic Centre in front of a live audience and recorded for uploading to Council's website.
- The session will be moderated by a professional facilitator.
- Mayoral candidates will be able to share a little about themselves and the issues they see as a priority, and members of the audience will then be invited to ask questions of all candidates.
- Further information will be provided to candidates when nominating.

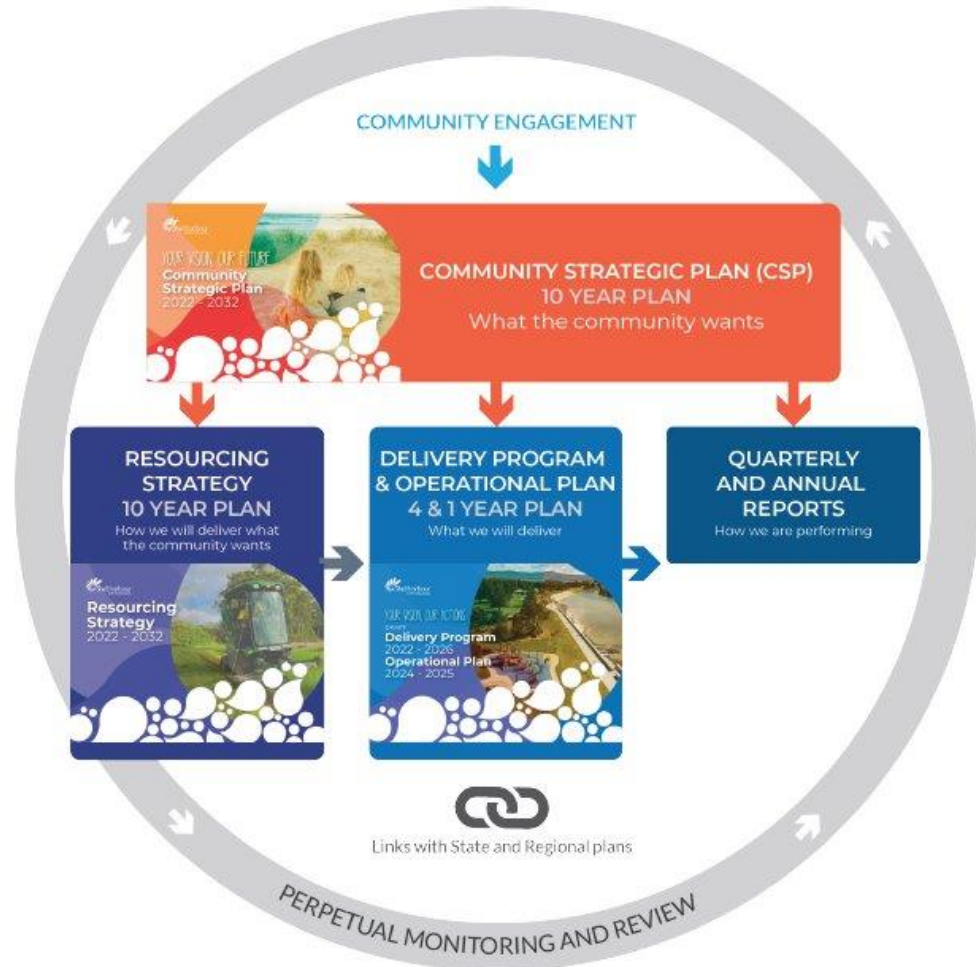
Information on Council's Administration



INSPIRING
People
ENABLING
Growth



How we Plan to meet the Community Vision



Our Organisation



Executive and other support for the Mayor and Councillors

Executive Leadership Team

Mike Archer	Chief Executive Officer
Wayde Peterson	Executive Director Business Enterprises
Ben Stewart	Executive Director Infrastructure Services
Michael Park	Executive Director Planning and Environment
Scott Bridgement	Executive Director Corporate Services
Kate Jessep	Executive Director Community and Culture

Corporate Governance – Council Services Team

Flora Lepouras	Executive Manager Corporate Governance & Risk
Lisa Davey	Governance Manager
Joanne Frasca	Executive Assistant Council Support
Jackie Jauleska	Executive Assistant Council Support
Allison Bonaz	Corporate Meetings Officer

Scott Bridgement

Executive Director Corporate Services



Financial Services

The Financial Services team supports Councils overarching goal to be financially sustainable and deliver our current Councillor and Community commitments set out in the Delivery Program.

PRINCIPLE A - Council spending should be responsible and sustainable, aligning general revenue and expenses.

PRINCIPLE B - Councils should invest in responsible and sustainable infrastructure for the benefit of the local community.

PRINCIPLE C - Councils should have effective financial and asset management.

PRINCIPLE D - Councils should have regard to achieving intergenerational equity.

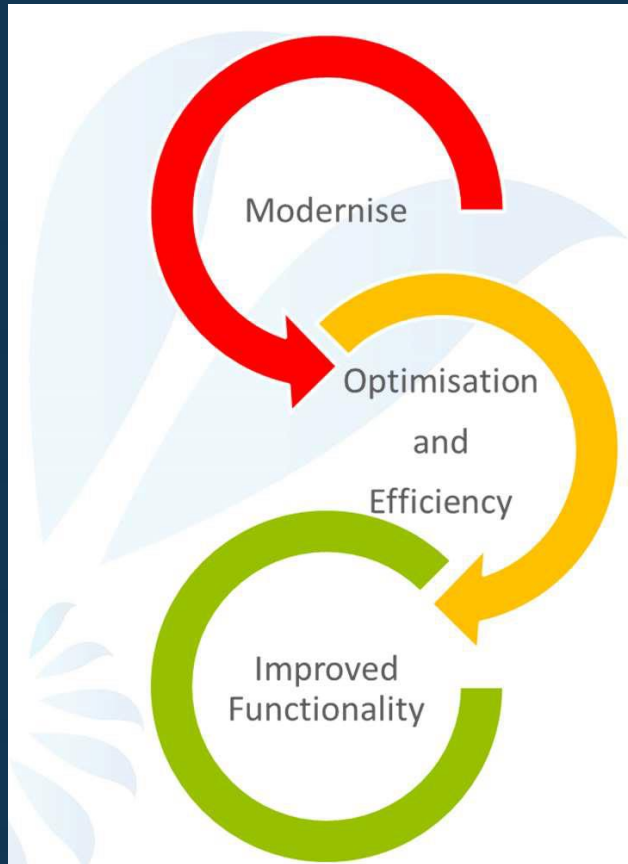
The Financial Services team ensures Council adheres to the principles of sound financial management as outlined in the *Local Government Act 1993*.

Council is committed to demonstrating financial sustainability by implementing key objectives, having sound policies and processes and effective management of:

- *Performance and reporting*
- *Asset maintenance and enhancement*
- *Funding decisions*
- *Risk management practices; and*
- *Consideration of financial effects on future generations*

Technology & Corporate Services

Information Services & Technology is a key enabler and is essential for the efficient and reliable delivery of services expected by the community.



Council strategic and organisational **planning** is critical to the delivery of services and goals of the community under the integrated planning and reporting framework.



Council's property portfolio is strategically aligned with its service delivery objectives and community expectations delivering optimum commercial value and community benefit from the management of Council land and buildings.



Wayde Peterson

Executive Director Business Enterprises







Size	390 hectares including a 12.5ha Boat Harbour including 270 berth Marina, 77ha 18 hole golf course and ~50ha of water course and public open space/parklands
Location	Shell Cove, 110km south of Sydney CBD.
Commercial Arrangement	Australand Corporation (NSW) Pty Ltd is a subsidiary of Frasers Property Australia. Australand is appointed under a Management Agreement to jointly develop the project with Shellharbour City Council as landowner.
Site prior usage	Former golf course, swamp and land fill site.
Housing Yield	Total of ~3180
Value	\$2.1bn - \$2.2bn
Timeframe approx.	1993 - 2028

- Shell Cove Development
- Waste Depot
- The Links Shell Cove
- Shellharbour Beachside Holiday Park
- Shellharbour Airport
- Shellharbour Marina
- City Innovation & Opportunities

Ben Stewart

Executive Director Infrastructure Services





The Infrastructure Services Directorate is responsible for the following functions:

- Technical and Recreation Services**
- Aquatics
 - Stadium
 - Transport Planning
 - Road Safety
 - Floodplain Management

- Infrastructure and Projects**
- Asset Management
 - Project Delivery

- Works and Services**
- Open Space Maintenance
 - Workshop
 - Fleet Management
 - Asset Maintenance
 - Engineering Works
 - City Presentation

Creating and managing assets for the Community



Michael Park

Executive Director Planning and Environment





The Planning and Environment Directorate is responsible for the following functions:

Strategic Planning and Environment

- City Strategic and land use planning
- Greening the City - Strategy
- Developer contributions management
- Biodiversity assessments
- Environmental compliance and assessments
- Zero emissions and sustainability
- Strategic Recreation Planning

Statutory Planning and Certification

- Statutory Planning and Urban Release
- Environmental Health and Building Certification
- Development and Subdivision Certification
- Compliance Services
- Regulation Services (Rangers)
 - Animal Control
 - Local Law Enforcement
 - Parking Patrols

MAJOR PROJECTS

- Housing Affordability Initiatives
- CBD / Town Centre Planning and Development Initiatives



Geoff Hoynes
Strategic Planning & Environment



Jasmina Micevski
Statutory Planning & Certification

Addressing the Housing Crisis / Leading a Growing City



Kate Jessep

Executive Director Community and Culture





The Community and Culture Directorate is responsible for the following functions:

Community & Creative Services

- Community Development:
 - Community Wellbeing and Social Impact
 - Community Safety and Crime Prevention
 - Aboriginal, Culture and Heritage
 - Cultural Diversity
 - Children and Families
 - Youth
 - Aged and Disability
 - Community Sector Support
- Events and Activation
- Arts and Culture
- Libraries and Museum

Marketing & Communications

- Customer Service
- Community Engagement
- Media, website and socials
- Marketing
- Graphic Design
- Communications
- Tourism

People & Culture

- Recruitment
- Payroll
- Staff development and training
- Industrial relations

Any Questions?

