7   Adjourned Items - Nil

11 Confidential Items

11.1 CoM Submission re LGA Draft Training Standards for Council Members	
Report Reference	GC220726F11.1
Originating Officer	Unit Manager Governance and Council Support – Victoria Moritz
Corporate Manager	Manager Office of the Chief Executive - Kate McKenzie
General Manager	Chief Executive Officer - Tony Harrison

CONFIDENTIAL MOTION

That pursuant to Section 90(2) and (3)(j) of the *Local Government Act 1999*, the Council orders that all persons present, with the exception of the following persons: Chief Executive Officer, General Manager City Services, General Manager City Development, General Manager Corporate Services, Manager Office of the CEO, Media and Engagement Advisor and Unit Manager Governance and Council Support, be excluded from the meeting as the Council receives and considers information relating to *LGA Draft Training Standards for Council Members*, upon the basis that the Council is satisfied that the requirement for the meeting to be conducted in a place open to the public has been outweighed by the need to keep consideration of the matter confidential given the information relates to information the disclosure of which would divulge information provided on a confidential basis by a public authority, being the Local Government Association of SA (LGA), and the disclosure of which would, on balance, be contrary to the public interest, being information provided by the LGA in relation to proposed training standards for council members before it is provided to the Minister for Local Government for approval and that the LGA has requested be kept confidential at this stage.

REPORT OBJECTIVE

The purpose of this report is for Council to consider and endorse a response to the *LGA Draft Training Standards for Council Members.*

EXECUTIVE SUMMARY

The Local Government Association (LGA) is seeking feedback from member councils on a confidential revised draft LGA Training Standard for Council Members (LGA Training Standard) **Attachment 1**.

The proposed revised draft LGA Training Standard aims to:

1. Reflect the prescribed changes in the *Local Government Act, 1999* and
2. Present a framework to support leadership capability in the sector.

Feedback from Member Councils as well as preliminary feedback from the Minister, will inform amendments to the revised draft LGA Training Standard. Following this and in accordance with Regulation 8AA(2) of the *Local Government (General) Regulation 2013,* The LGA Board will make a submission to the Minister seeking the Minister's approval on a Final Revised LGA Training Standard for Council Members. If deemed necessary, the Minister may also consider additional regulations to support the Standard, and if approved, a final revised standard is expected by August / September 2022.

RECOMMENDATION

That Council:
1. **Endorse the response to the LGA Survey on *LGA Draft Training Standards for Council Members* provided in Attachment 1.**

2. **The response by submitted to the LGA by the due date of 1 August 2022.**

3. **In accordance with Section 91(7) and (9) of the *Local Government Act 1999* the Council orders that this report, *CoM Submission re LGA Draft Training Standards for Council Members*, any appendices and the minutes arising from this report having been considered in confidence under Section 90(2) and (3)(j) of the Act, except when required to effect or comply with Council's resolution(s) regarding this matter, be kept confidential and not available for public inspection until 31 August 2022. At this time, the CEO be authorised to revoke this order. If not released prior, this confidentiality order will be reviewed at the General Council Meeting in December 2022.**

DISCUSSION

The LGA have summarised the changes in the *LGA Council Member Training Standard – consultation summary document* and have provided the following information:

The current LGA Training Standard identifies four modules and content relevant to the knowledge and understanding of the role of Council and council members.

Revised Draft LGA Training Standard

The revised draft LGA Training Standard for Council Members:
- Describes core leadership competencies to perform the role of council member (leadership behaviour and skill, as well as knowledge).
- Reflects the local government reform outcomes, including the new requirements of council members to 'ensure positive and constructive working relationships within Council'.
- Gives emphasis to the value of shared learning on Council, not just individual learning.
- Defines mandatory training as well as the value of on-going learning and development.
- Has been informed by the LGNSW Local Government Capability Framework and the Elected Member Skill Set within the LGA Local Government Training Package.

What's the same from the current LGA Training Standard? What's different?

The current LGA Training Standard has four key modules. The revised draft LGA Training Standard has four core leadership competency categories. Most of the content headings described in the current LGA Training Standard have been retained in the revised draft modules. Some content descriptors have been amended to reflect new legislative provisions. (Appendix 2 provides a summary on module content). While the module content is not dissimilar, the structure has changed and learning objectives and outcomes for each module have been described.

New elements proposed in the revised draft include:
- a 'Behaviour' leadership competency category, to support council members in meeting the new Behavioural Management Standards.
- the inclusion of Council induction program and workshop that reflects the broad practice in the sector in assisting a new Council in getting started.
- Additional modules to support the role of Principal Member in providing leadership and

guidance.
- CEO discretion on the use of internal expertise to external providers to deliver training.
- Reinforces the value and encourages on-going learning and development.
- No minimum time stated for each module.

Once approved by the Minister, the revised LGA Training Standard will inform Council's induction process and program for the incoming Council following the 2022 Local Government Elections.

The LGA have prepared a survey to assist in obtaining feedback on the proposed revisions of the LGA Mandatory Training Standard. Councils can respond to this survey as a formal submission. To facilitate this process, Council Members were forwarded these questions separately and asked to provide feedback to these questions to inform a formal submission from Council with the combined results. Based on the feedback received, staff have prepared a response using Council Member comments **(Attachment 2)** for Council consideration and endorsement. Once approved, the LGA Survey will be completed with the results from Council.
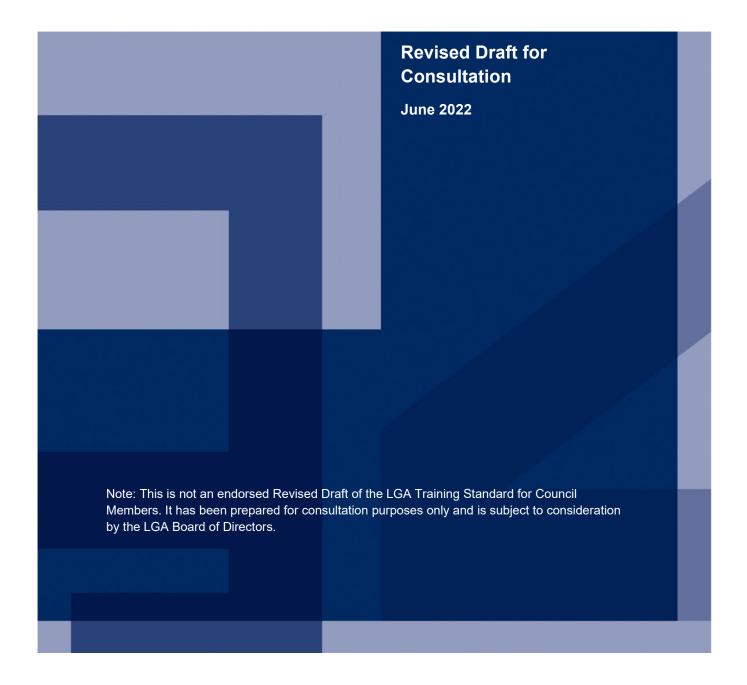
ATTACHMENTS

1. Confidential Revised Draft LG A Mandatory Training Standard For Consultation [**11.1.1** - 11 pages]
2. CoM Submission - Mandatory Training Standard Survey [**11.1.2** - 12 pages]

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LGA Training Standard for Council Members

Revised Draft for Consultation

June 2022

Note: This is not an endorsed Revised Draft of the LGA Training Standard for Council Members. It has been prepared for consultation purposes only and is subject to consideration by the LGA Board of Directors.

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Council Member Mandatory Training Requirements

Legislative Framework

Section 80A of the *Local Government Act 1999* (the Local Government Act) and Regulation 8AA of the *Local Government (General) Regulations 2013* (the General Regulations), sets out the legal requirements for training and development for council members.

A council member must comply with the prescribed mandatory requirements, which includes 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).

There are further requirements relating to public notice, suspension of allowances and access to facilities and support and application to SACAT for disqualification if a member does not address the failure to comply.

Council Policy

Section 80A of the Local Government Act requires a Council to prepare and adopt a training and development policy for its council members.

(1)   A council must prepare and adopt a training and development policy for its members.

(2)   The policy—

(a)   must be aimed at assisting members in the performance and discharge of their functions and duties; and

(b)   must incorporate the prescribed mandatory requirements and comply with any other requirements prescribed by the regulations; and

(c)   may specify other requirements relating to the conduct and completion of training and development by members.

(2a)   A training and development policy of a council may make different provision according to different members of the council.

Regulation 8AA of the *Local Government (General) Regulations 2013* prescribes that a training policy must comply with the LGA training standards[1].

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1   The LGA training standards means the document entitled *LGA training standards for council members* approved by the Minister for the purposes of regulation 8AA (*Local Government (General) Regulations 2013*) and published on a website maintained by the LGA.

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LGA Training Standard for Council Members

The LGA Training Standard provides a community leadership competency framework, defining the key capabilities required to perform the council member role, the core modules and anticipated learning objectives and outcomes.

The framework responds to the legislative requirements and community expectations of council members. The local government sector has a strong aspiration to build and develop capabilities and the performance of council members and in return, achieve great outcomes for local communities.

The framework defines community leadership competencies in four parts:

Behaviour	To identify attributes and develop skills that uphold the Behavioural Standards and principles of good governance.
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.
Legal	To develop the knowledge and skills required to meet the legal responsibilities of a council member.
Strategy & Finance	To develop the knowledge of integrated strategic and annual business planning and the skill to manage public funds appropriately.

The LGA Training Standards provides for the knowledge and skills of council members to be developed as part of induction processes, mandatory training, and on-going personal and professional development.

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Induction Program [new]

Given the breadth of responsibilities held by council members, participation in a formal induction program provides the support and resources to effectively perform in the role.

The chief executive officer (CEO) will arrange an orientation and induction process for a new council which complements the completion of mandatory training. The induction program may include (but not limited to):

- information on administrative facilities/CEO support, council member allowances and benefits, training, and development

- a tour of the council area and facilities

- information on the organisational and operational structure including, an overview of each of the functions or department; and introduction to key staff

- a schedule of briefings on key strategic issues.

An induction program is important in building effective working relationships between council members. It is, therefore, the responsibility of all council members to participate in the induction program.

Council Leadership workshop [new]

Upon election, council members are required to serve the overall public interest, put any personal differences aside and provide community leadership.

The community expects council members to focus on the work of council and effectively engage and work with each other and council employees in a respectful and professional manner.

Section 59 of the Local Government Act sets out the roles of members of councils and includes 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 Councils strategic purpose.

The CEO will arrange a workshop that may include (and not limited to):

- An opportunity to build connections (between council members and council members with CEO/key staff)

- Identify shared values and aspirations for delivering outcomes for the community

- Provide an overview of existing strategic priorities, plans and strategies of Council

- Establish effective working relationships and team culture in the context of defined roles and responsibilities.

To ensure leadership effectiveness in working to deliver Councils strategic purpose, it is incumbent on all members to be well informed and engage in information or briefing sessions throughout the term.

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Mayoral Leadership [new]

Section 58 of the Local Government Act sets out the specific roles of principal members or Mayors. These include key responsibilities, as leader of the council, to provide leadership and guidance and lead the promotion of positive and constructive working relationships. To support performance in this leadership role, 'Mayoral Leadership training' must be completed by all Mayors. The Standard sets out the additional competencies required of a Mayor (in addition to the council member requirements).

Training & Timeframe

This document contains the training requirements for council members. These requirements are mandatory, and every council member must undertake the Mandatory Training within the first 12 months of their four-year term.

Training Participation & Records

Completion of mandatory training is a statutory obligation for all (continuing and new) council members. Records of council members participation in mandatory training, including leadership workshops must be kept by the council CEO in a register of training and development.

Training Delivery

Council CEOs' may use internal expertise or training providers to deliver the required mandatory training. It is important that training providers have the appropriate expertise to support the required training outcomes and/or workshop facilitation.

Mandatory training should engage all council members in an interactive learning experience to build shared leadership in fulfilling their role on Council. On-line learning should be used to complement full Council engagement in face-to-face training.

Mid-term Council Leadership Refresher [revised]

For continuing council members, a refresher workshop and update training will be required. This will include (and not limited to):

– A mid-term Council workshop in the maintenance of effective working relationships amongst council members and with CEO/key staff.
– Legal and financial responsibilities
– Effective Council meetings and procedures.

Ongoing Personal and Professional Development [new]

To be effective and reputable, new and returning council members, are encouraged to continue their personal and professional development throughout the term.

This standard includes a guide for additional learning and development relevant to council members roles and responsibilities and leadership effectiveness, which does not form part of the mandatory training requirements.

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	Core	Modules	Learning objectives	Learning outcomes
Council member Leadership competency framework	**Behaviour [new]**	**Values, Ethics & Behaviour [new]** - 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 [new] - 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 [new] - 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

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	Core	Modules	Learning objectives	Learning outcomes
CIVIC		**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 [new] – 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)

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	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 – 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 external oversight** – Anti-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 [amended]** – 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 [amended] – 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 [amended] – Managing public funds – Rating, other revenue sources and funding plan – Financial terminology and understanding financial statements and reports [new]	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

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

Core		Modules	Learning objectives	Learning outcomes
Principal member Leadership competency framework	**Behaviour**	**Effective Leadership** [new] – 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) [new] – 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)** [new] – Formal meeting procedures **Effective Meetings (Chairing skills)** [new] - 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) - 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.

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On-going personal and professional development [new]

While there are no specific qualifications or experience required to be a council member, to be effective, council members need to demonstrate leadership qualities and a willingness to learn.

The LGA has developed a Leadership Effectiveness Tool which can assist council members to identify current leadership strengths (attributes, qualities, skills, and knowledge) and areas to further develop as part of a Council Member Professional Development Plan. [insert link]

Below is a guide to additional professional learning and development opportunities that have been identified as valuable to building council member skills and knowledge, in addition to the mandatory training modules.

Many of the opportunities listed under 'Knowledge' will be gained through experience on council. It is not council members role to be subject matter experts or be involved in operational functions. This is the role and support the CEO and administration provide. However, seeking to develop a high-level understanding of these areas of Councils business and services is important in context of Councils community leadership and decision making.

Attributes, Qualities & Skills	Knowledge
Building emotional intelligence	Audit & Risk (for Committee members)
Building leadership resilience	Business excellence
Complex and integrated decision making	Climate change and risk
Communication and presentation skills	Community development
Digital Technology	Community health & safety
Effective advocacy & leadership	Culture, arts & events
Effective community engagement	Diversity & inclusion
Effective social media management	Economic development
Effective time management	Environment and waste management
Ethics & leadership	Financial management
Leading difficult conversations	Planning & building
Learning to speed read	Procurement process
Listening and coaching skills	Roads, assets & infrastructure
Negotiation & facilitation skills	Streetscapes, parks, and open space
Strategic and critical thinking	Understanding sustainable debt

Local Government Association
of South Australia

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148 Frome St
Adelaide SA 5000

GPO Box 2693
Adelaide SA 5001

T (08) 8224 2000

E lgasa@lga.sa.gov.au

www.lga.sa.gov.au

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Sample Consultation feedback form

for the confidential revised LGA Training Standard for Council Members

Thank you for taking the time to submit your feedback on the proposed revisions of the LGA Mandatory Training Standard.

Your feedback is important in developing a new framework to maintain and build capability within the sector.

There are 25 questions in total with options to provide further comment.

The LGA welcomes feedback from both council members, CEO and relevant council staff, as well as formal submission from council.

Please refer to the 'Revised Draft LGA Training Standard for Council Members' to respond to the survey. (www.lga.sa.gov.au/lga-training-standard)

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1. Please select the role you hold in Council.

    ☐ Council member - mayor   ☐ Executive staff member
    ☐ Council member - councillor   ☐ Governance staff member
    ☐ Chief Executive Officer   ☐ Other staff member (please specify)

Council Formal Submission

2. Which council are you from?

City of Marion

3. In addition to individual responses, the LGA invites formal submissions endorsed at a council meeting. Please indicate if this is a formal submission.

    ✓ Yes, this is a formal council submission

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Developing sector capability

The revised LGA Training Standard proposes a framework that has been structured to develop capability based on core competencies. Each module lists key learning objectives and outcomes.

The following questions seek feedback on the importance of developing capabilities within the sector.

4. How important is it to support the development of council member capabilities to perform their role?

Not important	Somewhat important	Important	Most important	Very important
			✔	

5. How important is it to develop both knowledge and skill to perform the role?

Not important	Somewhat important	Important	Most important	Very important
			✔	

6. Beyond mandatory training, what other types of development support should be provided for council members? Check all that apply.

   ✔ On-going personal and professional development courses
   ☐ Mayoral Leadership coaching
   ☐ Council member mentoring
   ☐ Council peer support

Any other types?

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Sample Consultation feedback form

for the confidential revised LGA Training Standard for Council Members

Induction

The revised Standard references the general practice in the sector, which is to establish an induction process to support an incoming council.

The following question seeks feedback on the inclusion of an induction process.

7. Do members agree with the inclusion of an 'Induction' process in the Training Standard?

    ✔Yes

    ☐   No

If yes, why? If no, please share why and a suggested alternative.

It creates a point of reference and team building opportunity if face to face at the beginning of each term. It promotes shared understanding and the opportunity to work with other Council Members

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Council Leadership Workshop

LG Reforms have strengthened the responsibilities of council members and the Principal Member (Mayor) to ensure positive and constructive working relationships within council.

A Council Leadership workshop aims to support council in getting to know each other and the CEO/key staff. It provides an opportunity to build effective working relationships in context of the new Behavioural Management Framework as well as setting the scene at the beginning of the term on Council's strategic purpose.

The following question seeks feedback on the inclusion of a Council Leadership Workshop.

8. Do members agree with the inclusion of a Council Leadership Workshop?
    ✓ Yes
    ☐ No

If yes, why? If no, please share why and a suggested alternative.

> *A Council Leadership Workshop promotes a shared understanding. All Councillors having the same information about their role and the roles of others is important. It needs to be easy to understand.*

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Sample Consultation feedback form

for the confidential revised LGA Training Standard for Council Members

Training delivery

A 2019 LGA training consultation process confirmed most councils preferred face-to- face training when combined with other training delivery methods.

The following question seeks feedback on the delivery of post-election mandatory training.

9. Do members agree that face-to-face mandatory training is important?

✓Yes
☐   No

If yes, why? If no, please share why and a suggested alternative.

> *Face to face mandatory training helps build the team, with important topics like cultural awareness training often not attended. When considering scheduling face to face options, the appropriateness of time needs to be considered so that it is accessible and reasonable for all members to attend. As COVID has shown us, there does, however, need to be flexibility if the need arises.*

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Sample Consultation feedback form

for the confidential revised LGA Training Standard for Council Members

Mandatory modules

The competency framework on pages 5-8 of the Revised Training Standard, outlines the proposed mandatory training modules. Most of the modules and content reflect the existing standard. Some also propose to describe the learning objectives and outcomes for each module.

The new proposed modules and content are based on new legislative provisions and feedback from members through previous consultation processes (such as Code of Conduct, LG Reforms and Behavioural Management Framework). New or slightly amended content is highlighted.

The following questions seek feedback on each of the 5 parts of the proposed Leadership Competency Framework.

10. The Framework - Does the Leadership Competency Framework structure work?
 ☐ Yes
 ✔ No

If yes, why? If no, please share why and a suggested alternative.

> *This could be simplified. It is difficult to comment on whether this works or not as it has not yet been experienced.*

11. Learning objectives and outcomes - Is it important to include the learning objectives and outcomes for modules?

 ✔ Yes
 ☐ No

If yes, why? If no, please share why and a suggested alternative.

> *The learning objectives and outcomes provide clarity and the understanding of these objectives and outcomes is important to determine how best implement these skills.*

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for the confidential revised LGA Training Standard for Council Members

12. **Behaviour** - Do members agree with the inclusion of 'Behaviour' as a new mandatory training focus?

  ✓ Yes
  ☐ No

If yes, why? If no, please share why and a suggested alternative.

> *The Behaviour component is important as it sets out parameters and acceptable behaviours of the Council Members and Mayor. It also clearly identifies the process for unacceptable behaviour and link into the new Behavioural management framework.*

13. **Civic** - Do members agree with the inclusion of a new mandatory training focus on 'Representing council decisions'?

  ✓ Yes
  ☐ No

If yes, why? If no, please share why and a suggested alternative.

> *This will provide clarity on the spokesperson and their responsibilities.*
> *It will also provide clarity for Council on their responsibilities and obligations to represent accurate information on the decision of Council as a whole.*

14. **Civic** - Do members agree that 'Role and function of Local Government' is core content?

  ✓ Yes
  ☐ No

If yes, why? If no, please share why and a suggested alternative.

> *The role and function of Local Government is core content as it defines a common objective as a board member and representative.*

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Sample Consultation feedback form

for the confidential revised LGA Training Standard for Council Members

15. **Civic** - Do members agree that 'Effective Council Meeting and Council Meeting Procedures' is core content?

✔Yes

☐ No

If yes, why? If no, please share why and a suggested alternative.

> *It is important to have training which enables effective meetings and effective decision making. Effective meetings allow debate, but promote it being respectful whilst addressing the item.*

16. **Legal** - Do members agree that the content covered under 'Legal' is core content?

✔Yes

☐ No

If yes, why? If no, please share why and a suggested alternative.

> *It is important to cover off on some of the legal components, however there are concerns, that if the legal componenet is too complex, it may leave councillors exposed or confused around their obligations. There are also concerns they may not participate in their role to its fullest potential as they are too cautious of the legalities and may not take part in particular aspects of their role.*

17. **Strategy & Finance** - Do members agree that 'Integrated strategic management planning and performance' is core content?

✔Yes

☐ No

If yes, why? If no, please share why and a suggested alternative.

> *This element of the training provides it important as it council members need to know and understand the impact of their decision or lack of decisions on their community.*
> *It helps to define goals, contribute to the strategic direction of the council and achieve outcomes that are beneficial for the community.*

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Sample Consultation feedback form

for the confidential revised LGA Training Standard for Council Members

18. **Strategy & Finance** - Do members agree that 'strategic risk management and decision making' is core content?

✓ Yes
☐ No

If yes, why? If no, please share why and a suggested alternative.

> *Agreed this is core content, however, it also needs staff input to assist. The content needs to be relatable for all, as not everyone is elected with these skills.*

19. **Strategy & Finance** - Do members agree with the inclusion of a new mandatory training focus on 'understanding financial statements and reports'?

✓ Yes
☐ No

If yes, why? If no, please share why and a suggested alternative.

> *This content is important as council members have a legal obligation to make decisions based on these. It is important to have the skills to understand these elements and ensure probity and integrity in the decision making.*

20. Do members agree with **not including** a minimum required time for each module?

✓ Yes
☐ No

If yes, why? If no, please share why and a suggested alternative.

> *This should be based on the amount of experience of the group and tailored to the needs of the group. This allows councils to determine the time and focus needed on particular elements relevant within the council.*

21. Is there anything missing? Any further comment?

Nil

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Sample Consultation feedback form

for the confidential revised LGA Training Standard for Council Members

Principal member

Section 58 of the Local Government Act sets out the specific roles of principal members or mayors. These include key responsibilities, as leader of the council, to provide leadership and guidance and lead the promotion of positive and constructive working relationships.

The following questions seek feedback on the specific roles of principal members or mayors.

22. Do members agree with the principal member being required to complete additional training?

✓ Yes
☐ No

If yes, why? If no, please share why and a suggested alternative.

> *There is greater responsibility and additional skills required for this position.*
> *There should be the opportunity for Deputy Mayors and Chairs of Committees to undertake some additional training – not to the same extent as the Principal member but to give them the skills needed for these other roles.*

23. Does the proposed Principal Member training on page 8 of the Revised Training Standard, adequately reflect the key additional responsibilities?

✓ Yes
☐ No

If yes, why? If no, please share why and a suggested alternative.

> *The key additional responsibilities are adequately reflected with this training ensuring honesty and integrity.*

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Sample Consultation feedback form

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Assessment

Assessment of learning can confirm what a person knows, how they show their skills, attitudes and abilities and marks the completion of a course.

The revised draft LGA Training Standard does not seek to prescribe assessment of learning. However, CEOs will be required to retain a record of mandatory training completed in a register of training and development. The revised Training Standard will not limit a council to seek, or a provider to offer, assessment-based training (i.e. providing a certificate of completion).

24. Do members agree with **not** prescribing assessment for modules completed?

✓ Yes

☐ No

If yes, why? If no, please share why and a suggested alternative.

> *Agree with not prescribing assessment for modules completed, however ensuring that Council members understand and have the opportunity for further development if required. It also raised the question of the consequences of not passing an assessment and how this would be dealt with.*

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Accredited training

Accredited training leads to a formal qualification. A pathway for accredited learning for council members has been subject to previous LGA Annual General Meetings resolutions. While the revised draft Mandatory Training Standard does not propose accreditation requirements, the framework and modules could inform an accreditation pathway.

The following question seeks feedback on accredited training.

25. Is it important to provide council members with options for advanced and accredited training?

✓ Yes
☐ No

If yes, why? If no, please share why and a suggested alternative.

> *It is important to provide the options, however, also to consider how this recorded and how this might reflect on some who may not be able to make the time commitment to undertake this.*