 City of Mount Gambier	M500 – MEMBERS TRAINING & DEVELOPMENT	Version No:	3
		Issued:	29 November 2022
		Next Review:	December 2026

1. INTRODUCTION

The City of Mount Gambier 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.

This policy incorporates the requirements for Council Members to undertake mandatory training in compliance 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 & DEVELOPMENT

Council supports Training & Development 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 is given to the participation of all Council Members in the development of a new Councillor group following a general election as well as the orientation of first time Council Members.

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, Council will identify the appropriate modules within the LGA Training Standards that should form the basis of the required training for newly elected and 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. 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 parts:

- Part 1 - Behaviour
- Part 2 - Civic
- Part 3 - Legal
- Part 4 – Strategy and Finance

Every Council Member must undertake the Mandatory Training within the first 12 months of their four year term.

 City of Mount Gambier	M500 – MEMBERS TRAINING & DEVELOPMENT	Version No:	3
		Issued:	29 November 2022
		Next Review:	December 2026

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. All training requests must have a relationship to the business of Council or local government.

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 training providers and industry bodies including the Local Government Association of SA and other industry bodies and/or private providers offering courses for Members to gain new 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 learning;
- Audio/Visual information; and
- Tours & visits to other Councils to gain new knowledge & understanding.


The following hierarchy of training/development opportunities and approval/reporting requirements provides a guide for Member attendance:

Training/Development Category	Authorisation	Reporting
Local Training (hosted locally within City/SE Region)	By Application	General Listing in Annual Report
SA LGA Training, Conferences, Meetings (Adelaide Based)	Generic Council Resolution (for any Councillor to attend)	Submission of Evaluation Pro-Forma for circulation on Member Extranet
All Other Training (e.g. Technical, Professional, Specialist, Non-LGA/Non-Local/Interstate Seminars, Conferences etc)	Specific Council Resolution (via pro-forma application) <ul style="list-style-type: none"> • Name of Councillor • Description of Training • Location • Training Cost • Benefits 	Submission of Evaluation Pro-Forma/Report for presentation at the Member Reports Council Agenda Item.

Note:

In accordance with Council resolution of 29th November 2022 (Item 19) the Mayor (and Deputy Mayor) are duly authorised to represent Council (e.g. at SA Local Government Association Annual General Meetings and other LGA functions and at Australia Local Government Association functions).

Mayor (or Deputy Mayor) attendances may be supported by the CEO (or Acting CEO or CEO's representative).

 <p>City of Mount Gambier</p>	<p>M500 – MEMBERS TRAINING & DEVELOPMENT</p>	Version No:	3
		Issued:	29 November 2022
		Next Review:	December 2026

Requests to attend training should be made in writing via email to the CEO to coordinate attendance and Council reports for any necessary authorisation.

Following attendance at training/development programs or activities, individual Council Members are required to submit an evaluation 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 CEO will keep a record of all training attended, particularly the mandatory training requirements. All training undertaken by Members will be recorded in the Council Allowances and Benefits Register and Member (mandatory) Training Register which will be updated as required to reflect attendances.

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 a quarterly and annual basis.

6. PAYMENTS/REIMBURSEMENTS

Reimbursement of expenses for training purposes must only be for attendance at training/development consistent with this Policy, or through a separate Council resolution endorsing attendance at the training/development program or activity.

Where approval has been granted by Council for attendance at a training program/activity (including attendance in accordance with this Policy) a Member may seek reimbursement of expenses in accordance with the relevant provisions of the Act and Regulations.

The Chief Executive Officer may at their sole discretion determine to incur the expense and arrangement of a reimbursable training expense where it is considered efficient and effective to do so, which may include consideration to the provisions of Council's Member Allowances and Benefits Policy.

7. ANNUAL REPORTING


The Council's annual report will include information regarding the operation of this Policy, the nature of attendances by Members and expenditure allocated and used for training of Council Members.

8. REVIEW & EVALUATION

This Policy shall be reviewed during each term of Council, and at any other time as may be required by any legislative changes which may occur.

9. AVAILABILITY OF POLICY

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website www.mountgambier.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

 City of Mount Gambier	M500 – MEMBERS TRAINING & DEVELOPMENT	Version No:	3
		Issued:	29 November 2022
		Next Review:	December 2026

File Reference:	AF18/51
Applicable Legislation:	Section 80A Local Government Act 1999; Reg. 8AA Local Government (General) Regulations 2013
Strategic Reference:	
Related Policies:	Member - Allowances and Benefits Policy
Related Procedures:	
Related Documents:	Member Training - Evaluation Pro-Forma

DOCUMENT DETAILS

Responsibility:	Manager Governance and Property
Version:	3.0
Last revised date:	29 November, 2022
Effective date:	29 November, 2022
Minute reference:	29 November, 2022 - Item 13 - Resolution 2022/195
Next review date:	December, 2026
<u>Document History</u> First Adopted By Council: Reviewed/Amended:	15 th December, 2015 22 nd November 2018, 29 th November 2022

 City of Mount Gambier	M500 – MEMBERS TRAINING & DEVELOPMENT	Version No:	3
		Issued:	29 November 2022
		Next Review:	December 2026

MEMBER TRAINING / APPROVAL REQUEST

Member Name: _____

1 Elected Member to Complete

Name of Course/Seminar:

Course Provider (LGA etc):

Location of Course:

Dates:

Description of Training:

Explanation of Benefits:

Course information attached

Copies of quotes or estimates attached

DETAILS OF EXPENSES			
Course fees	\$	<input type="checkbox"/> Estimate or	Quote
Travel	\$	<input type="checkbox"/> Estimate or	Quote
Council Vehicle	\$	kms @ \$0.77/km	
Cab charges/ eTickets	No. of taxi trips required		
Accommodation (If necessary)	\$	<input type="checkbox"/> Estimate or	<input type="checkbox"/> Quote
Other (please attach details)	\$	<input type="checkbox"/> Estimate or	<input type="checkbox"/> Quote

2 AUTHORISATION

Category	Reporting	Authorisation Required
<input type="checkbox"/> Local Training (hosted locally within City/SE Region)	Listed in Annual Report	By Application to CEO
<input type="checkbox"/> SA LGA Training, Conferences, Meetings (Adelaide/LC Region Based)	Evaluation Pro-Forma for circulation in Friday Edition	Generic Council Resolution (Insert Minute Reference)
<input type="checkbox"/> All Other Training (e.g. Technical, Professional, Specialist, Non-LGA/Non-Local/Interstate Seminars, Conferences etc)	Evaluation Report for Member Reports Council Agenda Item.	Specific Council Resolution (Insert Minute Reference)

CEO Signature

Date ___ / ___ / ___