

# Wagga Wagga City Council

## COUNCILLOR TRAINING AND DEVELOPMENT POLICY

<b>REFERENCE NUMBER</b>	POL 113		
<b>ORIGINAL APPROVAL DATE</b>	March 2008		
<b>RESPONSIBLE MANAGER</b>	Manager Audit, Risk and Governance		
<b>RESPONSIBLE DIRECTORATE</b>	Governance		
<p>This document is to be reviewed: every four years or in the first twelve months of the new term of Council, whichever is the earliest.</p> <p>Next Review Date: September 2020</p>			
<b>Revision number</b>	<b>Issue Date</b>	<b>Council Resolution</b>	<b>Council Meeting Date</b>
0	March 2008	Res No: 08/076.7	31 March 2008
1	January 2009	Res No: 09/007	27 January 2009
2	July 2009	Res No: 09/077	27 July 2009
3	May 2013	Res No: 13/187	29 July 2013
4	August 2013	Res No: 13/224.1	26 August 2013
5	August 2016	General Manager approval	August 2016
6	August 2017	Res No: 17/279	28 August 2017

## **PART 1: INTRODUCTION**

### **1.1 Policy Objectives**

The objective of this Councillor Training and Development Policy is to ensure that training and development activities are available to all Councillors which contribute to the achievement of Wagga Wagga City Council's strategic and good governance objectives.

### **1.2 Scope of Policy**

This policy applies to all elected representatives of Wagga Wagga City Council.

### **1.3 Legislative Context**

Councillors are bound by the Local Government Act 1993 and the Local Government Regulations, together with a number of other statutory instruments:

- *State Records Act*
- *Environmental Planning & Assessment Act*
- *Privacy and Personal Information Protection Act*
- *Health Records Information Protection Act*

### **1.4 Responsibilities**

Councillors are responsible for identifying their own development needs, together with making themselves available to attend any development and training sessions held each year. It is a requirement and expectation that Councillors will attend post-election induction sessions and training during the term of the council.

Council's Governance and Risk team are responsible for planning, scheduling and facilitating training and development sessions for Councillors in consultation with Learning and Development.

### **1.5 Related Documents**

- POL 025 Payment of Expenses and Provision of Facilities to Councillors Policy
- Code of Conduct

### **1.6 Review procedures**

This Policy is to be reviewed every four years or in the first twelve months of the new term of Council, whichever is the earlier.

## **PART 2: POLICY CONTENT**

### **2.1 Information Collection**

Council will collect information regarding the development and training needs of Councillors in a number of ways, including:

- Councillor surveys/questionnaires
- Councillor feedback
- Observations during Council meetings and workshops
- Legislative and/or other mandatory Local Government change requiring training

Such information will be collected prior to the close of each financial year, in order to draft a training plan, as required, for the subsequent year.

### **2.2 Training Needs**

Council's training plan must include content which specifically relates to Councillors' legislative and governance roles and functions. Therefore, each of the following components, as endorsed by the Office of Local Government, will be included at an introductory level in post-election induction sessions for a new Council, as well as in more detail as required during the four-year term of Council:

- Role and Responsibilities of Councillors
- Relationship between Councillors, the General Manager and Staff
- Meeting Procedures / Code of Meeting Practice
- Conflict of Interests and ethical responsibilities
- Integrated Planning & Reporting Framework
- Code of Conduct
- Legal and political context of Local Government
- Good Governance
- Strategic Management
- Planning Legislation
- Media Skills

Additional development areas will emerge which are directly related to specific service areas and community issues and address environmental, social, economic and civic leadership challenges facing the community. These will be assessed as they arise and incorporated into the annual training plan. Where urgent training is required, this will be accommodated in addition to planned development sessions and in accordance with Councillors' availability.

## **2.3 Delivery methods**

A range of delivery methods will be required to support the training needs of Councillors, including:

- Workshops, seminars and informal briefing sessions conducted by Council with appropriate guest speakers and trainers
- Attendance at workshops, seminars and conferences offered by organisations such as Local Government Learning Solutions, Australian Local Government Association, LG Professionals, Australia, Independent Commission Against Corruption and other private providers that offer an opportunity for Councillors to gain new skills, network with other Councillors and staff from within and outside New South Wales
- Dedicated formal training and development sessions facilitated by internal or external providers
- Distribution of training booklets and discussion papers for information
- Online training delivery

## **2.4 Annual Budget Allocation**

An annual budget allocation will be provided to support the training and development activities undertaken by Councillors.

## **2.5 Annual Training Plan**

A training plan for the financial year ahead will be prepared. This training plan is required to address those training and development needs which are identified through the information collection activities noted in clause 2.1 above.

The training plan will provide:

- A summary of development needs identified in information collection activities
- A schedule for training to be offered in the coming calendar year (may be tentative)
- Locations (if available) for those training sessions
- Estimated cost
- Delivery method

The development of a Training Plan is dependent upon feedback from Councillors and the General Manager.