

**Mayor and Councillors**  
COUNCIL

23 MARCH 2017

Meeting Status: **Public**

Purpose of Report: For Decision

**COUNCILLOR TRIENNIAL TRAINING AND DEVELOPMENT  
PROGRAMME 2016-2019 TRIENNIUM**

**PURPOSE OF REPORT**

- 1 This report asks Council to adopt a programme for Councillors training and development for the rest of the triennium.

**DELEGATION**

- 2 Council has not delegated this matter to any of its Committees.

**BACKGROUND**

- 3 Once elected, elected members undergo an extensive and comprehensive induction programme intended to help orientate them in their new roles as quickly as possible. This includes in-house briefings and seminars and external workshops such as those developed by Local Government New Zealand (LGNZ).
- 4 After induction has been completed, Councillors are invited to consider an integrated training programme for the remainder of the triennium. This is to allow a consistent approach.
- 5 In the previous triennium Council adopted a framework which saw each Councillor allocated an amount of \$1,800 per annum to spend on whatever training they thought would be beneficial. This left around \$5,000 in the training budget per annum. Councillors were able to access this pool for any subsequent training (once they had expended their own allocation) only upon applying to the Mayor and Deputy Mayor, and this process was embedded in the Governance Structure and Delegations document, (provisions that have been retained in the current document, refer to the wording below). In 2014-2016 six out of ten Councillors availed themselves of this individual allocation process and there were no applications to the pool.

*In addition Council has approved a delegation to the Mayor and Deputy Mayor enabling them to approve, on a case-by-case basis, Councillor applications for attendance at training events during the Triennium, subject to the application meeting specific criteria as set out in the Councillor Training Application Form <sup>1</sup>.*

*Council also approved a delegation enabling the Mayor to approve an alternate Councillor to attend a training event where the original registrant is unable to attend.*

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<sup>1</sup> As approved by Council on 17 April 2014.

- 6 The framework also included an agreement that each Councillor would have the opportunity to attend the LGNZ Conference only once each Triennium (ie three different Councillors to attend each year). The LGNZ Conference is considered a major training and networking opportunity. During the Conference the LGNZ AGM is also held and the Mayor usually attends as the Councils voting delegate.
- 7 The programme for the LGNZ Conference in 2017 is at Appendix 1. Cr David Scott and Cr Elliott have expressed interest in attending in 2017, and Cr Buswell has been nominated also.

## ISSUES AND OPTIONS

### Issues

- 8 The training framework proposed for this Triennium features the following:
  - \$1800 allocation per Councillor per year;
  - Attendance by each Councillor at the LGNZ Conference once per Triennium
  - Attendance at an integrated suite of workshops developed by LGNZ in partnership with the Institute of Directors.
- 9 LGNZ is the primary agency responsible for delivering elected member development programmes through EQUIP. The latter is LGNZ's Centre of Excellence, which delivers tailored services, best practice guidance, business solutions, governance and management support in order to strengthen the local government sector. A list of workshops is at Appendix 2.
- 10 In 2016 LGNZ partnered with the Institute of Directors (IOD) to develop a series of professional governance workshops that aim to give elected members an integrated grounding in core governance, leadership, and strategic skills. The series of five workshops are:
  - Applied governance essentials for local government
  - Leadership
  - Strategic direction
  - Debating and influencing skills
  - Critical thinking skills
- 11 The agenda for the first workshop is at Appendix 2; the programmes for the other workshops are under development by LGNZ but the aim is to roll out the series over the next two years (there is no specific priority order).
- 12 The recommended format for holding these workshops as per LGNZ advice for Council to hold the workshop 'inhouse', then, no matter how many Councillors attend there is a fixed charge of \$7,950 plus GST. Obviously if there are only, say, six Councillors interested, that would be a cost of \$1,325 per Councillor (which would come out of their \$1,800 allocation).
- 13 The budget has been almost fully expended for the 2016/17 financial year as might be expected in a year featuring an election and ensuing induction

programme. However there would be sufficient funding to hold the first of the IOD workshops before June.

- 14 The budgets for 2017/18 and 2018/19 are \$26,291 and \$27,001 respectively.
- 15 In essence the proposed programme would consist of one or two IOD/LGNZ workshops per financial year plus attendance at the LGNZ Conference by up to three Councillors each year. (See Appendix 3). This would fully expend the budget each year.

#### *RMA Training*

- 16 Council currently has six elected members accredited as Hearing Commissioners. It is not proposed to certify any other members during this triennium as there is not the workload to justify this.
- 17 The current accredited members are: the Mayor, Cr Holborow, Cr Cardiff, Cr Elliott, Cr Vining, and Jocelyn Prvanov. Their accreditation was gained through a study course 'Making Good Decisions'. With the exception of Cr Holborow, the other members were qualified as panel members. These qualifications expire during this triennium and it is proposed to renew them out of the 2017/18 budget. In addition, although Cr Holborow's Chair certification does not expire until 2021 it would be prudent to invite expressions of interest amongst Councillors to ensure that at least one other member (one of those already accredited) is available as a Chair. Council is invited to consider whether they wish to do this.

## **CONSIDERATIONS**

### Policy considerations

- 18 There are no policy considerations.

### Legal considerations

- 19 There are no legal considerations.

### Financial considerations

- 20 There are sufficient funds available for the proposed training framework.

### Tāngata whenua considerations

- 21 There are no tāngata whenua considerations.

## **SIGNIFICANCE AND ENGAGEMENT**

### Degree of significance

- 22 This matter has a low level of significance under Council policy.

### Engagement planning

- 23 An engagement plan is not needed to implement this decision.

### Publicity

- 24 A communications plan is not required for this matter.

- 25 Elected Members who attend training events are required to report on their experiences in a timely fashion, and these reports are published in the Elected Members Bulletin.

## RECOMMENDATIONS

- 26 That Council agrees that panel-accredited Cr..... should be accredited as Panel Chair;
- 27 That Council adopts the proposed training framework as at Appendix 3 of report Corp-17-126, with any amendments, for the remainder of the 2016-2019 Triennium.
- 28 That Council approves the attendance at the 2017 Local Government NZ Council of the Mayor, Cr....., Cr..... and Cr ....., and that as a general rule each Councillor will attend the Conference only once during the 2016-2019 Triennium.

<b>Report prepared by</b>	<b>Approved for submission</b>	<b>Approved for submission</b>
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## ATTACHMENTS

- Appendix 1 LGNZ Conference 2017 programme
- Appendix 2 Applied Governance Essentials programme, and list of EQUIP workshops
- Appendix 3 Proposed Triennial training and development programme

**APPENDIX 2****APPLIED GOVERNANCE ESSENTIALS FOR LOCAL GOVERNMENT  
LGNZ WORKSHOP AGENDA**

Time	Topic
9.30am	Welcome, introductions, housekeeping and objectives
9.50am	Session 1 – what is good governance in a council context?
11.00	Morning tea
11.20am	Session 2 – Creating an effective governance culture
1pm	Lunch
1.30pm	Session 3 – management and governance – understanding each other’s roles; councillor and staff relationships
3.00pm	Afternoon tea
3.20pm	Session 4 – Strategy, meetings and papers
4.45pm	Session 5 – Summary, evaluation and wrap-up

**LGNZ’S “EQUIP” LIST OF WORKSHOPS**

Applied Governance Essentials for Local Government  
 A Practical Guide to Public Consultation  
 Audit and Risk Committees – Roles and Functions  
 Audit and Risk Forums  
 Conflicts of Interest  
 Customer Complaints and Constructive Conversations  
 District Licensing Committees  
 Effective Meetings  
 Financial Governance Revisions  
 Financial Governance 101  
 Financial Governance 201  
 Governance Special Edition  
 Introduction to Financial Governance  
 Media Training for Modern Leaders  
 Political Decision-Making  
 RMA – the Dark Art of Town Planning  
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