


# COUNCIL POLICY

 <p><b>Adelaide Hills</b> COUNCIL</p>	<b>COUNCIL MEMBER TRAINING &amp; DEVELOPMENT</b>
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<b>Policy Number:</b>	CM-05
<b>Responsible Department(s):</b>	Governance & Performance
<b>Relevant Delegations:</b>	None
<b>Other Relevant Policies:</b>	Council Member Allowances and Benefits
<b>Relevant Procedure(s):</b>	None
<b>Relevant Legislation</b>	<i>Local Government Act 1999</i> <i>Local Government (General) Regulations 2013</i>
<b>Policies and Procedures Superseded by this policy on its Adoption:</b>	08 September 2015, Item 12.1, 43
<b>Adoption Authority:</b>	Council
<b>Date of Adoption:</b>	24 July 2018
<b>Effective From:</b>	07 August 2018
<b>Minute Reference for Adoption:</b>	Item 12.8, 171/18
<b>Review Date:</b>	No later than September 2022 or as required by legislation

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## **COUNCIL MEMBER TRAINING & DEVELOPMENT**

### **1. INTRODUCTION**

- 1.1.** The Adelaide Hills 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 1999 (the Act).

### **2. POLICY OBJECTIVE**

- 2.1.** To ensure Council Members are provided opportunities to undertake training and development in accordance with the LGA Training Standards and any other appropriate training and development standards relevant to their roles in order to exercise, perform and discharge their powers, functions and duties.

### **3. SCOPE**

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

### **4. TRAINING & DEVELOPMENT PLAN**

- 4.1.** Council will develop and adopt a Training & Development Plan so as to ensure that activities available to all Council Members contribute to the personal development of the individual and the achievement of the strategic and good governance objectives of Council.
- 4.2.** For the purposes of this Policy, attendance at meetings as the nominated representative of Council (i.e. ALGA National Assembly, LGASA General Meetings) is not a Training and Development activity although it is acknowledged that there is a development element in attendance at these fora.
- 4.3.** 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.
- 4.4.** 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. This may include, but not be limited to:
- Annual assessment of the needs of Council Members
  - Annual assessment of Council and/or committee performance
  - Survey/questionnaire
  - Interviews

- Workshops

**4.5.** In order to carry out their roles and responsibilities to the community Council Members may require specific training and development, including, but not limited to:

- The requirements of the Local Government Act 1999 and associated regulations
- Role of Council Members
- Role of CEO and Officers
- Council Governance responsibilities
- Decision-making & problem solving
- Ethics and relationship with staff
- Strategic management planning
- Financial management
- Rating
- Role of Audit Committee
- Legal and Risk Management
- Asset Management
- Community Engagement
- Role of Development Assessment Panel including land-use planning and development assessment
- Section 41 Committees
- Advisory Groups
- Subsidiaries
- Community Wastewater Management Schemes
- Waste Management
- Whistleblowers Protection
- Fraud & Corruption Prevention
- Section 42 and 43 Committees

**4.6.** As a minimum, Council Members must fulfil the requirements of Regulation 8AA of the Local Government (General) Regulations 2013 regarding compliance with the LGA training standards approved by the Minister. The modules developed to meet these standards are:

- 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

**4.7.** 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;

- Proficiency in using the Council provided information technology (i.e. tablet device(s), email, electronic documents)
- On-line self-paced learning

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

## **5. SPECIFIC TRAINING FOR COUNCIL MEMBERS**

**5.1.** Some of the training and development needs of Council Members will be specific to an individual's legislative and governance roles and functions (e.g. Audit Committee Member, CEO Performance Review). Preference will be given to Council Members explicit role on Council and or Committees, however, if appropriate and sufficient interest is shown, internal training sessions may be conducted to include all Council and or Committee Members.

## **6. ANNUAL BUDGET ALLOCATION**

**6.1.** A budget allocation will be provided to support the training and development activities undertaken by Council Members.

**6.2.** Unless the training and development is aimed at a specific group of members (e.g. newly elected), numbers attending should be restricted to ensure efficient use of budgeted funds, thus enabling attendance at a range of seminars over the budget year and giving Council access to greater information.

## **7. ATTENDANCE AT INDIVIDUAL TRAINING AND DEVELOPMENT**

**7.1.** Council Members are encouraged to attend all training and development sessions identified on the Training & Development Plan.

**7.2.** Where the session is not being conducted in-house, Council Members must make an application by completing a Training and Development Approval Form (Appendix 1) detailing the content, relevance and costs (including travel, meals, accommodation, registration fees, etc.) involved to attend.

**7.3.** All applications shall be forwarded to the Mayor for approval or in the case of the Mayor being the attendee, authority for approval will pass to the Deputy Mayor in consultation with the CEO. Once approved, the application is forwarded to the CEO in reasonable time to meet the training or development registration deadline.

**7.4.** Council Member requests to attend a training and development that does not satisfy the above criteria, or is above \$1,500, approval to attend shall be the subject of a report to Council for consideration.

- 7.5. Refusal of an application (by the Mayor or Deputy Mayor) will be reported to Council.

## **8. REPRESENTING COUNCIL IN AN OFFICIAL CAPACITY**

- 8.1. The Mayor, or the Deputy in the Mayor's absence, is the principal spokesperson, and is the default representative of Council in an official capacity (e.g. National General Assembly, LGA meetings and the like, including intrastate, interstate or overseas).
- 8.2. There may be situations in which the Mayor and Deputy Mayor are not able to attend official functions and the Council may authorise, by resolution, a Council Member to represent Council in an official capacity.
- 8.3. Where projected costs of attendance do not exceed \$1,500, the approval of costs will be considered by the Mayor, or in the case of the Mayor being the attendee, authority for approval will pass to the Deputy Mayor in consultation with the CEO.
- 8.4. Where costs exceed \$1,500, requests to attend functions in an official capacity shall be the subject of a report to Council for consideration.

## **9. RECORD KEEPING**

- 9.1. Any Council Member attending an external training and development activity shall provide a summary written report on the Council Members Training and Development Attendance Form (Appendix 2), at the next Council meeting (to be included as an information item in the Councillor Reports section of the agenda), outlining the nature of the training and development, the benefits gained through attendance along with feedback on ideas to enhance the training and development.
- 9.2. If a recommendation for action is being made, a formal report in the Council Agenda will be required.
- 9.3. The CEO will keep a record of all training and development attended, but particularly the mandatory training requirements. Failure to complete the mandatory training requirements in the legislated time frame amounts to a breach of the Council Members Code of Conduct.

## **10. PAYMENTS/REIMBURSEMENTS**

- 10.1. Where approval has been granted by Council or the Mayor for attendance at training and development, the Council Member may seek reimbursement of expenses in accordance with the Council Member Allowances and Benefits Policy, which should be read in conjunction with this policy.
- 10.2. Registration and accommodation expenses will normally be arranged and paid for by council's administration prior to the event, unless otherwise requested.
- 10.3. Expenses will normally be restricted to:
- Registration – course/seminar/conference registration fees.

- Travel – economy class air fares or vehicular travel expenses, by the shortest practicable route, depending on convenience and cost. The rate per kilometre is as prescribed through the Local Government Association Circular in relation to Council Member Vehicle Reimbursement (in accordance with the Australian Taxation Office), as the basis for reimbursement of travelling expenses.
- Accommodation – if required, will be provided in the hotel where the conference is held, or a hotel nearby of a similar suitable standard.
- Meals – the cost of main meals where not provided as part of the course/conference.
- Other costs - incidental costs, specifically related to attendance at the course etc (i.e. taxis, fares, parking) but not infringement notices, bar costs, bar fridge costs, tips or laundry/dry cleaning service costs.

**10.4.** Reimbursement of incidental costs will be provided on the basis of receipts for actual expenditure with receipts required to be submitted within seven (7) working days of returning from the training and development activity.

## **11. REGISTER OF ALLOWANCES AND BENEFITS**

**11.1.** All expenses incurred by Council Members as a result of attending training and developments, as well as any other benefits paid or provided for the benefit of a Council Member attending training and development activities, will be recorded in the Council's Allowances and Benefits Register, which will be updated as required by Section 79 of the Local Government Act 1999.

## **12. ANNUAL REPORTING**

**12.1.** Council's annual report will include a segment regarding the operation of this Policy, the nature of matters raised in the training plan, attendances by Members and expenditure allocated and used for training of Council Members.

## **13. DELEGATION**

**13.1.** The Chief Executive Officer has the delegation to:

- Approve, amend and review any procedures that shall be consistent with this Policy; and
- Make any formatting, nomenclature or other minor changes to the Policy during the period of its currency.

## **14. AVAILABILITY OF THE POLICY**

**14.1.** This Policy will be available for inspection at the Council's Offices during ordinary business hours and via the Council's website [www.ahc.sa.gov.au](http://www.ahc.sa.gov.au). Copies will also be provided to

the public upon request, and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.

**COUNCIL MEMBER TRAINING & DEVELOPMENT APPROVAL FORM**

<b>Name:</b>		<b>Date:</b>	
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**Course/Program** *(If applicable, please attach copy of completed registration form)*

<b>Title:</b>			
<b>Date(s)</b>			
<b>Time:</b>	<b>Start:</b>	<b>Finish:</b>	
<b>Provider (eg. LGTA):</b>			
<b>Location (address):</b>			
<b>Contact Phone Number:</b>			

<b>Course Content:</b>
<b>Relevance</b> <i>(including link to Strategic Management Plan)</i>
<b>Learning Outcomes or Objectives:</b> <i>(key topics, outcomes that can be applied to Council)</i>



**Investment** *(Can be authorised by Mayor up to \$1500, report provided to Council if above)*

Description	\$	Account Number <i>(office use only)</i>
Registration:		
Travel Cost:		
Accommodation:		
Expenses:		
Other (specify):		
Total:		

**Flights *(if required)*:** *Flights will be Economy class and the most cost effective available*

Preferred Flight time:	Depart:	Return:
Any other information:		

**Accommodation *(if required)*:** *Accommodation will be provided in the hotel where the conference is held, or a hotel nearby of a similar suitable standard*

Preferred Accommodation:	
Address:	

**Approval**

Signed by Council Member:	Sign:	Date:
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Authorised by Mayor:	Sign:	Date:
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**Office Use Only**

Registration Form submitted	<input type="checkbox"/>	Registration Confirmed	<input type="checkbox"/>
Accommodation Booked	<input type="checkbox"/>	Flights Booked	<input type="checkbox"/>
Accommodation Details	<input type="text"/>		
Flight Details	<input type="text"/>		
Council Member provided with Itinerary	<input type="checkbox"/>	Date Completed:	.....
	<input type="checkbox"/>		

**COUNCIL MEMBER TRAINING & DEVELOPMENT ATTENDANCE FORM**

<b>Name:</b>		<b>Date:</b>	
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**Course/Program** *(If applicable, please attach copy of completed registration form)*

<b>Title:</b>			
<b>Date(s) Attended</b>			
<b>Time:</b>	<b>Start:</b>	<b>Finish:</b>	
<b>Provider (e.g. LGTA):</b>			
<b>Location (address):</b>			
<b>Contact Phone Number:</b>			

**Course Content:** *(detail the nature of the training and development)*

**Council or Council Member Benefits of Attendance:** *( detail the benefits gained through attendance)*

**Feedback:** *(detail ideas to enhance the training and development)*