

Elected Member Training and Development Policy



Record number	D19/11855
Responsible Manager	Manager Governance & Policy
Other key internal stakeholders	NA
Last reviewed	14 May 2019
Adoption reference	Council
Resolution number	140
Previous review dates	28/2/18, 10/03/15, 24/09/14, 12/08/14, 12/02/13 (Previously titled: Training and Development Policy for Elected Members), 10/04/12, 09/08/11, 10/08/10, 10/11/09, 11/08/09, 14/10/08, 28/2/06
Legal requirement	It is a requirement under Section 80A of the Local Government Act 1999 to have this policy
Due date next review	2022

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PURPOSE

The purpose of this Policy is to state Council's position with regard to induction, training and development for Elected Members.

Council recognises its responsibility to develop and adopt a training and development policy to ensure that mandatory training requirements under the LGA Training Standards for Council Members (developed by the Local Government Association) and other opportunities are made available to all Elected Members relevant to their roles and functions.

POLICY

Education and Awareness

A Training and Development Plan will be developed each financial year in consultation with Council Staff and Elected Members to be considered by Council. In a general election year, particular emphasis will be given to the mandatory training requirements for all Elected Members to comply with the Regulations in the first 12 months of the Council term. A range of methods will be utilised for the preparation of the Training and Development Plan to identify the needs of its Elected Members and match those needs against its strategic and good governance objectives.

The Training and Development Plan is a flexible living document, subject to being updated, when required.

Induction - Mandatory Training

Elected Members who are new to Council, will be required to undertake all four modules of the LGA Training Standards. The LGA Training Standards consist of:

- Module 1 – Introduction to Local Government
- Module 2 – Legal Responsibilities
- Module 3 – Council and committee meetings
- Module 4 – Financial Management and Reporting.

Returning Elected Members will be required to undertake refreshers or updates on Modules 2 and 4 as a minimum and any appropriate modules identified through a gap analysis of their skills and training needs, in consultation with the CEO.

Additional Training

Other training needs will emerge that are directly related to specific service areas and other community issues and address environmental, social and economic challenges facing the community. The CEO may determine that training of a particular kind is required, at their discretion or in response to a request from Elected Member(s).

Council will use a range of delivery methods to support the training and development needs of Elected Members, including:

- Informal (briefing) sessions conducted by Council with appropriate guest speakers and trainers
- Attendance at seminars and conferences offered by the LGA of South Australia and other relevant agencies
- Purchase of training booklets and discussion papers that could be distributed to Elected Members for information
- Online training delivery
- Circulation of information
- In-house sessions with key internal / external speakers
- Information placed on the Elected Member Hub.

Informal gatherings

Informal gatherings provisions may be applicable to training and development. See Informal Gatherings Policy for more information.

Application for Training and Development

Elected Members will be informed of upcoming Training Sessions via Council's Weekly Summary, email or internal mail. Where access is requested for training programs not directly conducted by Council, an application for approval must be submitted and the training must link to the necessary or expedient to the performance or discharge of official duties or functions, unless otherwise agreed by Council.

Elected Members are required to complete the Elected Member Training and Development Application Form (available through the Elected Member Hub) and obtain the required approval. Council supports Elected Members' attendances at relevant Training Sessions subject to allocated budget funds being available.

The total allowance limitation to be incurred by each individual Elected Member for Training and Development must not exceed \$5,000 for the position of the Mayor and \$3,000 for each councillor in the relevant financial year unless otherwise approved by Council.

In the financial year leading up to a general election, training and development limits will be proportionate for the period July - November. The capped amounts are:

Mayor	5 months /12 months of \$5,000	Proportional amount: \$2,083.33
Councillor	5 months /12 months of \$3,000	Proportional amount: \$1,250

Council approval is generally required before any such attendance may occur. In order to improve efficiency and simplify the approval for minor Training Sessions, Council has adopted the following approval process.

The CEO may approve the attendance and commitment of expenditure for an Elected Member to attend a Training Session provided all of the following conditions are met:

- a) Estimated cost for the Mayor is not greater than \$3,000 and per Councillor is not greater than \$2,000 per application
- b) The total costs to be incurred by Council for each individual Elected Member for Training and Development has not exceeded the financial year allowance (as mentioned above)
- c) Sufficient funds are available within the budget line for Elected Member Training and Development to fund the application
- d) The provision of the relevant Training Session is necessary or expedient to the performance or discharge of official duties or functions
- e) All delegations made under this section are to be reported to Council after the approval has been granted on a quarterly basis.

Requests for approval will not be approved under delegation on the basis of carrying forward an Elected Member training and development allowance limitation from one financial year to the next. Where the claim extends beyond the delegated limitation for an Elected Member as detailed in this Policy, the application will be referred to Council for consideration.

After attending Training Sessions, whether approved by Council or the CEO under delegation, Elected Members must submit a report outlining their learnings and/or outcomes of the attended conference or seminar within 60 days of their return. If an Elected Member attends a Training Session held by the LGA, Australian Local Government Association or a similar organisation, they are not required to provide a report on their learnings.

The reporting requirement will not be required for newly appointed Elected Members who are undertaking induction training or training as part of their role on a Committee (i.e. training in accordance with the LGA Training Standards, Audit Committee, presiding member or chairing skills etc.)

If it is an accredited Training Session, a certified copy of results or a completion certificate must be provided at the completion of the subject / course to Council.

Council has an Elected Member Support Policy that nominates the Mayor or the Mayor's delegate to attend meetings of the LGA, Local Government Finance Authority of South Australia, Australian Local Government Association and other local government related events where the Mayor is expected to attend or is invited to attend.

Payments / Reimbursements

Where approval has been granted for attendance at a Training Session, Council acknowledges that an Elected Member may seek reimbursement of expenses in accordance with the relevant provisions of the Act, its Regulations and this Policy. The following reimbursements are considered to be appropriate:

- Registration fees
- Travelling costs to and from the Training Session including taxis, airfares, private car and car parking
- Accommodation (inclusive of breakfast)
- Meals (maximum of \$60 per day, where the Training Session does not provide for it)
- Incidental costs (maximum of \$20 per day for attendance at approved regional and interstate Training Session, such as telephone costs).

Costs may only be claimed for expenses incurred by Elected Members. Council will not reimburse any costs incurred by an Elected Member's spouse, partner, family member etc.

All requests for reimbursements must be forwarded to the Council with the following:

- The relevant reimbursement application form
- A receipted tax invoice being received for the incurred expense
- Any relevant conditions and relevant policies relating to Elected Members being met.

Where a receipted tax invoice is not provided as proof of purchase with the reimbursement application, the reimbursement will not be approved.

Note: Council may elect to pay the provider directly to obtain any purchase or discount, rather than reimburse the relevant Elected Member.

The costs incurred with the training and development will be allocated against each specific Elected Member in the relevant register in accordance with section 79 of the Act and Council's Elected Member Support Policy.

Allowances and Benefits Register

Any cost associated with the mandatory training and other additional training will be allocated in the Allowances and Benefits Register against the Elected Member (whether the Elected Member attends or not). If an additional session is required due to a non-attendance this additional cost will also be recorded against the relevant Elected Members in the Allowances and Benefits Register in accordance with section 79 of the Act and Council's Elected Member Support Policy.

Annual Budget Allocation

A budget allocation will be provided to support the training and development activities undertaken by Council.

Reporting

A record of Elected Member training and development will be maintained. Progress against expenditure of the budget allocation will be reported on a quarterly basis to Council.

Council's annual report will include a segment regarding the operation of this Policy, the nature of matters raised in the Training and Development Plan and expenditure total spent during the financial year.

Independent Members

Independent Committee or Panel Members will have the opportunity to attend relevant training and development.

LEGISLATIVE FRAMEWORK AND OTHER REFERENCES

The following legislation applies to this Policy:

Local Government Act 1999

Section 78 of the Act states Council may provide facilities and other forms of support to its members to assist the members in performing or discharging official functions and duties.

Section 80A of the Act states:

- Council must prepare and adopt a training and development policy for its Elected Members that assists in their performance and discharge of their functions and duties
- Council may from time to time alter its policy, or substitute a new policy.

Local Government (General) Regulations 2013

Regulation 8AA of the Regulations states:

- Council must ensure that its training and development policy provides that members must undertake regular training in accordance with the policy and complies with the LGA training standards
- LGA training standards means the document entitled LGA training standards for council members approved by the Minister for the purposes of the regulation and published on a website maintained by the LGA.

Other references

Council's documents including:

- Elected Member Support Policy
- Elected Members Allowances and Benefits Register
- Fees and Charges Register.

External documents including:

- Code of Conduct for Council Members
- LGA Training Standards for Council Members

STRATEGIC PLAN/POLICY

Organisation Plan

Our Strategic Plan is supported by an Organisation Plan which focuses on five key themes of organisational excellence. The themes most relevant to this Policy are: People and Leadership; and Governance.

DEFINITIONS

For the purposes of this policy the following definitions apply:

Act

Local Government Act 1999

CEO

Refers to the Chief Executive Officer (including their delegate) of the City of Tea Tree Gully

Elected Members

Includes the Councillors and the Mayor

LGA

Local Government Association

LGA Training Standards

LGA Training Standards for Council Members

Regulations

Local Government (General) Regulations 2013

Training Sessions

Includes conferences, seminars, training courses and workshops

POLICY IMPLEMENTATION

This Policy will be implemented by the Chief Executive Officer or relevant portfolio director and managed in accordance with Council's scheme of delegations.

ACCESSIBILITY

This Policy and Council's Fees and Charges Register are available to be downloaded free of charge from Council's website: www.cttg.sa.gov.au

Hard copies, for a fee, can be provided in accordance with Council's Fees and Charges Register at Council's Civic Centre at 571 Montague Road, Modbury SA 5092.