

# Council Member Training and Development Policy

Tuesday, 19 September 2023  
City Finance and Governance Committee

Strategic Alignment - Enabling Priorities

**Program Contact:**  
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Governance

Public

**Approving Officer:**  
Michael Sedgman - Chief  
Operating Officer

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## EXECUTIVE SUMMARY

The purpose of the Council Member Training and Development Policy is to align the ongoing professional training and development for Council Members with the Local Government Association training standards and competency framework to satisfy the mandatory training and development requirements. The revised Training and Development Policy includes amendments resulting from the implementation of the Local Government Association (LGA) Training Standards.

The Council must review this policy within 12 months of a General Election.

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## RECOMMENDATION

The following recommendation will be presented to Council on 26 September 2023 for consideration

THAT THE CITY FINANCE AND GOVERNANCE COMMITTEE RECOMMENDS TO COUNCIL

THAT COUNCIL

1. Adopts the Council Member Training and Development Policy as contained in Attachment A to Item 4.12 on the Agenda for the meeting of City Finance and Governance Committee held on 19 September 2023.
  2. Approves the deletion of the following sections of the City of Adelaide Standing Orders
    - 2.1. Part 5 – Training and Development
  3. Authorises the Chief Executive Officer to make any minor editorial and formatting changes as required to finalise the Council Member Training and Development Policy.
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## IMPLICATIONS AND FINANCIALS

City of Adelaide 2020-2024 Strategic Plan	Strategic Alignment – Enabling Priorities
Policy	This Policy replaces sections of the existing City of Adelaide Standing Orders, 2019
Consultation	A workshop was held with Council Members on 24 January 2023 to seek their views on the direction of the Standing Orders.
Resource	Not as a result of this Policy
Risk / Legal / Legislative	Section 80A of the <i>Local Government Act 1999</i> (Act) requires a Council to prepare and adopt a training and development policy for Council Members. Section 80A of the Act and Regulation 8AA of the <i>Local Government (General) Regulations 2013</i> (Regulations), set out the legal requirements for training and development for Council Members
Opportunities	The Policy is presented in a format that is accessible to Council Members as well as members of the public
23/24 Budget Allocation	In accordance with the Act, Council has an annual allocation of funds to support Council Members with adequate training and development opportunities to ensure compliance with the legislative requirements and to assist Members to undertake their duties and responsibilities effectively. The current budget allocation is \$10k.
Proposed 24/25 Budget Allocation	If Council wishes to consider a change to the annual budget allocation for the upcoming financial year, this can be discussed as part of the 24/25 budget process.
Life of Project, Service, Initiative or (Expectancy of) Asset	Not as a result of this Policy
23/24 Budget Reconsideration (if applicable)	The current budget allocation is \$10k. If Council adopts this Policy a budget increase may be required to assist in facilitating development opportunities for Council Members outside of the mandatory training requirements. Any increase to this budget will need to be considered as part of a quarterly budget review process. Pre COVID-19 (2019/20) the budget allocation for training and development for Council Members was \$60k.
Ongoing Costs (eg maintenance cost)	Not as a result of this Policy
Other Funding Sources	Not as a result of this Policy

## DISCUSSION

1. *The Local Government Act 1999* (the Act) requires a Council to prepare and adopt a training and development policy for Council Members. Section 80A of the Act and Regulations 8AA, set out the legal requirements for training and development for Council members.
2. Council Members must comply with the prescribed mandatory requirements, which includes the LGA training standards. Failure to comply or attend mandatory training will result in a suspension of the Council member by Council, unless where the Council is satisfied that there was good reason for non-compliance.
3. The Policy must:
  - be aimed at assisting members in the performance and discharge of their functions and duties; and
  - incorporate the prescribed mandatory requirements and comply with any other requirements prescribed by the regulations; and
  - specify other requirements relating to the conduct and completion of training and development by Council members; and
  - comply with the LGA training standards.
4. The Policy aims to provide members with a substantial level of community leadership competency and key capabilities required to perform the Council member role in conjunction with the core modules and anticipated learning objectives in accordance with legislative requirements.
5. Reform changes that took effect from 17 November 2022, strengthened the already imposed requirements for a Council to prepare and adopt a Training and Development Policy for its Council Members. The Act now expressly outlines that a Policy must incorporate the prescribed mandatory requirements, which include the Minister approved LGA Training Standards for Council Members.
6. The Regulations further outline that all Council Members must comply with the mandatory training standards, and that training must be completed within 12 months.
7. To ensure compliance with the new legislative requirements, Council's Council Member Training and Development Policy (refer **Attachment A**) has been amended to incorporate the newly prescribed Training Standards (refer **Attachment B**).
8. Reform changes have introduced sanctions that direct a Council to suspend a Council Member who has not complied with the prescribed training requirements. To ensure that Council Members are aware of this obligation and the penalties for non-compliance, the Policy has been amended to clearly outline these obligations and the consequences.
9. It is noted that all members are up-to-date with their mandatory training.
10. The training and development opportunities outlined within this Policy will provide Council Members with the skills and knowledge to conscientiously conduct their duties which promotes community confidence in the decision-making process.
11. The Council Members Training and Development Policy has been amended to ensure compliance with the updates made to the Act.
12. All Council Members must complete the training and development as outlined within the Council Members Training and Development Policy which now includes the required LGA Training Standards for Council Members.

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## ATTACHMENTS

**Attachment A** – draft Council Members Training and Development Policy

**Attachment B** – LGA Training Standards for Council Members

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