

## COUNCIL MEMBERS TRAINING & DEVELOPMENT POLICY

Type	Governance
Category	Corporate & Community
Responsible Officer	Director Corporate & Community
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Next Review Date	Beginning of each Council term
Applicable Legislation	Reg. 8AA LG (General) Regulations Section 80A Local Government Act 1999
Related Documents	Council Members Code of Conduct LGA Training Standards
Public Consultation Required	No
File Reference	9.63.1.4

### 1. PURPOSE

Port Pirie Regional Council is committed to providing training and development activities for its Council Members, achieving the mandatory training requirements under the LGA (Local Government Association) Training Standards, whilst offering training and development opportunities to assist Councils Members in the performance and discharge of their functions achieving strategic and good governance objectives of Council.

The Local Government Act 1999 Section 80A provides Council must prepare and adopt a training and development Policy. Council members recognise they must undertake regular training in accordance with this policy and comply with the *LGA Training Standards* as defined in Regulation 8AA of the Local Government (General) Regulations 2013.

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## **2. SCOPE**

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

## **3. PRINCIPLES**

Council recognises that to carry out their roles and responsibilities within the community, Council Members require specific training and refresher courses to enable them to meet their legislative and governance objectives of a Council Member.

The following principles apply to Council Members Training, Development, and Induction.

- All Council Members **MUST** complete all four mandatory training modules within twelve months of a four-year term which consists of the following:
  - Mandatory - Module 1 - Behaviour
  - Mandatory - Module 2 - Civic
  - Mandatory - Module 3 - Legal
  - Mandatory - Module 4 – Strategy and Finance
- All Council Members are required to actively participate in the induction program and council leadership program provided by the Chief Executive Officer within the first few months following the declaration of the Council Elections.
- Equitable access to training and development activities will be offered to Council Members that contributes to the roles and functions of Council members and supports the desired outcomes of Council.

The Chief Executive Officer will maintain a register of training and development undertaken by all Council Members; the register will contain the following:

- Mandatory training requirements as specified in the LGA Training Standards
- Induction and leadership workshop
- Any other non-mandatory training, personal and professional development as determined by Council.

### **Other non-mandatory training, personal and professional development**

Council members will undertake a training gap analysis exercise within the first year of the new term utilising the LGA Leadership Effectiveness Tool (attachment 2) which will assist council members to identify current leadership strengths (attributes, qualities, skills and knowledge), identifying gaps and opportunities for on-going personal and professional development enabling the Council Member to contribute equitably to the strategic (community) plan of Port Pirie Regional Council.

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## **Other non-mandatory training, personal and professional development cont'd**

Council Members are encouraged to undertake further individual training and development throughout their term, which will assist in the performance and discharge of official functions and duties. including, but not limited to training courses, professional development programs and/or conferences. As these training opportunities arise Council Members will be notified via email, LGA News, or a report to Council.

There may be occasions where the Chief Executive Officer and, or the mayor identify and determine that training and development of a particular topic may be required to assist Council members in the performance and discharge of their duties and functions.

## **4. TRAINING AND DEVELOPMENT PLAN**

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.

Particular emphasis will be given in the Training & Development 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 its Training & 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.

## **5. 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.

The budget will be determined each year for the mayor and for other Council Members. Separate travel and accommodation budgets will also be determined each year.

## **6. ATTENDANCE AT TRAINING PROGRAMS AND RECORD-KEEPING**

Training and development should:

- assist the Council Member to develop skills and competencies required by the Member for the performance and discharge of their official functions and duties;
- have an allowance within the budget;
- contribute to good governance and the strategic objectives of Council; and/or
- have an identified benefit to the organisation or the community.

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## **Attendance at Training Programs and record keeping cont'd.**

Generally, the maximum number of Council Members attending the same session will be three. Where more than three Council Members seek to attend a training course/session or for training that is not in the Training & Development Plan, the applications will be referred to Council for consideration. Portfolio members will be given preference.

### **Endorsed Annual Meetings/Conferences**

The Mayor and a maximum of two Council Members may attend the:

- Local Government Association of SA annual general meeting and conference;
- Local Government Association of SA ordinary general meeting;
- Local Government Finance Authority AGM;
- Local Government Roads and Works Conference;
- Global Maintenance USG Conference;
- Spencer Gulf Cities Council meetings and workshops;
- LEGATUS meetings and workshops; and
- other meetings at which Council representation is required.

Any Member who is a Council representative (as resolved by Council) to an organisation is not required to seek a further Council resolution to attend its meetings. It is noted that the Mayor is a Member of the South Australian Region of Councils.

Application forms are to be completed and submitted to the Chief Executive Officer. Forms are available from the Port Pirie Regional Council Elected Member Extranet.

The Chief Executive Officer will approve all training applications for training that is within the adopted Training & Development Plan and the available budget. Preference will be given to Council Members attending training that is mandatory.

If a request for attendance at a training and development event is refused, a right of appeal exists through Council resolution, via a Notice of Motion.

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

Following attendance at a training opportunity funded by Council, attending Council Members are required to present a written report to a council meeting at the earliest reasonable opportunity but no later than 2 meetings following the conclusion of the training. The report should outline the nature, location and duration of the training program/activity together with a statement of the benefits gained through attendance along with feedback on ideas to enhance the program/activity.

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## **Attendance at Training Programs and record keeping cont'd**

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 Council Members Code of Conduct.

The Council Members Training & Development Policy and the Council Members Allowances and Benefit Policy apply in relation to reporting requirements, interstate and overseas travel and reimbursements.

## **7. PAYMENTS/REIMBURSEMENTS**

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

## **8. ANNUAL REPORTING**

Council's Annual Report will include a segment regarding the operation of this Policy, the nature of matters raised in the Training & Development Plan, attendances by Members and expenditure allocated and used for training of Council Members.

## **9. FURTHER INFORMATION**

This Policy will be available to be downloaded, free of charge, from Council's internet site: [www.pirie.sa.gov.au](http://www.pirie.sa.gov.au).

Copies will be provided to interested parties upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

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