

AGENDA

DATE:	17 November 2016
TIME:	9.30 am for 10.00 am start - concluding at 2.00 pm
VENUE:	Manningham City Council Functions Room 1 and 2 1st floor, top of staircase 699 Doncaster Road DONCASTER VIC 3108
CHAIR:	Joint Chair and Convenors Jo George, Executive Assistant to Chief Executive Officer, Whitehorse City Council Jo Graham, Executive Assistant to Director, Strategic Development, Hobson's Bay City Council Doreen Hastas, Executive Assistant to Mayor and Councillors and Co-Convenor, Whitehorse City Council
RSVP DETAILS:	PLEASE RSVP VIA THE EVENTBRITE INVITATION NB: If you did not receive the meeting invitation via Eventbrite, please email sig@lgpro.com to be added to the Executive & Personal Assistant Network SIG (available only to those working in Local Government)
RSVP BY:	Wednesday 9 November 2016 - by 3.00 pm (final cut off for numbers)

Item	Presenter
9.30 am - 10.00 am Morning Tea on arrival	1st floor Functions room 1 and 2
10.00 am - 10.15 am Welcome to the Special Interest Group (SIG) Executive Assistants & Personal Assistants Meeting <ul style="list-style-type: none"> • Introductions • Welcome to Country • Housekeeping Rules 	Jo George EA to Chief Executive Officer Jo Graham EA to Director, Strategic Development
10.15 am - 10.45 am Presentation by Warwick Winn, Chief Executive Officer, Manningham City Council to speak on his transition from General Manager (CEO) of North Sydney Council to Chief Executive Officer, Manningham City Council, challenges of moving from one council to another in different states, learning curve on relationship building in his peer group, a new Executive Assistant! The first 12 months! And looking towards the future as the Chief Executive Officer of a large Eastern Region Council	Warwick Winn Chief Executive Officer, Manningham City Council
10.45 am - 10.50 am Q & A time available at the end of this presentation	



WARWICK WINN BIO:

Warwick is currently the Chief Executive Officer of Manningham City Council. Prior to his commencement at Manningham, he held the position of the General Manager (CEO) of North Sydney Council since late 2013. Before that Warwick held the position of Director of Planning and Development Services at North Sydney for 9 years.

Warwick was previously the Group Manager of Environment and Customer Services at the Blue Mountains City Council and prior to that City Planning Manager at the Dunedin City Council in NZ. Warwick was professionally trained and had worked in the United Kingdom in the urban and environmental planning field for 9 years. He was involved in leading European Committee of Regions studies in spatial planning and environmental policy related to regional aspects and economic development.

Warwick's qualifications include an Advanced Diploma of Management, Masters of Environmental and Local Government Law, Post Graduate Diploma of Town and Country Planning, Advanced Diploma of Environment and Development and a Bachelor of Arts majoring in Organisational Psychology. Warwick is a chartered member of the Royal Town Planning Institute.

10.50 am - 11.20 am

Presentation by **Courtney Power, Executive Assistant to Warwick Winn, Chief Executive Officer of Manningham City Council** presenting on her role as an Executive Assistant. The challenges she has faced over the years with three Chief Executive Officers coming on board at Manningham City Council, mechanisms in building new working relationships with each of the Chief Executive Officers, working with two Acting Chief Executive Officers in the interim. Pros and cons and what sound advice would Courtney give to Executive Assistants should they face similar situations as she has done and how to survive with positive outcomes

Verbal and PowerPoint Presentation

Courtney Power
 EA to Chief
 Executive Officer

11.20 am - 11.30 am

Q & A time available at the end of this presentation



COURTNEY POWER BIO:

Courtney has worked at Manningham City Council over the last ten years, currently in the role of Executive Assistant to the CEO office.

Having worked with three CEOs and two Acting CEOs over the last seven years, Courtney enjoys the challenges and the variety that her role brings including learning and adapting to each leader's style, creating for positive working relationships. Prior to this Courtney was the Personal Assistant to the Director of Planning and Environment and was the Office Administrator in the Governance service unit. Courtney also works very closely with the Executive Management Team, Mayor and Councillors and other Personal Assistants within the organisation. Courtney values her exposure to the workings of organisational leadership teams and the development enrichment that this imparts.

Outside of work Courtney is an avid international traveller, having visited over 10 countries in the last 6 years. Most recently returning from Europe last month, her travel bug remains alive and well!

Introducing **Jane Nathan** **facilitator** and **interviewer** for today. Jane is a highly educated professional woman with a diverse background and is well versed in Local Government plus various sectors



Jane Nathan

Jane has extensive experience through her enormously varied roles. She has established herself as a natural facilitator. Jane graduated from Melbourne University as a physical education and history teacher. Jane also has a cadetship from Myer Melbourne giving her marketing and retailing experience. Jane and Tony are the parents of 5 adults and grandparents of 8.

Jane is an Administrator/Commissioner with Brimbank City Council, former Member of The MAV Councillor Conduct Panel and a facilitator for Local Councils, a Board Member of Australians 4 Peace, United Nations Committee and the Federal

Jo George
EA to Chief
Executive Officer

Government's Black Spot Committee, since inception. Jane is President of Woodard's Foundation, Australian Population Institute and Chair of The Mullagh Wills Foundation and Chinese New Year United Pty Ltd.

Jane manages her business based on varied experiences in retail, marketing and local government A Mayor of Hawthorn, a Commissioner at Brimbank, a Director for Local Government Liaison at a large city based law firm, a Mediator with the Small Business Commission, a facilitator with the State Government's Small Business Marketing Program and Jane edited the Victorian Planning and Environmental Law Association Newsletter for 10 years.

Jane is respected for her commitment to communities; she was awarded a Centenary Medal for Distinctive Services to Local Government and appointed as one of Boroondara's 150 Significant People during the last 150 years. Jane is Life Fellow of the Victorian Planning and Environmental Law Association and was awarded the prestigious Richard J Evan's Award for Excellence in Planning in 2014. Jane was a finalist in the Telstra Business Women's Awards, a Governor on The St Vincent's Hospital Foundation and founder of the Women of the Melbourne Cricket Club, WOMCC. Jane has presented at numerous conferences and interviewed many famous people.

Jane was the first woman Committee Member of the famous Melbourne Cricket Club, MCC.

Jane has been a member on 40 Boards and Committees including The Metropolitan Fire Brigade and Vic Relief Committee. Jane was the first female Treasurer of the Municipal Association of Victoria, Chair of the Local Government Industry Training Board, The Minister's Local Govt and Planning Advisory Council, the State Integrated Local Area Planning Committee (ILAP), The Healthy Localities Project, the AIDS Advisory Council and the Melbourne Waterways and Drainage Operational Charter Committee. Jane was also Chair of The Minister's State Bicycle Committee and The Federal Minister's National Bicycle Council and President of The Hawthorn Community House, The Hawthorn Community Chest and Loreto Federation 2005.

Jane was the inaugural Ambassador for The Victorian CEO Sleepout for St Vinnies 2010.

11.30 am - 12 noon

Interview on the sofa with Anna Burke, Former Australian Federal Politician

Elected Australian Parliament of Victorian Federal representative for the Chisholm Electorate 1998 to 2016. Anna also served as the Speaker of the House of Representatives from October 2012 to November 2013

Anna Burke is a highly educated woman with a Bachelor of Arts (Honors) degree, from Monash University and a Master of Commerce (Honors) from the University of Melbourne

Anna is a dynamic, passionate, highly driven and well respected individual well known throughout Australia. An interview not to be missed

12.00 noon -12.10 pm

Q & A time available at the end of this presentation



Anna Burke

Anna Burke was the elected representative for the Victorian electoral division of Chisholm in the Australian Parliament from 1998 until 2016; she served as the Speaker of the House of Representatives during the 43rd Parliament from 2012 to 2013.

Prior to becoming Speaker, Anna served as Deputy Speaker in the both the 42nd and 43rd Parliaments as well as on a number of Parliamentary Committees including Climate Change, Environment and the Arts, Petitions, and Privileges.

Anna saw her role as the local representative as paramount and was well known throughout her local community and was successfully re-elected six times.

Many Australians from across the country know Anna not only for her role in the Speaker's Chair, but for her highly successful campaign to protect people from unwanted telemarketing calls. In 2005, she moved a Private Member's Bill in Federal Parliament to create a national 'Do Not Call' list, which led to the former Government adopting her policy.

Anna was born in 1966 in Melbourne. She and her four siblings were raised in Ashwood, part of the electorate Anna represented.

Anna has a Bachelor of Arts (Honours) degree from Monash University and a Master of Commerce (Honours) from the University of Melbourne.

Jane Nathan
Interviewer

Prior to entering Federal Parliament, Anna worked as a national industrial officer for the Finance Sector Union, where she represented the workers in the banking, finance and insurance industries.



12.10 pm - 12.45 pm

Interactive Discussion - Executive Assistants and Personal Assistants roles, responsibilities and relationships



Jane Nathan
Facilitator

Jo Graham
EA to Director,
Strategic
Development

12.45 pm - 1.00 pm

Introducing Michelle Nichols, Casey City Council and Jacquelin Shannon, Frankston City Council as the 2017 Convenors for the Special Interest Group (SIG) for Executive Assistants and Personal Assistants

Background on LGPro and membership available to Local Councils

Michelle Cox
LGPro
Membership
Development
Manager

Spot Prize Draw

Doreen Hastas
EA to Mayor and
Councillors

Conclusion of meeting at 1.00 pm Jo George, Executive Assistant to the Chief Executive Officer Jo Graham, Executive Assistant to Director, Strategic Development Doreen Hastas, Executive Assistant to the Mayor and Councillors	
1.05 pm - 1.45 pm Buffet luncheon in function room 2	
2.00 pm Leave venue. Thank you. We look forward to seeing you all in 2017! Michelle Nichols and Jacquelin Shannon	

Note: Manningham City Council car parking permit and map attached for 17 November 2016. All attendees must **print** and place the permit on the dash board of their cars

[Manningham City Council Parking Permit](#)

Address

Manningham City Council
 699 Doncaster Road
 Doncaster Vic 3108

For any further information, please contact Michelle Cox at LGPro
Office: (03) 9268 6403 **Email:** michellec@lgpro.com