



Council Members' Training & Development Policy

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Type:	Council Policy
Category:	Council Members
Relevant Community Plan Outcome:	<ul style="list-style-type: none">• Open and accountable governance• The management of our city is progressive, responsive and sustainable to ensure a united and unique place for future generations.
Responsible Officer(s):	Manager Governance & Operational Support
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Applicable Legislation:	Local Government Act 1999
Related Policies:	Council Members' Allowances & Support Policy
Related Procedures:	LGA Training Standards for Council Members

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.

This Policy has been developed in accordance with Section 80A of the Local Government Act 1999 and regulation 8AA of the Local Government (General) Regulations 2013 that state that the Council's training policy must comply with the LGA training standards

2. Scope

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

3. Policy Statement

Training and Development Opportunities

Council Members will be afforded the opportunity to undertake training and development opportunities that have a direct alignment and assist in the performance and discharge of their functions and duties as Council Members. All opportunities made available will contribute to the achievement of the strategic and good governance objectives of Council.

Following a general or supplementary election, a training program will be developed to ensure that all Council Members undertake training in accordance with the prescribed mandatory requirements under the Local Government Act 1999 (Section 80A), the Local Government (General) Regulations 2013 (Section 8AA) and the LGA Training Standards for Council Members. This training will be used to assist and enhance members understanding of their role and responsibilities.

Training and development opportunities are categorised into four separate parts.

Part One: All Council Members are required to undertake mandatory training as detailed in the LGA Training Standards for Council Members.

The training provides a community leadership competency framework, with the aim of building and developing the capabilities and performance of Council Members. There are multiple modules within the four leadership competencies that are required to be completed and are set out below:

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 and Finance	To develop the knowledge of integrated strategic and annual business planning and the skills to manage public funds appropriately.

In addition to the above, the Standards put further focus on the following:

The development and inclusion of a formal orientation and induction program. The CEO will arrange a program that complements the completion of the mandatory training and will aim to provide support and resources to effectively perform in the role.

- A Council Leadership Workshop. The CEO will arrange for the inclusion of a workshop/s focussing on ensuring leadership effectiveness in working to deliver Councils strategic purpose.
- A mid-term refresher workshop. This will include but will not be limited to effective working relationships, legal and financial responsibilities and effective council meetings and procedures.
- Mayoral Leadership. This training is specific to all Mayors and includes key responsibilities as leader of the Council, and skills to guide the promotion of positive and constructive working relationships of the Council as a whole.

Training outlined within the Standards must be completed by all Members within the first 12 months of their four-year term.

Council Members will have access to Council Member specific training that is offered by the Local Government Association (LGA). This training is a suite of professional and personal development training opportunities for Council Members which is contextualised to the local government sector of South Australia. All courses aim to provide Council Members with the skills and knowledge to better understand their role and the responsibilities to effectively perform their duties confidently and to the best of their ability.

The Governance & Operational Support Team will circulate the LGA's Council Member course offerings on an annual basis or as new training if offered. This training does not require Council approval.

Part Two: This training aims to provide Council Members with the skills and knowledge of technology and general Council information they will require to navigate their interaction with the Council, the administration and the general community. Examples of such activities include but are not limited to:

- Training in the Microsoft suites of applications and training in how to use this technology, at either a basic, intermediate or advanced level;
- Seminars and informal (briefing) sessions conducted by Council with appropriate guest speakers and trainers;
- Purchase of training booklets and discussion papers that could be distributed to Council Members for information;
- Limited professional support from Council's Employee Assistance provide;
- On-line training delivery; and
- Circulation of information.

This training may be provided by Council staff or a Council training provider and the Chief Executive Officer may approve this training if it is under \$750.00. Any requests over \$750 will require Council approval.

The Standards promote ongoing personal and professional development to ensure that Council Members remain effective and reputable in the discharge of their duties.

Part Three: Provides Council Members with the opportunity to undertake professional development to enhance the skills and knowledge required to perform their official functions and duties and interactions with the Community. Any request under this category, which is over \$750.00 will require specific approval by Council and the Council Member will be required to provide:

- How the request aligns to the performance and discharge of their official functions and duties;
- How the request contributes to the good governance and the strategic objectives of Council.

Requests will be not considered under the following circumstances:

- the requests fall within the last year of the Council Members term on Council;
- the Council Members will receive an ongoing personal benefit such as a recognised qualification.

If support under this section is approved the Council Member is required to provide a report to Council at the completion of the course and how they have applied the skills gained. If a member does not provide a report or fails to complete the course cost are to be refunded to Council.

Part Four: Requests for Attendance at Interstate Conferences

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 intra or 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 (where applicable) are to be arranged through the Manager Governance & Operational Support and will be made to ensure the best value to Council.

Where accommodation is required as part of the attendance of the activity, accommodation will only be booked for the nights of the training and development activity. For example, if a conference commences on a Thursday evening and concludes on a Sunday afternoon, accommodation will include the nights of Thursday, Friday and Saturday only. The only exception where Sunday night accommodation is considered will be in the case of no return flights being available. It would also be deemed appropriate to extend an accommodation booking to include the night before the commencement of a conference in the circumstance where the earliest flight would not guarantee the Council Member arriving at the conference on time.

Any additional nights outside of this timeframe are to be arranged by the Council Member and will be at their own expense.

If the Council Member requests a return flight on a date after the conclusion of the activity and that flight is more expensive, the additional costs will be at the expense of the Council Member.

Council Members are not entitled to link their travel to any personal reward programs such as airline reward programs.

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. Itemised tax receipts for all expenses incurred by the Council Member must be provided and no reimbursement will be made without the appropriate tax receipts.

Costs for mini bar use or in-house movies will not be paid for by Council.

Council Members may take a travelling companion and they will be able to share the accommodation with the Council Member if there is no additional cost to Council. If there is an additional cost this will be at the expense of the Council Member and will be invoiced by Council to the Council Member. All other travel arrangements and expenses for the travelling companion will not be made or funded by Council.

If a Council Member wishes to attend an interstate conference and their attendance is restricted due to their child/dependent care commitments e.g. breastfeeding an infant, a report will be provided to Council outlining the specific circumstances, the support required, and any additional costs attributed to the extra support.

Following attendance at any conference, individual Council Members are to prepare a report to be presented to Council detailing the nature of the conference, the benefits to Council and the learnings gained by the individual member through such attendance.

When making a decision on a training program, a professional development opportunity or the attendance at an interstate conference, Council will take into consideration the number of attendances an individual member has had in that year.

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.

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