



## Council Members Training and Development Policy

<b>Classification:</b>	Council Policy
<b>Version Number:</b>	3
<b>Review Frequency:</b>	Once in the term of Council
<b>Last Reviewed:</b>	December 2022
<b>Review Due:</b>	November 2026
<b>Responsible Officer:</b>	Chief Executive Officer Director Corporate Services
<b>Applicable Legislation:</b>	<ul style="list-style-type: none"> <li>• Section 80A of the Local Government Act 1999,</li> <li>• Regulation 8AA of the Local Government Local Government (General) Regulations 2013</li> </ul>
<b>Related Policies/Procedures/Documents:</b>	<ul style="list-style-type: none"> <li>• Council Members Code of Conduct</li> <li>• Council Members Allowances and Benefits Policy</li> <li>• Council Members Training Plan</li> </ul>

### 1. PURPOSE:

The purpose of this policy is to:

- achieve the mandatory training requirements under the LGA Training Standards within the first year of election to office;
- provide training and development opportunities to assist Council Members in the performance and discharge of their functions and duties.

**2. LEGISLATIVE CONTEXT:**

- 2.1 Section 80A of the Local Government Act 1999 requires Council to prepare and adopt a training and development policy for its members.
- 2.2 Section 8AA of the Local Government (General) Regulations 2013 stipulates that Council must ensure that its training and development policy:
  - a) provides that members must undertake regular training in accordance with the policy; and
  - b) complies with the mandatory training requirements set out in the LGA Training Standards.

**3. SCOPE:**

This policy applies to all Council Members, who each have an obligation to attend training and development provided for their ongoing learning and development.

**4. DEFINITIONS:**

LGA Training Standards	means the document entitled <i>LGA training standards for Council members</i> approved by the Minister for the purposes of this regulation and published on a website maintained by the LGA, as in force from time to time.
Training and Development	An activity where a person has the opportunity to further develop skills and knowledge.
Training Plan	The Training and Development Plan adopted by Council in accordance with this Policy.

**5. TRAINING & DEVELOPMENT PLAN:**

- 5.1 Council will develop and adopt a Training & Development Plan to ensure that activities available to all Council Members:
  - comply with the Regulations and
  - contribute to:
    - the personal development of the individual and
    - a positive and constructive working relationship within Council; and
    - the achievement of the strategic and good governance objectives of Council.
- 5.2 Particular emphasis will be given in the Training and 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 Council Members.
- 5.3 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. Council Members who have been re-elected will participate in the training and development and will utilise their experience to contribute to the learning of new Council Members.

5.4 Council's Training and Development Plan will include the LGA Training Standards which provides a community leadership competency framework, defining the key capabilities required to perform the council member role. The framework, through core modules, learning objectives and outcomes, defines community leadership in four key competencies:

- Behaviour
- Civic
- Legal
- Strategy and Finance

The four key competencies are mandatory and every council member (including the Mayor and returning members) must undertake the training within the first 12 months of the Council term.

5.5 In addition, Section 58 of the Act sets out the specific role of the Mayor. To support performance in this leadership role, 'Mayoral Leadership training' must be completed by the Mayor (in addition to the council member requirements).

5.6 All training undertaken by Council Members will be recorded in Council's Training Plan and where applicable, in Council's Allowances and Benefits Register.

5.7 The Training and Development Plan will be developed, adopted and reviewed on an annual basis to ensure effective delivery of the Plan and to identify any specific training needs required.

## **6. TRAINING DELIVERY:**

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 facilitated by 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, other industry bodies and/or private providers;
- Printed material, including training booklets and discussion papers, that may be distributed for information; and
- On-line learning and webinars.

## **7. ANNUAL BUDGET ALLOCATION:**

An annual budget allocation will be provided to support the training and development activities undertaken by Council Members.

## **8. ATTENDANCE AT TRAINING / DEVELOPMENT ACTIVITIES:**

### **8.1 Activities in the Training Plan**

8.1.1 The Training & Development Plan will determine the nature of training to be made available.

8.1.2 No further Council approval is required for a Council Member to attend an activity which is approved in the Plan.

8.1.3 Council Members may seek reimbursement for expenses associated with attendance at the training activity as outlined in the Council Members Allowances and Benefits Policy.

8.2 Activities not in the Training Plan

Further training and development activities will emerge outside of the Training Plan's annual review cycle. Council Members may attend such activities provided that:

8.2.1 the attendance is necessary or beneficial to the performance or discharge of official duties or functions; and

8.2.2 sufficient funds are available within the training budget line for Council Member training and development; and

8.2.3 an Council Member's Training and Development Request form (Appendix 1) is completed and presented to a Council meeting for approval by resolution of Council. The training request must outline the total cost associated with the training activity including registration fees, transportation, accommodation, meals and anticipated incidental expenses.

8.2.4 if it is not practical due to timing to obtain approval of Council to attend the training, the training request may be approved by the Mayor. In the case of a request by the Mayor, the request may be approved by the Deputy Mayor.

8.2.5 where approval has been granted by Council for attendance at an activity in this this clause, a Council Member may seek reimbursement of expenses in accordance with the Council Members Allowances and Benefits Policy.

**9. REPORTING:**

9.1 Following attendance at a training or development activity which is not mandatory under the Regulations, Council Members are required to complete a Training Attendance Record Form (Appendix 2). This provides an opportunity to provide feedback on the training program/activity and the benefits gained through attendance. The feedback will also assist in enhancing future training programs/activities.

9.2 The CEO or their delegate will keep updated on a quarterly basis:

9.2.1 the Council Members Training and Development Register to reflect the mandatory and optional training and development activities undertaken by Council Members.

9.2.2 the Council Members Allowances and Benefits Register to reflect the actual and associated expenditure of such training and development activities.

**10. ANNUAL REPORTING:**

Training and development activities undertaken by Council Members during the relevant financial year will be reported in Council's annual report, as required by the Local Government Act 1999.

**11. AVAILABILITY OF THE POLICY:**

This policy will be available for inspection at the Council's principal office, 29 Holland Street Kingston SE, during ordinary business hours and on Council's website: [www.kingstondc.sa.gov.au](http://www.kingstondc.sa.gov.au). Copies will also be provided to interested members of the community upon request, and upon such payment of the fee set by Council.

**Appendix 1 – Council Members Training and Development Request Form**

**COUNCIL MEMBER’S TRAINING AND DEVELOPMENT REQUEST FORM**



**Purpose:** To seek approval for attendance at training and/or development activities *not* included in the approved Council Members’ Training and Development Plan.

**Process:** To obtain approval for training or development activities, please complete/sign Section 1 and forward it to the CEO for inclusion in the next agenda. If it is not practical due to timing to obtain approval of Council, the training request may be approved by the Mayor. In the case of a request by the Mayor, approval may be provided by the Deputy Mayor.

**Accommodation and associated expenses:** Council Members are encouraged to contact Council’s Communication Engagement Coordinator as early as possible to secure a room at the best possible rates. This should be done whilst awaiting approval of Council.

<b>1. Details (to be completed by applicant)</b>	
Council Member Name:	
Training Course / Development Event:	
Supplier / Organiser:	
Course / Event Date:	
Registration Fees:	\$
Associated Costs of Course/Event:  (refer to Council Members Allowances and Benefits policy for guidelines of expenses to be reimbursed).	Accommodation \$  Meals \$  Transport \$  Parking: \$  Incidentals: \$
<i>Total anticipated cost of training/development activity: \$ .....</i>	
<i>How will this course or event assist in your role as an Council Member?</i>	
Signed:	Date:

<b>2. Approval Process</b>	
Is the activity scheduled before the next Council meeting? If yes, request to referred to the Mayor (or in the case of the Mayor, the Deputy Mayor) for approval.	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Mayor/Deputy Mayor Approval</b>	
Is the activity necessary/expedient to the performance or discharge of official duties or functions?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are there sufficient funds in the Council Member Training and Development budget line?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Available budget: \$.....	
Approved by: ..... (Mayor/Deputy Mayor)	
Date:	
<b>Council Approval</b>	
Is the activity necessary/expedient to the performance or discharge of official duties or functions?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are there sufficient funds in the Council Member Training and Development budget line?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Available budget: \$.....	
Approval provided by Council:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Date of Council meeting:.....	
Resolution Number: .....	

**Appendix 2 – Council Members Training Attendance Form**

**COUNCIL MEMBER’S TRAINING AND DEVELOPMENT: RECORD FORM**



**Purpose:** following your training or development activity, please complete this questionnaire and forward it to the CEO for inclusion in Council’s Training Register.

**1. Training or Development Details**

Course or Event Title	
Participant Name:\	
Trainers/Presenters Name(s)	
Date of Course or Event	
Location of Training	

**2. Questionnaire**

	Not Valuable 1	Slightly Valuable 2	Undecided 3	Valuable 4	Extremely Valuable 5
Overall, I rated this course or event as:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Why?					
	Strongly Disagree 1	Disagree 2	Undecided 3	Agree 4	Strongly Agree 5
I am likely to recommend this course or event to my Council Member colleagues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Strongly Disagree 1	Disagree 2	Undecided 3	Agree 4	Strongly Agree 5
I will be able to immediately apply the knowledge or new connections to my role as a Council Member.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<b>3. Other Comments</b>
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<b>4. Attachments</b>
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*If you received materials at the training which are of use to the Council Member body, please attach them to this form.*

Signature:.....

Date: .....