



Council Member Training and Development Policy: Guidelines

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Council Member Training and Development Policy Guidelines

1. TRAINING AND DEVELOPMENT PLAN

Council recognises that in order to carry out their functions and duties, Council Members will need specific training and refresher courses. Council will develop and deliver Council Member induction and orientation programs following each Ordinary or periodic election. Council Members holding positions on specific committees may also be required to complete training associated with that committee.

1.1 Gap Analysis

1.1.1 Following a General Election, Council Members and Independent Members are required to complete a Council Member *Gap Analysis (Annexure A)* which will allow the identification of gaps in skills and training to occur and for this training to be provided with or in addition to mandatory or group training.

1.2 Training Delivery

1.2.1 Mandatory and Group training will be scheduled with as much notice as possible, although no less than two (2) weeks' notice.

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 SA or private providers.
- 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.

1.3 Annual Budget Allocation

- 1.3.1** An annual budget allocation will be provided to support the training and development activities undertaken by Council.
- 1.3.2** Council will adopt an annual training and development budget each financial year.
- 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.
- 1.3.4** Group training will be allocated \$20,000 per annum for Council Member and Independent Member training.
- 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 Development Assessment Panel. Each Independent Member will be allocated an annual training budget of \$500.
- 1.3.6** Funds from the group training budget that are not spent during the relevant financial year will not accumulate from year to year.
- 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.
- 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.

2. MANDATORY TRAINING

- 2.1** The LGA have developed a document entitled “LGA Mandated Training - The LGA Training Standards” which can be accessed on the LGA website at, <http://www.training.lga.sa.gov.au/index.cfm/council-member-training/lga-training-standard/>.
- 2.2** Currently 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).
- 2.3** Council Members will be required to undertake all Mandatory Training within the legislated time frame of their election term as specified by the LGA Training Standards. This ensures that Council Members’ legal and financial management responsibilities are at the forefront in the discharge of their functions and duties.
- 2.4** 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, funded from the Council Member’s Individual Training budget.

3. GROUP TRAINING

3.1 Equity and Diversity Training

- 3.1.1** Council Members are required to complete Equity and Diversity training within twelve (12) months of the commencement of each election term. Equity and Diversity training (formally, cultural diversity, bullying and harassment and disability discrimination), is to be provided by an appropriate, accredited agency and will include the following components:
- a. equity and ethics in local government;
 - b. equal opportunity;
 - c. bullying and harassment;
 - d. sexual harassment;
 - e. anti-racism;
 - f. inclusive language;

- g. disability discrimination; and
- h. discrimination and harassment grievance procedures, including codes of conduct.

4. INDIVIDUAL TRAINING AND DEVELOPMENT

- 4.1** Council Members are encouraged to undertake further individual training and development, throughout their term, that will assist in their performance and the performing or discharging of official functions and duties. This can include short training courses and/or professional development programs.
- 4.2** The following requirements apply to the approval of Council Member attendance at training and development programs:
 - 4.2.1** Training and development programs must be relevant to areas identified in the Council Member Gap Analysis and as training required for the discharge of Council Member duties and responsibilities.
 - 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 council business justification for attending.
 - 4.2.3** In the case of the Mayor, the application is to be submitted to the CEO.
- 4.3** Training and development (including conference attendance) can only be approved where it:
 - a. assists the Council Member to develop competencies required by the Council;
 - b. assists a Council Member to perform their role; or
 - c. has an identified benefit to the organisation or community.
- 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. COUNCIL REPRESENTATION AT CONFERENCES AND MEETINGS

5.1 Annual Conferences

- 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.
- 5.1.2** Attendances at these conferences and meetings are not considered to be classed as individual training and development. Attendance is a representation of the City of Playford; therefore, these conferences will be budgeted separately to the annual approved training and development budget.
- 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'.
- 5.1.4** The Mayor and MDA representative are eligible to attend the annual MDA conference. Where an MDA representative is unable to attend a substitute Council Member can be appointed by Council resolution attend in their absence.

5.2 Other Conferences

- 5.2.1** On the occurrence 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.
- 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 separated budget.

6. ATTENDANCE AT TRAINING PROGRAMS AND RECORD KEEPING

- 6.1** Following attendance at a training program or activity, other than 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 into Playford activities. This report will then be displayed on the City of Playford website.
- 6.2** Council will develop and maintain the following registers to support this policy and guidelines:
- 6.2.1** Council Member Allowances and Benefits Register; and
 - 6.2.2** Council Member Training and Development Register.
- 6.3** Certificates will be issued for the completion of Council Member training.

7. PAYMENTS AND REIMBURSEMENTS

- 7.1** Expenses incurred by Council Members attending approved training and development will be paid for through the Council Members Individual Training and Development Budget. The request for these expenses to be covered for approved training and development is to occur in accordance with Section 3 of the Council Member Support Policy: Guidelines.
- 7.2** Costs for registration, including official luncheons, dinners and tours relevant to the conference will be paid for out of the Council Member Individual Training Budget.
- 7.3** Accommodation associated with the attendance at approved training and development by Council Members will occur in accordance with Section 3 of the Council Member Support Policy: Guidelines.
- 7.4** Travel to attend approved training and development by Council Members will occur in accordance with Section 3 of the Council Member Support Policy: Guidelines.
- 7.5** Incidentals, meals and refreshments associated with attendance at approved training and development by Council Members will occur in accordance with Section 3 of the Council Member Support Policy: Guidelines.

8. REGIONAL OR INTERSTATE ATTENDANCE BY PARTNERS OR FAMILY MEMBERS

- 8.1 At times Council Members may choose to take their partner or family member with them when they attend regional or interstate representation.
- 8.2 Council will pay the standard accommodation provided within the conference program.
- 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 extra person(s) cost within ten (10) business days of receiving the invoice by Council Administration.
- 8.4 Council will not fund travel costs for partners or family members. 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.
- 8.5 Council will not cover costs for partner or family member's tours or conference registration. This will be the responsibility of the Council Member to arrange.

9. RELEVANT POLICIES, PROCEDURES AND SUPPORT DOCUMENTS

- Council Member Training and Development Policy
- Council Member Support Policy and Guidelines
- Council Member: Code of Conduct

Useful website links as referenced throughout the policy and guidelines:

- [Australian Government Australian Taxation Office Motor Vehicle Expenses](#)
- [Australian Government Australian Taxation Office Reasonable Travel and Overtime Meal Allowance Expenses](#)
- [Department of Education and Child Development \(DECD\)](#)
- [Local Government Act 1999](#)
- [Local Government \(General\) Regulations 2013](#)
- [Local Government \(Members Allowances and Benefits\) Regulations 2010](#)
- [LGA Training Standards](#)
- [Remuneration Tribunal of South Australia](#)
- [Independent Remuneration Tribunal Determination containing Allowances](#)

10. EXAMPLE COUNCIL MEMBER TRAINING AND DEVELOPMENT PLAN

| Type of Training | Module or Course Number | Name of Training | Timeframe (Hours) | Programed for | Trainer or Provider | Provider Confirmed | Attendees Required | Cost (GST INC) | Mayor | Cr |
|------------------|-------------------------|----------------------------------|-------------------|---------------|---|--------------------|--------------------|----------------|----------|----|
| Mandated | Module 2 | Legal Responsibilities | 2 | 2-Dec-14 | Legal Firm | Yes | All Members | \$ - | 2-Dec-14 | |
| N/A | N/A | Strategic Planning | 1.5 | 9-Dec-14 | In House - Strategic Planning | Yes | All Members | \$ - | | |
| Mandated | Module 1 | Introduction to Local Government | 1.5 | 5-May-15 | Legal Firm | Yes | All Members | \$ - | | |
| Mandated | Module 3 | Council & Committee Meetings | 1.5 | 2-Jun-15 | Legal Firm | Yes | All Members | \$ - | | |
| Mandated | Module 4 | Financial Management & Reporting | 2.5 | 2-Sep-15 | Financial Firm | Yes | All Members | \$ - | | |
| N/A | N/A | CEO Performance Management | 2 | TBA | Relevant organisation providing this type of training | No | All Members | \$ - | | |
| TBA | TBA | Equity & Diversity | TBA | TBA | Relevant organisation providing this type of training | No | All Members | \$ - | | |

| | | |
|-----|--|---|
| KEY | Red Coloured Box = Training not Completed | Green Coloured Box = Training Completed |
| | Light Blue Coloured Box = Training Not Yet Confirmed | Grey Coloured Box = Nothing Programmed at This Time |
| | Red Writing = Mandated Training | Black Writing = Programmed Training |

11. ANNEXURE A – GAP ANALYSIS

| Council Member Name: | Date: | | | |
|---|----------|--|------------------|--------------|
| Council Training Area | Interest | | Experience Level | |
| | | | No. Years | Last Updated |
| Local Government | | | | |
| Governance and Legislation | | | | |
| Legal Responsibilities | | | | |
| Declaration of Interest | | | | |
| Primary and Ordinary Return | | | | |
| Community Engagement | | | | |
| Council and Committees | | | | |
| Meeting and Committee Process | | | | |
| Chairing Meetings or Committees | | | | |
| | | | | |
| Financial Management and Reporting | | | | |
| Financial Statements | | | | |
| Development of financial strategy and indicators | | | | |
| Annual business plans and budget setting for review | | | | |
| Cost Drivers | | | | |
| Rating | | | | |
| Service levels and costs | | | | |
| Asset management and relationship to costs | | | | |
| Operating vs capital | | | | |
| Financial and non-financial assets | | | | |
| Liabilities | | | | |
| Capital expansion vs replacement | | | | |
| Auditing | | | | |
| | | | | |
| Equity and Diversity | | | | |
| Equal Opportunity | | | | |
| Bullying and Harassment | | | | |
| Sexual Harassment | | | | |
| Anti-racism | | | | |
| Inclusive language | | | | |
| Discrimination and harassment grievance procedures | | | | |
| Disability Discrimination Act | | | | |
| | | | | |
| Communication Skills | | | | |
| Teamwork | | | | |
| Public Speaking | | | | |
| Conflict Resolution & Mediation | | | | |
| Effective communication | | | | |
| Media Skills | | | | |
| | | | | |
| Information Communication and Technology | | | | |
| Internet | | | | |
| Mobile | | | | |
| iPad | | | | |
| Microsoft Office | | | | |
| Outlook | | | | |

12. ANNEXURE B - COUNCIL MEMBER TRAINING AND DEVELOPMENT APPLICATION FORM

Council Member Training and Development Application Form



Name of Council Member: _____

Name of Training/Conference: _____

Date(s) of Training/Conference: _____

Is this a group training session? Yes No

Training Provider: _____

Cost of Training/Conference: _____

Please provide a description of the training/development, including any key competencies:

How is this training or development relevant to your role as a Councillor, including any committee positions you may hold as a Councillor.

Signature: _____ Date: / /

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



13. 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.

