



Council Member Training and Development Policy Guidelines

This guideline template can be used to support Council policy or administration policy

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Responsible Team Governance

Other Key Internal Stakeholders

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1. Purpose

The City of Playford is committed to providing Council Members training and development opportunities. The aim of training and development is to enable Council Members to have the appropriate knowledge, skills and competencies to be able to perform their official functions and duties and contribute towards achieving the strategic objectives of Council.

2. Scope

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

3. Legislation and References

- Section 80A *Local Government Act 1999*
- Regulation 8AA *Local Government (General) Regulations 2013*
- *LGA Training Standards*
- *City of Playford Strategic Plan 2016-2020*
- Council Member Training and Development Policy
- Elected Member Support Policy and Guidelines
- Council Members Register of Allowances and Benefits
- Code of Conduct for Council Members
- Local Government (Members Allowances and Benefits) Regulations 2010

4. Definitions

ALGA is the Australian Local Government Association.

Budget allocation is the annual budget allocation provided for group or individual Council Member training and development.

Council Member as stated in the Local Government Act 1999, member of a council means the principal member or a councillor of the Council. Elected Member is commonly utilised to refer to Council Member.

Development includes study tours, industry workshops, courses, seminars and conferences that may improve a Council Members' skills and knowledge relevant to their responsibilities as a Council Member.

Group Training is training that is provided to either all Council Members or any of Council's Section 41 Committees, including Local Government Association (LGA) Training Standard four Mandatory Training Modules.

Independent Members are members on a committee or panel who are not elected but have been appointment by the Council to undertake a similar role as Councillors on Council's Section 41 Committees or the Council Assessment Panel. They are external appointees.

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LGA is the Local Government Association.

Mayor is the person elected as the Principal Member of the Council to represent the local government area as a whole.

Organisation is the body corporate known as the City of Playford which includes the Employing Authority

Personal development may include the development of personal skills related to the activities as a Council Member such as public speaking or leadership.

Training is any facilitated learning activity which is considered by council to be a requirement for Council Members to discharge their duties and responsibilities.

5. Guidelines

5.1. TRAINING AND DEVELOPMENT PLAN

Council recognises that in order to perform and discharge official functions and duties, Council Members may need to undertake **specific** training, professional development and refresher courses. A Training and Development Plan will be developed for Council, outlining proposed group training sessions and presented to Council biennially for endorsement.

Council will develop and deliver Council Member induction and orientation programs following each general or periodic election, including the four mandatory training modules outlined in the LGA Training Guidelines. These training, orientation and induction sessions will be incorporated into the Training and Development Plan in addition to other group training sessions. Council Members holding positions on specific committees may also be required or choose to complete specific training associated with that committee.

5.1.1 Training Needs

5.1.1.1 Following a general election, Council Members will be requested to provide feedback via a Training Needs Form (Annexure A) to enable training needs and preferences to be identified, which will inform the Training and Development Plan.

5.1.2. Training Delivery

5.1.2.1. Mandatory and group training will be scheduled with as much notice as possible, with no less than two weeks notice provided.

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

- a. in-house workshops, seminars and briefing sessions conducted by Council administration with appropriately qualified trainers and guest speakers;
- b. attendance at workshops, seminars and conferences offered by training providers and industry bodies including the Local Government Association of South Australia or private providers.

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- c. printed material, including training booklets and discussion papers, that may be distributed for information;
- d. on-line self-paced learning; and
- e. electronic information.

5.1.3. Budget Allocation

- 5.1.3.1. An annual budget allocation will be provided to support the training and development activities undertaken by Council.
- 5.1.3.2. Council will adopt an annual training and development budget each financial year.
- 5.1.3.3. Council Members will be allocated \$8,000 per Council term for individual training. Council Members can use their training budget at any time throughout the four year period and does not need to be proportioned out annually.
- 5.1.3.4. Group training will be allocated \$20,000 per annum for Council Member and Independent Member training.
- 5.1.3.5. As part of budgeting for Council Member Training and Development, Council will also budget for Independent Members who are appointed to a Section 41 Committee or Council Assessment Panel. Each Independent Member will be allocated an annual training budget of \$500.
- 5.1.3.6. Funds from the group training budget that are not spent during the relevant financial year will not rollover to subsequent years.
- 5.1.3.7. Individual training budget allocations are not transferable to another Council Member, nor do they extend beyond the Council term should a Council Member be re-elected.
- 5.1.3.8. When possible training manuals, presentations and documents are to be made available to Council Members as provided by the presenter and through electronic means or printed copy as required.

5.2. MANDATORY TRAINING

- 5.2.1. The LGA Training Standard applies to all new and continuing members, pursuant to Regulation 8AA of the Local Government (General) Regulations 2013.
- 5.2.2. The mandatory requirements consist of the following modules:
 - a. Module 1 – Introduction to Local Government – Role and function of Council Members (1.5 hours);
 - b. Module 2 – Legal Responsibilities (2 hours);
 - c. Module 3 – Council and Committee Meetings (1.5 hours); and
 - d. Module 4 – Financial Management and Reporting (2.5 hours).
- 5.2.3. Newly elected Council Members will be required to undertake all mandatory training within the legislated timeframe of their election term as specified by the LGA Training Standards. Continuing Council Members as a minimum are required

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to undertake Modules 2 and 4; however are strongly encouraged to undertake Modules 1 and 3 as a refresher. This ensures that Council Members' legal and financial management responsibilities are at the forefront in the discharge of their functions and duties.

Council administration will provide reasonable access to scheduled training sessions. Should a Council Member not attend one of the scheduled training sessions, the Council Member will be responsible to complete the training at an alternate time.

5.3. GROUP TRAINING

5.3.1. Group training may include:

- Equity and Diversity Training
- Risk Management
- Emergency Management
- Work Health Safety

5.3.2 Other group training sessions may be scheduled as required based on feedback from Council Members via the Training Needs Form or other feedback provided by Council Members.

5.4. INDIVIDUAL TRAINING AND DEVELOPMENT

5.4.1. Council Members are encouraged to undertake further individual training and development, throughout their term, that will assist in the performance and discharge of official functions and duties. This can include short training courses, professional development programs and/or conferences.

5.4.2. The following requirements apply to the approval of Council Member attendance at training and development programs:

5.4.2.1. Training and development programs should be relevant to areas identified in the Council Member Training Needs Form or be training required for the performance and discharge of official Council Member duties and responsibilities.

5.4.2.2. Requesting attendance at training and development activities (including conferences) or personal development activities is permitted at any time during the year, by submitting a completed Council Member Training and Development Application Form (Annexure B) to the Mayor or Chief Executive Officer (CEO), outlining the details of the event including all costs and a justification for attending.

5.4.2.3. In the case of the Mayor, the application is to be submitted to the CEO.

5.4.3. Training and development (including conference attendance) can only be approved where it:

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- a. assists the Council Member to develop skills and competencies required by the Member for the performance and discharge of their official functions and duties ;
- b. contributes to good governance and the strategic objectives of Council and/or
- c. has an identified benefit to the organisation or community.

5.4.4. If a request for attendance at a training and development event is refused, a right of appeal exists through Council resolution, via a Motion on Notice.

5.5. COUNCIL REPRESENTATION AT CONFERENCES AND MEETINGS

5.5.1. Annual Conferences

5.5.1.1. The Mayor and a maximum of two Council Members, approved by Council resolution, may attend the:

- a. Australian Local Government Association (ALGA) Conference.
- b. Local Government Association (LGA) of South Australian Annual General Meeting.
- c. Local Government Association (LGA) of South Australian Ordinary Meeting.
- d. Murray Darling Association (MDA) National Conference and Annual General Meeting.

5.5.1.2. Attendances at these conferences and meetings are not considered to be classed as individual training and development. Attendance is as a representative of the City of Playford; therefore, these conferences will be budgeted separately to the annual approved training and development budget.

5.5.1.3. Council will fund a Council Member's partner or family member to attend the LGA Showcase Dinner where that Council Member has been notified that they will receive a 'Years of Service Award'.

5.5.1.4. The Mayor and MDA representatives are eligible to attend the annual MDA Conference and Annual General Meeting.

5.5.1.5. Where an appointed representative is unable to attend the event, a substitute Council Member can be appointed by Committee or Council resolution to attend in their absence.

5.5.2. Other Conferences

5.5.2.1. In the event that Council Member representation is required at another conference or meeting, the CEO may, in order to select a Council Member representative:

- a. ask the Mayor to attend;
- b. call for nominations from Council Members; or
- c. request a resolution by Council.

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- 5.5.2.2. The nature of the conference or meeting will be considered to determine if the cost will be allocated to the Council Member's individual training budget or to a separate budget.

5.6. ATTENDANCE AT TRAINING PROGRAMS AND RECORD KEEPING

- 5.6.1. Following attendance at a training program or activity, other than mandatory or other group training, Council Members are required to complete the *Council Member Training and Conferences Report Form (Annexure C)*. This report form requires the Council Member to outline the nature of the training, program or activity and the benefits gained through attendance, along with how the learning's could be implemented. The reports will be displayed on the City of Playford website.

- 5.6.2. Council will develop and maintain the following registers to support this policy and guidelines:

5.6.2.1. Council Member Allowances and Benefits Register; and

5.6.2.2. Council Member Training and Development Register.

5.7. PAYMENTS AND REIMBURSEMENTS

- 5.7.1. Expenses incurred by Council Members attending approved individual training and development will be paid for through the Council Members Individual Training and Development Budget.

- 5.7.2. Accommodation, travel, meal allowances and registration costs associated with the attendance at approved individual training and development activities by Council Members will occur in accordance the Elected Member Support Policy: Guidelines.

5.8. REGIONAL OR INTERSTATE ATTENDANCE BY PARTNERS OR FAMILY MEMBERS

- 5.8.1. Council Members may choose to take their partner, spouse or family member with them when they travel to regional or interstate locations on Council business, when it is appropriate to do so. The Council Member will be required to reimburse Council for any costs associated with the attendance of their partner, spouse or family member, including costs for registration, travel, accommodation and meals.

- 5.8.2. Council will pay the standard accommodation provided within the conference program.

- 5.8.3. If the accommodation costs increase due to the additional person(s), the Council Member will reimburse Council for the difference between the standard room rate and the cost of the extra person(s).

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5.8.4. If transport of a Council Member's family member occurs simultaneously with the Council Member, via taxi or private motor vehicle council will not require partial reimbursement of transport expenses.

5.8.5. All travel arrangements will be made through the Executive Assistant Mayor and Councillors.

6. Responsibilities

The Chief Executive Officer is responsible for ensuring appropriate planning, training and budgeting for Council Member training and development.

Governance will assist Council Members in the administration of the guidelines.

7. Accessibility

The policy will be located on the City of Playford website and at the Civic Centre, 10 Playford Boulevard, Elizabeth, as required under section 80A of the Local Government Act 1999.

8. Approval and Change History

Version	Approval Date	Approval by	Change
1		Council	New Guidelines
2	26/3/2019	Council	Scheduled Review following a general election.

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ANNEXURE A – TRAINING NEEDS FORM

In addition to the mandatory training modules that Elected Members are required to undertake in accordance with the LGA Training Guidelines, additional induction and training sessions will be scheduled as a part of the Training and Development Plan. Elected Members preferences and requests for further training will inform the future training and development schedule. Please complete this form and return to Manager Governance.



Training Needs Form

In addition to the mandatory training modules that Elected Members are required to undertake in accordance with the LGA Training Guidelines, additional induction and training sessions will be scheduled as a part of the Training and Development Plan. Elected Members preferences and requests for further training will inform the future training and development schedule. Please complete this form and return to Manager Governance.

Elected Member Name:	Date:
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Council Training Area	Interest (✓)	Comments (e.g. experience level)
Communication		
Effective Communication Skills		
Teamwork and Team Building		
Public Speaking		
Conflict Resolution & Mediation		
Media Skills		
Information Communication and Technology		
Internet		
Mobile		
iPad		
Microsoft Office (e.g. Microsoft Word/ Microsoft Excel/PowerPoint)		
Outlook		
Other		
Serving on a Board of Management		

Please detail any training you would like to undertake below.

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ANNEXURE B - COUNCIL MEMBER TRAINING AND DEVELOPMENT APPLICATION FORM

Council Member Training & Development Application Form



Council Member Name: _____

Training or Development Title: _____

Dates of Training: _____ Cost: _____

Training Provider: _____

Location of Training: _____

Description of Training:

Key Competencies of Training (if applicable):

How does this training or development relate to your role as a Council Member?

Please attach any relevant training or development registration documents/program. Tick if attached

Council Member Signature: _____ Date: _____

This will be used by the Mayor or CEO in order to determine the appropriateness of the training and funding.

Approved by: _____ Date: _____ Added to the appropriate Register: Y/N

Rejected by: _____ Date: _____

Reason Rejected: _____

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Annexure C - COUNCIL MEMBER TRAINING AND CONFERENCES REPORT FORM

Council Member Training and Conference Report Form



Name of Council Member: _____

Name of Training/Conference: _____

Date(s) of Training/Conference: _____

Was this a group training session? Yes No

Was the training provided by LGA or ALGA? Yes No

Please provide a brief overview of the issues discussed at the training/conference:

Please provide a brief overview of any information you received at the training or conference that may be of assistance to the Council:

In light of the training you received, do you believe there are steps that the council may undertake to advance the Playford Community Plan and/or Council Plan? If so, what steps?

Signature: _____ Date: / /

This will be included in the Council Member Training and Conferences Report Register. This register is made available for public inspection.

