



DELEGATE'S REPORT

14th December 2004

D2	COUNCILLOR PROFESSIONAL DEVELOPMENT PROGRAM EFFECTIVE & FAIR MEETING PROCEDURES FILE: C18-2 CLR GRIBBIN
-----------	--

SUMMARY:

Reporting on a workshop I attended on Thursday November 25th at Lismore University.



The workshop was organised by the "Local Government Learning Solutions" and was titled "Effective and Fair Meeting Procedures". Mr Gerry Homes was the facilitator whose resume is as follows:

"Gerry Holmes
M.Sc., B.Sc.(Hons), LL.B, Dip.Soc.Stud.,
Dip.Ad.ED., Dip. Crim., Dip. OH&S (Mgt), CQSW.

Until recently Gerry was a Senior Lecturer at the Australian Centre for Local Government Studies. Prior to that he was a Lecturer in Law at the University of Canberra. In addition to local government expertise Gerry is also involved in the field of employment law, occupational health and safety and industrial relations.

Experience with local government includes working for the cities of Leeds and Belfast; Assistant Director, Commonwealth Office of Local Government; and, Research Project Officer, Advisory Council for Inter Governmental Relations.

He has studied at universities in England (Oxford and Leeds), Ireland (Ulster), Germany (Freiburg), and Australia (Sydney, NSW, TAS).

Research interests include local government, public sector management, occupational health and safety and employment relations.

The workshop was attended by eight people; six councillors from Lismore Council plus the Lismore Mayor. Three councillors from a local council cancelled at the last minute due to their council being sacked.

Topics discussed at the workshop consisted of:

Session 1

THE LEADERSHIP ROLE

- Making the decisions
- Time management for councillors
- Distinguishing between 'urgent' and 'important'
- Striving for efficiency or effectiveness

Session 2**GETTING TO THE TABLE**

- Representing interwsts
- Preparing for meetings
- Code of Meeting Practice
- Notice of meetings
- Adjourning meetings
- Requirements for a quorum
- Orders of business
- Drafting motions
- Rules for accepting or rejecting a Motion
- Formal rules of debate

Session 3

- Handling amendments to a Motion
- Debating amendments
- Procedural Motions
- The use of a recession motion
- Recourse to a point of order
- Challenging the Chair
- Implication of error in meeting procedure
- Voting procedures and
- The minutes of a meeting

Gerry was an excellent facilitator and with his knowledge of local government rules and the law was a perfect facilitator and was able to answer all questions put to him. He also discussed work that he had done for other councils both legal and workshops and explained the rules and regulations for a brief period on councillors responsibilities and actions.

I would recommend this workshop to all councillors especially the new members as it explains in detail the do's and don'ts of council meetings procedures. My recommendation would be to organise a workshop with Gerry Holmes with the costs shared by the Mid North Coast group of Councils.

RECOMMENDATION:

That the information be noted.

.....
COUNCILLOR J GRIBBIN