

# Council Member Training and Development Policy

Policy Author	General Manager – Strategy & Corporate
Date of next review	January 2023

## 1. Statement of Intent

The Council is committed to offering training and development opportunities for Council Members and ensuring mandatory training as required by the *LGA Training Standards* is provided.

The Council supports the personal development of Council Members to achieve Council’s strategic and good governance objectives, and enable them to have the appropriate knowledge, skills and competencies to assist in the performance and discharge of their official functions and duties.

The following measures are ways of achieving the intent of this Policy:

- Council Member Training and Development Plan (the Plan);
- Continue to identify the needs of Council Members to match these needs against Council’s strategic objectives to inform the Plan for Council Members;
- Group training for Council Members when required;
- Council Member induction and orientation programs following each general or periodic election;
- Attendance of Council Members at annual conferences or meetings as Council’s representatives; and
- Individual training and development opportunities to assist in the performance and discharge of official functions and duties for Council Members.

Council will endorse a training and development budget each financial year to provide support to the training and development of Council Members.

## 2. Scope

This Policy applies to Council Members. Training and development provisions for Independent Members of Council’s Section 41 Committees and the Council Assessment Panel (CAP) are covered within the Charters for the respective Committees.

## 3. Legislation and References

This Policy is to be read in conjunction with the Council Member Training and Development Procedure.

- *Local Government Act 1999* – Section 80A, Section 303
- *Local Government (General) Regulations 2013* – Regulation 8AA
- LGA Training Standards for Council Members

- Strategic Plan 2020-2024
- Code of Conduct for Council Members
- City of Playford Global Glossary
- This Policy should not be considered as the only document that may relate to Council Member training and development, other tiers of government, agencies or organisations may have legislation or policies that also apply.

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## 4. Application

Council	Adopts a Training and Development Policy.
Council Members	Maintain a thorough understanding of the Training and Development Policy and associated Procedure to ensure training and development obligations and requirements are fulfilled.
Chief Executive Officer	Ensure appropriate planning, training and budgeting for Council Member training and development is provided.
Governance Team	Maintain, review and update the Council Member Training and Development Policy Assist Council Members in the administration of this Policy
Executive Assistant – Mayor and Councillors/General Manager Strategy and Corporate	Provide administration support to facilitate Council Member attendance at annual conferences or meetings; and individual training by Council Members as required.

## 5. Relevance to Risk Appetite Statement

### Financial Sustainability

The City of Playford has a **LOW** appetite for short-term financial risk that adversely impacts on the delivery of the Long Term Financial Plan (LTFP) and the City of Playford’s overall financial stability and sustainability.

This policy addresses the risk to financial sustainability by stipulating expenditure limits and conditions for training and development activities to ensure that budget limits are not exceeded.

### Reputation

The City of Playford has a **LOW** appetite for negative perceptions that compromise its credibility and reputation.

This policy addresses the risk to reputation by supporting the development of a Training and Development Plan and Council Member induction and orientation program to ensure Council

provides legislatively required training to Council Members. By supporting additional group training and individual training, Council Members are able to develop their skills further to assist in the undertaking of their roles and responsibilities.

## Regulatory Compliance

The City of Playford has **ZERO TOLERANCE** for non-compliance with applicable legislation.

This policy addresses the risk to regulatory compliance by meeting the requirements of Section 80A of the *Local Government Act 1999* and Regulation 8AA of the *Local Government (General) Regulations 2013*.

## 6. Feedback

Your feedback on this policy is invited and can be directed to the Manager Governance via email to [governance@playford.sa.gov.au](mailto:governance@playford.sa.gov.au) or by calling the Customer Contact Team on 8256 0333.

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### Administration use only

ECM document set no.	3933718
Version no.	5
Procedure link	Council Member Training and Development Procedure
Policy author	General Manager – Strategy & Corporate
Endorsed by	Council
Resolution no.	4622
Legal requirement	<i>Local Government Act 1999</i> – Section 80A <i>Local Government (General) Regulations 2013</i> – Regulation 8AA
Review schedule	4 Years – per Council term
Date of current version	May 2021
Date of next review	January 2023

### Version history

Version no.	Approval date	Approval by	Change
1	28/02/2012	Ordinary Council Resolution No. 656	New Policy

2	24/09/2013	Ordinary Council Resolution No. 1427	Review requested by Governance Review Committee, April 2013
3	22/03/2016	Ordinary Council Resolution No. 2521	<u>Scheduled Review:</u> Policy inserted into new Corporate Policy Template.  Policy has been separated into Policy and Procedure. Inclusion of mandated training for Council Members into the policy, following legislative amendments in 2014
4	26/03/2019	Ordinary Council Resolution No. 3474	Scheduled review following the November 2018 general elections.
5	25/05/2021	Ordinary Council Resolution No. 4622	Scheduled review and transfer into new corporate template.  Summary of the key ways Council supports personal development of Council Members.

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