

Council Member Training and Development Policy



1. Policy Statement

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 undertake their role as a Council Member and contribute towards achieving the strategic objectives of Council.

2. Scope

This policy applies to all Council Members, who each have an obligation to abide by this policy. The policy will be made available to the public on the City of Playford Website and at the Principal location as required under section 80A of the Local Government Act 1999.

Accompanying this Policy is a set of Guidelines outlining the specifics of how the Policy is to be applied. The Guidelines may be amended as required to best reflect the Policy.

3. Definitions

ALGA is the Australian Local Government Association.

Budget allocation is the annual budget allocation for Council Member training and development, provided for in Council's Corporate Services department budget. Council will approve the upper limit of funding of all forms of professional development, training and representation of Council and attendance at other forms of conferences, workshops and the like in its annual budget or as determined by Council resolution from time to time.

Council Member means the Principal Member or a Councillor elected by the electors of a particular ward, as a representative of the ward in the City of Playford.

Development includes study tours, attendance at industry workshops, courses, seminars and conferences that improves 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) Mandated training.

The logo for the City of Playford, featuring the text 'CITY OF' above the word 'Playford' in a stylized script font, with a green graphic element below it.	Policy No.:	NA	Version No.:	3
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LGA is the Local Government Association.

LGMA is Local Government Managers Australia.

Mayor is the person elected as the principle member of the City of Playford to represent the local government area as a whole.

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

Staff includes Council staff, contractors, volunteers and all others who perform work on behalf of Council.

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

4. Legislation and References

- Section 80A *Local Government Act 1999*
- Reg. 8AA of the *Local Government (General) Regulations 2013*
- *LGA Training Standards*
- *City of Playford Strategic Plan 2014*

5. Policy

Council will develop and adopt a Training and Development Plan biennially 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 objectives of the Council.

This Policy includes the requirement 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*.

Particular emphasis will be given in the Training and Development Plan to the participation of all Council Members following a general election as well as the orientation of first time Council Members and annual training.

In preparing its Training and Development Plan the Council will utilise a range of strategies to identify the needs of Council Members and match these needs against the Council's strategic objectives. In particular, Council Members will undertake a Council Member Gap Analysis to identify possible training needs prior to the adoption of the Training and Development Plan.

6. Responsibilities

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

7. Relevance to Strategic Plan

The *Council Member Training and Development Policy* is relevant to Strategy 5 of the City of Playford's *Strategic Plan*. Strategy 5 is "Building our Capabilities", with an outcome to deliver a highly performing organisation.

8. Supporting Documentation

- Council Member Training and Development Policy: Guidelines
- Council Members Support Policy and Guidelines
- Council Members Register of Allowances and Benefits
- Code of Conduct for Council Members

9. Approval and Change History

Version	Approval Date	Approval by	Change
1	28/02/12	Council	New Policy
2	September 2013	Council	Review Requested by Governance Review Committee April 2013.
3	22/03/16	Council	Scheduled Review; <ul style="list-style-type: none">• Policy inserted into new Corporate Policy Template• Policy has been separated into Policy and Procedure• Inclusion of mandated training for Council Members incorporate into the policy, following legislative amendments in 2014