

Council Member Training & Development Policy

Policy Number	A11
Responsible Officer(s)	Chief Executive Officer
Policy Adopted	July 2023
Next Review Date	July 2027
Minutes reference	2023/07-12
Applicable Legislation	<i>Local Government Act 1999; Local Government (General) Regulations 2013.</i>
Related Policies	Council Member Allowances & Benefits Policy.
Related Documents	LGA Training Standards; Wakefield Regional Council Annual Reports.

1. POLICY PRINCIPLE

To ensure Council Members of Wakefield Regional Council are offered opportunities to undertake the required training in accordance with the *LGA Training Standards* as defined in regulation 8AA of the *Local Government (General) Regulations 2013*, and any other appropriate training and development activities relevant to their roles and functions.

2. POLICY OBJECTIVE

- To ensure Council Members are appropriately inducted, trained and developed to assist them in the performance and discharge of their functions and duties.
- To support the personal development of individuals and the council member team, to support the achievement of the strategic objectives of Council and sound governance.
- To fulfil Council's legislated responsibility to develop and adopt a policy for this purpose in accordance with Section 80A of the *Local Government Act 1999* ("the Act").

3. POLICY DETAIL

3.1 Training & Development Plan

- 3.1.1 Council will develop and adopt a Training and Development Plan to ensure that activities available to all Council Members:
- Comply with the Regulations; and
 - Contribute to:
 - The personal development of the individual;
 - A positive and constructive working relationship within Council; and
 - The achievement of the strategic and good governance objectives of Council.
- 3.1.2 The LGA Training Standards provides a community leadership competency framework, defining the key capabilities required to perform the council member role. The framework, through core modules, learning objectives and outcomes defines community leadership in four key competencies:

- Behaviour
- Civic
- Legal
- Strategy & Finance

The four key competencies are mandatory and every council member (including the Mayor and returning members) must undertake the training within the first 12 months of each four-year term.

- 3.1.3 Council recognises that Council Members will need specific training and refresher courses about their legislative and governance roles and functions in order to carry out their roles and responsibilities to the community. In preparing its Plan, Council will use a range of strategies to identify Council Members' needs and match these needs against Council's strategic and good governance objectives. Such strategies will include:
- Annual assessment of Council performance;
 - Survey or questionnaire;
 - Interviews; and
 - Workshops.
- 3.1.4 In addition, section 58 of the Act sets out the specific role of the Mayor. To support performance in this leadership role, 'Mayoral Leadership Training' must be completed by the Mayor (in addition to the council member requirements).
- 3.1.5 A certified copy of results (or a completion certificate) must be provided to Council staff at the completion of any mandatory or non-mandatory training for records purposes.

3.2 Additional Training & Development

Other training and development needs may emerge that are directly related to specific service areas and other community issues. It is important for Council's decision making processes for Council Members to be well informed and educated with the necessary skills and knowledge to make appropriate and informed decisions for the benefit of the community.

Council Members may attend such training or activities provided that:

- Sufficient funds are available within the budget line for Council Member training and development; and
- The attendance is necessary or expedient to the performance or discharge of official duties or functions; and
- The Council Member has received approval by the Chief Executive Officer to attend the training or activity.

3.3 Delivery Methods and Attendance at Training Sessions

- 3.3.1 It is recognised that a range of delivery methods will be required to support the training needs of Council Members, including:
- In-house workshops, seminars and briefing sessions conducted by the Council with appropriate staff, trainers and guest speakers;
 - Attendance at workshops, seminars and conferences offered by training providers and industry bodies including the Local Government Association of SA, Local Government

Professionals, other industry bodies and/or private providers offering courses for council members to gain new skills and knowledge and to network with other council members;

- Digital and printed material, including training booklets and discussion papers, that may be distributed for information;
- Online self-paced learning and information;
- Circulation of information.

3.4 Payments/Reimbursements

The reimbursement of expenses for training purposes must be approved by the Chief Executive Officer consistent with the Training and Development Plan or through a separate resolution endorsing attendance of the training.

Where approval has been granted by the Chief Executive Officer for attendance at a training program/activity a Council Member may seek reimbursement of expenses in accordance with the relevant provisions of the Act and Regulations and by completing the relevant reimbursement application form and a receipted tax invoice being received for the incurred expense; or Council may elect to pay the provider directly to obtain any purchase or discount rather than reimburse the relevant Councillor.

Council acknowledges that whenever approval is granted for attendance at a training session, certain expenditure reimbursements may be considered appropriate. Costs may be claimed only for expenses incurred by Council members. Council will not reimburse costs incurred by a Council member's spouse, partner, family member, etc.

Please refer to the Council Member Allowances and Benefits Policy for further information on appropriate expenditure reimbursements.

3.6 Annual Budget Allocation

A budget allocation will be provided to support the training and development activities undertaken by Council Members, and progress against expenditure of the budget allocation will be assessed as part of the budget review process and Council's Annual Report.

The budget allocation will be reviewed annually as part of Council's budget process and will take into consideration feedback and requests from Council Members for training and self-development. It is recognised that additional or one-off special training needs will be required in a particular financial year – for instance, with the introduction of new legislation, election of a new Council or Council Member etc.

4. REVIEW

This Policy shall be reviewed every 48 months, or more frequently if required by legislation or Council.

Document history:

Version	Adopted	Description of Change
1.0	January 2006 – Min 196	New Policy.
2.0	March 2010 – Min 211	Policy updated to reflect legislative changes.
	March 2011 – Min 203	Minor wording change to include Training Plan as appendix 2.
	November 2014	Policy numbering system changed and inclusion of the document history table.
3.0	December 2015 – Min 140	Policy updated to include mandatory training requirements to comply with Regulations. Inclusion of Intranet as delivery method. Removal of Appendix 1 and 2 from policy and now available on intranet.
4.0	March 2018	Reworded and placed on new template.
5.0	July 2023	Updated to reflect legislative reform and new mandatory training requirements.