

THE BAROSSA COUNCIL

ELECTED MEMBERS' TRAINING AND DEVELOPMENT POLICY



1. Purpose

- 1.1 To ensure The Barossa Council's ("Council's") Elected Members are offered opportunities to undertake the required training in accordance with the *LGA Training Standards* as defined in regulation 8AA of the Local Government (General) Regulations 2013, and any other appropriate training and development activities relevant to their roles and functions.

2. Scope

- 2.1 This Policy applies to the Mayor and Elected Members.

3. Policy Statement

3.1. Training and Development Plan

- 3.1.1. Council will develop and adopt a Training and Development Plan to ensure that activities available to all Elected 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.
- 3.1.2. Particular emphasis will be given in the first annual Training and Development Plan following a general election to the participation of all Elected Members in the development of a new team as well as the orientation of first time Elected Members.
- 3.1.3. Council recognises that Elected Members will need specific training and refresher courses about their legislative and governance roles and functions in order to carry out their roles and responsibilities to the community. In preparing its Plan, Council will use a range of strategies to identify Elected Members' needs and match these needs against Council's strategic and good governance objectives. Such strategies will include:
- annual assessment of Council performance;
 - survey or questionnaire;
 - interviews; and
 - workshops.
- 3.1.4. Once the Chief Executive Officer has prepared the Training and Development Plan, it will be brought to the Elected Body for approval and will be further reviewed annually to ensure it meets the training and development needs of the Elected Members.
- 3.1.5. Although Elected Members may choose to participate in many of the training and development activities within the Plan, pursuant to Regulation 8AA of the Regulations, newly elected Members must, and returning

members are encouraged to undertake the *LGA Training Standards* ("the Training Standards") within the first 12 months of their four year term 2018-2022.

The Standards consist of the following training modules:

- Module 1 - Introduction to Local Government
- Module 2 - Legal Responsibilities
- Module 3 - Council and Committee meetings
- Module 4 - Financial Management and Reporting

Failure to complete the mandatory training requirements in the relevant time frame will amount to a breach of the Code of Conduct for Council Members.

3.1.6. It is recognised that a range of delivery methods will be required to support the training and development 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 Professionals, other industry bodies and/or private providers offering courses for Elected Members to gain new skills and knowledge and to network with other Elected Members;
- Digital and printed material, including training booklets and discussion papers, that may be distributed for information;
- Online self-paced learning; and
- Digital or online information.

3.1.7. Council's Plan will include the agreed delivery method to respond to the identified needs of Elected Members.

3.2. **Annual Budget Allocation**

3.2.1. A budget allocation will be provided to support the training and development activities undertaken by Elected Members.

3.3. **Attendance at Training / Development Activities**

3.3.1. Activities in the Plan

The Plan will determine the nature of training and development activities to be made available. No further Council approval is required for an Elected Member to attend an activity which is approved in the Plan.

3.3.2. Activities not in the Plan

Further training and development activities may emerge outside of the Plan's annual review cycle. Elected Members may attend such activities provided that:

- sufficient funds are available within the budget line for Elected Member training and development, and

- the attendance is necessary or expedient to the performance or discharge of official duties or functions, and
- if the total training / development activity cost (i.e. registration fee, transportation, meals and accommodation expenses based on thresholds outlined at clause 4.3.3) is:
 - i. *Less than \$500:* an Elected Member may attend without further Council approval.
 - ii. *\$500 and over:* the Elected Member/Mayor will submit an *Elected Member's Training and Development Request Form* to a Council meeting at which time Council will consider the request at its next available meeting.

If urgent attendance is requested and an ordinary Council meeting is not scheduled before the activity occurs, the Mayor is authorised to approve an Elected Member's *Request Form* and the CEO is authorised to approve the Mayor's *Request Form*, where sufficient funds are available. For transparency purposes, the request must be ratified at the next practicable Council meeting.

3.3.3. To calculate the anticipated total costs of a training or development activity, the following maximum thresholds for meals, accommodation and transport will be applied:

- Breakfast \$30;
- Lunch \$30;
- Dinner \$60;
- where an overnight stay is required - Bed \$260;
- where domestic air travel is required - an economy class fare will be organised via the CEO's office for the shortest or most practicable route.

3.3.4. *Elected Member's Training and Development Request* forms are available from the Elected Member drive.

3.3.5. Where approval has been granted by Council for attendance at an activity in this clause, an Elected Member may seek reimbursement of expenses in accordance with the *Elected Members' Allowances and Benefits Policy*.

3.4. Reporting

3.4.1. Following attendance at a training or development activity which is not mandatory under the Regulations, the Elected Member should complete the *Elected Member's Training Feedback Questionnaire*, to outline the nature of the activity and the benefits gained through attendance along with feedback on ideas to enhance the activity.

3.4.2. This questionnaire is available from the CEO and the Elected Member Drive and should be completed and forwarded to the CEO for inclusion in Council's Consensus Agenda.

3.4.3. The CEO or their delegate will update on a quarterly basis:

- Council's *Elected Members' Training and Development Register* to reflect the mandatory and optional training and development activities undertaken by Elected Members; and
- Council's *Elected Members' Allowances and Benefits Register* to reflect the actual and associated expenditure of such training and development activities.

3.5. Annual Report

3.5.1. Council's Annual Report will include reference to the operation of this Policy as regards:

- the categories of training and development undertaken in the Plan,
- attendances by Elected Members, and
- expenditure allocated and used for training and development.

4. Supporting Process

Elected Member's Training and Development Request Form
 Elected Member's Training and Development Feedback Questionnaire
 Elected Members' Training and Development Plan
 Elected Members' Training and Development Register

5. Related Policies

Elected Members' Allowances and Benefits Policy
 Code of Conduct for Council Members

6. Legislation and References


LGA Training Standards (www.training.lga.sa.gov.au)
 Section 80A Local Government Act 1999
 Regulation 8AA Local Government (General) Regulations 2013

7. Review


- 7.1. This Policy and supporting forms shall be reviewed every four years and more frequently if needed, by the Council in consultation with relevant stakeholders.
- 7.2. The Elected Members' Training and Development Plan shall be reviewed on an annual basis by Council in consultation with relevant stakeholders, in conjunction with the Annual Budget Allocation.

8. Further Information

- 8.1. This Policy is available on Council's website at www.barossa.sa.gov.au. It can also be viewed electronically at Council's principal office at 43-51 Tanunda Road, Nuriootpa and all Council branches, during ordinary business hours. A copy of this Policy can be obtained at those venues upon payment of a fixed fee.
- 8.2. Complaints regarding this Policy or its application can be made to the Customer Service team on 8563 8444 or barossa@barossa.sa.gov.au at first instance, who will refer you to the most appropriate officer according to Council's *Customer Service Policy* (see clause 0 above for availability).

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9. Document Control

Corporate Plan Link:		6.2 Ensure that Council's policy and process frameworks are based on principles of sound governance and meet legislative requirements. 6.13 Ensure that Elected Members undertake training and development to assist them in making informed decisions.		
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2.0	28/01/2020	Policy reviewed and updated		
Previous approval dates	26/11/2018 18/04/2017 17/05/2016 17/03/2015 18/09/2012	Policy reviewed and updated		

10. Definitions

Development	An activity which is unstructured and informal where a person has the opportunity to further develop knowledge regarding their job through mentoring, networking or interacting with colleagues in the local government sector or in one which is directly related to the local government sector eg. attendance at seminars and conferences.
Elected Member	The Elected Members of The Barossa Council, including the Mayor, unless otherwise stated.
LGA Training Standards	Has the same meaning as regulation 8AA of the Local Government (General) Regulations.
Plan	The Training and Development Plan adopted by Council in accordance with this Policy
Regulations	Local Government (General) Regulations 2013
Training	An activity where an existing skill or knowledge held by a person is enhanced through further formal sessions.