DISTRICT COUNCIL OF Streaky Bay
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COUNCIL MEMBER TRAINING & DEVELOPMENT POLICY

Policy No: **DCSB-G-09.04**	Approved on: **18 March 2025**	Administered by: **Chief Executive Officer**
Last Reviewed: **March 2025**	Review Date **March 2027**	Record No: **448969**
Classification: **Governance**		
Strategic Plan link: A Council that is actively responsive to community needs and delivers financial sustainability, governance and leadership.		
References and related Policies, Procedures and Forms: *Local Government Act 1999* LGA Training Standards		

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1. Introduction

The District Council of Streaky Bay 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.

Following the amendment to the *Local Government Act 1994* and the *Local Government (General) Regulations 2013*, this policy incorporates the 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. 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 Plan

Council will develop and adopt a Training & 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.

Particular emphasis will be given in the Training & 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.

In preparing its Training & Development 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.

This policy will remain current for the four year term of each Council with annual review of required or outstanding training to be undertaken in line with the Annual Business Planning process.

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:

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

Council Members who are new to Council will be required to undertake all four modules. Returning Council Members will undertake Modules 2 and 4 as a minimum refresher.

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:

- 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 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;
- Printed material, including training booklets and discussion papers, that may be distributed for information;
- On-line self-paced learning; and
- CD Rom/DVD information.

Council's Training & 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. Annual Budget Allocation

A budget allocation will be provided to support the training and development activities undertaken by Council. Budget allocation will be considered as part of the Annual Business Plan workshops each year.

Where an election is to be held (at the end of each term) budget must be allocated to allow for all 8 members to attend the four mandatory modules of training.

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.

6. Attendance at Training Programs and Record-keeping

The Training & Development Plan will determine the nature of training to be made available. 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 related activities, will require Council approval upon application and must link to the training plan, unless otherwise agreed by the Council.

Application forms are available from the CEO.

Following attendance at a training program or activity, individual Council Members are required to report attendance through the Verbal / Written Report process at the Ordinary Council Meeting directly after their attendance.

The CEO 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 Code of Conduct.

7. Payments/Reimbursements

The reimbursement of expenses for training purposes must be approved by the Council consistent with its Training & Development Plan or 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 Act and Regulations.

8. Annual Reporting

A Council's annual report will include a segment regarding the operation of this Policy, the nature of matters raised in the Training & Development Plan, attendances by Members and expenditure allocated and used for training of Council Members.

9. Statement of Adoption and Review

This policy was adopted on [date] and will be reviewed every year in conjunction with the development of the Annual Budget Allocation and Review of the Training & Development Plan.

10. Other Relevant Policies/Procedures

DCSB-FM-07.09 Annual Business Plan and Budget Policy
DCSB-FM-07.09 Budget Reporting and Amendment Policy
DCSB-G-09.01 Code of Conduct for Council Members
DCSB-IFM-13.01 Records Management Policy
DCSB-IFM-13.02 Internet and Email Policy
DCSB-TC-19.01 Social Media Policy

11. Version Control

Version	Update Information	Date Approved
3	Full Update from previous versions	18 July 2019
3.1	Update of Appendix to include training attended, options for coming financial year and removal of Conferences from training budget considerations	November 2022
4.0	No updates	18 March 2025

12. Council Member Training and Development Plan

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

Details	Available to	Provider	Date	Cost ea (Ex GST)
LGA Training Standards				
Module 1 - Introduction to Local Government - Role and function of Council Members	All new Elected Members	Combination of In house and External	COMPLETED 2019	
Module 2 - Legal Responsibilities	All Elected Members	Combination of In house and External	COMPLETED 2019	
Module 3 - Council and committee meetings	All new Elected Members	Combination of In house and External	COMPLETED 2019	
Module 4 - Financial Management and Reporting	All Elected Members	Combination of In house and External	COMPLETED 2019	

Committee Specific Training				
Audit Committee	Audit Committee	LGA*	COMPLETED 2019	
Audit Committee – General Overview	Audit Committee	LGA	25 Feb 2020	$350
Audit Committee – General Overview and Mock Meeting	Audit Committee	LGA	25 Feb 2020	$425
Other Committee specific training sessions	*As appropriate*			

Details	Available to	Provider	Date	Cost ea (Ex GST)
Training Sessions Available				
Reputation and Media for Elected Members	All Elected Members	Lyndon Keane	COMPLETED 2019	$0.00
Strategy and Risk Management	All Elected Members	Jo Calliss through LGRS	COMPLETED 2019	$0.00
Elected Member Leadership Forum	All Elected Members	LGA	COMPLETED 2019	
Public Interest Disclosure	All Elected Members	Karina Ewer	COMPLETED 2019	$0.00
Elected Member Leadership Forum	All Elected Members	LGA	17 Feb 2020	$425
Native Title Process	All Elected Members	Mellor Olsson	20 Feb 2020	
IAP2 Foundations in Public Participation	All Elected Members	LGA	10-24 March 2020	$2,100
Conflict Management and Resolution	All Elected Members	Karina Ewer	18 March 2020	$0.00
Emergency Management for Elected Members	All Council Members	LGA Council Ready Program	16 April 2020	$0.00
Other relevant training programs provided by LGA or other bodies, specifically for Elected Members	*As appropriate*	LGA*		

*** Note:** Consultants can be sourced from the LGA as providers are used for sessions conducted by the LGA. The LGA can also assist with organising sessions and securing presenters.