

# Elected Member Training and Development Policy

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## 1. Document control

<b>Author – name and position</b> (to whom changes are recommended)	Therese Brunotte, Senior Governance Officer Civic
<b>Reviewed by – name and position</b>	Karyn Ryan, Team Leader Civic Governance Renee Mitchell, Director Corporate and City Services (acting)
<b>Approved by</b> (document owner)	Council
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Electronic version on the intranet or website is the controlled version.

## 2. 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.

## 3. 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.

## 4. Scope

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

## 5. Definitions

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Induction	orientation, training and development program 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.

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## 6. 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.

In preparing the Plan staff will undertake consultation with elected members regarding their training and development needs via surveys at regular intervals.

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 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.

## 6.1 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.

- Behaviour
- Civic
- Legal
- Strategy & Finance

All Elected Members will be required to undertake all mandatory training. Failure to comply will result in a suspension of the elected member by Council (unless the member satisfies the council there were good reasons for the failure to comply).

## 6.2 ORIENTATION AND INDUCTION OF THE MAYOR

Section 58 of the *Local Government Act 1999* sets out the specific roles of the Mayor. These include key responsibilities, as leader of the Council, to provide leadership and guidance and lead the promotion of positive and constructive working relationships. To support performance in this leadership role, 'Mayoral Leadership training' must be completed by all Mayors in addition to the council member requirements.

## 7. 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 conferences shall provide an assessment of the course to fellow elected members outlining the nature of the conference, the key points relevant to elected members and the learnings gained by the individual member through such attendance. This information can be provided to elected members via an article in Weekly News.

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.

## 8. 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.

## 9. Annual reporting

All training undertaken and conferences attended 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.

## **10. Relevant legislation and references**

*Local Government Act 1999*

*Local Government (General) Regulations 2013*

*Elected Member Allowances, Benefits and Support Procedure.*

## **11. Further information**

It is also available for inspection, downloading or printing from our website

[www.onkaparingacity.com.au](http://www.onkaparingacity.com.au).