	Elected Member Training & Development Policy + Elected Member Training and Development Plan
Policy Classification	Council Policy
First Issued:	10 September 2014
Review Date:	February 2024
Version Number:	7
Applicable Legislation:	*Local Government Act* (1999) *Section 80 (A)* *Local Government (Elections) Act* (2009) *Part 14* *Independent Commissioner Against Corruption Act* (2012)
Related Policies or Documents:	Code of Conduct for Elected Members LGA Training Standards for Council Members
Associated Forms:	Elected Member Training & Development Plan
Responsible Manager:	Chief Executive Officer
Approved by Council:	8 November 2022
Minutes Reference:	C467:2022

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Elected Member Training & Development Policy

1. Preamble

1.1. The Kangaroo Island Council is committed to training and development activities for its Elected 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 1999*.

1.2. This policy incorporates the requirements for Elected Members to undertake mandatory training within the first year of election to office, which complies with the Local Government Associations Training Standards as defined in regulation 8AA of the *Local Government (General) Regulations 2013*.

2. Purpose

2.1. This policy states the Kangaroo Island Council's commitment to developing Elected Members' professional skills. It provides for a consistent and equitable approach to access to development opportunities by Elected Members, including opportunities to undertake the required training in accordance with the Local Government Association Training Standards and any other appropriate training and development activities relevant to their roles and functions.

3. Scope

3.1. This policy applies to Elected Members of the Kangaroo Island Council.

4. Definitions

4.1. **Act** means the Local Government Act (1999)

4.2. **CEO** means the appointed Chief Executive Officer or delegate.

4.3. **Communication** means all forms of communication with another person(s) and includes, any verbal, written and physical forms of communication (e.g., via telephone, radio, letter, memo, email, social-media or in person).

4.4. **Confidential information** includes any:

    a. decision, document or discussion which the Council has resolved to treat as confidential under Section 90 of the Local Government Act 1999;

    b. any matter deemed as confidential by the Management Team; or

    c. any information which would breach a Council Member's or Employee's right to confidential protection of their personal information.

4.5. **Conferences and seminars** means (directly related to the role of an Elected Member) – includes workshops and forums, local or interstate, specific to, and directly related to, Local Government.

4.6. **Council** means the Kangaroo Island Council.

4.7. **Elected Member** means an elected member of the Kangaroo Island Council.

4.8. **Election period** means the period commencing on the day of the close of nominations for a general election, that being 6th September 2022, and expiring at the conclusion of the general election.

4.9. **Employee** means any person that is employed full-time, part-time, casually or contracted by the Council who receives remuneration for their work.

4.10. **General Election** means in relation to a Council, means a general election of members of the Council whether held under Section 5 of the *Local Government (Elections) Act 1999* or pursuant to a proclamation or notice under the *Local Government Act 1999.*

4.11. **Mayor** means the Principal Member of Elected Council.

4.12. **Media** means all forms of public media and press including social-media, television, radio, newspapers and other publications.

4.13. **Periodic election** means an election to fill offices of a Council held pursuant to Section 5 of the Local Government (Elections) Act 1999 – to determine members of a Council at intervals of 4 years.

4.14. **Principal Member** means the Mayor of Elected Council.

4.15. **Prescribed mandatory training requirements** means the requirements prescribed by the Local Government (General) Regulations relating to training and development that must be completed by members of councils, which may include timeframes for the completion of such training and development.

4.16. **Resources** means all property of the Council including buildings, land, consumables, plant (e.g., vehicles), equipment (e.g., computers, photocopiers), Intellectual Property (documents, guidelines, regulations, Policies and Procedures, etc., that are not open to the public) and facilities (e.g., desks, telephones, computers, internet access).

4.17. **Training and Development Activity–** means any activity with the objective of increasing a Council Members knowledge, skills and competencies in relation to the performance of their roles and responsibilities as Elected Members.

5. **Policy Statement**

5.1. Council will develop and adopt a Training and Development Plan so as to ensure that activities available to all Elected 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.

5.2. The Training & Development Plan will determine the nature of training to be made available, however, access to training programs not directly conducted or arranged by the Kangaroo Island Council Chief Executive Officer will require Council approval upon application and must link to the training plan unless otherwise resolved by the Council.

5.3. The following are the prescribed mandatory training requirements that must be completed by all Elected Members within 12 months of the four year term, these are further detailed in the Training and Development Plan.

5.3.1. • Behaviour:

   a. Values, Ethics & Behaviour
   b. Communication Skills
   c. Leadership skills

5.3.2. Civic:

   a. Introduction to local government
   b. Effective Council meetings
   c. Council meeting procedures
   d. Representing Council decisions

5.3.3. Legal:

   a. Role of a Council Member
   b. Registers, returns and resources
   c. Legal protections and external oversight

5.3.4. Strategy and Finance:

   a. Integrated strategic management planning and performance
   b. Strategic risk management and oversight
   c. Financial Management

5.3.5. Principal Member only: Leadership competency framework:

   a. Behaviour
      I.   Effective Leadership

   b. Civic
      I.   Public speaking and media (skills)
      II.   Meeting procedures (technical knowledge)
      III. Effective Meetings (Chairing skills)

5.4. Completion of mandatory training is a statutory obligation for all (continuing and new) council members.

5.5. The CEO must keep a recordof council member's participation in mandatory training, including leadership workshops in a register of training and development.

5.6. It is recognised that a range of delivery methods will be required to support the training needs of Elected Members, including:

- Informal (briefing) sessions conducted by Council with appropriate guest speakers and presenters;
- Attendance at workshops, seminars and conferences offered by training providers such as the Local Government Association of SA, Australian Local Government Association, and other private providers that provide an opportunity for Elected Members to gain new skills and network with other Elected Members.
- Printed material, including training booklets and discussion papers, that may be distributed for information;
- On-line self-paced learning.

5.7. Mid-term Council Leadership Refresher

5.7.1. A refresher workshop and update training will be required during the Council's mid-term, this will include (and not limited to):

      I.   A mid-term Council workshop in the maintenance of effective working relationships amongst council members and with CEO/key staff.

     II.   Legal and financial responsibilities

   III.   Effective Council meetings and procedures.

5.8. **Authorisation to Attend Interstate Events**

5.8.1. In recognition of the strategic importance of the Mayor role as the primary representative of the Kangaroo Island Council, the Mayor may attend interstate conferences, seminars, meetings or other engagements without the need for separate Council approval, with Council meeting the reasonable costs of travel, accommodation and subsistence.

5.8.2. Expenditure by Elected Members other than the Mayor incurred by attending meetings, conferences, seminars, training or other engagements interstate must be approved by Council in advance, if such expenditure is to be reimbursed to the Elected Member or paid by the Kangaroo Island Council. Elected Members are expected to discuss proposed attendance with the Mayor prior to the proposal being considered by Council.

5.9. **Authorisation to Attend Overseas Events**

5.9.1. Expenditure by all Elected Members incurred by attending meetings, conferences, seminars, training or other engagements overseas must be approved by Council in advance, if such expenditure is to be reimbursed to the Elected Member or paid by the Kangaroo Island Council.

5.10. **Authorisation to Attend Local Events**

5.10.1.   The Mayor and Elected Members may attend local conferences, seminars, meetings or other engagements, which is directly related to their role as a Council Member. Any reimbursements will be in accordance with the Elected Member Allowance and Benefit Policy.

5.11. **Annual Budget Allocation**

5.11.1.   Council will approve an allocation in the budget each financial year for Elected Members to attend training and development activities, Council delegate activities and conferences and seminars. The budget allocation will provide for associated travel and accommodation in accordance with the Elected Member Allowance and Benefit Policy.

5.11.2.   Any additional funding required for Training and Development activities, Council Delegate activities or attendance at Conferences and Seminars must be approved by Council.

5.12. **Reports on Attendance**

5.12.1.   All Elected Members attending an overseas or interstate meeting, conference, seminar, training or engagement must prepare and submit a report

to a meeting of the Council occurring within 60 days (2) months following such attendance.

5.13. **Reporting**

5.13.1.   All reimbursements or payments made on behalf of the Mayor or Council members to attend training and development activities will be recorded in the Register of Allowances and Benefits.

5.13.2.   Details of each Council Member's training and development activity will also be recorded in the Annual Report, as required by the Schedule 4 of the Local Government Act 1999 (SA).

6.   **Availability of the Policy**

6.1.   This Policy will be available for inspection at the Council's Offices 43 Dauncey Street, Kingscote during ordinary business hours and via the Council's website: www.kangarooisland.sa.gov.au

6.2.   Copies will also be provided to the public upon request, and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.

SIGNED:

Chief Executive Officer

Date: 8 November 2022

History:		
Date Reviewed:	Version:	Reason for Amendment:
August 2014	Version 1	In preparation for the new electoral term following the November 2014 General Local Council Elections.
18 August 2015	Version 2	Mandatory post Local Government Election review plus new logo update.
21 June 2016	Version 3	Periodic Review
13 June 2017	Version 4	Periodic Review Ref# C184:2017
11 September 2018	Version 5	In preparation for the new electoral term following the November 2018 General Local Council Elections.
9 March 2021	Version 6	Template update and full Policy review + inclusion of Development Plan
8 November 2022	Version 7	Incorporation of the new Mandatary Training Standards and updated Training Program

7. Elected Member Training & Development Plan

Compulsory Mandatory Training Standards to be completed within first 12 months of 4 year term.

Core		Modules	Learning objectives	Learning outcomes
Council member Leadership competency framework	Behaviour	**Values, ethics & behaviour** - Understanding values & ethics - Behavioural Standards for Council Members - WHS, Bullying & Harassment	To develop the knowledge, skills and attitudes required to meet Behavioural Standards and work, health, and safety obligations for council members	- Define and distinguish values, ethics & behaviour - Identify the constructive behaviours to work effectively with others and meet community expectations - Explain work, health, and safety obligations that Council members must comply with. - Identify conduct that would amount to bullying and/or harassment.
		Communication skills - Effective communication - Negotiating and influencing	To develop communication skills for effective working relationships and constructive ways to negotiate and influence others to perform the role.	- Define communication - Identify the characteristics of effective communication - Explain strategies that can be used to manage difficult conversations - Describe the process of negotiation and influencing positive outcomes
		Leadership skills - Strategic thinking - Change management - Building resilience	To develop the knowledge, skills and attitudes required to effectively perform a community leadership role	- Identify the characteristics of a strategic thinker - Define change management in context to Council's complex and integrated business - Identify methods by which strategic and integrated thinking applies - Identify methods and strategies to build resilience to competently fulfil role

Core		Modules	Learning objectives	Learning outcomes
Council member Leadership competency framework	CIVIC	**Introduction to local government** – The Australian System of Government – Role, functions and objectives of Local Government – Composition and Council Structures – Role of Council to CEO/staff and working together – Council Services	To develop knowledge of the role and function of local government and how Council can effectively fulfill the objectives in the Local Government Act.	- Explain the role of local government in the Australian System of Government - Define and explain the role and function of Council - Define and explain the separate roles of the elected Council to CEO/staff, both the legislative provisions and operational structures that support effective working relationships.
		Effective council meetings – Overview of the types of meetings – Council member preparation and responsibilities – Structure and purpose of meetings – Role of and purpose of information or briefing sessions	To develop knowledge of the range of council meetings that may be held and to identify the responsibilities of council members to contribute to effective meetings.	- List the types of meetings held by a council - Identify how council meetings are structured and the purpose of such meetings - Identify the responsibilities of council members to prepare for council meetings - Define and explain the role of an information or briefing session and effective participation
		Council meeting procedures - Public access - Meeting procedures - Role of the Principal Member - Moving motions, speaking to motions, and voting - Effective presentation and constructive debate - Minutes and upholding decisions of Council	To define the behaviour and develop the knowledge and skills to contribute to the effective operation of meetings procedures.	- Identify meeting procedures that apply to council meetings - Explain the role of the Principal Member at council meetings - Define 'a motion' and explain how motions are moved, spoken to, and voted upon - Identify methods for effectively presenting information and engaging in constructive debate at council meetings - Explain the purpose of Minutes and describe how council decisions are upheld
		Representing council decisions – The role of the Principal Member as Council spokesperson – Related legislative and Council policy responsibilities – Effective use of media channels	To develop knowledge of the legislative provisions, policies and processes that relate to effective ways Council and council members represent Council meeting decisions.	- Explain the role of the Principal Member - Identify different media channels used by Council - Explain the legislative requirements and Council policies relating to media - Define the role of council member and effective ways to use Councils and council members media channels (including social media)

Core		Modules	Learning objectives	Learning outcomes
Council member Leadership competency framework	Legal	**Role of a council member** – General duties – Conflict of Interest – Gifts & Benefits	To develop an ability to interpret and analyse legislative provisions that identify the role of a council member	- Define the general duties of a council member - Explain the principles to be observed - Define a conflict of interest and explain the obligations if a conflict of interest exists - Describe the obligations of council members concerning the receipt of gifts or benefits
		Registers, returns and resources – Register of interest – Primary and ordinary returns – Allowances and benefits **Legal protections and oversight** - Corruption, misconduct and maladministration	To develop the knowledge of obligations for declaring interests, the resources to support the role of council member and the agencies that have external oversight (Ombudsman SA, OPI, ICAC, Minister for Local Government, District Court and SACAT)	- Explain the purpose and obligations of a Register of Interest - Define a 'primary' and 'ordinary' return and the information that is contained in such returns - Explain the supporting resources and what legal protections are offered to council members - Explain the different external bodies in providing external oversight in upholding public integrity and council member obligations
	Strategy & Finance	**Integrated strategic management planning and performance** – Purpose of strategic, longer financial and asset management planning – Purpose of annual business planning and budgeting – Community engagement and performance reporting	To develop the knowledge required to undertake integrated strategic management, financial planning, and performance	- Define 'integrated strategic management planning' - Describe the purpose of strategic, financial asset management planning - Explain the purpose of annual business planning and budgeting - Identify legislative requirements, Council policy and methods for community engagement and performance reporting
		Strategic risk management & oversight – Strategic risk management in decision making – Role of Audit and Risk Committee – ESCOSA oversight	To develop the knowledge of strategic risk management and oversight	- Identify types of strategic risk and opportunity (ie financial sustainability, climate change) - Identify the features of effective strategic risk management and decision making - Define the role of a council's Audit and Risk Committee - Define and explain the role of ESCOSA
		Financial management – Managing public funds – Rating, other revenue sources and funding plan – Financial terminology and understanding financial statements and reports	To develop the knowledge and skill to undertake contribute to effective financial management	- Identify appropriate methods for managing public funds and procurement practice - Explain how Councils raise revenue from rating and other sources - Define financial terminology and effectively interpret the purpose of Council financial statements and reports

As Section 58 of the Local Government Act prescribes specific responsibilities for the Principal Member or Mayor to provide leadership and guidance for Council the following training (in addition to the council member training) is required by the Principal Member or Mayor.

Core		Modules	Learning objectives	Learning outcomes
Principal member **Leadership competency framework**	**Behaviour**	**Effective leadership** – Leadership attributes and resilience – Listening and influencing skills – Establishing trust and effective working relationships – Managing conflict and conflict resolution	To develop the knowledge, skills and attitudes required to be an effective Principal Member of a Council	- Identify leadership attributes to perform the role and support resilience - Explain listening and influencing skills that will assist a Principal Member carry out their role - Identify methods for establishing trust and for developing ongoing and effective relationships - Define conflict and explain appropriate methods for managing and resolving conflict
		Public speaking & media (skills) – Public speaking skills – Effective media engagement for Councils key spokesperson	To develop the knowledge and skill that will enable a Principal Member to speak confidently and effectively in public on behalf of Council	- Define the role of a Principal Member as the key Council spokesperson - Identify the attributes, qualities, and skills of an effective public speaker and media spokesperson
	Civic	**Meeting procedures (technical knowledge)** - Formal meeting procedures **Effective Meetings (Chairing skills)** - To lead a positive and ethical culture within the governing body - Provide guidance on strategic decision making and guide debate for a reputable council.	To effectively chair council meetings with the technical knowledge of meeting procedures and the skills to support constructive debate and effective decision making.	- Identify the procedures that formally guide Council meetings (commencement, questions with or without notice, motions, speaking to motions, amendment of motions, formal motion, address to motion, voting, divisions, points of order, interruption of meeting, suspension, and removal of member, deputations and public question time) - Identify skills that will enable a meeting to be chaired effectively and efficiently and that will promote respectful and constructive debate for strategic decision making.

8. Training / Induction Program / Plan

Details	Date	Time	Training for	Provider
Induction / Information Briefing Session				
Information Briefing Session ➢ Council Organisational Structure ➢ Departmental Overview / Presentation ➢ Values & Behaviours ➢ Champion Initiatives ➢ Induction Manual / Laptop handouts ➢ EM Allowance & Benefit Policy ➢ Deputy Mayor Appointment ➢ Council Meeting Dates / Times ➢ Committees – Appointments ➢ Code of Practice – Meeting Procedures ➢ Current Major Projects	**Thurs 17 Nov 2022**	10:30am – 2.30pm	All Council Members	Council Admin
Mandatory Training Day-1 New Council Induction Program				
Swearing in of New Council		10:00am	All Council Members	Justice of the Peace
Morning Tea		10:30am		

Legal:
➢ Role of a Council Member
  o Gifts & Benefits
  o General duties
  o Conflict of Interest
	Tuesday 22 Nov 2022	11:00am – 1:00pm	All Council Members	Norman Waterhouse

Lunch		1:00pm – 1:30pm		

➢ Registers, returns and resources
  o Register of interest
  o Primary and ordinary returns
  o Allowances and benefits
 	
➢ Legal protections and external oversight
  o Anti-corruption, misconduct and maladministration
 	
Behaviour
➢ Values, Ethics & Behaviour
  o Understanding values & ethics
  o Behavioural Standards for Council Members
  o WHS, Bullying & Harassment
		1:30pm – 4:00pm
		
		With afternoon tea break
			All Council Members	Norman Waterhouse

Mandatory Training Day-2 New Council Induction Program				

Civic
➢ Effective Council meetings
   o Overview of the types of meetings
   o Council member preparation and responsibilities
   o Structure and purpose of meetings
   o Role of and purpose of information or briefing sessions.
	Wednesday 23 Nov 2022	09.00am – 11.30am	All Council Members	Norman Waterhouse

Council Meeting Procedures
   o Public Access to Council & Committee Meetings
   o Meeting Procedures
   o Role of Principal Member
   o Moving motions, speaking to motions and voting
   o Effective presentation and constructive debate
   o Minutes and upholding decisions of Council
		11.30am – 1.00pm	All Council Members	Norman Waterhouse

Lunch		1.00pm – 1.30pm	All Council Members / CLT	Admin
Mock Council Meeting and final Q&As		1.30pm – 3.30pm	All Council Members / SLT	Norman Waterhouse

Details	Date	Time	Training for	Provider
First Council Meeting Date				
First Ordinary Meeting of Council.	**Tuesday 6th Dec 2022**	10.00am – 2.00pm	All Council Members / ELT	Admin

Famil Day – Orientation – Major Projects				
FRWA Presentation to Council in Council Chambers		9:30am – 10:30am	All Council Members ELT	FRWA Representatives
Site visit to Council Projects / Worksites [includes lunch] Kingscote Depot KIRRC – (FRWA) Kingscote CWMS Ten Trees Road Airport Penneshaw Depot Penneshaw CWMS	**Thursday 15 Dec 2022**	10:45am – 4.30pm	All Council Members ELT	Admin

Details	Date	Time	Training for	Provider
Mandatory Training – New Council Induction Program				

Strategy & Finance
➢ Integrated strategic management planning and performance
  o Purpose of strategic, longer financial and asset management planning
  o Purpose of annual business planning and budgeting
  o Community engagement and performance reporting.
 	
➢ Strategic Risk Management & Oversight
  o Strategic risk management in decision making
  o Role of Audit and Risk Committee
  o ESCOSA oversight
 	
➢ Financial Management
  o Managing public funds
  o Rating , other revenue sources and funding plan
  o Financial terminology and understanding financial statements and reports.
	Tuesday 31st January 2022	10:30am – 2:00pm (with lunch at 12:00pm)	All Council Members	BRM Holdich

Details	Date	Time	Training for	Provider
Information Briefing Session				

Strategic Day
  o Draft Prospectus
  o Airport
  o Economic Development
  o Strategic Management Plan
	14th February 2022	9:30am – 2:00pm approx.	All Council Members	Council Administration

Details	Date	Time	Training for	Provider
Mandatory Training – Principal Member Leadership competency framework				
Behaviour Civic	**17th & 18th Feb 2023**	TBC	Mayor	LGA – In Adelaide

Details	Date	Time	Training for	Provider
Information Briefing Session				
Southern & Hills Local Government Association presentation	**23rd or 24th Feb 2023**	TBC	All Council Members	S&H LGA

Details	Date	Time	Training for	Provider
Mandatory Training - New Council Induction Program				

Behaviour Module
➢ Values, Ethics & Behaviour
  o Understanding values & ethics
  o Behavioural Standards for Council Members
  o WHS, Bullying & Harassment
 	
➢ Communication Skills
  o Effective communication
  o Negotiating and influencing
 	
➢ Leadership Skills
  o Strategic thinking
  o Change management
  o Building resilience
	Thursday 16th March	11:00am – 4:00pm	All Council Members	TBC

Details	Date	Time	Training for	Provider
Information Briefing Session				
FRWA presentation	**Thursday 23rd March 2023**	TBC	All Council Members	FRWA Representatives

Details	Date	Time	Training for	Provider
Additional Training New Council Induction Program				
Risk Management Framework and Appetite	**Thursday 11th May 2023**	9:30am – 12:00pm	All Council Members	Local Government Risk Services
Lunch		12:00pm – 12:30pm		
Lending / borrowing from Local Government Finance Authority		12:30pm – 2:00pm	All Council Members	Local Government Finance Authority Representatives

Additional Training / Information Sessions / Seminars

Details	Available to	Provider	Date
Support Training			
Overview Panning & Design Code and associated Planning and Development issues	All Council Members	Council	TBC
Committee Specific Training			
Council Assessment Panel Member Training	CAP Members	TBC	TBC
Audit & Risk Committee Training	Committee Members	TBC	TBC
CEO Performance Review Management Committee	Committee Members	TBC	TBC
Optional - Local Conferences and Seminars			
Mayors & Chairpersons Residential Seminar	Mayor or Mayor's delegate	TBC	TBC
LGA Annual Conference and/or Showcase	Mayor or Mayor's delegate	TBC	TBC
LGFA (SA) Annual Conference	Mayor or Mayor's delegate	TBC	TBC
LGA – Councillor specific training sessions	All Council Members	TBC	TBC
Optional - Interstate Conferences and Seminars#		TBC	
Local Government Professionals Annual Conference [location]	All Council Members	TBC	TBC
ALGA National General Assembly of Local Government [location]	Mayor or Mayor's delegate	TBC	TBC