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**1. PREAMBLE**

**1.1 Background**

The City of Holdfast Bay (Council) supports the ongoing development of its Elected Members to enable them to engage in the decision making process with the appropriate knowledge, skills and competencies to undertake their Elected Member role. The Council recognises its responsibility to develop and adopt a policy for the purpose under section 80A of the *Local Government Act 1999*.

The training needs of Elected Members will be specific to their legislative and governance roles and functions.

The Council recognises that the successful discharge of the role of the Elected Member is assisted by the provision of a range of training opportunities that include, but are not limited to:

- a. Information sessions
- b. Briefing on topical matters
- c. Elected Member Workshops
- d. Skills development
- e. Conferences and seminars.

A range of delivery methods will be considered, dependent upon the needs of the Members and the topic under consideration.

**1.2 Purpose**

This policy provides the framework under which the Council will provide appropriate training for Elected Members.

**1.3 Scope**

This policy applies to Elected Members of the Council.

**1.4 Definitions**

*Training and Development* – personal skills related to activities as an Elected Member (i.e. public speaking, finance, leadership) specific to, and directly related to, Local Government.

# ELECTED MEMBER TRAINING AND DEVELOPMENT POLICY

*Conferences and seminars* (directly related to the role of an Elected Member) – includes workshops and forums, specific to, and directly related to, Local Government.

*Elected Member Workshops* – organised by City of Holdfast Bay staff on topics of immediate interest to Elected Members.

## 1.5 Strategic Reference

Community: Fostering an engaged and contributing community  
Culture: Supporting excellent, efficient operations

## 2. PRINCIPLES

- 2.1 Council is committed to providing training and development activities for its Elected Members to assist them in the performance and discharge of their functions and duties.
- 2.2 Council will provide an annual budget allocation to support the training and development activities undertaken by Elected Members.
- 2.3 Council will maintain a Training and Development Plan (the Plan).
- 2.4 The Plan will be developed within two (2) months of a general election to ensure training is undertaken in accordance with any mandatory requirements under the *Local Government (General) Regulations 2013* (section 8AA) with relevant inductions included. The Plan will be updated and reviewed annually by Council's administration.
- 2.5 Particular emphasis will be given in the Plan to the training needs of new Elected Members joining the City of Holdfast Bay following a general or supplementary election.
- 2.6 A range of strategies will be used to identify the training and development needs of Elected Members including:
  - a. Surveys and questionnaires (as appropriate); and
  - b. Elected Member self-assessment, Elected Member discussions and requests.
- 2.7 The range of training delivery methods will include, but not be limited to:
  - a. Training and development sessions provided by the Local Government Association (LGA) and other recognised providers. This training may be delivered in-house or externally.
  - b. Informal briefing sessions.
  - c. Conferences and seminars offered by organisations such as the LGA, Australian Local Government Association, Local Government Managers Australia and other providers that provide an opportunity for Elected

## ELECTED MEMBER TRAINING AND DEVELOPMENT POLICY

- Members to gain information and network with Elected Members and staff of other Councils from within and outside of South Australia.
- d. Purchase of training booklets and discussion papers for distribution to Elected Members for information.
  - e. On-line training delivery.
- 2.8 Elected Members are encouraged to attend Conferences and seminars as they provide opportunities to enhance his /her understanding of Local Government and to network with other Elected Members both within and outside the State.
- a. Council will support the attendance by all members at one intrastate local government related conference, and one interstate local government related conference or similar every two years.
  - b. The Mayor and one elected member (or two elected members in the absence of the Mayor) may attend the Australian Local Government Association National General Assembly (NGA) and AGM each year, with the understanding that different members will attend in different years. Attendance at this NGA is to be included in 2.8(a) above.
  - c. Non-elected members of Council's committees may also have the opportunity to attend a local government related conference with the approval of Council.
  - d. In approving a Members attendance at a conference, Council will take into account.
    - i. The relevance of the conference to the Members' role in Council.
    - ii. The available budget.
    - iii. Whether the member has attended any previous conferences during the current term of council, ensuring that the opportunity to attend a conference is made equally available to all Elected Members.
- 2.9
- a. Where the cost to attend is more than \$350 inclusive of GST and related expenses, Elected Members who wish to participate in appropriate training and development, other than that provided to all Elected Members, must seek approval from Council prior to registering in any program, seminar or other development activity. This may be requested by an Elected Member through a Motion on Notice to be given to the Chief Executive Officer at least 5 clear days before the date of the next Council meeting. The request must include full details of the training, the anticipated benefit, the cost to attend and any other relevant information.

In making a decision on a training and development request, consideration will be given to the number of attendances an individual member has had in that financial year.
  - b. Where the cost to attend is less than \$350 inclusive of GST and related expenses, either the Mayor or Chief Executive Officer may give approval to attend the training and development, without the need for the matter to be considered by Council. A note of the request and its approval will be made in the next Items in Brief report to Council.

## ELECTED MEMBER TRAINING AND DEVELOPMENT POLICY

- 2.10 A budget for Elected Member training and development will be approved each year as part of the annual budget process. This budget will be based on a dollar amount for all Elected Members.
- 2.11 Where approval has been granted by Elected Members for attendance at a training and development program/activity, an Elected Member may seek reimbursement of expenses in accordance with the relevant provisions of the Local Government Act and Regulations, and Council's Elected Members Entitlements Policy.
- 2.12 All training undertaken by Elected Members will be recorded in the Register of Allowances and Benefits which will be updated as required to reflect attendances.
- 2.13 The City of Holdfast Bay's Annual Report will report on the attendance of Elected Members at any approved conference and seminar and/or training and development.

### 3. REFERENCES

#### 3.1 Legislation

- *Local Government Act 1999*

#### 3.2 Other References

Elected Members Entitlements Policy