

The Shoalhaven City Council Aboriginal Advisory Committee.

Points for discussion to assist the development of a Governance and Committee effectiveness training Program

The following table outlines the training element the content and the sample approach to the training looking at areas/issues that can be included.

Learning Element	Content	Sample Approach
Context	The Role of Local Government  The Role of the Aboriginal Advisory Committee in supporting Shoalhaven City Councils work.	<ul style="list-style-type: none"> <li>Look at the Local Govt Charter (Sect 8) of the Local Govt Act and look at how the work of the Aboriginal Advisory Committee can assist Council meet its charter.</li> <li>Look at the Community Strategic Plan and identify actions that the Committee could assist with.</li> </ul>
What is Governance?	Overview and specific relationship to the role of the Aboriginal Advisory Committee	<ul style="list-style-type: none"> <li>What does governance mean for the Aboriginal Advisory Committee?</li> <li>I was wanting to give the definition of Governance and what practical things in the work of the Committee will reflect this?</li> </ul>
Committee Effectiveness	Purpose, obligations, responsibilities and processes.	<ul style="list-style-type: none"> <li>This section to reflect on the TOR and discuss the items that reflect good governance and committee effectiveness.</li> <li>This can cover:               <ul style="list-style-type: none"> <li>✓ Role of Committee members</li> <li>✓ Role of Council in supporting the Committee.</li> <li>✓ Specific Delegations</li> <li>✓ How to conduct effective meetings.</li> </ul> </li> </ul>
* Council Policies and Legal considerations	Legal issues covering & impacting the work of the Committee  Council Policies that impact the role of the Committee.  (This to be agreed with the Councils Governance Officer).	<ul style="list-style-type: none"> <li>This would include, Confidentiality, Conflicts of Interest, legal protections provided by Council with the work of the Committee and Committee members.</li> <li>We would look at key aspects of Council's Code of Conduct</li> <li>We would look at key aspects of Council's Code of meeting practice</li> </ul>
Committee Planning	Why, what & how?	<ul style="list-style-type: none"> <li>This is to briefly discuss the Committees current planning process and do a quick SWOT of this to look for any improvements.</li> </ul>
Community Engagement	What do we mean by engagement from an Aboriginal Perspective?  How does or will the Committee do this?	<ul style="list-style-type: none"> <li>This is to discuss how the Committee currently goes about community engagement and whether it is working and again look for new opportunities and areas of improvement.</li> </ul>
Accountability & Reporting	How to measure the effectiveness of the work of the Committee?  Who to report to, when and how.	<ul style="list-style-type: none"> <li>How does the committee know if they are effective? Can this be improved? How?</li> <li>How does the Committee communicate the work of the Committee? can this be improved? How?</li> </ul>
Governance Checklist	Agree on a Governance & Effectiveness checklist for this Committee.  Sample will be provided and debated.	<ul style="list-style-type: none"> <li>Reflecting on the learnings of the day the Committee should be able to develop a check list that allows self-assessment of good governance and effectiveness.</li> </ul>

*-2010 Council  
Committee  
Sample*

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