

 Adelaide Plains Council	Council Members Training and Development Policy	
	Version Adoption by Council: 23 April 2019 Resolution Number: 2019/153 Current Version: V3	
	Administered by: Chief Executive Officer	Last Review Date: 2019 Next Review Date: 2021
Document No: D19/16910	Strategic Outcome 4.5 Accountable and Sustainable Governance 4.5.1.11 Meet all legislative compliance requirements 4.5.2.6 Human resource and training initiatives to build staff and elected member capacity	

1. Objective

The purpose of this Policy is to:

- assist Council Members in the performance and discharge of their functions and duties; and
- 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 function.

2. Scope

This Policy complements Council's *Council Members Induction Policy* which focuses on the critical first few months following the elections. By comparison, this Policy deals with Council's overall commitment to the ongoing training and development of its Council Members.

Any reference to **training** and/or **development** includes conferences, seminars, training courses or other similar activities that are directly related to the performance or discharge of the roles or duties as a Council Member, and which have a purpose of enhancing the role and function of Council Members.

For the purposes of this Policy, attendance at meetings as nominated representatives of Council (e.g. ALGA National Assembly, LGASA General Meetings) is **not** a training and development activity, although it is acknowledged that there is a development element in attendance at these fora.

This Policy applies to all Council Members, the Chief Executive Officer, General Managers and the Governance Officer.

3. Policy Statement

Adelaide Plains Council (Council) is committed to providing training and development for its Council Members, including mandatory training requirements under the LGA Training Standards, and recognises the requirement to prepare and adopt a training and development policy for its members pursuant to section 80A of the Local Government Act.

4. Definitions

Council means Adelaide Plains Council.

Local Government Act means the *Local Government Act 1999*.

Training and/or **development** includes conferences, seminars, training courses or other similar activities that are directly related to the performance or discharge of the roles or duties as a Council Member, and which have a purpose of enhancing the role and function of Council Members.

Regulations means the *Local Government (General) Regulations 2013*.

5. Roles and Responsibilities

5.1 Council Members:

- To observe, and in doing so undertake regular training in accordance with, this Policy.

5.2 Chief Executive Officer:

- To ensure that Council Members are provided with access to current and relevant training and development activities;
- To ensure that there is an appropriate Training and Development Policy and Training and Development Program in place;
- To keep a record of all training attended by Council Members, and in particular the mandatory training requirements; and
- To facilitate and/or participate in the Training and Development Program as appropriate.

5.3 General Managers:

- To ensure that each area of Council business is reflected in the Training and Development Program; and
- To facilitate and/or participate in the Training and Development Program as appropriate.

5.4 Governance Officer:

- To consult with Council Members in relation to the Training and Development Program.

6. Training and Development Program

- 6.1 A Training and Development Program will be established each year in consultation with Council Members to identify training requirements and ensure compliance with the Local Government Act and Regulations.
- 6.2 The Training and Development Program will determine the nature of training to be made available.
- 6.3 Council, at the time of developing its annual budget, will ensure sufficient allocation of funds are made available to undertake the annual training and development activities identified in, or anticipated to be included in, the Training and Development Program.

7. Mandatory Training

- 7.1 At a minimum, Council Members must fulfil the requirements of Regulation 8AA of the Regulations regarding compliance with the LGA Training Standards approved by the Minister. The modules developed to meet these standards are:-
 - Module 1 – Introduction to Local Government;
 - Module 2 – Legal Responsibilities;
 - Module 3 – Council and Committee Meetings; and
 - Module 4 – Financial Management and Reporting.
- 7.2 Every Council Member must complete Modules 1-4 within the first 12 months of their four (4) year term. Following a general election, all Council Members (new and continuing) will be required to undertake Modules 1-4 within 12 months.
- 7.3 Failure to complete the mandatory training requirements in the relevant time frame amounts to a breach of the Council Members Code of Conduct.

8. Training Delivery

Council recognises 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 approved 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
- Online self-paced learning.

Council Members will be informed of training and development events and opportunities via email communications and Outlook calendar invitations.

9. Attendance at Training

- 9.1 Council Members must undertake regular training in accordance with this Policy.
- 9.2 At a minimum, Council Members must fulfil the requirements of Regulation 8AA of the Regulations, and outlined at part 7 of this Policy.
- 9.3 Council Members are encouraged to attend all training and development sessions identified as part of the Training and Development Program and/or as otherwise identified by the Chief Executive Officer.
- 9.4 A Council Member who wishes to attend training that is not directly conducted, or facilitated, by the Council or the Chief Executive Officer must make an application to the Mayor, by completing a Training and Development Approval Form (**Appendix 1**). In the case of the Mayor being the attendee, the Deputy Mayor will consider the application in consultation with the Chief Executive Officer. Once a determination is made, the application form shall be forwarded to the Chief Executive Officer in reasonable time to meet the relevant registration deadline.
- 9.5 Requests to attend training that are not approved, and requests that relate to training at a cost of \$1,000 or more, will be the subject of a report to Council for consideration. The Chief Executive Officer will prepare a report on the relevant Council Members' behalf.
- 9.6 The Chief Executive Officer will keep a record of all training attended, and in particular the mandatory training requirements, including recording all training undertaken by Council Members in the *Allowances and Benefits Register*.
- 9.7 Council Members who attend training approved by the Mayor pursuant to part 9.4 of this Policy will provide written feedback regarding the content of the training by completing a Council Member Training and Development Feedback Form (**Appendix 2**).

10. Payments/Reimbursements

- 10.1 Pursuant to sections 77(1)(a) and 77(1)(b) of the Local Government Act, and in accordance Council's *Council Members Allowances and Benefits Policy*, Council Members are entitled to reimbursement of expenses incurred as a consequence of the Council Member's attendance at a workshop, briefing, training course or similar activity which is directly or closely related to the performance or discharge of the roles or duties of the Council Member. For the avoidance of doubt, Council Members are not entitled to reimbursement for expenses as a consequence of attendance at a training or development activity which the Mayor determined not to approve under part 9 of this Policy.
- 10.2 All expenses incurred by Council Members as a result of attending training and development, as well as any other benefits paid or provided for the benefit of a Council Member attending training and development activities, will be dealt with in accordance with the *Council Members Allowances and Benefits Policy*, and will be recorded in the Council's *Allowances and Benefits Register* in accordance with Regulation 7 of the *Local Government (Members Allowances and Benefits) Regulations*.

11. Annual Reporting

Council's annual report will include a segment regarding the operation of this Policy, the nature of matters raised in the Training and Development Program, attendances by Members and expenditure allocated and used for the training of Council Members.

12. Related Documents

Council Members Allowances and Benefits Policy

Council Members Induction Policy

Council Members Induction Program

Register of Allowances and Benefits Register

Attendance Register – Meetings, Informal Gatherings and Training (Internal document)

13. Records Management

All documents relating to this Policy will be registered in Council's Record Management System and remain confidential where identified.

14. Document Review

This Policy will be reviewed every two (2) years including to ensure legislative compliance and that it continues to meet the requirements of Council and its activities and programs.

15. References

Local Government Act 1999

Local Government (General) Regulations 2013

Local Government (Members Allowances and Benefits) Regulations 2010

LGA Training Standards for Council Members

16. Further Information

Members of the public may inspect this Policy free of charge on Council's website at www.apc.sa.gov.au or at Council's Principal Office at:

2a Wasleys Road, Mallala SA 5502

A copy of this Policy may be obtained on payment of a fee.

Any queries in relation to this Policy must be made in writing to info@apc.sa.gov.au to the attention of General Manager – Governance and Communications.

Appendix 1
COUNCIL MEMBER TRAINING & DEVELOPMENT APPROVAL FORM

Name:		Date:	
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Course/Program *(If applicable, please attach copy of completed registration form)*

Title:			
Date(s)			
Time:	Start:		Finish:
Provider (e.g. LGTA):			
Location (address):			
Contact Phone Number:			

Course Content:
Relevance <i>(including link to Strategic Management Plan)</i>
Learning Outcomes or Objectives: <i>(key topics, outcomes that can be applied to Council)</i>

Note: Electronic version in TRIM is the controlled version. Printed copies are considered uncontrolled.
 Before using a printed copy, verify that it is the current version.

Investment (in accordance with clause 9.5 of the Policy, a report to Council will be prepared for training at a cost of \$1,000 or more)

Description	\$
Registration:	
Travel Cost:	
Accommodation:	
Expenses:	
Other (specify):	
Total:	

Flights (if required): Flights will be Economy class and the most cost effective available

Preferred Flight time:	Depart:	Return:
Any other information:		

Accommodation (if required): Accommodation will be provided in the hotel where the conference is held, or a hotel nearby of a similar suitable standard

Preferred Accommodation:	
Address:	

Approval

Signed by Council Member:	Sign:	Date:
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Authorised by Mayor:	Sign:	Date:
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Appendix 2
COUNCIL MEMBER TRAINING & DEVELOPMENT FEEDBACK FORM

Name:		Date:	
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Course/Program *(If applicable, please attach copy of completed registration form)*

Title:			
Date(s) Attended			
Time:	Start:	Finish:	
Provider (e.g. LGTA):			
Location (address):			
Contact Phone Number:			

Course Content: (detail the nature of the training and development)
Council or Council Member Benefits of Attendance: (detail the benefits gained through attendance)
Feedback: (detail ideas to enhance the training and development)

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