

# Council Member Training and Development Procedure

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

## 1. Purpose

The Council 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.

This Procedure details the high level steps that, when performed, will support the application of Council's intent and commitment provided for in the Council Member Training and Development Policy.

## 2. References and Supporting Documentation

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

- *Local Government (Members Allowances and Benefits) Regulations 2010 - Regulations 5-7*
- Council Member Support Policy
- Council Member Support Procedure
- Council Member Register of Allowances and Benefits
- Council Member Training and Development Register
- Council Member Training Budget Summary Report

## 3. Application

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.
Mayor	Undertake the functions prescribed in this Procedure in relation to Council Member requests for individual training and development activities; and determining an appropriate mechanism to select an alternate attendee, should resolved representatives to annual conferences be unable to attend.
Chief Executive Officer	<ul style="list-style-type: none"> <li>• Ensure appropriate planning, training and budgeting for</li> </ul>

	<p>Council Member training and development is provided.</p> <ul style="list-style-type: none"> <li>Undertake the functions prescribed in this Procedure in relation to Council Member requests for individual training and development activities; determining an appropriate mechanism to select an alternate attendee, should resolved representatives to annual conferences be unable to attend conferences be unable to attend and the process to select Council Members to attend other conferences and meetings as Council representatives.</li> </ul>
Governance Team	<ul style="list-style-type: none"> <li>Maintain and update the Council Member Training and Development Procedure</li> <li>Assist Council Members in the administration of this Procedure</li> <li>Develop the Training and Development Plan (training plan) in collaboration with Council</li> <li>Coordinate and schedule mandatory training; induction activities following a general election and group training for Council Members in accordance with the training plan as required</li> </ul>
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.

## 4. Procedure

### 4.1 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. Each financial year, an annual budget allocation will be adopted by Council to support the training and development activities undertaken by Council Members.

#### 4.1.1 Training and Development Plan Components

4.1.1.1 A Training and Development Plan (the Plan) will be developed for Council Members to comply with Regulation 8AA of the *Local Government (General) Regulations 2013* and the LGA Training Standards, outlining proposed group training sessions. The Plan will be presented to Council biennially for endorsement.

4.1.1.2 The Plan will encompass Council Member induction and orientation programs following each general or periodic election, including the mandatory training modules outlined in the *LGA Training Standards*.

- 4.1.1.3 Other group training sessions may be included in the Plan as required.
- 4.1.1.4 The Plan will include the agreed delivery method to respond to the needs of Council Members identified during the development of the Plan.
- 4.1.1.5 Council Members appointed to specific committees may also be required or choose to complete specific training associated with that Committee.

#### **4.1.2 Training Needs**

- 4.1.2.1 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 Plan.

#### **4.1.3 Training Delivery**

- 4.1.3.1 Mandatory and group training will be scheduled with as much notice as possible, with no less than two weeks' notice provided.
- 4.1.3.2 A range of delivery methods may 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 (LGASA), other industry bodies and/or private providers offering courses for Council Members to gain new skills and knowledge and to network with other Council Members;
  - 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.

#### **4.1.4 Documentation from Training and Development Activities**

- 4.1.4.1 When possible, training manuals, presentations and documents are to be made available to Council Members as provided by the presenter through electronic means, or printed copy as required for respective training and development activities.

### **4.2 Mandatory Training**

- 4.2.1 The *LGA Training Standards* apply to all new and continuing Council Members, pursuant to Regulation 8AA of the *Local Government (General) Regulations 2013*.
- 4.2.2 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*.
- 4.2.3 Continuing Council Members, as a minimum, are required 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.
- 4.2.4 The mandatory requirements consist of the following Modules:
  - a) Module 1 – Introduction to Local Government – Role and function of Council Members (approximately 1.5 hours);
  - b) Module 2 – Legal Responsibilities (approximately 2 hours);
  - c) Module 3 – Council and Committee Meetings (approximately 1.5 hours); and
  - d) Module 4 – Financial Management and Reporting (approximately 2.5 hours).
- 4.2.5 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.

### 4.3 Group Training

Group training for Council Members may include, but is not limited to training on the following topics:

- a) Equity and Diversity
  - b) Risk Management
  - c) Emergency Management
  - d) Work Health Safety
- 4.3.1 Other group training sessions may be scheduled as required, based on feedback from Council Members via the Training Needs Form (Annexure A) or other feedback provided.
- 4.3.2 Group training will be allocated \$20,000 per annum for Council Member and Independent Member training.
- 4.3.3 Funds from the group training budget that are not spent during the relevant financial year will not rollover to subsequent years.

## 4.4 Individual Training and Development

- 4.4.1 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. The funding allocation is not proportioned out annually over the four year term.
- 4.4.2 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.
- 4.4.3 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.
- 4.4.4 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.
- 4.4.5 In the case of the Mayor, the application is to be submitted to the CEO.
- 4.4.6 Training and development (including conference attendance) can only be approved where it:
  - 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.
- 4.4.7 If a Council Member's request for attendance at a training and development event is refused, a right of appeal exists through Council resolution, via a Motion on Notice.

## 4.5 Council Representation at Conferences and Meetings

### 4.5.1 Annual Conferences

- 4.5.1.1 Council Member representatives to attend the following annual conferences are resolved by Council:
  - a) Australian Local Government Association (ALGA) Conference
  - b) Local Government Association (LGA) of South Australia Annual General Meeting
  - c) Local Government Association (LGA) of South Australia Ordinary Meeting
- 4.5.1.2 The Mayor and no more than two Councillors may be resolved by Council to attend the conferences and meetings listed in 4.5.1.1.
- 4.5.1.3 Attendance is as a representative of the Council; therefore, these conferences will be budgeted separately to the annually approved training and development budget.

4.5.1.4 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'.

4.5.1.5 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. In the event that a Council or Committee meeting is not scheduled in time to resolve an alternate representative, the CEO in collaboration with the Mayor may determine an appropriate mechanism to select an alternate attendee.

#### **4.5.2 Other Conferences**

4.5.2.1 In the event that Council Member representation is required at a conference or meeting not listed in 4.5.1.1, the CEO may, in order to select a Council Member representative:

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

4.5.2.2 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.

#### **4.6 Attendance at Training Programs and Record Keeping**

4.6.1 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 Council's website.

4.6.2 Council will develop and maintain the following registers to support the Council Member Training and Development Policy and Procedure:

- Council Member Allowances and Benefits Register; and
- Council Member Training and Development Register.

4.6.3 Training undertaken by Council Members will be recorded in the Council's Register of Allowances and Benefits and Council Member Training and Development Register which will be updated as required to reflect training expenditure.

4.6.4 The Council Member Training Budget Summary Report will be published on Council's website and updated quarterly to reflect Council Member expenditure pertaining to attendance at training activities.

- 4.6.5 Council's annual report will include a list of training and development activities undertaken by Council Members.

#### 4.7 Payments and Reimbursement

- 4.7.1 Expenses incurred by Council Members attending approved individual training and development will be paid for through the Council Members Individual Training and Development Budget as per 4.51.
- 4.7.2 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 Council Member Support Policy and Procedure and *Local Government (Members Allowances and Benefits) Regulations 2010*.

#### 4.8 Regional or Interstate Attendance by Partners or Family Members

- 4.8.1 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. If the spouse, partner or family member is unable to attend, after relevant bookings have been made and refunds are not available, the Council Member will still be liable to reimburse Council for the costs incurred.
- 4.8.2 Council will pay the standard accommodation provided within the conference program.
- 4.8.3 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).
- 4.8.4 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.
- 4.8.5 All travel arrangements will be made through the Executive Assistant Mayor and Councillors/General Manager Strategy and Corporate.

### 5. Feedback

Your feedback on this procedure 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.	3933717
Version no.	3
Policy link	Council Member Training and Development Policy
Procedure 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	22/03/2016	Ordinary Council Resolution No. 2521	New Guidelines
2	26/03/2019	Ordinary Council Council Resolution No. 3474	Scheduled review following a general election.
3	25/05/2021	Ordinary Council Resolution No 4622	Scheduled review and transfer into new corporate template.  Inclusion of additional mechanism to  Removal of Murray Darling Association from list of annual conferences as Council no longer has appointed representatives.

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In addition to the mandatory training modules that Council 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. Council Members preferences and requests for further training will inform the future training and development schedule. Please complete this form and return to Manager - Governance.



In addition to the mandatory training modules that Council 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. Council Members preferences and requests for further training will inform the future training and development schedule. Please complete this form and return to Manager - Governance

<b>Governance</b>	
<b>Council Member Name:</b>	<b>Date:</b>

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.

## 7. 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:

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Key Competencies of Training (if applicable):

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\_\_\_\_\_

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: \_\_\_\_\_

			Version No.:	2.0
	ECM Document Set No.:	2475548	Initial Date of Adoption:	05/04/2016
	Authorised by:	Senior Manager Corporate Services	Date of Current Version:	19/07/2016
	Document Maintained by:	Governance	Next Review Date:	01/04/2016

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## 8. 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:

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

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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?

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Signature: \_\_\_\_\_ Date:        /        /

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

