



GOV08	Induction and Training (Elected Member and Local Authority) Policy
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Policy Custodian:	Chief People and Strategy Officer
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### Purpose

This policy confirms Council’s commitment to providing Elected Members and Local Authority Members with induction training and access to ongoing mentorship, learning and development opportunities.

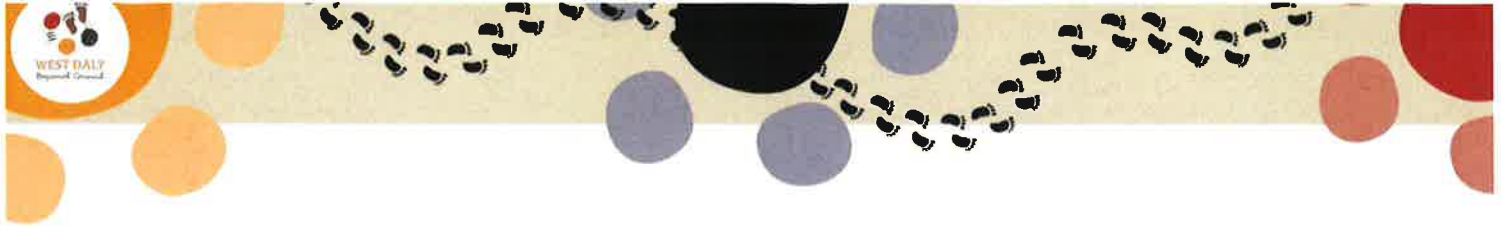
### Scope

This policy applies to Elected Members and Local Authority Members, and to all Council staff with responsibility for applying this policy.

### Policy Statement

#### 1. Policy Principles

- 1.1. Council will provide Elected Members, Local Authority Members (Members) with appropriate induction training to provide them with the context and knowledge they need to perform their roles efficiently, effectively and to the best of their ability.
- 1.2. Council will meet any mandatory training requirements prescribed under the legislation, including the *Local Government Act 2019* and *Regulations*, as well as any mandatory training prescribed under Council’s policies and procedures.
- 1.3. Council will seek to provide Members with ongoing learning and development opportunities that will support them in their roles as and when required.
- 1.4. Training development and delivery will take into account Member needs and will recognise and value our Members’ diverse knowledge of and contribution to the West Daly region.
- 1.5. Council will undertake to evaluate and continuously improve the training provided to Members, including seeking and responding to feedback from Members.
- 1.6. Reimbursement for training will be in accordance with Council’s relevant policies, for example those relating to allowances, expenses, travel and accommodation.



## 2. Induction and Training for Elected Members

2.1. Following the results of a general election being declared, Council will organise for all Elected Members to receive induction training, which will cover the following broad topics:

2.2. *Orientation to Council*, which may include but is not limited to:

- a) Key legislation;
- b) Roles and responsibilities of Elected Members;
- c) Powers of Council and separation of powers to Council and its staff;
- d) Role of the CEO and Council's responsibilities for managing the employment of the CEO;
- e) The function of Local Authorities and Council Committees;
- f) Staffing profile, organisational chart and statutory delegations;
- g) CEO Committees; and
- h) Role of the Local Government Association of the NT (LGANT).

2.3. *Strategic Context and Directions*, which may include but is not limited to:

- a) Current operations, key policy areas and projects;
- b) Key contractual obligations, funding agreements and initiatives;
- c) Council's Strategic and Regional Plan/s; and
- d) Core and non-core functions of Council.


2.4. *Conduct of Members and Procedure at Meetings*, which may include but is not limited to:

- a) Relationship and interaction between Members and Council staff;
- b) Policies applicable to Members including code of conduct and conflict of interest policies;
- c) Meeting procedure/s; and
- d) Terms of disqualification for Members.

2.5. *Corporate Governance* which may include but is not limited to:

- a) Finance (budget, expenditure to date, rating principles);
- b) Risk, audit, and compliance management;
- c) Governance Framework
- d) Leadership practices;
- e) Community building and development; and
- f) Diversity, gender equity and inclusivity practices at Council.

2.6. Induction training session/s will be delivered at a location convenient to presenters and participants and may be conducted in person or via electronic means.



2.7. In the event of a casual vacancy that is filled by a new Elected Member, Council will organise to provide the new Member with induction training.

### **3. Induction Training for Local Authority Members**

3.1. Local Authority Members will also receive induction training to support them to understand and undertake their roles to the best of their ability.

3.2. Local Authority Members will be invited to attend an orientation and information session, which will include (but is not limited to):

- a) Information to help them understand their role and responsibilities.
- b) Introductions to key contacts at Council.
- c) Familiarising them with the support and resources available to them in their roles as Local Authority Members.

### **4. Ongoing Training and Development Opportunities for Members**

4.1. Council will also look to capitalise on other opportunities for our Members to access training and development, which may include (but is not limited to):

- a) Having a guest speaker or presentation at a Meeting where Members are in attendance.
- b) Negotiating access to training or forums being held by Council for Council employees.
- c) Delivery of periodic, targeted training designed to address areas of knowledge that Council determines it would benefit from, and/or grow the capability of our Members to perform in their roles.

4.2. Elected Members are also eligible to receive a Professional Development Allowance to attend conferences or training courses that enable Elected Members to continue to develop their capabilities in their role. See *Allowances and Expenses (Elected Member) Policy*.

### **5. Responsibilities**

5.1. The Chief Executive Officer (CEO) is responsible for making sure the induction training for Members complies with any legislative requirements.

5.2. Chief People and Strategy Officer is responsible for planning, implementing, and evaluating Council's induction training for Elected Members Local Authority Members.

5.3. Members are responsible for participating in all training opportunities in good faith.

5.4. Members are encouraged to be proactive in identifying their training needs and communicating these to the Mayor and/or CEO as appropriate.

## **References**

*Local Government Act 2019 (NT)*

*Local Government (General) Regulations 2021 (NT) r.68*

## Definitions

In the context of this policy the following definitions apply:

**Council** refers to the West Daly Regional Council, a regional council that delivers essential local government services to remote communities and supports development opportunities in the region.

**Elected Member** means an individual elected to Council, including the Mayor, Deputy Mayor, and Councillors.

**Local Authority Member** means a member of a Local Authority as appointed by the West Daly Regional Council.

**Mandatory training** means any training that an Elected Member must complete as part of their roles and responsibilities.

**Member** means a collective noun referring to Elected Members, Local Authority Members, and Council Committee Members of the West Daly Regional Council.

## Related Documents

Code of Conduct (Elected Member, Local Authority and Council Committee)

Code of Conduct (Elected Member, Local Authority and Council Committee) Policy

Conflict of Interest (Elected Member, Local Authority and Council Committee) Policy

Allowances and Expenses (Elected Member) Policy

Travel and Accommodation (Elected Member) Policy

For more information, contact the Policy Custodian.

<b>Signature of Endorsement:</b>	
<b>Position:</b>	Chief Executive Officer