



## Elected Member Training and Development Policy

<b>Policy Type</b>	Governance		
<b>Responsible Department</b>	Office of the Chief Executive Officer		
<b>Responsible Officer</b>	Chief Executive Officer		
<b>Related legislation</b>	Induction for new Council Policy LGA Model Behavioural Management Framework LGA Model Behavioural Standards Policy LGA Training Standards Local Government Act 1999 Local Government (General) Regulations 2013		
<b>Date adopted</b>	2022	<b>Minute Number</b>	<b>2022.211</b>
<b>Version</b>	2		
<b>Review</b>	December 2022		
<b>Next Review date</b>	June 2026		

### 1 Introduction

District Council of Elliston is committed to providing training and development activities for its Elected Members, including the mandatory training requirements under the Local Government Association (**LGA**) Training Standards, and recognizes its responsibility to develop and adopt a policy for this purposed under section 80A of the *Local Government Act 1999 (Act)*.

Following the amendment to the Act and the *Local Government (General) Regulations November 2014*, this Policy incorporates the new requirements for Elected 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*.

### 2 Policy Objective

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.

### 3 Scope

This Policy applies to all Elected Members, who each have an obligation to abide by this Policy.



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### 4 Training and Development Program

Council will establish a Training & Development Program (**Appendix 1**) 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.

Council will utilise a range of strategies to identify the needs of Council and match these needs against its strategic and good governance objectives.

At the time of developing its annual budget, Council will ensure sufficient allocation of funds are made available to undertake the annual training and development activities identified in or anticipated to be included in the Training and Development Program.

All training undertaken by Elected Members will be recorded in the Council Allowances and Benefits Register which will be updated as required to reflect attendances.

### 5 Mandatory Training

Council recognises that in order to carry out their roles and responsibilities to the community, Elected 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 Elected Members
- Module 2 - Legal Responsibilities
- Module 3 - Council and committee meetings
- Module 4 - Financial Management and Reporting

Every Elected Member must complete Modules 1-4 within the first twelve (12) months of their four (4) year term. Following a general election, all Elected Members (new and continuing) will be required to undertake Modules 1-4 within twelve (12) months.

Failure to complete the mandatory training requirements in the relevant time frame amounts to a breach of the Council Members' Code of Conduct.

### 6 Training Delivery

Council recognises that a range of delivery methods will be required to support the training needs of Elected Members, including:

- In-house workshops, seminars and briefing sessions conducted by the Council with appropriate staff, trainers and guest speakers;



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- Attendance at approved 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 Elected Members;
- Printed material, including training booklets and discussion papers, that may be distributed for information; and
- Online self-paced learning.

Elected Members will be informed of training and development events and opportunities via email communications and Outlook calendar invitations.

### 7 Attendance At Training

Elected Members are encouraged to attend all training and development sessions identified as part of the Training and Development Program and/or as otherwise identified by the Chief Executive Officer.

An Elected Member who wishes to attend training that is not directly conducted, or facilitated, by Council or the Chief Executive Officer must make an application to the Mayor, by completing a Training and Development Approval Form (**Appendix 2**). In the case of the Mayor being the attendee, the Deputy Mayor will consider the application in consultation with the Chief Executive Officer. Once a determination is made, the application for shall be forwarded to the Chief Executive Officer in reasonable time to meet the relevant registration deadline.

The Chief Executive Officer will keep a record of all training attended, but particularly the mandatory training requirements, including recording all training undertaken by Elected Members in the Allowances and Benefits Register.

### 8 Payments/Reimbursements

The reimbursement of expenses for training purposes must be approved by Council 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 an Elected Member may seek reimbursement of expenses in accordance with the relevant provision of the Act and Regulations.

### 9 Annual Reporting

Council's Annual Report will include a segment regarding the operation of this Policy, the nature of matters raised in the Training and Development Program, attendances by Elected Members and expenditure allocated and used for the training of Elected Members.



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### 10 Document Review

This policy will be available for inspection at the Council office, Beach Terrace, Elliston during ordinary business hours and available to be downloaded, free of charge, from Council's website: [www.elliston.sa.gov.au](http://www.elliston.sa.gov.au)

Copies will be provided to interested parties upon request. Email [council@elliston.sa.gov.au](mailto:council@elliston.sa.gov.au)

#### Version Control

Version no.	Date adopted by Council	Synergy Record	Amendments Made	Prepared by:
1	2015			Manager Corporate and Governance
2	13 December 2022	NGR224233	Revised in accordance with LGA Training Standards for Council Members, <i>Local Government Act 1999, Local Government (General) Regulations 2013, Local Government (Members Allowances and Benefits) Regulations 2010</i>	Executive Assistant



## Elected Member Training and Development Policy

### Appendix 1

District Council of Elliston Elected Member Training and Development Program				
Details	Attendee – Available to:	Provider	Date	Cost
<b>LGA Training Standards</b>				
<b>Elected Members Induction Session</b>	All Elected Members, Council senior staff	Kelley Jones Lawyers	17 Nov 2022	
<b>Module 1 – Introduction to Local Government – Role and function of Elected Members</b>	All Elected Members and Senior Staff	Kelley Jones Lawyers		
<b>Module 2 – Legal Responsibilities</b>	All Elected Members and Senior Staff	Kelley Jones Lawyers		
<b>Module 3 – Council and committee meetings</b>	All Elected Members and Senior Staff	Kelley Jones Lawyers		
<b>Module 4 – Financial Management and Reporting</b>	All Elected Members and Senior Staff	Rex Mooney, RMBAS		



## Elected Member Training and Development Policy

### Appendix 2: Elected Member Training and Development Approval Form

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Title:		
Date:		
Time:	Start:	Finish:
Provider		
Location:		
Contact Phone Number:		

#### Course Content:

#### Relevance (including link to Strategic Management Plan)

#### Learning Outcomes or Objectives: (key topics, outcomes that can be applied to Council)