

TITLE: COUNCIL MEMBERS' TRAINING AND PROFESSIONAL DEVELOPMENT POLICY

REFERENCE NUMBER:	DOC/23/551
RESPONSIBLE DEPARTMENT:	Chief Executive Officer
APPLICABLE LEGISLATION:	Local Government Act 1999
MOUNT BARKER 2035 – DISTRICT STRATEGIC PLAN:	Governance and Leadership GL:1 Active democracy and effective representation GL1.2 Ensure the elected body has a comprehensive understanding of its roles and responsibilities and is supported and trained to fulfil them effectively
RELATED POLICIES:	Council Members': <ul style="list-style-type: none"> • Behaviour Standards • Allowances & Benefits Policy
SUPPORTING PROCEDURES:	Council Member's: <ul style="list-style-type: none"> • Training and Professional Development Procedure • Reimbursement Procedure • Training and Professional Development Plan
ADOPTED BY COUNCIL:	OM20230116.23 16 January 2023
NEXT REVIEW DATE:	January 2027

1. POLICY STATEMENT

The Mount Barker District Council is committed to providing professional development activities for its Council Members including the mandatory training requirements under the *LGA Training Standards for Council Members*, and recognises its responsibility to develop and adopt a policy for this purpose under section 80A of the Local Government Act.

This policy incorporates the new requirements for all Council Members to undertake the prescribed mandatory training within the first year of their current four year term , which complies with the *LGA Training Standards for Council Members* as published on 5 October 2022 and provided to all council members on 9 December 2022.

2. DEFINITIONS

2.1 Council Members shall mean the duly elected representatives of the community, including the Mayor and all Councillors.

2.2 Training & Professional Development Activity shall mean any activity with the objective of increasing a Council Member’s knowledge, skills, and competencies in relation to the performance of their roles and responsibilities as Council Members at the Mount Barker District Council.

3. OBJECTIVE

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

3.1 Training and Professional Development Plan

Council has developed and adopted a Training and Professional Development Plan (“the Plan”) annually to ensure that activities available to all Council Members comply with the Regulations and contribute to the personal/professional development of the individual and the achievement of the strategic and good governance objectives of Council.

Particular emphasis will be given in the Plan to 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 the Plan, a range of strategies will be utilised to identify the needs of Council Members and match those needs against Council’s strategic and good governance objectives. Training and Professional Development needs will be identified by assessment of committee performance, questionnaires and / or workshops.

Council Member appointments to Committees may include the requirement to undertake specific training.

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.

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:

- Seminars and information/briefing sessions conducted by Council with appropriate guest speakers and trainers;
- Attendance at workshops, seminars and conferences offered by training providers such as the Local Government Association of SA, Australian Local Government Association, and other private providers that provide an opportunity for Council Members to gain new skills, and network with other Council Members;
- Purchase of training booklets and discussion papers that could be distributed to Members for information; and
- On-line self-paced learning.

3.2 Annual Budget Allocation

A budget allocation will be provided annually to support the training and professional development activities undertaken by Council Members in accordance with this Policy and the Plan, and progress against expenditure of the budget allocation will be reported as legislatively required and on an annual basis.

During the period 2022/23 – 2025/26 each Council Member will be able to utilise a maximum of \$5,000, unless otherwise determined by Council during budget discussions, for professional development including all reasonable associated costs. This is in addition to what is provided to all Council Members as part of their induction and/or prescribed mandatory training.

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

3.3 Attendance at Training & Development Activities

The Plan will outline the nature of training and professional development activities available to Council Members however Council Members may request attendance at activities outside of the Plan which will require a completion of an application form as part of the approval process.

This approval process will have regard to:

- Alignment with the Community Plan;
- Anticipated benefits to the Council Member attending; and
- Anticipated benefits to the Mount Barker District Council.

3.3.1 Register and Failure to Comply

The CEO will keep a register of all training and professional development attended, with information recorded as prescribed by regulation.

If a Council Member fails to complete the mandatory training requirements in the relevant timeframe, the Council must suspend the Council Member from office unless the Council Member satisfies the Council that there were good reasons for the failure to comply. .

3.4 Payments / Reimbursements

Where approval has been granted for a Council Member to attend a training and professional development activity, the Council Member may seek the reimbursement of approved expenses in accordance with the relevant provisions of the *Local Government Act 1999 and Regulations* and the Council Members' Allowances & Benefits Policy.

3.5 Reporting

Other than the training undertaken by all Council Members, any Council Members attending training or professional development will provide a written report to their fellow Council Members via email within 1 month of the activity or as soon as practicable thereafter. Provision of any reference materials from the training course may be provided on Council's extranet site for access by other Council Members.

The training and professional development activities undertaken by Council Members will be updated each month on Council's website and will be reported each year in Council's Annual Report.

4. REVIEW

This Policy will be reviewed every four years in the event of changes to legislation or related Policies and Procedures or if deemed necessary by the General Manager Governance.

5. ACCESS TO THE POLICY

The Policy is available for public inspection and purchase at the Customer Service Centre, at the Local Government Centre, 6 Dutton Road, Mount Barker, South Australia on the Council's website www.mountbarker.sa.gov.au.

6. FURTHER INFORMATION

For further information on this Policy, please contact:

Title: Risk and Governance Officer

Address: PO Box 54, Mount Barker
South Australia, SA, 5251

Telephone: 8391 7231

Email: council@mountbarker.sa.gov.au



TITLE: COUNCIL MEMBERS' TRAINING AND PROFESSIONAL DEVELOPMENT PROCEDURE

REFERENCE NUMBER:	Doc/23/620
RESPONSIBLE DEPARTMENT:	Chief Executive Officer
APPLICABLE LEGISLATION:	Local Government Act 1999
MOUNT BARKER 2035 – DISTRICT STRATEGIC PLAN:	Governance and Leadership
RELATED POLICIES / OPERATING GUIDELINE:	Council Members': <ul style="list-style-type: none">• Training & Professional Development Policy• Behaviour Standards• Allowances & Benefits Policy
SUPPORTING PROCEDURES:	Council Members': <ul style="list-style-type: none">• Reimbursement Procedure• Training & Professional Development Plan
ADOPTED BY COUNCIL:	OM20230116.23 16 January 2023
NEXT REVIEW DATE:	January 2027

1. PURPOSE

To provide direction and transparency in relation to access to training and development activities (“activities”) by Council Members at the Mount Barker District Council and associated approval, reporting and reimbursement processes and requirements.

2. PROCEDURE

Council will develop and adopt a Training and Professional Development Plan (“the Plan”) to ensure that activities available to all Council Members contribute to the achievement of the strategic and good governance objectives of Council.

An amount of \$5,000 (unless otherwise determined by Council during budget discussions) will be allocated to each Council Member over the period 2022/23 – 2025/26 for training and professional development (over and above the cost of prescribed mandatory training). This amount encompasses all reasonable costs e.g. course cost, flights, accommodation, meals, taxi fares, etc.

2.1 Internally Conducted Training & Professional Development Plan Activities

- 2.1.1 Access to training and development activities contained in the Plan, which are conducted internally, will be provided to all Council Members.
- 2.1.2 Access to this type of training and development activity does not require application for attendance by individual Council Members.
- 2.1.3 Reports to Council in relation to this type of activity are not required.
- 2.1.4 Funding for internally conducted training and professional development or for training as a member of a Committee will be from a separate budget to that allocated for the \$5,000 for each Council Member 2022/23 – 2025/26.

2.2 Externally Conducted Training & Professional Development Plan Activities

- 2.2.1 In order to access professional development activities in the Plan the Council Member must notify the Executive Assistant to the Chief Executive Officer via email who will ensure the booking form is completed. Attendance will be subject to budgetary constraints and Council will be notified of expenditure via budget review reports.
- 2.2.2 If there is insufficient budget remaining allocated to that Council Member the Council Member will be notified and the booking will not proceed.

2.3 Training and Professional Development Not Contained in the Plan

- 2.3.1 Council Members may attend activities **not contained in the Plan** that are provided by external parties (subject to budgetary constraints).
- 2.3.2 In order to access this type of activity, the Council Member must complete a “Council Members’ Training and Professional Development Application Form” (attached) and return it to the Executive Assistant to the CEO.
- 2.3.3 The form will be reviewed by the Risk and Governance Officer in liaison with the General Manager, Governance to assess the need/relevance and either “approve” or “reject” the application and associated costs having regard to:

- Alignment with the Community Plan;
- Anticipated benefits to the Council Member attending; and
- Anticipated benefits to the Mount Barker District Council.
- Sufficient funds being available from the Council Members maximum of \$5,000 (unless otherwise determined by Council during budget discussions) for the period 2022/23 – 2025/26

The Risk and Governance Officer will review the budget for that Council Member and the application form and will notify the Council Member of the decision by email.

If approved the Executive Assistant to the CEO will liaise with the Council Member regarding arrangements.

2.4 Reporting

- 2.4.1 Following attendance at the activity, individual Council Members will be required to email all Council Members within 1 month of the activity or as soon as practicable thereafter, outlining:
- The nature of the training activity;
 - The benefits gained through attendance; and
 - Feedback on ideas to enhance the program / activity within the Mount Barker District Council.

2.5 Registration and other Arrangements

- 2.5.1 The Executive Assistant to the CEO will be responsible for registering Council Members at approved activities and making other arrangements such as associated travel, and accommodation.
- 2.5.2 The Executive Assistant to the CEO will email confirmation of registration and associated travel or / accommodation (where required) to the Council Member in advance of the activity.
- 2.5.3 If you are unable to attend, the Council Member must immediately notify the Executive Assistant to the CEO.

2.6 Reimbursement of Expenses

- 2.6.1 Council will pay the provider of the activity and travel and accommodation (where required) on behalf of the Council Member.
- 2.6.2 Following attendance at approved activities, individual Council Members may seek the reimbursement of other associated expenses in accordance with the Council Member's Allowances & Benefit Policy – Training and Development Expenses, or Claim for Travel Allowance. Vehicle travel expense reimbursements are limited to a maximum of 50km each way outside the Council area.

Each Council Member will receive a quarterly report on how much remains of the \$5,000 allocated for the period 2022/23 – 2025/26.

2.7 Records Management

- 2.7.1 The Accounts Officer will record all approved attendance at training and development activities in the Council Members' Register of Allowances and Benefits and the Register of Council Member Training and Professional Development for inclusion in the Annual Report and for Council's website.
- 2.7.2 All Application Forms, decision notification emails and other associated documents will be maintained in the Council's Record Management System for reporting purposes.

3. ANNUAL GENERAL MEETINGS/GENERAL MEETINGS

Attendance at the Australian Local Government Association (interstate)

The Mayor's attendance as a voting representative is fully funded from a separate budget.

Any additional Council Member attendance will need to be funded from within the \$5,000 (unless otherwise determined by Council during budget discussions) allocated for the period 2022/23 – 2025/26.

Local Government Association AGM or General Meeting (local)

The Mayor's attendance as a voting representative at the Local Government Association's General Meeting / AGM is fully funded from a separate budget.

Any additional Council Member attendance is also fully funded from this separate budget.

4. REVIEW

This Standard Operating Procedure will be reviewed every four years or earlier in the event of changes to legislation or related Policies and Procedures or if deemed necessary by the Risk and Governance Officer.

5. ACCESS TO THE PROCEDURE

The Standard Operating Procedure is available to via the Council Documents page of the Council's website www.mountbarker.sa.gov.au.

6. FURTHER INFORMATION

For further information on this Procedure, please contact:

Title: Risk and Governance Officer

Telephone: 8391 7231

Email: council@mountbarker.sa.gov.au

COUNCIL MEMBERS' TRAINING & PROFESSIONAL DEVELOPMENT APPLICATION FORM

Complete the required information required on this form and return to the Executive Assistant to the Chief Executive Officer, along with a copy of the registration form / brochure for the Training & Development activity.



MOUNT BARKER
DISTRICT COUNCIL

Council Member:			
Activity Name:			
Provider:			
Location:		State:	
Date From:		Number of Days:	
Registration Cost:	\$	Other Costs:	\$
Other Costs: <ul style="list-style-type: none"> • Flights: • Meals • Parking • Accommodation • Taxi • Other 			
Strategic Plan Alignment:	Goal Area: Objective:		
Anticipated Benefits to Member Attending: <ul style="list-style-type: none"> • • • • • 			
Anticipated Benefits to the Mount Barker District Council: <ul style="list-style-type: none"> • • • • • 			
Risk & Governance Officer	Sufficient Budget	Yes / No	
EA to CEO to Complete Authorisation:	<input type="checkbox"/> Approved By	<input type="checkbox"/> Rejected By	
Officer's Signature	Date		

(additional information can be included on the reverse)



MOUNT BARKER
DISTRICT COUNCIL

TITLE: COUNCIL MEMBERS' TRAINING AND PROFESSIONAL DEVELOPMENT PLAN

REFERENCE NUMBER:	Doc/23/638
RESPONSIBLE DEPARTMENT:	Chief Executive Officer
APPLICABLE LEGISLATION:	Local Government Act 1999
MOUNT BARKER 2035 – DISTRICT STRATEGIC PLAN:	Governance and Leadership
RELATED POLICIES:	Council Members': <ul style="list-style-type: none">• Training & Professional Development Policy• Behaviour Standards• Allowances & Benefits Policy
SUPPORTING PROCEDURES:	Council Members': <ul style="list-style-type: none">• Training & Professional Development Procedure
ADOPTED BY COUNCIL:	OM20230116.23 16 January 2023
NEXT REVIEW DATE:	January 2026

1. PURPOSE

The Training and Professional Development Plan is prepared pursuant to the Council Members' Training & Professional Development Policy to ensure that training and development activities ("activities") available to all Council Members contribute to the achievement of the strategic and good governance objectives of Council.

2. PLAN

The following tables provide the Training and Professional Development activities that are available to Council Members provided by the LGA. Details on dates are available on the LGA website.

The following reflect the prescribed mandatory training for all Council Members as per the *LGA Training Standards for Council Members* (published 5 October 2022).

- Behaviour
 - Values, Ethics and Behaviour
 - Communication Skills
 - Leadership Skills
- Civic
 - Introduction to Local Government
 - Effective council meetings
 - Council meeting procedures
 - Representing council decisions
- Legal
 - Role of a Council Member
 - Registers, returns and resources
 - Legal protections and oversight
- Strategy & Finance
 - Integrated strategic management planning and performance
 - Strategic risk management and oversight
 - Financial management

Additional to the above is prescribed mandatory training for the Mayor only being:

- Behaviour
 - Effective Leadership
 - Public Speaking and Media Skills
- Civic
 - Meeting Procedures – Technical Knowledge
 - Effective Meetings – Chairing Skills

Any of the courses offered by the LGA – some of which are indicated below:

- Principal Member Forum
- Audit & Risk Committees: General Overviews
- Long-Term Financial and Asset Management Plans
- Conflict of Interest, Governance Roles and Responsibilities
- Building Inclusive Communities Forum
- Microsoft Intermediate Excel training
- Burial and Cremation Training

Council Member appointments to Committees may require attendance at training relevant to the role on the Committee.

There is no limit on how many training or professional development activities Council Members may attend other than to be within the maximum allowed expenditure of \$5,000 (unless otherwise determined by Council during budget discussions) per Council Member during the period 2022/23 – 2025/26.

3. Additional Training and Professional Development Nomination form

Council Members should nominate other training and professional development they wish to attend via the Training and Professional Development Form.

4. REVIEW

This Training & Development Plan will be reviewed in January 2026 or earlier in the event of changes to legislation, related Policies and Procedures, if deemed necessary by the Risk and Governance Officer or when relevant and appropriate Training & Development activities become available.

5. ACCESS TO THE PLAN

The Council Members' Training & Development Plan is available on the Council Documents page of the Council's website: www.mountbarker.sa.gov.au

6. FURTHER INFORMATION

For further information on this Plan, please contact:

Title: Risk and Governance Officer

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