

# Council Member Training & Development Policy

<b>Reference Number:</b>	CR18/62988
<b>Type:</b>	Council Policy
<b>Responsibility:</b>	Director City Corporate
<b>Responsible Officer:</b>	Team Leader Governance and Risk
<b>Initial Adopted Date:</b>	March 2019
<b>Last Review Date:</b>	May 2023
<b>Next Review Date:</b>	November 2026
<b>Legislation:</b>	<i>Local Government Act 1999</i> Section 80A <i>Local Government (General) Regulations 2013</i> Reg. 8AA
<b>Related Documents:</b>	Council Member Allowances & Benefits Policy Council Member Allowances and Benefits Register Council Member Application for Training and Development Behavioural Management Policy

## 1 Purpose

- 1.1 City of Prospect is committed to providing training and development activities for its Council Members, including the mandatory training requirements under the LGA Training Standards, and any other appropriate conference, education and development activities relevant to their roles and functions.
- 1.2 City of Prospect recognises its responsibility to develop and adopt a policy for this purpose under section 80A of the *Local Government Act 1999*.

## 2 Definitions

- 2.1 **Education** – sessions which facilitate the acquisition of knowledge and skills which are relevant to sufficient execution of the role of a Council Member. For example, information session, LGA training, etc.
- 2.2 **Conferences** – Inter and intrastate, and International events which may or may not be organised by LGA or ERA, and can include elements of cross-council networking, education, collaboration, and planning for the future.
- 2.3 **Development** – refers to optional opportunities which earns or maintains personal credentials beyond what is required as a council member, and compliments honest and transparent relationships. For example, emotional intelligence training.
- 2.4 **LGA** – Local Government Association of South Australia.
- 2.5 **ERA** – Eastern Region Alliance of Councils.
- 2.6 **Mandatory Training** refers to the mandated training under the *Local Government (General) Regulations 2013* and subsequent Local Government Association (LGA) Training Standards for Council Members.<sup>1</sup>

## 3 Scope

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

## 4 Policy Statement

- 4.1 The objective of this policy is to ensure Council Members are offered opportunities to undertake the required training in accordance with LGA Training Standards and any other appropriate education and development activities to assist members in their performance and discharging of their functions and duties.

---

<sup>1</sup> Local Government of South Australia, 'LGA Training Standards for Council Members' (5 October 2022, Document ID 783010).

## 5 Application of Policy

### Training & Development

- 5.1 The Training & Development Schedule (the Schedule) will ensure that activities *and opportunities* are available to all Council Members *to* 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.
- 5.2 It is recognised that a range of delivery methods will be required to support the training and development needs of Council Members, including:
  - 5.2.1 In-house workshops, seminars and briefing sessions conducted by the Council with appropriate staff, trainers and guest speakers;
  - 5.2.2 Attendance at workshops, seminars and conferences offered by training providers and industry bodies including the Local Government Association of SA, other industry bodies and/or private providers offering courses for Members to gain new skills and knowledge and to network with other Council Members;
  - 5.2.3 Printed material, including training booklets and discussion papers, that may be distributed for information; and
  - 5.2.4 On-line self-paced learning.
- 5.3 Regular training sessions will be offered to Council Members over their term of office which will be communicated to Members via the fortnightly produced CEO Bulletins,<sup>2</sup> including the new LGA Training Standards requiring mid-term refresher training.
- 5.4 The Chief Executive Officer (CEO) will engage training providers that have the appropriate expertise to deliver the required training and keep a record that indicates Council Members successful completion.

---

<sup>2</sup> Timeframes permitting.

## **Application to Attend Activities**

- 5.5 An annual budget allocation will be provided to support the training and development activities for Council Members.
- 5.6 The Schedule will determine the nature of training to be made available, however access to training programs not directly conducted by the Council, or where no budget allocation has been identified and approved under the schedule for other specified local government related activities, will require Council approval upon application (see attached form) and must link to the schedule unless otherwise agreed by the Council.
- 5.7 Conference, Education & Development Activities which do not incur any registration, travel, or meal fees do not require application or approval by the CEO.
- 5.8 Applications for attendance of activities requiring Council approval include:
  - 5.8.1 all interstate and international opportunities. Applications must be received at least 7 clear working days prior to a Council meeting for it to be included in the Agenda.

## **Attendance at Training and Development Activities**

- 5.9 Conference attendees may provide a verbal or written report on their experiences including the nature of the conference, to be included in the Council Agenda.<sup>3</sup>
- 5.10 All training undertaken by Members will be recorded in the Training Register,<sup>4</sup> and cross referenced in Council Member Allowance and Benefits Register.
- 5.11 Failure to complete the mandatory training requirements in the relevant timeframe will trigger the member's suspension unless the Council is satisfied there were good reasons for the failure to comply.<sup>5</sup>

## **Reimbursement of expenses**

- 5.12 The reimbursement of expenses for training purposes will be approved by the Council consistent with its Allowances and Benefits Policy or through a separate resolution endorsing attendance at the training program/activity.
- 5.13 The following types of expenses are able to be met or reimbursed where they arise as a consequence of the Council Members attendance at an approved conference, training or development activity<sup>6</sup>:
  - 5.13.1 Air Fare funded to the level of:
    - (a) Economy Class for destination flight time of up to seven (7) hours;
    - (b) Business Class for destination flight time exceeding seven (7) hours.
  - 5.13.2 Registration Fees
  - 5.13.3 Accommodation (up to a maximum of \$350 per night)
  - 5.13.4 Meals and Incidental expenses up to the value of \$150 per day (upon submission of receipts), as:

---

<sup>3</sup> Refer: City of Prospect Code of Practice Meeting Procedures (Council Member Reports and Briefings).

<sup>4</sup> Local Government Act 1999 (SA) s 80A ss(2h).

<sup>5</sup> Ibid. s 80A ss(2b)-(2g).

<sup>6</sup> Expense allowances subject to CPI adjustment annually

Breakfast	\$25
Lunch	\$35
Dinner	\$60
Incidentals	\$30

5.19.5 Transfers and transport to/from airport/venue.

## 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 Schedule, attendances by Members and expenditure allocated and used for training of Council Members.

The budget provided to support the training and development activities undertaken by council, and progress against expenditure of the budget allocation will be reported as required and on an annual basis.

## Council Member Training & Development Schedule

<b>LGA Training Standards (Mandatory Training)</b>
Refer to the LGA Training Standards for Council Members in Attachment 1 to this Schedule

<b>Committee Specific Training</b>			
<b>Details of Committee</b>	<b>Attendee <i>Available to:</i></b>	<b>Provider</b>	<b>Date</b>
Council Assessment Panel	CAP Members	Consultant	as required
Audit & Risk Committee	Audit Members	LGA / Consultant	as required
Strategic Planning & Development Policy Committee	Members	LGA/ Consultant	as required
CEO Performance, Development and Review Committee	Elected Members	LGA/ Consultant	as required

<b>In House Training</b>		
<b>Details</b>	<b>Provider</b>	<b>Date</b>
Records Management	Council Officer	-
Social Media Training	Council Officer	-

<b>LGA Education and Training Services</b>			
<b>Details</b>	<b>Attendee <i>Available to:</i></b>	<b>Provider</b>	<b>Date</b>
Public Speaking Skills for Council members	All Council Members	LGA	as required

Media Skills for Council Members	Mayor and Deputy Mayor	LGA	as required
CEO Performance Management	All Council Members	LGA	as required
Conflict of Interest, Governance Roles and Responsibilities	All Council Members	LGA	as required
Council & Committee Meeting Procedures and Chairing Skills	All Council Members	LGA	as required
Strategic Financial Sustainability for Good Governance Decision Making	All Council Members	LGA	as required
Public Health and Community Well-Being	All Council Members	LGA	as required
Other relevant training programs provided by LGA	As appropriate	LGA	as required

<b>Local Conferences and Training Sessions<sup>7</sup></b>			
<b>Details</b>	<b>Attendee Available to:</b>	<b>Provider</b>	<b>Date</b>
Mainstreet SA State Conference (Adelaide)	All Council Members	Mainstreet SA	October
LGA Annual Conference and/or OGM Showcase (Adelaide)	All Council Members	LGA	October / April
ALGA Local Roads & Transport Congress (Adelaide)	All Council Members	ALGA	November
LG Professionals SA Annual Conference	All Council Members	LG Professionals	March
Heritage and Conservation	All Council Members	Planning Institute Australia	As provided
Urban Development Institute of Australia – Events	All Council Members	UDIA	As provided
Other relevant local conferences that may be identified throughout the year Other relevant short seminars and special interest sessions throughout the year	As appropriate	-	-

<sup>7</sup> Requiring Council approval as/when appropriate.

Interstate Conferences and Seminars <sup>8</sup>			
Details	Attendee Available to:	Provider	Date
ALGA National General Assembly of Local Government (Canberra)	All Council Members	ALGA	June
Local Government Professionals Annual Conference	All Council Members	LG Professionals	TBA
ALGWA National Conference	All Council Members	ALGWA	May
Intl Cities, Town Centres & Communities Conference	All Council Members	ICTC	October
Asia Pacific Cities Summit and Mayors Forum	All Council Members	APCS	July
Urban Development Institute of Australia National Congress	All Council Members	UDIA	March
<i>Other interstate conferences that may be identified throughout the year</i>	<i>As appropriate</i>	-	<i>as required</i>

International Conferences <sup>9</sup>			
Details	Attendee Available to:	Provider	Date
Intelligent Community Forum – Global Summit	<i>All Council Members</i>	ICF	June
Top Intelligent Communities of the Year	<i>All Council Members</i>	ICF	February / October
<i>Other international conferences that may be identified throughout the year</i>	<i>As appropriate</i>	-	<i>As required</i>

## 6 Access to the Policy

The Policy is available to the public:

[www.prospect.sa.gov.au](http://www.prospect.sa.gov.au)

Customer Services, 128 Prospect Road, Prospect SA 5082

<sup>8</sup> Requiring Council approval where and as appropriate.

<sup>9</sup> Requiring Council approval.



## **7 Further Information**

For further information please contact:

Team Leader Governance & Risk  
City of Prospect  
128 Prospect Road  
Prospect SA 5082

8269 5355

[admin@prospect.sa.gov.au](mailto:admin@prospect.sa.gov.au)

## ***Excerpt of Local Government Act 1999 (SA) 80A—Training and development***

*(1) A council must prepare and adopt a training and development policy for its members.*

*(2) The policy—*

*(a) must be aimed at assisting members in the performance and discharge of their functions and duties; and*

*(b) must incorporate the prescribed mandatory requirements and comply with any other requirements prescribed by the regulations; and*

*(c) may specify other requirements relating to the conduct and completion of training and development by members.*

*(2a) A training and development policy of a council may make different provision according to different members of the council.*

*(2b) If a member of a council fails to comply with the prescribed mandatory requirements, the council must suspend the member from the office of member of the council, unless the member satisfies the council that there were good reasons for the failure to comply.*

*(2c) If a council suspends a member of the council under subsection (2b), the chief executive officer must give public notice of the suspension as soon as practicable after determining to suspend the member.*

*(2d) Despite any other Act or law, or any determination of the Remuneration Tribunal, a member of a council suspended under subsection (2b) is not entitled to an allowance under section 76, or reimbursement of expenses, or any other facility, service or form of support, that the member would otherwise be entitled to under this Act, during the period of suspension.*

*(2e) If a member of a council who is suspended under subsection (2b) as a result of failing to comply with the prescribed mandatory requirements satisfies the council that the member has complied with the prescribed mandatory requirements, the council must revoke the suspension and give public notice of the revocation.*

*(2f) If a member of a council is suspended under subsection (2b) for a continuous period of more than the prescribed period, the council must apply to SACAT for an order disqualifying the member from the office of member of the council under this Act.*

*(2g) If a member is disqualified under subsection (2f), the disqualification extends to all other offices held in the member's capacity as a member of the council or by virtue of being a member of the council.*

*(2h) The chief executive officer must maintain a register relating to training and development in accordance with the regulations.*

*(2i) A member of a council must, at the request of the chief executive officer, provide to the chief executive officer, within a period specified in the request, specified information, or information of a specified kind, relating to training and development by the member.*

*(2j) A member of a council must not contravene, or fail to comply with, a request under subsection (2i).*

*(2k) In this section— prescribed mandatory requirements means the requirements prescribed by the regulations relating to training and development that must be completed by members of councils, which may include timeframes for the completion of such training and development.*

*(3) A council may from time to time alter its policy, or substitute a new policy.*