

# Elected Members' Training and Development Plan 2023 - 2024



## Background

Council adopts an Elected Members' Training and Development Plan annually. The Plan facilitates:

- Scheduling of legislative training requirements and other discretionary training anticipated for the financial year
- A clear framework for management of other training opportunities available to Elected Members.

The Training Program supports Elected Members to develop their sector knowledge, general professional development and relationship building skills.

All Elected Members should attend the proposed full Training Program.

## Scheduled Training and Development

Council's Training Program for 2023/2024 is principally centred around enhancing Elected Members skills following the completion of current legislative requirements associated with the LGA Training Standard. The Training Program will consist of:

- *Leading Campbelltown*, Council's annual training day and team building dinner (held in December each year), designed to enable Members to focus on skill development and relationship building
- In January/February each year, individual professional development check-in meetings with the Chief Executive Officer to discuss opportunities and support needs to further Elected Members' development.
- Regular Elected Member Training Workshops held in the evenings throughout the year, providing opportunities for Members to enhance their skillset for undertaking legislative functions and duties
- The Mayor attending training offered by the LGA for Principal Members to enhance knowledge and skills associated with their leadership role.
- A bus tour of the area and key Council facilities if required for topical issues.

Where appropriate, Council is committed to working with other Eastern Region Alliance Councils to deliver shared training sessions on topics of combined interest. Section 41 Committee and Council Assessment Panel Members may also be invited to attend relevant training and development sessions applicable to their roles and responsibilities.

All Elected Members were required to meet competency requirements associated with the LGA Training Standards within the first 12 months of their Council term.

Training topics to be delivered during 2023/2024 are listed at Appendix 1.

## **Additional Training and Conferences**

Staff will offer relevant opportunities to Elected Members as they become available (either through Council reports or email as appropriate).

Elected Members wishing to attend additional training or conferences need to be mindful of the requirements of Council's Elected Members' Training and Development Policy:

- A maximum allowance of \$5,000 (excluding registration costs) is allocated to each Elected Member per Council term to attend training activities interstate with Council approval. Costs accrued in excess of this amount will be recovered or met by the Member concerned (from their allowance) except where Council resolves to support the expense on a two-thirds majority vote of the Council.
- Elected Members attending an interstate conference need to submit a conference report to the Chief Executive Officer within 4 weeks of attending the conference.

## **Attendance at Training and Development sessions**

Attendance at Training and Development sessions will be noted by Staff in Council's Annual Report, the Elected Members' Training Register and in the Elected Members' Register of Expenses.

## **Payments and Reimbursements**

Where Council has approved an Elected Member's attendance at a training activity, the Elected Member may seek reimbursement of expenses in accordance with Council's Elected Members' Allowances and Support Policy. Where expenditure is not able to be reimbursed, the Elected Member will be responsible for paying associated expenses.

## **Elected Members Input to the Plan**

Elected Members are regularly invited to provide feedback and ideas in relation to Council's Training Program. Information received will be considered by Staff along with other requirements identified from sources including but not limited to information provided by the LGA, legislation changes, advice provided by Council's solicitors and refresher training needs identified by Staff.

## **Appendix 1 - Training Topics**

Council's Training Program for 2023/2024 includes the following topics:

### Face to Face Training Sessions:

- Team Building workshops' series with Andy Foster
- Behaviour Management Policy and Processes
- Child Safe Environment training (legislative requirement)
- Climate Risk Management (2024)
- Council's Budget Process Unpacked (budget criteria, impacts of decision making, etc)
- Effective Community communications – tips for dealing with difficult people
- ID Profile (raising awareness about local demographics)
- LGA Mutual Liability Scheme responsibilities and obligations
- Local Government Finance Authority
- Meeting Procedures/Chairing a Meeting (including invitation for Committee Members to participate)
- Risk Management / WHS at Council
- Subsidiaries Unpacked – EHA & East Waste

### Online Training Sessions:

- Ageism Awareness training (early 2024)
- Bullying and Harassment awareness
- Cyber security awareness

### Optional training opportunities for Elected Members:

- Induction/ICAC/Conflict of Interest training for Committee Members
- IPWEA Infrastructure Asset Management Planning for Elected Members (3-4 hour online training program)