



DISTRICT COUNCIL OF
OROROO/CARRIETON
Southern Flinders Ranges • Established 1997

Council Members Training & Development Policy

Version 4.0

Council Member Training & Development Policy

Strategic Reference	
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Applicable Legislation	Section 80A <i>Local Government Act 1999</i> Regulation 8AA of the <i>Local Government (General) Regulations 2013</i>
Related Policies	
Related Documents	LGA Training Standards

1. Introduction

The District Council of Orroroo Carrieton (“the Council”) is committed to providing training and development opportunities 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* (“the Act”).

Following the amendments to the Act and *the Local Government (General) Regulations 2013* (“the Regulations”) in November 2014 with regards to training requirements, this Policy incorporates the new requirements 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 Regulations.

2. Policy Objective

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

3. Scope

This Policy applies to all Council Members and the Code of Conduct for Council Members requires all members to comply with this Policy.

4. Training & Development Plan

Council will develop and adopt a Training & Development Plan so as to ensure that opportunities 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 in the Training & 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.

The Training Plan will operate for the term of the Council and will be reviewed annually.

In preparing its Training & 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.

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/>. The LGA Training Standards prescribe the minimum mandatory training requirements for all Council Members. They consist of the following mandatory 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

All Council Members who are new to Council will be required to undertake all four modules within the first 12 months of their four year term.

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 those returning Council Members.

Other training opportunities will be identified that are directly related to specific service areas and other community issues, and to address environmental, social and economic challenges facing the community. The Council will consider these opportunities as they arise.

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 (“the LGA”), 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.

Council’s Training & Development Plan will identify the delivery method most appropriate to respond to the needs of Council Members.

Failure by a Council Member to complete the mandatory training requirements in the relevant time frame amounts to a breach of the Code of Conduct for Council Members.

5. Annual Budget Allocation

A budget allocation will be provided to support the training and development activities undertaken by Council, and progress against expenditure of the budget allocation will be reported on a quarterly and annual basis.

6. Attendance at Training Programs and Record-keeping

The Training & Development Plan will determine the nature of training to be made available, however access to training programs not directly conducted by the Council will require approval upon application and must link to the training plan, unless otherwise agreed by the Council, and must be relevant to the performance or discharge of the Council Member's official duties and functions of office.

Application forms are available from the CEO (or nominee).

In determining whether to grant a Council Member's application for training, consideration will be given to the following:

- the location of the training activity; and
- the total estimated cost of the Council Member's attendance at the training and whether there are sufficient funds available within the allocated budget for this purpose.

Following attendance at a conference, individual Council Members are required to prepare a report outlining the nature of the conference, and the benefits gained through attendance.

Council Members are not required to prepare a report following an attendance at a training program or activity, including attendance on completing the mandatory training modules.

The CEO will keep a record of all attendances by Council Members at training activities/programs.

7. Payments/Reimbursements

The reimbursement of expenses for training purposes must be approved by the Council consistent with this Policy, or through a separate resolution of Council endorsing attendance at the training program/activity

Where approval has been granted by Council for attendance at a training program/activity, a Member may seek reimbursement of expenses in accordance with the Council Members Allowances & Support Policy.

Reimbursements for training activities will be recorded in the Council's Allowances and Benefits Register in accordance with section 79 of the Act.

8. Annual Reporting

The Council's annual report will include information regarding the operation of this Policy, the nature of matters raised in the Training & Development Plan, attendances by Members at training programs/activities and expenditure allocated and used for training purposes for Council Members.

9. Statement of Adoption and Review

This Policy was adopted on 22nd June 2016 and will be reviewed every year in conjunction with the development of the Annual Budget and, in particular, the allocation of funding for Council Members' training and development.

Council Member Training & Development Plan

DISTRICT COUNCIL OF ORROROO CARRIETON

Details	Available to	Provider	Date	Cost
LGA Training Standards				
Module 1 - Introduction to Local Government - Role and function of Council Members	All new Council Members	Combination of In house and External		
Module 2 - Legal Responsibilities	All Council Members	Combination of In house and External		
Module 3 - Council and committee meetings	All new Council Members	Combination of In house and External		
Module 4 - Financial Management and Reporting	All Council Members	Combination of In house and External		
Overview of District Council of Ororoo Carrieton Development Plan and associated Planning and Development issues	All Council Members	In house and Lawyers		
Committee Specific Training				
Council Development Assessment Panel Member Training	CDAP Members	Consultant / Council's Lawyers		
Council Development Assessment Panel Workshops for relevant P&D issues eg Code of Conduct	CDAP Members	In house Council's Lawyers		
Financial Sustainability and Asset Management	Finance and Asset Management Committee Members	LGA* or External		
Audit Committee	Audit Committee	LGA* or Combination of In house and External		
<i>Other Committee specific training sessions</i>	<i>As appropriate</i>			

Details	Available to	Provider	Date	Cost
LGA Education and Training Services				
Public Speaking Skills for Council members	All Council Members	LGA*		
Media Skills for Council Members	Mayor and Deputy Mayor	LGA*		
CEO Performance Management	All Council Members	LGA*		
Conflict of Interest, Governance Roles and Responsibilities	All Council Members	LGA*		
Council & Committee Procedures and Chairing Skills	All Council Members	LGA*		
CDAP Fundamentals	CDAP Members	LGA*		
Strategic Financial Sustainability for Good Governance Decision Making	All Council Members	LGA*		
<i>Other relevant training programs provided by LGA</i>	<i>As appropriate</i>	LGA*		
Local Conferences and Seminars				
Council Members Governance Residential Program	All Council Members	LGA		
Council Members Strategic Issues Residential Program	All Council Members	LGA		
Mayors & Chairpersons Residential Seminar	Mayor/Chairperson	LGA		
LGA Annual Conference and/or Showcase	All Council Members	LGA		
LGMA (SA) Annual Conference	All Council Members	LGMA		
<i>Other relevant local conferences that may be identified throughout the year</i> <i>Other relevant short seminars and special interest sessions throughout the year</i>	All Council Members			

Details	Available to	Provider	Date	Cost
Interstate Conferences and Seminars[#]				
Local Government Professionals Annual Conference [location]	All Council Members	LG Professionals		
Local Government Managers Australia (LGMA) National Congress [location]	All Council Members	LGMA		
ALGA National General Assembly of Local Government [location]	All Council Members	ALGA		
<i>Other interstate conferences that may be identified throughout the year</i>	<i>As appropriate</i>			

* **Note:** Consultants can be sourced from the LGA as providers are used for sessions conducted by the LGA. The LGA can also assist with organising sessions and securing presenters.

Note: All interstate conferences or seminars require an individual Council approval by resolution.