

	Elected Members Training and Development Policy <i>Policy No. GOVPOL 06</i>	Version No:	6
		Responsible Officer/s:	Executive Assistant
		Classification:	Council
		Issued:	19 January 2015
		Next Review:	February 2027

1. Purpose

The purpose of this Policy is to state Council's position in regard to training and development of Council Members as required, not only under Section 80A of the *Local Government Act 1999*, but as a growth and development opportunity for Council Members.

This policy incorporates the requirement for Council Members to undertake mandatory training within the first year of election to office, in accordance with the LGA Training Standards as defined in regulation 8AA of the *Local Government (General) Regulations 2013*.

2. Scope

This policy relates to the Mayor and Elected Members of the District Council of Grant inclusively.

3. Definitions

CEO	the Chief Executive Officer of the District Council of Grant and includes a deputy or other person acting in the office of CEO
Council	the District Council of Grant
Elected Member	any person elected to a position within Local Government, including the Mayor
Periodic / Supplementary Election	the process by which Local Government elections occur and Elected Members are appointed to Council
Local Government Act	the <i>Local Government Act 1999</i>
Training and Development	focusses on three main activities: training, education and development. To undergo Training and Development means to aim at bettering the performance of individuals and groups within an organisational setting.
Training and Development Plan	an annual plan developed by Council to assist Elected Members in their training and development choices and mandatory obligations

4. Policy

The role of a Council Member is complex, and requires a wide range of skills and experience. As a person elected to the Council, an Elected Member is expected to represent the interests of residents and ratepayers, to provide community leadership and guidance, and to facilitate communication between the community and Council.

It is therefore vital that Elected Members are provided with assistance and training to ensure they have the skill and knowledge base to perform their role.

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4.1. Training and Development Plan

Council recognises that in order to carry out their roles and responsibilities to the community Elected Members will need specific training about their legislative and governance roles and functions. The LGA Training Standards prescribe four mandatory training modules, which must be completed by Elected Members within the first 12 months of their Council term. The Training Standards can be accessed on the LGA Website.

The prescribed training consists of the following four (4) modules (plus the Leadership Module for the Mayor):

- Module 1 – Behaviour
- Module 2 – Legal
- Module 3 – Civic
- Module 4 – Strategy & Finance
- Module – Mayoral Leadership (Mayor only)

Elected Members must undertake all four modules. There is also a mandatory Council Leadership refresher required to be undertaken by Elected Members mid-term. During the Council term, continuing Members should undertake appropriate modules identified through an analysis of their skills and training needs, depending on the Committees or external Boards (if any) the Elected Members are appointed to.

It is the responsibility of Elected Members to complete the Elected Member Training Needs Questionnaire (Form GOV018) and Elected Member Training & Development Application (Form GOV017) and return to the Executive Assistant to facilitate training.

A range of training delivery methods will be utilised in the Training and Development programs/events including:-

- In-house briefings, workshops and training sessions utilising either internal staff, guest speakers or consultants as appropriate
- Attendance at courses, seminars and conferences such as those offered by the Local Government Association of South Australia, the Australian Local Government Association or private suppliers
- On-line training and delivery
- Learning material including training booklets or discussion papers
- Webinars
- Networking and collaborative Council sponsored events

Individual course delivery methods will be incorporated in the Training and Development Plan.

5. Attendance at Training Programs and Record Keeping

The Training and Development Plan will determine the nature of training to be made available, however attendance at a training program, not contained within the Training

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and Development Plan, may require approval by Council or the CEO upon application and must link to the training plan unless otherwise agreed by Council.

A record will be kept of all training attended, particularly the mandatory training requirements. Failure to complete the mandatory training requirements in the relevant time frame amounts to a breach of the Council Members Code of Conduct.

6. Budget Allocation

A budget allocation will be provided to support the training and development activities and progress against expenditure will be reported in Council's regular financial reporting. All training undertaken and costs incurred will be recorded in the Council Allowances and Benefits Register

7. Training Fees

Where approval has been granted for attendance at a training program/activity, a Member may seek reimbursement of expenses in accordance with the relevant provisions of the Local Government Act 1999 and Council's Elected Members Allowances and Support Policy. The following are considered appropriate:-

- Registration fees (generally paid directly by Council)
- Travelling costs to and from the event, including airfares, taxi, private car and car parking (airfares generally booked and paid directly by Council)
- Accommodation and meals (paid for by Council where possible).

Costs associated with an Elected Member's spouse, partner or other family member shall be dealt with as outlined in Council's Elected Member Allowances and Support Policy.

7.1. Annual Reporting

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

8. Responsibilities

Elected Members have a responsibility to attend training provided for their ongoing learning and development.

The Training and Development Plan, subsequent training applications and Register of Elected Member Training and Development are the responsibility of the Executive Assistant.

For review and update of this Policy: Executive Assistant.

A copy of the Policy is available from Council's Principal Office, 324 Commercial Street West, Mount Gambier or Port MacDonnell Community Complex, 5 Charles Street, Port MacDonnell. A fee, in accordance with Council's Schedule of and Fees Charges will apply if a copy is required or visit www.dcgrant.sa.gov.au to download a free copy.

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9. References / Other Documents

9.1. Legislation

Local Government Act 1999 – Section 80A

Local Government (General) Regulations 2013 – Section 8AA

9.2. Council Policies / Procedures

Elected Members Allowances and Support Policy

10. Review

Council is required to review this Code within 12 months after the conclusion of each periodic election. However, Council has the ability to review this Code at any time if considered desirable. This Policy shall be reviewed by the District Council of Grant at a minimum, once within every four (4) year Council term, within 12 months after the conclusion of each periodic election (or on significant change to legislation or other matters which could affect this policy).

Action	Date	Minute Reference
Adopted by Council	23 April 2014	14052.7.3
Reviewed	19 January 2015	15009.5
Reviewed	21 January 2019	19004.9.1
Minor formatting amendments	4 May 2020	Governance Officer
Reviewed	21 February 2022	22035
Amended	28 November 2022	22317.2