

Event Running Sheet

Councillor Induction



WEEK ONE

TIME	ITEM	ATTENDANCE
DAY 1 – Welcome and team building - Monday 10 January 2022		
8.15am	Official welcome	Crs Brinsmead, Cherry, Dennis, Firth, Owen,
8.20am	Welcome to Country	Crs Brinsmead, Cherry, Dennis, Firth, Owen,
8.30am	Welcome to councillors, introduction of ELT and support staff, achievements of past term	Crs Brinsmead, Cherry, Dennis, Firth, Owen,
8.45am	Director Planning & Regulation	Crs Brinsmead, Cherry, Dennis, Firth, Owen,
9am	Acting Director Sustainable Communities & Environment	Crs Brinsmead, Cherry, Dennis, Firth, Owen,
9.15am	Director Engineering	Crs Brinsmead, Cherry, Dennis, Firth, Owen,
9.30am	Director Corporate Services	Crs Brinsmead, Cherry, Dennis, Firth, Owen,
9.45am	General Manager	Crs Brinsmead, Cherry, Dennis, Firth, Owen,
11am	Introduction to presenter	Crs Brinsmead, Cherry, Dennis, Firth, Owen,
11.01am	Establishing a well-functioning governing body	Crs Brinsmead, Byrnes, Cherry, Dennis, Firth, Owen,
1.30pm	Establishing a well-functioning governing body	Crs Brinsmead, Cherry, Dennis, Firth, Owen,
3.15pm	Establishing a well-functioning governing body	Crs Brinsmead, Cherry, Dennis, Firth, Owen,
DAY 2 – Council meetings, Extraordinary Meeting for election of Mayor and Deputy Mayor Tuesday 11 January 2022		
8.15 – 9.30am	IT systems training – Councillor portal, Outlook, Civic Clerk, Records Management	Crs Brinsmead, Cherry, Dennis, Firth, Owen
9.30am	Presentation: Code of Meeting Practice	Crs Brinsmead, Cherry, Dennis, Firth, Owen
11am	Process for electing the Mayor, Process for taking the oath, meeting agendas	Crs Brinsmead, Cherry, Dennis, Firth, Owen
11.30am	Committees of Council, Regional bodies, Committee review	Crs Brinsmead, Cherry, Dennis, Firth, Owen
12.30pm	Integrated Planning and Reporting Framework	Crs Brinsmead, Cherry, Dennis, Firth,
3pm	Mock meeting	All Councillors
4pm	Extraordinary meeting: election of Mayor and Deputy Mayor	All Councillors (Cr Brinsmead - Virtual)
DAY 3 – Individual Councillor sessions with GM Troy Green and Executive Leadership Team (ELT) Wednesday 12 January 2022		
8.30-9.15am	Councillor 1 (What does the term look like for you? By appointment)	Cr Brinsmead
9.30-10.15am	Councillor 2 (What does the term look like for you? By appointment)	Cr Dennis
10.30-11.15am	Councillor 3 (What does the term look like for you? By appointment)	Cr Firth
11.30am –12.15pm	Councillor 4 (What does the term look like for you? By appointment)	Nil

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TIME	ITEM	ATTENDANCE
DAY 4 – Planning (Part 1) – Dr Danny Wiggins Thursday 13 January 2022		
8am	Development Planning for Councillors (LGNSW)	Crs Brinsmead, Cherry, Dennis, Firth, Owen
10am	Development Planning for Councillors (LGNSW)	Crs Brinsmead, Cherry, Dennis, Firth, Owen
12.45pm	Planning Half Day	Crs Brinsmead, Cherry, Dennis, Firth, Owen
3.30pm	Planning Half Day	Crs Brinsmead, Cherry, Dennis, Firth, Owen
DAY 5 – Corporate Context – Corporate Services Friday 14 January 2022		
8.30am	Legal and political context of local government	Crs Brinsmead, Cherry, Dennis, Firth, Owen
9.30am	Financial management	Crs Brinsmead, Byrnes, Cherry, Dennis, Firth, Owen, Polglase
11.00am	Financial management (cont.)	Crs Brinsmead, Byrnes, Cherry, Dennis, Firth, Owen, Polglase
12.45pm	Discussion – Special Rate Variation Application	Crs Brinsmead, Byrnes, Cherry, Dennis, Firth, Owen, Polglase
2pm	How Council manages risk	Crs Brinsmead, Byrnes, Cherry, Dennis, Firth, Owen, Polglase
2.30pm	FAQs and How to Triage Problems	Crs Brinsmead, Byrnes, Cherry, Dennis, Firth, Owen, Polglase

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WEEK 2 – January / February 2022

TIME	ITEM	ATTENDANCE
DAY 6 – Councillor role and responsibilities		
Monday 17 January 2022		
8am	Councillor fees and expenses and interaction with staff	Cr Brinsmead, Cherry, Dennis, Firth, Owen,
8.30am	Communications, media and social media	Cr Brinsmead, Cherry, Dennis, Firth, Owen,
9.15am	Councillor Request System	Cr Brinsmead, Cherry, Dennis, Firth, Owen,
10.30am	Legislation Affecting Councils and legal responsibilities of Councillors	Cr Brinsmead, Cherry, Dennis, Firth, Owen,
11am	Roles and responsibilities Mayor, Councillors and General Manager	Cr Brinsmead, Cherry, Dennis, Firth, Owen,
1.45pm	Model Code of Conduct – including pecuniary and non-pecuniary interests, lobbying and bias	Cr Brinsmead, Cherry, Dennis, Firth, Owen,
2.45pm	Q & A Forum	Cr Brinsmead, Cherry, Dennis, Firth, Owen,
DAY 7 – Conservation Zones and Compliance		
Tuesday 18 January 2022		
7.45am	Set up	
8am	Conservation Zones (C-Zones)	Cr Brinsmead, Cherry, Dennis, Firth, Owen,
10.30am	GM and ELT - Key issues for new Council and current unresolved complaints	Cr Brinsmead, Byrnes, Cherry, Dennis, Firth, Owen, Polglase
12.30pm	Lunch + Virtual Meet & Greet MPs Janelle Saffin (Lismore), Geoff Provest (Tweed) and Justine Elliot (Richmond)	Cr Brinsmead, Cherry, Dennis, Firth, Owen,
2.00pm	Community Engagement Strategy and interaction with the community Complaints handling / Report a Problem Managing Unreasonable Conduct	Cr Brinsmead, Cherry, Dennis, Firth, Owen
3.30pm	Cyber Security	Cr Brinsmead, Cherry, Dennis, Firth, Owen
4.00pm	Test – Accessing MS Teams	Cr Brinsmead, Cherry, Dennis, Firth, Owen
DAY 8 – Sustainable Communities & Environment, Engineering - Half Days		
Wednesday 19 January 2022		
8.30am	Sustainable Communities & Environment Half Day Welcome and introduction	Cr Brinsmead, Cherry, Dennis, Firth,
8.40am	Sustainability and Environment	Cr Brinsmead, Cherry, Dennis, Firth,
9.10am	Community Services	Cr Brinsmead, Cherry, Dennis, Firth,
10.10am	Resource Recovery	Cr Brinsmead, Cherry, Dennis, Firth, Owen
10.40am	Parks and Active Communities	Cr Brinsmead, Cherry, Dennis, Firth,
11.10am	Tweed Holiday Parks and Cultural Facilities	Cr Brinsmead, Cherry, Dennis, Firth,
1pm	Engineering Half Day Water & Wastewater Unit Business & Assets Unit + Operations	Cr Brinsmead, Cherry, Dennis, Firth,
1.50pm	Roads and Stormwater Unit	Cr Brinsmead, Cherry, Dennis, Firth,
2.35pm	Infrastructure Delivery Unit	Cr Brinsmead, Cherry, Dennis, Firth, Owen (part)
3.30pm	Environmental Scientists	Cr Brinsmead, Cherry, Dennis, Firth,
4pm	Legal and Property	Cr Brinsmead, Cherry, Dennis, Firth,

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TIME	ITEM	ATTENDANCE
DAY 9 – Office of General Manager, Reflection and Professional Development		
Thursday 20 January 2022		
8.15am	Acknowledgement to Country Intro to L&ED Unit Team	Apology Crs Cherry, Owen
8.20am	Video	Crs Brinsmead, Dennis, Firth
8.25am	PowerPoint presentation (L&ED roles & responsibilities)	Crs Brinsmead, Dennis, Firth
9.30am	Questions	Crs Brinsmead, Dennis, Firth
9.45am	Depart for eastern end of Thornbill Drive, South Murwillumbah	Postponed due to rain
10.30am	Industry Central	Postponed due to rain
11.00am	Leave for Industry Central drive by	Postponed due to rain
11.15am	<ul style="list-style-type: none"> Proposed animal rehoming facility Quarry Road employment land industrial subdivision 	Postponed due to rain
11.45am	Murwillumbah Airfield Project	Postponed due to rain
12.45pm	OGM Contract	Crs Brinsmead, Byrnes, Cherry, Dennis, Firth, Owen,
1.45pm	Reflection and Professional Development	Crs Brinsmead, Byrnes, Cherry, Dennis, Firth, Owen,
3.15pm	Reflection and Professional Development	Crs Brinsmead, Byrnes, Cherry, Dennis, Firth, Owen,
4.15pm	Close by General Manager	Crs Brinsmead, Byrnes, Cherry, Dennis, Firth, Owen,
DAY 10 – Individual Councillor sessions with GM Troy Green and ELT (Cont...)		
Friday 21 January 2022		
1.30-2.15	Councillor 5 (What does the term look like for you? By appointment)	Alternative option to meet on afternoon of Friday 21 January
2.30pm – 3.15pm	Councillor 6 (What does the term look like for you? By appointment)	Nil
3.30pm – 4.15pm	Councillor 7 (What does the term look like for you? By appointment)	Nil
4.15pm	Close	
DAY 11 – Corporate Services Half Day		
Thursday 10 February 2022		
8.30am	Welcome	
8.45am	Probity & Good Governance Workshop	Crs Brinsmead, Cherry, Dennis, Firth
10am	Councillor Access to Information Workshop	Crs Brinsmead, Cherry, Dennis, Firth
11am	Delegations & Effective Corporate Governance	Crs Brinsmead, Cherry, Dennis, Firth
12.10pm	Councillor WHS Compliance Obligations	Crs Brinsmead, Cherry, Dennis, Firth
1.10pm	Q & A Session	Crs Brinsmead, Cherry, Dennis, Firth
1.30pm	Close	
DAY 12 – Planning & Regulations (Part 2)		
Friday 11 February 2022		
8.30am	Welcome & Introduction	
9am	Introduction from Danny Wiggins – objectives & program introduction, expectations	Crs Brinsmead, Cherry, Dennis, Firth,
9.10am	Overview of Planning Legislation <ul style="list-style-type: none"> Where councils fit Policy documents and legal instruments Renewed focus on principles, urban design and place-making Key points in the DA process 	Crs Brinsmead, Cherry, Dennis, Firth

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TIME	ITEM	ATTENDANCE
11am	Councillor role in planning decisions <ul style="list-style-type: none">• Delegated authority• Active role, role outside Council meetings• Corruption risks• Other planning bodies• Q&A	Crs Brinsmead, Cherry, Dennis, Firth
1.30pm	Land and Environment Court proceedings <ul style="list-style-type: none">• Class 1 appeals• Role of Councillors and staff• Q&A	Crs Brinsmead, Cherry, Dennis, Firth
3.30pm	Panel Q&A <ul style="list-style-type: none">• Today's presentations• Other planning and development issues	Crs Brinsmead, Cherry, Dennis, Firth
4.30pm	Close	

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ADDITIONAL COUNCILLOR INDUCTION SESSIONS



TIME	ITEM	ATTENDANCE
ICAC Training Thursday 24 March 2022		
3.00pm	ICAC hosted webinar	Crs Brinsmead, Cherry, Dennis, Firth, Owen, Polglase
4.00pm	Close	
Tweed Coast Koala Research Hub - Pottsville Friday 8 April 2022		
1.30pm	Site visit to Currumbin wildlife Hospital Koala Research Hub – 64 Lomandra Avenue, Pottsville	Crs Cherry, Dennis, Firth
2.30pm	Close	
Tweed Regional Gallery Tour Wednesday 4 May 2022		
5.00pm	Site visit to Tweed Regional Gallery and Margaret Olley Art Centre – 2 Mistral Road, South Murwillumbah	Crs Cherry, Brinsmead, Dennis, Owen, Polglase
7.30pm	Close	
Councillor Induction – Shire Bus Tour Tuesday 24 May 2022		
8am	Depart from front of Tweed Regional Aquatic Centre	Crs Cherry, Dennis, Firth, Polglase
	Tweed Regional Museum Bray Park Water Treatment Plant, Cemetery, Men's Shed Railway Station, Knox Park, Community Centre, Levee Wall, Budd Park, VIC Northern Rivers Rail Trail Project – project and construction update Buchanan Street Depot Stotts Creek Resource Recovery Centre Tweed Lab, Husk, Fraser Drive, Western Drainage System, Banora Point Community Centre, new dog playground Tweed Museum Gray Street Depot Tweed Heads Administration Office, Library, Brett Street Café, Auditorium HACC, TRAC Kingscliff, Arkinstall Park, Tweed Cemetery, Solo Resource Recovery Centre, Walter Peate Oval, Cudgen Leagues Club, Holiday Parks North, Jack Bayliss Reserve, Holiday Park Kingscliff, Rowan Robinson Park, Kingscliff Hall, VIC, Kingscliff Library, TRAC, TAFE, Tweed Valley Hospital Site, Tropical Fruit World. Eviron Cemetery Sunshine Sugar Mill Coolamon Centre	
4.30pm	Close	
Public Land Management Roles and Responsibilities Thursday 9 June 2022		
4pm	On line Workshop	Crs Brinsmead, Cherry, Dennis, Firth, Owen, Polglase
5pm	Close	
Banaam Cultural Training Tuesday 12 July 2022		
1pm	Councillors invited to attend Banaam Cultural Training	Nil – some Councillors have registered for session scheduled for September
Shadowing of Customer Service Staff Thursday 4 August 2022		

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TIME	ITEM	ATTENDANCE
12pm	Councillors invited to sit with Contact Centre staff to learn first-hand what that role entails and how much knowledge staff members have and have access to	Scheduled for 4 August 2022
1pm	Close	