

	<h1>District Council of Cleve</h1>	Version No:	5
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Policy Name: **Elected Member Training & Development Policy**

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## 1. POLICY INTENT

The District Council of Cleve is committed to providing training and development activities for its Elected Members and recognises its responsibility to develop and adopt a policy for this purpose under the Local Government Act 1999, section 80A.

## 2. TRAINING & DEVELOPMENT PLAN

Council will develop and adopt a Training & Development Plan so as to ensure that activities available to all Elected Members 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 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 & 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 Training Plan will operate during the entire term of the elected member (and be reviewed annually).

Council will need to determine the manner in which it will collect information regarding the training and development needs of Elected Members and how it will plan for the delivery of training. Options might include:

- Annual assessment of the needs of Elected Members, utilising the LGA's Self Assessment Tool for Elected Members
- Annual assessment of Council and/or committee performance
- Survey/questionnaire
- Interviews
- Workshops

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 such as:

- Role and function of Elected Members
- Relationship between Elected Members, the Chief Executive Officer and Staff

- Meeting Procedures
- Conflict of Interest
- Code of Conduct
- General Duties
- Good Governance
- Strategic Management
- Financial Management

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

It is recognised that a range of delivery methods will be required to support the training needs of Elected 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 elected Members;
- Printed material, including training booklets and discussion papers, that may be distributed for information;
- On-line self-paced learning; and
- CD Rom/DVD information.

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

### **3. 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.

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

### **4. ATTENDANCE AT TRAINING PROGRAMS/ ACTIVITIES**

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

Following attendance at a training seminar or activity, individual Elected Members are required to report outlining the nature of the training program/activity and the benefits gained through attendance along with feedback on ideas to enhance the program/activity.

#### 5. MANDATORY TRAINING REQUIREMENTS

Local Government (General) Regulations 2013, Section 8AA – Training and Development – prescribes that this policy must comply with the document entitled *LGA training standards for Council members* as approved by the Minister for the purposes of this regulation and published on a website maintained by the LGA.

This document contains the minimum training requirements for Council Members and is summarised as Annexure 1 to this policy. These requirements are mandatory and every Council Member must complete these requirements within 12 months of their election.

#### 6. 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 Member may seek reimbursement of expenses in accordance with the relevant provisions of the Local Government Act 1999 and Regulations.

#### 7. ANNUAL REPORTING

A 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 Elected Members.

#### 8. STATEMENT OF ADOPTION AND REVIEW

This policy was adopted on 11 December 2018 and will be reviewed periodically in conjunction with the development of the Annual Budget Allocation and Review and Training & Development Plan.

The entire policy will be reviewed following the next General Election.

## **8. OTHER RELEVANT POLICIES/ PROCEDURES**

Please refer to the Council Induction Policy which can be used in conjunction with this policy.

Annexure 1

The following training will be conducted by Kelledy Jones in conjunction with UHY Haines Norton at Kimba on Tuesday February 5, 2019

### **Council Member Essential Induction**

This overview session will provide Council members with the essentials to see them through the first few months of office. Council meeting fundamentals, introduction to conflict of interest and risks to Council and Council members will be addressed, together with other critical 'need to know' issues.

Session duration – 2 hours

### **Local Government Fundamentals**

The three levels of government will be discussed, together with the role and function of Councils within the Australian system of government. The governance structure of the Council, the role of the governing body and Council staff will be addressed, together with the role, function and services provided by Councils.

Session duration – 1½ hours

### **Public Integrity Issues**

Holding a position of public office brings with it higher level responsibilities, both individually, and for the organisation. This session will address, in detail, conflict of interest, register of interest, the Code of Conduct for Council Members and external oversight mechanisms, such as the State Ombudsman, the ICAC, the Minister and the Courts

Session duration – 2½ hours

The following training will be conducted by Kelledy Jones in conjunction with UHY Haines Norton at Kimba on Wednesday March 5, 2019

### **Risks and Protections**

Scrutiny, challenge, social media, handling complaints and repeat requests for information are all integral to understanding Council member duties, delegations available support, resources and the protections that exist for Council members. This session will also address the increasing use of social media as a means of communication and the risks that arise including, work health and safety imperatives and what is (and what is not) defamation.

Session duration – 3 hours

### **Understanding Meetings and Gatherings**

The 'toolkit' to successfully participate in Council and Council committee meetings is the focus of this session. The use and purpose of informal gatherings, the requirements of 'designated' informal gatherings, together with public access to documents and meetings will be explored.

Session duration – 1 ½ hours

The following training will be conducted by Rex Mooney in conjunction with a Council meeting early in 2019

### **Financial Management and Reporting**

By completing this training Council Members will gain an understanding of a Council's responsibilities for financial and asset management planning, setting rates and monitoring budgets. The training will specifically cover;

- Overview of financial governance responsibilities of individual elected members and the elected body
- Long Term Financial Planning
- Long Term Asset Management Planning
- Audit Committee
- Rating
- Budgets and Annual Business Plans

Session duration – 2½ hours