

TRAINING & DEVELOPMENT

A MODEL POLICY FOR COUNCIL MEMBERS

Policy Intent

The(*insert council name*) is committed to providing training and development activities for its Council Members and recognises its responsibility to develop and adopt a policy for this purpose under the Local Government Act, section 80A.

Training and Development Plan

Council will develop and adopt a training and development plan each year so as to ensure that activities available to all Council Members contribute to the achievement of the strategic and good governance objectives of Council.

Particular emphasis will be given in the training plan to the training needs of new Members joining Council following a general or supplementary election.

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.

Decision Required:

Council will need to determine the manner in which it will collect information regarding the training and development needs of Council Members and how it will plan for the delivery of training. Options might include:

- *Annual assessment of the needs of Council Members, utilising the LGA's Self Assessment Tool for Council Members (available via www.lga.sa.gov.au)*
- *Survey/questionnaire*
- *Interviews*
- *Workshops*

It may be beneficial to include these strategies within the policy.

Council recognises that some of the training needs of Council Members will be specific to their legislative and governance roles and functions such as:

- Role and function of Council Members
- Relationship between Council Members, the CEO and Staff
- Meeting Procedures
- Conflict of Interest
- Code of Conduct

Decision Required:

It is considered beneficial to include key competencies for Council Members in respect to "good governance" in the policy. The list included above may need to be altered to include specific areas of training and development deemed to be appropriate, e.g. media training.

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:

- Seminars and informal (briefing) sessions conducted by Council with appropriate guest speakers and trainers;
- Attendance at seminars and conferences offered by organisations such as the Local Government Association of SA, Australian Local Government Association, Local Government Managers Australia and other private providers that provide an opportunity for Council Members to gain new skills, network with other Council Members and staff from within and outside of South Australia;
- Purchase of training booklets and discussion papers that could be distributed to Members for information
- On-line training delivery

Council's training plan will include the agreed delivery method to respond to the needs of Council Members identified during the development of the training plan.

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.

Decision Required:

Council will need to determine the size of its budget allocation, which may change annually, depending on the nature of issues for which training and development activities may be required to be offered. For example, when a new Council is elected there may be specific issues required to be addressed.

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

Attendance at Training Programs/Activities

The training 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.

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

Following attendance at a training program or activity individual Council Members are 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.

Decision Required:

Council may determine that some types of training should not require the Member to prepare a report.

Council may have an alternative mechanism used for the evaluation of training programs/ activities.

Council may determine that the reports on training provided by Members are included in the Council's agenda, for information only, however this should not preclude Members' being asked about their attendances at a formal meeting of the Council.

Payments/Reimbursements

The reimbursement of expenses for training purposes must be approved by the Council consistent with its training 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 Member may seek reimbursement of expenses in accordance with the relevant provisions of the Local Government Act and Regulations.

Annual Reporting

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

POLICY ADOPTED:

POLICY SCHEDULED FOR REVIEW: 'On (date)' or 'As Required'