

 <p>The Flinders Ranges Council</p>	<p style="text-align: center;">GOVERNANCE POLICY</p> <p style="text-align: center;">TRAINING AND DEVELOPMENT ELECTED MEMBERS</p>	<p>Policy Number Version Number Issued Last Review Next Review GDS</p>	<p>G1.3 3 February 2015 June 2023 June 2028 9.63.1.1</p>
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TRAINING AND DEVELOPMENT FOR ELECTED MEMBERS

POLICY

The Flinders Ranges Council (Council) is committed to providing training and development activities for its Elected Members including the mandatory training requirements under the LGA Training Standards, and recognises its responsibility to develop and adopt a policy for this purpose in accordance with Section 80A of the *Local Government Act 1999 (the Act)*.

Following the amendment to the Act and the *Local Government (General) Regulations 2013* in November 2014, this policy incorporates the new requirements for Council Members to undertake mandatory training within the first year of election to office, which complies with the *LGA Training Standards* as defined in regulation 8AA of the *Local Government (General) Regulations 2013*.

1. Policy Objective

To ensure Elected Members are offered opportunities to undertake the required training in accordance with the LGA Training Standards and any other appropriate training and development activities relevant to their roles and functions.

2. Scope

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

3. Training and Development Plan

Council will develop and adopt a training and development plan so as to ensure that activities available to all Elected 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 and Development Plan to the participation of all Elected Members in the development of a new team following a general election as well as the orientation of first time Elected Members.

In preparing its Training and 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.

Council, in consultation with Elected Members who have been re-elected for another term on Council, will undertake a 'gap analysis' to identify the appropriate modules within the LGA Training Standards that should form the basis of the required training for returning Elected Members. The training will apply for all Elected Members after a general election and training may be undertaken face to face or online.

Strategies to assist in identifying the training and development needs will be, but not limited to:

- Annual assessment of the needs of Elected Members, including utilisation of the LGA's Self Assessment Tool for Elected Members (available via www.lga.sa.gov.au);
- Annual assessment of Council and/or Committee performance;
- Survey/questionnaire;
- Interviews; and
- Workshops

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Council recognises that in order to carry out their roles and responsibilities to the community Elected Members will need specific training and refresher courses about their legislative and governance roles and functions.

The LGA Training Standards can be accessed on the LGA website at https://www.lga.sa.gov.au/_data/assets/pdf_file/0021/1218342/LGA-Training-Standards-for-Council-Members.pdf

They consist of the following core modules:

- Behaviour
- Civic
- Legal
- Strategy and Finance

All Elected Members appointed in November 2022 will undertake all four modules within the required timeframe. All Elected Members will be required to undertake all four modules.

The Principal Member (Mayor) will undertake additional training as outlined in the Training Standards.

Other training issues will emerge that are directly related to specific service areas and other community issues which pertain to economic, environmental and social challenges facing the community.

It is recognised that 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;
- On-line self-paced learning.

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 training plan.

4. 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 able to be assessed as part of the overall operational budget review process.

The budget allocation will be reviewed annually as part of Council's overall budget process and will take into consideration feedback and requests from Elected Members for training and self-development needs. Furthermore, it is recognised that additional or one-off special training needs will be required in a particular financial year e.g. new legislation, election of a new Council or Elected Member etc.

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All training undertaken by Elected Members will be recorded in the Elected Member Training Register which will be updated as required to reflect attendances.

5. Attendance at Training Programs and Record Keeping

The Training and Development Plan will determine the nature of training to be made available however access to training programs not directly conducted by Council will require approval upon application and must link to the training plan unless otherwise agreed by Council.

Application forms are available from the Chief Executive Officer (or nominee).

Following attendance at a training program or activity individual Elected Members are required to prepare a written report within 7 days of the training date, outlining the nature of the training program/activity and the benefits gained through attendance along with feedback on ideas to enhance the program/activity. A written report will not be required in the instance of Council approved group training for its Elected Members or the LGA Training Standards online modules. Written reports will be included in the next Ordinary Meeting agenda after the written report is received.

The CEO 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.

6. Payments/Reimbursements

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

7. Annual Reporting

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

RESPONSIBILITIES

The Chief Executive Officer is accountable for ensuring the proper operation of this Policy.

LEGISLATION

Local Government Act 1999
Local Government (General) Regulations 2013

REFERENCES

LGA Training & Development Policy and Plan for Council Members – Model Policy
Appendix 1 Training and Development Application and Evaluation Form
Appendix 2 Training and Development Plan 2022 2026

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RELEVANT POLICIES / PROCEDURES

FRC Policy G1.6 Statutory Code of Conduct Elected Members

FRC Policy G1.4 Elected Member Allowances and Benefits

FRC Policy G1.5 Elected Member Complaint Handling


REVIEW

This Policy shall be reviewed at least every Council term or more frequently if legislation or Council needs requires changes to the content.

Adopted by Council

14 August 2012
Resolution 164/2012

Review Date	Version Number	Change	Resolution
14 August 2012	1	Adopted by Council	164/2012
17 February 2015	2	LGA Model policy with Mandatory training included Endorsed for Public Consultation on 17 Feb 15 (038/2015)	110/2015
20 June 2023	3	Minor changes reflecting modules and grammar and formatting	149/2023

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APPENDIX 1

ELECTED MEMBER TRAINING AND DEVELOPMENT **APPLICATION FORM**

Elected Member Date

Title of Training (Course)

Course Provider

Date (s) Times

Venue

Travel Arrangements (council vehicle required)

Registration Fee \$ Travel/Accommodation \$

Other Costs \$

Objective of Training or Development Activity

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Signed (Elected Member)

Authorised (Mayor /Council Officer)

Note: Training Evaluation Questions overleaf (PTO)

TRAINING EVALUATION

Please circle the number that best described how you feel about the following statements:

	Excellent	Good	Fair	Poor
1. The course presentation was clear and easy to follow	1	2	3	4
2. The trainer was easy to approach for help	1	2	3	4
3. The trainer seemed to be well organised	1	2	3	4
4. Did you feel that the trainer knew the subject matter well	1	2	3	4
5. The trainer was interested in my progress	1	2	3	4
6. The equipment used on the course was adequate	1	2	3	4
7. The course handouts/materials were useful	1	2	3	4
8. The course contained enough practical (hands on) content	1	2	3	4
9. The training venue was adequate	1	2	3	4
10. Did the course meet your expectations	Yes		No	

Title of Training (Course)

Comments

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Name (Elected Member)


Signed (Elected Member)

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APPENDIX 2

COUNCIL MEMBER TRAINING AND DEVELOPMENT PLAN 2022-2026

Details	Available to	Provider	Date
LGA Training Standards			
Module 1 - Introduction to Local Government - Role and function of Council Members	All Council Members	Kelley Jones Lawyers	
Module 2 - Legal Responsibilities	All Council Members	Kelley Jones Lawyers	
Module 3 - Council and committee meetings	All Council Members	Kelley Jones Lawyers	
Module 4 - Financial Management and Reporting	All Council Members	Kelley Jones Lawyers	
Principal Member Training			
Leadership Program and Workshop	Principal Member	Kelley Jones Lawyers	
<i>Other relevant training</i>	<i>As appropriate</i>		
Committee Specific Training			
Regional Development Assessment Panel (RDAP) Member Training	RDAP Member	Combination of In house and External	
Regional Development Assessment Panel Workshops for relevant issues eg Code of Conduct	RDAP Members	Combination of In house and External	
Financial Sustainability and Asset Management	All Council Members	Combination of In house and External	
Audit Committee Training	Audit Committee	Combination of In house and External	
<i>Other Committee specific training sessions</i>	<i>As appropriate</i>		
LGA Education and Training Services			
Public Speaking Skills for Council Members	Mayor & Deputy Mayor	LGA Education & Training Service	
Media Skills for Council Members	Mayor and Deputy Mayor	LGA Education & Training Service	
CEO Performance Management	Mayor & Committee	LGA Education & Training Service	
Conflict of Interest, Governance Roles and Responsibilities	All Council Members	LGA Education & Training Service	
Council & Committee Procedures and Chairing Skills	All Council Members	LGA Education & Training Service	
RDAP Fundamentals	RDAP Member	LGA Education & Training Service	
Strategic Financial Sustainability for Good Governance Decision Making	All Council Members	LGA Education & Training Service	

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Details	Available to	Provider	Date
<i>Other relevant training programs provided by LGA</i>	<i>As appropriate</i>	<i>LGA Education & Training Service</i>	
Local Conferences and Seminars			
Council Members Governance Residential Program	All Council Members	LGA	As scheduled
Council Members Strategic Issues Residential Program	All Council Members	LGA	As scheduled
Mayors & Chairpersons Residential Seminar	Mayor	LGA	As scheduled
LGA Annual Conference and/or Showcase	All Council Members	LGA	As scheduled
LG Professionals Annual Conference	All Council Members	LG Professionals	As scheduled
<i>Other relevant local conferences, short seminars & special interest sessions that may be identified throughout the year</i>	<i>All Council Members</i>		<i>As scheduled</i>
Interstate Conferences and Seminars #			
Local Government Professionals Annual Conference	All Council Members	LG Professionals	As scheduled
Local Government Managers Australia (LGMA) National Congress	All Council Members	LGMA	As scheduled
ALGA National General Assembly of Local Government - Canberra	All Council Members	ALGA	As scheduled
<i>Other interstate conferences that may be identified throughout the year</i>	<i>As appropriate</i>		<i>As scheduled</i>

Note: Consultants can be sourced from the LGA as providers are used for sessions conducted by the LGA. The LGA can also assist with organising sessions and securing presenters.

Note: All intrastate and interstate conferences or seminars require an individual Council approval by resolution.