

LGA Training Standards for Council Members

**Pursuant to Regulation
8AA of the Local
Government (General)
Regulations 2013**

Published on 12 November 2014

Amended January 2019*

Council Member Mandatory Training Requirements

Section 80A of the Local Government Act 1999 requires a Council to have a training and development policy for its Council Members. The policy must:

- be aimed at assisting members in the performance and discharge of their functions and duties; and
- comply with any requirements prescribed by the regulations.

Regulation 8AA of the Local Government (General) Regulations 2013 prescribes that a training policy must comply with the requirements contained in the LGA training standards published by the LGA.

This document contains the minimum training requirements for Council Members. These requirements are mandatory, and every Council Member must complete these requirements within the first 12 months of their four year term.

Training can be delivered in a variety of ways that reflect the needs of the learner and can include face to face, online, webinar and so on. The Mandatory Training requirement should be able to be delivered in seven and a half hours of training time and should be structured as to meet the needs of the recipients whilst following the basic structure described below.

Training should be structured to ensure that each Council Member has sufficient opportunity to gain a full understanding of each mandatory module. That might mean going beyond the timeframes indicated.

For continuing Council Members, refresher or update training will be required to ensure that elected members' legal responsibilities (which will include the nature of the latest legislative changes) and financial management responsibilities are at the forefront.

Chief Executives of Councils must be satisfied that training providers have the appropriate expertise to deliver the required training and keep a record that indicates that Council Members have completed the required modules.

Module 1 – Introduction to Local Government

By completing this mandatory training module, Council Members will gain an understanding of the Australian System of Government and the composition, structure and operational functions of Councils in South Australia.

The Australian System of Government

- The three spheres of government and their functions
- Relationships between the three spheres of government

Roles and Functions of Local Government

- Role, functions and objectives of Local Government
- Composition and structure of Councils
- Community engagement and consultation
- Strategic Planning

Elected/Staff Structures

- Role of Council Members
- Role of Staff

Services Provided by Councils

- Mandatory
- Discretionary

Minimum requirement- 1.5 hours.

Module 2 - Legal Responsibilities

By completing this mandatory training module, Council Members will gain an overview of their duties as a Council Member under the Local Government Act 1999 and related legislation. The module will describe the roles of the Independent Commissioner Against Corruption, the Minister for Local Government and the Ombudsman regarding individual and Council performance, with an emphasis on investigations of maladministration, corruption and misconduct.

Role of a Council Member

Delegations

General Duties

Code of Conduct for Council Members

Conflict of Interest

Register of Interests

Responsibilities concerning the provision of support and resources

Legal Protections for Council Members

External Oversight

- Ombudsman SA
- Independent Commissioner Against Corruption
- Minister for Local Government
- District Court
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Minimum requirement- 2 hours

Module 3 – Council and Committee Meetings

By completing this mandatory training module, Council Members will have a greater understanding of the meeting procedures established to guide Council decision making.

Council & Committee Meeting Procedures

- Overview
- Council Meetings
- Committee Meetings
- Public Access to Council and Committee Meetings
- Informal Gatherings
- Agendas
- Motions and Voting
- Minutes
- Public Access to documents
- Chairing meetings

Minimum requirement- 1.5 hours

Module 4 - Financial Management and Reporting

By completing this mandatory training module, Council Members will gain an understanding of a Council's responsibilities for financial and asset management planning, setting rates and monitoring budgets.

Overview of financial governance responsibilities of individual elected members and the elected body.

- Long term financial planning
- Long term asset management planning
- Audit Committees
- Rating
- Budgets and Annual business plans

Minimum requirement- 2.5 hours

**Amendment January 2019 - removal of "2014-2018" as approved by the Minister for Local Government*

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