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| <b>Policy Section:</b>                              | <b>1. Corporate Governance</b>  |
| <b>Policy Name:</b>                                 | <b>Training and Development for Council Members</b>   |
| <b>Classification:</b>                              | <b>Public – Council Policy</b>  |
| <b>Adopted:</b>                                     | <b>24 March 2015</b>  |
| <b>Frequency of Review:</b>                         | <b>Biennial</b>   |
| <b>Last Review:</b>                                 | <b>September 2017</b>   |
| <b>Next Review Due:</b>                             | <b>September 2019</b>   |
| <b>Responsible Officer(s):</b>                      | <b>Chief Executive Officer<br/>Governance Officer</b>   |
| <b>Policy and Code of Practice Manual File Ref:</b> | <b>CC10/2601</b>  |
| <b>Council File Reference:</b>                      | <b>CR17/41527</b>   |
| <b>Legislation Authority:</b>                       | <b>Local Government Act 1999, S80A;<br/>Reg. 8AA of the Local Government (General) Regulations 2013</b> |
| <b>Related Policies and Codes:</b>                  | <b>Induction for New Councils</b>   |
| <b>Related Procedures:</b>                          | <b>LGA Training Standards</b>   |

## 1. INTRODUCTION

- 1.1 Town of Gawler 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.

Following the amendment to the Local Government Act 1999 and the Local Government (General) Regulations 2013 in November 2014, 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 Local Government (General) Regulations 2013.

- 1.2 This Policy is 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.

- 1.3 This Policy applies to all Council Members, who each have an obligation to abide by this Policy.

### **2. TRAINING AND DEVELOPMENT PLAN**

- 2.1 Council will develop and adopt a Training and Development Plan so as to 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.
- 2.2 Particular emphasis will be given in the Training and Development Plan to the participation of all Council Members in the development of Council as a new team following a general election as well as the orientation of first time Council Members.
- 2.3 In preparing its Training and 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.
- 2.4 Council Members will be required to undertake training throughout their entire term. Training gaps will be assessed annually.
- 2.5 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. They consist of the following modules:
- a) Module 1 - Introduction to Local Government - Role and function of Council Members
  - b) Module 2 - Legal Responsibilities
  - c) Module 3 - Council and committee meetings
  - d) Module 4 - Financial Management and Reporting
- 2.6 Council Members who are new to Council will be required to undertake all four modules. Returning Council Members will undertake the appropriate modules identified through a 'gap analysis' of their skills and training needs
- 2.7 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.

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- 2.8 It is recognised that a range of delivery methods will be required to support the training needs of Council Members, including:
- a) In-house workshops, seminars and briefing sessions conducted by the Council with appropriate staff, trainers and guest speakers.
  - b) Attendance at workshops, seminars and conferences offered by training providers and industry bodies including the Local Government Association of SA, Local Government Professionals, other industry bodies and/or private providers offering courses for Council Members to gain new skills and knowledge and to network with other Council Members.
  - c) Printed material, including training booklets and discussion papers that may be distributed for information.
  - d) On-line self-paced learning.
  - e) CD/DVD information.
- 2.9 Council's Training and Development Plan will include the agreed delivery method to respond to the needs of Council Members identified during the development of the training plan.

### **3. ANNUAL BUDGET ALLOCATION**

- 3.1 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.
- 3.2 All training undertaken by Members will be recorded in the Council Allowances and Benefits Register that will be updated as required to reflect attendances.

### **4. ATTENDANCE AT TRAINING PROGRAMS AND RECORD KEEPING**

- 4.1 The Training and Development Plan will determine the nature of training to be made available.
- 4.2 Application forms for training are available from Council's Governance Team. The CEO and Mayor can approve an application for training from a Council Member up to the value of \$500 if it is agreed that the training links to the Training and Development Plan or is of benefit to the Council Member's required professional development. This applies to training that is not already identified in the Training and Development Plan. Training not already identified in the Training and Development Plan that exceeds \$500 will need approval by Council resolution.
- 4.3 Following attendance at a training program or activity not linked to the Training and Development Plan, individual Council Members are required to prepare a report outlining the nature of the training program/activity and the benefits gained through attendance, along with feedback on ideas to enhance the program/activity.

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4.4 The Governance Team 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 Code of Conduct for Council Members.

### **5. PAYMENTS/REIMBURSEMENTS**

5.1 The reimbursement of expenses for training purposes must be approved by the Council (over the value of \$500) or CEO (up to the value of \$500) consistent with the Training and Development Plan or through a separate resolution endorsing attendance at the training program/activity.

5.2 Where approval has been granted by resolution of Council or the CEO 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 and Regulations and any specific resolution pertaining to the training.

### **6. ANNUAL REPORTING**

The Council Annual Report will include a segment regarding the operation of this Policy, the nature of matters raised in the Training and Development Plan, attendances by Members and expenditure allocated and used for training of Council Members.

### **7. REVIEW AND EVALUATION**

The effectiveness of this Policy will be reviewed on a biennial basis. The Chief Executive Officer will report to Council on the outcome of the evaluation and if relevant make recommendations for amendments, alteration or substitution of a new Policy.

The Policy will not be altered or substituted so as to affect a process already commenced. The Policy will be reviewed prior to each general election of Council.

### **8. FURTHER INFORMATION**

Further information about this Policy can be obtained by:-

Telephone: 8522 9211  
Fax: 8522 9212  
Email: [council@gawler.sa.gov.au](mailto:council@gawler.sa.gov.au)  
Appointment: Town of Gawler Administration Centre, 43 High Street, Gawler East.  
Letter: PO Box 130, Gawler SA 5118

### **9. AVAILABILITY OF POLICY**

The Policy is available for inspection during ordinary business hours at the Council principal office, Town of Gawler Administration Centre 43 High Street, Gawler East or is available on the Council website at [www.gawler.sa.gov.au](http://www.gawler.sa.gov.au).

A copy of this Policy will be provided to interested parties upon request, for a fee as contained in the Register of Fees and Charges.