



Training and Development Policy and Plan for Council Members



	TRAINING AND DEVELOPMENT POLICY AND PLAN FOR COUNCIL MEMBERS	Version No:	2.0
		Issued:	Nov 2022
		Next Review:	Nov 2026

Policy Name:	Training and Development Policy and Plan for Council Members
Responsibility:	Chief Executive Officer
Version:	2.0
Effective Date:	14 December 2022
Last revised date:	November 2018
Minute reference:	110/12/22
Next review date:	Next periodic election
Applicable Legislation:	<i>Local Government Act 1999 Section 80A, Reg. 8AA of the Local Government (General) Regulations 2013</i>
Related Policies:	Council Member Training and Development Policy Induction for New Council's Policy
Related Documents/Procedures	Council Member Training and Development Plan

1. INTRODUCTION

The District Council of Franklin Harbour 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.

2. 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.

3. SCOPE

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

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4. 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 Council 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 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:

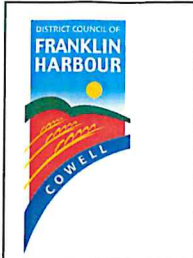
- Module 1 - Introduction to Local Government - Role and function of Council Members
- Module 2 - Legal Responsibilities
- Module 3 - Council and committee meetings
- Module 4 - Financial Management and Reporting

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.

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;



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- 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 Council 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.

5. 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.

6. 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 Council approval upon application and must link to the training plan unless otherwise agreed by the Council.

The CEO 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.

7. 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.

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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. 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.

9. STATEMENT OF REVIEW

This policy will be reviewed every year in conjunction with the development of the Annual Budget Allocation and review of the Training & Development Plan.

SIGNED:	 Responsible Officer Date: <u>16 / 12 / 22</u>
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Example Council Member Training & Development Plan

XYZ 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	Attendee <i>Available to:</i>	Provider	Date	Cost
LGA Training Standards				
Module 1 - Introduction to Local Government - Role and function of Council Members	<i>All Council Members</i>	LGA Education and Training		
Module 2 - Legal Responsibilities	<i>All Council Members</i>	LGA Education and Training		
Module 3 - Council and committee meetings	<i>All new Council Members</i>	LGA Education and Training		
Module 4 - Financial Management and Reporting	<i>All Council Members</i>	LGA Education and Training		
Overview of XYZ Council Development Plan and associated Planning and Development issues	<i>All Council Members</i>	In house		

Committee Specific Training				
Council Assessment Panel Member Training	<i>CAP Members</i>	Consultant /		
Financial Sustainability and Asset Management	<i>Finance and Asset Management Committee Members</i>	LGA		

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Details	Attendee <i>Available to:</i>	Provider	Date	Cost
Audit Committee	<i>Audit Committee</i>	LGA		
<i>Other Committee specific training sessions</i>	<i>As appropriate</i>			

LGA Education and Training Services				
Public Speaking Skills for Council members	<i>All Council Members</i>	LGA		
Media Skills for Council Members	<i>Mayor and Deputy Mayor</i>	LGA		
CEO Performance Management	<i>All Council Members</i>	LGA		
Conflict of Interest, Governance Roles and Responsibilities	<i>All Council Members</i>	LGA		
Council & Committee Meeting Procedures and Chairing Skills	<i>All Council Members</i>	LGA		
CAP Fundamentals	<i>CAP Members</i>	LGA		
Strategic Financial Sustainability for Good Governance Decision Making	<i>All Council Members</i>	LGA		
<i>Other relevant training programs provided by LGA</i>	<i>As appropriate</i>	LGA		

Local Conferences and Seminars				
Council Members Governance Residential Program	<i>All Council Members</i>	LGA		
Mayors & Chairpersons Residential Seminar	<i>Mayor/Chairpersons</i>	LGA		

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Details	Attendee <i>Available to:</i>	Provider	Date	Cost
LGA Annual Conference and/or OGM Showcase	<i>All Council Members</i>	LGA		
<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>	<i>All Council Members</i>			

Interstate Conferences and Seminars#				
Local Government Professionals Annual Conference [location]	<i>All Council Members</i>	LG Professionals		
Local Government Managers Australia (LGMA) National Congress [location]	<i>All Council Members</i>	LGMA		
ALGA National General Assembly of Local Government [location]	<i>All Council Members</i>	ALGA		
<i>Other interstate conferences that may be identified throughout the year</i>	<i>As appropriate</i>			