

Glen Innes Severn Ordinary Council Meeting
11 JANUARY 2022

Annexures

ANNEXURES

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From: Office of Local Government
Sent: 14 Sep 2016 10:26:47 +1000
To: Council Email
Subject: Council Circular 16-32 Oath or affirmation of office by councillors



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Circular Details	Circular No 16-32 / 9 September 2016 / A511602
Previous Circular	16-30 <i>Local Government Amendment (Governance and Planning) Act 2016</i>
Who should read this	Councillors / General Managers
Contact	Council Governance 02 4428 4100 olg@olg.nsw.gov.au
Action required	Oaths and affirmations of office to be taken at the first meeting
Attachment	Oath or affirmation of office by councillors
PDF Version of Circular	16-32

What's new or changing

- As a result of the recent amendments to the *Local Government Act 1993*, councillors (including mayors) are now required to take an oath or affirmation of office. The prescribed words of the oath and affirmation are contained in the attachment to this Circular.
- Oaths or affirmations of office must be taken by each councillor at or before the first meeting of the council after being elected.

What this will mean for your council

- Each council will need to make arrangements for the oath or affirmation to be taken by each councillor at the first meeting of a newly-elected council or at a newly-elected councillor's first meeting following a by-election.
- Councillors should be made aware of this requirement prior to the first meeting of a newly-elected council or the newly-elected councillor's first meeting following a by-election.
- An oath or affirmation should be taken by each councillor as the first item of business for the meeting.
- The general manager must ensure that a record is kept of the taking of the oath or affirmation. This can be done by way of a signed statement containing the oath or affirmation or by recording the taking of the oath or affirmation by each councillor in the minutes of the council meeting.
- If the councillor is unable to attend the first council meeting, he or she may take the oath or affirmation of office at another location in front of the general manager.
- The oath or affirmation of office may also be taken before an Australian legal practitioner or a Justice of the Peace.
- The taking of the oath or affirmation outside a council meeting must be publically recorded by the council.
- Where an oath or affirmation is taken outside a council meeting, a council staff member should also be present to ensure that an accurate record can be kept by the council.

Key points

- A councillor who fails, without a reasonable excuse, to take the oath or affirmation of office, will not be entitled to attend council meetings until they do so and will be taken to be absent without leave.
- If a councillor is absent without leave for three consecutive ordinary

council meetings their office is automatically declared vacant and a by-election must be held.

Where to go for further information

- For further information contact the Office of Local Government's Council Governance Team on 02 4428 4100.

Tim Hurst
Acting Chief Executive

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Fact Sheet

ELECTION OF MAYOR AND DEPUTY
MAYOR BY COUNCILLORS

Summary

Councillors must elect a mayor from among their number every two years unless they have a popularly elected mayor.

Councillors may also elect a deputy mayor. The deputy mayor may be elected for the mayoral term or a shorter term.

The election of the mayor and the deputy mayor must be conducted in accordance with clause 394 and Schedule 7 of the *Local Government (General) Regulation 2005* (the Regulation).

The purpose of this document is to assist councils to conduct mayoral and deputy mayoral elections in accordance with these requirements. It includes scripts for key activities to help returning officers exercise their functions. These scripts are provided in the text boxes inserted in the relevant parts of this document.

How can councils use this document?

Electing a mayor is an important activity. It is vital that the process is smooth, open and easy to follow and not rushed or confusing. Where necessary, it may be appropriate to stop and provide clarification for the benefit of councillors, staff or the gallery.

Returning officers can circulate this document prior to the meeting to help councillors understand the election process.

Election of a mayor after an ordinary election of councillors

An election for mayor must be held within three weeks of the declaration of the ordinary election at a meeting of the council.

The returning officer is to be the general manager or a person appointed by the general manager.

As no mayor or deputy mayor will be present at the start of the meeting, the first business of the meeting should be the election of a chairperson to preside at the meeting. Alternatively, the returning officer may assume the chair for the purpose of conducting the election.

Mid-term election of a mayor

A mayor elected by councillors holds office for two years. A mid-term mayoral election must be held in the September two years after the ordinary election of councillors or the first election of a new council following its establishment.

Procedures

Prior to the meeting

Before the council meeting at which the election is to be conducted, the returning officer will give notice of the election to the councillors.

The notice is to set out how a person may be nominated as a candidate for election as chairperson.

As returning officer, I now invite nominations for the position of mayor/deputy mayor for [name of council] for a two year period.

In accordance with the Local Government (General) Regulation 2005, two or more councillors may nominate a councillor (one of whom may be the nominee) for the position of mayor/deputy mayor. Nominations must be in writing and the nominee must consent to their nomination in writing.

A councillor may be nominated without notice for election as mayor or deputy mayor. The nomination is to be made in writing by two or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.

The returning officer checks the nomination forms and writes the nominees' names on a candidates' sheet.

At the meeting

At the start of the first meeting after an ordinary election, in the absence of a chairperson, the returning officer assumes the chair and announces that the first item of business is to be the election of a mayor.

If a chairperson is present, they announce that the first item of business is the election of the mayor then vacates the chair for the returning officer who will then conduct the election.

The returning officer reads out the names of the nominees and seeks confirmation that the nominee has accepted the nomination.

If only one councillor has been nominated for the position of mayor/deputy mayor, the nominee is elected.

As there is only one nominee for the role of mayor/deputy mayor, I declare that [name of successful candidate] is elected as mayor/deputy mayor for the ensuing two years.

If more than one candidate has been nominated, the council must determine by resolution, the method of voting for the position of mayor/deputy mayor, by way of one of the following methods:

- Open voting – i.e. by show of hands
- Ordinary ballot – i.e. a secret ballot (place an "X" against the candidate of their choice)
- Preferential ballot – i.e. place 1, 2, 3 etc. against each candidate.

The returning officer must ask for a motion to be put to the meeting by one of the councillors on the preferred method of voting for the election of a chairperson. This must then be seconded and voted on by the councillors.

Note: In the event of a tie, if there is a chairperson, they may use their casting vote. If there is a tie and no chairperson, an election for the role of chairperson should be conducted. Then the election for mayor resumes.

Open voting (show of hands)

Open voting is the most transparent method of voting. It is also the least bureaucratic method and reflects normal council voting methods.

The returning officer will advise the meeting of the method of voting and explains the process.

It has been resolved that the method of voting for the position of mayor/deputy mayor will be by show of hands.

Each councillor is entitled to vote for only one candidate in each round of voting.

I will now write each candidate's name on a slip of paper and deposit it in a barrel. The first name out of the barrel will be written first on the tally sheet, with second name out being written second on the tally sheet, etc.

When all candidates' names have been written on the tally sheet, the returning officer announces the names of the candidates and, commencing with the first candidate, states the following:

Would those councillors voting for [name of candidate] please raise your hand.

The returning officer records the number of votes for each successive candidate on the tally sheet and announces the number of votes received for each candidate.

The minute taker records the vote of each councillor.

The returning officer should check with the minute taker that each councillor has voted. If a councillor has not voted it should be confirmed that they are abstaining (an informal vote).

Two candidates

If there are only two candidates for the position of mayor/deputy mayor and the voting is higher for one candidate than another (number of formal votes recorded on the tally sheet), the returning officer then announces the result.

[Name of candidate] has the higher number of formal votes and as a result I declare that [name of candidate] is elected as mayor/deputy mayor for the ensuing two years.

In the event of a **tied vote**, the returning officer will advise the meeting of the following process.

In accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the

names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be declared as mayor/deputy mayor.

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests a staff member to shake the barrel.

The returning officer then draws a name out of the barrel and shows the meeting.

I declare that [name of candidate] is elected as mayor/deputy mayor for the ensuing two years.

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

Three or more candidates

If there are three or more candidates, the candidate with the lowest number of votes for the position of mayor/deputy mayor is excluded.

[Name of candidate], having the lowest number of votes, is excluded.

The voting continues as above until there are only two candidates remaining (see voting for **two candidates** above).

In the event that the **lowest number of votes are tied**, the returning officer advises the meeting of the following process:

In accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be excluded.

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests a staff member to shake the barrel.

The returning officer then draws a name out of the barrel and shows it to the meeting.

I declare that [name of candidate] is excluded.

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

Ordinary ballot – (secret ballot)

The returning officer advises the meeting of the method of voting and explains the process.

It has been resolved that the method for voting for the position of mayor/deputy mayor will be by ordinary ballot, in other words by placing an "X" against the candidate of the councillor's choice.

The returning officer announces the names of the candidates for mayor/deputy mayor and writes each name on a slip of paper and deposits it in a barrel.

The returning officer requests that a staff member shakes the barrel and advises that the order in which the names will appear on the ballot paper will be determined by a draw out of the barrel, i.e. first name out of the barrel is written first on the ballot papers and so on.

It will be necessary to have a number of blank papers as this process may require more than one round of voting.

The returning officer writes the names on one set of the ballot papers and initials the front of each ballot paper.

A staff member distributes the ballot papers and collects them into the ballot box when completed and gives it to the returning officer who counts the votes and records them on the tally sheet.

The returning officer announces the results.

[Name of candidate], having the lowest number of votes, is excluded.

In the event that the **lowest number of votes are tied**, the returning officer advises the meeting of the following process:

In accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be excluded.

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests a staff member to shake the barrel.

The returning officer then draws a name out of the barrel and shows it to the meeting.

I declare that [name of candidate] is excluded.

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

The returning officer writes the names of the remaining candidates on a further set of the ballot papers and initials the front of each ballot paper.

The staff member distributes ballot papers listing the remaining candidates and collects them into the ballot box when completed and gives it to the returning officer who again counts the votes and records them on the tally sheet and announces the results.

The process continues until two candidates remain, where a final vote takes place.

[Name of candidate] has the higher number of votes and I declare that [name of candidate] is elected as mayor/deputy mayor for the ensuing two years.

In the event of a **tied vote** between the two remaining candidates, the returning officer makes the following statement and announces the process.

The votes are tied between [name of candidate 1] and [name of candidate 2] having received [number] votes each, and, in accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel.

Please note that the candidate whose name is drawn out will be declared as mayor/deputy mayor.

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests that a staff member shakes the barrel.

The returning officer then draws a name out of the barrel and shows the meeting.

I declare that [name of candidate] is elected as mayor/deputy mayor for the ensuing two years.

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

Preferential ballot

The returning officer explains the process.

It has been resolved that the method for voting for the position of mayor/deputy mayor will be by preferential ballot, i.e. placing 1, 2 and so on against the candidate of the councillor's choice in order of preference for all candidates.

The returning officer announces the names of the candidates for mayor/deputy mayor and writes each candidate's name on a slip of paper and deposits it in a barrel.

The returning officer requests that a staff member shakes the barrel and advises that the order in which the names will appear on the ballot paper will be determined by a draw out of the barrel, i.e. first name out of the barrel is written first on the ballot papers and so on.

The returning officer writes the names on the ballot papers and initials the front of each ballot paper. This method of voting requires only one set of ballot papers.

A staff member distributes the ballot papers and collects them when completed and gives them to the returning officer who counts the first preference votes and records them on the tally sheet.

If a candidate has an absolute majority of first preference votes (more than half), the returning officer declares the outcome.

[Name of candidate], having an absolute majority of first preference votes, is elected as mayor/deputy mayor for the ensuing two years.

If no candidate has the absolute majority of first preference votes, the returning officer excludes the candidate with the lowest number of first preference votes.

[Name of candidate], having the lowest number of first preference votes, is excluded.

The preferences from the excluded candidate are distributed. This process continues until one candidate has received an absolute majority of votes, at which time the returning officer announces the result.

[Name of candidate], having an absolute majority of votes, is elected as mayor/deputy mayor for the ensuing two years.

In the event of a **tied vote** where there are only two candidates remaining in the election, the returning officer explains the process.

The votes are tied between [name of candidate 1] and [name of candidate 2] having received [number] votes each, and, in accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be declared as mayor/deputy mayor.

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests a staff member to shake the barrel. The returning officer then draws a name out of the barrel and shows the meeting.

I declare that [name of candidate] is elected as mayor/deputy mayor for the ensuing two years.

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

In the event that the **lowest number of votes are tied** and where there are three or more candidates remaining in the election, the returning officer advises the meeting of the process.

In accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be excluded and their preferences distributed.

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests that a staff member shakes the barrel.

The returning officer then draws a name out of the barrel and shows the meeting.

I declare that [name of candidate] is excluded and any votes cast for them will be distributed by preference.

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

Schedule 7 - Election of Mayor by Councillors

Part 1 Preliminary

1 Returning officer

The general manager (or a person appointed by the general manager) is the returning officer.

2 Nomination

- (1) A councillor may be nominated without notice for election as mayor or deputy mayor
- (2) The nomination is to be made in writing by 2 or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
- (3) The nomination is to be delivered or sent to the returning officer.
- (4) The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.

3 Election

- (1) If only one councillor is nominated, that councillor is elected.
- (2) If more than one councillor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.
- (3) The election is to be held at the council meeting at which the council resolves on the method of voting.
- (4) In this clause:
ballot has its normal meaning of secret ballot.
open voting means voting by a show of hands or similar means.

Part 2 Ordinary ballot or open voting

4 Application of Part

This Part applies if the election proceeds by ordinary ballot or by open voting.

5 Marking of ballot-papers

- (1) If the election proceeds by ordinary ballot, the returning officer is to decide the manner in which votes are to be marked on the ballot-papers.
- (2) The formality of a ballot-paper under this Part must be determined in accordance with clause 345 (1) (b) and (c) and (6) of this Regulation as if it were a ballot-paper referred to in that clause.
- (3) An informal ballot-paper must be rejected at the count.

6 Count—2 candidates

- (1) If there are only 2 candidates, the candidate with the higher number of votes is elected.
- (2) If there are only 2 candidates and they are tied, the one elected is to be chosen by lot.

7 Count—3 or more candidates

- (1) If there are 3 or more candidates, the one with the lowest number of votes is to be excluded.
- (2) If 3 or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.
- (3) If, after that, 3 or more candidates still remain, the procedure set out in subclause (2) is to be repeated until only 2 candidates remain.
- (4) A further vote is to be taken of the 2 remaining candidates.
- (5) Clause 6 of this Schedule then applies to the determination of the election as if the 2 remaining candidates had been the only candidates.
- (6) If at any stage during a count under subclause (1) or (2), 2 or more candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.

Part 3 Preferential ballot

8 Application of Part

This Part applies if the election proceeds by preferential ballot.

9 Ballot-papers and voting

- (1) The ballot-papers are to contain the names of all the candidates. The Councillors are to mark their votes by placing the numbers “1”, “2” and so on against the various names so as to indicate the order of their preference for all the candidates.
- (2) The formality of a ballot-paper under this Part is to be determined in accordance with clause 345 (1) (b) and (c) and (5) of this Regulation as if it were a ballot-paper referred to in that clause.
- (3) An informal ballot-paper must be rejected at the count.

10 Count

- (1) If a candidate has an absolute majority of first preference votes, that candidate is elected.
- (2) If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers.
- (3) A candidate who then has an absolute majority of votes is elected, but, if no candidate then has an absolute majority of votes, the process of excluding the candidate who has the lowest number of votes and counting each of his or her unexhausted ballot-papers to the candidates remaining in the election next in order of the voter’s preference is repeated until one candidate has received an absolute majority of votes. That candidate is elected.
- (4) In this clause, “**absolute majority**”, in relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot-papers.

11 Tied candidates

- (1) If, on any count of votes, there are 2 candidates in, or remaining in, the election and the numbers of votes cast for the 2 candidates are equal—the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.
- (2) If, on any count of votes, there are 3 or more candidates in, or remaining in, the election and the numbers of votes cast for 2 or more candidates are equal and those candidates are the ones with the lowest number of votes on the count of the votes—the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.

Part 4 General

12 Choosing by lot

To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the returning officer, the slips are folded by the returning officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the returning officer and the candidate whose name is on the drawn slip is chosen.

13 Result

The result of the election (including the name of the candidate elected as mayor or deputy mayor) is:

- a) to be declared to councillors at the council meeting at which the election is held by the returning officer, and
- b) to be delivered or sent to the Departmental Chief Executive and to the Chief Executive of Local Government New South Wales.



Glen Innes Severn Council

Nomination Paper Election of Mayor Tuesday, 11 January 2022

We hereby nominate Councillor

.....

as MAYOR from Tuesday, 11 January 2022 until
Thursday, 22 September 2022.

Nominators

1.

.....

Name

.....

Signature

2.

.....

Name

.....

Signature

I hereby consent to my nomination for the election of
MAYOR.

Signed:

Item 7.3

Annexure A



Glen Innes Severn Council

Nomination Paper Election of Deputy Mayor Tuesday, 11 January 2022

We hereby nominate Councillor

.....

as DEPUTY MAYOR from Tuesday, 11 January 2022
until Thursday, 22 September 2022.

Nominators

1.

.....

Name

.....

Signature

2.

.....

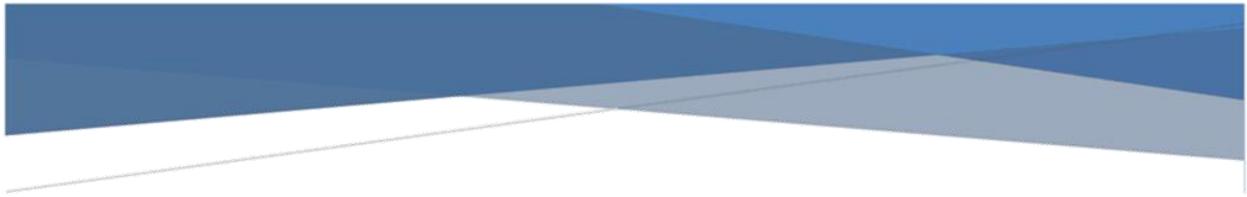
Name

.....

Signature

I hereby consent to my nomination for the election of
DEPUTY MAYOR.

Signed:



DRAFT

Annual Fee for the Deputy Mayor Policy

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		MANAGER OF GOVERNANCE, RISK AND CORPORATE PLANNING (MGRCP)			
REVIEWED BY:		MANEX			
REVIEW DUE DATE:		September 2022			
VERSION NUMBER:		10			
DOCUMENT NUMBER:		NA			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED / ADOPTED BY:
10	11/01/2022	TBC	No Amendments required.	MGRCP	
9	26/08/2021	3.08/21E	Minor amendment to Variation and Review and addition of Legislation and Supporting Documents	MGRCP	Council
8	24/09/2020	4.09/20			Council

Note: Document Control continued at Appendix A

DRAFT

.....
General Manager

.....
Date

PURPOSE

The purpose of this policy is to pay an annual fee to the Deputy Mayor. Council has determined that the Deputy Mayor may be requested to fulfill approximately 20 per cent of the Mayoral duties.

APPLICABILITY

This policy applies to the Deputy mayor (in the event of there being one elected).

POLICY STATEMENT

Section 249(5) of the *Local Government Act 1993* states that a Council may pay the Deputy Mayor (in the event there being one elected) a fee determined by the Council for such time as the Deputy Mayor acts in the office of the Mayor. The amount of the fee so paid must be deducted from the Mayor's annual fee.

The Council adopts the following policy with regards to the payment of an annual fee to the Deputy Mayor:

1. That any additional annual fee paid to the Deputy Mayor, be made at the discretion of the incumbent Mayor and then be endorsed by Council.
2. That the amount so determined by Council be deducted from the annual fee paid to the Mayor, of which the latter is determined by Council in accordance with Section 249 of the *Local Government Act 1993*.
3. That, in accordance with Section 250 of the *Local Government Act 1993*, the fee payable to the Deputy Mayor be payable in arrears for each month (or part thereof) for which the Deputy Mayor holds that office.

LEGISLATION AND SUPPORTING DOCUMENTS

Relevant Legislation, Regulations and Industry Standards include:

- *Local Government Act 1993*; and
- *Local Government (General) Regulation 2021*.

Relevant Council Policies and Procedures include:

- Payment of Expenses and Provision of Facilities to the Mayor and Councillors.

VARIATION AND REVIEW

The Annual Fee for the Deputy Mayor Policy will be reviewed in September every two (2) years in conjunction with the Mayoral elections 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.

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Appendix A

Document Control Continued

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
7	27/09/2018	5.09/18			Council
6	22/09/2016	5.09/16			Council
5	24/09/2015	7.09/15			Council
4	25/09/2014	5.09/14			Council
3	26/09/2013	6.09/13			Council
2	27/09/2012	9.09/12			Council
1	20/10/2005	5.10/05			Council

DRAFT

Postponement of the 2021 local government elections



Frequently asked questions

Questions about the postponement of council elections

When will council elections be held?

All council elections will be held on **4 December 2021**.

Why are council elections being postponed?

Council elections are being postponed in response to the current outbreak of the Delta variant of the COVID-19 virus. Global experience has demonstrated that previously effective mitigation strategies for the COVID-19 virus are no longer effective in containing the spread of the Delta variant. Only the strictest controls will contain the current outbreak.

It would be untenable for the Government to encourage electors to leave their homes to vote at a time when people are also being advised not to leave their homes unless it is essential to do so, to limit the spread of the virus.

The Government is also concerned that the current outbreak and restrictions may see a low voter turnout at council elections that could jeopardise the legitimacy of election outcomes and public confidence in them.

Has the NSW Electoral Commissioner been consulted?

The decision to postpone council elections has been made in consultation with the NSW Electoral Commissioner and NSW Health. The NSW Electoral Commissioner has advised the Government that it is no longer tenable to hold council elections during the current COVID outbreak. The Commission now faces insurmountable challenges in conducting council elections in areas affected by outbreaks.

The current outbreak and stay at home restrictions do not only affect electors' ability to vote in person but also the ability of election workers to attend polling places and counting venues for the purposes of their work. The Commission is also finding it increasingly difficult to engage and retain election workers because of fear of COVID.

Why have council elections in regional areas been postponed?

The current outbreak has seen stay at home restrictions imposed in the Orange, Blayney and Cabonne local government areas and cases and transmission hotspots identified in other regional areas.

The Government cannot take the chance that there will be no further outbreaks in regional areas between now and 4 September 2021 that would put council elections in those areas at risk.

Conducting council elections in regional areas will also require the movement of personnel and equipment from Greater Sydney to those areas creating the risk that holding elections in regional areas may cause the virus to be seeded in those areas.

Postponement of the 2021 local government elections

Frequently asked questions



Why can't council elections be held on 4 September 2021 by postal voting?

When holding postal voting only elections for the 2021 local government elections was proposed as an option to address the risks of holding council elections during the COVID-19 pandemic, it was strongly opposed by the local government sector. It is now too late to revisit that option.

To allow council elections to be held by postal voting only outside the circumstances current permitted under the *Local Government Act 1993* (the Act) would require an amendment to that Act. The earliest this could occur is in the week starting on the 4 August when Parliament is scheduled to resume, by which time it will already be too late. There is no guarantee any legislation mandating postal voting only elections would be supported by the local government sector or would pass the Parliament.

Even if the necessary amendments could be passed, the NSW Electoral Commission has advised that it will not be logistically possible to distribute, receive and process postal votes for every elector in NSW in the time between now and 4 September.

Why can't council elections be held on 4 September 2021 using on-line voting?

Technology assisted voting is currently only available to a limited class of electors and only at council elections administered by the NSW Electoral Commissioner. The eligibility criteria for technology assisted voting for council elections is largely the same as State elections.

As with postal voting, to allow council elections to be held by online voting only would require an amendment to the Act. The earliest this could occur is in the week starting 4 August. The Parliament has previously indicated opposition to any expansion of technology assisted voting and any legislation allowing an expansion of technology assisted voting would be unlikely to pass.

Even if the necessary amendments could be passed, the NSW Electoral Commission has advised that its online voting systems could not accommodate every elector in NSW.

Questions about the 4 December 2021 elections

How can the Government be sure that it will be safe to hold council elections on 4 December 2021?

The restrictions imposed under the *Public Health (COVID-19 Temporary Movement and Gathering Restrictions) Order 2021* are designed to contain and reduce the spread of the current outbreak. It is hoped that the measures imposed under the Public Health Order will be effective in containing the current outbreak well before December.

The Government also expects that community vaccination rates will have increased to a level by December to allow available mitigation strategies to be more effective in containing the spread and impact of the Delta variant.

Postponement of the 2021 local government elections



Frequently asked questions

What legislative measures have been taken to support council elections in December being COVID-safe?

Amendments have been made to the *Local Government (General) Regulation 2005* (the Regulation) to facilitate delivery of the December 2021 local government elections in a COVID-safe manner.

Among other things, the amendments to the Regulation expand the eligibility criteria for pre-poll and postal voting in response to the COVID-19 pandemic and allow technology assisted voting at elections administered by the NSW Electoral Commission.

The criteria for pre-poll voting for the 2021 elections have been relaxed allowing any elector to vote during the pre-poll voting period. This will mean that voting will not occur on a single day but over a period of 13 days, including election day. This will assist in allowing a range of COVID-safe measures to be implemented at polling places.

Additional eligibility criteria have been introduced for postal voting in response to the COVID-19 pandemic. These allow electors to vote by post if they are self-isolating because of COVID-19 related reasons, or because they reasonably believe that attending a polling place on election day will pose a risk to their health or safety or the health or safety of another person because of COVID-19. Permanent and temporary residents in hospitals, nursing homes, retirement villages and similar facilities are also eligible to vote using postal voting because of their particular vulnerability.

Technology assisted voting, or iVote, will be able to be made available to electors at council elections administered by the NSW Electoral Commission, and will operate in the same way it does for State elections. Eligibility to vote using iVote will be limited to the same criteria that apply at State elections. Electors who are eligible to vote by post and who have applied for but have not received their postal ballot paper 8 days before election day will also be eligible to vote using iVote.

New powers have also been introduced to allow election managers and officials to maintain COVID-safe measures at and around polling places and at venues where votes are scrutinised or counted. The Regulations empower election managers to:

- restrict posters being displayed and canvassing activities within 100 metres of polling places where this is necessary to comply with a public health order or to reduce the risk of infection from COVID-19, (where posters and canvassing are restricted, links to the posters and other election material may instead be published on the election manager's website)
- prohibit or restrict the number of scrutineers present at polling places and places where ballot-papers are scrutinised or votes counted where this is necessary to comply with a public health order or to reduce the risk of infection from COVID-19, subject to there being alternative scrutiny arrangements (eg filming the counting of votes)

Postponement of the 2021 local government elections

Frequently asked questions



- temporarily suspend voting at a polling place for up to 4 hours and to adjourn voting for up to 13 days after election day in response to a health hazard.

What are the key dates for the 4 December local government elections?

Key dates for the December 2021 local government elections are as follows:

Key date	Step
25 October 2021	Close of electoral rolls (6pm) Candidate nominations open Commencement of the “regulated period” for the elections (for example, published electoral material must comply with authorisation rules)
26 October 2021	Postal vote application opens
3 November 2021	Close of candidate nominations (12pm) Registration of electoral material that is for distribution on election day commences
4 November 2021	Ballot paper draw
5 November 2021	Caretaker period commences
22 November 2021	Pre-poll voting opens iVote commences
26 November 2021	Registration of electoral material for distribution on election day closes (5pm)
29 November 2021	Postal vote applications close (5pm)
3 December 2021	Pre-poll voting closes
4 December 2021	iVote applications close (1 pm) iVote voting closes (6pm) Election day (8am-6pm)
17 December 2021	Return of postal votes closes (6pm)
21 – 23 December 2021	Results declared progressively as counts are finalised by Returning Officers

Postponement of the 2021 local government elections



Frequently asked questions

When will council elections be declared?

In response to changing postal delivery services, on the advice of the NSW Electoral Commission, the time for the receipt of postal votes has been extended to 13 days after election day. This change has been made to provide a greater opportunity for valid postal votes to be received and counted. This change will mean it is unlikely council elections will be declared before **21 December 2021**.

When should councils schedule their first meetings after the election?

As noted above, council elections are not likely to be declared before **21 December 2021**. Councils should schedule the timing of their first meetings following the election on this basis.

Councils that elect their mayor are required to hold a mayoral election with 3 weeks after the declaration of the ordinary election and will be required to schedule a meeting for this purpose within 3 weeks of the declaration of the election.

When scheduling the first meeting following the election, councils will need to factor in the Christmas/New Year period.

What needs to happen at the first meeting after the elections?

At the first meeting after the election:

- all councillors and members of county councils must take an oath or make an affirmation of office - councillors are not permitted to participate in meetings until they have done so
- councils must, by resolution, declare that casual vacancies occurring in the office of a councillor within 18 months of the election are to be filled by a countback of votes cast at the election if councils want to fill vacancies by these means – councils that do not resolve to fill vacancies using a countback at their first meeting after the election will be required to fill vacancies using a by-election
- councils that elect their mayors must hold a mayoral election and an election for deputy mayor where they have one
- joint organisations must elect a new chairperson
- county councils must elect a new chairperson.

The Office of Local Government will issue more detailed guidance about these requirements closer to the elections.

Postponement of the 2021 local government elections

Frequently asked questions



Questions about the effect of the postponement of council elections?

What does the postponement of the elections mean for current councillors?

Current councillors will continue to hold their civic offices until council elections are held on 4 December 2021. The civic offices of current councillors will expire on election day on **4 December 2021**.

What does the postponement of the elections mean for popularly elected mayors?

Popularly elected mayors will continue to hold their civic offices. Under the Act, popularly elected mayors continue to hold their office until their successor is declared elected.

What does the postponement of the elections mean for mayors elected by councillors?

The making of the order will not affect the requirement to hold mayoral elections. Mayoral elections must be held for mayors elected in September 2019 when their two year-terms expire in September 2021. The Office of Local Government will issue more detailed guidance on this before September.

Mayors elected in September 2020 will continue to hold office until council elections are held on 4 December 2021.

The civic offices of all mayors elected by councillors will expire on election day on **4 December 2021**.

What does the postponement of the elections mean for deputy mayors?

Deputy mayors may be elected for the mayoral term or a shorter term. Deputy mayors hold their office for the term specified by the council's resolution. If a deputy mayor's term expires before election day on 4 December 2021, an election may need to be held for deputy mayor. It should be noted however, that councils are not required under the Act to have a deputy mayor.

What does the postponement of the elections mean for chairpersons of county councils?

Chairpersons of county councils now hold office for two years. Chairpersons of county councils elected in September 2020 will continue to hold office until council elections are held on 4 December 2021.

The civic offices of chairpersons of county councils will expire on the election day for their constituent council on **4 December 2021**.

Postponement of the 2021 local government elections



Frequently asked questions

What does the postponement of elections mean for joint organisations?

The composition of joint organisation boards may need to change in September 2021 if mayors of member councils elected by councillors are not re-elected.

Joint organisations elected chairpersons for a two-year term in 2020. Chairpersons elected in 2020 will continue to hold office until council elections are held on 4 December 2021.

The civic offices of chairpersons of joint organisations will expire on the election day for their member council on **4 December 2021**.

Will councils need to hold by-elections to fill casual vacancies occurring before 4 December 2021?

No. The order postponing the ordinary elections provides that any casual vacancies occurring in a council between now and 4 December are to be filled by the ordinary election for that council to be held on 4 December 2021.

This means that councils are not required to hold a by-election to fill casual vacancies occurring between now and 4 December 2021 or to apply to the Minister for a dispensation from the requirement to hold a by-election.

General managers are still required to notify the Office of Local Government, Local Government NSW, and the NSW Electoral Commissioner of any vacancies within 7 days of their occurring.

What happens if the resignation of councillors between now and 4 December results in a loss of quorum?

It is not possible under the Act for councils to lose quorum because of councillor resignations.

A quorum is defined under section 368 of the Act as *“a majority of the councillors of the council who hold office for the time being and are not suspended from office”*. This means that the quorum is calculated based on the number of councillors who hold office at a particular point in time and does not include civic offices that are currently vacant.

How will the postponement of elections to 4 December 2021 affect the next term of councils?

The postponement of the elections will not affect the timing of future council elections, and the subsequent ordinary local government elections will still proceed in September 2024.

Postponement of the 2021 local government elections

Frequently asked questions



What does the postponement of elections mean for the requirement for councillors to lodge returns of interests?

Under the *Model Code of Conduct for Local Councils in NSW*, councillors (and designated persons) must lodge returns of their interests within three months of 30 June of each year.

All current serving councillors, members of county councils and voting representatives of the boards of joint organisations must lodge a written return of interests with the general manager (or the executive officer in the case of joint organisations) before **30 September 2021** unless they have submitted a return within the previous three months.

Returns of interests must be tabled at the first meeting of the council or board of the joint organisation after they are required to be lodged. They must also be made publicly available free of charge on councils', county councils' and joint organisations' websites, unless there is an overriding public interest against disclosure of the information contained in them or to do so would impose unreasonable additional costs on the council or joint organisation.

When will the caretaker period begin for the next local government elections?

The caretaker period no longer commences on 6 August 2021 and *Circular 21-17 Council decision-making prior to the September 2021 local government elections* may now be disregarded.

The caretaker period for the 4 December 2021 elections will now commence on **5 November 2021** and end on **4 December 2021**.

During the caretaker period, councils, general managers, and other delegates of councils (other than a joint regional planning panel, a local planning panel or the Central Sydney Planning Committee) must not exercise the following functions:

- entering into any contract or undertaking involving an expenditure or receipt by the council of an amount equal to or greater than \$150,000 or 1% of the council's revenue from rates in the preceding financial year (whichever is the larger)
- determining a "controversial development application" (as defined by clause 393B(3) of the Regulation), except where a failure to make such a determination would give rise to a deemed refusal, or such a deemed refusal arose before the commencement of the caretaker period
- appointing or reappointing the council's general manager (except for temporary appointments).

Councils should plan now to avoid the need to make these types of decisions during the caretaker period.

Postponement of the 2021 local government elections



Frequently asked questions

The Office of Local Government will issue more detailed guidance about the caretaker requirements closer to the elections.

When will the “regulated period” begin for the next local government elections?

The “regulated period” is the period commencing 40 days before elections in which rules regulating “electoral material” as defined by the Regulation come into effect.

The regulated period no longer commences on 26 July 2021 and *Circular 21-12 “Electoral matter” and use of council resources prior to local government elections* may now be disregarded.

The “regulated period” for the 4 December 2021 elections will now commence on **25 October 2021** and end on **4 December 2021**.

Councils should plan now to issue publications that may be affected by the rules governing “electoral material” during the regulated period before that period commences.

The Office of Local Government will issue more detailed guidance about “electoral matter” and use of council resources during the regulated period closer to the elections.

How will the postponement of the elections affect councils’ IP&R cycle?

The postponement of the elections will not impact on councils’ IP&R cycles.

The postponement of council elections from 4 September 2021 to 4 December 2021, will not alter the requirement under the Act for councils to review the community strategic plan before 30 June 2022 and establish a new delivery program to cover their principal activities for the 4-year period commencing on 1 July 2022.

However, the postponement of elections will impact of the timing of the end of term report.

Has Central Coast Council’s referendum been postponed?

Central Coast Council will not be proceeding with its referendum on 4 September 2021. It will be a matter for the Council to determine the future timing of the referendum based on the advice of NSW Health and the requirements of the Public Health Order.

How does the postponement of elections affect councils that are currently under administration?

Four councils are currently under administration:

- Balranald Shire Council
- Central Coast Council
- Central Darling Shire Council
- Wingecarribee Shire Council.

Postponement of the 2021 local government elections

Frequently asked questions



Balranald Shire Council, Central Coast Council and Central Darling Council will continue under Administration despite the postponement of the elections.

Version update as of 27 July 2021: The Minister's position regarding Wingecarribee Shire Council has not been finalised and the Minister is waiting on the interim report from the Administrator.

Where can I get more information?

Contact your Engagement Manager or the Office of Local Government's Council Governance Team on 4428 4100 or olg@olg.nsw.gov.au.

Annexure A Item 7.7

Sect 355 ()	Role	Name of Committee	Council Representatives 2020/2021	Strategic Priority	Strategic Objective
a	Council exercises its functions through all means				
	By the council by means of the councillors or employees, by its agents or contractors, by financial provision, by the provision of goods, equipment, services, amenities or facilities or by any other means				
	Governance	Code of Conduct Review Committee	Monica Kelly, Kath Roach, Linda Pettersen, Emma Broomfield, Belinda Nolan, Shane White, Michael Symons, Alan Delaney, Andrew Hedges, Greg Wright.	H	2
Councillor / Staff Committees of Council					
b	Governance	Annual Donations Review Committee	Mayor, Deputy Mayor, Councillor on 24-month rotation, currently Cr Price, DCCS. Meets in August each year.	H	7,8
b	Governance	General Manager's Appraisal Committee	Mayor, Deputy Mayor, Cr Frendon, Councillor nominated by GM – Cr Toms, facilitated by McArthur.	H	1-10
b	Governance	Integrated Planning and Reporting Framework Committee	All Councillors, GM, all Directors.	H	1-10
b	Governance	Significant Development Proposals Committee	Mayor, Deputy Mayor, GM, DDPRS, DIS, DCCS, MED.	H	6,8
Community Committees of Council					
c	Advisory	Aboriginal Consultative Committee	Mayor, Cr Newman, GM, MCS, Life Choices-Support Services Administration and Quality Officer.	H	8
c	Event Mgt	Australia Day Committee	Cr Parsons.	H	8,9
c	Advisory	Australian Standing Stones Management Board	Cr Price, Cr Toms, GM, DDPRS.	M	8
c	Advisory	Local Economic Development Support Fund Committee (previously Business Incentive Fund Committee)	Mayor, Cr Price, GM, DDPRS, MED.	H	6,8
c	Advisory	Community Access Committee	Mayor, GM, DIS or delegate, MCS.	M	8
c	Asset Mgt	Emmaville Mining Museum Committee	Cr Frendon, MED.	M	9
c	Asset Mgt	Emmaville War Memorial Hall Committee	Cr Price, MCS and/or MLLC.	L	9
c	Asset Mgt	Glencoe Hall Committee	Cr Newman.	L	9
c	Asset Mgt	Glen Elgin Federation Sports Committee (Looks after halls and sports grounds)	Cr Frendon.	L	9

Delegates to Committees 2020/2021

1

c	Event Mgt	Glen Innes and District Sports Council	Cr Parsons, MROS.	M	9
c	Asset Mgt	Glen Innes Saleyards Advisory Committee	Mayor, Cr Frendon, Cr Toms, GM, DDPRS, Saleyard Manager.	H	7,8
c	Asset Mgt	Glen Innes Severn Cemetery Committee (Incorporating the Glen Innes Cemetery Trust, Deepwater, Dundee, Emmaville and Glencoe Cemetery Committees)	Cr Price, Cr Smith, MROS.	L	9
c	Asset Mgt	Glen Innes Severn Learning Centre Management Committee	Mayor, DCCS, MLLC.	H	8
c	Advisory	Library Committee (Managed under Section 11 of the Libraries Act)	Mayor, DCCS, MLLC.	H	8
c	Event Mgt	Minerama Committee	Mayor, MED, TEO.	M	8,9
c	Advisory	Open Spaces Committee	Mayor, DDPRS, MROS.	M	6,8
c	Asset Mgt	Pinkett Recreation Reserve Management Committee (Looks after hall and sports grounds)	Cr Frendon, Cr Parsons, Cr Smith.	L	9
c	Advisory	Public Art Reference Group (to finalise the public art component for the CBD)	Mayor, Cr Price, Cr Toms, Council staff representatives as required.	H	6,8,9
c	Advisory	Roads Consultative Committee	Mayor, Cr Frendon, Cr Price, Cr Smith, Cr Toms, GM, DIS, TSE, MID, Infrastructure Staff nominated by DIS.	H	3
c	Asset Mgt	Stonehenge Recreation Reserve Trust Committee	Cr Price.	L	9
c	Advisory	Youth Advisory Committee	Mayor, Cr Newman, GM, DCCS and/or MCS, Youth Worker.	H	8,9
		Groups of Councils			
d	Advisory	Fossickers Way Committee	MED.	L	9
d	Advisory	New England Joint Organisation (NEJO)	Mayor, GM.		
d	Advisory	Northern Inland Regional Waste Group (NIRW)	MPRS	M	4
		Delegate of the Council			
e	Advisory	Joint Regional Planning Panel	Cr Price, Cr Toms (Two (2) Council nominees as community representatives).		6
e	Asset Mgt	North West Weight of Loads Committee	Cr Smith, DIS.	M	9

	Community Committees NOT Committees of Council				
Not	Arts North-West	DCCS.	L	9	
Not	Business in Glen (BIG)	Cr Parsons, GM and/or DDPRS and/or MED.	H	6,8,9	
Not	Community Safety Precinct Committee	Mayor.	M	9	
Not	Community Services Interagency Committee	Mayor, Cr Toms, DCCS, MCS and/or delegate.	H	8	
Not	Deepwater Progress Association	Cr Parsons.	L	9	
Not	Glen Innes and District Community Centre Inc.	Cr Parsons, DCCS and/or MCS.	M	9	
Not	Glen Innes Correctional Centre Community Committee	Mayor.	L	9	
Not	Glen Innes Highlands Rail Trail Working Group	Cr Price, Cr Toms, MED.	M	6	
Not	Glen Innes Highlands Visitor Association Inc.	Cr Price, MED.	M	9	
Not	GLENRAC	Cr Price, DDPRS or delegate.	M	4,9	
Not	Local Emergency Management Committee	DIS or delegate from Infrastructure Services, TSC.	M	9	
Not	Local Traffic Committee	Mayor (with voting rights), DIS, DDPRS or nominee as required.	H	3	
Not	New England High Country	MED.	H	9	
Not	Northern Tablelands Bush Fire Management Committee	Cr Smith, DIS or delegate from Infrastructure Services, MPRS and/or delegate.	M	9	
Not	Rural Fire District Liaison Committee	Deputy Mayor, Cr Toms, GM.			
Not	Sapphire Wind Farm Community Consultative Committee	Mayor.	M	9	
Not	White Rock Wind Farm Community Consultative Committee	Mayor.	M	9	
Not	White Rock Wind Farm Community Fund Committee	Mayor.	M	9	

Section 355: A function of a council may be exercised:			
355()	Wording in the LG Act	Interpretation	
a	S.355 (a) by the council by means of the councillors or employees, by its agents or contractors, by financial provision, by the provision of goods, equipment, services, amenities or facilities or by any other means.		
b	S.355(b) by a committee of the council, or	S.355(b) Council Committees, Councillors only, or Councillors and staff Committees.	
c	S.355(c) partly or jointly by the council and another person or persons, or	S.355(c) Community Committees of Council includes other persons.	
d	S.355(d) jointly by the council and another council or councils, or	S.355(d) Regional Group of Councils	
e	S.355(e) by a delegate of the council.	S.355(e) Delegate of the council, could be a Voluntary Regional Organisation of Councils acting on Council's behalf.	
Not	Not a Committee of Council, but does have Councillor representation		

Abbreviation	Position	Strategic Objectives		
GM	General Manager	Employer of Choice	1	
DCCS	Director of Corporate and Community Services	One Council Culture	2	
DDPRS	Director of Development, Planning and Regulatory Services	Road Management	3	
DIS	Director of Infrastructure Services	Climate Change	4	
MCS	Manager of Community Services	Integrated Water Cycle Management	5	
MED	Manager of Economic Development	Land Use and Economic Development	6	
MID	Manager of Infrastructure Delivery	Financial Management	7	
MLLC	Manager of Library Learning Centre	Quality of Life and Well-being	8	
MROS	Manager of Recreation and Open Spaces	Communication	9	
MTS	Manager of Technical Services	Community Leadership	10	
PA	Personal Assistant			
PO	Planning Officer			
Strategic Priority		Committee Categories		
H	High	Advisory (delegates exempt from pecuniary interest provisions, but not non-pecuniary).		
M	Medium	Asset Management		
L	Low	Governance		
		Event Management		

Draft Councillor Induction Program



January – December 2022

Annexure A Item 7.8

Welcome

Acknowledgement to Country

“Glen Innes Severn Council acknowledges and pays respect to the Ngorabul people as the traditional custodians of this land, their elders past, present and emerging, to Torres Strait Islander people and all First Nations people”.

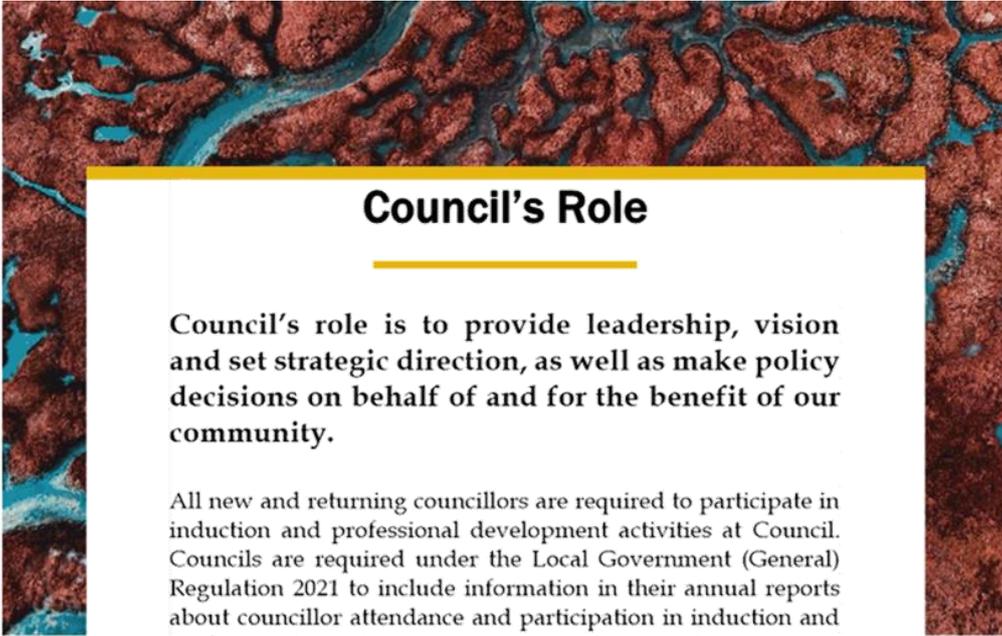
Welcome

Glen Innes Severn Council (Council) has developed a comprehensive and phased induction program designed to support our councillors in meeting the high demands of their role, including:

- working together to make important decisions on behalf of our community;
- listening to and delivering on the needs of the community;
- building positive relationships and teamwork between councillors so that the governing body is a unified and collaborative team;
- understanding council meeting procedures, land use requirements and interpreting financial statements; and
- providing councillors with essential knowledge to perform their roles.

Councillors have roles and responsibilities under NSW legislation, both collectively as the governing body of the council and individually as members of the governing body. Each mayor and councillor in NSW is also responsible for making all reasonable efforts to acquire and maintain the skills necessary to perform their role.





Council's Role

Council's role is to provide leadership, vision and set strategic direction, as well as make policy decisions on behalf of and for the benefit of our community.

All new and returning councillors are required to participate in induction and professional development activities at Council. Councils are required under the Local Government (General) Regulation 2021 to include information in their annual reports about councillor attendance and participation in induction and professional development activities each year. The Councillor induction program has been designed to equip all councillors with the skills and knowledge they need to meet the expectations of our community. The program has been broken down into a phased approach to align activities to the skills and knowledge you need at the right time. This will enable you to undertake the various parts of your councillor role effectively, whilst allowing appropriate time to build and consolidate your learning.

Phase 1 of the induction program is designed to set you up for success in your role as a councillor, providing you with the critical information, and the technical skills and knowledge, you need to begin your journey as a councillor. These activities will be delivered jointly by internal subject matter experts as well as externally sourced industry-based facilitators. They will incorporate a variety of delivery modes to maximise your individual learning experience and newly forming team relationships.

Phase 2 of the program is a consolidation and growing phase, during which further professional development activities will be planned and prioritised according to what you and council identify you need to support you as councillor on an ongoing basis throughout your term. All induction activities will take place at the William Gardner Room, Library and Learning Centre, 71 Grey Street, Glen Innes, unless indicated otherwise.





Phase 1

Setting up for Success

Councillor Induction Program

Phase One
January – March 2022

Key dates and times:

11 January 2022 - 6pm

Ordinary Council Meeting:

- Election of Mayor, Deputy Mayor and oath of Office; and
- Delegates on Committees.
- Photograph session.

Tuesday, 18 January 2022 - 6.00pm - 9.00pm

Induction, Program 1:

- Roles and Responsibilities and Legal Context of Local Government; and
- Code of Meeting Practice.

Wednesday, 19 January 2022 - 6.00pm - 9.00pm

Induction, Program 2:

- Code of Conduct;
- The How To of disclosure requirements;
- Policy register and Corporate Governance Policy Framework; and
- Access to Staff, Information and Premises Policy.

Thursday, 27 January 2022 - 6pm

Ordinary Council Meeting

Learning objectives:

- *Become familiar with council facilities and the local government area;*
- *Build an understanding of Glen Innes Severn as an organisation and the local community;*
- *Introduction to the Local Government Capability Framework for Elected Members;*
- *Understand your role and responsibilities as a councillor, and the support and facilities available to you;*
- *Form trusting, constructive and respectful working relationships between each other and with council officers to serve our community;*
- *Build an understanding of the key strategies and governance arrangements at Council;*
- *Practice sound decision-making and participate effectively in council meetings; and*
- *Gain an understanding of the land use and planning system in NSW.*



Councillor Induction Program

Date: **TBC**

Time: **TBC**

Induction, Program 3A:

- Orientation, Council Facilities bus tour.



Date: **TBC**

Time: **TBC**

Induction, Program 3B:

- Welcome, introduction to the Organisation;
- Organisational Structure and senior staff;
- Key dates, events and tasks;
- Strategic direction;
- Current issues;
- Councillor equipment.

Date: **TBC**

Time: **TBC**

Induction, Program 4:

- Councillor requests;
- Delegates to committees, monthly reporting requirements;
- Introduction to the Integrated Planning and Reporting Framework; Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy; and
- Risk Management, Risk Appetite and the Audit, Risk and Improvement Committee.



Date: **TBC**

Time: **TBC**

Induction, Program 5:

- Council Meeting Schedule, Business Paper Process, Briefing/Council Meeting Cycle, Councillor Workshops;
- Council's Financial Management Responsibilities;
- Councillor Induction and Professional Development Policy;
- Media and Social Media Policy;
- Planning Processes;
- Cyber Awareness and acceptable use of technology and systems.

Councillor Induction Program

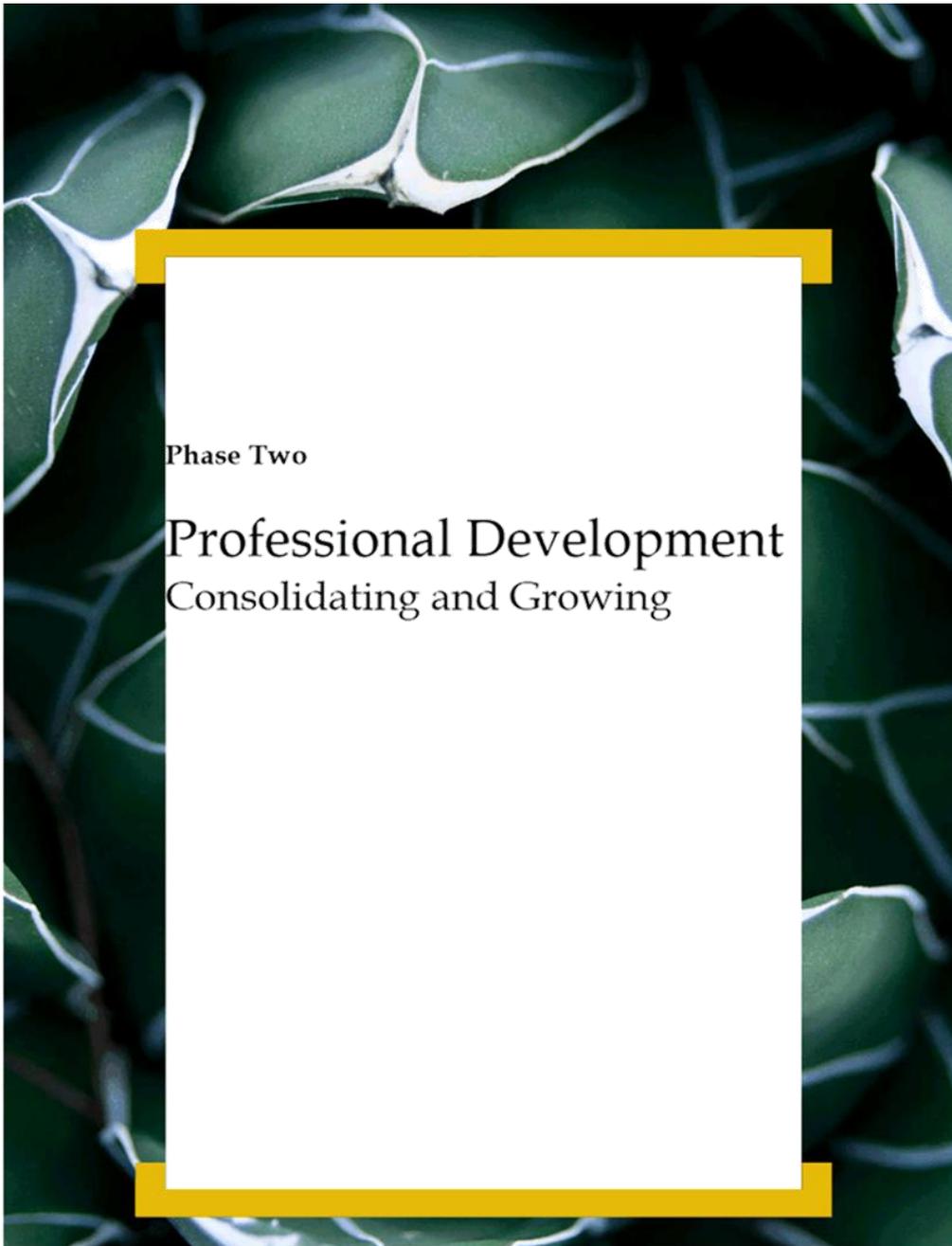


Date: TBC

Time: TBC

Induction, Program 6:

- Economic Development Strategy and Destination management Plan; and
- Asset management Plan and Infrastructure Backlog Management Plan.



**Phase Two
March 2022 (and beyond)**

Key dates and times: On the completion of the Councillor Induction Program, capability assessments and skill development plans will be developed. Council will use the Local Government NSW Capability Framework to assist with tailoring professional development to the needs of each Councillor.



Ongoing throughout your term

Professional development activities will be planned and prioritised, according to need, to support you in your role as councillor throughout your term. These activities are deliberately timed to occur across phase two to not overload you in the early part of your term. Activities will equip you with the right skills and knowledge, at the right time, to undertake the various parts of your role effectively.

Learning objectives:

- Navigate and use LGNSW 'PD in a Box';
- Assess your capabilities- the current skills, knowledge and abilities required of an elected member to do your role effectively and deliver for the community;
- Create your own professional development plan; • Engage in one-on-one meetings with the General Manager to discuss your development needs;
- Further briefings and training workshops will be coordinated by council to support your professional development in your role as councillor; and
- Access free and confidential mentoring services through LGNSW.



Annexure A
Item 7.8

Councillor Induction Program

Glen Innes Severn Council
265 Grey Street
Glen Innes NSW 2370
02 6730 2300
council@gisc.nsw.gov.au
www.gisc.nsw.gov.au

The logo for Glen Innes Severn Council features a stylized landscape with a tree, a building, and a tower, set against a blue sky. Below the illustration, the text "GLEN INNES SEVERN COUNCIL" is written in a blue box.

PAGE 10