



## Training for Elected Members



*“Working with our Rural & Coastal Communities”*



# GOV-POL-12 – TRAINING – ELECTED MEMBERS

Version No:	2.0
Issued:	October 2023
Next Review:	November 2026

Responsible Department	Corporate Services
Policy Adopted:	18/10/2023
Minutes Reference:	OCM/23/111
Applicable Legislation:	<i>Local Government Act 1999, s80</i> <i>Local Government (General) Regulations, s8AA</i>
Related Policies/Procedures/Codes:	Code of Conduct – Members GOV-POL-04– Council Members Allowances & Benefits GOV-POL-05 – Council Induction LGA Training Standards for Council Members
Review Frequency:	Following Local Government Elections

## 1. INTRODUCTION

The Lower Eyre Council is committed to providing training and development activities for its Council Members, including the mandatory training requirements under the LGA Training Standards, and recognises its responsibility to develop and adopt a policy for this purpose under section 80A of the Local Government Act.

## 2. OBJECTIVE

To ensure Council 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.

## 3. SCOPE


This policy applies to all Council Members, who each have an obligation to abide by this policy.

## 4. TRAINING & DEVELOPMENT PLAN

Council will develop and adopt a Training & Development Plan so as to ensure that activities available to all Council 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.

Particular emphasis will be given in the Training & Development Plan to the participation of all Council Members in the development of a new team following a general election as well as the orientation of first time Council Members.

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#### 4. TRAINING & DEVELOPMENT PLAN cont'd:

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.

Council recognises that in order to carry out their roles and responsibilities to the community all Council Members may need specific training and refresher courses about their legislative and governance roles and functions.

Completion of mandatory training is a statutory obligation for all (continuing and new) council members.


- Module 1 - Induction program (internally delivered)
- Module 2 – Council Leadership Workshop
- Module 3 – Behaviour
- Module 4 – Civic
- Module 5 – Legal
- Module 6 – Strategy& Financial Management
- Module 7 – Principal Member Training

Other training issues will emerge that are directly related to specific service areas and other community issues, and may 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 Council 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, Local Government Managers Australia, other industry bodies and/or private providers offering courses for Members to gain new skills and knowledge and providing opportunities to network with other Council Members;
- Printed material, including training booklets and discussion papers, that may be distributed for information;
- On-line self-paced learning.

Council’s Training & Development Plan will remain flexible in the delivery method of courses to respond to the needs of Council Members identified during the development of the training plan and the availability of suitable, cost effective training locally.

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**5. ANNUAL BUDGET ALLOCATION**

A budget allocation will be provided to support the training and development activities undertaken by Council, and progress against expenditure of the budget allocation will be reported within monthly reporting budgets.

All training undertaken by Members will be recorded in the Council Allowances and Benefits Register which will be updated as required to reflect attendances.

**6. ATTENDANCE AT TRAINING PROGRAMS/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 will require approval and must link to the training plan unless otherwise agreed by the Council.

Council Administration will keep a record of all training attended and report on attendance of Members in the Annual Report. Failure to complete the mandatory training requirements in the relevant time frame amounts to a breach of the Council Members Code of Conduct.

Following attendance at a training program or activity, individual Council Members are required to provide Certificates of attendance / completion and a training evaluation form to the Manager Corporate Services.

**7. PAYMENTS/REIMBURSEMENTS**

The reimbursement of expenses for training purposes must be consistent with its Training & Development Plan, Council Members allowances and benefits policy or through a separate resolution endorsing attendance at the training program/activity.

Where approval has been granted by Council for attendance at a training program/activity a Member may seek reimbursement of expenses in accordance with Policy (GOV-POL-04) Elected Members Allowances & Benefits & the relevant provisions of the Act and Regulations.

**8. ANNUAL REPORTING**

Council’s annual report will include a segment regarding the operation of this Policy, the nature of matters raised in the Training & Development Plan, attendances by Members and expenditure allocated and used for training of Council Members.



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### 9. AVAILABILITY

Copies of this policy may be purchased for the fees outlined within Council’s current Schedule of Fees & Charges. This policy is available for inspection at the Council offices during ordinary business hours or on Council’s website ([www.lowereyrepeninsula.sa.gov.au](http://www.lowereyrepeninsula.sa.gov.au)) at no cost.

DOCUMENT HISTORY		
Version:	Issue Date:	Description of Change:
1.3	17/04/2015	Inclusion of mandatory training.
1.4	15/02/2019	Reviewed with minor changes to wording.
2.0	21/06/2023	Update to mandatory training modules.