



Elected Members Training and Development Policy

Classification:	Council Policy
Review Frequency:	Once in the term of Council
Last Reviewed:	27 November 2018
Review Due:	November 2022
Responsible Officer:	Chief Executive Officer
Applicable Legislation:	<ul style="list-style-type: none"> Section 80A of the Local Government Act 1999, Regulation 8AA of the Local Government Local Government (General) Regulations 2013
Related Policies/Procedures/Documents:	<ul style="list-style-type: none"> Elected Members Allowances and Benefits Policy Elected Members Travel and Accommodation Policy Elected Members Training Plan

1. INTRODUCTION:

Kingston District Council is committed to providing training and development activities for its elected members, including the mandatory training requirements under the LGA Training Standards, and recognizes its responsibility to develop and adopt a policy for this purpose under section 80A of the Local Government Act 1999.

Following the amendment to the Local Government Act and the Local Government (General) Regulations November 2014, this policy incorporates the new requirements for Council 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. SCOPE:

This Policy applies to all elected members, who each have an obligation to attend training and development provided for their ongoing learning and development.

3. POLICY OBJECTIVE:

To ensure elected 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.

4. TRAINING & DEVELOPMENT PLAN:

- 4.1 Council will develop and adopt a Training & Development Plan so as 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.
- 4.2 Particular emphasis will be given in the Training and Development Plan to 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.
- 4.3 In preparing its Training & 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. Elected members who have been re-elected for another term of Council will participate in the training and development and will utilise their experience to contribute to the learning of new elected members.
- 4.4 Council's Training and Development Plan will include the mandatory training modules prescribed in the LGA Training Standards. These training modules will be completed in the first year of office of the new council. The modules include:
 - Module 1 - Introduction to Local Government - Role and function of Council Members
 - Module 2 - Legal Responsibilities
 - Module 3 - Council and committee meetings
 - Module 4 - Financial Management and Reporting
- 4.5 Failure to complete the mandatory training requirements in the relevant time frame amounts to a breach of the Council Members Code of Conduct.
- 4.6 The Training and Development Plan will be developed, adopted and reviewed on an annual basis to identify any specific training needs required.
- 4.7 Council recognises that the role of the Mayor carries key leadership responsibilities. As a result, additional and specialised training requirements will be identified for the Mayor and will be included in the Training and Development Plan.

5. TRAINING DELIVERY:

It is recognised 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;
- Attendance at workshops, seminars and conferences offered by training providers and industry bodies including the Local Government Association of SA, other industry bodies and/or private providers;
- Printed material, including training booklets and discussion papers, that may be distributed for information; and
- On-line learning and webinars.

Council's Training & Development Plan will include where possible, the agreed delivery method of the identified training.

6. ANNUAL BUDGET ALLOCATION:

An annual budget allocation will be provided to support the training and development activities undertaken by elected members and progress against expenditure of the budget allocation will be reported on a quarterly and annual basis.

All training undertaken by elected members will be recorded in council's Allowances and Benefits Register which will be updated as required to reflect attendances.

7. ATTENDANCE AT TRAINING AND DEVELOPMENT ACTIVITIES:

The Training & Development Plan will determine the nature of training to be made available however access to training programs not directly conducted by the council, or where no budget allocation has been identified and approved under the plan for other specified local government related activities, will require council approval upon application and must link to the training plan unless otherwise agreed by the council.

8. RECORD KEEPING:

Following attendance at a training program or activity, individual elected members are required to complete a Training Attendance Record Form. This provides an opportunity to provide feedback on the training program/activity and the benefits gained through attendance. The feedback will also assist in enhancing future training programs/activities. Elected members may also provide a verbal report at a council meeting.

The CEO will keep a record of all training attended, including the mandatory training requirements.

9. PAYMENTS/REIMBURSEMENTS:

- 9.1 The reimbursement of expenses for training purposes must be approved by the council consistent with its Training & Development Plan or through a separate resolution endorsing attendance at the training program/activity.
- 9.2 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 provisions of the Act and Regulations.

10. ANNUAL REPORTING:

Training and development activities undertaken by elected members during the relevant financial year will be reported in Council's annual report, as required by the Local Government Act 1999.

11. AVAILABILITY OF THE POLICY:

This policy will be available for inspection at the council's principle office, 29 Holland Street Kingston SE, during ordinary business hours and on council's website: www.kingstondc.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon such payment of the fee set by council.