



Ararat Rural City

Councillor Training and Development Policy

DOCUMENT CONTROL

Category Type: Policy
Type: Council
Responsible Officer: Governance and Administration Coordinator

Date Approved: 17 March 2020
Review Date: March 2024

Revision No: 3
CRMS No: 20112702
Council Minute No: 4254

Stakeholder Engagement:
Councillors
Chief Executive Officer
Governance Unit

INTENT

Ararat Rural City Council is committed to the development of skilled, knowledgeable and dedicated Councillors. Council recognises the importance of Councillor training and education as an integral part of personal growth and organisational development in the performance of their Council duties.

POLICY

Councillor Training and Development is as described:

- The essential skills or knowledge the Councillor needs in order to be effective in their role. It has a direct and significant impact on the performance of the role. Councillor attendance may be compulsory.
- Training and development needs will be identified through whole of Council discussion and individual meetings with the Mayor and Chief Executive Officer.

The Mayor and Chief Executive Officer will determine if training is required.

COUNCILLOR TRAINING

Councillors

Council as a collective group will analyse training and development data in order to gain an understanding of the training needs of the Councillors. This data will be used to assess if there is an opportunity to conduct training/development for the Councillors.

The identification of organisational training via this process does not itself mean that training will be automatically provided. The logistics and costs of provision will be taken into account to ensure effective outcomes for all parties are achieved.

Individual Councillors

Individual training and development opportunities that have been identified by a Councillor need to be discussed with the Mayor and Chief Executive Officer in the first instance. The Mayor will ascertain if the training being discussed is relevant to the Councillor's role and if there are funds within the budget to pay for the training.

Additional training that is identified by the organisation

Training can be identified as a result of sector need. It may also be required by an immediate need i.e. a change in technology systems, changes in legislation or an opportunity marketed to the industry.

The Mayor and Chief Executive Officer will be responsible for assessing training and development programs that would benefit the Councillors.

Training and Development Costs

Council will pay 100% of the costs associated with all identified and approved Councillor training and development programs.

Travel and Accommodation

The provision of all training is viewed as enhancing a Councillor's skills, knowledge and personal development. Therefore, if training is to occur over a period of days at another location accommodation and meal costs will be the responsibility of Council.

Should travel be required to attend training or development, Council will provide in the first instance a suitable Council vehicle for travel purposes. If a vehicle is not available, with prior approval, the use of a private vehicle will apply, and travel will be reimbursed at the appropriate kilometre rates as prescribed.

Conferences and Seminars

Council views relevant conferences and seminars as a valuable means for Councillors to update and expand their knowledge, exchange ideas, and remain up to date with recent developments within Local Government.

A 'Conference/Seminar attendance Application' form (available from the Governance Unit) is to be completed for assessment.

Responsibilities of Mayor and Chief Executive Officer

Assessing applications for Councillor training

The Mayor and Chief Executive Officer is responsible for assessing applications for Councillor training.

Notification of upcoming training

The Mayor and Chief Executive Officer will encourage Councillors to undertake study or training in areas where there is an identified need or opportunity.

Approve and monitor attendance

The Mayor and Chief Executive Officer can approve the attendance of Councillors at training courses, whilst ensuring the efficient operation of the Council within the guidelines of this policy.

Ensure budgets are available to conduct training

The Chief Executive Officer must allow for the appropriate training ledgers to be presented for adoption into the annual budget, giving consideration to the forthcoming needs of the Council, the organisational goals and objectives, and any potential requests for training by Councillors.

Responsibilities of Councillors

Councillors must ensure that they comply with the guidelines as specified within this policy and represent the Council at all training and development sessions in a professional manner.

Councillors must undertake any requirements that are contained within the International & Interstate Travel Policy.

A Councillor who is funded by Council to attend a conference, seminar, forum, delegation or similar event shall participate as a representative of Council, not as an individual;

Following participation in an event the Councillor is expected to submit a written or verbal report at the next available Council Meeting detailing;

- Whether the objectives of the participation were met;
- The benefits to the Councillor, Council and the community; and
- The value of future attendance by Council at similar events.

Councillors must attend training which is required of them by legislation.

Remain aware of developments within the industry

It is the responsibility of Councillors to keep abreast of the training, education and study opportunities available within their industry and understand the application of these training opportunities across the wider organisation.

COUNCILLOR INDUCTION PROGRAM

Separate to the ongoing professional development of Councillors, the Chief Executive Officer will determine an induction program for new Councillors. this will be conducted within 3 months following the declaration of the poll.

ADMINISTRATIVE UPDATES

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively, Examples include a change to the name of a Council department, a change to the name of a Federal or State department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

REFERENCES

International & Interstate Travel Policy
Councillors Travel and Remote Travel Reimbursement Form
Councillors Reimbursement of Expenses Form
Training and Study Assistance Application Form
Conference - Seminar Attendance Application Form
Professional Associations Memberships and Subscriptions Application Form

APPENDICES

Nil