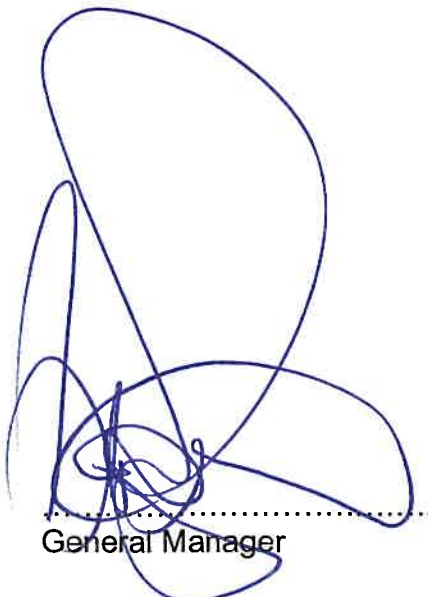




# **Councillor Induction and Professional Development Policy**

## DOCUMENT AUTHORISATION

<b>RESPONSIBLE OFFICER:</b>	MANAGER OF GOVERNANCE, RISK AND CORPORATE PLANNING (MGRCP)				
<b>REVIEWED BY:</b>	MANEX				
<b>REVIEW DUE DATE:</b>	September 2024				
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<b>DOCUMENT NUMBER:</b>	NA				
<b>VERSIONS:</b>	<b>DATE:</b>	<b>RESOLUTION NO:</b>	<b>DESCRIPTION OF AMENDMENTS:</b>	<b>AUTHOR / EDITOR:</b>	<b>APPROVED / ADOPTED BY:</b>
2	23/09/2021	21.09/21	This Policy has been adapted to fit the new Policy Template. The addition of specific legislation and legislated Guidelines has been added.	MGRCP	Council
1	28/02/2019	10.02/19		General Manager	Council



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General Manager

15/10/21.  
.....  
Date

## PURPOSE

The purpose of this policy is to demonstrate Glen Innes Severn Council's commitment to ensuring that the Mayor and Councillors have access to an induction and ongoing professional development.

## APPLICABILITY

This policy applies to:

- All Councillors of Glen Innes Severn Council, including the Mayor.

## OUTCOMES

This policy ensures the Mayor and Councillors have access to an induction and ongoing professional development which will assist them to develop and maintain the skills and knowledge required to effectively perform their civic role and responsibilities under the *Local Government Act 1993* ('the Act').

## ROLES AND RESPONSIBILITIES

The Mayor and each Councillor are responsible for making themselves available to attend any development activities identified in the professional development plan. The Mayor and all Councillors must make all reasonable endeavours to attend and participate in the induction sessions and professional development activities arranged for them during the term of the Council.

The MGRCP is responsible for planning, scheduling and facilitating induction and professional development activities for the Mayor and Councillors in consultation with the General Manager.

The General Manager has overall responsibility for Glen Innes Severn Council's induction and professional development program. This Policy will be communicated to all new Councillors as part of their induction. Revised versions of the Policy will be communicated to all Councillors by the General Manager. The General Manager will monitor overall compliance to ensure the Policy's correct implementation.

## POLICY STATEMENT

### STATEMENT OF COMMITMENT

Glen Innes Severn Council is committed to developing an induction and ongoing professional development program for the Mayor and Councillors to ensure they can fulfil their statutory roles and responsibilities. As part of this program, the Mayor and each Councillor will have a professional development plan that identifies specific gaps in their capabilities (i.e., their knowledge, skills and attributes) and identifies professional development activities to build these capabilities.

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## INDUCTION PROGRAM

Glen Innes Severn Council will develop an induction program for new and returning Councillors as well as a supplementary program for the Mayor to ensure they are provided all the information they need to effectively fulfil their roles in the first few months of Council's term and feel confident in their ability to do so. As a minimum, the induction program will cover:

- an orientation to Council facilities and the local government area;
- an overview of the key issues and tasks for the new Council including Council's community strategic plan, delivery program, operational plan, resourcing strategy and community engagement plan;
- the legislation, rules, principles and political context under which councils operate;
- the roles and responsibilities of Councillors and the Mayor;
- Council's organisational structure, workforce management strategy and the roles and responsibilities of the General Manager and Council staff;
- what Council does and how it operates, including an overview of integrated planning and reporting, land-use planning, natural resource management, financial management and asset management by Council;
- key Council policies and procedures that Councillors must comply with including the Code of Conduct for Councillors;
- the role of Council meetings and how to participate effectively in them;
- the support available to the Mayor and Councillors and where they can go to get more information or assistance; and
- information on the process for taking the oath of office and electing the Mayor at the first Council meeting (where applicable).

In the case of the Mayor, the program will also cover:

- how to be an effective leader of the governing body and the Council;
- the role of the Chair and how to chair Council meetings;
- the Mayor's role in integrated planning and reporting;
- the Mayor's role and responsibilities under the Code of Conduct for Councillors;
- the Mayor's role and responsibilities in relation to the General Manager's employment;
- the Mayor's role at regional and other representative bodies; and
- the Mayor's civic and ceremonial role.

The Mayor and Councillors must have a working knowledge and understanding of these areas by the end of the induction program.

The induction program will also include team building activities to help the governing body establish itself as a cohesive and collaborative team focused on a common purpose with shared values and goals. Activities will aim to ensure Mayors and Councillors:

- identify how they would like to work together as a team and identify a common vision for the governing body;
  - build relationships with each other based on trust and mutual respect that facilitate collaboration;
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- contribute to a positive and ethical culture within the governing body;
- work towards consensus as members of the governing body for the benefit of the community;
- develop respectful negotiation skills and manage alternative views within the governing body without damaging relationships;
- understand what supports or undermines the effective functioning of the governing body;
- respect the diversity of skills and experiences on the governing body; and
- communicate and uphold the decisions of Council in a respectful way, even if their own position was not adopted.

Activities should also help the Mayor, as the leader of the governing body, to:

- act as a stabilising influence and show leadership; and
- promote a culture of integrity and accountability within Council and when representing Council in the community and elsewhere.

The Mayor and Councillors, including those re-elected to office, must attend all induction sessions.

Glen Innes Severn Council will evaluate the induction program at the end of each Council term to determine whether it has achieved these outcomes, and to identify and address areas for improvement.

### **ONGOING PROFESSIONAL DEVELOPMENT PROGRAM**

An individual ongoing professional development plan will be developed for the Mayor and each Councillor to address any gaps in the capabilities (i.e. the knowledge, skills and attributes) needed to effectively fulfil their role. Council will utilise Local Government NSW's Local Government Capability Framework for the development and implementation of ongoing professional development plan(s) for the Mayor and Councillors.

Each professional development plan will span the Council's term, and identify professional development activities that the Mayor or Councillor will participate in. Professional development activities will be prioritised according to need and approved by the General Manager where Council funds are required in accordance with Council's Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy. The Mayor and Councillors are expected to complete all the activities included in their professional development plan.

Professional development activities will, wherever possible, follow the 70/20/10 principle.

The 70/20/10 principle requires that:

- 70% of learning activities are provided via learning and developing from experience – for example, on-the-job training, self-directed learning, developmental roles, problem solving, exposure and practice;
  - 20% of learning activities are provided via learning and training through others – for example, personal or professional networks, coaching, mentoring, feedback, memberships and professional associations, and
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- 10% of learning activities are provided via learning and developing through structured programs – for example, training courses, external or in-house workshops, seminars, webinars and other e-learning and briefing sessions conducted by the Council, external training providers or industry bodies.

The timing of professional development activities for the Mayor and Councillors will be designed in such a way so as to not overload Councillors with learning activities in the early part of Council's term. The timing will reflect what knowledge and skills Councillors and the Mayor need at various points in Council's term to undertake their roles.

The Mayor and Councillors will be provided with as much notice as possible for upcoming induction and professional development activities.

## **BUDGET**

An annual budget allocation will be provided to support the induction and professional development activities undertaken by the Mayor and Councillors. Expenditure will be monitored and reported quarterly.

## **APPROVAL OF TRAINING AND / OR EXPENSES**

Professional development activities that require Council funds are to be approved by the General Manager in accordance with Glen Innes Severn Council's Councillor Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy.

## **EVALUATION**

Council will evaluate the professional development program at the end of each Council term to assess whether it was effective in assisting the Mayor and Councillors to develop the capabilities required to fulfil their civic roles.

## **REPORTING**

The General Manager will publicly report each year in Council's Annual Report:

- the name of the Mayor and each individual Councillor that completed Council's induction program (where an induction program has been delivered during the relevant year);
  - the name of the Mayor and each Councillor who participated in any ongoing professional development program during the year;
  - the number of training and other activities provided to the Mayor and Councillors during the year as part of a professional development program; and
  - the total cost of induction and professional development activities and any other training provided to the mayor and councillors during the relevant year.
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## LEGISLATION AND SUPPORTING DOCUMENTS

### Relevant Legislation, Regulations and Industry Standards include:

- **Local Government Act 1993 (the Act)**
  - 23A Departmental Chief Executive's guidelines
    - (1) For the purposes of this Act, the Departmental Chief Executive may from time to time prepare, adopt or vary guidelines relating to the exercise by a council of any of its functions.
    - (2) The Departmental Chief Executive may only prepare, adopt or vary guidelines relating to the exercise by a council of functions conferred or imposed on the council by or under any Act or law that is not administered by or the responsibility of the Department of Local Government if the Departmental Chief Executive has first obtained the concurrence of the Minister administering or responsible for the administration of the other Act or law.
    - (3) A council must take any relevant guidelines issued under this section into consideration before exercising any of its functions.
    - (4) The guidelines for the time being in force are to be made available to councils on request and, on payment of such fee (if any) as the Departmental Chief Executive may determine, to any interested person.
  - 232 The role of a councillor
    - (1) The role of a councillor is as follows—
      - (g) to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor.
- The Office of Local Government (OLG) Councillor Induction and Professional Development Guidelines.
- **Local Government (General) Regulation 2005 (the Regulation)**
  - **Part 8A Induction training and professional development for councillors**
    - 183 Induction training courses for councillors**
      - (1) The general manager must ensure that an induction training course is delivered to each councillor who has been elected to the council for the first time, within 6 months of the councillor's election.
      - (2) The induction training course required by subclause (1) must provide councillors with information about the functions and obligations of councils and councillors and the administrative procedures and operations of the council.
      - (3) The general manager must ensure that an induction refresher course is delivered to each councillor who is re-elected to the council, within 6 months of the councillor's re-election.
      - (4) The induction refresher course required by subclause (3) must provide councillors with updated information about the functions and obligations of councils and councillors and the administrative procedures and operations of the council.
      - (5) A councillor must make all reasonable efforts to participate in any induction training course or induction refresher course delivered to the councillor in accordance with a requirement under this clause.



**184 Supplementary induction training courses for mayors**

- (1) *The general manager must ensure that a supplementary induction training course is delivered to a person elected as mayor of the council, within 6 months of the person's election.*
- (2) *The supplementary induction training course required by subclause (1) must provide the mayor with information about the functions and obligations of councils and mayors and train the mayor in the skills necessary to perform the role of mayor.*
- (3) *A mayor must make all reasonable efforts to participate in any supplementary induction training course delivered to the mayor in accordance with a requirement under this clause.*
- (4) *The requirements under this clause in relation to a person elected as mayor are in addition to the requirements under clause 183 to ensure the delivery of the induction training for councillors to that person.*

**185 Ongoing professional development program for councillors and mayors**

- (1) *The general manager must ensure that an ongoing professional development program is delivered to the mayor and to each other councillor elected to the council, during the course of the term of office of the mayor or councillor concerned.*
- (2) *The ongoing professional development program required by this clause—*
  - (a) *must provide support and assistance to mayors and other councillors in the development of the skills necessary to perform the role of mayor or councillor (as the case may be), and*
  - (b) *must ensure that those skills are maintained over the term of office of the mayor and of each councillor.*
- (3) *The content of the ongoing professional development program required by this clause is to be developed—*
  - (a) *in consultation with the mayor and each councillor, and*
  - (b) *having regard to the specific skills required by the mayor, each individual councillor and the governing body of the council as a whole to perform the role of mayor, councillor or the governing body (as the case may be).*
- (4) *A mayor or other councillor must make all reasonable efforts to participate in any ongoing professional development program delivered to the mayor or councillor in accordance with a requirement under this clause.*

**186 Information about induction training and ongoing professional development to be included in annual report**

*For the purposes of section 428(4)(b) of the Act, an annual report of a council must include the following information—*

- (a) *the names of any mayors or councillors who completed any induction training course, induction refresher course or supplementary induction course under this Part during the year,*
  - (b) *the names of any mayors or councillors who participated in any ongoing professional development program under this Part during the year,*
  - (c) *the number of seminars, circulars and other activities delivered as part of the ongoing professional development program in accordance with this Part during the year.*
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**Note—**

*Clause 217(1)(a1)(iiia) and (iv) require details of the total costs of all training and professional development programs for councillors to be included in an annual report.*

**Relevant Council Policies and Procedures include:**

- Code of Conduct for Councillors; and
- Councillor Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy.

**VARIATION AND REVIEW**

The Councillor Induction and Professional Development Policy will be reviewed every three (3) years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.