



# Candidate Information Session

17 July 2024



# Our beginnings

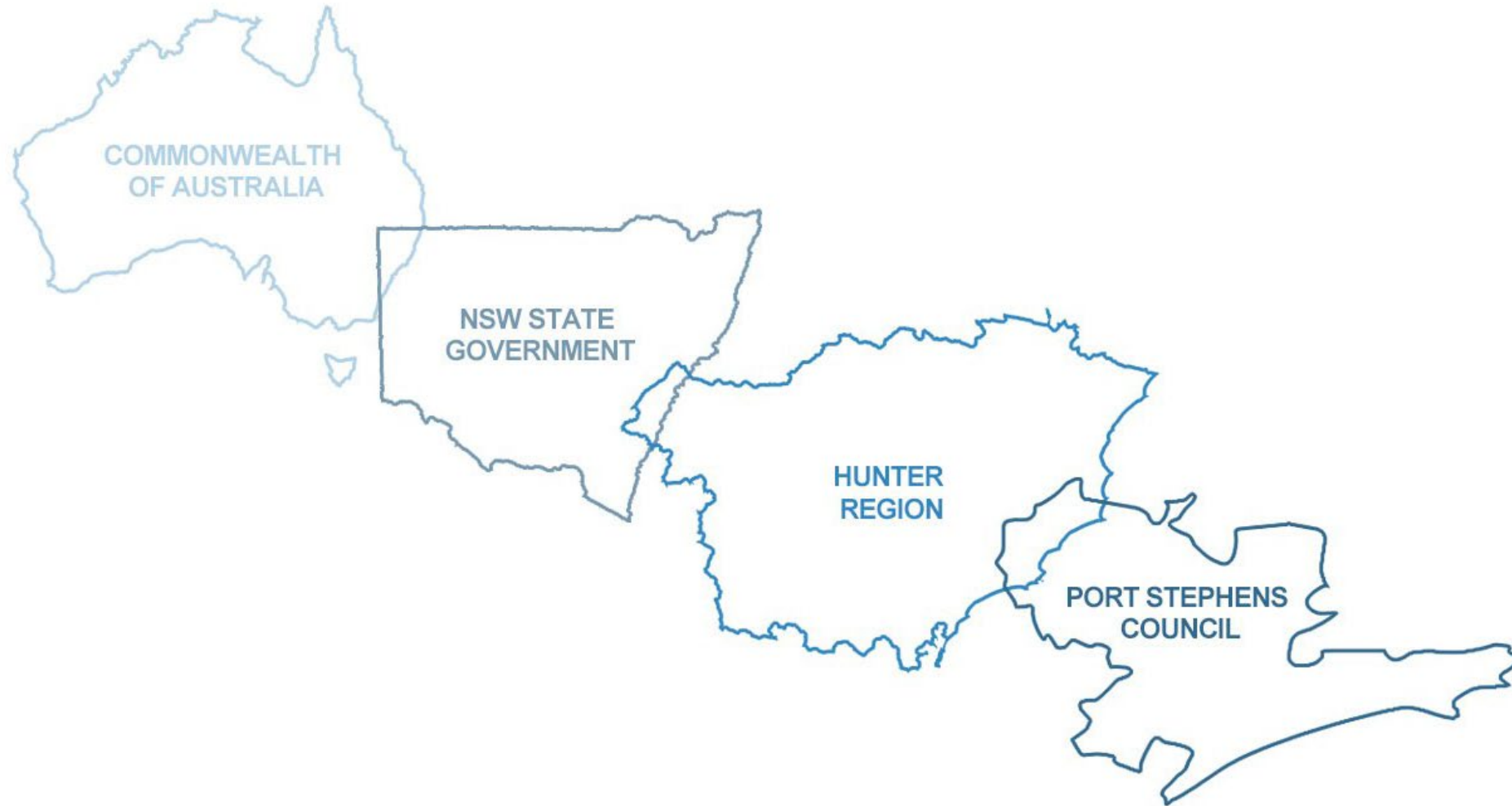
## Land of the Worimi Nation

Artwork by local artist Regan Lilley





# Our system of Government



# LGA snapshot - 2024

<b>Area:</b>	<b>860 sq km</b> with 220 sq km (23%) National Park, State Forest, Nature Reserves
<b>Population:</b>	<b>76,672</b> (2022 Estimated Resident Population) estimated to rise to 96,000 by 2041 (NSW Department of Planning)
<b>PSC Budget:</b>	<b>\$156M</b>
<b>Gross Assets:</b>	<b>\$1.3B</b>
<b>Staff:</b>	<b>581 (EFT)</b>
<b>Delivery:</b>	<b>300 services via 60 service packages</b>
<b>Capital works:</b>	<b>\$76M</b>

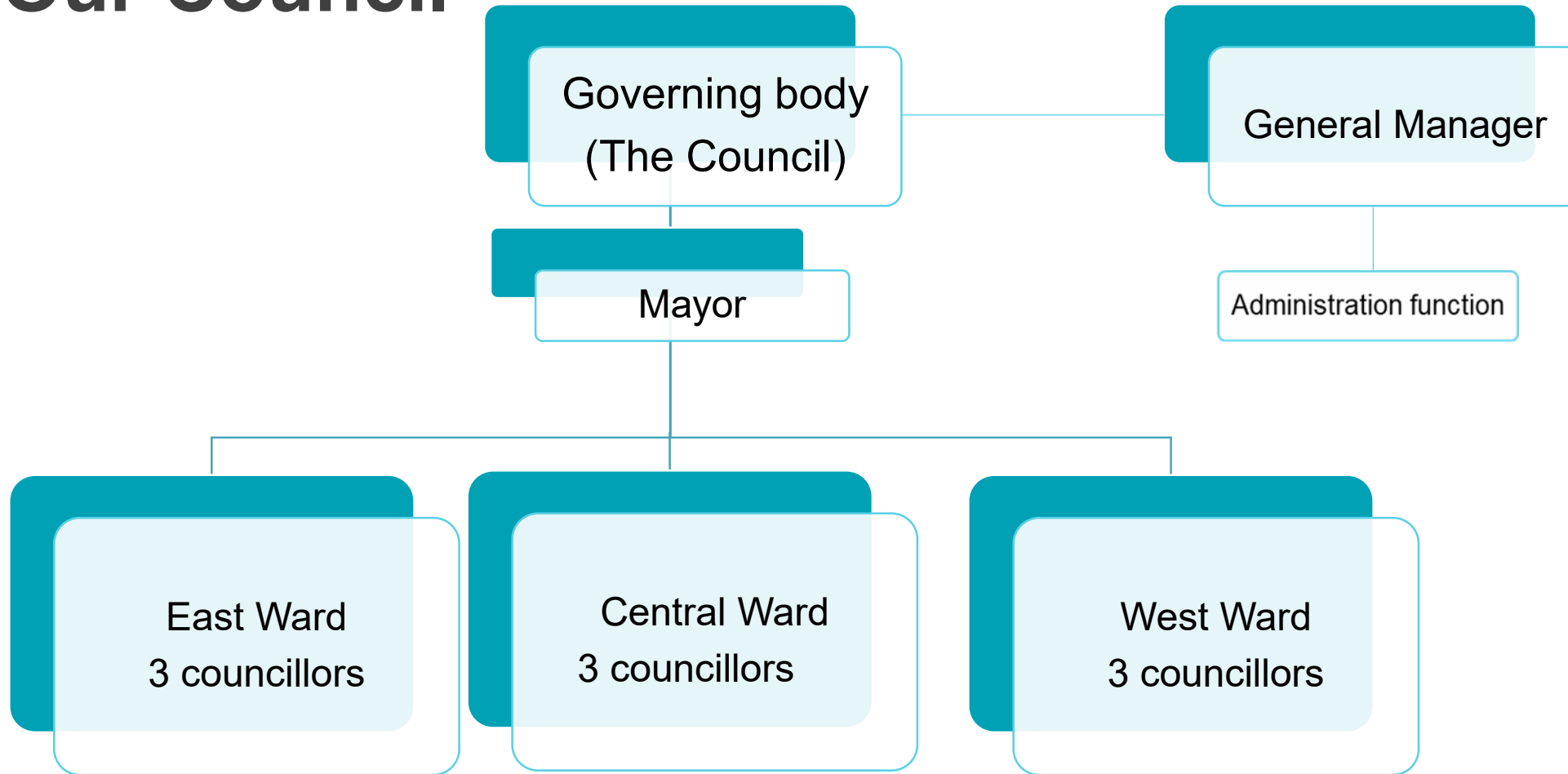


# Our vision

**A great lifestyle  
in a treasured  
environment.**



# Our Council





# Roles and responsibilities





# Roles and responsibilities

## Council

The Local Government Act 1993 generally defines the roles of the governing body being responsible for:

- Community representation
- Advocacy
- Strategic direction
- Policy
- Decision making
- Governance

## Management

The General Manager is responsible for the day to day administration of Council:

- People, finance, resources
- Service delivery
- Advice and guidance
- Systems and processes
- Legislative compliance



# Roles and responsibilities



## Governing body

The Local Government Act sets out guiding principles which govern the functions of Council:

The principles are provided at:

- Section 8A - Guiding Principles for Councils - including decision making
- Section 8B – Principles of sound financial management
- Section 8C – Integrated Planning and Reporting Principles that apply to Councils



## Governing body

The governing body (s.223 of the Local Government Act 1993)

The key elements of the governing body are:

- Direct and control affairs of Council
- Effective civic leadership
- Financial sustainability
- Community Strategic Plan and Integrated Planning documents
- Review performance of Council
- Appointment of the General Manager
- Determine senior staff positions in the organisation structure
- Community consultation
- Act honestly, efficiently and appropriately

The governing body is to consult with the General Manager in directing and controlling the affairs of the Council.

# Roles and responsibilities



## Role of Mayor

**PSC – popularly elected (Section 226 of the Local Government Act 1993)**

- Leader of the Council and in the local community
- Community cohesion and promote civic awareness
- Spokesperson of the governing body
- Policy making functions of the governing body between Council meetings
- Preside at Council meetings and ensure they are conducted appropriately
- Promote strategic plans, programs and policies
- Promote partnership with key stakeholders
- Consult and work with the General Manager
- Civic & ceremonial function of the Mayoral Office
- Represent Council on regional organisations, forums at a regional level as well as State and Commonwealth levels
- Lead performance appraisals of the General Manager



## Role of a Councillor

**PSC – Councillor (Section 232 of the Local Government Act 1993)**

- Active and contributing member of the governing body
- Make considered and well informed decisions as a member of the governing body
- Participate in the development of the Integrated Planning and Reporting framework
- Represent the collective interests of residents, ratepayers and the local community
- Facilitate communication between the local community and the governing body
- Uphold and represent accurately the policies and decisions of the governing body
- To make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a Councillor
- A Councillor is accountable to the local community for the performance of the Council





# Council meetings

All elected members are required to take an oath or affirmation before they can attend a Council meeting.

All meetings (ordinary and extraordinary) are governed by the Code of Meeting Practice.

Number of times required to meet each year: **10**

Currently number of ordinary council meetings held: **21**

An elected member's civic office becomes vacant if more than **3** ordinary council meetings are missed without Council granting leave of absence.

A typical agenda will include:

- Consideration of policies
- Development applications
- Financial reporting
- Setting Council direction through the Integrated Planning and Reporting Framework
- Financial assistance



# Holding civic office





# Holding Civic Office

## Civic office

As part of your role as a Mayor/Councillor, you will be required to:

- take an oath of office before you can attend a Council meeting
- meet the ethical standards required under the Local Government Act 1993, the Code of Conduct (including managing conflicts of interest)

You will have legal responsibilities under various Acts, including personal responsibilities, for example:

- Work Health & Safety
- Anti-discrimination
- Privacy
- Public access to information
- Record keeping and records management

## Skills & experience

Skills, experience and personal attributes required to be a Mayor or Councillor include:

- Personal attributes
- Relationships
- Results
- Resources
- Civic leadership
- Further professional development is provided by Council

# Holding Civic Office

## Key legislation & policies

- Local Government Act – roles and responsibilities
- Work Health & Safety Act – as appropriate
- Code of Conduct
- Code of Meeting Practice
- Working Together and Provision of Information policy
- Payment of Expenses and Provision of Facilities to Mayor and Councillors policy
- Gifts and Benefits policy
- Councillors Induction and Professional Development policy
- Pecuniary Interest Return – Lodgement policy
- All Council policies are available at [www.portstephens.nsw.gov.au](http://www.portstephens.nsw.gov.au)

## Support available

- PSC is categorised as a 'Regional Centre' (LG Remuneration Tribunal), and the annual allowance is:  
Mayor \$93,850 and Councillors \$27,050
- Expenses reimbursed for phone, IT, travel, conferences, seminars and carer's assistance etc
- Superannuation optional
- Induction and ongoing professional development program, including individual development plans
- Mayoral vehicle is provided
- Administrative support
- Councillors' meeting room



# Holding Civic Office

## Time commitment

The time commitment for an elected official involves many meetings, briefings, workshops, community events, ceremonies, media requests, telephone calls, letters and emails from the community and much more .....

Your time commitment will include:

- Councillor induction program
- Mayor's supplementary induction program
- Mayor and Councillor ongoing professional development
- Council meetings from 5:30pm on 2<sup>nd</sup> and 4<sup>th</sup> Tuesday monthly
- Extra Ordinary meetings
- Two-way conversations 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> Tuesdays each month
- Reading business papers (agenda) prior to each meeting
- Attendance at 355C committees (18 committees)
- Attendance at external committees/groups (28 committees/groups)
- Attendance at regional workshops, meetings, conferences and seminars
- Attendance at community events, ceremonies and other functions
- Media requests and enquiries
- Participate in formal engagement sessions
- Engage with the community
- Australia Day celebrations, ANZAC Day and Citizenship Ceremonies





# The Organisation





# Our purpose

**We deliver outcomes  
valued by our  
community in the  
best possible way**

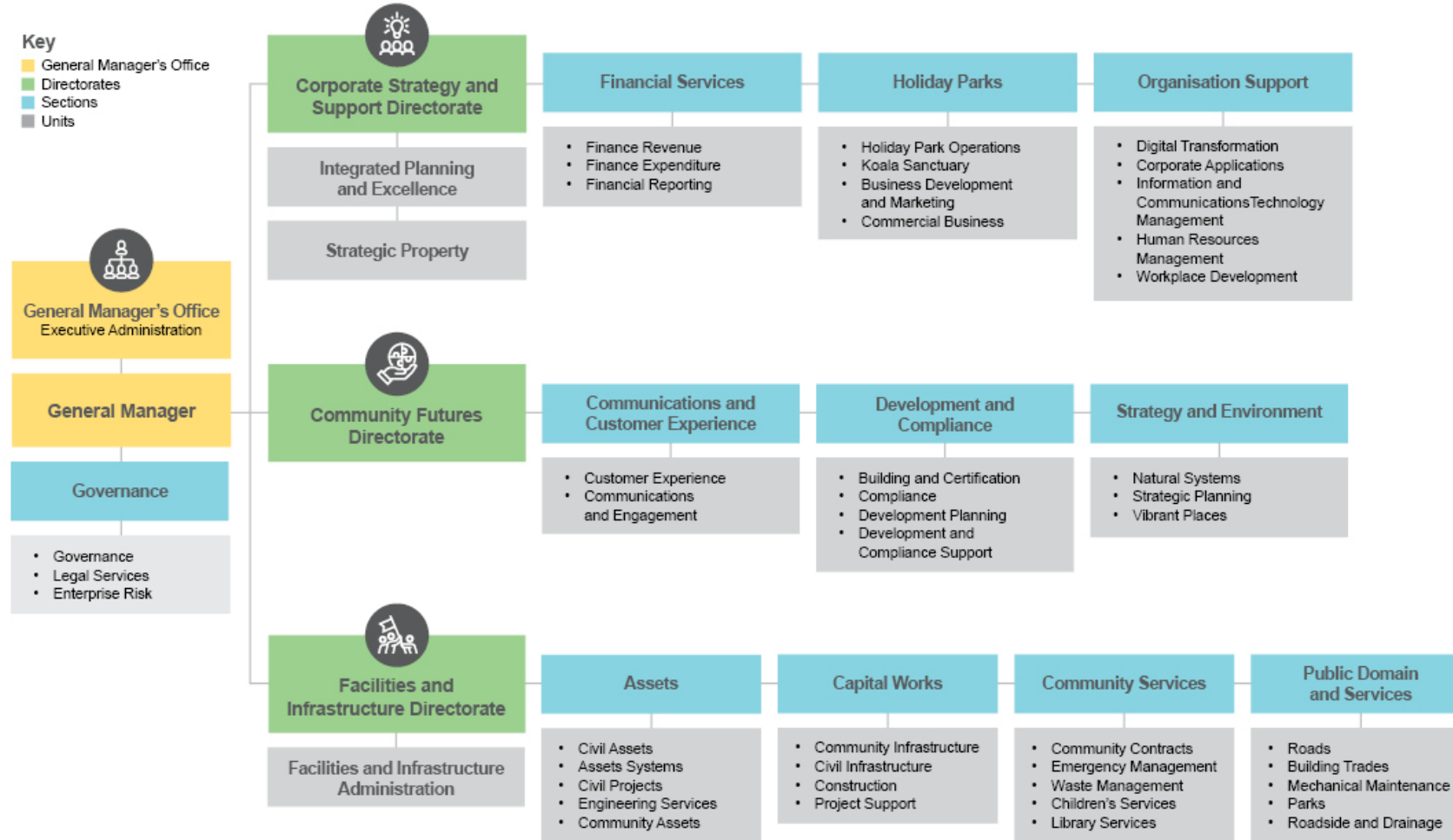


# General Manager and Executive Team

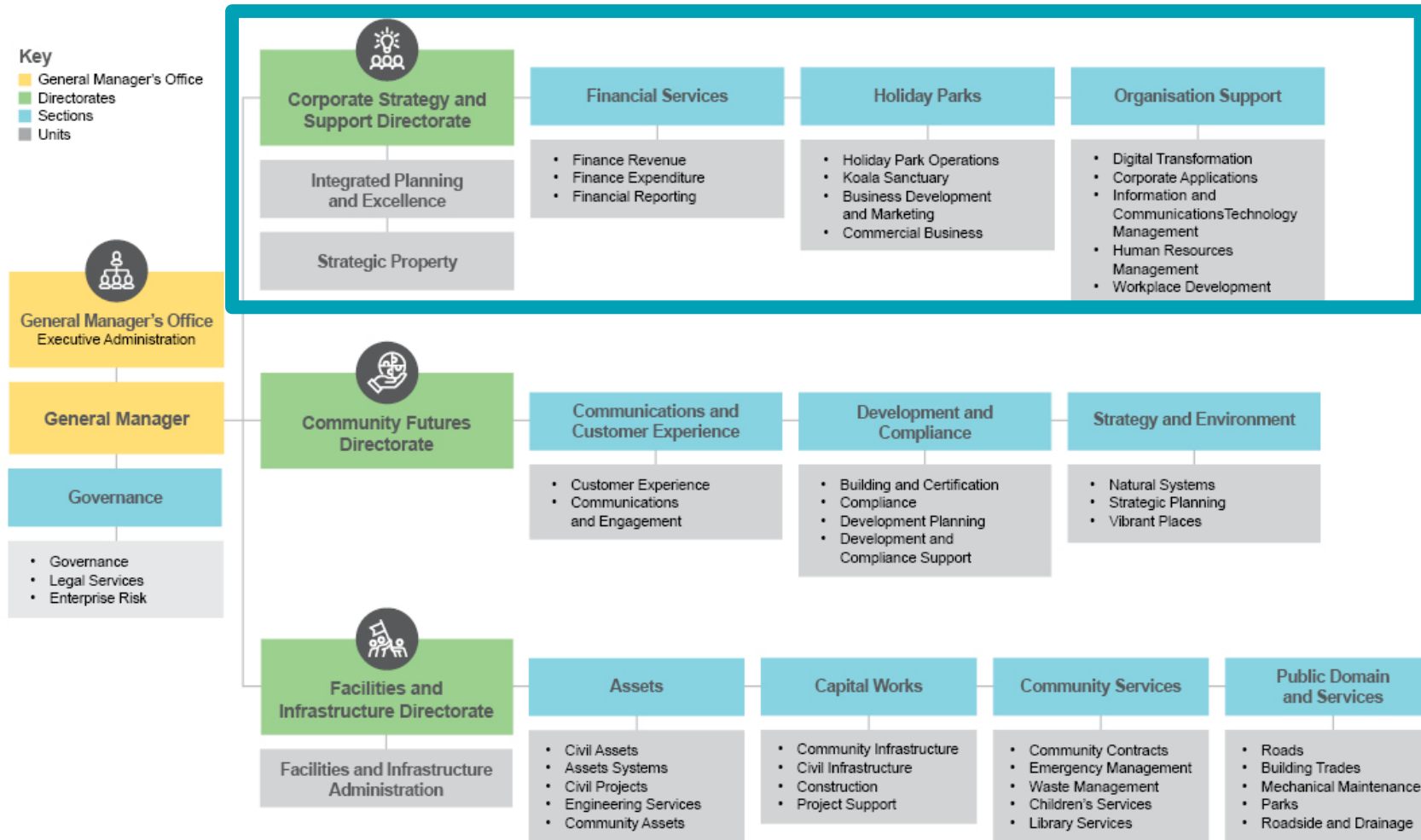




# Organisation structure

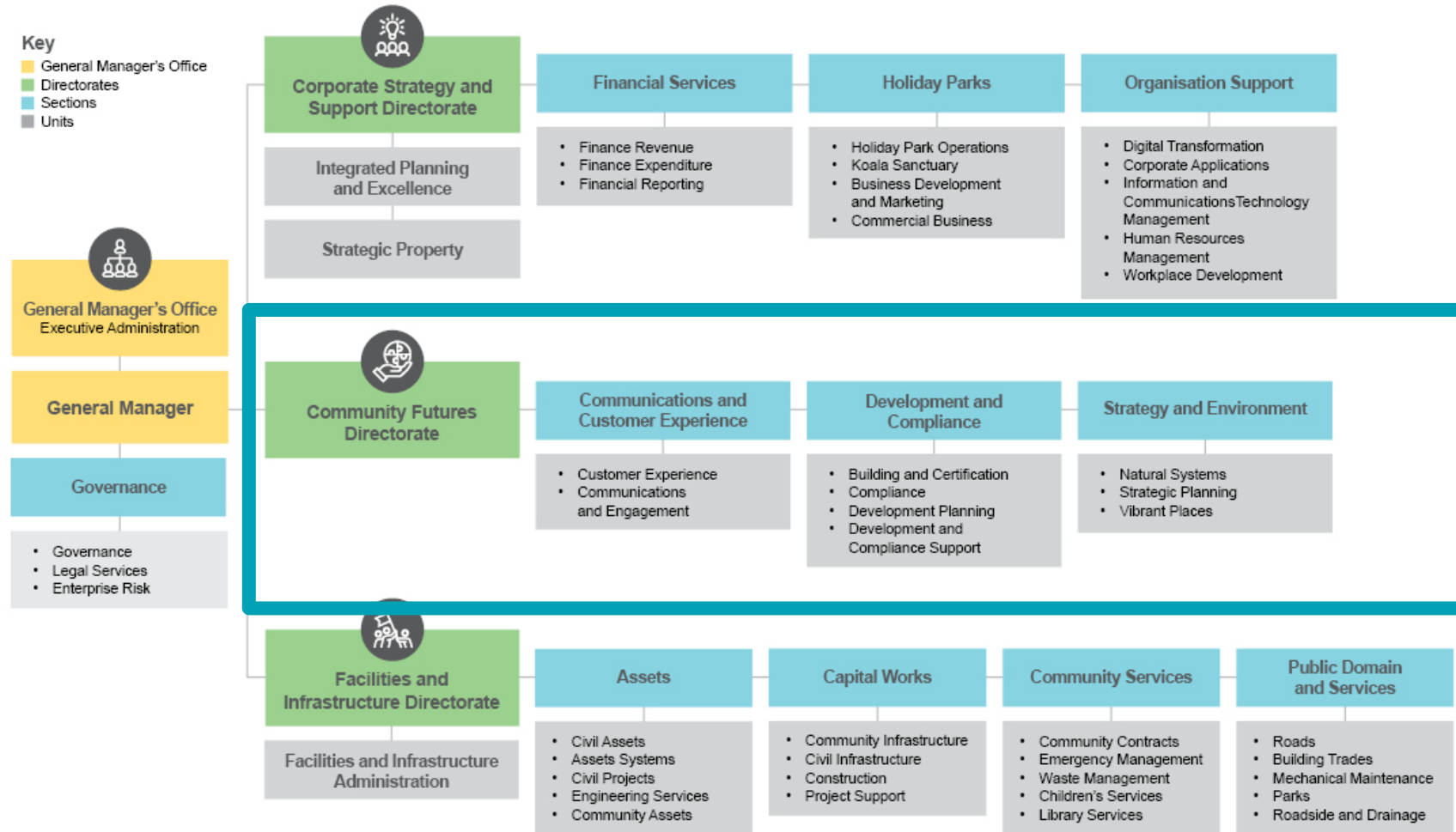


# Corporate Strategy & Support

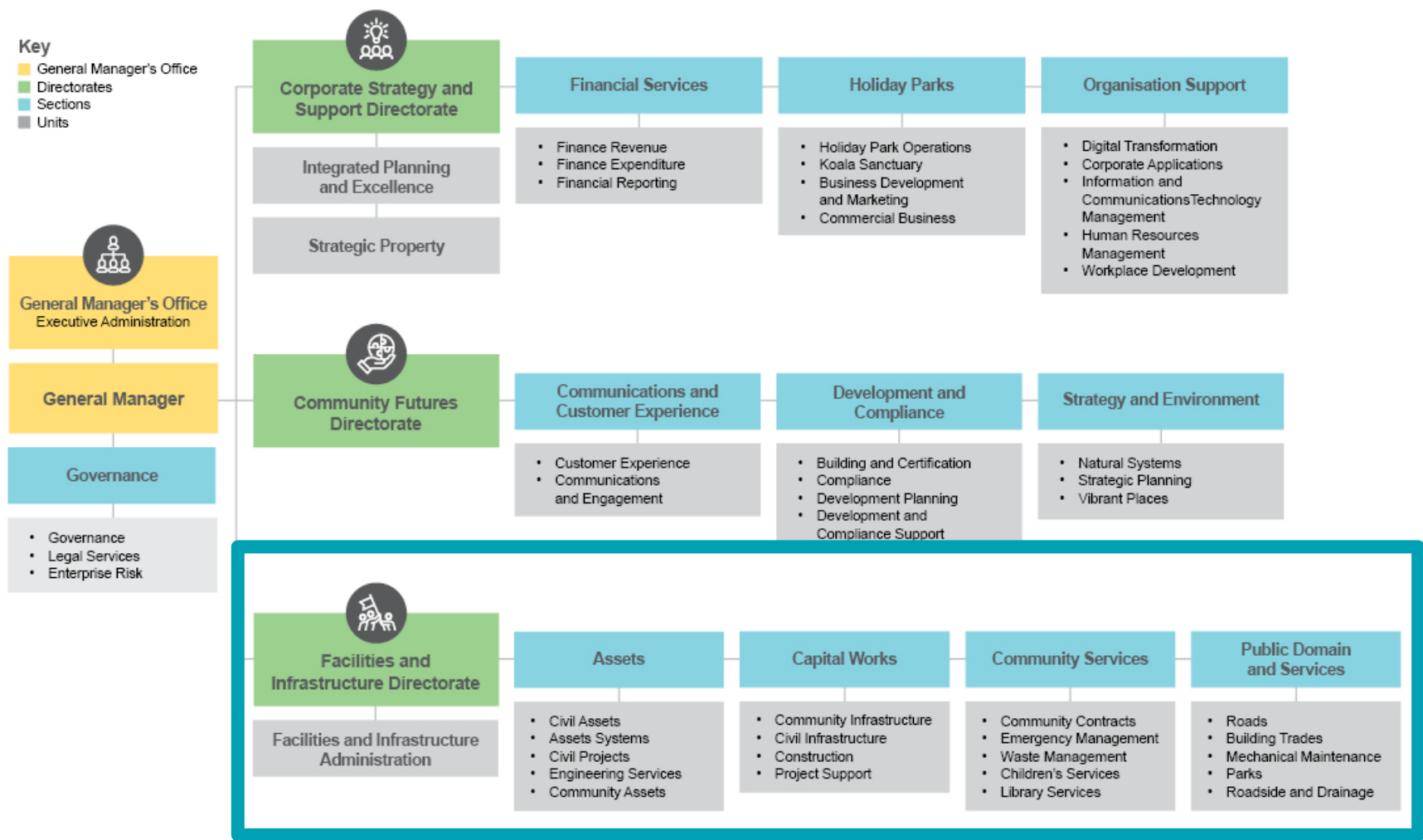




# Community Futures

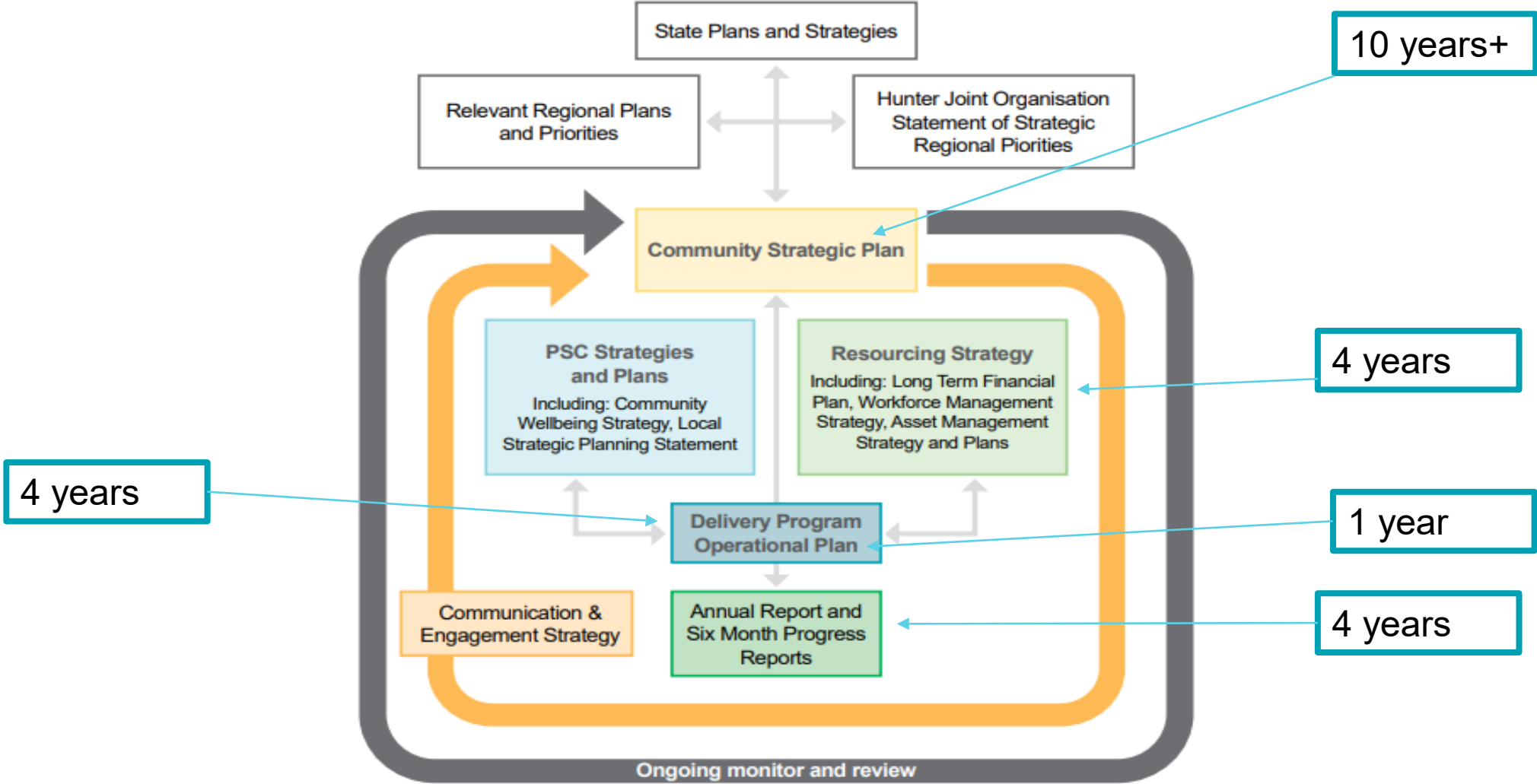


# Facilities and Infrastructure





# Our integrated planning model



# How will we know we're successful

## Our organisational metrics





# Key dates – correct as at **17 July 2024**

For full list of key dates - [www.elections.nsw.gov.au](http://www.elections.nsw.gov.au)

5 August	Start of regulated period for electoral material 8am: Lodgement of nominations open 6pm: Close of roll for the purposes of being a candidate or nominator
6 August	Lodgement of postal vote applications open
14 August	12 noon: Close of nominations and close of registration of candidates and groups Registration of electoral materials open
15 August	2pm: Ballot paper draw conducted 2pm: Uncontested elections declared
6 September	5pm: Registration of electoral material closes
7 September	Pre-poll voting period opens (Note: days and times will vary for each location) Telephone voting applications and voting opens
9 September	5pm: Postal vote applications close Registration of third-party campaigners closes
13 September	Pre-poll voting period closes (Note: times will vary for each location) Telephone voting applications close
14 September	Election day (8am to 6pm)
30 September	Start of progressive distribution of preferences

# Election Office and pre-poll locations

Returning  
Officer's office  
Opens 5 August

- 103 Richardson Road, Raymond Terrace
- General telephone enquiries: 1300 135 736
- Candidate helpdesk: 1300 022 011



Pre-poll location

- To be confirmed by the NSW Electoral Commission after 5 August





## Candidate webinars

A series of webinars will be conducted by the NSW Electoral Commission for election participants in the lead up to the 2024 NSW Local Government elections. Registration for the webinars will be via the Electoral Commission's website at **[elections.nsw.gov.au](https://elections.nsw.gov.au)** The following webinars will be held:

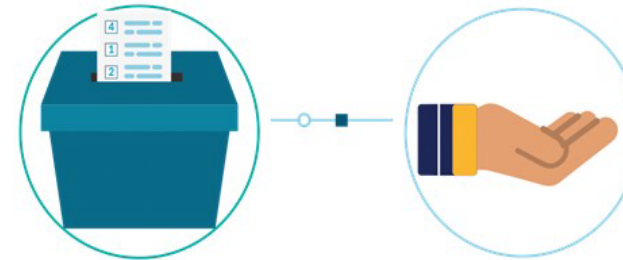
- Election funding (political donations), disclosures and compliance
- Candidate information
- Nominations
- Third-party campaigners
- Electoral material (how-to-vote), compliance, early voting and election day voting
- Candidate workers, scrutineers, declared facilities
- Counting and results
- Post-election disclosure obligations and other rules



## Registration and nomination

Registration and nomination are two separate processes that serve different purposes.

- Being **registered** means the candidate or group can lawfully accept political donations, fundraise and pay for your campaign expenses.
- Being **nominated** means the candidate or group will be on the ballot paper for the election.
- Requests to form a group (and have a group voting square) on the ballot paper must be made separately as part of the nomination process.





## Candidate helpdesk

Candidates with questions about the 2024 NSW Local Government elections should contact the NSW Electoral Commission by:

- calling the NSW Electoral Commission's candidate helpdesk on **1300 022 011**
- submitting an enquiry via the 'Contact us' page of the NSW Electoral Commission's website  
[elections.nsw.gov.au/Contact-us](https://elections.nsw.gov.au/Contact-us)
- visiting the NSW Electoral Commission's website:  
**elections.nsw.gov.au**



# NSW Office of Local Government (OLG) – [olg.nsw.gov.au](http://olg.nsw.gov.au)

OLG has launched a new campaign in advance of the Local Government elections on 14 September.

OLG now have a dedicated “**Become a councillor**” web page for prospective candidates at the upcoming local government elections.

The webpage contains a range of resources to assist people to understand what their role and responsibilities will be if they are elected as a councillor.

The resources include:

- the “Stand for your Community Candidate Guide”
- an online learning tool for prospective candidates, and
- targeted candidate guides for women, Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people with disability, and young people.

Visit the OLGs website for further information and resources over the coming weeks.



# Further information

- ❑ Port Stephens Council – [www.portstephens.nsw.gov.au](http://www.portstephens.nsw.gov.au)
- ❑ Office of Local Government – [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au)
- ❑ NSW Electoral Commission – [www.elections.nsw.gov.au](http://www.elections.nsw.gov.au)
- ❑ Electoral Funding and Disclosures – [www.elections.nsw.gov.au](http://www.elections.nsw.gov.au)
- ❑ Australian Local Government Women's Association – [www.algwa.net.au](http://www.algwa.net.au)
- ❑ LG NSW – [www.lgnsw.gov.au](http://www.lgnsw.gov.au)

# Questions?



**PORT STEPHENS**  
COUNCIL