

Council Members' Training & Professional Development Policy

Strategic Reference	Objective 4; Collaborative and respectful relationships amongst community, Elected Members and Council staff. Strategy 4.5; Through leadership and the sharing of knowledge, build the capacity of the community.
File reference	AR20/11420
Responsibility	Office of the Chief Executive Officer
Revision Number	5
Effective date	March 2011
Last revised date	July 2020
Minutes reference	161/20, 147/18, 233/14, 279/11
Next review date	Within 12 months of the next periodic election or more frequently if legislation or Council requires.
Applicable Legislation	Local Government Act 1999
Related Policies	Complaints Handling Policy & Procedure under Council Members' Code of Conduct Council Members Allowance, Benefits & Support Policy
Related Documents	LGA Training Standards

1. Policy statement

Coorong District Council is committed to providing training and development activities 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.

2. Policy objectives

To ensure Council Members are offered opportunities to undertake the required training in accordance with the *LGA Training Standards* and any other appropriate training and development activities relevant to their roles and functions.

3. Definitions

Council Members is defined as the duly elected representatives of the community including the Mayor and Councillors.

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Training & professional development activity shall mean any activity with the objective of increasing a Council Member's knowledge, skills and competencies in relation to the performance of their roles and responsibilities as Council Members at the Coorong District Council.

4. Training & Professional Development Plan

A training and professional development plan will be developed and reviewed annually to ensure that activities available to all Council Members contribute to the personal development of the individual, contribute to team building and the achievement of the strategic and good governance objectives of Council (refer Appendix 1).

Particular emphasis will be given in the Training & Professional Development Plan 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.

In preparing its Training & Professional Development Plan the Council will utilise a range of strategies to identify the needs of Council and match these needs against its strategic and good governance objectives. In particular, the Council, in consultation with Council Members who have been re-elected for another term on Council, will undertake a 'gap analysis' to identify the appropriate modules within the *LGA Training Standards* that should form the basis of the required training for returning Council Members.

The Training & Professional Development Plan will be developed and adopted on an annual basis, to be reviewed annually with an annual assessment of Council and/or committee performance.

Council recognises that in order to carry out their roles and responsibilities to the community Council Members will need specific training and refresher courses about their legislative and governance roles and functions. The *LGA Training Standards* can be accessed on the LGA website at <http://www.training.lga.sa.gov.au/index.cfm/council-member-training/lga-training-standard/>. They consist of the following modules:

- Module 1 - Introduction to Local Government - Role and function of Council Members
- Module 2 - Legal Responsibilities
- Module 3 - Council and committee meetings
- Module 4 - Financial Management and Reporting

New Council Members will be required to undertake all four modules within 12 months of being elected, Returning Council Members will undertake a minimum of Module 2 and Module 4 training.

Other training issues 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;

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- 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;
- Online self-paced learning; and
- CD Rom/DVD information.

Council's Training & Development Plan will include the agreed delivery method to respond to the needs of Council Members identified during the development of the training plan.

All interstate or overseas training sessions, conferences or seminars require an individual Council approval by resolution.

5. Annual Budget Allocation

A budget allocation will be provided to support training and development activities undertaken by Council Members in accordance with this Policy and the Plan, and progress against expenditure of the budget allocation will be reported as legislatively required and on an annual basis.

All Training and Professional Development undertaken by Members will be recorded in the Council Allowances and Benefits Register which will be updated as required to reflect attendances.

6. Attendance at Training & Professional Development Activities

The Training & Professional Development Plan determines the nature of training and professional development activities available to Council Members however access to training programs not directly conducted by Council will require Council approval upon application and must link to the training plan unless otherwise agreed by the Council. Application forms are available from the Office of the Chief Executive Officer.

This approval process will have regard to:

- Alignment with the Strategic Plan;
- Anticipated benefits to the Council Member attending; and
- Anticipated benefits to the Coorong District Council.

Following attendance at a training program or activity, Council Members are required to prepare a written report/briefing to Council outlining the nature of the training program/activity and the benefits gained through attendance.

This is not required for the mandatory training consistent with the LGA Training Standards, nor in house training or trainings/conferences that the majority of Council Members have attended. Should up to four members attend the same program/activity, only one report/briefing will be required. Members may reach agreement on how/who shall provide the one report/briefing.

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The CEO will keep a record of all training and professional development attended, including mandatory training requirements. Failure to complete the mandatory training requirements in the relevant timeframe amounts to a breach of the Council Members Code of Conduct.

7. Payments/Reimbursements

Where approval has been granted for a Council Member to attend a training and professional development activity, the Council Member may seek the reimbursement of approved expenses in accordance with the relevant provisions of the *Local Government Act 1999 and Regulations* and the Council Members' Allowance, Benefits and Support Policy.

10. Further Information

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's website: www.coorong.sa.gov.au.

Coorong Civic Centre

95-101 Railway Terrace
Tailem Bend
Phone: 1300 785 277
Fax: 8572 3822

Meningie Information Hub

49 Princes Highway
Meningie

Tintinara Customer Service Centre

37 Becker Terrace
Tintinara

Copies will be provided to interested parties upon request. Email council@coorong.sa.gov.au.

Any grievances in relation to this code of conduct or its application should be forwarded in writing addressed to the CEO of Council.

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Appendix 1 – Council Members' Training & Professional Development Plan

Council Member Training				
Details	Attendee <i>Available to:</i>	Provider	Date	Estimated approx. Cost
LGA Training Standards				
Module 1 – Introduction to Local Government – Role and function of Council Members	All Members	LGA	Conducted 2019	
Module 2 – Legal Responsibilities	All Members	LGA	Conducted 2019	
Module 3 – Council and Committee meetings	All Members	LGA	Conducted 2019	
Financial Management and Reporting	All Members	LGA	Conducted 2019	
<i>All members have already received LGA Training Standards training therefore not required in 2020/21 Plan.</i>				
Council Determined Training				
Overview of Strategic Management Plans	All Members	Consultant	Between Aug – Nov 2020	
Introduction to e-planning	All Members	In house	TBA	
Meeting Procedures, conflict of interest	All members	In house	25 August 2020	Staff time/ resourcing
Rates Modelling	All Members	David Hope	By February 2021	\$5k
Emergency Management	All Members	In house	4 August 2020	Staff time/ resourcing
Representation Review requirements	All Members	Consultant	Between Aug – Jan 2020	\$2k

Committee Specific Training				
Details	Attendee <i>Available to:</i>	Provider	Date	Estimated approx. Cost
Assessment Panel Member Training	CAP Member	Consultant/L GA	TBA	\$1k
Audit Committee	Audit Committee Members	Consultant/L GA	TBA	\$1
Section 41 Meeting Procedures, rules and Terms of Reference explanations	All Section 41 Committee Members	In House	TBA	Staff time/ resourcing
CEO Performance Management	All CEO Performance Management Committee Members	Consultant/L GA	TBA	\$1.5k
Other Committee specific training sessions	As appropriate		TBA	TBA