

## Policy Intent

The Southern Mallee District Council is committed to providing training and development activities for its Council Members, including the mandatory training requirements under the LGA Training Standards, and recognises its responsibility to develop and adopt a policy for this purpose under section 80A of the Local Government Act.

Following the amendment to the Local Government Act and the Local Government (General) Regulations November 2014, this policy incorporates the new requirements for Council Members to undertake mandatory training within the first year of election to office, which complies with the *LGA Training Standards* as defined in regulation 8AA of the Local Government (General) Regulations 2013.

## Policy Objective

To ensure Council Members are offered opportunities to undertake the required training in accordance with the *LGA Training Standards* and any other appropriate training and development activities relevant to their roles and functions.

## Scope

This Policy applies to all Council Members, who each have an obligation to abide by this Policy.

## Training & Development Plan

Council will develop and adopt a Training & Development Plan so as to ensure that activities available to all Council Members comply with the Regulations and contribute to the personal development of the individual and the achievement of the strategic and good governance objectives of Council.

Particular emphasis will be given in the Training & Development Plan to the participation of all Council Members in the development of a new team following a general election as well as the orientation of first time Elected Members.

In preparing its Training & Development Plan the Council will utilise a range of strategies to identify the needs of Council and match these needs against its strategic and good governance objectives. In particular, the Council, in consultation with Council Members who have been re-elected for another term on Council, will undertake a 'gap analysis' to identify the appropriate modules within the *LGA Training Standards* that should form the basis of the required training for returning Council Members.

Council will collect information regarding the training and development needs of Council Members by way of

- Utilising the LGA's Self Assessment Tool for Elected Members as provided by the Local Government Association of SA and

- Conducting Workshops and
- Any other method considered appropriate by Council

Council recognises that in order to carry out their roles and responsibilities to the community Council Members will need specific training and refresher courses about their legislative and governance roles and functions.

The *LGA Training Standards* can be accessed on the LGA website at <http://www.training.lga.sa.gov.au/index.cfm/council-member-training/lga-training-standard/>. They consist of the following modules:

- Module 1 - Introduction to Local Government - Role and function of Council Members
- Module 2 - Legal Responsibilities
- Module 3 - Council and committee meetings
- Module 4 - Financial Management and Reporting

Council Members who are new to Council will be required to undertake all four modules. Returning Council Members will undertake the appropriate modules identified through a 'gap analysis' of their skills and training needs but it is recommended they undertake modules 2 and 4.

Other training issues will emerge that are directly related to specific service areas and other community issues and address environmental, social and economic challenges facing the community.

It is recognised that a range of delivery methods will be required to support the training needs of Council Members, including:

- In-house workshops, seminars and briefing sessions conducted by the Council with appropriate staff, trainers and guest speakers;
- Attendance at workshops, seminars and conferences offered by training providers and industry bodies including the Local Government Association of SA, Local Government Managers Australia, other industry bodies and/or private providers offering courses for Members to gain new skills and knowledge and to network with other Elected Members;
- Printed material, including training booklets and discussion papers, that may be distributed for information;
- On-line self-paced learning; and
- CD Rom/DVD information.

Council's Training & Development Plan will include the agreed delivery method to respond to the needs of Council Members identified during the development of the training plan.

## Annual Budget Allocation

A budget allocation will be provided to support the training and development activities undertaken by Council, and progress against expenditure of the budget allocation will be reported on a quarterly and annual basis.

All training undertaken by Members will be recorded in the Council Allowances and Benefits Register which will be updated as required to reflect attendances.

## Attendance at Training and Development Activities

The Training & Development Plan will determine the nature of training to be made available however access to training programs not directly conducted by the Council, or where no budget allocation has been identified and approved under the plan for other specified local government related activities, will require approval upon application and must link to the training plan unless otherwise agreed by the Council.

Application forms are available from the Chief Executive Officer (or nominee).

Following attendance at a training program or activity, individual Council Members are required to prepare a report outlining the nature of the training program/activity and the benefits gained through attendance along with feedback on ideas to enhance the program/activity.

The Chief Executive Officer will keep a record of all training attended, but particularly the mandatory training requirements. Failure to complete the mandatory training requirements in the relevant time frame amounts to a breach of the Council Members Code of Conduct.

## Payments/Reimbursements

The reimbursement of expenses for training purposes must be approved by the Council consistent with its Training & Development Plan or through a separate resolution endorsing attendance at the training program/activity.

Where approval has been granted by Council for attendance at a training program/activity a Member may seek reimbursement of expenses in accordance with the relevant provisions of the Act and Regulations.

## Annual Reporting

A Council's annual report will include a segment regarding the operation of this Policy, the nature of matters raised in the Training & Development Plan, attendances by Members and expenditure allocated and used for training of Council Members.

## Further Information

Members of the public may inspect this Policy on Council's website [www.southernmallee.sa.gov.au](http://www.southernmallee.sa.gov.au) and at the principal office of the Southern Mallee District Council at Day Street, Pinnaroo SA 5304.

On payment of a fee, a copy of this Policy may be obtained from the Council, or otherwise may be downloaded for free from the Council's website.

Any queries in relation to this Policy should be directed to the Chief Executive Officer contactable at the principal office on 8577 8002.

## Policy Review

This policy will be within two years or as required by Council.

The Council may at any time alter this policy, or substitute a new policy.

## Other Relevant Policies/Procedures

Elected Members Code of Conduct Policy

## Example Council Member Training & Development Plan

### Southern Mallee District Council

#### EXAMPLE COUNCIL MEMBER TRAINING AND DEVELOPMENT PLAN

*(Either prepared as a plan for the 4 year Term of Office and reviewed annually, or as an annual plan)*

Details	Available to	Provider	Date	Cost
<b>New Council Induction Program</b>				
Role and Responsibilities of Elected Members	All Elected Members	Combination of In house and External		
Role of Chief Executive Officer and Staff	All Elected Members	Combination of In house and External		
Long Term Financial Plan and Annual Budget	All Elected Members	Combination of In house and External		
Council Meeting Procedures	All Elected Members	XYZ Consultant		
Legal Issues for Elected Members	All Elected Members	XYZ Lawyers		
Overview of XYZ Council Development Plan and associated Planning and Development issues	All Elected Members	In house and ABC Lawyers		
<b>Other Member Training</b>				
Elected Members and Access to Information	All Elected Members	In house and XYZ Lawyers		
Dealing with Confidential Information	All Elected Members	In house ABC Lawyers		
<b>Committee Specific Training</b>				
Council Development Assessment Panel Member Training	CAP Members	Consultant / Lawyers		
Council Development Assessment Panel Workshops for relevant P&D issues eg Code of Conduct	CDAP Members	In house ABC Lawyers		

# Council Members Training and Development Policy



Details	Available to	Provider	Date	Cost
Financial Sustainability and Asset Management	Finance and Asset Management Committee Members	LGA*		
Audit Committee	Audit Committee	LGA*		
<i>Other Committee specific training sessions</i>	<i>As appropriate</i>			
<b>LGA Education and Training Services</b>				
Public Speaking Skills for Elected Members	All Elected Members	LGA*		
Media Skills for Elected Members	Mayor and Deputy Mayor	LGA*		
Chief Executive Officer Performance Management	All Elected Members	LGA*		
Conflict of Interest, Governance Roles and Responsibilities	All Elected Members	LGA*		
Council & Committee Procedures and Chairing Skills	All Elected Members	LGA*		
CDAP Fundamentals	CAP Members	LGA*		
Strategic Financial Sustainability for Good Governance Decision Making	All Elected Members	LGA*		
<i>Other relevant training programs provided by LGA</i>	<i>As appropriate</i>	LGA*		
<b>Local Conferences and Seminars</b>				
Elected Members Governance Residential Program	All Elected Members	LGA		
Elected Members Strategic Issues Residential Program	All Elected Members	LGA		
Mayors & Chairpersons Residential Seminar	Mayor/Chairperson	LGA		

# Council Members Training and Development Policy



LGA Annual Conference and/or Showcase	All Elected Members	LGA		
Details	Available to	Provider	Date	Cost
LGMA (SA) Annual Conference	All Elected Members	LGMA		
<i>Other relevant local conferences that may be identified throughout the year</i> <i>Other relevant short seminars and special interest sessions throughout the year</i>	All Elected Members			
<b>Interstate Conferences and Seminars<sup>#</sup></b>				
Local Government Professionals Annual Conference [location]	All Elected Members	LG Professionals		
Local Government Managers Australia (LGMA) National Congress [location]	All Elected Members	LGMA		
ALGA National General Assembly of Local Government [location]	All Elected Members	ALGA		
<i>Other interstate conferences that may be identified throughout the year</i>	<i>As appropriate</i>			

**\* Note:** Consultants can be sourced from the LGA as providers are used for sessions conducted by the LGA. The LGA can also assist with organising sessions and securing presenters.

**# Note:** All interstate conferences or seminars require an individual Council approval by resolution.

Policy name and version no.	Council Members Training and Development Policy Version 2
Last update	January 2018
Last Council review (resolution number)	05 / 0118
Next review date	January 2020
Responsibility	Chief Executive Officer