

Elected Member training and development policy

Contents

| | | |
|-----|--|---|
| 1 | Preamble..... | 2 |
| 2 | Policy purpose | 2 |
| 3 | Scope..... | 2 |
| 4 | Definitions | 2 |
| 5 | Policy | 2 |
| 5.1 | Local Government Association Training Standards..... | 3 |
| 5.2 | Orientation and induction of the Mayor | 3 |
| 6 | Attendance at approved Training and Development Activities | 3 |
| 7 | Budget | 4 |
| 8 | Annual reporting | 4 |
| 9 | Relevant legislation and references | 4 |
| 10 | Further information..... | 4 |
| 11 | Document control | 4 |

*Uncontrolled once removed from webpage or Onkanet (printed or downloaded).
Before using a printed or downloaded copy, verify that it is the current version.*

1 Preamble

The contents of and the commitments that council makes in this policy are not intended to be and should not be interpreted to be any more than a statement of the City of Onkaparinga's general position in relation to those matters, and to facilitate its aspirations wherever it is reasonable to do so.

2 Policy purpose

The purpose of this policy is to plan for the provision of the induction, training and development activities for elected members to assist them in the performance and discharge of their functions and duties. This policy recognises our responsibility to develop and adopt a training and development policy for this purpose under Section 80A of the *Local Government Act 1999*. It is expected that all elected members will participate in the induction, learning and development opportunities offered to assist in the formation of a holistic and cohesive team.

The *Elected Member Training and Development Plan (the Plan)* has been developed to support this policy. The Plan will ensure that the activities provided comply with the *Local Government (General) Regulations 2013* and contributes to the personal development of the individual, the elected member team and the achievement of the strategic and good governance objectives of Council.

The *Plan* is a working document and will be updated to capture evolving legislative requirements and the changing training and development needs of the elected member team. The Plan will also be reviewed to prepare for the induction of a new Council term.

It is acknowledged that any legislative requirement which affects Council will take precedence over Council's policies and procedures.

3 Scope

This policy applies to all training and development activities for City of Onkaparinga Council Members.

4 Definitions

Induction – orientation, training and development programme delivered in the first twelve months directly following a general election including the completion of the mandatory Local Government Association Training Standards for Council Members.

Training – the provision of necessary information to both the elected member team and individuals enabling them to gain the required skills.

Development – the process of enhancing the skills of both the elected member team and individuals.

5 Policy

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.

*Uncontrolled once removed from webpage or Onkanet (printed or downloaded).
Before using a printed or downloaded copy, verify that it is the current version.*

In preparing the Plan staff will undertake consultation with elected members regarding their training and development needs via surveys at regular intervals and where necessary individual discussions with elected members to gauge the effectiveness and appropriateness of the plan.

A range of delivery methods to support the training needs of elected members will be used including:

- in house training and briefing sessions conducted with appropriate staff, trainers and guest speakers
- attendance at workshops and conferences, and online self-paced learning offered by the Local Government Association of SA and the Australian Local Government Association
- attendance at training courses and conferences etc offered by other bodies and/or private providers offering courses closely related or relevant to local government
- information articles and discussion papers

5.1 Local Government Association Training Standards

Section 80A of the *Local Government Act 1999* requires that Council complies with the requirements set under section 8AA of the *Local Government (General) Regulations* particularly the Local Government Association Training Standards for Council Members. These training standards outline the minimum training requirements for all Councils that must be completed within 12 months of a general election.

- Introduction to Local Government
- Legal responsibilities
- Council and Committee Meetings
- Financial Management and reporting

All Elected Members who are new to Council will be required to undertake all mandatory training. For continuing members refresher or update training on legal responsibilities and financial management is required as a minimum.

5.2 Orientation and induction of the Mayor

In addition to the orientation and induction Plan for all Council Members, a further orientation and induction plan is developed and undertaken following the appointment of a new Mayor. This would involve a number of important topics for discussion between the Mayor and the Chief Executive Officer, Councillors and Directors to ensure a smooth transition for the whole of Council.

6 Attendance at approved Training and Development Activities

Access to training courses and conferences not directly conducted by the council will require approval in line with Council's Elected Member Allowances Benefits and Support Procedure and must link to the Plan unless otherwise agreed by the Council.

Elected Members attending training courses or conferences shall provide an assessment of the course to Council outlining the nature of the course/conference, the

key points relevant to Council and the learnings gained by the individual member through such attendance.

Travel and accommodation costs associated with elected member attendance at interstate courses or conferences and the reimbursement of reasonable expenses for training and development purposes will be made in accordance with the requirements of the Elected Members Allowances and Benefits Support Procedure.

7 Budget

An additional allocation for the induction and orientation of a new council shall be made in the annual budget prior to a general election year.

A budget allocation for the training and development of elected members shall be made in each annual budget.

8 Annual reporting

All training undertaken by elected members will be recorded in the *Elected Member Allowances and Benefits Register* which will be updated as required to reflect attendances of elected members at courses and conferences.

Council’s annual report is required to include information on attendances by elected members at training courses and conferences.

9 Relevant legislation and references

Local Government Act 1999

Local Government (General) Regulations 2013

Elected Member Allowances, Benefits and Support Procedure.

10 Further information

This policy is available for inspection, during business hours at:
City of Onkaparinga, Ramsay Place, NOARLUNGA CENTRE SA 5168.

It is also available for inspection, downloading or printing from our website www.onkaparingacity.com.au.

11 Document control

| | | |
|--|------------------|----------------------|
| Author (to whom changes are to be recommended): | | |
| Position | Name | |
| Senior Governance Officer - Civic | Therese Brunotte | |
| Reviewed by: | | |
| Position | Name | Date reviewed |
| Team Leader Civic Governance | Karyn Ryan | 19/07/2019 |

*Uncontrolled once removed from webpage or Onkanet (printed or downloaded).
Before using a printed or downloaded copy, verify that it is the current version.*

| | | | |
|---|---------------------|-----------------------------------|----------------------------|
| Director Corporate and City Services (acting) | | Renee Mitchell | 7 July 2020 |
| Approved by (document owner): | | | |
| Position / Group | Name | Approval date | Approval ECM number |
| Council | N/A | Adopted by Council 18 August 2020 | NA |
| Current version: | | | |
| Current version number | Release date | Review cycle | |
| V 1.0 | 18 August 2020 | | |
| History: | | | |
| Date | Author | Nature of change | |
| 20 June 2006 19 June 2007 7 September 2010 15 November 2011 26 August 2014 | Civic Governance | Reviewed and adopted by Council. | |
| Related documents: (internal documents that need to be reviewed when this document is amended) | | | |
| Title of document | | | Document number |
| Elected Member Training and Development Plan | | | 5223529 |
| Document location: | | | |
| Published location | | | Original in ECM |
| Onkanet and public website | | | ECM 5223531 |

*Uncontrolled once removed from webpage or Onkanet (printed or downloaded).
Before using a printed or downloaded copy, verify that it is the current version.*