	Function: GOVERNANCE	Adopted: 13 th JANUARY 2010
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	Frequency of Review: As Required	Resolution No.: C86:15
		Next Review: TBA
ELECTED MEMBER TRAINING AND DEVELOPMENT POLICY		

Policy Statement

1. Introduction

The District Council of the Copper Coast is committed to providing training and development activities for its Elected Members, including the mandatory training requirements under the LGA Training Standards and recognises its responsibility to develop and adopt a policy for this purpose under Section 80A of the Local Government Act 1999.

Following the amendment of the Local Government Act and the Local Government (General) Regulations 2013 in November 2014, this policy incorporates the new requirements for Council Members to undertake mandatory training within the first year of election to office, which complies with the LGA Training Standards as defined in regulation 8AA of the Local Government (General) Regulations 2013.

This Policy is to ensure Elected Members are offered opportunities to undertake the required training in accordance with the LGA Training Standards and any other appropriate training and development activities relevant to their roles and functions.

2. Applicable Legislation

Section 80A Local Government Act 1999, Regulation 8AA of the Local Government (General) Regulations 2013.

3. Integration with Corporate Objectives

Objective: Governance Objective – Leadership

Goal: To provide leadership and ensure community resources are managed efficiently and effectively.

Legislation: To adhere to the requirements of the Local Government Act 1999, regulations and other legislation that influences the operations of Council.

Lifestyle location of choice

4. Definitions

Nil

5. Application

This Policy applies to all Council Members, who each have an obligation to abide by this Policy.

Training and Development

This Policy will form the basis for Council's training and development plan so as to ensure that activities available to all Elected Members comply with the Regulations and contribute to the personal development of the individual and the achievement of the strategic and good governance objectives of Council.

Particular emphasis will be given in the training and development to the participation of all Elected Members in the development of a new team following a general election as well as the orientation of first time Elected Members.

In preparing the training and development program the CEO will utilise a range of strategies to identify the needs of Councillors and match those needs against its strategic and good governance objectives. In particular, the CEO will undertake a 'gap analysis' to identify the appropriate modules within the LGA Training Standards that should form the basis of the required combined training sessions for Elected Members.

Council recognises that in order to carry out their roles and responsibilities to the community Council Members will need specific training and refresher courses about the legislative and governance roles and functions. The LGA Training Standards can be accessed on the LGA website and incorporate 4 key areas;

- Introduction to Local Government – Role and function of Council Members
- Legal Responsibilities
- Council and Committee meetings
- Financial Management and Reporting

Elected Members who are new to Council will be required to undertake all four modules. Returning Elected Members will be encouraged to participate in the training sessions to refresh their skills, build teamwork and assist with the learning of new Elected Members.

Other training issues will emerge that are directly related to specific service areas and other community issues and address environmental, social and economic challenges facing the community.

lifestyle location of choice

It is recognised that a range of delivery methods will be required to support the training needs of Elected Members, including:

- In-house workshops; seminars and briefing sessions conducted by Council with appropriate staff, guest speakers and trainers;
- Attendance at workshops, seminars and conferences offered by training providers and industry bodies including the Local Government Association of SA, Local Government Managers Australia, other industry bodies and/or private providers offering courses for Members to gain new skills and knowledge and to network with other Elected Members;
- Printed material, including training booklets and discussion papers, that be distributed to Members for information;
- On-line self-paced learning; and
- CD Rom/DVD information.

Council's training and development will include a variety of delivery methods to respond to the needs of Elected Members.

This Policy encourages Elected Members to take responsibility for their own training by funding attendance to individual training or seminars that are associated to gaps in their own learning or experience. Elected Members should read the information provided by the Executive Assistant and other relevant emails to ensure they are aware of the available training.

Annual Budget Allocation

A budget allocation will be provided to support the training and development activities undertaken by Council, and progress against expenditure of the budget allocation will be reported on a quarterly and annual basis.

The Budget allocation will be \$1,000 per Councillor, and is subject to CPI and/or Council review.

75% of the training and development budget will be allocated for individual training (including travel and accommodation) and 25% allocated for group training sessions.

Councillors are to liaise with the Executive Assistant on any individual training they would like to undertake and for the booking of any training, within the budget allocated.

There will be 2 group training sessions organised around March and October each year by the Executive Assistant, which may include adjoining Council participation. These sessions will cover topics identified by the CEO in the 'gap analysis'.

Additional training outside of this budget allocation will be provided to Elected Members appointed to the Audit Committee or CDAP.

All training undertaken by Members will be recorded in the Council Allowances and Benefits Register which will be updated as required to reflect attendances.

lifestyle location of choice

Attendance at Training Programs/Activities

This Policy will determine the nature of training to be made available however access to training programs not directly conducted by the Council will require approval upon application and must link to the training and development Policy unless otherwise agreed by the Council.

Application forms are available from the Executive Assistant or CEO.

Following attendance at a training program or activity individual Elected Members are encouraged to prepare a report outlining the nature of the training program/activity and the benefits gained through attendance along with feedback on ideas to enhance the program/activity.

The CEO will keep a record of all training attended, but particularly the mandatory training requirements. Failure to complete the mandatory training requirements in the relevant time frame amounts to a breach of Elected Members Code of Conduct.

Payments/Reimbursements

The reimbursement of expenses for training purposes must be approved by the Council consistent with this policy or through a separate resolution endorsing attendance at the training program/activity.

Where approval has been granted by Council for attendance at a training program/activity a Member may seek reimbursement of expenses in accordance with the relevant provisions of the Local Government Act and Regulations using the Council Member Reimbursement form attached to Council Policy GOV001 Elected Members Allowance and Support Policy. To ensure the best use of community resources reimbursement will not be provided where travel in a Council vehicle has been refused.

Annual Reporting

A Council's annual report will include a reference regarding the operation of this Policy, the nature of matters raised in the training and development plan, attendances by Members and expenditure allocated and used for training of Elected Members.

6. Delegation

Enquiries in relation to this Policy should be directed to the Chief Executive Officer.

Lifestyle location of choice

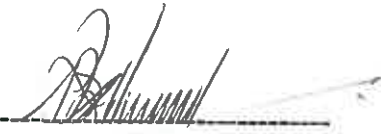
7. **Adoption and Review**

This Policy will be reviewed as required, and/or after a General Election, with the review being undertaken by the Executive Services Department and a report provided to Council for consideration and adoption.

8. **Availability of Policy**

This Policy will be available for inspection without charge at the Council's Principal Office during normal business hours, and on Council's website.

A copy of this Policy may be obtained on payment of a nominated fee from Councils' principal office or may be down loaded from Councils' website.

Signed 
Mayor

Signed 
Chief Executive Officer

Date 14th May 2015

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