


	STATUTORY POLICY	Policy #	1.24 / 8
	ELECTED MEMBER TRAINING & DEVELOPMENT	Last reviewed:	June 2023
		Next review	June 2027

Category:	Governance	Classification:	Public
First Issued:		Review Frequency:	Each Election Term (4yrs)
Legislation:	Local Government Act 1999; Local Government (General) Regulations 2013		
Relevant Policies:	Signed:		
Related Procedures:	LGA Training Standards for Council Members		
Responsible Officer:	Manager Governance		
Adopted on:	21/6/2023		

GENERAL STATEMENT

The District Council of Ceduna is committed to providing training and development activities for its Council Members and recognises its responsibility to develop and adopt a policy for this purpose.

POLICY

Training & Timeframe

This document contains the training requirements for council members. These requirements are mandatory, and every council member must undertake the Mandatory Training within the first 12 months of their four-year term.

Legislative Framework

Section 80A of the Local Government Act 1999 (the Local Government Act) and Regulation 8AA of the Local Government (General) Regulations 2013 (the General Regulations), sets out the requirements for training and development for council members.

A council member must comply with the prescribed mandatory requirements, which includes the LGA training standards set out in this document. Failure to comply will result in a suspension of the council member by Council (unless the member satisfies the council there were good reasons for the failure to comply).

There are further requirements relating to public notice, suspension of allowances and access to facilities and support and application to SACAT for disqualification if a member does not address the failure to comply.

LGA Training Standards for Council Members

The LGA Training Standards provides a community leadership competency framework, defining the key capabilities required to perform the council member role, the core modules and anticipated learning objectives and outcomes. These training standards form the basis for this policy.

Completion of this training will satisfy the mandatory training requirements.

The framework defines community leadership competencies in four parts:

Behaviour: To identify attributes and develop skills that uphold the Behavioural Standards and principles of good governance:

Values, ethics & behaviour

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- Understanding values & ethics
- Behavioural Standards for Council

Members

- WHS, Bullying & Harassment

Communication skills

- Effective communication
- Negotiating and influencing

Leadership skills

- Strategic thinking
- Change management
- Building resilience

Civic: To develop knowledge of the Australian system of government and how Councils fulfil the objectives of the Local Government Act to deliver reputable community outcomes:

Introduction to local government

- The Australian System of Government
- Role, functions and objectives of Local Government
- Composition and Council Structures
- Role of Council to CEO/staff and working together
- Council Services

Effective council meetings

- Overview of the types of meetings
- Council member preparation and responsibilities
- Structure and purpose of meetings
- Role of and purpose of information or briefing sessions

Council meeting procedures

- Public access
- Meeting procedures
- Role of the Principal Member
- Moving motions, speaking to motions, and voting
- Effective presentation and constructive debate
- Minutes and upholding decisions of Council

Representing council decisions

- The role of the Principal Member as Council spokesperson
- Related legislative and Council policy responsibilities
- Effective use of media channels

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Legal: To develop the knowledge and skills required to meet the legal responsibilities of a council member:

Role of a council member

- General duties
- Conflict of Interest
- Gifts & Benefits

Registers, returns and resources

- Register of interest
- Primary and ordinary returns
- Allowances and benefits

Legal protections and oversight

- Corruption, misconduct and maladministration

Strategy & Finance: To develop the knowledge of integrated strategic and annual business planning and the skill to manage public funds appropriately:

Integrated strategic management planning and performance

- Purpose of strategic, longer financial and asset management planning
- Purpose of annual business planning and budgeting
- Community engagement and performance reporting

Strategic risk management & oversight

- Strategic risk management in decision making
- Role of Audit and Risk Committee
- ESCOSA oversight

Financial management

- Managing public funds
- Rating, other revenue sources and funding plan
- Financial terminology and understanding financial statements and reports

Induction Program

The chief executive officer (CEO) will arrange an orientation and induction process for a new council / councillor, which complements the completion of mandatory training. The induction program may include (but not limited to):

- information on administrative facilities/CEO support, council member allowances and benefits, training, and development
- a tour of the council area and facilities
- information on the organisational and operational structure including, an overview of each of the functions or department; and introduction to key staff

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- a schedule of briefings on key strategic issues.

This induction program is important in building effective working relationships between council members. It is, therefore, the responsibility of all council members to participate in the induction program.

Council Leadership workshop

Upon election, council members are required to serve the overall public interest, put any personal differences aside and provide community leadership.

The community expects council members to focus on the work of council and effectively engage and work with each other and council employees in a respectful and professional manner.

Section 59 of the Local Government Act sets out the roles of members of councils and includes an obligation to ensure positive and constructive working relationships within the council.

All council members must attend a workshop designed to assist in building effective working relationships and focus on Councils strategic purpose.

The CEO will arrange a workshop that may include (and not limited to):

- An opportunity to build connections (between council members and council members with CEO/key staff)
- Identify shared values and aspirations for delivering outcomes for the community
- Provide an overview of existing strategic priorities, plans and strategies of Council
- Establish effective working relationships and team culture in the context of defined roles and responsibilities.

To ensure leadership effectiveness in working to deliver Councils strategic purpose, it is incumbent on all members to be well informed and engage in information or briefing sessions throughout the term.

Mayoral Leadership

Section 58 of the Local Government Act sets out the specific roles of principal members or Mayors.

These include key responsibilities, as leader of the council, to provide leadership and guidance and lead the promotion of positive and constructive working relationships. To support performance in this leadership role, 'Mayoral Leadership training' must be completed by all Mayors. The Standard sets out the additional competencies required of a Mayor (in addition to the council member requirements).

Behavioural

Effective leadership

- Leadership attributes and resilience

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- Listening and influencing skills
- Establishing trust and effective working relationships
- Managing conflict and conflict resolution

Civic

Public speaking & media (skills)

- Public speaking skills
- Effective media engagement for Councils key spokesperson

Meeting procedures (technical knowledge)

- Formal meeting procedures

Effective Meetings (Chairing skills)

- To lead a positive and ethical culture within the governing body
- Provide guidance on strategic decision making and guide debate for a reputable council.

Training Participation & Records

Completion of mandatory training is a statutory obligation for all (continuing and new) council members. Records of council members' participation in mandatory training, including leadership workshops must be kept by the council CEO in a register of training and development.

Training Delivery

Council CEOs' may use internal expertise or training providers to deliver the required mandatory training. It is important that training providers have the appropriate expertise to support the required training outcomes and/or workshop facilitation.

Mandatory training should engage all council members in an interactive learning experience to build shared leadership in fulfilling their role on Council. Alternative delivery methods may be used to complement full Council engagement in face-to-face training.

Mid-term Council Leadership Refresher

A mid-term refresher workshop and update training will be required. This will include (and 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.

Ongoing Personal and Professional Development

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To be effective and reputable, new and returning council members, are encouraged to continue their personal and professional development throughout the term.

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 a quarterly and 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.

Attendance at Training Programs/Activities

Council will provide all Elected Members with training opportunities as courses, seminars or in house works shops become available. Elected Members are also encouraged to self nominate for courses, however access to training programs not directly conducted by the Council will require approval upon application and agreed to by the Council.

Payments/Reimbursements

The reimbursement of expenses for training purposes must be approved by the Council 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.