

BALLINA SHIRE COUNCIL – DRAFT 2022 INDUCTION PROGRAM

Date and Time	Event	Section responsible
Tuesday 11 January 2022 (4.00pm – 6.00pm)	<p>Councillor Meet and Greet with Executive Team</p> <p>Information Technology - Receive onboarding log-in and overview of documents required to be completed and returned</p> <p>Short organisation structure overview</p> <p>Council's Values and Vision</p> <p>Bookings for one on one Information Technology training sessions with Councillors for the week commencing 17 January</p> <p>Communication channels including distribution of meeting agendas and minutes, weekly bulletins, meetings calendar.</p> <p>Discussion on use of after hours phone number 6626 6954</p>	<p>Senior Management</p> <p>Information Services Sandra Bailey</p>
Thursday 13 January 2022 (4.00pm – 6.00pm)	<p>Code of Conduct and Code of Meeting Practice, GM's Code of Meeting Practice Ready Reckoner</p> <p>(Discuss Disclosure of Interest Returns, Livestreaming/recording of Ordinary and Committee meetings)</p>	Senior Management
Monday 17 to Friday 21 January 2022 – various times	Information Technology - One on one sessions with Councillors – Equipment roll out and general overview, receive email address and run through of Council systems required in role as Councillor	Information Services Sandra Bailey
Thursday 20 January 2022 (4.00pm to 6.00pm)	Division Briefing - Civil Services Division (Infrastructure Planning, Engineering Works, Project Management, Resource Recovery, Water and Wastewater and Asset Management)	Senior Management and John Truman
Friday 21 January 2022	Receive electronic business paper for Ordinary meeting on 27 January to read over the weekend	Sandra Bailey

9.6 Councillor Induction Program (Draft)

Date and Time	Event	Section responsible
Monday 24 January 2022 (4.00pm – 6.00pm)	<p>Business paper review/questions from Crs – to include information on</p> <ul style="list-style-type: none"> Deputy Mayoral election (OLG factsheet in Pulse) Review of Committee Structure Delegates to other organisations, including process for Rous County Council election (including fees paid by RCC) <p>Oath or Affirmation for Ordinary meeting</p> <p>Advise of photo shoot at Ordinary meeting</p>	Senior Management
Tuesday 25 January 2022 (8.30am – 4.00pm)	Information Technology Drop-in sessions for IT support required. No appointment needed.	Stewart Littleford/Carol Ennis
Thursday 27 January 2022 (9.00am)	<p>Ordinary Meeting of Council</p> <p>Oath or Affirmation</p> <p>Photo shoot</p>	<p>Senior Management</p> <p>Communications</p>
Tuesday 1 February 2022 (4.00pm to 6.00pm)	Division Briefing - Corporate and Community Division (Financial Services, Information Services, People and Culture, Communications and Customer Service, Contracts and Procurement, Risk Management, Commercial Services, Facilities Management)	Senior Management and Kelly Brown
Thursday 3 February 2022 (4.00pm to 6.00pm)	Division Briefing - Planning and Environmental Health Division (Development Services, Environmental and Public Health, Strategic Planning and Open Spaces)	Senior Management and Matthew Wood
Tuesday 8 February 2022 (3.00pm – 6.00pm)	<p>Roles and Responsibilities of Mayors, Councillors, General Manager, Public Officer</p> <p>Councillor Involvement in Planning and Development Decisions and the role of other planning bodies</p> <p>Delivered by: Lindsay Taylor</p>	Senior Management
Thursday 10 February 2022 (3.00pm – 6.00pm)	<p>Councillor Access to Information, Councillor Use of Social Media and Confidentiality Obligations of Councillors workshop</p> <p>Delivered by: Lindsay Taylor</p>	Senior Management

9.6 Councillor Induction Program (Draft)

Date and Time	Event	Section responsible
Tuesday 15 February 2022 (3.00pm to 6.00pm)	Community Strategic Plan/Delivery Program and Operational Plan/Workforce Plan – Format and Content - Consultation	Senior Management Caroline Klose
Thursday 17 February 2022 (3.00pm to 6.00pm)	Long Term Financial Plan and Capital Expenditure Program	Senior Management Linda Coulter
Thursday 24 February 2022 (9.00am)	Ordinary Meeting	Senior Management
Tuesday 1 March 2022 (3.00pm – 6.00pm)	Model Code of Conduct and Complaints Handling Delivered by: Lindsay Taylor	Senior Management
Thursday 3 March 2022 (4.00pm – 6.00pm)	Pecuniary and Non-Pecuniary Conflicts of Interests and Bias Workshop Delivered by: Lindsay Taylor	Senior Management
Thursday 10 March 2022 (1.00pm)	Day 1 of Shire bus tour – Infrastructure and property holdings	
Tuesday 15 March 2022 (1.00pm)	Day 2 of Shire bus tour – Infrastructure and property holdings	
Tuesday 22 March 2022 (1.00 p.m.)	Day 3 of Shire bus tour – Infrastructure and property holdings	
Thursday 24 March 2022 (9.00am)	Ordinary Meeting	Senior Management
Thursday 28 April 2022 (9.00am)	Ordinary Meeting	Senior Management
TBC	Expert to talk about planning framework	Matthew Wood
TBC	Risk Based Decision Making	Kelly Brown

Proposed Shire Tour – Itinerary

Thursday 10 March 2022, Tuesday 15 March and Tuesday 22 March 2022

Details – Day 1 – Thursday 10 March – commencing at 1.00pm	Arrival	Minutes	Departure
Council Chambers	1.00		
West Ballina Wastewater Treatment Plant	1.15	15	1.30
West Ballina - Trawler Harbour	1.35	5	1.40
Ferry to Wardell – on the way see upgraded Carrs Bridge, the road closed by NPWS, Council 4WD beach access	1.45	15	2.00
Wardell – Town Centre, wharf and pontoon, Council owned land (landfill site), Wardell Treatment Plant	2.15	30	2.45
Marom Creek Water Treatment Plant	3.00	20	3.20
Alstonville –Town Centre , Alstonville Cultural Centre	3.30	15	3.45
Alstonville Swimming Pool, Pre-school	3.50	20	4.10
Russellton Industrial Estate	4.15	15	4.30
Wollongbar Residential Land Release, District Park, Wollongbar Sports Fields (via Pearces Creek Road)	4.35	30	5.05
Council Nursery, Gap Road playing fields and Tuckombil Quarry	5.10	20	5.30
Alstonville Wastewater Treatment Plant and Tosha Falls	5.35	25	6.00
End of Day 1 Tour– return to Council Chambers			

9.6 **Councillor Induction Program (Draft)**

Details – Day 2 – Tuesday 15 March 2022 – commencing at 1.00pm	Arrival	Minutes	Departure
Meet at Council Chambers	1.00		
Cumbalum sports fields, Banyan Hills Estate / Deadmans Creek Road / Tamarind Drive	1.10	30	1.40
Tintenbar / Newrybar Roads and Villages / Emigrant Creek Dam / Killen Falls, Midgen Flat Road	1.50	30	2.20
Travel to Lennox Head – Lake Ainsworth / Surf Club Precinct/4WD beach access	2.35	25	3.00
Lennox Head Cultural Centre/skatepark	3.05	20	3.25
Rural Fire shed and preschool site, Ocean Breeze Reserve, Hutley Drive (both north and south), Epiq estate including sports fields, Henderson Farm and Lennox Head commercial site	3.30	30	4.00
North Creek Road to Lennox Head Treatment Plant (maybe go to end of North Creek Road to see location of previous bridge)	4.05	25	4.30
Skennars Head Sports Fields, Aureus development, Sharpes Beach, Coastal Walk and Recreational Path, Flat Rock Tent Park, Angels Beach Cultural Way	4.35	25	5.00
Shelly Beach Café Site, Ballina Surf Club and Marine Rescue Tower	5.15	30	5.45
End of Day 2 Tour - Return to Council Chambers			

9.6 **Councillor Induction Program (Draft)**

Details – Day 3 – Tuesday 22 March 2022 – commencing at 1.00pm	Arrival	Minutes	Departure
Council Chambers	1.00		
Ballina Swimming Pool	1.05	25	1.30
Visitor Information Centre / Library / Naval Museum / Richmond Room / Regatta Avenue Precinct	1.30	15	1.45
BISC	1.50	20	2.10
Kentwell Centre, SES building and Old Depot site	2.15	30	2.45
Southern Cross Industrial Estate, Airport, Depot and Waste Centre, Animal Shelter (ARC site, 2 super lot sites, Boeing Avenue, Airport Boulevard, Endeavour Close)	2.50	70	4.00
Kingsford Smith Reserve	4.10	15	4.25
Commercial Properties – Wigmore Arcade carpark and Arcade, 89 Tamar Street (Family Services)	4.30	30	5.00
Gallery and Ignite Studios and adjoining commercial property precinct	5.05	40	5.45