

# Board Member Training and Development

## Purpose

The aims of the policy are to:

- Ensure Board Members have equal access to training and educational opportunities; and
- Ensure Board Members have the opportunity to maintain their knowledge and skill base to contemporary standards and expectations.

## Policy Statement

Council will develop and adopt a Training and Development Plan each year to ensure that training activities available to all Board Members contributes to the achievement of the strategic and good governance objectives of Riverina Water County Council.

## Scope

This policy applies to all elected representatives (Board Members) of Riverina Water County Council.

## Legislative Context

Board Members are bound by the Local Government Act 1993 and the Local Government Regulations 2021, together with a number of other statutory instruments including the State Records Act 1998 and the Privacy and Personal Information Protection Act (PPIPA) 1998.

## Principles

### 1.1 Collection of information to determine training and development needs

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

- Surveys and questionnaires
- Board Member feedback
- Observations during Board meetings and workshops

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

## **1.2 Training and Development Plan**

It is recognised that Board Members will have training provided by their constituent council and this information will be considered when drafting the Training Plan for Riverina Water. Emphasis will be given in the Training Plan to the training needs of new Board Members elected to Riverina Water County Council following a general council election.

The training and educational opportunities made available to Board Members will include content which specifically relates to Board Members' legislative and governance roles and functions. Accordingly, the following components will be included at an introductory level in post-election induction sessions, as well as in more detail in at least one training session during the term of the Board:

- Role and responsibilities of Board Members
- Relationship between Board Members, the CEO and members of staff
- Meeting procedures
- Conflict of interest
- Code of conduct
- Good governance
- Strategic planning
- Media skills (as required)

Additional development areas 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 Board Member availability.

## **1.3 Delivery of Training and Development Plan**

A range of delivery methods will be used including:

- In-house workshops, seminars and information briefing sessions using guest speakers and trainers as appropriate
- Attendance at workshops, seminars and conferences offered by organisations such as Local Government Learning Solutions, Australian Local Government Association, Local Government Professionals Australia, and other private providers that offer an opportunity for Board Members to gain relevant skills

- Distribution of training material and discussion papers for information
- On-line training delivery

#### **1.4 Annual Budget Allocation**

A budget allocation will be provided to support the training and development activities undertaken by Board Members and expenditure will be reported on a quarterly and annual basis.

#### **1.5 Reporting on the annual Training and Development Plan**

The CEO will maintain data pertaining to training and development undertaken by Board Members each financial year. This data is required by legislation to be published in Council's Annual Report.

<b>Policy number</b>	<b>1.08</b>
Responsible area	Governance
Approved by	Riverina Water Board – Res 22/092
Approval date	22 June 2022
Legislation or related strategy	Local Government Act 1993 Local Government Regulations 2021 State Records Act 1998 Privacy and Personal Information Protection Act (PPIPA) 1998
Documents associated with this policy	Board Member Expenses and Provision of Facilities Policy 1.10
Policy history	Reviewed Oct 2016 (Res 16/187) Adopted 24 Oct 2012 –(Res 12/147)
Review schedule	Every 4 years (once per council term). Next review scheduled for Dec 2025

Policy details may change prior to review date due to legislative or other changes, therefore this document is uncontrolled when printed.

## END OF POLICY STATEMENT