

Council Members' Training & Professional Development

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ECM tracking number:	986688
Responsible Officer:	Chief Executive Officer
Relevant Legislation:	<i>Local Government Act 1999</i> <i>Local Government (General) Regulations 2013</i>
Related Policies:	Behavioural Standards for Council Members Council Members' Allowances and Benefits Council Members' Policy

1. Introduction

- 1.1 The City of Burnside is committed to providing ongoing training and professional development activities for its Council Members, including the mandatory training requirements.
- 1.2 Section 80A of the *Local Government Act 1999* (the Act) requires Council to prepare and adopt a training and development policy for its members.
- 1.3 The training and development policy must be aimed at assisting members in the performance and discharge of their functions and duties, incorporate the prescribed mandatory requirements.
- 1.4 This Policy applies to all Council Members, who each have an obligation to abide by this policy and to participate in the training and professional development activities.

2. Strategic Plan Desired Outcomes

- Principles:* 4. Governing with Integrity
Theme: Spans all Strategic Plan Themes
Goals: Spans all Strategic Plan Goals
Priorities: Spans all Strategic Plan Priorities

3. Our Approach

- 3.1 Council Members are provided with opportunities to undertake the mandatory training requirements and other training and professional development activities relevant to their roles.
- 3.2 Ongoing training and professional development opportunities will be provided to Council Members throughout the Council term through internal and external programs and providers.

4. Legislative Requirements and Corporate Policy Context

- 4.1 Council has prepared and adopted this Policy in accordance with Section 80A of the *Local Government Act 1999*.
- 4.2 Council Members must complete the prescribed mandatory training requirements within the specified period following each election and failure to do so will require the Chief Executive Officer to follow the prescribed processes contained in the Act and Regulations.

5. Interpretation

CEO refers to the Chief Executive Officer.

Council Members means the duly elected representatives of the community, including the Mayor and all Councillors and can also be referred to as Council Members.

Induction is defined as the work done with the newly elected Council, the individual Members of the Council and members of the Council staff over the first six months of the new Council in order to prepare them to perform their different roles.

Orientation means newly elected Council Members with an understanding of the environment they will work within, is one aspect of induction.

The Act refers to the Local Government Act 1999

Training and Professional Development Activity means forums, seminars, meetings, training, conferences, programs and professional development.

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.

Intrastate means within South Australia

Interstate means outside of South Australia

6. Policy

6.1 *Training and Professional Development Plan*

- 6.1.1 The CEO will develop a Training and Professional Development Plan, reviewed annually, to ensure that the training and professional development activities available to all Council Members contribute to the achievement of the strategic and good governance of Council.
- 6.1.2 In preparing the Training and Professional Development Plan, the CEO will utilise a range of strategies to identify the needs of Council Members and match these needs against the Council's strategic and governance objectives.
- 6.1.3 The Plan will outline the training and professional development opportunities offered to Council Members. The Plan will give consideration to the prescribed mandatory requirements.
- 6.1.4 Additionally, Council Members are encouraged to actively seek professional development opportunities to fulfil their own role and make training and development requests.

6.2 *Prescribed Mandatory Training Requirements*

- 6.2.1 All Council Members are elected to Council with diverse backgrounds and experience.
- 6.2.2 The Training and Professional Development Plan, in the year immediately following an election will provide all members opportunities to learn the skills to appropriately undertake their role and better represent the community.
- 6.2.3 Council recognises that in order to carry out their roles and responsibilities to the community, Council members will need specific training as outlined in the LGA Training Standards for Council Members.
- 6.2.4 Council Members are required to undertake all of the training requirements contained in the Standards.
- 6.2.5 The CEO will engage training providers that have the appropriate expertise to deliver the prescribed training and keep a register of all training undertaken.
- 6.2.6 If a Council Member fails to complete the training requirements contained within the statutory time frame of 12 months following the election, the CEO will follow the prescribed processes to deal with this failure.
- 6.2.7 All Council Members are expected to actively participate in the Training and Professional Development Program of the Council.

6.3 *Training Delivery*

- 6.3.1 It is recognised that a range of delivery methods will be required to support the training needs of Council Members, including, but not limited to:
 - 6.3.1.1 Workshops, seminars and briefing sessions; and
 - 6.3.1.2 Attendance at seminars and conferences.
- 6.3.2 Council's Training and Professional Development Plan will outline the agreed delivery methods to respond to the needs of Council Members identified.

6.4 *Attendance at Training and Development Programs*

- 6.4.1 Access to training and development programs not contained in the Plan will require approval from the CEO upon application and must link to the needs identified in the Plan unless otherwise agreed by the Council.
- 6.4.2 Application forms for training and development are available on the Council Member Portal.
- 6.4.3 The CEO is authorised to approve attendance at intrastate Local Government related training and development activities for Council Members up to a value of \$750 per Council Member per event.
- 6.4.4 Attendance at training activities which cost in excess of \$750, held interstate or not directly Local Government related will require Council approval.
- 6.4.5 The Office of the CEO will organise travel, accommodation and conference bookings, and arrange for Council to be invoiced for these costs.
- 6.4.6 Following attendance at a training and development activity Council Members must prepare and submit to Council a written report in relation to their attendance, outlining the nature of the training program/development activity and the benefits gained through attendance. The report must be submitted to the Office of the CEO who will arrange for it to be tabled at a meeting of Council.
- 6.4.7 All written reports as required in 5.4.6 are to be provided within 4 weeks of attending the relevant activity.

6.5 *Training Budget and Allocation of Expenses*

- 6.5.1 A budget allocation will be provided to support the training and professional development activities for Council Members and progress against expenditure of the budget allocation will be reviewed quarterly.
- 6.5.2 At a minimum, Council will ensure sufficient budget allocation is made to enable each Council Member to undertake the mandatory training.
- 6.5.3 Council Members have a maximum of \$4,000 each Council term to attend any intra or interstate training and development activity.
- 6.5.4 The Council does not fund any overseas travel, training and professional activities.
- 6.5.5 Where approval has been granted for attendance at a training activity, a Council Member may seek reimbursement of expenses in accordance with the relevant provisions in the Act and Regulations and the City of Burnside Council's Council Members' Allowances and Benefits Policy.
- 6.5.6 Costs for attendance and travel by family members will not be met by Council.
- 6.5.7 The CEO is delegated power to authorise payment or reimbursement of Council Member expenses pursuant to this policy.

6.6 Reporting

- 6.6.1 All training and development activities undertaken by Council members will be recorded and published in the Register of Allowances and Benefits
- 6.6.2 Council's annual report will include a statement regarding the operation of this Policy, the training provided, Council Member attendance and expenditure.

6 Review and Authority

- 6.1 This Policy will be reviewed every four years at maximum in line with Council's Policies and Protocols Framework.

7 Availability

- 7.1 The Policy is available to be downloaded, free of charge, from Council's website www.burnside.sa.gov.au

8 Further Information

For further information about this policy please contact:

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