

# POLICY

<b>Policy Name</b>	Council Member Training and Development Policy
<b>Policy Category</b>	Statutory
<b>Department / Officer</b>	Chief Executive Officer
<b>Date Adopted</b>	10 June 2006
<b>Date/s Reviewed</b>	26 November 2007; 19 July 2010; 28 November 2011; 25 May 2015, 22 October 2018, 23 November 2022
<b>Review Frequency</b>	Beginning of Council term and evaluated annually
<b>Strategic Plan Reference</b>	Aspiration 6 – We are a financially sustainable and well-governed organisation

## Attachments

---

### 1. Purpose

The purpose of this policy is to ensure Council Members are offered training opportunities to fulfill the mandatory training requirements, set by the Local Government Association training standards (**LGA**), and any other appropriate training and development activities relevant to a Council Member's role and function.

Provide a structured induction program to prepare Council Members to capably perform their roles and responsibilities.

### 2. Scope

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

### 3. Policy Statement (Summary)

Council is committed to providing training and development opportunities to enhance the competencies of Council Members relevant to their role and responsibilities.

### 4. Legislation and Compliance

Section 78 of the *Local Government Act 1999* states the Council may provide facilities and other forms of support to its members to assist the members in performing or discharging official functions and duties.

While Section 80A of the *Local Government Act 1999* requires a council must prepare and adopt a Training and Development Policy for its members and it must:

- (a) be aimed at assisting members in the performance and discharge of their functions and duties and
- (b) comply with any requirements prescribed by the regulations.

In addition, Schedule 4, Section 2(ca) of the Local Government Act 1999, Council must report within its Annual Report the training and development activities undertaken by Council Members during the relevant financial year.

Regulation 8AA of the *Local Government (General) Regulations 2013* also requires Council must ensure that its training and development policy:

- a) provides that members must undertake regular training in accordance with the Policy; and
- b) complies with the LGA Training Standards.

## **5. Definitions**

For the purposes of this Policy **induction** is defined as the work done with the newly elected Council, the individual Members of the Council and members of the Council staff over the first six months of the new Council in order to prepare them to capably perform their different roles.

**Orientation**, providing new and newly elected Council Members with an understanding of the environment they will work within is one aspect of induction.

## **6. Policy Content**

Council recognises that in order to carry out their roles and responsibilities to the community Council Members will need specific training and refresher courses.

### **6.1 Mandatory Training Requirements - LGA Training Standards**

Council Members will be required to undertake all mandatory modules of the Local Government Training Standards. The LGA Training Standards consist of:

- Behaviour – to identify attributes and develop skills that uphold the Behavioural Standards and principles of good governance
- Civic – to develop knowledge of the Australian system of government and how Council fulfil the objectives of the Local Government Act to deliver reputable community outcomes
- Legal – to develop the knowledge and skills required to meet the legal responsibilities of a Council Member
- Strategy and Finance – to develop the knowledge of integrated strategic and annual business planning and the skills to manage public funds appropriately.

The Chief Executive Officer will keep a record of all training attended.

## **6.2 Self-Assessment of Mandatory Training Requirements**

At the conclusion of the induction period (6 months) members will be invited to provide feedback on their training requirements, against the mandatory standards.

Members can conduct a self assessment of their skills using the LGA online skill assessment tool or the Training Gap Analysis schedule. The CEO or delegate can also assist Members in this process.

Individual training requirements of Members, to meet the mandatory training standards during the first 12 months of the Council term, can be approved by the Chief Executive Officer, up to \$1,000 per Council Member. The LGA Training Program is also available to Members upon application.

## **6.3 Training and Development Plan**

Council will develop and adopt a Training and Development Plan 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 and good governance objectives of Council.

The Plan includes the induction and other training opportunities that directly relate to specific service areas or functions such as the role and function of Council's Assessment Panel and the role and function of the Council's Audit Committee as well as Chairperson training and other community issues that address environmental, social and economic challenges facing the community.

The Plan will operate during the entire term of the Council and will be updated to reflect Council Member training needs during this timeframe.

Tools to be used to identify Council Member training needs under this Policy may include but not limited to:

- Annual assessment of Council performance
- Survey or questionnaire
- Interviews/Meetings with Council Members
- Briefing Sessions

## **6.4 Training Delivery Methods**

Council will use a range of delivery methods to support the training and development needs of Council Members, including but not limited to:

- In-house training and workshops/briefing sessions conducted by Council with appropriate staff, guest speakers and trainers;
- Briefing sessions conducted by the Council with appropriate guest speakers and trainers
- Attendance at workshops, seminars and conferences offered by training providers

Council Member **Training and Development Policy** and industry bodies such as the Local Government Association of South Australia, Local Government Professions Australia, other industry bodies and/or private providers offering courses for Members to gain new skills, broaden skills and knowledge, and network with other Council Members;

- Printed material, including training booklets and discussion papers, that may be distributed for information;
- On-line self paced learning via the Local Government Association Education and Training Service; and
- audio recording.

## **6.5 Induction Program**

Council's induction program will enhance the wide range of valuable skills and experience that Council Members bring as a result of their background in community or business related activities. Emphasis will be given to meeting the needs of new Council Members and the development of a new team.

Council endorses the following principles as reflecting a good induction:

- Personal responsibility to actively seek development opportunities to fulfill his/her role and better represent constituents and the community of the City of Victor Harbor.
- To actively participate in the Induction Program of the Council and complete the mandatory training requirements.
- The shared responsibilities between Council Members and senior staff for strategy, priorities, efficient resource use and overall performance of services delivered to the community and to establishing strong professional relationships.
- As a member of the Governing body, invest in team building activities to foster open communication between Members, build trust, reduce stress, improve understanding and co-operation with an aim for making quality decisions.

### **6.5.1 Content of the Induction**

The content of the Induction Program will include:

#### **1. The Mandatory Training Modules**

#### **2. Relationship building and Team building**

Opportunities to build professional working relationships with senior staff and for team building with fellow Council Members.

#### **3. Orientation**

- Organisation structure/Tour of the Council Building
- Introduction of senior staff and department overview

- Bus tour of the Council area to provide awareness of current projects and their status
- Administrative housekeeping matters such as provision of IT equipment, key cards, photographs, up and coming meetings, communication systems and support.
- Resource manual in hard and electronic copy including Policies, Strategic Plans, Legislation, Budget, Council Minutes and Meeting Procedures.

Council's structured induction program aims to incorporate the mandatory training standards. However, Council Members should conduct a self assessment of their skills against the mandatory modules to determine additional training required.

A new Council Member who is unable to attend the Council's Induction Program should seek other training opportunities, relevant to the topics missed, in consultation with the Chief Executive Officer or delegate.

## **6.6 Orientation and induction of the Mayor**

The Chief Executive Officer will commence the orientation of the Mayor as soon as possible after the appointment, to ensure a smooth transition for the whole Council.

Specific training will be provided to the Mayor in relation to roles and responsibilities, chairing of meetings and leadership.

## **6.6 Supplementary elections**

The orientation and induction section of the Council Member Training and Development Plan should be followed and tailored to individualise requirements following a supplementary election.

## **6.7 Annual Budget Allocation**

An annual budget allocation will be made to support the training and development activities undertaken by Council Members.

All training and development expenses incurred by Council Members will be recorded in the public Register of Allowances and Benefits which updated quarterly to reflect expenditure pertaining to attendances on training activities. The budget allocation for training and development will be determined as part of Council's annual budgetary process.

## **6.8 Attendance at Training Programs, Seminars and Conferences**

Access to training programs not directly conducted by the Council (unless stipulated otherwise in this Policy) will require Council approval and must link to the training plan unless otherwise agreed by the Council. The Chief Executive Officer may approve

training where Council has appointed a Member to a Council Committee and that Member subsequently requests training relevant to that position up to \$1,000 per Member.

A Council Member wanting to attend a Seminar, Conference or Course should provide the following information to Council to assist in its determination (excluding training approved by the CEO in accordance with this Policy).

- Program or course content.
- Previous Council funded courses attended as an Council Member.
- The Council Members particular interest and reasons for wishing to attend.
- Proposed benefits from the activities for both the individual and Council and its relevance to Local Government.

Application forms are provided on Council Members devices. In unforeseen circumstances where it is impractical to complete an application form prior to a Council meeting the application may be completed post approval by Council.

Approval by Council under these circumstances will constitute authorisation for incurring registration, travel and accommodation expenses associated with the training program or seminar. Expenses will be restricted to economy airfares. The Chief Executive Officer's Executive Assistant will co-ordinate arrangements for Council Member attendance at training, conferences and courses.

Registration, flight fares and accommodation expenses and meals identified in the conference program will normally be arranged and paid for by Council prior to the event.

It is general practice for the Mayor (or delegate) and the CEO (or delegate) to represent Council at the National General Assembly of Local Government and the Annual General Meetings or General Meetings of the Local Government Association however this will not restrict other Council Members from attending.

## **6.9 Feedback on Training**

To ensure that Council can maximise the return from investment it is important that feedback is provided on courses/seminars attended.

Following attendance at a training activity or seminar, individual Council Members are required to prepare a report outlining the nature of the training activity and the benefits gained through attendance along with feedback on ideas to enhance the program/activity. A copy of the report will be provided to all Council Members and shall be placed on Council records.

A report is not required where the training is part of the mandatory training requirement and/or part of the standard induction training provided for Council Members.

## **6.10 Expenses/Reimbursements**

Expenses and reimbursements will only be paid for attendance at conferences, seminars

Council Member **Training and Development Policy**  
and training etc which have been approved under this Policy, Council's Allowances and Support Policy or approved by Council.

All known expenses relating to attendance at training or seminars should be approved by Council (unless stated otherwise in this Policy) at the time of application. However, a Member may seek reimbursement of incidental expenses (eg meals and parking fees, (not infringement notices) according to Section 77 of the Act and Section 6(e) of the Regulations and set out in Council's Council Member Allowances and Support Policy.

Reimbursements will be made on the basis of receipts for actual expenditure on return from the event. If necessary, a cash advance may be arranged with at least 7 days' notice.

### **6.11 Reporting**

Any expenses related to this Policy which are reimbursed to an Council Member under Section 77(1)(b) of the Act will be recorded in a public register in accordance with Section 79 of the Act (refer Council Member Allowances and Benefits Policy).

Council's Annual Report will include the training and development activities undertaken by Council Members during the past financial year.

## **7 Risk Management**

A training and development plan will ensure that Council Members can effectively perform their roles and responsibilities and meet the LGA mandatory training requirements.

## **8 Implementation/Delegations**

The Chief Executive Officer has the delegated authority to implement this Policy and sub-delegate as necessary.

## **9 Related Documents**

Council Member Allowances and Benefits Policy  
Council Members Allowances and Benefits Register  
Local Government Training Standards for Council Members  
Council Member Training and Development Plan

## **10 Availability of Policy**

This policy is available on Council's website at [www.victor.sa.gov.au](http://www.victor.sa.gov.au).