

# Mandatory Induction Program

Tuesday, 13 December 2022  
Council

Strategic Alignment - Enabling Priorities

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## EXECUTIVE SUMMARY

Section 80A of the *Local Government Act 1999* (SA) and Regulation 8AA of the *Local Government (General) Regulations 2013* set out the legal requirements for mandatory training and development for Council Members. Training provided must comply with the LGA Training standards which were recently updated to reflect legislative changes to the *Statutes Amendment Act 2021* (SA), which commenced in September 2021.

The LGA Training Standards provide a community leadership competency framework, defining the key capabilities required to perform the role of a Council Member. This provides core modules, anticipated learning objectives and outcomes. Council Members have participated in a number of these mandatory training activities to date as part of the induction program.

This report provides an overview of training completed and training scheduled.

## RECOMMENDATION

### THAT COUNCIL

1. Notes the report.

## IMPLICATIONS AND FINANCIALS

City of Adelaide 2020-2024 Strategic Plan	Strategic Alignment – Enabling Priorities
Policy	Not as a result of this report
Consultation	Not as a result of this report
Resource	Not as a result of this report
Risk / Legal / Legislative	Section 80A of the <i>Local Government Act 1999</i> (SA) and Regulation 8AA of the <i>Local Government (General) Regulations 2013</i>
Opportunities	Not as a result of this report
22/23 Budget Allocation	Not as a result of this report
Proposed 23/24 Budget Allocation	Not as a result of this report
Life of Project, Service, Initiative or (Expectancy of) Asset	Not as a result of this report
22/23 Budget Reconsideration (if applicable)	Not as a result of this report
Ongoing Costs (eg maintenance cost)	Not as a result of this report
Other Funding Sources	Not as a result of this report

## DISCUSSION

1. The recent Local Government reforms included amendments to the mandatory requirements for Council member training.
2. In line with Section 80A of the *Local Government Act 1999 (SA)* Council Members must comply with the prescribed mandatory requirements, including the LGA training standards. 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.
3. The mandatory induction program has been complemented by CoA specific events and activities which have been well attended, including:
  - 3.1. CEO Briefings on key projects
  - 3.2. Mock Council Meeting
  - 3.3. City Tour of key strategic projects / sites
  - 3.4. Workshops on governance structures and planning framework
  - 3.5. Call on the Governor
4. The mandatory training includes a community leadership competency framework that is included in the Standing Orders and can be accessed [here](#).
5. This framework defines the key capabilities required to perform the role of Council Member, and provides core modules, anticipated learning objectives and outcomes. The framework addresses both the legislative requirements and community expectations of Council. The local government sector has a strong aspiration to build and develop Council Members' capabilities and performance to achieve positive outcomes for local communities.
6. The framework defines community leadership competencies in four parts:
  - 6.1. **Behaviour** - to identify attributes and develop skills that uphold the Behavioural Standards and principles of good governance.
  - 6.2. **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.
  - 6.3. **Legal** - to develop the knowledge and skills required to meet the legal responsibilities of a council member.
  - 6.4. **Strategy and Finance** - to develop the knowledge of integrated strategic and annual business planning and the skill to manage public funds appropriately.
7. Council Members are currently in the process of completing the mandatory Induction Program with the following mandatory induction training sessions held to date:

Training Name	Purpose	Date Delivered	Attendance
Introduction and Orientation	To equip Council Members with IT, systems support and knowledge of the organisation	Week starting 21/11/2022	All attended
Civic Mandatory Training	Introduction to Local Government Effective Council meetings Council meeting procedures Representing Council decisions	22/11/2022	All attended
Legal & Behavioural Mandatory Training	Role of a Council Member—General duties, conflict of interest and Gifts and Benefits  Registers, returns and resources—Register of interest,  Legal protections and external oversight—Anti-corruption, misconduct and maladministration	23/11/2022	All attended

Training Name	Purpose	Date Delivered	Attendance
	Value, Ethics & Behaviours – Behavioural Standards (and Policies)		
Council Leadership Workshop	Section 59 of the and section 22 of the <i>City of Adelaide Act 1998</i> set the roles for Council Members and include 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 Council's strategic purpose.	26/11/2022	All attended  Apology received from Cr Snape*
Strategy and Finance Mandatory Training	Integrated strategic management planning and performance  Strategic risk management & oversight  Financial management	30/11/2022	All attended  Apology received from Cr Abrahimzadeh*

Please note where Council Members were unable to attend mandatory training, Council staff are working with those members to provide an opportunity to complete the training at a later, mutually convenient time.

8. Elements of the mandatory behavioural training were incorporated into the Legal training session held on 23 November 2022, however the training below is yet to be completed:

Behavioural Mandatory training	
<b>Purpose</b>	<p>This session will also include other key mandatory components such as Communication and Leadership Skills.</p> <p>To identify attributes and develop skills that uphold the Behavioural Standards and principles of good governance:</p> <ul style="list-style-type: none"> <li>• <b>Values, Ethics &amp; Behaviours</b> – to develop the knowledge, skills and attitudes required to meet Behavioural Standards and WHS obligations for Council Members (including bullying and harassment). This will be inclusive of the Council decision to workshop 'integrity standards' early in the new term.</li> <li>• <b>Communication and collaboration skills</b> – to develop communication skills for effective working relationships and constructive ways to negotiate and influence others to perform the role.</li> <li>• <b>Leadership skills</b> – to develop the knowledge, skills and attitudes required to effectively perform a community leadership role (includes strategic thinking, change management and building resilience).</li> </ul>

9. Future training topics include:
- 9.1.1. Reconciliation at the City of Adelaide
  - 9.1.2. Civic Training- Writing Motions, Effective Decision Making
  - 9.1.3. Social Media for Council Members
  - 9.1.4. Business Plan and Budget Preparation sessions
  - 9.1.5. Disability Access and Inclusion training
  - 9.1.6. Community Engagement
  - 9.1.7. Cultural respect and Safety
10. In addition to the training, a full program of CEO Briefings has also been prepared on different matters of interest to Council Members.

11. Section 80A of the *Local Government Act 1999* (SA) also requires Council to prepare and adopt a training and development policy for Council Members. This will be presented to Council for consideration in 2023.

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## DATA AND SUPPORTING INFORMATION

[LGA Training Standards for Council Members - published 5 October 2022](#)

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## ATTACHMENTS

Nil

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- END OF REPORT -