

1. Introduction

- 1.1 The District Council of Mount Remarkable 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 section 80A of the Local Government Act.
- 1.2 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. Objectives

- 2.1 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 and Responsibilities

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

4. Training and Development Plan

- 4.1 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.
- 4.2 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.
- 4.3 In preparing its Training and Development
- 4.4 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.

4.5 A Training and Development Plan will be developed and adopted on an annual basis in consultation with Council Members. To enable appropriate training and development needs for Council Members to be identified, Council Members will be provided a survey/questionnaire in October each year. The survey/questionnaire will provide Council Members with an opportunity to consider their individual training and development needs to further assist them in undertaking the roles and responsibilities as a Member of Council.

4.6 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. The LGA Training Standards can be accessed on the LGA website at <http://www.training.lga.sa.gov.au/index.cfm/council-member-training/lga-training-standard/>. They consist of the following modules:

- 4.6.1 Module 1 - Introduction to Local Government - Role and function of Council Members
- 4.6.2 Module 2 - Legal Responsibilities
- 4.6.3 Module 3 - Council and committee meetings
- 4.6.4 Module 4 - Financial Management and Reporting

4.7 Council Members who are new to Council will be required to undertake all four modules. Returning Council Members will undertake the appropriate modules identified through a 'gap analysis' of their skills and training needs. As a minimum it is recommended that returning Council Members should undertake modules 2 and 4 as a refresher.

4.8 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.

4.9 It is recognised that a range of delivery methods will be required to support the training needs of Council Members, including:

- 4.9.1 In-house workshops, seminars and briefing sessions conducted by the Council with appropriate staff, trainers and guest speakers;
- 4.9.2 Attendance at workshops, seminars and conferences offered by 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 new skills and knowledge and to network with other Council Members;
- 4.9.3 Printed material, including training booklets and discussion papers, that may be distributed for information;

4.9.4 On-line self-paced learning; and

4.9.5 CD Rom/DVD information.

4.10 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. Attendance, Record Keeping and Reporting

5.1 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, or where no budget allocation has been identified and approved under the plan for other specified local government relating activities, will require Council approval upon application and must link to the training plan unless otherwise agreed by the Council.

5.2 Application forms are available from the Chief Executive Officer or Director Community & Corporate.

5.3 Following attendance at a training program or activity, individual Council Members are required to 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. The requirement for a report does apply to mandatory training or training arranged for all Council Members. The preparation of a report will only apply to individual Council Members who have attended training and development as approved by Council. An example of this is would be a Council Member/s attending a specific session on climate change or economic development.

5.4 The Chief Executive Officer will keep a record of all training attended, but particularly the mandatory training requirements. Failure to complete the mandatory training requirements in the relevant time frame amounts to a breach of the Council Members' behavioural requirements

5.5 All training undertaken by Council Members will be recorded in the Council Members Allowances and Benefits Register, which will be updated as required to reflect attendances.

5.6 The District Council of Mount Remarkable 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.

6. Annual Budget Allocation / Payments / Reimbursements

- 6.1 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 within Council's Annual Report.
- 6.2 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.
- 6.3 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 Act and Regulations.

7. Document administration and control

Policy title:	Council Members Training and Development Policy
Policy number:	04.13
Policy type:	Council / Statutory
Responsible officer:	Director – Community & Corporate
First issued / adopted:	23 November 2006, reference 219-2006
Review period:	Policy reviewed within 12 months following the conclusion of a periodic election, inline with legislative changes or by resolution of Council The Training and Development Plan and Budget Allocation will be reviewed and adopted annually
Last reviewed:	29 November 2022, reference [243-2022]
Next review date:	November 2026
Version:	Version 10
Date revoked:	n/a
Applicable legislation:	Section 80A Local Government Act 1999 Regulation 8AA Local Government (General) Regulations 2013
Related documents:	Council Members Allowances and Benefits Register
Public consultation required / undertaken:	No
Availability	This Policy is available for inspection at the Council office and any person may obtain a copy of this Policy upon payment of the fee fixed by Council in accordance with Council's Fees and Charges adopted each financial year. It is also available on Council's website mtr.sa.gov.au . Any grievance in relation to this policy or its application should be forwarded in writing to the Chief Executive Officer of the Council.
File reference:	W:\4. Policy Manuals\Current Policy Manual

8. Training and Development Plan

District Council of Mount Remarkable Council Member Training and Development Plan 2022-2026

(Either prepared as a plan for the 4 year Term of Office and reviewed annually, or as an annual plan)

Details	Attendee <i>Available to:</i>	Provider	Date
LGA Training Standards			
Induction	<i>All Council Members</i>	Kelley Jones	23/11/22
Module 1 - Introduction to Local Government - Role and function of Council Members	<i>All Council Members</i>	Kelley Jones	13/12/22
Module 2 - Legal Responsibilities	<i>All Council Members</i>	Kelley Jones	23/11/22
Module 3 - Council and committee meetings	<i>All new Council Members</i>	Kelley Jones	23/11/22
Module 4 - Financial Management and Reporting (Audit Committees: General Overview & Community Engagement for Elected Members)	<i>All Council Members</i>	Kelley Jones	13/12/22
Overview of DCMR Development Plan and associated Planning and Development issues	<i>All Council Members</i>	In house	

Committee Specific Training			
Council Assessment Panel Member Training	<i>CAP Members</i>	Consultant /	
Financial Sustainability and Asset Management	<i>Finance and Asset Management Committee Members</i>	LGA	
Audit Committee	<i>Audit Committee</i>	LGA	

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Details	Attendee <i>Available to:</i>	Provider	Date
LGA Education and Training Services			
Public Speaking Skills for Council members	<i>All Council Members</i>	LGA	
Media Skills for Council Members	<i>Mayor and Deputy Mayor</i>	LGA	
CEO Performance Management	<i>All Council Members</i>	LGA	
Conflict of Interest, Governance Roles and Responsibilities	<i>All Council Members</i>	LGA	
Council & Committee Meeting Procedures and Chairing Skills	<i>All Council Members</i>	LGA	
CAP Fundamentals	<i>CAP Members</i>	LGA	
Strategic Financial Sustainability for Good Governance Decision Making	<i>All Council Members</i>	LGA	
<i>Other relevant training programs provided by LGA</i>	<i>As appropriate</i>	LGA	
Local Conferences and Seminars			
Council Members Governance Residential Program	<i>All Council Members</i>	LGA	
Mayors & Chairpersons Residential Seminar	<i>Mayor/Chairperson</i>	LGA	
LGA Annual Conference and/or OGM Showcase	<i>All Council Members</i>	LGA	
<i>Other relevant local conferences that may be identified throughout the year</i> <i>Other relevant short seminars and special interest sessions throughout the year</i>	<i>All Council Members</i>		

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Details	Attendee <i>Available to:</i>	Provider	Date
Interstate Conferences and Seminars[#]			
Local Government Professionals Annual Conference [location]	<i>All Council Members</i>	LG Professionals	
Local Government Managers Australia (LGMA) National Congress [location]	<i>All Council Members</i>	LGMA	
ALGA National General Assembly of Local Government [location]	<i>All Council Members</i>	ALGA	
<i>Other interstate conferences that may be identified throughout the year</i>	<i>As appropriate</i>		
Other			
WHS Elected Members information session - Introduction to the mutual schemes, including Roles, Responsibilities and protections – Overview	<i>All Council Members</i>	LGRS	30/11/22

9. Appendix 1 – Training Evaluation Form

Name: _____

Course: _____

Training Date:/...../.....

Please select the most relevant response to the following questions

EASE OF UNDERSTANDING	Yes	To some extent	No	Don't know
Do you feel confident that this course has helped you to gain new skills to undertake your roles and responsibilities as a Council Member?				
OVERALL SATISFACTION	Yes	To some extent	No	Don't know
Was the course effective in communicating information on the training topic?				
Did you feel supported throughout this training?				
Did you feel comfortable asking questions in relation to the course content or materials?				
Did you get the answers you needed to these questions?				
TRAINER PERFORMANCE	Yes	To some extent	No	Don't know
Was the trainer well prepared?				
Was the trainer knowledgeable on the topic?				
Was the trainer open to feedback?				
PLATFORM EXPERIENCE (ONLINE TRAINING)	Yes	To some extent	No	Don't know
Was the online platform engaging and easy to use?				
Were there any technical issues, like an answer not being saved, that contributed to feelings of frustration with the experience?				
Were there any incompatibility issues between the platform and your operating system/web browser?				

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TIME REQUIREMENTS	Yes	To some extent	No	Don't know
Did you feel like the training was longer than it needed to be?				
Were there sections of the training that seemed unnecessarily repetitive? If so, which sections:.....				
PERCEPTION OF VALUE	Very relevant	To some extent relevant	Not relevant	Don't know
How relevant was the course content to your role and/or professional development?				

- Please share more information on the questions you responded to with “No” or “To some extent” or “Don’t know”.**

- Share the three most important things you learned from this course.**

- How do you think we can improve this training course to make it more relevant for future trainees?**

- Is there any aspect of the course content that you feel you would benefit from additional training in?**

Thank you for taking time to share your feedback

10. Appendix 2 – Training & Development Survey/Questionnaire

Name: _____

As part of determining appropriate training and development opportunities for Elected Members over the next twelve months, it would be appreciated if you could complete the following survey/questionnaire.

1. Was there any aspect of the mandatory training that you have completed that you would like additional training in? If so, please provide details below
 - a. Module 1 - Introduction to Local Government - Role and function of Council Members.
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 - b. Module 2 - Legal Responsibilities
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 - c. Module 3 - Council and committee meetings
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 - d. Module 4 - Financial Management and Reporting
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2. Please indicate below if you would like training in any of the following:

Training Topic	Yes	No
a. Use of confidential provisions		
b. Meeting Procedures		
c. Caretaker Period (applicable in 2026)		

3. Please list any personal training and/or development opportunities that you would like consider. Note: Any individual training and/or development may require Council approve.

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