



COUNCIL POLICY

Training & Development for the Lord Mayor and Councillors

Approved by: *Council on 25 June 2007*

Subsequent Amendments:

Document Owner

Position: *Manager, Office of the Lord Mayor & CEO*

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1. INTRODUCTION

1.1 Adelaide City Council is committed to providing training and development activities for the Lord Mayor and Councillors and recognises its responsibility to develop and adopt a policy for this purpose under the Local Government Act, Section 80A.

2. POLICY OBJECTIVE(S)

2.1 Council will develop and adopt a training and development plan each year so as to ensure that activities available to the Lord Mayor and Councillors assist in the effective discharge of their responsibilities pursuant to the City of Adelaide Act 1998 and the Local Government Act 1999 (see Attachment A) and contribute to the achievement of the strategic and good governance objectives of the Adelaide City Council.

3. POLICY STATEMENTS

3.1 Particular emphasis will be given in the Training Plan to the training needs of any new Members joining Council following a general or supplementary election.

3.2 In preparing its training and 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.

4. TRAINING AND DEVELOPMENT PLAN

4.1 Council recognises that some of the training needs of the Lord Mayor and Councillors will be specific to their legislative and governance roles and functions such as:

- Role and function of the Lord Mayor and Councillors;
- Relationship between the Lord Mayor and Councillors, the CEO and Staff;
- Meeting Procedures;
- Conflict of Interest; and
- Code of Conduct.

4.2 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.

4.3 It is recognised that a range of delivery methods will be required to support the training needs of the Lord Mayor and Councillors, including:

- Seminars and informal (briefing) sessions conducted by the Adelaide City Council with appropriate guest speakers and trainers;
- Attendance at seminars and conferences offered by organisations such as the Local Government Association of SA, Australian Local Government Association and other private providers that provide an opportunity for the Lord Mayor and Councillors to gain new skills, network with other Council Members and staff from within and outside of South Australia;
- Purchase of training booklets and discussion papers that could be distributed to Members for information; and
- On-line training delivery.

4.4 Council's Training Plan will include the agreed delivery method to respond to the needs of the Lord Mayor and Councillors identified during the development of the Training Plan.

5. ANNUAL BUDGET ALLOCATION

5.1 A budget allocation will be provided to support the training and development activities undertaken by the Lord Mayor and Councillors, and progress against expenditure of the budget allocation will be reported on an annual basis.

5.2 All training undertaken by the Lord Mayor and Councillors will be recorded in the Council Allowances and Benefits Register which will be updated as required reflecting attendances. Additionally, all Training and Development activities undertaken will also be recorded in a corporate database, consistent with the organisational practice for recording staff training and development.

6. ATTENDANCE AT TRAINING PROGRAMS/ACTIVITIES

The Training Plan will determine the nature of training to be made available however access to training programs not directly conducted by the Adelaide City Council will require approval upon application and must link to the Training Plan unless otherwise agreed by the Council, the CEO or his/her delegate.

Following attendance at a training program or activity, feedback about the nature of the training program/activity and the benefits gained through attendance along with feedback on ideas to enhance the program/activity should be provided either via a verbal or written report to the CEO or at the next Ordinary Meeting of Council.

7. PAYMENTS/REIMBURSEMENTS

The reimbursement of expenses for training purposes must be approved by the CEO, or his/her delegate, consistent with Council's Training Plan or through a separate resolution of Council endorsing attendance at the training program/activity. All reimbursement will be recorded in the Allowances and Benefits Register.

Where approval has been granted by Council for attendance at a training program/activity, reimbursement of expenses may be sought in accordance with the relevant provisions of the Local Government Act and Regulations and the Council's Elected Member Expenses, Facilities and Support Policy and Operating Guidelines.

8. ANNUAL REPORTING

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

9. LEGISLATIVE REQUIREMENTS AND CORPORATE POLICY CONTEXT

In adopting this policy it is recognised that there are specific legislative requirements to be met as well as other corporate goals.

Relevant major legislative requirements are the:

- Local Government Act, Section 80A

Section 80A of the Act states:

- (1) *A council must prepare and adopt a training and development policy for its members.*
- (2) *The policy must be aimed at assisting members in the performance and discharge of their functions and duties.*
- (3) *A council may from time to time alter its policy, or substitute a new policy.*
- (4) *A person is entitled to inspect (without charge) a policy under this section at the principal office of the council during ordinary office hours.*
- (5) *A person is entitled, on payment of a fee fixed by the council, to a copy of a policy under this section.*

This Policy is to be implemented in conjunction with the Council's Strategic Directions and other relevant Council Policies and Strategies including:

- Elected Member Expenses, Facilities and Support Policy
- Elected Member Expenses, Facilities and Support Operating Guideline
- Code of Conduct Policy - Lord Mayor and Councillors

10. MONITORING & REVIEW

This Policy will be reviewed in line with the Council's Policy Framework or earlier in the event of major changes to legislation or related policies, procedures or if deemed necessary by the Manager, Office of the Lord Mayor and CEO.

11. FURTHER INFORMATION

For further information about the Training & Development for the Lord Mayor and Councillors, please contact:

- Manager, Office of the Lord Mayor & CEO (Megan Grey)
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Attachment A

Adelaide City Council has core roles and responsibilities pursuant to the City of Adelaide Act 1998 and the Local Government Act 1999, as per below:

City of Adelaide Act 1998:

Division 2—Role of members

21—Lord Mayor

The role of the Lord Mayor is—

- (a) as the principal elected member of the Council representing the capital city of South Australia—
 - (i) to provide leadership and guidance to the City of Adelaide community;
 - (ii) to participate in the maintenance of inter-governmental relationships at regional, State and national levels;
 - (iii) to carry out civic and ceremonial duties associated with the office of Lord Mayor; and
- (b) as the principal member of the Council—
 - (i) to provide leadership and guidance to the Council;
 - (ii) to preside at meetings of the Council;
 - (iii) to advise the chief executive officer on the implementation of decisions of the Council between council meetings (as necessary);
 - (iv) to act as the principal spokesperson of the Council;
 - (v) to exercise other functions of the Council as the Council determines.

22—Members

- (1) The role of a member of the Council is—
 - (a) as a member of the governing body of the Council—
 - (i) to participate in the deliberations and activities of the Council;
 - (ii) to provide community leadership and guidance to the City of Adelaide community and to participate in achieving a vision for the desired future of the City through the formulation of strategic plans and policies;
 - (iii) to keep the Council's goals and policies under review to ensure that they are appropriate and effective;
 - (iv) to keep the Council's resource allocation, expenditure and corporate strategies, and the efficiency and effectiveness of its service delivery, under review;
 - (v) to participate in setting and assessing performance standards to be met under the Council's contract with the chief executive officer;
 - (vi) to serve the overall public interest of the City of Adelaide;
 - (b) as a person elected to the Council—to represent the interests of residents and ratepayers and to facilitate communication between the community and the Council.
- (2) The Lord Mayor may authorise another member of the Council to act in place of, or to represent, the Lord Mayor in the performance of a particular function.

- (3) An authorisation under subsection (2) cannot derogate from the role of a Deputy Lord Mayor under the *Local Government Act 1999*.
- (4) A member of the Council has no direct authority over an employee of the Council with respect to the way in which the employee performs his or her duties.

Local Government Act 1999:

6—Principal role of a council

A council is, under the system of local government established by this Act, established to provide for the government and management of its area at the local level and, in particular—

- (a) to act as a representative, informed and responsible decision-maker in the interests of its community; and
- (b) to provide and co-ordinate various public services and facilities and to develop its community and resources in a socially just and ecologically sustainable manner; and
- (c) to encourage and develop initiatives within its community for improving the quality of life of the community; and
- (d) to represent the interests of its community to the wider community; and
- (e) to exercise, perform and discharge the powers, functions and duties of local government under this and other Acts in relation to the area for which it is constituted.

7—Functions of a council

The functions of a council include—

- (a) to plan at the local and regional level for the development and future requirements of its area;
- (b) to provide services and facilities that benefit its area, its ratepayers and residents, and visitors to its area (including general public services or facilities (including electricity, gas and water services, and waste collection, control or disposal services or facilities), health, welfare or community services or facilities, and cultural or recreational services or facilities);
- (c) to provide for the welfare, well-being and interests of individuals and groups within its community;
- (d) to take measures to protect its area from natural and other hazards and to mitigate the effects of such hazards;
- (e) to manage, develop, protect, restore, enhance and conserve the environment in an ecologically sustainable manner, and to improve amenity;
- (f) to provide infrastructure for its community and for development within its area (including infrastructure that helps to protect any part of the local or broader community from any hazard or other event, or that assists in the management of any area);
- (g) to promote its area and to provide an attractive climate and locations for the development of business, commerce, industry and tourism;
- (h) to establish or support organisations or programs that benefit people in its area or local government generally;
- (i) to manage and, if appropriate, develop, public areas vested in, or occupied by, the council;
- (j) to manage, improve and develop resources available to the council;

- (k) to undertake other functions and activities conferred by or under an Act.

8—Objectives of a council

A council must, in the performance of its roles and functions—

- (a) provide open, responsive and accountable government;
- (b) be responsive to the needs, interests and aspirations of individuals and groups within its community;
- (c) participate with other councils, and with State and national governments, in setting public policy and achieving regional, State and national objectives;
- (d) give due weight, in all its plans, policies and activities, to regional, State and national objectives and strategies concerning the economic, social, physical and environmental development and management of the community;
- (e) seek to co-ordinate with State and national government in the planning and delivery of services in which those governments have an interest;
- (f) seek to facilitate sustainable development and the protection of the environment and to ensure a proper balance within its community between economic, social, environmental and cultural considerations;
- (g) manage its operations and affairs in a manner that emphasises the importance of service to the community;
- (h) seek to ensure that council resources are used fairly, effectively and efficiently;
- (i) seek to provide services, facilities and programs that are adequate and appropriate and seek to ensure equitable access to its services, facilities and programs.