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	Council Member Training & Development	Date Adopted:	17 January 2023
		Next Review Due:	January 2027

1. STATEMENT

This policy is prepared to meet Council's requirement under section 80A of the *Local Government Act*.

2. DEFINITIONS

Act is the *Local Government Act 1999*

Regulations are the *Local Government (General) Regulations 2013*

LGA is the Local Government Association of South Australia

Council members includes the Mayor and Councillors

LGA Training Standards is the LGA Training Standards for Council Members as prescribed in regulation 8AA of the *Local Government (General) Regulations 2013*

3. PRINCIPLES

3.1 Scope

This Policy applies to all Council Members (Mayor and Councillors).

3.2 Principles

The following principles guide this policy:

- to assist Council Members in the performance and discharge of their functions and duties ^(s80A LG Act);
- to provide training and development activities for Council Members relevant to their roles and functions, including the mandatory requirements under the LGA Training Standards ^(s80A LG Act & r8AA);
- Members must undertake regular training in accordance with the policy ^(r8AA).

Failure to comply with the mandatory training requirements will result in the suspension of the Council Member until the mandatory requirements have been met unless the Member satisfies the Council that there were good reasons for the non-compliance ^{s80A(2b)}. A member who is suspended from is not entitled to an allowance or other forms of support during the period of suspension ^{s80A((2d)}.


3.3 Training & Development Plan

A Training and Development Plan (the Plan) will be developed and adopted by Council at the commencement of each new term following a general election.

The Plan will:

- ensure that training activities are available to all council members
- comply with the *Local Government Act 1999* (the Act) and *Local Government (General) Regulations 2013* (the Regulations)
- contribute to the personal development of the individual and achievement of the strategic and good governance objectives of Council
- contribute to the development of a new team following a general election
- contribute to the orientation of first-time council members.

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The preparation, review and monitoring of the Plan will consider:

3.3.1 Mandatory Training Requirements

The prescribed LGA Training Standards will be prioritised for completion within the first twelve months of appointment to Council.

Completion of the mandatory training is a statutory obligation for all Council Members – continuing and new.

3.3.2 Mid-term Council Leadership Refresher Training

Mid-term refresher training will be provided for Council Members. This will include but is not limited to:

- a workshop about the maintenance of effective working relationships amongst Council Members and with the CEO and key Council staff
- legal and financial responsibilities
- effective Council meetings and procedures.

3.3.3 Additional Training Requirements

Other training needs may be identified in the plan that are directly related to specific service areas, community issues, environmental, social and economic challenges facing the community. This may include training and development opportunities related to, but not limited to:

- Role and function of Council Members (e.g. committee 3.3 memberships)
- Relationship between Council Members, the Chief Executive Officer (CEO) and Staff
- Meeting Procedures
- Conflict of Interest
- Behavioural management and standards
- Interpretation of Financial Reports & Statements
- Information Technology.

3.3.4 Identification of Training Needs


A range of strategies will be utilised to identify the training needs of Council Members and these will be assessed against Council's strategic and good governance objectives, including:

- Gap Analysis
- identification of requirement by CEO
- individual member requests for specific training;
- workshops.

3.3.5 Training Delivery Methods

The Plan may detail the delivery method for the identified training requirement. A range of delivery methods may be required to support the training needs of Council members, including:

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- in-house workshops, seminars and briefing sessions conducted by the Council with appropriately skilled staff, guest speakers and training providers;
- attendance at workshops, seminars and conferences offered by training providers and industry bodies including the Local Government Association of SA, Local Government Managers Australia, other industry bodies and/or private providers offering courses for Members to gain new skills and knowledge and to network with other Council Members;
- printed material, including training booklets and discussion papers, that may be distributed for information;
- on-line self-paced learning; and
- CD Rom/DVD information.

3.3.6 Monitoring and Review

The Training and Development Plan will be monitored for progress and reviewed on an annual basis.

3.4 Annual Budget Allocation

A budget allocation will be provided for during the development of the annual business plan and budget each year. Any further budget allocation will need to be considered as part of the standard budget review process.

3.5 Attendance at Training Programs and Activities

Council approves attendance at training and development activities by:

- formally adopting the Plan by resolution; or
- specific resolution at a Council Meeting (for items not included in the Plan).

From time to time, additional training needs and opportunities will emerge that are consistent with this policy. In these cases, the CEO either of his or her own volition or in response to a request from a Council Member(s) may approve training.

Application forms are available from the CEO (or Executive Assistant).

Council Members are encouraged to report on attendance at training activities, including:

- outlining the nature of the training program/activity;
- the benefits gained through attendance;
- feedback on enhancing the program/activity and future training plans.


All training undertaken by Council Members will be recorded in the Council Allowances and Benefits Register.

Failure to complete any mandatory training will be considered a breach of the Behavioural Standards for Council Members (see SA Government Gazette 17/11/22, p. 6658)

3.6 Payments and Reimbursements of Costs

Where Council has approved attendance at a training or development activity a Council Member may seek reimbursement of expenses in accordance with the relevant provisions of the Act, Regulations and the *Council Member Allowances and Benefits Policy*.

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As a preference, Council will meet the cost of the training or development activity by direct payment to the provider where practical.

3.7 Annual Report

Council's annual report will include training and development activities for members of the council during the relevant financial year as required by the Act ^(Schedule 4 LG Act).

4. REVIEW

This Policy will be reviewed every four years following the general election.

5. AVAILABILITY


This Policy is available without charge on the Council website: www.wattlerange.sa.gov.au.

A copy of the Policy may be purchased during ordinary business hours from the Principal Council Office, Civic Centre, George Street, Millicent, upon payment of a prescribed fee in accordance with Council's Schedule of Fees and Charges.

6. REFERENCES & FURTHER READING

References	<ul style="list-style-type: none"> • LGA Training & Development Policy and Plan for Council Members – Model Policy
Relevant Legislation:	<ul style="list-style-type: none"> • <i>Local Government Act 1999</i> – Sections 75E and 80A • <i>Local Government (General) Regulations 2013</i> – Regulation 8AA • LGA Training Standards for Council Members (Amended 6/11/2014)
Relevant Policies / Procedures / Guidelines	<ul style="list-style-type: none"> • Policy 1.3 Council Member Allowances & Benefits • Register of Allowances & Benefits

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7. ADOPTION & AMENDMENT HISTORY

The table below sets out the adoption, review and amendment history of the policy.

Version No:	Issue Date:	Authorised by:	Description of Change:	Minutes Reference:
1	11 July 2006	Council	Adopted	Folio 3700; Item 11.3.5
2	12 December 2006	Council	Amended	Folio 3789; Item 18.1.1
3	14 December 2010	Council	Reviewed	Folio 4496; Item 16.1.7
4	11 December 2012	Council	Amended	Folio 4847; Item 11.1.9
5	25 November 2014	Council	Reviewed and Adopted	Folio 5640; Item 12.1.3
6	13 October 2015	Council	Reviewed and Adopted	Folio 6139; Item 11.2.7
7	11 December 2018	Council	Adapted into new format. Reviewed.	Folio 7995; Item 15.1.2
8	17 January 2023	Council	Reviewed and Adopted	Folio 10409; Item 15.2.5

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