

Responsible Officer	Adopted
Chief Executive Officer	November 2017
Local Government Act 1999 Reference	Reviewed
Section 80A <i>Local Government Act 1999</i> ; Reg. 8AA of the <i>Local Government (General) Regulations 2013</i>	November 2018
	Next Review*
	November 2022

OBJECTIVE

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.

POLICY

Introduction

Renmark Paringa Council 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 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.

Scope

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

Training & Development Plan

Council will develop and adopt a Training & Development Plan ("the 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.

Particular emphasis will be given in the Plan to the participation of all Council Members in the development of a new team following a general election as well as the orientation of first time Council Members.

In preparing the 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.

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. This analysis will be undertaken by the Chief Executive Officer who is responsible for determining which training modules, if any, must be undertaken by returning members. In the absence of a returning member being required to undertake a training module then the returning member will, as a minimum, be encouraged to attend training for modules 2 and 4 as a refresher.

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. Training for such matters will be held on an 'as needs' basis as determined by the Chief Executive Officer.

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;
- on-line self-paced learning; and
- CD Rom/DVD information.

Council's Training & Development Plan (the Plan) will include the agreed delivery method to respond to the needs of Council Members identified during the development of the 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.

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 and Record-keeping

The 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 Plan unless otherwise agreed by the Council.

Application forms are available from the Chief Executive Officer (or nominee).

Following attendance at a training program or activity determined by the Chief Executive Officer, individual Council Members are required to prepare a report for the Council outlining the nature of the training program/activity and the benefits gained through attendance. In all cases, members are encouraged to provide Feedback on ideas to enhance the training programs they have attended and/or the training activities they have undertaken.

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 Code of Conduct for Council Members.

Attendance at Local Government Association Conferences and National General Assembly of Local Government

A maximum of 4 Elected Members attend the Local Government Association of SA Conferences at the discretion of the Mayor and Chief Executive Officer.

A maximum of 2 Elected Members attend the National General Assembly of Local Government in Canberra on an annual basis at the discretion of the Mayor and Chief Executive Officer.

Payments/Reimbursements

The reimbursement of expenses for training purposes must be approved by the Council consistent with the 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 Act.

Annual Reporting

A Council's annual report will address the operation of this Policy, the nature of matters raised in the Plan, attendances by Members and expenditure allocated and used for training of Council Members.

Statement of Adoption and Review

This policy was first adopted in July 2006 and will continue to apply for each new term of the Council subject to it being reviewed every 4 years following a periodic election or otherwise as required. Otherwise, development of the Annual Budget Allocation for training programs and activities and a review of the Plan will occur annually.

Other Relevant Policies/Procedures

N/A

Availability of the Policy

The policy is available from the Community and Civic Centre, Public Library and on the website.

Copies may be purchased at a fee as decided annually by Council.