



# DISTRICT COUNCIL OF LOXTON WAIKERIE

## Induction , Training and Development Policy and Plan for Council Members

<b>Policy Identification:</b>	
Policy type:	Council
Summary:	The policy ensures that council members are offered opportunities to undertake formal induction upon election of the new council, the required and any other appropriate training relevant to their roles.
Record number:	12.63.1
Date of adoption or approval:	19 May 2006
Last Review:	17 November 2017
Next Review Date:	After each periodic election of council
Responsible department:	Corporate and Community Services
Responsible officer:	Director Corporate and Community Services
Review officer:	Governance Officer
Consultation required:	
Relevant references:	
Delegations:	
Legislation:	Section 80A Local Government Act 1999
Related policies:	Code of Conduct Elected Members
Related procedures:	

### 1. Introduction

The District Council of Loxton Waikerie (Council) is committed to providing training and development activities for its Council Members, including a formal induction program and 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 and the Local Government (General) Regulations 2013 in November 2014, this policy incorporates the new 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.

#### 1.1 Policy Objective

To ensure that a formal induction program is developed which provides a focus on the critical first months following an election. Induction is the two way process of provision to newly elected council opportunity and information to prepare them to capably perform their role, this should also be seen as a time for elected members to ask questions and contribute positively to the formation of the new council.

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.

## 1.2 Scope

T This policy applies to all Council Members, who each have an obligation to abide by this policy

## 2. Strategic reference

*Leadership and engagement: strategy 4.2.3; provide appropriate support, development and training opportunities for all Elected Members to ensure they can fulfil their leadership and governance responsibilities.*

## 3. Induction

For the purposes of this policy *induction* is defined as the work done with the newly elected council, the individual members of the council and members of council staff over the first six months of the new council in order to prepare elected members for their role. Orientation, providing new and newly elected council members with an understanding of the environment they will work in is one aspect of induction.

### 3.1 Principles of good induction

Council endorses the following principles as reflecting good induction:

- Each council member has a personal responsibility to actively seek development opportunities in order to appropriately fulfil his/her role and better represent constituents and the community of the District Council of Loxton Waikerie;
- All council members are encouraged to actively participate in the Induction Program of the Council; and
- Information provided in Induction sessions will be supported by written materials provided to council members electronically, and available in hard copy on request.

### 3.2 Content of the induction program

An induction program will be designed by the Chief Executive Officer, taking advice from the Mayor and with the assistance of any resources produced by the Local Government Association.

Depending on the content required within the program, the program may be run over several separate sessions, with opportunity to be given during the first program for elected members to seek further information or note issues of concern.

NB – ongoing training is offered to elected members based on a training needs analysis developed from a survey of elected members to meet identified needs of individual elected members and to ensure compliance with the mandatory

requirements as outlined within the LGA Training Standards for Elected Members and described further within this policy...

The program content will include the following elements:

### 3.2.1 Relationship building

Although they have different roles Council Members and senior staff, led by the Chief Executive Officer, have shared responsibility for the strategy, priorities, efficient resource use and overall performance of services delivered to the community. The development of a strong working relationship is therefore critical. The induction program will focus on building professional working relationships.

### 3.2.2 Roles and responsibilities

Understanding the separate but complementary roles of the Council as a whole, individual Council Members and the Chief Executive Officer is fundamental to achieving outcomes for the District Council of Loxton Waikerie community. The design of the induction program will set a positive tone and establish clear roles and responsibilities between the parties from the outset.

### 3.2.3 Conduct of Council Members and procedure at meetings

Equally important to decision making is the smooth functioning of the elected Council and the cooperation of Council Members. The induction program will provide for information and discussion of the law and procedure of meetings and sufficient opportunities for team building amongst Council Members.

### 3.2.4 Values and behaviours

The program will provide Elected Members with information regarding the Mandatory Code of Conduct for Elected Members, ICAC and other associated matters.

### 3.2.5 Strategic directions

As an early priority the new Council needs to review the strategic directions and major projects agreed by the previous Council and determine whether they will continue to be endorsed. The induction program will include briefings with sufficient detail to ensure that all Council Members have a common understanding of key policy areas and ongoing projects.

### 3.2.6 Orientation

It is desirable that all Council Members, including first time elected Members, are equipped to participate effectively in the business of the Council from the first meeting after a periodic election. In addition to the above elements induction will include an orientation program for first time Council Members.

### 3.2.7 Election of Elected Members to Section 41 and other committees as required

The induction program will contain information relating to the terms of reference, meeting frequency and other relevant details in order to ensure that Elected Members are able to make an informed decision as to the membership of the committees at the first meeting of the new Council.

The induction program will be conducted prior to the first meeting of the new Council to ensure that adequate time is given to the program Council will determine the appointment of Elected Members to Section 41 committees of Council and other committees within one month of the declaration of office by Elected Members with sufficient time being given to enable the provision of all relevant information, ie terms of reference, meeting time and frequency, objectives, major projects or initiatives of the committee.

## 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.

Following a general election Council members are required to complete a Council Member Gap Analysis (Annexure A) which will allow the identification of gaps in skills and training to occur and for this training to be provided with or in addition to mandatory or group training.

The training plan will operate during the entire term of the Council and be reviewed after each periodic election of council.

Information will be collected from Council members for the training plan in a variety of ways which may include the following:

- Annual assessment of Council and/or committee performance
- Survey/questionnaire
- Interviews
- Workshops

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 the appropriate modules identified through a 'gap analysis' of their skills and training needs

Council recommends that returning Council members should, as a minimum, undertake modules 2 and 4 as a 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, 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 Elected Member Training 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 however access to training programs not directly conducted by the Council will require approval upon application and must link to the training plan unless otherwise agreed by the Council.

Application forms (Annexure B) are available from the CEO (or nominee).

Following attendance at a training program or activity, individual Council Members are required to prepare a report (Annexure C) 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, 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 17 April 2015 and will be reviewed after each periodic election of council.

## **10. Other Relevant Policies/Procedures**

- Code of Conduct Elected Members

## **11. Availability**

This Policy will be available for inspection at the Council Offices at Loxton or Waikerie during ordinary business hours at no charge.

Copies of this Policy will also be available from Councils website [www.loxtonwaikerie.sa.gov.au](http://www.loxtonwaikerie.sa.gov.au) or postal copies may be obtained from the Council Office, free of charge.

## 11. Document history and version control

Date	Version	Authorisation:- council/ committee/ senior management team	Amendment details:
19/05/2006	1.0	Council meeting of 19 May 2006	Training and Development Policy for Council Members
20/06/2008	1.0	Council meeting of 20 June 2008	No changes noted
17/07/2009	1.1	Council meeting of 17 July 2009	Training and Development Policy for Elected Members Change of title noted
17/09/2010	2.0	Council meeting of 17 September 2009	Addition of the Training and Development Plan and assessment
25/11/2011	2.0	Council meeting of 25 November 2011	No changes noted
18/10/2013	2.0	Council meeting of 18 October 2013	No changes noted
17/04/2015	3.0	Council meeting of 17 April 2015	Addition of the LGA training standards to meet mandatory training requirements for elected members
17/06/2016	3.1	Council meeting of 17 July 2016	Addition of the current strategic reference, extension of the review period and addition of document history and version control
17/11/2017		Council meeting of 17 November 2017	Revoked – all elements noted with the <b>Induction, Training and Development Policy and Plan for Elected Members</b> endorsed at this meeting

Date	Version	Authorisation:- council/ committee/ senior management team	Amendment details:
17/09/2010	1.0	Council meeting of 17 September 2010	Induction Policy for Elected Members
16/11/2012	2.0	Council meeting of 16 November 2012	Addition of the requirement to provide information regarding section 41 committees of council prior to the first meeting of council.
21/02/2014	2.0	Council meeting of 21 February 2014	No changes noted
17/11/2017	3.0	Council meeting of 17 November 2017	All elements of Training and Development Policy and Plan for Elected Members included within the <b>Induction, Training and Development Policy and Plan for Elected Members</b> endorsed at this meeting  Addition of GAP analysis, training application and report forms.

# Example Council Member Training & Development Plan

## District Council of Loxton Waikerie

### EXAMPLE COUNCIL MEMBER TRAINING AND DEVELOPMENT PLAN

(Either 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
<b>LGA Training Standards</b>				
<b>Module 1</b> - Introduction to Local Government - Role and function of Council Members	All new Council Members	Combination of In house and External		
<b>Module 2</b> - Legal Responsibilities	All Council Members	Combination of In house and External		
<b>Module 3</b> - Council and committee meetings	All new Council Members	Combination of In house and External		
<b>Module 4</b> - Financial Management and Reporting	All Council Members	Combination of In house and External		
Overview of XYZ Council Development Plan and associated Planning and Development issues	All Council Members	In house and ABC Lawyers		
<b>Committee Specific Training</b>				
Council Development Assessment Panel Member Training	CDAP Members	Consultant / Lawyers		
Council Development Assessment Panel Workshops for relevant P&D issues eg Code of Conduct	CDAP Members	In house ABC Lawyers		
Financial Sustainability and Asset Management	Finance and Asset Management Committee Members	LGA*		
Audit Committee	Audit Committee	LGA*		
<i>Other Committee specific training sessions</i>	<i>As appropriate</i>			

Details	Available to	Provider	Date	Cost
<b>LGA Education and Training Services</b>				
Public Speaking Skills for Council members	All Council Members	LGA*		
Media Skills for Council Members	Mayor and Deputy Mayor	LGA*		
CEO Performance Management	All Council Members	LGA*		
Conflict of Interest, Governance Roles and Responsibilities	All Council Members	LGA*		
Council & Committee Procedures and Chairing Skills	All Council Members	LGA*		
CDAP Fundamentals	CDAP Members	LGA*		
Strategic Financial Sustainability for Good Governance Decision Making	All Council Members	LGA*		
<i>Other relevant training programs provided by LGA</i>	<i>As appropriate</i>	LGA*		
<b>Local Conferences and Seminars</b>				
Council Members Governance Residential Program	All Council Members	LGA		
Council Members Strategic Issues Residential Program	All Council Members	LGA		
Mayors & Chairpersons Residential Seminar	Mayor/Chairperson	LGA		
LGA Annual Conference and/or Showcase	All Council Members	LGA		
LGMA (SA) Annual Conference	All Council Members	LGMA		
<i>Other relevant local conferences that may be identified throughout the year</i> <i>Other relevant short seminars and special interest sessions throughout the year</i>	All Council Members			

Details	Available to	Provider	Date	Cost
<b>Interstate Conferences and Seminars<sup>#</sup></b>				
Local Government Professionals Annual Conference [location]	All Council Members	LG Professionals		
Local Government Managers Australia (LGMA) National Congress [location]	All Council Members	LGMA		
ALGA National General Assembly of Local Government [location]	All Council Members	ALGA		
<i>Other interstate conferences that may be identified throughout the year</i>	<i>As appropriate</i>			

\* **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.

<sup>#</sup> **Note:** All interstate conferences or seminars require an individual Council approval by resolution.

**Annexure A – Gap Analysis**

Council member name:		Date:			
Council training area	Interest		Experience level		
	Yes	No	No. years	Last updated	
<b>Local Government</b>					
Governance and legislation					
Legal responsibilities					
Declaration of interest					
Primary and Ordinary Return					
Community engagement					
<b>Council and committees</b>					
Meeting and committee process					
Chairing meetings					
<b>Financial management and reporting</b>					
Financial statements					
Development of a financial strategy and indicators					
Cost drivers					
Service levels and costs					
Asset management and relationship to costs					
Operating vs capital					
Financial and non-financial assets					
Liabilities					
Capital expansion vs replacement					
Auditing					
<b>Equity and diversity</b>					
Equal opportunity					
Bullying and harassment					
Anti racism					
Inclusive language					
Discrimination and harassment grievance procedures					
Disability Discrimination Act					
<b>Communication skills</b>					
Teamwork					
Public speaking					
Conflict resolution and mediation					
Effective communication					
Media skills					
<b>Information communication and technology</b>					
Internet					
Mobile					
iPad					
Microsoft Office					
Outlook					
Sharepoint (access to council documents for elected members)					

**Annexure B – Council member training and development application form**

**Council member training and development application form**

Name of council member: \_\_\_\_\_

Name of the training/conference: \_\_\_\_\_

Date (s) of the training/conference: \_\_\_\_\_

Is this a group training session?            Yes                No   

Training provider: \_\_\_\_\_

Cost of training/conference: \_\_\_\_\_

Please provide a description of the training/development/conference:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How is this training or development relevant to your role as an Councillor, including any committee positions you may hold as a Councillor?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date:    /    /

**Annexure C – Council member training, development and conference report form**

**Council member training, development and conference report form**

**Name of Council Member:** \_\_\_\_\_

**Name of the training/development/conference:** \_\_\_\_\_  
\_\_\_\_\_

**Date(s) of the training/development/conference:** \_\_\_\_\_

**Was this a group training session?**                      Yes                       No

**Was the training/development/  
conference provided by the LGA or ALGA?**                      Yes                       No

**Please provide a brief overview of the issues discussed at the  
training/development/conference:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please provide a brief overview of any information you received by the  
training/development/ conference that may be of assistance to Council:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**In light of the training that you received, do you believe there are any steps that  
Council could undertake to advance the Strategic Plan? If so, what steps?**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:**    /    /