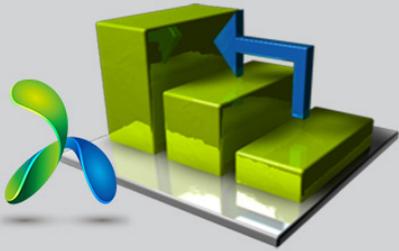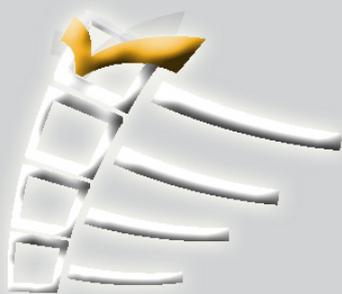# eConnect
What's in it? Who should use it?

Change Management Toolkit

The Change Management Toolkit has been developed to assist councils with effective change management processes and practices. Complete with guides and templates, all staff embarking on a change management process will benefit from this toolkit.

Chapter 1 : Introduction To The Human Side of Change
Chapter 2 : Drivers for Change
Chapter 3 : Planning for Change
Chapter 4 : Implementation (People and Communication)
Chapter 5 : Change Culture
Chapter 6 : Evaluate and Embed Change
Chapter 7 : Change Step Summary

WHO?

All Managers and Staff

Governance Health Check

The Governance Health Check guides councils through all elements of governance within council operations, to ensure they are meeting legislative requirements. The Governance Health Check includes a downloadable, interactive health check workbook as well as tips and hints to achieve best practice in key areas of ethics, information management, risk management and reporting.

Chapter 1 : Governance Overview
Chapter 2 : The Governance Health Check
Chapter 3 : Ethics Work eBook
Chapter 4 : Risk Management Work eBook
Chapter 5 : Information Management Work eBook
Chapter 6 : Reporting Work eBook

WHO?

Governance Managers and Councillors

Sustainability Health Check

The Sustainability Health Check, includes a big picture overview of the importance of sustainability for NSW councils, as well as step by step instructions on how to complete the health check using the downloadable worksheets, templates and guides.

Chapter 1 : An Overview of Sustainability
Chapter 2 : Preparing for the Sustainability Health Check
Chapter 3 : Creating a Culture of Sustainability
Chapter 4 : Achieving Sustainability Outcomes
Chapter 5 : Integrating Sustainability into Council Operations

WHO?

Managers, Directors, Team Leaders, Supervisors and Councillors

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Social Media Policy Toolkit

This module guides councils through the need to have a **Social Media Policy** as well as a downloadable template which can be used for all NSW councils and should be used by all managers and staff.

Chapter 1 : Social Media in The Workplace
Chapter 2 : Developing a Social Media Policy

WHO?

Managers, Marketing and Communications Executives, PR, Media Executives

eConnect
What's in it? Who should use it?

Integrated Planning and Reporting

This is an essential eBook for all staff and councillors. An understanding of **Integrated Planning and Reporting** is a minimum requirement for everyone at council to understand their role in delivering essential services to the community.

Chapter 1 : What it's all About?
Chapter 2 : The Community Strategic Plan
Chapter 3 : The Resourcing Strategy
Chapter 4 : The Delivery Program
Chapter 5 : The Operational Plan
Chapter 6 : Reporting and Reviewing

WHO?
All Council Staff

Long Term Financial Planning

This eBook takes an in depth look at both **Long Term Financial Planning** and Strategic Asset Management and how councils can ensure they are both meeting legislated requirements and following best practice for financial sustainability.

Chapter 1 : An Introduction
Chapter 2 : Long Term Financial Planning
Chapter 3 : Strategic Asset Management

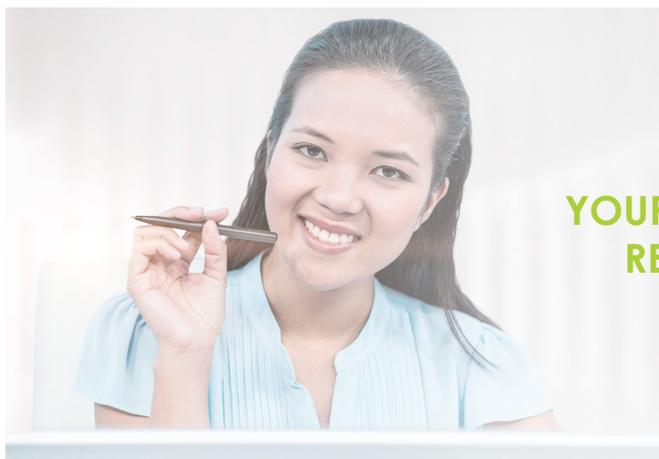**WHO?**

Finance Managers, CFOs and Accounts

Workforce Planning Toolkit

This eBook is suited to HR and management and completes the Integrated Planning and Reporting Suite and guides users through developing, compiling and monitoring their workforce plan to meet the Integrated Planning and Reporting requirements. Complete with templates and examples, this is a must do eBook for any council staff member undertaking **workforce planning**.

Chapter 1 : Introduction
Chapter 2 : Preparing for Workforce Planning
Chapter 3 : Developing a Workforce Profile
Chapter 4 : Implications of the Community Strategic Plan
Chapter 5 : Developing Strategies to Close The Gaps
Chapter 6: Reviewing, Evaluating and Monitoring

WHO?

Corporate Services, Organisational and Workforce Planning

YOUR COMPLETE ONLINE RESOURCE CENTRE

eConnect
What's in it? Who should use it?

Testimonials

"As a Governance Manager I have found the LG Professionals Governance Toolkit which is accessed on eConnect to be very useful. It provides tutorials and videos showing how the toolkit works and how you can assess the governance of your organisation against best practice. The eConnect format makes it easy to understand and adapt for your local circumstance. I would recommend using eConnect to other governance staff."

- Ian Naylor, Manager Governance and Administration, Inner West Council

"We have monitored improvements in our governance processes since the introduction of the Governance Health Check in 2004. We have conducted reviews a number of times over the past 10 years. This year we used the new Governance Health Check developed in the Governance component of eConnect with great results. The tool was easy to use by all who took part in the review; and the automatic scoring is brilliant. I would recommend this tool for its comprehensive overview of governance processes and the ease of use."

- Lia Chinnery, Coordinator Governance, Canterbury-Bankstown Council

"eConnect is the leading information resource for NSW local councils. It is a unique combination of essential tools- what you need to know, resources you need access to, refresher tips and real life examples of what happens and can happen. It is invaluable for my new staff and will be useful in councillor inductions."

- Barry Smith, General Manager, Hunters Hill Council

"I have used the eConnect tool over the last few years. In both my positions within council (Community Strategy and Planning Manager and Executive Officer Privacy and Access to Information), the tool has allowed me quick access to topical material. eConnect consolidates information in a central location. I thoroughly recommend the use of the system and congratulate Local Government Professionals Australia, NSW for their continued support providing this valuable resource for local government."

- Ellen Whittingstall, Executive Officer Privacy and Access to Information, Sutherland Shire Council