

Council Members Training and Development Policy

Classification	Policy
Strategic reference	Goal 4: Governance and Organisational Culture
Relevant legislation	Section 80A, <i>Local Government Act 1999</i> Regulation 8AA, <i>Local Government (General) Regulations 2013</i>
Relevant documents	LGA Training Standards
Responsible officer	Chief Executive Officer
Version	2.0
Date adopted	17 January 2024
Date of effect	30 January 2024
Next review date	January 2027

1. STATEMENT

- 1.1. 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. Council recognises its responsibility to develop and adopt a policy for this purpose under section 80A of the *Local Government Act 1999* (the “Act”).
- 1.2. Following the amendment to the Act and the *Local Government (General) Regulations 2013* (the “Regulations”), this Policy incorporates the 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 Regulations.
- 1.3. Following the *LGA Training Standards* for Council Members update published 5 October 2022, this Policy incorporates the prescribed training for all Council Members.

2. OBJECTIVES

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.

3. SCOPE

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

4. TRAINING AND DEVELOPMENT PLAN

- 4.1. Council will develop and adopt a T&D 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.

Council Members Training and Development Policy

- 4.2. Particular emphasis will be given in the T&D 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 Council Members.
- 4.3. In preparing its T&D Plan Council will utilise a range of strategies to identify the needs of Council and match these needs against its strategic and good governance objectives.
- 4.4. The T&D Plan will:
 - 4.4.1. Ensure that training activities are available to all Council Members;
 - 4.4.2. Comply with the Act and the Regulations.
 - 4.4.3. Contribute to the personal development of the individual and achievement of the strategic and good governance objectives of Council
 - 4.4.4. Contribute to the development of a new team following a general election
 - 4.4.5. Contribute to the orientation of first-time Council Members.
- 4.5. The preparation, review and monitoring of the Plan will consider:
 - 4.5.1. Mandatory Training Requirements
 - 4.5.1.1. The prescribed LGA Training Standards will be prioritised for completion within the first twelve (12) months of appointment to Council.
 - 4.5.1.2. Completion of the mandatory training is a statutory obligation for all Council Members – continuing and new.
 - 4.5.2. Mid-Term Council Leadership Refresher Training
 - 4.5.2.1. Mid-Term refresher training will be provided for Council Members. This will include but is not limited to:
 - A Workshop about the maintenance of effective working relationships amongst Council Members with the CEO and key Council staff
 - Legal and financial responsibilities
 - Effective Council meeting and procedures
 - 4.5.3. Additional Training Requirements
 - 4.5.3.1. Other training needs may be identified in the Plan that are directly related to specific service areas, community issues, environmental, social and economic challenges facing the community. This may include training and development opportunities related to, but not limited to:
 - Role and function of Council Members
 - Relationship between Council Members, the Chief Executive Officer (CEO) and Staff
 - Meeting Procedures

Council Members Training and Development Policy

- Conflict of Interest
- Behavioural management and standards
- Interpretation of Financial Reports and Statements
- Information Technology

4.5.4. Identification of Training Needs

4.5.4.1. A range of strategies will be utilised to identify the training needs of Council Members and these will be assessed against Council's strategic and good governance objectives, including:

- Gap Analysis
- Identification of requirement by CEO
- Individual member requests for specific training
- Workshops

4.5.5. Training Delivery Methods

4.5.5.1. The Plan may detail the delivery method for the identified training requirement. A range of delivery methods may 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 / electronic information.

4.5.6. Monitoring and Review

4.5.6.1. The T&D Plan will be monitored for progress and reviewed on an annual basis.

5. LGA TRAINING STANDARDS

5.1. 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/>. The following reflect the prescribed mandatory training for all Council Members as per the LGA Training Standards for Council Members (published 5 October 2022)

Council Members Training and Development Policy

- 5.1.1. Behaviour
 - Values, Ethics and Behaviour
 - Communication Skills
 - Leadership Skills
- 5.1.2. Civic
 - Introduction to Local Government
 - Effective council meetings
 - Council meetings procedures
 - Representing council decisions
- 5.1.3. Legal
 - Role of a Council Member
 - Registers, returns, resources
 - Legal protection and oversight
- 5.1.4. Strategy & Finance
 - Integrated strategic management planning and performance
 - Strategic risk management and oversight
 - Financial Management

Additional to the above is prescribed mandatory training for the Mayor only:

- 5.1.5. Behaviour
 - Effective Leadership
 - Public Speaking and Media Skills
- 5.1.6. Civic
 - Meeting Procedures – Technical Knowledge
 - Effective Meetings – Chairing Skills

Council Member appointments to Committees may require attendance at training relevant to role of the Committee.

6. ATTENDANCE AT TRAINING AND DEVELOPMENT ACTIVITIES

- 6.1. Council approves the mandatory training and development activities by adopting the T&D Plan.
 - 6.1.1. Upon resolution the CEO will coordinate the sourcing and provision of the mandatory training and the discretionary training to be attended by all Council Members (usually in-house).
- 6.2. Where a training session is not identified as mandatory in the T&D Plan, a Council Member wishing to attend must make an application by completing a Training and Development Approval Form detailing the content, relevance and costs (including travel, meals, accommodation, registration fees, etc.) involved to attend.



Council Members Training and Development Policy

- 6.3. All applications shall be forwarded to the Mayor for approval or in the case of the Mayor being the attendee, authority for approval will pass to the Deputy Mayor in consultation with the CEO. Once approved, the application is forwarded to the CEO in reasonable time to meet the training or development activity registration deadline.
- 6.4. For Council Member requests to attend a training and development activity is above \$1,000, approval to attend shall be the subject of a report to Council for consideration.
- 6.5. Refusal of an application (by the Mayor or Deputy Mayor) will be reported to Council.
- 6.6. Access to training programs not directly conducted by the Council, or where no budget allocation has been identified and approved will require Council approval upon application.
- 6.7. 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 requirement for a report does not apply to mandatory training or training arranged for all Council Members. The preparation of a report will only apply to individual Council Members who have attended training and development as approved by Council.
- 6.8. The Chief Executive Officer must 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' behavioural requirements.
- 6.9. All training undertaken by Council Members will be recorded in the Council Members Allowances and Benefits Register, which will be updated as required to reflect attendances.
- 6.10. Southern Mallee District Council's Annual Report will include a segment regarding the operation of this Policy, the nature of matters raised in training and professional development, attendances by Members and expenditure allocated and used for training of Council Members.

7. ANNUAL BUDGET ALLOCATION / PAYMENTS / REIMBURSEMENTS

- 7.1. A budget allocation will be provided to support the training and professional development activities undertaken by Council, and progress against expenditure of the budget allocation will be reported annually.
- 7.2. 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.

8. AVAILABILITY

This Policy is available free of charge on the Council's Website: www.southernmallee.sa.gov.au

A printed copy of the Policy may be purchased from the Principal Council Office, Day Street, Pinnaroo, upon payment of a prescribed fee in accordance with Council's Schedule of Fees and Charges.



Council Members Training and Development Policy

9. REVIEW

This Policy will be reviewed within 12 months of an election or more frequently if legislation or Council requires.

10. ADOPTION & AMENDMENT HISTORY

The table below sets out the adoption, review and amendment history of the policy.

Version No:	Issue Date:	Authorised by:	Description of Change:	Minutes Reference:
1.0	18 March 2020	Council	Council adopted Council Members Training and Development Policy	Ordinary Council -18 March 2020
2.0	30 January 2024	Council	Review of Training and Development Policy and implementation of Training and Development Plan within Policy. Update of mandatory trainings as prescribed in LGA Standards for Council Members published 5 October 2022	Ordinary Council -17 January 2024