



South Gippsland Shire Council

## COUNCILLOR SELF-ASSESSMENT POLICY (C84) - DRAFT PROCEDURES TO SUPPORT THE POLICY

Policy Number	C84	Directorate	Performance & Innovation
CEO	TBC	Department	Governance
ELT Meeting Date	TBC	Primary Author	Coordinator Council Business
Next Review Date	May 2025		

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### 1. PURPOSE

These procedures support the *Councillors Self-Assessment Policy (C84)*. The purpose of these procedures is to set out the process for the Mayor and Councillors to participate in a constructive annual self-assessment.

The effectiveness of Council in delivering community outcomes is directly a result of how effective Councillors are in working together as a group. These procedures and the associated survey are intended to enable Councillors to work together and support each other to continuously improve how Councillors work together as a team to deliver community outcomes.

### 2. SCOPE

These procedures applies to the Mayor and Councillors of the South Gippsland Shire Council, guided by an independent (neutral) facilitator and supported as required by the Chief Executive Officer (CEO). It also applies to Council's Audit and Risk Committee, which will have oversight of the process and requirements within the policy.

### 3. SELF-ASSESSMENT PROCESS

#### 3.1 Annual Self-Assessment

1. A summary high-level report derived from the detailed action plan and process will be developed and provided by the Mayor and Independent Facilitator, with support from the CEO or delegate, for inclusion in the open Council meeting.
2. The Council shall complete an annual self-assessment process, led by the Mayor and involving the contribution of all Councillors. The process for completing the self-assessment will be:
  - a. A survey will be circulated to all Councillors to complete an individual assessment of the performance of the Councillor group.
  - b. Survey results will be aggregated, and provided to the Independent Facilitator.
  - c. The Independent Facilitator will work with the Mayor to facilitate a workshop with all Councillors to discuss the survey findings and consider strengths and opportunities for improvement.
  - d. The Independent Facilitator will then bring a draft report of the results, including key themes emerging and draft recommendations for action, and will work with the Mayor and Councillors to develop an action plan, if required, to support the Council build on areas of strength and address



opportunities for improvement over the next twelve months.

3. The self-assessment process will consider:
  - a. The extent to which Councillors work effectively together to fulfil the purpose of a Council, as defined by the Act;
  - b. The extent to which Councillors work effectively together to operate in accordance with the governance principles, as provided in the *Local Government Act 2020 (Act)*;
  - c. The extent to which Councillors work effectively together to maintain and demonstrate the highest standards of professional conduct, as required by the Act and committed by all Councillors through the Councillor Code of Conduct;
  - d. The extent to which the Council is working effectively together to improve the governance practices within which it operates and the advancement of those practices within the context of the Good Governance Framework;
  - e. The extent to which the community perceives the quality of leadership and direction of Council derived through the Annual Customer Satisfaction Survey results; and
  - f. The extent to which Councillors work effectively together to meet Council's integrity and conduct obligations as provided in the *Charter of Human Rights and Responsibilities Act 2006* (the Charter), *Council's Human Rights Policy C52* and principles of embracing diversity and inclusiveness.

### **3.2 Appointment of an Independent Facilitator**

1. The independent facilitator will be appointed following a Request for Quotation process. All Councillors will be given the opportunity to suggest suitably qualified and experienced consultants to be invited to submit a quotation. The Mayor and CEO will jointly consider all submitted quotations, and make a recommendation to the Council on the appointment of an Independent Facilitator (Facilitator), having considered a minimum of two with a preference of three or more appropriately experienced persons.
2. The Facilitator must not be a Councillor or member of Council staff.
3. The Facilitator will be a neutral person who has detailed knowledge and experience in relevant self-assessment processes, for example with boards or audit committees. Experience and knowledge of the local government sector would be preferred. An inquiring mind and the ability to analyse information will assist in carrying out the role of Facilitator.
4. Once determined by Council, the Facilitator will be appointed by the Chief Executive Officer for a two-year term with an option for a further two, one-year term extensions by mutual consent with Council up to the end of each Council's term in office.
5. The Facilitator will provide advice and support to the Mayor in line with the process provided in 3.1 above.

### **3.3 Action Plan**

1. The Mayor and Councillors, supported by the Facilitator, will review the results and consider whether actions are required to consolidate strengths or address improvement opportunities, as a result of the self-assessment process. Together they will develop an action plan to be utilised by the Councillor group.



2. The Mayor, supported by the CEO, will ensure a summary of the process and outcomes will be reported publicly to an open meeting of Council at least annually, following completion of the process.
3. Reporting on the process and development of an action plan aims to provide transparency to the community that Council is proactively taking the development of Council seriously; strongly focusing on improving governance and leadership
4. A more detailed action plan, along with the outcomes of the self-assessment process, will be presented to the Audit and Risk Committee as a confidential item at the next appropriate meeting following the Councillors review of the survey results

### **3.4 Report to the Audit and Risk Committee and to Council**

1. The CEO or delegate will assist the Mayor in preparing and providing the report to the Audit and Risk Committee and summary report to the Council Meeting.
2. The Audit and Risk Committee will consider the governance surrounding the self-assessment process and support Council in monitoring the outcomes arising.
3. The report will be tabled annually in the Audit and Risk Committee Agenda, providing details on the process and action plan arising. The Mayor, and any non-participating Councillors if required, are to be informed if they are to be invited to speak to the report, providing greater context to the Committee.
4. This report is to be provided annually to the Audit and Risk Committee Meeting following the Council Meeting where the summary action plan was considered.
5. The provision of the report to the Audit and Risk Committee supports transparency and provides assurance for the due diligence applied to the self-assessment process.
6. The report must as a minimum include an overview of the process conducted and the outcomes derived from the survey, and include a copy of the adopted high-level action plan and the more detailed Action Plan (if these were developed).
7. The Audit and Risk Committee may request interim update reports on the progress of the action plan items. This would generally be required where outcomes from the survey indicate levels of risk that require closer monitoring.
8. If Councillors do not develop an action plan, or the Council does not endorse the action plan, an explanation for this must be included in the report to the Audit and Risk Committee.

### **3.5 Support**

To facilitate the annual self-assessment process and support the Mayor and Independent Facilitator, the CEO has responsibility to provide:

*COUNCILLOR SELF-ASSESSMENT POLICY – PROCEDURES TO SUPPORT THE POLICY*

*Page 3 of 4*



1. Advice on the appointment of a suitably qualified and experienced Independent Facilitator.
2. Secretariat and logistical support to the Mayor, Independent Facilitator and Councillors.
3. Other support or advice as requested by the Mayor or Independent Facilitator.

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COUNCIL PROCEDURE

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**1. ATTACHMENT**

Self-Assessment Survey