

REGIONAL COUNCIL OF GOYDER

	<i>Council Members' Training & Development Policy</i>	Department	Governance
		Version No:	1.3
		Adopted:	Jun 14
		Reviewed:	Jan 24
		Next Review:	Next Periodic Election
		Minutes Ref:	003/24
		Responsibility:	CEO

1. INTRODUCTION

The Regional Council of Goyder 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 the Local Government Act, section 80A of the Local Government Act.

Following the amendment to the Local Government 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.

2. POLICY OBJECTIVE

To ensure Council 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.

3. SCOPE

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

4. TRAINING AND DEVELOPMENT PLAN (TNA) REFER APPENDIX 1

Council will develop and adopt a training and development plan so as to ensure that activities available to all Council 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 Council Members in the development of a new team following a general election as well as the orientation of first time Council 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. In particular, the Council, in consultation with Council 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 Council Members.

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

They consist of the following mandatory modules:

- Module 1 – Introduction to Local Government – Role and function of Council Members

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- Module 2 – Legal Responsibilities
- Module 3 – Council and Committee Meetings
- Module 4 – Financial Management and Reporting

All Council Members will be required to undertake all four modules..

Mid Term Council refresher is also mandatory this will include but is not limited to

- A mid-term Council workshop in the maintenance of effective working relationships amongst council members and with CEO/Key Staff
- Legal and Financial responsibilities
- Effective Council meetings and procedures

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 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 the 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 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; and
- CD Rom/DVD information

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.

5. 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 an 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.

All mandatory training will be entered into Council Member Mandatory Training Register and this will be available on Council's website.

6. ATTENDANCE AT TRAINING PROGRAMS/ACTIVITIES

The training and 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 program or activity individual Council Members are required to

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prepare a 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.

UNDER SECTION 80A OF THE LOCAL GOVERNMENT ACT 1999 THE CHIEF EXECUTIVE OFFICER MUST MAINTAIN A REGISTER RELATING TO TRAINING AND DEVELOPMENT IN ACCORDANCE WITH THE REGULATIONS. UNDER SCHEDULE 5 THE REGISTER MUST BE PUBLISHED ON A WEBSITE DETERMINED BY THE CHIEF EXECUTIVE OFFICER.

7. PAYMENTS/REIMBURSEMENTS

The reimbursement of expenses for training purposes must be approved by the 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 a Member may seek reimbursement of expenses in accordance with the relevant provisions of the Local Government Act and Regulations.

8. ANNUAL REPORTING

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

9. RECORDS

All records should be treated in accordance with Local Government GDS40.

10. REVIEW AND EVALUATION

This document shall be reviewed by Council during the next periodic election (or on significant change to legislation or aspects included in this policy that could affect the health and safety of workers).

11. REVIEW HISTORY

Document History	Version No:	Issue Date:	Description of Change:
	1.0	24/1/06	Adopted.
	1.0	21/2/12	Reviewed
	1.1	24/6/14	Revised
	1.2	20/1/15	Revised due to new regulations. Refer NCOR-12015-173
	1.2	16/10/18	Adopted with minor changes 187/18
	1.3	16/01/2024	Adopted with changes 003/24

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Appendix 1

Goyder Elected Member Training Needs Analysis			
Name			Date
Role: Elected Member	Competency		Comment
	Attained	Required	
Role Specific			
ICAC			
Code of Conduct			
Conflict of Interest			
Post-Election Training (Mandatory Requirements)			
CEO Performance Management			Member
Media Skills			
Council Assessment Panel Fundamentals			Member
Audit Committees			Member
Risk Management			
Mayors & Chairpersons Forum			Mayor
Other Training Needs/ Comments			
Member Signature		Date:	
Training Officer Signature		Date:	