

Policy Name:	Council Members Training and Development
Classification:	Mandatory and Public – Council Policy
Adopted:	26 April 2023
Frequency of Review:	After each general election of Council
Last Review:	March 2023
Next Review Due:	March 2027
Responsible Officer(s):	Chief Executive Officer Executive Manager Finance and Corporate Governance
Policy and Code of Practice Manual File Ref:	CC10/2601
Council File Reference:	CR23/1786
Legislation Authority:	Local Government Act 1999, S80A; Local Government (General) Regulations 2013 – Regulation 8AA Council Members Behavioural Management Policy
Related Policies and Codes:	Induction for Council Members
Related Procedures:	LGA Training Standards for Council Members

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.

This policy incorporates 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

The LGA Training Standards provides a community leadership competency framework, defining the key capabilities required to perform the council member role, the core modules and anticipated learning objectives and outcomes.

The framework responds to the legislative requirements and community expectations of council members. The local government sector has a strong aspiration to build and develop capabilities and the performance of council members and in return, achieve great outcomes for local communities.

The framework defines community leadership competencies in four parts:

Behaviour	To identify attributes and develop skills that uphold the Behavioural Standards and principles of good governance.
Civic	To develop knowledge of the Australian system of government and how Councils fulfil the objectives of the Local Government Act to deliver reputable community outcomes.
Legal	To develop the knowledge and skills required to meet the legal responsibilities of a council member.
Strategy & Finance	To develop the knowledge of integrated strategic and annual business planning and the skill to manage public funds appropriately.

- 2.1 Council Members will be informed of training and development opportunities available related to the performance and discharge of official Council Member duties and responsibilities. .
- 2.2 It is recognised that a range of delivery methods will be required to support the training needs of Council Members, including:
- a) In-house training, workshops and briefings 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) Electronic information.
- 2.3 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 personal development of the individual and the achievement of the strategic and good governance objectives of Council.
- 2.4 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.

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 Application forms for training are available from Council's Governance Team for Members to complete to access training and development not conducted by Council. The CEO and Mayor can approve an application for training from a Council Member up to the value of \$700 (excluding GST) if it is agreed that the training is of benefit to the Council Member's required professional development. Training that exceeds \$700 (excluding GST) will need approval by Council resolution.
- 4.3 Following attendance at a training program/activity 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.
- 4.4 The Governance Team will keep a record of all training attended, including the mandatory training requirements completed. Failure to comply with mandatory training will result in a suspension of the Council Member by Council (unless the member satisfies the Council there were good reasons for the failure to comply).

5. PAYMENTS/REIMBURSEMENTS

- 5.1 Individual training requests must be approved by the Council (over the value of \$700 (excluding GST)) or CEO and Mayor (up to the value of \$700(excluding GST) 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 and Mayor for attendance at a training program/activity, Council Members should liaise with the Executive Assistant to the CEO and Mayor to arrange registration and any associated travel. Any associated costs will be recorded in the Council Member Allowances and Benefits Register.

6. ANNUAL REPORTING

The Town of Gawler Annual Report will include a segment regarding the operation of this Policy, including attendances by Members at training ac and expenditure allocated and used for training of Council Members.

7. REVIEW AND EVALUATION

The effectiveness of this Policy will be reviewed after each general election of Council. 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.

8. FURTHER INFORMATION

Further information about this Policy can be obtained by:

Telephone: 8522 9211

Email: 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 to be downloaded, free of charge, from Council's website at www.gawler.sa.gov.au.

A printed copy may be purchased on request from the Council's Administration Centre.