Council Members Training and Development Policy

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Review Frequency	4 yearly or as required
Status	Statutory
Last Reviewed	17 April 2023 (Resolution Ref: C23161)
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File Number	18.63.001 / PL2023162
Responsible Division	Office of the CEO
Related Documents	Council Members – Allowances, Benefits, Support & Facilities Policy Council Members Behavioural Management Policy Council Members – Induction of New Councils Policy Strategic Management Plans LGA Training Standards for Council Members
Applicable Legislation	*Section 78, 79 and 80A Local Government Act 1999* *Schedule 4 Local Government Act 1999* *Reg 8AA Local Government (General) Regulations 2013* *Regulation 6 Local Government (Members Allowances and Benefits) Regulations 2010*

1.   Introduction

1.1   Alexandrina Council is committed to providing training and development activities for its Council Members, including mandatory training requirements as prescribed in the *Local Government Association Training Standards for Council Members* and recognises its responsibility to develop and adopt a policy for this purpose under section 80A of the *Local Government Act 1999*.

1.2   This policy incorporates the legal 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 *Local Government (General) Regulations 2013*.

1.3   Ongoing training and professional development opportunities will be provided to Council Members throughout the Council term through internal and external programs and providers, to enable them to contribute to achieving Council's objectives in accordance with their legislated roles and responsibilities.

2.   Purpose

2.1   The purpose of this Policy is to:

2.1.1   provide a framework for the professional development of Council Members in order for them to perform their legislated roles and responsibilities effectively and efficiently.

2.1.2   provide information on the attendance of Council Members at professional development activities, including expenditure reimbursement requirements.

2.1.3　　ensure that value for money occurs in the expenditure of public monies.

2.1.4　　ensure compliance with the provisions of section 80A of the *Local Government Act 1999* (Act) which requires the preparation and adoption of a training and development policy for Council Members.

2.1.5　　ensure compliance with the provisions of section 8AA of the *Local Government (General) Regulations 2013 (Regulations)* which require Council Members to undertake regular training in accordance with the Policy and the Training Standards.

2.1.6　　ensure compliance with the provisions of section 44(3)(g) of the *Local Government Act 1999* which denies the Council the power to delegate the payment or reimbursement of expenses in the absence of a formal policy or specific financial provision.

2.1.7　　ensure compliance with the provisions of Regulation 6(e) of the *Local Government (Members Allowances and Benefits) Regulations 2010* which provides a Council Member with an entitlement to the reimbursement of expenses incurred in attending a conference or other similar event.

3.　Scope

3.1　This Policy applies to all training and professional development activities for Alexandrina Council Members.

4.　Introduction

4.1　Upon election, Council Members required to serve the overall public interest, put any personal differences aside and provide community leadership.

4.2　Council Members are provided with opportunities to undertake the mandatory training requirements and other training and professional development activities relevant to their roles throughout their term on Council.

4.3　Council Members must complete the prescribed mandatory training requirements 12 months following each election and failure to do so will result in a suspension of the Council Member by Council (unless the member satisfies the council there were good reasons for the failure comply).

5.　Definitions

In this Policy, unless the contrary intention appears, these words have the following meaning:

Act means *Local Government Act 1999*

CEO means Chief Executive Officer

Council means Alexandrina Council.

Council Members means the duly elected representatives of the community, including the Mayor and all Councilors and can also be referred to as *Council Members.*

Induction means the work done with the newly elected Council, the individual members of the Council and members of the Administration over the first six months of the new Council in order to prepare them to perform their different roles.

Intrastate means within South Australia.

Interstate means outside of South Australia.

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

Prescribed mandatory requirements means the requirements prescribed by the regulations relating to training and development that must be completed by members of councils, which may include timeframes for the completion of such training and development.

Standards means LGA Training Standards for Council Members.

Training and professional development activity means forums, seminars, meetings, training, conferences, programs and professional development.

6. Policy

6.1 Training and Development Plan

6.1.1 The CEO will develop a training and professional development plan, to ensure that the training and professional development activities available to all Council Members contribute to the achievement of the strategic and good governance of Council.

6.1.2 In preparing the training and professional development plan, the CEO will utilise a range of strategies to identify the needs of Council Members and match these needs against the Council's strategic and governance objectives.

6.1.3 Administration recognises that in order to carry out their roles and responsibilities to the community, Council Members will need specific training regarding their legislative and governance roles, responsibilities and functions.

Training requirements are set out in the LGA Training Standards, which defines community leadership competencies in four parts:

- Behaviour
- Civic
- Legal
- Strategy and Finance

These requirements are mandatory, and every Council Member must undertake the Mandatory Training within the first 12 months of their four-year term.

6.1.4   The plan will outline the training and professional development opportunities offered to Council Members and will include additional training and development requirements for the principal member of Council as set out in section 58 of the *Local Government Act 1999*.

6.1.5   Council Members are also encouraged to actively seek professional development opportunities to fulfil their own role and make training and development requests.

6.2   Prescribed Mandatory Training Requirements

6.2.2   The Training and Development Plan, for the first 12 months immediately following an election, will provide all Council Members opportunities to learn the skills to appropriately undertake their role and better represent the community.

6.2.4   Council Members are required under legislation to undertake all of the training requirements contained in the Standards.

6.2.5   The CEO will engage training providers that have the appropriate expertise to deliver the prescribed training and keep a register of all training undertaken.

6.2.6   If a Council Member fails to complete the training requirements contained within the statutory time frame of 12 months following the election, the CEO will follow the prescribed processes to deal with this failure.

6.3   Training Delivery

6.3.1   It is recognised that a range of delivery methods will be required to support the training needs of Council Members, including, but not limited to:

- In house workshops, seminars and information sessions conducted by the Council with appropriate staff, trainers and guest speakers;

- Attendance at 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

6.3.2   Council's Training and Development Plan will outline the delivery methods to respond to the needs of Council Members.

6.4   Attendance at Training and Development Activities

6.4.1   The Training and Development Plan will determine the nature of training to be made available, however access to training and development programs not contained in the plan, or where no budget allocation has been identified, will require approval from the CEO upon application and must link to the needs identified in the plan unless otherwise agreed by the Council.

6.4.2   Application forms for training and development are available on the Council Member Portal.

6.4.3   The CEO is authorised to approve attendance at intrastate Local Government related training and development activities for Council Members up to a value of $750 per Member per event.

6.4.4   Attendance at training activities which cost in excess of $750, held interstate or not directly Local Government related will require council approval.

6.4.5   The Office of the CEO will organise travel, accommodation and conference bookings, and arrange for Council to be invoiced for these costs.

6.4.6   Following attendance at a training and development activity, individual Council Members will be required to email all Council Members and Chief Executive Officer within 1 month of their attendance, outlining:

- The nature of the training activity
- The benefits gained through attendance; and
- Feedback on ideas to enhance the program/activity within Alexandrina

6.4.7   The CEO will keep a record of all training attended, but particularly the mandatory training requirements. Failure to complete the mandatory training requirements in the relevant time frame amounts to a breach of the *Behaviour Management Policy*.

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

6.5   Training Budget and Allocation of Expenses

6.5.1   A budget allocation will be provided to support the training and professional development activities for Council Members and progress against expenditure of the budget allocation will be reported on an annual basis.

6.5.2   Council will ensure sufficient budget allocation is made to enable each Council Member to undertake the mandatory training.

6.5.3   Each Council Members has a maximum of $4,000 each council term to attend any intrastate or interstate training and development activity.

6.5.4   The Council does not fund any overseas travel, training and/ or professional activities.

6.5.5 Where approval has been granted for attendance at a training activity, a Council Member may seek reimbursement of expenses in accordance with the relevant provisions of the Act and regulations and the Council Members' Allowances, Benefits, Support and Facilities Policy.

6.5.6 Costs for attendance and travel by family members will not be met by Council.

6.5.7 The CEO is delegated power to authorise payment or reimbursement of Council Member expenses pursuant to this policy.

6.6 Reporting

6.6.1 All training and development activities undertaken by Council Members will be recorded and published in the Register of Allowances and Benefits.

6.6.2 Council's Annual Report will include a statement regarding the operation of this Policy, the training provided, Council Members attendance and expenditure.

7. Availability of Policy

7.1 This Policy will be available for inspection on the Council's website www.alexandrina.sa.gov.au. Copies can also be provided upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

Attachment A

ALEXANDRINA COUNCIL

Council Member Training and Development Plan

Details	Attendee *Available to:*	Provider	Date
Orientation	All Council Members	Chief Executive Officer and Executive Team	26 November 2022
LGA Training Standards			

Behaviour
 	
• *Values, ethics & Behaviour*
  ○ Understanding values & ethics
  ○ Behavioural Standards for Council Members
  ○ WHS, Bullying & Harassment
 	
• *Communication skills*
  ○ Effective communication
  ○ Negotiating and influencing
 	
• *Leadership Skills*
  ○ Strategic thinking
  ○ Change management
  ○ Building resilience
	All Council Members	Norman Waterhouse Lawyers
		
		Susan Bates and Julie Cunningham
			5 December 2022
			
			10 December 2022

Civic
 	
• *Introduction to local government*
 	
  ○ The Australian System of Government
  ○ Role, functions and objectives of Local Government
  ○ Composition and Council Structures
  ○ Role of Council to CEO/staff and working together
  ○ Council Services
 	
• *Effective Council meetings*
 	
  ○ Overview of the types of meetings
  ○ Council member preparation and responsibilities
  ○ Structure and purpose of information or briefing sessions
 	
• *Council meeting procedures*
  ○ Public access
	All Council Members	Chief Executive Officer and Executive Team
		
		Norman Waterhouse Lawyers
			26 November 2022

Details	Attendee *Available to:*	Provider	Date

○ Meeting procedures
○ Role of the Principal member
○ Moving motions, speaking to motions, and voting
○ Effective presentation and constructive debate
○ Minutes and upholding decisions of Council
 	
• *Representing council decisions*
  ○ The role of the Principal Member as Council spokesperson
  ○ Related legislative and Council policy responsibilities
  ○ Effective use of media channels			

Legal
 	
• *Role of a council member*
 	
  ○ General duties
  ○ Conflict of Interest
  ○ Gifts and Benefits
 	
• *Registers, returns and resources*
 	
  ○ Register of interest
  ○ Primary and Ordinary returns
  ○ Allowances and benefits
 	
• *Legal protections and oversight*
 	
  ○ Corruption, misconduct and maladministration
	All Council Members	Norman Waterhouse Lawyers	5 December 2022

Strategy & Finance
 	
• *Integrated strategic management planning and performance*
 	
  ○ Purpose of strategic, longer financial and asset management planning
  ○ Purpose of annual business planning and budgeting
  ○ Community engagement and performance reporting
 	
• *Strategic risk management & oversight*
	All Council Members	John Comrie
		
		Craig Johnson
			23 January 2023
			
			13 February 2023

Details	Attendee *Available to:*	Provider	Date
○ Strategic risk management in decision making ○ Role of Audit and Risk Committee ○ ESCOSA oversight • *Financial Management* ○ Manging public funds ○ Rating, other revenue sources and funding plan ○ Financial terminology and understanding financial statements and reports		John Comrie	27 February 2023
Principal Member (additional)			
Behaviour • *Effective leadership* ○ Leadership attributes and resilience ○ Listening and influencing skills ○ Establishing trust and effective working relationships ○ Managing conflict and conflict resolution	*Mayor*	LGA Training provider	
Civic • *Public speaking & media (skills)* ○ Public speaking skills ○ Effective media engagement for Councils key spokesperson • *Meeting procedures (technical knowledge)* ○ Formal meeting procedures • *Effective Meetings (Chairing skills)* ○ To lead a positive and ethical culture within the governing body ○ Provide guidance on strategic decision making and guide debate for a reputable council	*Mayor*	LGA Training provider	

| Details | Attendee
Available to: | Provider | Date |
|---------|---------|----------|------|
| | | | |

Alexandrina Council Specific			
Infrastructure Overview of Infrastructure Division	*All Council Members*	Andy Baker – General Manager Infrastructure	23 January 2023
Growth Overview of Growth Division	*All Council Members*	Matt Atkinson – Acting General Manager Growth	13 February 2023
Resources Overview of Resource Division	*All Council Members*	Trish Kirkland – Acting General Manager Resources	27 February 2023
Committee specific training sessions – ie: • Audit and Risk • FRAP • Cemeteries	*As appropriate*		

Mid-term Council Leadership Refresher

A mid-term refresher workshop and update training will be required. This will include (and not limited to):

- A mid-term Council workshop in the maintenance of effective working relationships amongst council members and with CEO/key staff
- Legal and financial responsibilities
- Effective Council meetings and procedures

Ongoing Personal and Professional Development

Alexandrina Council encourages all new and returning council member to continue their personal and professional development throughout the term.

Council members can nominate for other training and professional development they wish to attended via the application forms for training and development on the Council Member Portal.

Below is a guide to additional, optional professional learning and development opportunities that have been identified by the LGA as valuable to building council member skills and knowledge, in addition to the mandatory training modules.

Many of the opportunities listed under 'Knowledge' will be gained through experience on council. It is not council members role to be subject matter experts or be involved in operational functions. This is the role and support the CEO and administration provide. However, seeking to develop a high-level understanding of these areas of Councils business and services is important in context of Councils community leadership and decision making.

Attributes, Qualities & Skills	
Building emotional intelligence	Effective time management
Building leadership resilience	Ethics & leadership
Complex and integrated decision making	Leading difficult conversations
Communication and presentation skills	Learning to speed read
Digital technology skills	Listening and coaching skills
Effective advocacy & leadership	Negotiation & facilitation skills
Effective community engagement	Presentation skills
Effective social media management	Strategic and critical thinking
Knowledge	
Audit & Risk (for Committee members)	Environment and waste management
Business excellence	Financial management
Climate change and risk	Planning & building
Community development	Procurement process
Community health & safety	Roads, assets & infrastructure
Culture, arts & events	Strategic risk management
Diversity & inclusion	Streetscapes, parks, and open space
Economic development	Understanding sustainable debt