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1. PREAMBLE

The City of Holdfast Bay (Council) is committed to providing the training and development activities for 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 prepare and adopt a training and development policy for its Elected Members under section 80A of the *Local Government Act 1999*.

Following a general or supplementary election, a training program will be developed to ensure that Elected Members undertake training in accordance with the mandatory requirements under the Local Government (General) Regulations 2013 (section 8AA). This training will be used to assist and enhance members understanding of their role and responsibilities and must be completed within the first 12 months of each member's term.

1.1 Background

The training and development opportunities made available to Elected Members will contribute to the achievement of the strategic and governance objectives of Council.

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 and/or Briefing Sessions
- b. Skills development
- c. Conference 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.

COUNCIL ELECTED MEMBER TRAINING AND DEVELOPMENT POLICY

1.3 Scope

This policy applies to all training and development activities for the City of Holdfast Bay Council.

1.4 Definitions

Information and/or Briefing Sessions – conducted by Council with appropriate guest speakers and presenters.

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.

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

1.5 Strategic Reference

Our Holdfast 2050+

2. PRINCIPLES

- 2.1 Council is committed to providing training and development activities for its Elected Members to equip them with the necessary skills and knowledge required to effectively carry out their duties and responsibilities, thus enabling them to better serve their constituents.
- 2.2 Council will provide an annual budget allocation to support the training and development activities undertaken by Elected Members. Any unspent budget allocation does not accumulate and will return to Council's budget at the end of each financial year.
- 2.3 After a general or supplementary election, Council will facilitate the development of a training program for the new Elected Member body to ensure training is undertaken in accordance with any mandatory requirements under the Local Government (General) Regulations 2013 (section 8AA), with relevant inductions included.
- 2.4 A range of strategies will be used to identify the training and development needs of Elected Members including:
 - a. Surveys and questionnaires.
 - b. Interviews and discussions with Elected Members.
 - c. Information and/or Briefing Sessions.
 - d. Assessment of the needs of Elected Members.

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Elected Members will also have access to specific training that is offered by the Local Government Association. This training provides Elected Members with professional and personal development training opportunities which is contextualised to the Local Government sector of South Australia.

- 2.5 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. Information and/or 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 Members to gain information and network with Elected Members and staff of other councils from within and outside of South Australia.
 - d. Printed material, including training booklets and discussion papers that may be distributed to Elected Members for information.
 - e. On-line training delivery.
- 2.6 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 (2) years. Following attendance at a conference, Elected Members must prepare and submit a written Activity Report to the Chief Executive Officer, who will arrange for it to be presented to Council at an upcoming meeting.
 - b. The Mayor and one Elected Member (or two Elected Members in the absence of the Mayor) may attend the Australian Local Government Association (ALGA) National General Assembly (NGA) and AGM each year, with the understanding that members who attended the previous year cannot attend the following year. Attendance at the ALGA NGA is to be included in 2.6(a) above. Following attendance at the ALGA NGA, Elected Members must prepare and submit to Council a written report to the Chief Executive Officer, who will arrange for it to be presented to Council at an upcoming meeting.
 - 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.

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- d. In approving a member's 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.
- 2.7 a. Where the cost to attend is more than \$500 exclusive of GST and related expenses, Elected Members who wish to participate in appropriate training and development, other than the mandatory training 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 seven (7) 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 \$500 exclusive of GST and related expenses, either the Mayor or Chief Executive Officer may give approval without the need for the matter to be considered by Council. A note of the request and its approval will be included in the next Items in Brief report to Council.
- 2.8 A budget for Elected Member training and development will be approved each year through the annual budget process. This budget will be based on a dollar amount for all Elected Members and progress against expenditure of the budget allocation will be reported to Council on a six-monthly basis.
- 2.9 Where approval has been granted to Elected Members to attend 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 Allowances, Support and Entitlements Policy. Itemised tax receipts for all expenses incurred by the Elected Member must be provided and no reimbursement will be made without the appropriate tax receipts.
- 2.10 Costs for attendance and travel by family members will not be met by Council.
- 2.11 Where travel is required, i.e., flights, accommodation, conference/seminar and/or registrations are to be arranged by the Civic Governance Team and will be made to ensure the best value to Council.

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- 2.12 All training and development activities undertaken by Elected Members will be recorded in Council's Register of Allowances and Benefits which will be updated as required to reflect training expenditure.
- 2.13 The City of Holdfast Bay's annual report will include the attendance and expenditure allocated and used for training of Elected Members at any approved conference, seminar and/or training and development.
- 2.14 This policy will be reviewed within 12 months of a general election or as directed by Council.

3. REFERENCES

3.1 Legislation

- *Local Government Act 1999*
- Local Government (General) Regulations 2013
- Local Government (Members) Allowances and Benefits Regulations 1999

3.2 Other References

- Elected Members Allowances, Support and Entitlements Policy
- LGA Training Standards for Council Members

4. AVAILABILITY

This policy is available for inspection during normal business hours from our principal office:

Civic Centre
24 Jetty Road
Brighton SA 545

It is also available for viewing, downloading and printing free of charge from Council's website www.holdfast.sa.gov.au.