

<b>Elected Members Training and Development Policy</b>	
	Statutory Policy
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## 1. POLICY STATEMENT

The Port Augusta City Council is committed to providing training and development activities for its Elected Members to ensure appropriate training is provided to Elected Members to assist them in carrying out their official duties and functions.

## 2. PURPOSE

### 2.1 Purpose

Section 80A of the Local Government Act requires Council develop and adopt a Policy to ensure that Elected Members are provided with adequate training and development opportunities.

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

### 2.2 Scope

The Policy applies to all Elected Members, including the Mayor.

### 2.3 Strategic Reference

#### 5 Governance and Financial Sustainability

5.1 We are inclusive, engaged and open

5.5 We meet or exceed legislative and accreditation requirements for all relevant programs.

## 3. PRINCIPLES

### 3.1 Mandatory Training

Councillors are required under Regulation to attend mandatory training within 12 months of a General Election which will consist of the following six modules:

3.1.1 **Induction Program** - an introduction to the roles and responsibilities of Elected Members, the meaning of taking public office for an individual, and the legal essentials for council members.

3.1.2 **Behaviour** - information to assist Elected Members in the values, ethics, and behaviours expected for council members, including communication and leadership skills.

3.1.3 **Civic** - an overview of council meeting procedures, the preparation, purpose and responsibilities structure of a meeting, the role of the principle member, moving and speaking to motions and constructive debate

3.1.4 **Legal** - an overview of Elected Members' duties under the Local Government Act 1999 and related legislation and a description of the roles of the Independent Commissioner Against Corruption, the Minister for Local Government and the Ombudsman regarding individual and Council performance, with an emphasis on investigations of maladministration, corruption and misconduct

- 3.1.5 **Strategy and Finance** - an understanding of Council's responsibilities for long term financial and asset management planning, strategic planning, risk management and annual business planning and budgeting.
- 3.1.6 **Council Leadership** - to provide an overview of existing strategic priorities identify shared values, and establish effective working relationships in the context of defined roles and responsibilities.
- 3.1.7 **Mayoral Leadership** - An additional mandatory module specially tailored to the Mayor addresses the topics of effective leadership, public speaking and media, meeting procedures, and chairing skills.

### 3.2 Training and Development Plan

- 3.2.1 A 'Training and Development Plan' will be developed and adopted to ensure that activities available to all Elected Members contribute to the personal development of the individual and the achievement of the strategic and good governance objectives of Council. The mandatory training sessions will be captured within the Training Schedule.
- 3.2.2 The training plan will include the participation of all Elected Members in the development of a new team following a general election as well as the orientation of first time Elected Members.
- 3.2.3 In preparing the Training and Development Plan the Council will utilise a range of strategies to identify the needs of Council and match these needs against its strategic and good governance objectives.
- 3.2.4 To determine the training needs of Elected Members Council may use the LGA's Self-Assessment Tool for Elected Members; a survey/questionnaire; interviews; or a workshop.
- 3.2.5 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 including:
  - a) Role and function of Elected Members
  - b) Relationship between Elected Members, Chief Executive Officer and Staff
  - c) Meeting Procedures
  - d) Conflict of Interest
  - e) Code of Conduct
- 3.2.6 Other training issues will emerge that are directly related to specific service areas and other community issues that address environmental, social and economic challenges facing the community. It is recognised that a range of delivery methods will be required to support the training needs of Elected Members, including:
  - a) In-house workshops, seminars and informal (briefing) sessions conducted by Council with appropriate staff, guest speakers and trainers;
  - b) Attendance at workshops, seminars and conferences offered by training providers, industry bodies or other private providers offering courses for Members to gain new skills and knowledge and to network with other Elected Members;
  - c) Purchase of printed material, including training booklets and discussion papers, which may be distributed to Member for information;
  - d) On-line self-paced learning.

### 3.3 Annual Budget Allocation

- 3.3.1 A budget allocation will be provided to support the training and development activities.
- 3.3.2 All training undertaken by Elected Members will be recorded in the Council's Allowance and Benefits Register which will be updated as required to reflect attendances.

#### 3.4 Attendance at Training Programs

- 3.4.1 An application to attend a Training session or other function must be completed and forwarded to the Chief Executive Officer for approval. If the cost to attend a training session or function exceeds \$1000 then formal approval for attendance will be sought from Council.
- 3.4.2 The training plan will determine the nature of training to be made available. Access to training sessions not directly conducted by the Council will require approval from the Chief Executive Officer, and must link to the training plan unless otherwise agreed by the Council.
- 3.4.3 Following attendance at a training session, individual Elected Members are required to prepare a report outlining the nature of the training program and the benefits gained through attendance.
- 3.4.4 Council will ensure that training sessions will wherever possible be held locally and after hours, to ensure Elected Members have the best possible chance of attending training, which would then not interfere with their personal/employment commitments.
- 3.4.5 Attendance at training sessions will be recorded within the Elected Members Training Register.

#### 3.5 Payment/Reimbursements

- 3.5.1 The reimbursement of expenses for training purposes must be approved by the Council consistent with its training plan or through a separate resolution endorsing attendance at the training session.
- 3.5.2 Where approval has been granted by Council for attendance at a training session an Elected Member may seek reimbursement of expenses in accordance with the relevant provisions of the Local Government Act and Regulations.

#### 3.6 Annual Reporting

Council's annual report will include a statement regarding the operation of this Policy, the training provided, attendances by Elected Members and expenditure allocated and used for training of Elected Members.

### 4. **RESPONSIBILITY & REVIEW**

#### 4.1 **Responsible Officer**

Director City Services

#### 4.2 **Availability**

This policy will be available on Council's website.

#### 4.3 **Review**

This policy will be reviewed within 12 months of a General Election for Local Government, or as required to meet other obligations.

## **5. REFERENCES**

### **5.1 Legislation**

Section 80A Local Government Act 1999  
Regulation 8AA of the Local Government (General) Regulations 2013

### **5.2 Other References**

Elected Members Allowances and Benefits Policy  
Elected Members Training and Development Evaluation Form - AR10/5771  
Elected Members Application to Attendance Training Form - AR10/5745  
Elected Member Training and Council Meeting Key Dates 2022/23 - AR22/54346