



COUNCIL POLICY

Elected Members Training and Development Policy

Policy Number:	PO135		
Strategic Plan Objective	5 Responsible Governance 5.2 Effective Leadership and informed decision making 5.3 Meet all legislative requirements and compliance with Council's internal controls		
Policy Owner:	Chief Executive Officer	Record Number:	16/6367[v6]
Responsible Officer:	Executive Assistant to CEO and Mayor	Minute Reference:	086/2020 (13/05/2020)
Date Adopted:	13/05/2020	Next Review Date:	May 2024

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 1999 and is committed to providing training and development activities for its Elected Members.

4.1 Training and Development Plan

Council has developed and adopted the PO135A Elected Members Training and Development Plan (the Plan) so as to ensure that activities available to all Council Members comply with the Standards and 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, Council will utilise a range of strategies to identify the needs of Council and match these 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 mandatory 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. Returning Elected Members will be required to undertake Modules 2 and 4 as a minimum and further modules as identified through the gap analysis.

Council recognises that some training and development needs for Elected Members will be specific to their legislative and governance roles and functions such as:

- Role and function of Elected Members
- Role and function of Council Committees
- Relationship between Elected Members, the Chief Executive Officer (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

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.

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 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; and
- On-line training delivery.

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.

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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 (R021) which supports the Elected Members Allowances and Benefits Register (R003).

4.3 Approval for Attendance at Training/Seminars/Conferences

As the 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 be 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 Australian Coastal Councils National Forum. These are considered to be best practice within the industry and relevant given our vast coastline and extensive coastal assets. Traditionally the Mayor attends and other Elected Members are encouraged to attend. At times it may not be practical to attain a resolution of Council for interstate travel, due to extenuating circumstances (usually urgent Mayoral duties). If this is the case, the CEO will advise all Elected Members with the reasons for travel and seek a consensus.

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 training and seminars attended. This will assist Council to identify the training and development activities that provide the most beneficial outcome to the organisation and the individuals involved.

To assist in evaluation, Elected Members are required to complete a 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 training and development activities for Elected Members during the relevant financial year. This information is sourced from the Elected Members Training Register (R021).

4.6 Availability

This policy is available on Council's website 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.

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5. COMPLAINTS

Complaints relating to this policy can be made in writing to the CEO. Complaints will be managed in accordance with Council's Complaints Policy (PO147).

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

PO091 Risk Management Policy

PO123 Code of Conduct for Council Members (as published in the South Australian Government Gazette 29 August 2013)

PO135A Elected Members Training & Development Plan

8. REFERENCES AND LEGISLATION

Local Government Act 1999

Local Government (General) Regulations 2013

Work Health and Safety Act 2012

Training and Development Policy and Plan for Council Members – LGA Model Policy

LGA Training Standards for Council Members

9. COUNCIL DELEGATION

Delegate:	Chief Executive Officer
Sub Delegate:	Executive Assistant to CEO and Mayor

10. VERSION HISTORY

Archived Policy Name	Policy Number	Date Adopted	Last Reviewed
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	
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