District Council of Yankalilla

Elected Members' Training and Development Policy

Strategic Reference	Provide leadership, good governance, and efficient, effective and responsive Council services
File Reference / Record No	18/067/229/3
Responsibility	Chief Executive Officer
Version Number	3.0
Last Revised Date	December 2022
Minute Book Reference	C22272
Next Review Date	November 2026 or as required
Applicable Legislation	Local Government Act 1999 Local Government (General) Regulations 2013
Related Policies	Elected Members Induction Policy
Related Procedures / Documents	Local Government Association's Training Standards Elected Members Register of Allowances and Benefits

The District Council of Yankalilla 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 and the Local Government (General) Regulations 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. Objective

1.1. 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.

2. Scope

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

3. Policy Statement

3.1. Council will develop and adopt a Training & Development Plan so as to ensure that activities available to all Council Members comply with the Regulations and contribute to the relevant personal development of the individual and the achievement of the strategic and good governance objectives of Council.

3.2. Particular emphasis will be given in the Training & Development Plan to the participation of all Council Members in the development of a collective team ethos and functionality following a general election as well as the orientation and induction of first time Council Members.

4. Policy

4.1. Training and Development Plan

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. 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. This will likely occur through an Elected Member Forum, to be scheduled by the Chief Executive Officer.

Council will collect information regarding the training and development needs of Elected Members and plan for the delivery of training, by undertaking the following activities:

- Assessment of Council and/or Committee performance
- Survey/Questionnaire
- Interviews
- Workshops

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

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.

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;

- 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; and

- On-line self-paced learning.

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.

4.2.   Annual Budget Allocation

A budget allocation (set by the Elected Members) 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 at least an annual basis.

Council will need to determine the size of its budget allocation annually in conjunction with the development of the Annual Business Plan and Budget. This may vary depending on the nature of issues for which training, and development are offered E.g. following a general election there will be a requirement for additional sessions on induction, team building and direction setting.

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

4.3.   Attendance at Training and Development Activities

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, or where no budget allocation has been identified and approved under the plan for other specified local government related activities, 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 Chief Executive Officer (or nominee).

Following attendance at an individually approved training program or activity, individual Council Members are required to prepare a report (unless determined otherwise by Council) outlining the nature of the training program/activity and the benefits gained through attendance along with feedback on ideas to enhance the program/activity.

Council Member reports on training received may be determined to be included in the Council's agenda as information only, however this should not preclude Council Members being asked about their attendances at a formal meeting of Council.

The Chief Executive Officer 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 Council Members Code of Conduct, for which penalties can apply.

4.4.   Payments/Reimbursements

The reimbursement of expenses for training purposes must be approved by the Council consistent with its Training & Development Plan or through a separate resolution endorsing attendance at the training program/activity.

Where approval has been granted by Council for attendance at a training program/activity a Council Member may seek reimbursement of expenses in accordance with the relevant provisions of the Act and Regulations.

4.5.   Annual Reporting

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

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5. Further Information

This policy will be available for inspection at the Council office listed below during ordinary business hours and provided to interested parties as per Council's Fees and Charges Register. Copies are available to be downloaded, free of charge, from Council's website: www.yankalilla.sa.gov.au/policies

District Council of Yankalilla
1 Charles Street
Yankalilla 5203

Phone: (08) 8558 0200
Fax: (08) 8558 2022
Email: council@yankalilla.sa.gov.au
Office hours: Monday to Friday, 9.00am to 5.00pm (except public holidays)

6. Grievances

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer of Council.

7. Review Cycle

This document is subject to review every year in conjunction with the development of the Annual Business Plan and Budget.

8. Document History

Date	Version	Council Resolution No.	Description of changes
June 2006	1.0		Adoption of Policy
June 2009	1.0		Review of Policy
August 2012	1.0		Review of Policy
July 2014	1.5		Review of Policy
September 2020	2.0	C20169	Review of Policy • Use of LGA Model Policy • New Template
December 2022	3.0	C22272	Review of Policy

DISTRICT COUNCIL OF YANKALILLA

Council Member Training and Development Plan

(Prepared as a plan for the 4 year Term of Office and reviewed annually)

Details	Attendee *Available to:*	Provider	Date	Cost
LGA Training Standards				
Module 1 - Introduction to Local Government - Role and function of Council Members	*All Council Members*	LGA Education and Training		
Module 2 - Legal Responsibilities	*All Council Members*	LGA Education and Training		
Module 3 - Council and committee meetings	*All Council Members*	LGA Education and Training		
Module 4 - Financial Management and Reporting	*All Council Members*	LGA Education and Training		
Overview of District Council of Yankalilla Development Plan and associated Planning and Development issues	*All Council Members*	In house		

Committee Specific Training				
Committee Specific Training				
Council Assessment Panel Member Training	*CAP Members*	Consultant		
Audit Committee	*Audit Committee Members*	LGA		

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Details	Attendee *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 Meeting Procedures and Chairing Skills	*All Council Members*	LGA		
CAP Fundamentals	*CAP Members*	LGA		
Strategic Financial Sustainability for Good Governance Decision Making	*All Council Members*	LGA		
Other relevant training programs provided by LGA	*As appropriate*	LGA		

Details	Attendee	Provider	Date	Cost
Local Conferences and Seminars				
Council Members Governance Residential Program	*All Council Members*	LGA		
Mayors & Chairpersons Residential Seminar	*Mayor/ Chairperson*	LGA		
LGA Annual Conference and/or OGM Showcase	*All Council Members*	LGA		
Other relevant local conferences that may be identified throughout the year Other relevant short seminars and special interest sessions throughout the year	*All Council Members*			

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Details	Attendee _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		
Other interstate conferences that may be identified throughout the year	_As appropriate_			

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