



Council Members' Training & Development Policy

Reference Number:	1.3
Type:	Council Policy
Category:	Council Members
Relevant Community Plan Outcome:	<ul style="list-style-type: none">• Practice transparent and accountable governance• Adaptive and sustainable management of the City's finances
Responsible Officer(s):	Manager Governance & Operational Support
First Issued/Approved:	June 2006
Minutes Reference:	Cos 1/04/2019, Item 3.16
Last Reviewed:	April 2019
Next Review Due:	April 2021
Applicable Legislation:	Local Government Act 1999
Related Policies:	Council Members' Allowances & Support Policy
Related Procedures:	N/A

1. Purpose

The City of Charles Sturt is committed to providing training and development activities for its Council Members to assist in the performance and discharge of their functions and duties and recognises its responsibility to develop and adopt a policy for this purpose under Section 80A of the Local Government Act 1999.

2. Scope

This policy applies to all training and development activities for City of Charles Sturt Council Members.

3. Policy Statement

Training and Development Plan

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

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 and these will be considered in accordance with this policy.

Following a general or supplementary election, a training program will be developed to ensure that all Council Members undertake training in accordance with the mandatory requirements under the Local Government (General) Regulations 2013 (section 8AA). This training will be used to assist and enhance members understanding of their responsibilities and role and will be completed within the 12 months of the Council Members appointment.

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 elected members and staff from within and outside of South Australia;
- Purchase of training booklets and discussion papers that could be distributed to Council Members for information;
- On-line training delivery; and
- Circulation of information.

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 plan.

Annual Budget Allocation

An annual budget allocation will be provided to support the training and development activities for Council Members as identified in the training and development plan. The allocated budget will provide for associated travel and accommodation for Council Members. Costs for attendance and travel by any person accompanying a Council Member at any conference, seminar or training will not be met by Council.

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

Attendance at Training Programs/Activities

The training and development plan will determine the nature of training to be made available, however access to training programs not directly identified on this plan will require approval by Council or the Chief Executive Officer. The Chief Executive Officer may only approve the attendance and commitment of expenditure for a Council member to attend personal development training, seminars or conferences provided all of the following conditions are met:

- the location of the training or development opportunity is within metropolitan area of Adelaide; and
- the total estimated cost per Council member is not greater than \$750 per occasion; and
- sufficient funds are available within the allocated budget to fund the application; and
- the provision of the training or development opportunity is relevant to the performance or discharge of official duties or functions.

Applications are to be made by email, addressed to the Manager Governance & Operational Support or the Chief Executive Officer.

Following attendance at any conference, individual Council Members are to prepare a report detailing the nature of the conference, the benefits to Council and the learnings gained by the individual member through such attendance. A copy of this report is to be circulated to all members of Council as soon as practicable after the conference.

In making a decision on a training program application, consideration should be given to the number of attendances an individual member has had in that year.

Travel and Payments/Reimbursements

Council approval is required prior to any travel being undertaken by a Council Member. Relevant and comparable training and development opportunities within metropolitan Adelaide should be explored prior to considering interstate options.

If there are no comparable opportunities within metropolitan Adelaide and a Council Member requests the attendance at an interstate conference or seminar the Council Member will be required to provide the benefits to Council and the alignment to the discharge of their duties. The Manager Governance & Operational Support will ensure that this information will be provided to Council for consideration.

Where travel is required, accommodation, flights and rental cars will be arranged through the Manager Governance & Operational Support and will be made to ensure the best value to Council.

The reimbursement of reasonable expenses for training and development purposes will be made in accordance with the requirements of the Council Members' Allowances & Support Policy. Costs for mini bar use will not be paid for by Council. Itemised receipts for all expenses incurred must be provided. No reimbursement will be made without receipts.

Annual Reporting

Council's 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 Council Members and expenditure allocated and used for training of Council Members in accordance with section 131(2) of the Local Government Act 1999.

4. Definitions

Nil

Council Member Training and Development Plan 2019/2020

Details	Available to	Provider	Date
Mandatory Training – to be completed by November 2019			
*Please note on-line can be accessed for the mandatory training			
Module 1 – Introduction to Local Government	All Council Members	LGA	29 August 2019
Module 2 – Legal Responsibilities	All Council Members	LGA	5 September 2019
Module 3 – Council and Committee Meeting	All Council Members	LGA	29 August 2019
Module 4 – Financial Management and Reporting	All Council Members	LGA	5 September 2019
Committee Specific Training			
Audit Committees	Audit Committee Members	LGA	9 April 2019
Council Assessment Panel Member Training	CAP members	LGA	3 June 2019
LGA Education and Training Services			
Chairing and Chamber Etiquette	All Council Members	LGA	3 May 2019
Information Management – Part One Securing the Digital Highway	All Council Members	LGA	5 July 2019
Information Management – Part Two Social Media Etiquette & Branding	All Council Members	LGA	5 June 2019

Details	Available to	Provider	Date
Media Skills for Mayors and Chairperson	Mayor and Chairpersons	LGA	1 May 2019
Reputation and Media for Elected Members	All Council Members	LGA	3 April 2019
Policy Development and Strategic Thinking	All Council Members	LGA	TBA
Community Engagement for Elected Members	All Council Members	LGA	4 April 2019
CEO Performance Management	All Council Members	LGA	TBA
Building Effective Relationships	All Council Members	LGA	10 April 2019
Emotional Intelligence 101 for Elected Members	All Council Members	LGA	10 May 2019
Public Speaking	All Council Members	LGA	9 May 2019
Strategy and Risk Management	All Council Members	LGA	TBA
Negotiating and Influencing Skills	All Council Members	LGA	13 May 2019
Dispute Resolution	All Council Members	LGA	13 May 2019
Planning Act Essentials	All Council Members	LGA	6 May 2019
Economic Development – Nurturing your Local Economy	All Council Members	LGA	TBA
Sustainable Tourism	All Council Members	LGA	TBA
Public Health and Community Well-Being	All Council Members	LGA	15 July 2019
Emergency Management	All Council Members	LGA	29 July 2019

Details	Available to	Provider	Date
<i>Other relevant training programs provided by the LGA</i>			

Local Conferences and Seminars			
Elected Member Leadership Program	All Council Members	LGA	TBA
Mayors' and Chairpersons' Leadership Program	Mayor and Chairpersons	LGA	9 August 2019
<i>Other relevant local Conferences that may be identified throughout the year.</i>			
<i>Other relevant short seminars and special interest sessions throughout the year.</i>			

Details	Available to	Provider	Date
Interstate Conferences and Seminars – Require individual Council Approval for attendance			
Australian Local Government Association (ALGA) National General Assembly for Local Government	As nominated by Council	ALGA	17-20 June 2018 Canberra
<i>Other Interstate Conferences that may be identified throughout the year</i>			

Note: Training dates are correct at the time of publication of this document and may change