

Council Member Training & Development Policy



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| Policy Number | POL-EMTV5 |
| File Number | 9/POL/CMTP/2 |
| Responsible Officer | Chief Executive Officer |
| Adopted | 10 May 2010 |
| Last reviewed at Council Meeting | 21 March 2023 |
| Minute Number | CM 03-2023/019 |
| Due date of next Review | Election 2026 |

1. Purpose

- 1.1 Mid Murray Council is committed to providing ongoing training and professional development activities for its Council Members, especially with regard to all mandatory training requirements. The purpose of this Policy is to ensure Council Members are offered opportunities to undertake required training in accordance with the [LGA Training Standards for Council Members](#) (LGA Training Standards) pursuant to Regulation 8AA of [the Local Government \(General\) Regulations 2013](#) (the Regulations), and any other appropriate discretionary training and development activities relevant to their roles and functions.
- 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 as required by legislation and Council.

2. Definitions

- 2.1 **Council** referring to the Council Members as a collective.
- 2.2 **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.
- 2.3 **Training and Professional Development Activity** means forums, seminars, meetings, training, conferences, programs and professional development.

- 2.4 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.
- 2.5 Intrastate** means within South Australia
- 2.6 Interstate** means outside of South Australia.

3. Policy

3.1 Legislative Context

- 3.1.1 Council has prepared and adopted this Policy in accordance with Section 80A of the Act.
- 3.1.2 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.

3.2 Prescribed Mandatory Training Requirements

- 3.2.1 Council recognises that in order to carry out their roles and responsibilities to the community, Council Members require specific training as outlined in the LGA Training Standards.
- 3.2.2 Council Members are required to undertake all of the training requirements prescribed by the Act and LGA Training Standards.
- 3.2.3 The Chief Executive Officer will engage training providers that possess the appropriate expertise to deliver the prescribed training, and keep a register of all training undertaken.
- 3.2.4 If a Council Member fails to complete the training requirements contained within the statutory time frame of 12 months following the election, the Chief Executive Officer will follow the prescribed processes to deal with this failure.

3.3 Discretionary Training

- 3.3.1 Council recognises that in order to carry out their roles and responsibilities to the community, Council needs additional training and development regarding its legislative and governance obligations and functions.
- 3.3.2 Once a training or development need has been identified, the Chief Executive Officer will arrange discretionary training for Council, or when upon requested by Council.
- 3.3.3 Discretionary training is to be offered over a range of delivery methods to support the training needs of Council, including, but not limited to:
- Workshops, seminars and briefing sessions; and
 - Attendance at seminars and conferences.
- 3.3.4 All Council Members are expected to actively participate in Council discretionary training arranged by the Chief Executive Officer.

3.4 Individual Training

- 3.4.1 Access to training and development programs outside of the LGA Training Standards or any whole of Council discretionary training arranged by the Chief Executive Officer, will require approval from the Chief Executive Officer upon application and must link to the identified need for the benefit of Council, unless otherwise agreed by Council.

- 3.4.2 The Chief Executive Officer is authorised to approve attendance at intrastate training and development activities for Council Members within budget and up to a value of \$1,000 per Council Member per event.
- 3.4.3 In addition to the above, the Mayor is authorised to attend training and development specifically targeted to that role, (e.g. LGASA, Australian Local Government Association), and as budgeted for by Council.
- 3.4.4 Attendance at training activities which cost in excess of \$1,000, held interstate or not directly Local Government related will require Council approval.
- 3.4.5 Executive Services will organise travel, accommodation and conference bookings, and arrange for Council to be invoiced for these costs.
- 3.4.6 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 Executive Services for inclusion as a Council Member monthly report at the next meeting of Council.
- 3.4.7 All written reports as required in 3.4.6 are to be provided within **four (4) weeks** of attending the relevant activity.

3.5 Training Budget & Allocation of Expenses

- 3.5.1 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.
- 3.5.2 At a minimum, Council will ensure sufficient budget allocation is made to enable each Council Member to undertake the mandatory training per the LGA Training Standards.
- 3.5.3 Council Members have a maximum of \$4,000 each Council term to attend any intra or interstate training and development activity.
- 3.5.4 No overseas travel, training and professional development activities will be funded, unless authorised by Council.
- 3.5.5 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 Mid Murray Council's [Council Members' Allowances & Benefits Policy](#).
- 3.5.6 Costs for attendance and travel by family members will not be met by Council.
- 3.5.7 The Chief Executive Officer is delegated power to authorise payment or reimbursement of Council Member expenses pursuant to this Policy.

3.6 Reporting

- 3.6.1 All training and development activities undertaken by Council members will be recorded and published in the [Register of Allowances & Benefits](#).
- 3.6.2 Council's Annual Report will include a statement regarding the operation of this Policy, the training provided, Council Member attendance and expenditure.

3.7 Review and Authority

- 3.7.1 This Policy shall be reviewed within 12 months of the next periodic election, or more frequently if legislation or Council requires, and in line with Council's [Policy & Procedure Framework](#).

4. Policy Responsibility

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

5. Availability/Accessibility

- 5.1 This [Policy](#) and Council's [Fees & Charges Register](#) are available to be downloaded free of charge from Council's website: www.mid-murray.sa.gov.au.
- 5.2 This Policy is available for inspection at Council's principal office during ordinary business hours. Hard copies, for a fee in accordance with Council's schedule of Fees and Charges, can be provided upon request.

6. Legislative Framework / Other References

- 6.1 Section 80A [Local Government Act 1999](#)
- 6.2 Regulation 8AA of the [Local Government \(General\) Regulations 2013](#)

7. Document History

| Version | Adopted | Minute | Description of Change |
|---------|-----------------|----------------|---|
| 1 | 6 November 2006 | 9401/1 | Policy first adopted, called <i>Elected Members' Training and Development</i> . |
| 2 | 10 May 2010 | 11901/1 | Policy update adopted. |
| 3 | 14 July 2015 | 17183/1 | Policy updated and called <i>Council Member Training and Development</i> |
| 3 | January 2017 | | Updated with new Policy format and layout. |
| 4 | 13 August 2019 | 20814/4 | Minimal grammatical changes. Review and update of Training Plan |
| 5 | 21 March 2023 | CM 03-2023/019 | Complete review of Policy to reflect legislative change. |