



# COUNCIL POLICY

## Elected Members Training and Development Policy

<b>Policy Number:</b>	PO135		
<b>Strategic Plan Objective</b>	5 Responsible Governance 5.2 Effective Leadership and informed decision making 5.3 Meet all legislative requirements and compliance with Council's internal controls		
<b>Policy Owner:</b>	Chief Executive Officer	<b>Record Number:</b>	16/6367[v5]
<b>Responsible Officer:</b>	Executive Assistant to CEO and Mayor	<b>Minute Reference:</b>	051/2019 (13/03/2019)
<b>Date Adopted:</b>	13/03/2019	<b>Next Review Date:</b>	March 2023

### 1. POLICY OBJECTIVES

This policy aims to ensure all Elected Members, including the Mayor, undertake the required training in accordance with the Local Government Association (LGA) Training Standards for Council Members and any other training relevant to their roles and functions.

### 2. SCOPE

This policy applies to all Elected Members, including the Mayor, who each have an obligation to abide by this policy.

### 3. DEFINITIONS

Nil

### 4. POLICY STATEMENT

The Yorke Peninsula Council (Council) recognises its responsibility to develop and adopt a policy for this purpose under section 80A of the Local Government Act and is committed to providing training and development activities for its Elected Members.

#### 4.1 Training and Development Plan

Council has developed and adopted a Training & Development Plan (the Plan), in accordance with the LGA Training Standards, so as to ensure that activities provided 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. 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/>.

In developing the Plan, the needs of the Council were considered against strategic and governance objectives. All training undertaken must be aimed at assisting Elected Members in the performance and discharge of their official functions and duties.

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Elected Members who are new to Council will be required to undertake all four modules of the LGA Training Standards within the first year of election to office:

- Module 1: Introduction to Local Government;
- Module 2: Legal Responsibilities;
- Module 3: Council and Committee Meetings; and
- Module 4: Financial Management and Reporting.

Returning Elected Members will be required to participate in a training needs analysis to allow 'gaps' to be identified and incorporated into the Plan for the term of the Council via the LGA's on line Self-Assessment Tool for Council Members. Returning Elected Members will be required to undertake Modules 2 and 4 as a minimum and further modules as identified through the gap analysis.

Where there are other statutory requirements for Elected Members to undertake training (e.g. Council Assessment Panel, Audit Committee Members), this will be organised as soon as practicable following appointment.

Opportunities for training and development are regularly received from the LGA and other training providers. Specific training that is identified as being directly relevant to Elected Members will be sent to Elected Members via email, seeking an indication of interest.

When selecting training and development opportunities, priority will be given for training and seminars that particularly enhance the required skills of Elected Members and provide the greatest outcome for the Council including:

- Role and function of Elected Members
- Role and function of Council Committees
- Relationship between Elected Members, the CEO and staff
- Meeting Procedures
- Conflict of Interest
- Code of Conduct
- Strategic Planning
- Budgets and Financial Sustainability
- Long Term Financial Planning
- Asset Management
- Powers of the Ombudsman
- Community Engagement and Public Participation
- Role of the Local Government Association
- Risk Management
- Legal Issues for Elected Members
- Specific training due to legislative change

Other training requirements may emerge that are directly related to specific service areas and other community issues and address environmental, social and economic challenges facing the community.

The Plan determines the nature of training to be made available.

The Plan includes the way in which training will be delivered, which may include:

- In-house workshops, seminars and briefing sessions
- Attendance at workshops, seminars and conferences
- Printed material, including training booklets and discussion papers
- On-line self-paced learning.

**4.2 Budget**

A budget allocation is provided to support the training and development activities undertaken by Elected Members and is included in the Annual Budget and adopted each year as part of the budget process.

In years where a general or supplementary election occurs, a greater budget allocation may be required to allow for compulsory and additional training for newly Elected Members.

All training undertaken by Elected Members will be recorded into the Elected Members Training Register which supports the Council Allowances and Benefits Register.

**4.3 Approval for Attendance at Training/Seminars/Conferences**

As the Chief Executive Officer (CEO) is responsible for management of the Corporate Governance budget, which includes Elected Members Training, approval for attendance at Training and Seminars must be sought from the CEO prior to any arrangements being undertaken.

Information about training can be sought through the Executive Assistant to the CEO and Mayor or the Governance Officer. All bookings must be made through the Executive Assistant to the CEO and Mayor or Executive Support Officer. Travel and accommodation will be booked in line with Council's PO089 Elected Members Entitlements, Facilities, Services and Expenses Policy.

Payments and Reimbursements of expenditure relating to Elected Members training will only be provided for training in accordance with Council's PO089 Elected Members Entitlements, Facilities, Services and Expenses Policy where the Elected Member has sought prior approval from the CEO for attendance.

All interstate travel for Elected Members, must be approved by resolution of the Council, with the exception of the ALGA National General Assembly in Canberra in June and the LG Professionals National Congress and Business Expo each year. As these two conferences are considered to be best practice within the industry, traditionally the Mayor attends and other Elected Members are encouraged to attend.

Should the Council CEO receive additional requests from Elected Members that place the training budget under pressure then the CEO may refer the request to the Council for consideration.

**4.4 Feedback and Redefining Needs and Delivery**

It is important that feedback is provided on courses/seminars attended to assist Council in identifying those methods of training that provide the most beneficial outcome to the organisation and the individuals involved.

To assist in evaluation, Elected Members are required to complete the Training Evaluation Form and/or submit a brief report to the CEO outlining the nature of the training undertaken, the benefits gained and any ideas or feedback to enhance the program/activity.

**4.5 Annual Reporting**

Council's Annual Report must include a statement regarding the operation of this policy, the nature of matters raised in the Training and Development Plan, attendances by Elected Members and the expenditure allocated and used for training and development. This information is sourced from the Elected Members Training Register.

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### **4.6 Availability**

This policy is available on [Council's website \(https://yorke.sa.gov.au/about-us/forms-plans-and-publications/\)](https://yorke.sa.gov.au/about-us/forms-plans-and-publications/) and also may be inspected (without charge) at the Council's Principal Office during ordinary office hours.

Upon payment of a fee, to the Council, a copy of this policy can also be made available.

### **5. COMPLAINTS**

Any complaints relating to this policy are to be directed to the CEO for attention and will be managed in accordance with Council's PO147 Complaints Policy.

### **6. REVIEW**

This policy will be reviewed every four years and as necessary in consideration of any changes to legislation and relevant standards, codes and guidelines.

### **7. RELATED COUNCIL POLICIES AND DOCUMENTS**

Strategic Management Plan

Annual Business Plan and Budget

PO088 Elected Members Use of Council Supplied Electronic Equipment

PO089 Elected Member Entitlements, Facilities, Services and Expenses

PO135A Elected Members Training & Development Plan

PO091 Risk Management Policy

Code of Conduct for Council

Members, as published in the South Australian Government Gazette 29 August 2013

### **8. REFERENCES AND LEGISLATION**

Local Government Act 1999

Local Government (General) Regulations 2013

Work Health and Safety Act 2012

The Council Members' Training and Development Policy – LGA Model Policy

Local Government Association Training Standard for Council Members

### **9. COUNCIL DELEGATION**

<b>Delegate:</b>	Chief Executive Officer
<b>Sub Delegate:</b>	Executive Assistant to CEO and Mayor

### **10. VERSION HISTORY**

<b>Archived Policy Name</b>	<b>Policy Number</b>	<b>Date Adopted</b>	<b>Last Reviewed</b>
Elected Members Training Policy	PO 135	11/08/2009	08/06/2010
Elected Members Training Policy	PO 135	01/03/2016	13/07/2016
Elected Members Training Policy	PO 135	14/12/2016	06/03/2019
Elected Members Training Policy	PO 135	13/03/2019	