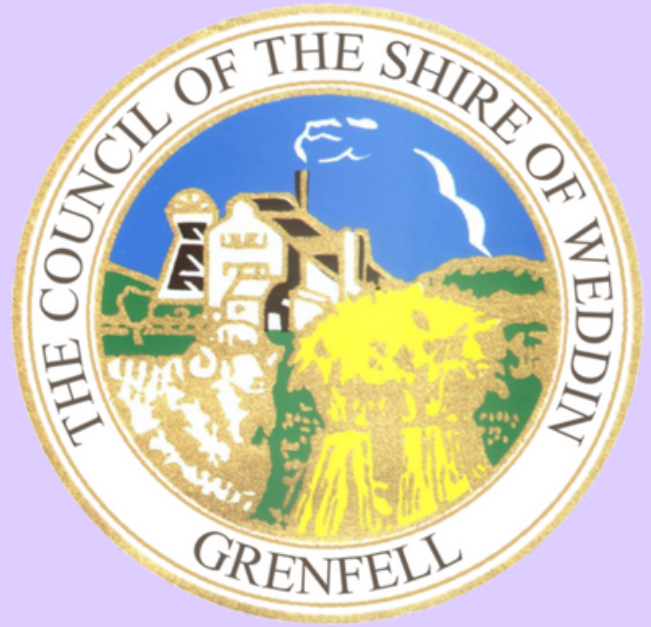




2024-2028



# COUNCILLOR CAPABILITY PLAN

Prepared By :

Learning and  
Development

WEDDIN SHIRE COUNCIL  
2024-2028



# ABOUT THIS PLAN

The Councillor's Capability Plan will assist our Weddin Shire Councillors with their learning and development in their role as a Councillor for the 2024-2028 period. The Plan was developed utilising the Office of Local Government's Councillor Induction and Professional Development Guidelines (2018). In 2016, an amendment to the *Local Government Act 1993* saw an additional responsibility added to the role of Councillors to include "to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor".

## About the Office of Local Government (OLG) Guidelines

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The Councillor Induction and Professional Development Guidelines (the Guidelines) have been issued under section 23A of the *Local Government Act 1993* (the Act) to assist general managers and council staff to develop, deliver, evaluate and report on the induction and professional development programs they are required to provide mayors and councillors under the *Local Government (General) Regulation 2021* (the Regulation). Councils are required to consider the Guidelines when undertaking these activities.

Link

<https://www.olg.nsw.gov.au/wp-content/uploads/Councillor-Induction-and-Professional-Development-Guidelines-2018.pdf>



# GENERAL MANAGER'S INSTRUCTIONS



The Councillor's Capability Plan assist our Weddin Shire Councillors with their learning and development in their role as a Councillor for the 2024-2028 period. The Plan was developed utilising the Office of Local Government's Councillor Induction and Professional Development Guidelines (2018). In 2016, an amendment to the *Local Government Act 1993* saw an additional responsibility added to the role of Councillors to include *"to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor"*.

To ensure that Councillors get the best opportunities with capability development within our allocated operating budget, I ask that you take some time to read through the OLG's guidelines and through this plan. Please also visit websites that provide training for Councillors such as the LGNSW training portal and other service providers and come up with some ideas for your journey as Councillors.

Once you have completed a copy of your initial assessment, I will ask Councillors to meet with myself and the Mayor to go through the initial assessment. Please remember that this plan is for the rest of your Council term, there is opportunity to go back and amend the plan, however bearing in mind, that any expenditure will require approval from the General Manager. Delegations to conferences or seminars representing Weddin Shire Council, requires Council approval.

The underpinnings to make this Capability Plan a success also includes complying with the provisions set out in the Councillors Expenses and Facilities Policy.

The process is to allow Councillors to develop their plans and work together as a team to share resources wherever possible.

Together, we work as a collaborative team.

Noreen Vu  
GENERAL MANAGER



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<https://www.olg.nsw.gov.au/wp-content/uploads/Councillor-Induction-and-Professional-Development-Guidelines-2018.pdf>

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# PRE-ELECTION CANDIDATE INFORMATION SESSION

## COUNCILLOR TO COMPLETE

I acknowledge that I attended an induction and professional development activity prior to the election. The Guideline refers to this under “Pre-election candidate information session”.

Please tick applicable.



Yes



No



Not applicable

Date attended: \_\_\_\_\_





# SNAPSHOT OF FIRST SIX WEEKS



## **Sat 14 Sept**

Local Government Elections

## **Thurs 3 Oct**

Published declarations (NSW Electoral Commission)

## **TBC**

Extraordinary Meeting depending on date of declarations for Councillors to be sworn in. Election of Mayor and Deputy Mayor

Pre-briefing session will be provided prior to meeting

## **Mon 14 Oct**

First Councillor Workshop

## **Thurs 17 Oct**

First Ordinary Meeting of Council

## **Week of 28 Oct**

Two days of induction program facilitated by external facilitator

# INDUCTION PROGRAM

Weddin Shire Council will hold an induction program for Councillors, including a supplementary component for the Mayor for this council term. The Induction will be facilitated by an external facilitator. The Induction Program will be organised by the General Manager. Councillors do not need to book themselves into a program. Council has up to six months to undertake Councillor inductions.

Indicatively, the program will occur across two days and a training provider has been booked in for the week of 28 October 2024. Once Councillors are elected, the training dates will be confirmed.

## COUNCILLOR TO COMPLETE

I acknowledge that I attended an induction program following commencing my new role as councillor. The Guideline refers to this under "Induction programs".

Please tick applicable.



Yes



No



Not applicable

Date attended: \_\_\_\_\_

## Two Day Induction: Week of 28 October 2024 Dates to be confirmed with Councillors



# UNDERSTANDING COUNCILLOR LEARNING AND DEVELOPMENT BUDGET

Weddin Shire Council sets aside a limited budget per annum for Councillors learning and development budget. In the first year, a \$15,000 budget has been allocated to allow for Induction and other learning and development opportunities for Councillors and Mayoral training of \$6,000. This amount does not include travel costs. It is important that Councillors progress their Capability Plan to allow for equity of resources across the elected representatives and appropriately managed across the Council term.

The following information is an excerpt from the [Guideline](#) under “Budget” and a summary of Council’s existing policies.

## Councillors to complete:

|                                      |                          |                                                                                                                                                                                                                                                                                                             |
|--------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="radio"/> Yes | <input type="radio"/> No | I understand that each Council should allocate an annual budget to support induction and professional activities that are to be undertaken in that year.                                                                                                                                                    |
| <input checked="" type="radio"/> Yes | <input type="radio"/> No | I understand that progress against expenditure of the budget allocation should be reported on a quarterly basis as part of the budgetary cycle.                                                                                                                                                             |
| <input checked="" type="radio"/> Yes | <input type="radio"/> No | I understand that Council will need to determine the size of the budget allocation, which may change annually, depending on training needs. And that it is to be expected the costs will be higher in the first year of Council’s term due to need to deliver an induction program.                         |
| <input checked="" type="radio"/> Yes | <input type="radio"/> No | I understand that there are other policies outside of the OLG Guideline that impacts on professional development including, but not limited to: <ul style="list-style-type: none"><li>· Model Code of Conduct for Councillors and Procedures</li><li>· Councillor Expenses and Facilities Policy.</li></ul> |
| <input checked="" type="radio"/> Yes | <input type="radio"/> No | I agree that attendance to professional development including training, conferences or seminars will be brought to the General Manager’s attention and appropriate action prior to the event in alignment with the OLG Guideline and Councillor Expenses and Facilities Policy.                             |
| <input checked="" type="radio"/> Yes | <input type="radio"/> No | I understand that Council has a limited budget and in agreeing with these principles, I am helping to support good governance and ensuring equity amongst Councillors in professional development and training.                                                                                             |

## Mayor to complete:

|                                      |                          |                                                                                                                                                           |
|--------------------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="radio"/> Yes | <input type="radio"/> No | I understand that in addition to the above, there are additional requirements including personal attributes as outlined in the Guideline.                 |
| <input checked="" type="radio"/> Yes | <input type="radio"/> No | I understand that in addition to the Induction Program, I must attend a specialised supplementary program for the Mayor within six months of the election |



# DEVELOPING AN ONGOING CAPABILITY PLAN

The following information is an excerpt from the Guideline under “Developing an ongoing professional development plan”.

## **Assessment**

As a first step to developing individual plans, an assessment is required of the knowledge, skills and personal attributes the mayor and each councillor bring to their roles and a comparison made against those that they need to effectively serve their community. Councils may also have additional knowledge, skills or attributes that they need elected members to possess, reflecting the specific services or particular environmental, social or economic challenges facing their community.

Any deficit in knowledge, skills or attributes identified through the assessment process should form the basis of the professional development plans developed for the mayor and each councillor. This process should be undertaken for both new and experienced mayors and councillors.

## **Activities**

The professional development plan developed for the mayor and each councillor must outline how their individual development needs are going to be met within the council term. Professional development activities should be prioritised according to need and approved by the general manager where council funds are required.

Professional development activities should, wherever possible, follow the 70/20/10 learning 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 developing 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 70/20/10 learning principle enables councils and elected members to take into account the varied learning styles the mayor and individual councillors have, as well as the time they have available for professional development, when selecting professional development activities. It also minimises the financial costs of delivering an ongoing professional development program by prioritising learning through on-the-job experiences and networking.

## **Resource sharing**

There may be professional development activities that are common to all councillors or mayors. Councils are encouraged to share educational resources with other councils and/or jointly hold professional development activities with other councils. Joint and regional organisations are also encouraged to develop and/or deliver regional professional development activities on behalf of their member councils.

## **Timing**

The timing of professional development activities for the mayor and councillors should 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 should reflect what knowledge and skills councillors and the mayor need at various points in council's term to undertake their roles. For example, councils should ensure that the mayor and councillors have acquired the knowledge and skills necessary to effectively contribute to the review of the community strategic plan and the development of the delivery program before these activities are undertaken.

Before proceeding to the next page please take the time to review the Local Government Capability Framework

## SELF-REFLECTION ON LOCAL GOVERNMENT CAPABILITY FRAMEWORK FOR COUNCILLORS AND MAYOR

**Councillor/Mayor to complete**

**Date of First Assessment (Year 1):** \_\_\_\_\_

**Date of Second Assessment (Year 2):** \_\_\_\_\_

**Date of Third Assessment (Year 3):** \_\_\_\_\_

**Date of End of Term (Year 4):** \_\_\_\_\_

Please tick applicable (✓)

The following information is from the Local Government Capability Framework for Councillors and Mayor. This describes the knowledge, skills and personal attributes needed by the Mayor and Councillors to represent their communities. The Self-Reflection should be undertaken on current

| PERSONAL ATTRIBUTES                                                                                                          | Clr | Mayor | Y1 | Y2 | Y3 | Y4 |
|------------------------------------------------------------------------------------------------------------------------------|-----|-------|----|----|----|----|
| <b>Manage Self</b>                                                                                                           |     |       |    |    |    |    |
| Talks to the mayor/councillor, general manager and other councillors about own role and responsibilities, and seeks feedback | ✓   | ✓     |    |    |    |    |
| Pursues responsibilities with energy, drive and commitment                                                                   | ✓   | ✓     |    |    |    |    |
| Manages own time effectively, balancing demands in line with council priorities                                              | ✓   | ✓     |    |    |    |    |
| Shows awareness of own strengths and areas for growth                                                                        | ✓   | ✓     |    |    |    |    |
| Looks for and takes opportunities to develop knowledge and skills as a councillor                                            | ✓   | ✓     |    |    |    |    |
| Honestly examines personal motivation and capability as mayor                                                                |     | ✓     |    |    |    |    |
| Reflects on and integrates feedback, showing a capacity and willingness to modify own behaviours                             |     | ✓     |    |    |    |    |
| <b>Display resilience and adaptability</b>                                                                                   |     |       |    |    |    |    |
| Is flexible and willing to change their mind in light of new information                                                     | ✓   | ✓     |    |    |    |    |
| Stays calm and objective in challenging situations                                                                           | ✓   | ✓     |    |    |    |    |
| Advocates constructively for an idea or position, even in the face of strong, contrary views                                 | ✓   | ✓     |    |    |    |    |
| Listens when challenged and seeks to understand criticisms before responding                                                 | ✓   | ✓     |    |    |    |    |
| Stays positive and perseveres in the face of                                                                                 | ✓   | ✓     |    |    |    |    |



|                                                                                                              | Clr | Mayor | Y1 | Y2 | Y3 | Y4 |
|--------------------------------------------------------------------------------------------------------------|-----|-------|----|----|----|----|
| resistance or setbacks                                                                                       |     |       |    |    |    |    |
| Accepts public feedback and responds in a thoughtful and considered way                                      | ✓   | ✓     |    |    |    |    |
| Reads situations quickly and shows leadership in times of crisis                                             |     | ✓     |    |    |    |    |
| Acts as a stabilising influence in challenging and emotionally charged situations                            |     | ✓     |    |    |    |    |
| <b>Act with integrity</b>                                                                                    |     |       |    |    |    |    |
| Is open, honest and consistent in words and behaviour                                                        | ✓   | ✓     |    |    |    |    |
| Tells the truth and admits to own mistakes                                                                   | ✓   | ✓     |    |    |    |    |
| Maintains confidentiality                                                                                    | ✓   | ✓     |    |    |    |    |
| Takes steps to clarify ethical issues and seeks advice when unsure what to do                                | ✓   | ✓     |    |    |    |    |
| Follows the code of conduct, legislation and policies applicable to councillors/mayors                       | ✓   | ✓     |    |    |    |    |
| Speaks out against illegal and inappropriate behaviour and perceived conflicts of interest                   | ✓   | ✓     |    |    |    |    |
| Helps councillors understand their obligations to comply with the codes of conduct, legislation and policies | ✓   | ✓     |    |    |    |    |
| Identifies and discusses ethical issues with councillors                                                     |     | ✓     |    |    |    |    |
| Promotes a culture of integrity within council and in dealings external to council                           |     | ✓     |    |    |    |    |
| <b>Demonstrates accountability</b>                                                                           |     |       |    |    |    |    |
| Prepares appropriately for council meetings                                                                  | ✓   | ✓     |    |    |    |    |
| Acts in the public interest and observes the highest standards of personal conduct at all times              | ✓   | ✓     |    |    |    |    |
| Takes responsibility for fulfilling the role of councillor/mayor to the best of their ability                | ✓   | ✓     |    |    |    |    |
| Is transparent in actions and decision making, declaring potential conflicts                                 | ✓   | ✓     |    |    |    |    |
| Models the highest standards of accountability, providing transparency                                       |     | ✓     |    |    |    |    |
| Provides advice on strategies taken by council to be accountable, transparent and efficient                  |     | ✓     |    |    |    |    |
| <b>RELATIONSHIPS</b>                                                                                         |     |       |    |    |    |    |
| <b>Communicate and engage</b>                                                                                |     |       |    |    |    |    |
| Clearly communicates ideas and arguments                                                                     | ✓   | ✓     |    |    |    |    |
| Adjusts tone, pace and message for different audiences                                                       | ✓   | ✓     |    |    |    |    |
| Listens when others are speaking and asks appropriate, respectful questions                                  | ✓   | ✓     |    |    |    |    |
| Shows sensitivity to cultural, religious and other individual differences when interacting with others       | ✓   | ✓     |    |    |    |    |
| Uses communication channels that are suitable for the diversity in the community                             | ✓   | ✓     |    |    |    |    |
| Creates opportunities for people to engage with                                                              | ✓   | ✓     |    |    |    |    |

|                                                                                                                       | Clr | Mayor | Y1 | Y2 | Y3 | Y4 |
|-----------------------------------------------------------------------------------------------------------------------|-----|-------|----|----|----|----|
| council and the community                                                                                             |     |       |    |    |    |    |
| <b>Community and customer focus</b>                                                                                   |     |       |    |    |    |    |
| Keeps up to date on current issues affecting the community                                                            | ✓   | ✓     |    |    |    |    |
| Shows pride in and talks positively about the community and region                                                    | ✓   | ✓     |    |    |    |    |
| Commits time and energy to serving the community                                                                      | ✓   | ✓     |    |    |    |    |
| Works towards social, environmental and economic sustainability in the community/region                               | ✓   | ✓     |    |    |    |    |
| Collects and uses broad community feedback to identify opportunities for improvement                                  | ✓   | ✓     |    |    |    |    |
| Builds effective relationships with a range of people who reflect the diversity in the community                      | ✓   | ✓     |    |    |    |    |
| <b>Work collaboratively</b>                                                                                           |     |       |    |    |    |    |
| Shares information with other councillors about community issues, stakeholders and activities                         | ✓   | ✓     |    |    |    |    |
| Is respectful of council staff and receptive to their advice                                                          | ✓   | ✓     |    |    |    |    |
| Shows respect for the diversity of skills and experience on the governing body                                        | ✓   | ✓     |    |    |    |    |
| Initiates collaborative forums on issues facing the community                                                         | ✓   | ✓     |    |    |    |    |
| Works together with stakeholder networks for the benefit of the community and region                                  | ✓   | ✓     |    |    |    |    |
| Encourages councillors to work collaboratively                                                                        |     | ✓     |    |    |    |    |
| Builds a productive working relationship with the general manager based on clear expectations, trust and respect      |     | ✓     |    |    |    |    |
| Supports positive relations between the general manager and the governing body                                        |     | ✓     |    |    |    |    |
| Builds partnerships between council and external stakeholders that are of strategic value to council                  |     | ✓     |    |    |    |    |
| Facilitates and supports strategic collaboration with other councils to benefit the broader region                    |     | ✓     |    |    |    |    |
| <b>Influence and negotiate</b>                                                                                        |     |       |    |    |    |    |
| Uses understanding of political processes and networks to develop a negotiation strategy                              | ✓   | ✓     |    |    |    |    |
| Listens to contrary points of view and endeavours to find common ground                                               | ✓   | ✓     |    |    |    |    |
| Influence others with a fair and considered approach and sound arguments                                              | ✓   | ✓     |    |    |    |    |
| Avoids starting from an entrenched position and is willing to give and take                                           | ✓   | ✓     |    |    |    |    |
| Wins concessions without damaging relationships                                                                       | ✓   | ✓     |    |    |    |    |
| Establishes and maintains relationships outside council in order to find common ground and further council's position |     | ✓     |    |    |    |    |
| Anticipates points of contention and plans negotiations accordingly                                                   |     | ✓     |    |    |    |    |



|                                                                                                              | Clr | Mayor | Y1 | Y2 | Y3 | Y4 |
|--------------------------------------------------------------------------------------------------------------|-----|-------|----|----|----|----|
| Steers discussion and debate towards achieving an acceptable outcome                                         |     | ✓     |    |    |    |    |
| <b>RESULTS</b>                                                                                               |     |       |    |    |    |    |
| <b>Plan and Prioritise</b>                                                                                   |     |       |    |    |    |    |
| Identifies and pursues critical priorities and sets aside less critical activities                           | ✓   | ✓     |    |    |    |    |
| Contributes to setting clear performance goals that include quality measures                                 | ✓   | ✓     |    |    |    |    |
| Considers council performance reports and rollover of projects when making new plans                         | ✓   | ✓     |    |    |    |    |
| Considers the impact of changes, e.g. government policy/economic conditions and budgets, on strategic plans  | ✓   | ✓     |    |    |    |    |
| Incorporates sound risk management principles into strategic planning                                        | ✓   | ✓     |    |    |    |    |
| Works with the general manager to translate strategic direction into a delivery program and operational plan |     | ✓     |    |    |    |    |
| Monitors progress against the delivery program and operational plan                                          |     | ✓     |    |    |    |    |
| Considers council's current and potential future role within the community and region when planning          |     | ✓     |    |    |    |    |
| <b>Think and solve problems</b>                                                                              |     |       |    |    |    |    |
| Gathers and investigates information from a variety of sources                                               | ✓   | ✓     |    |    |    |    |
| Asks questions to get to the heart of the issue and define the problem clearly                               | ✓   | ✓     |    |    |    |    |
| Considers the broader context and long-term impacts of policy options                                        | ✓   | ✓     |    |    |    |    |
| Works with others to assess options and identify appropriate solutions                                       | ✓   | ✓     |    |    |    |    |
| <b>Create and innovate</b>                                                                                   |     |       |    |    |    |    |
| Thinks about issues and opportunities from different viewpoints                                              | ✓   | ✓     |    |    |    |    |
| Looks for non-obvious solutions                                                                              | ✓   | ✓     |    |    |    |    |
| Encourages independent thinking and new ideas from others                                                    | ✓   | ✓     |    |    |    |    |
| Explores innovative solutions with long-standing communitywide impact                                        | ✓   | ✓     |    |    |    |    |
| <b>Deliver results</b>                                                                                       |     |       |    |    |    |    |
| Monitors and provides advice on the delivery of customer/ community focused services                         | ✓   | ✓     |    |    |    |    |
| Instigates and champions initiatives to deliver community outcomes                                           | ✓   | ✓     |    |    |    |    |
| Identifies and addresses potential risks to the achievement of council goals                                 | ✓   | ✓     |    |    |    |    |
| Engages with senior staff about strategies to improve council performance                                    |     | ✓     |    |    |    |    |
| <b>RESOURCES</b>                                                                                             |     |       |    |    |    |    |
| <b>Finance</b>                                                                                               |     |       |    |    |    |    |

|                                                                                                                        | Clr | Mayor | Y1 | Y2 | Y3 | Y4 |
|------------------------------------------------------------------------------------------------------------------------|-----|-------|----|----|----|----|
| Uses basic financial terminology appropriately                                                                         | ✓   | ✓     |    |    |    |    |
| Makes informed contributions to debate about the allocation of financial resources                                     | ✓   | ✓     |    |    |    |    |
| Demonstrates respect for public funds and the obligation to manage council resources responsibly                       | ✓   | ✓     |    |    |    |    |
| Is aware of financial risks and strategies to manage and minimise these                                                | ✓   | ✓     |    |    |    |    |
| Is able to discuss implications of council's long term financial plan, audited financial statements and budget reviews |     |       |    |    |    |    |
| Identifies and supports opportunities to generate revenue and attract investment                                       | ✓   | ✓     |    |    |    |    |
| Promotes the role of sound financial management and its impact on council effectiveness                                |     | ✓     |    |    |    |    |
| <b>Assets and tools</b>                                                                                                |     |       |    |    |    |    |
| Engages in strategic planning to ensure the organisation's assets support delivery of the strategic plan               | ✓   | ✓     |    |    |    |    |
| Makes informed contributions to debate about the allocation of assets to community priorities                          | ✓   | ✓     |    |    |    |    |
| Supports asset risk minimisation strategies, plans and outcomes for council                                            | ✓   | ✓     |    |    |    |    |
| Promotes the role of councils as custodians of community assets                                                        | ✓   | ✓     |    |    |    |    |
| Ensures asset management decisions consider long term financial sustainability                                         |     |       |    |    |    |    |
| Promotes the role of sound asset management and its impact on long term financial sustainability                       |     | ✓     |    |    |    |    |
| <b>Technology and information</b>                                                                                      |     |       |    |    |    |    |
| Uses a range of technologies to communicate and engage with the community                                              | ✓   | ✓     |    |    |    |    |
| Supports the introduction of new technologies to improve the efficiency and effectiveness of the council               | ✓   | ✓     |    |    |    |    |
| <b>Procurement and contracts</b>                                                                                       |     |       |    |    |    |    |
| Exercises commercial acumen in reviewing and approving council contracts and tenders                                   | ✓   | ✓     |    |    |    |    |
| Makes decisions on council tenders according to value for money, probity and community benefit                         | ✓   | ✓     |    |    |    |    |
| <b>CIVIC LEADERSHIP</b>                                                                                                |     |       |    |    |    |    |
| <b>Represent communities</b>                                                                                           |     |       |    |    |    |    |
| Makes themselves available to discuss issues and council activities with members of the community                      | ✓   | ✓     |    |    |    |    |
| Seeks to understand the range of views on complex issues in the community                                              | ✓   | ✓     |    |    |    |    |
| Raises issues that are important to constituents with council                                                          | ✓   | ✓     |    |    |    |    |



|                                                                                                               | Clr | Mayor | Y1 | Y2 | Y3 | Y4 |
|---------------------------------------------------------------------------------------------------------------|-----|-------|----|----|----|----|
| Treats all people in the community impartially and champions their right to be heard                          | ✓   | ✓     |    |    |    |    |
| Uses a variety of approaches to gather views from a range of individuals and organisations                    |     | ✓     |    |    |    |    |
| Advocates for local interests in dealings with external stakeholders, including other sectors and governments |     | ✓     |    |    |    |    |
| <b>Inspire direction and purpose</b>                                                                          |     |       |    |    |    |    |
| Demonstrates passion, enthusiasm and personal dedication to council's vision for the community                | ✓   | ✓     |    |    |    |    |
| Champions the community strategic plan and communicates the way forward                                       | ✓   | ✓     |    |    |    |    |
| Encourages community involvement in council planning processes                                                | ✓   | ✓     |    |    |    |    |
| Communicates the context and parameters surrounding council strategies and plans                              | ✓   | ✓     |    |    |    |    |
| Communicates the purpose and plans using a variety of channels to reach many audiences                        |     | ✓     |    |    |    |    |
| Regularly communicates progress against the community strategic plan                                          |     | ✓     |    |    |    |    |
| <b>Govern responsibly</b>                                                                                     |     |       |    |    |    |    |
| Contributes constructively to debate in council                                                               | ✓   | ✓     |    |    |    |    |
| Works towards consensus as a member of the governing body                                                     | ✓   | ✓     |    |    |    |    |
| Contributes to a positive and ethical culture within the governing body                                       | ✓   | ✓     |    |    |    |    |
| Participates responsibly in exercising council's employer functions in relation to the general manager        | ✓   | ✓     |    |    |    |    |
| Acts in a way that preserves the health and safety of people in the council workplace                         | ✓   | ✓     |    |    |    |    |
| Leads constructive council meetings with a view to reaching consensus                                         |     | ✓     |    |    |    |    |
| Cultivates a positive and ethical culture within the governing body                                           |     | ✓     |    |    |    |    |
| Works with the general manager to ensure legal and regulatory frameworks are applied consistently by council  |     | ✓     |    |    |    |    |
| Sets clear performance standards for the general manager and monitors progress                                |     | ✓     |    |    |    |    |
| Regularly discusses performance with the general manager and addresses performance issues early               |     | ✓     |    |    |    |    |
| <b>Make quality decisions</b>                                                                                 |     |       |    |    |    |    |
| Makes considered decisions on merit in the public interest                                                    | ✓   | ✓     |    |    |    |    |
| Considers information about the context and regulatory environment before making decisions                    | ✓   | ✓     |    |    |    |    |
| Considers financial and budget implications, including value for money, in making decisions                   | ✓   | ✓     |    |    |    |    |
| Explains council decision-making process to                                                                   | ✓   | ✓     |    |    |    |    |

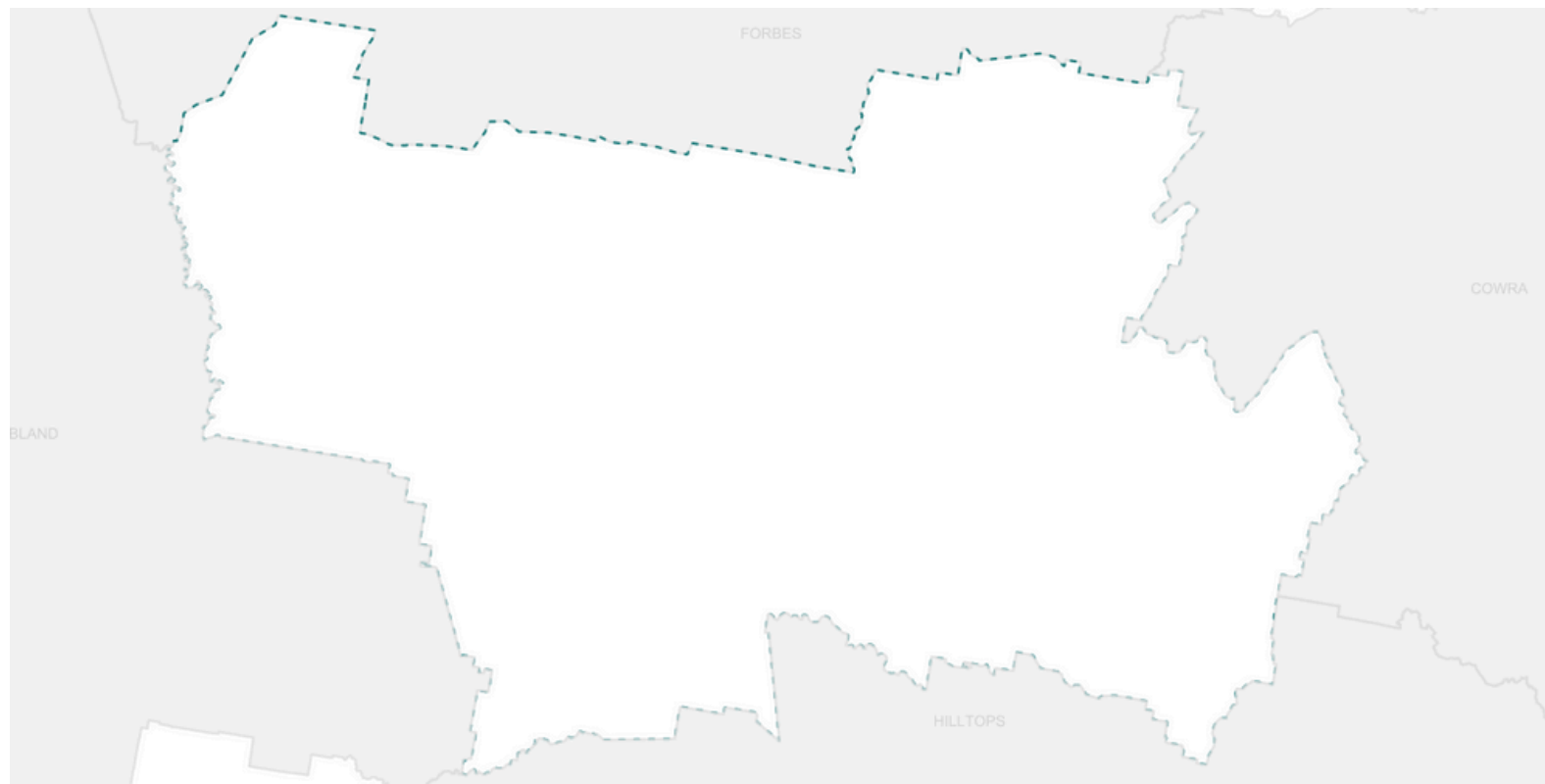
|                                                                                                          | Clr | Mayor | Y1 | Y2 | Y3 | Y4 |
|----------------------------------------------------------------------------------------------------------|-----|-------|----|----|----|----|
| constituents                                                                                             |     |       |    |    |    |    |
| Communicates the decisions of council in a respectful way, even if own position was not adopted          | ✓   | ✓     |    |    |    |    |
| Assists the community to understand council decisions in context, considering priorities and constraints | ✓   | ✓     |    |    |    |    |
| Ensures council works through issues, considering all relevant information, before making decisions      |     | ✓     |    |    |    |    |
| Ensures council considers financial and budget implications in making decisions                          |     | ✓     |    |    |    |    |

## SUMMARY ON LOCAL GOVERNMENT CAPABILITY FRAMEWORK FOR COUNCILLORS AND MAYOR

After reviewing the above (**first assessment**), are there areas you believe you need more support in?

| Summary on Local Government Capability Framework for Councillors and Mayor                                                     | 1 | 2 | 3 | 4 | 5 |
|--------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|
| <b>Personal Attributes</b> (Manage self, display resilience, act with integrity, and demonstrate accountability)               |   |   |   |   |   |
| <b>Relationships</b> (Communicate and engage, community and customer focus, work collaboratively, and influence and negotiate) |   |   |   |   |   |
| <b>Results</b> (Plan and prioritise, think and solve problems, create and innovate, deliver results)                           |   |   |   |   |   |
| <b>Resources</b> (Finance, assets and tools, technology and information, and procurement and contracts)                        |   |   |   |   |   |
| <b>Civic Leadership</b> (Represent communities, inspire direction and purpose, govern responsibly, and make quality decisions) |   |   |   |   |   |

- 1 – No understanding/confidence
- 2 – Limited understanding/confidence
- 3 – Good understanding/confidence
- 4 – Very good understanding/confidence
- 5 – Excellent understanding/confidence



# COUNCILLOR WORKSHOPS



Weddin Shire Councillors attend a once a month workshop, generally the **Monday** prior to an Ordinary Meeting of Council. As outlined in the [Guideline](#) under “Statutory Requirements”, the General Manager should deliver induction and ongoing professional development programs that will help the Mayor and Councillors to acquire and maintain the skills necessary to perform their roles. The following is an indicative summary of what will be carried out at the workshops for the first year, noting that the topics can be subject to change. We want to include topics that interest Councillors and the schedule is flexible as we work collaboratively to learn from each other.

Workshops are facilitated by the Senior Leadership team or through external facilitators. Dates subject to change.



# INDICATIVE COUNCILLOR WORKSHOP FIRST YEAR

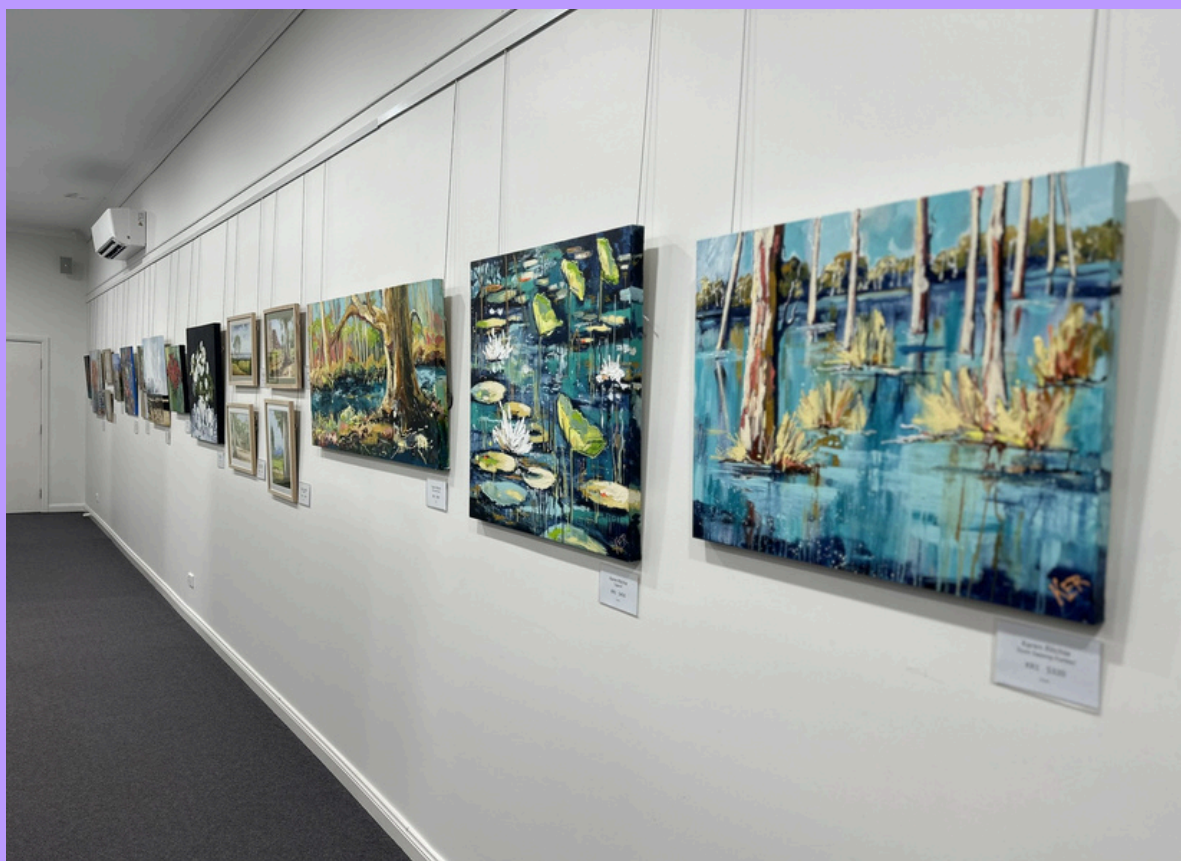
| DATE                                              | WORKSHOP                                                                                         | LG CAPABILITY                                      | ATTENDANCE |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------------------------------------------|------------|
| Mon<br>14 Oct 2024                                | #101 Code of Meeting<br>Practice<br>Top Ten Priorities                                           | Civic Leadership<br>Results<br>Personal attributes | Yes/No     |
| Mon<br>18 Nov 2024                                | Presentation of Audited<br>Financial Statements                                                  | Resources                                          | Yes/No     |
| Mon<br>16 Dec 2024*<br>(Date may move<br>forward) | #101 Town Planning and<br>Council's role                                                         | Results                                            | Yes/No     |
| Mon<br>17 Feb 2025                                | The role of the Central<br>NSW Joint Organisation<br>Quarterly Budget Review<br>Statement (QBRs) | All                                                | Yes/No     |
| TBC<br>(Multiple)                                 | IP&R<br>Community Strategic Plan                                                                 | All                                                | Yes/No     |
| Mon<br>17 March 2025                              | Developing 2025-26<br>Operational Budget                                                         | All                                                | Yes/No     |
| Mon<br>14 April 2025                              | Road maintenance<br>QBRs                                                                         | Results                                            | Yes/No     |
| Mon<br>12 May 2025                                | Final Operational budget<br>2025-26<br>How Grants process<br>works                               | All                                                | Yes/No     |
| Mon<br>16 June 2025                               | General Manager's Annual<br>Performance Agreement<br>Workshop                                    | All                                                | Yes/No     |
| Mon<br>14 July 2025                               | Audit, risk and<br>improvement<br>Emergency Management<br>QBRs                                   | Civic Leadership<br>Results                        | Yes/No     |
| Mon<br>18 Aug 2025                                | Service Reviews                                                                                  | All                                                | Yes/No     |
| Mon<br>15 Sept 2025                               | Road reconstruction<br>(capital works)                                                           | Results                                            | Yes/No     |

# OTHER OPPORTUNITIES

In addition to what is set out in the Capability Plan and other formal training opportunities to be determined by Council, Weddin Shire Council is looking at ways to resourcefully allow our elected representatives an opportunity to learn and develop during their Council term.

This will include:

- Workshops organised through our Central NSW Joint Organisation
- Councillor Roadshows to travel to our villages
- Organise a tour at the:
  - Council Depot
  - Grenfell Hub
  - Wastewater Treatment Plant



# CAPABILITY ACTION PLAN

The following action(s) are required in order to improve performance and/or address aspects that require attention. Please select the three (3), you think are a priority for you. These are self-identified by you.

An example is provided:

## EXAMPLE

|                             |                                                                                           |
|-----------------------------|-------------------------------------------------------------------------------------------|
| <b>Capability Criterion</b> | Example: Results<br>Incorporates sound risk management principles into strategic planning |
| <b>Action Required</b>      | Undertake learning and better understanding of risk management.<br>Risk management course |
| <b>Timeframe</b>            | Six (6) months                                                                            |



Councillor to populate:

|                             |  |
|-----------------------------|--|
| <b>Capability Criterion</b> |  |
| <b>Action Required</b>      |  |
| <b>Timeframe</b>            |  |

Councillor to populate:

|                             |  |
|-----------------------------|--|
| <b>Capability Criterion</b> |  |
| <b>Action Required</b>      |  |
| <b>Timeframe</b>            |  |

Councillor to populate:

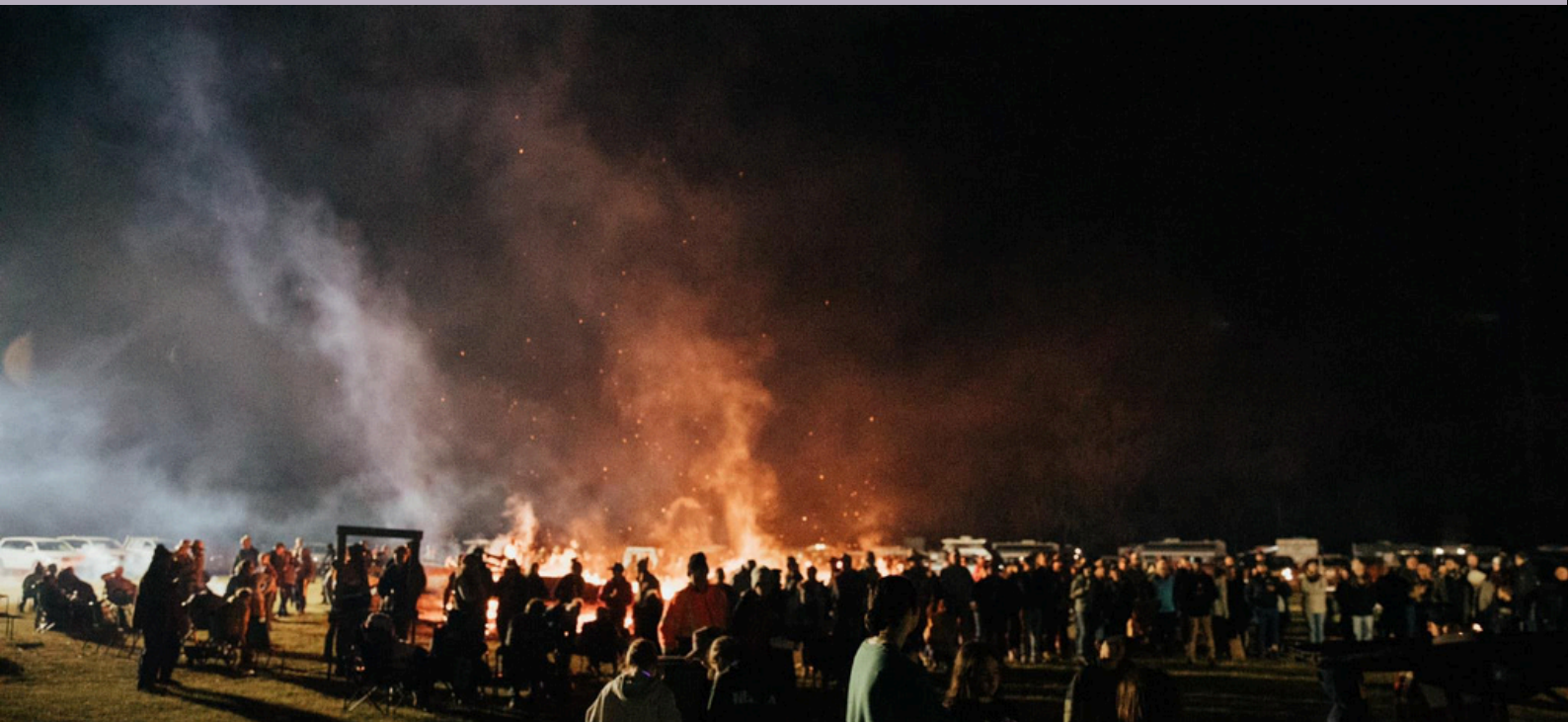
|                             |  |
|-----------------------------|--|
| <b>Capability Criterion</b> |  |
| <b>Action Required</b>      |  |
| <b>Timeframe</b>            |  |



# INDIVIDUAL COUNCILLOR CAPABILITY PLAN

Following the assessment of the above, please list identified learning and development opportunities relevant to the local government capability framework that are proposed for the Council Term, e.g. Local Government Conference/Training Course.

The Plan is adaptable as you progress in your Council Term and encourages conversation with all parties involved.



## INDUCTION

|                                                           |                                                                                                                                                                    |
|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name of training or name of conference/seminar etc</b> | <b>Councillor Induction and Code of Meeting Practice Training</b> (Externally facilitated)                                                                         |
| <b>Please indicate reason for training</b>                | <input checked="" type="radio"/> Competency requirement <input checked="" type="radio"/> Skill enhancement <input checked="" type="radio"/> Councillor development |
| <b>Cost</b>                                               | TBC (All Councillors)                                                                                                                                              |
| <b>Date</b>                                               | Two days. Week of 28 October 2024                                                                                                                                  |

**To be completed by Councillor:**

|                                                           |                                                                                                                                            |
|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name of training or name of conference/seminar etc</b> |                                                                                                                                            |
| <b>Please indicate reason for training</b>                | <input type="checkbox"/> Competency requirement <input type="checkbox"/> Skill enhancement <input type="checkbox"/> Councillor development |
| <b>Estimated Cost</b>                                     |                                                                                                                                            |
| <b>Date</b>                                               |                                                                                                                                            |

**To be completed by Councillor:**

|                                                           |                                                                                                                                            |
|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name of training or name of conference/seminar etc</b> |                                                                                                                                            |
| <b>Please indicate reason for training</b>                | <input type="checkbox"/> Competency requirement <input type="checkbox"/> Skill enhancement <input type="checkbox"/> Councillor development |
| <b>Estimated Cost</b>                                     |                                                                                                                                            |
| <b>Date</b>                                               |                                                                                                                                            |

**To be completed by Councillor:**

|                                                           |                                                                                                                                            |
|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name of training or name of conference/seminar etc</b> |                                                                                                                                            |
| <b>Please indicate reason for training</b>                | <input type="checkbox"/> Competency requirement <input type="checkbox"/> Skill enhancement <input type="checkbox"/> Councillor development |
| <b>Estimated Cost</b>                                     |                                                                                                                                            |
| <b>Date</b>                                               |                                                                                                                                            |

# ASSESSMENT SUMMARY

## TO BE COMPLETED TOGETHER

|                                                          |
|----------------------------------------------------------|
| <b>Councillor's supporting comments:</b>                 |
| <b>General Manager's comments</b> (Budget confirmation): |
| <b>Mayor's comments:</b>                                 |

## CONFIRMATION OF COURSES THAT WILL BE PUT FORWARD TO COUNCIL FOR ENDORSEMENT FOLLOWING CAPABILITY DISCUSSION

| Course | Course Fees | Travel/ Accommodation/<br>Sustenance | Date |
|--------|-------------|--------------------------------------|------|
|        |             |                                      |      |
|        |             |                                      |      |
|        |             |                                      |      |



# DECLARATION

## COUNCILLOR CONFIRMATION

The above comments are noted and it is mutually agreed that:

1. The Local Government Capability Framework have been the criteria used to assess my performance and competence.
2. The Individual Councillor Capability Plan is appropriate.
3. Further approval is required in accordance to the Councillor Expenses and Facilities Policy.

Signed:

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Councillor

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Mayor

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General Manager

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date