



## POLICY DOCUMENT

9.63.12

<b>Policy Name</b>	<b>COUNCIL MEMBERS' TRAINING &amp; DEVELOPMENT</b>
<b>Policy No.</b>	9.63.12
<b>Version:</b>	2
<b>Strategic Reference:</b>	Goal 3: Governance and Leadership
<b>Responsible Department:</b>	Corporate & Community
<b>Policy Adopted:</b>	12 December 2022
<b>Last revised date:</b>	16 August 2021
<b>Minute reference:</b>	CO 22/208
<b>Next review date:</b>	Council will endeavour to review this policy 4 years after adopted date or following significant change to legislation or aspects included within this policy.
<b>Applicable Legislation:</b>	<a href="#">Local Government Act 1999</a> <a href="#">Local Government (General) Regulations 2013</a>
<b>Related Policies:</b>	9.63.20 Council Member's Allowances and Benefits Policy
<b>Related Documents:</b>	LGA Training Standards for Council Members Template 12-78-T1 Training/Seminar Application and Expenditure form

### 1. **PURPOSE**

The City of Port Lincoln is committed to providing training and skills development for its Council Members, including the mandatory training requirements under the LGA Training Standards, and recognises its responsibility to develop and adopt a policy for this purpose under section 80A of the *Local Government Act 1999* and Regulation 8AA of the *Local Government (General) Regulations 2013*.

### 2. **SCOPE**

All Council Members have an obligation to abide by this policy and must undertake mandatory training within the first 12 months of their four-year term.

### 3. **TRAINING & DEVELOPMENT**

Council will 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.

Particular emphasis will be given to the participation of all Council Members in the development of a new team following a general election as well as the orientation of first time Council Members, by participating in an Induction program to build effective working relationships.

Training must be aimed at assisting Council Members in the performance and discharge of their functions and duties and must comply with any requirements prescribed by the regulations. This will ensure Council Members better understand and appreciate their roles and responsibilities, which will lead to good governance and better outcomes for the community.

Council will implement and/or offer training during the entire term of the Council Member.

Council recognises that in order to carry out their roles and responsibilities, in addition to the mandatory induction program, core leadership modules, additional Mayoral leadership modules and mid term leadership refresher training requirements, Council Members may need other specific training directed at their legislative and governance roles and functions.

Template 12-78-T1 – Training /Seminar application and expenditure form must be completed in relation to all training and development attended, together with an evaluation of the training. The application form will be recorded in the records management system, which will assist with the Training Gap Analysis.

The Chief Executive Officer (CEO) will ensure the regular review of Council Member's attendance at training and mandatory training requirements, and provide feedback to Council Members where training non-compliance or significant opportunities exist.

#### **4. MANDATORY TRAINING**

##### **4.1. *Introductory Training***

All Council Members (continuing and new) will be required to undertake the applicable mandatory training modules as per the LGA Training Standards for Council Members pursuant to Regulation 8AA of the Local Government (General) Regulations 2013:

- Induction Program – provides support and resources to build effective working relationships between the Council Members and with the CEO and key staff.
- Module 1 – Behaviour - to identify attributes and develop skills that uphold the Behavioural Standards and principles of good governance.
- Module 2 – Civic - to develop knowledge of the Australian System of government and how councils fulfil the objectives of the Local Government Act to deliver reputable community outcomes.
- Module 3 – Legal - to develop the knowledge and skills required to meet the legal responsibilities of a council member.
- Module 4 – Strategy & Finance - to develop the knowledge of integrated strategic and annual business planning and the skill to manage public funds appropriately.

These requirements are mandatory and every council member must undertake the Initial Mandatory Training within the first 12 months of their four-year term.

##### **4.2. *Mayoral Leadership***

Section 58 of the Local Government Act 1999 prescribes specific responsibilities for the principal member or Mayors. To support performance in this leadership role, 'Mayoral Leadership training' must be completed by all Mayors. The LGA Training Standard for Council Members includes Mayoral Leadership training competencies in addition to the council member requirements. These include effective leadership, public speaking & media skills and meeting procedures & charring skills.

##### **4.3. *Mid-Term Council Leadership Refresher Training***

All Council Members will be required to participate in mid-term training to refresh and update their knowledge and skills in the following, but not limited to:

- Effective working relationships

- Legal and financial responsibilities
- Effective Council meetings and procedures

## **5. OTHER TRAINING & DEVELOPMENT OPPORTUNITIES**

Other training opportunities will emerge that are directly related to specific service areas and other community issues and address environmental, social and economic challenges facing the community.

It is recognised that a range of delivery methods will be required to support the training needs of Council Members, including:

- In-house workshops, seminars and briefing sessions conducted by the Council with appropriate staff, trainers and guest speakers;
- 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 and can be placed on the Elected Members Extranet for reference;
- Webinars and
- On-line self-paced learning

## **6. ANNUAL BUDGET ALLOCATION**

A budget allocation will be provided to support the training and development activities undertaken by Council Members.

All expenditure for training undertaken by Council Members will be recorded in the Council Allowances and Benefits Register which will be updated as required to reflect expenditure incurred by each individual Council Member.

## **7. ATTENDANCE AT TRAINING PROGRAMS AND ACTIVITIES**

Pursuant to Section 80A (2c) of the *Local Government Act 1999*, Council Members who fail to comply with the mandatory training requirements will be suspended from office, unless the Council Member satisfies Council that there were good reasons for their failure to comply.

Training programs or conferences not directly conducted by the Council will require approval of the Council for attendance.

Attendance at training conducted by external parties should be applied for on Training Application form 12-78-T1. Approval of the Council may be sought or can be endorsed by the Chief Executive Officer.

Following attendance at a training program or activity, individual Council Members should complete the evaluation feedback form and are required to prepare a report outlining the nature of training program/activity and the benefits gained through attendance together with feedback on ideas to enhance the training program/activity.

The information will be collated and reviewed to identify areas where further training may be required and determine training requirements and opportunities for the following year.

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Records of council members participation in mandatory training, including leadership workshops must be kept by the Chief Executive Officer in a register of training and development and must be published on Council's website.

**8. PAYMENTS/REIMBURSEMENTS**

Where approval has been granted by Council, for attendance at a training program/activity, a Council Member may seek reimbursement of expenses in accordance with the relevant provisions of the *Local Government Act 1999* and Regulations and Council Policy 9.63.20 Council Members Allowances and Benefits.

**9. ANNUAL REPORTING**

The Council's Annual Report will include information regarding the operation of this Policy, attendances by Council Members and expenditure allocated and used for training of Council Members.

**10. RELEVANT DELEGATED POWERS AND DUTIES**

Any actions or decisions made regarding this policy, will be enacted upon as per Council's current Delegations Register.