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Councillor Induction and Professional Development Policy

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| Strategic Outcome: | Good government | |
| Policy type | Strategic | |
| Date of Adoption: | 18 May 2022 | Minute Number: 134 |
| Date for Review: | 21 May 2025 | |
| Responsible Officer: | Chief Executive Officer | |
| Document Control: | New Policy | |
| Delivery Program Link: | 2.1.2.1 Provide facilities and support including financial to elected Council | |

1. POLICY STATEMENT

The Berrigan Shire Council (**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 identify professional development activities to build these capabilities.

2. PURPOSE

The purpose of this policy is to demonstrate Council's commitment to ensuring the Mayor and Councillors have access to 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).

3. SCOPE

This policy applies to all Councillor of the Berrigan Shire, including the Mayor.



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4. INDUCTION PROGRAM

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. 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 Council operates;
- the roles and responsibilities of Councillors and the Mayor
- Council's organisational structure, Workforce Management Strategy and the roles and responsibilities of the Chief Executive Officer 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 Councillors must comply with including the Code of Conduct;
- 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.

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;
- the Mayor's role and responsibilities in relation to the Chief Executive Officer'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.



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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;
- 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 decision 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 stabilizing 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.

Council will evaluate the induction program at the end of each Council term to determine whether it has achieved this outcome and to identify and address areas for improvement.

5. 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) need to effectively fulfil their role.

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 Chief Executive Officer where Council funds are required in accordance with Council's Councillor and Expenses and Facilities Policy. The Mayor and Councillors are expected to complete all the activities included in their professional development plan.



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

- 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
- 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.

6. 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 Council.

The Deputy Chief Executive Officer is responsible for planning, scheduling and facilitating induction and professional development activities for the Mayor and Councillors in consultation with the Chief Executive Officer.

The Chief Executive Officer has overall responsibility for Council's induction and professional development program.

7. 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.



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8. APPROVAL OF TRAINING AND/OR EXPENSES

Professional development activities that require Council funds are to be approved by the Chief Executive Officer in accordance with Council's Councillor Expenses and Facilities Policy.

9. 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.

10. REPORTING

The Chief Executive Officer will publically report each year in Council's Annual Report:

- the name of the Mayor and each individual Councillor who completed Council's induction program (where an induction program has been delivered during the relevant year);
- the name of the Mayor and each individual 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.

11. RELATED LEGISLATION, POLICIES AND STRATEGIES

11.1 Legislation and external guidelines

- [Local Government Act 1993](#)
- [Local Government \(General\) Regulation 2005](#)

11.2 Council policies and guidelines

- [Code of Conduct](#)
- [Policy for the Payment of Expenses and the Provision of Facilities for Mayors and Councillors](#)
- [Training and Development Policy](#)



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12. RECORDS MANAGEMENT

Vaccination records are health records and will be managed according to the *Health Records and Information Privacy Act 2002*. Specifically, Council will not collect health information unless:

Recording of all information relating to this policy is the responsibility of the Chief Executive Officer or delegate.

All Records must be kept in accordance with Council's Records Management Policy (currently under development) and destroyed as per the General Retention and Disposal Authority: Local Government Records (GA39).

13. REVIEW AND EVALUATION

This policy (procedure) will be evaluated and reviewed at least once every four (4) years as per Council's Governance Policy (currently under development) or as required.

14. DOCUMENT AVAILABILITY

This policy will be available for inspection at Council's principal office during ordinary business hours as per the requirements of section 18 (c) of the *Government Information (Public Access) Act 2009* and section 167 of the *Local Government Act 1993*.

Access to the policy in digital format is free and is available on Council's website <https://www.berriganshire.nsw.gov.au/>

Printed copies of the document are available at Council's principal office (address noted below) and are subject to Council's Fees and Charges.

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15. VERSION CONTROL

| Version Number | Date | Summary | Responsible Officer |
|----------------|------------|------------|-------------------------|
| 1.0 | 18.05.2022 | New Policy | Chief Executive Officer |