

	<b>POLICY 28.01.02 – TRAINING – ELECTED MEMBERS</b>	<b>Version No:</b>	1.0
		<b>Issued:</b>	September 2012
		<b>Next Review:</b>	February 2015

Responsibility:	Governance
Minutes reference:	C482 (4)
Applicable Legislation:	<i>Local Government Act 1999, s80</i>
Related Policies/Procedures/Codes:	Code of Conduct – Members 26.04.02 – Council Members Allowances & Benefits 26.04.04 – Council Induction

## 1. INTRODUCTION

The District Council of Lower Eyre Peninsula is committed to providing training and development activities for its Council Members and recognises its responsibility to develop and adopt a policy for this purpose under the Act, section 80A.

## 2. TRAINING & DEVELOPMENT PLAN

Council will develop and adopt a Training & Development Plan so as to ensure that activities available to all Council Members 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 & Development Plan to the participation of all Council Members in the development of a new team following a general election as well as the orientation of first time Council Members.

In preparing its Training & Development Plan the Council will utilise a range of strategies to identify the needs of Council and match these needs against its strategic and good governance objectives; including:

- Annual assessment of the needs of Council Members, utilising the LGA's Self Assessment Tool for Council Members (available via [www.lga.sa.gov.au](http://www.lga.sa.gov.au))
- Annual assessment of Council and/or committee performance
- Survey/questionnaire
- Interviews
- Workshops / Council discussion & resolution

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 their legislative and governance roles and functions such as:

- Role and function of Council Members
- Relationship between Council Members, the CEO and Staff
- Meeting Procedures
- Conflict of Interest
- Code of Conduct

(continued):

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## 2. TRAINING & DEVELOPMENT PLAN cont'd:

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

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

- In-house workshops, seminars and briefing sessions conducted by the Council with appropriate staff, trainers and guest speakers;
- 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 providing opportunities to network with other Council Members;
- Printed material, including training booklets and discussion papers, that may be distributed for information;
- On-line self-paced learning; and
- CD Rom/DVD information.

Council's Training & Development Plan will include the agreed delivery method to respond to the needs of Council Members identified during the development of the training plan.

The Council Member Training Plan will be conducted over a four year term including the following formalised training:

New Council Induction Program	-	Within 3 months of election
Committee Specific Training	-	Provided following selection of committee members
Council Consolidation Training	-	Within 12 months of election
Council Skills Consolidation	-	2 years after election to Council
Individual programs	-	As required / available

## 3. 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.

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

The Council will adopt the annual Training Development Plan, and Council Members wishing Council to fund training or development beyond the extent of the adopted plan will require a resolution of endorsement by Council.

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**4. ATTENDANCE AT TRAINING PROGRAMS/ACTIVITIES**

Following attendance at a training program or activity, individual Council Members are required to provide Certificates of attendance / completion to the Governance Officer.

**5. PAYMENTS/REIMBURSEMENTS**

The reimbursement of expenses for training purposes must be approved by the Council consistent with its Training & Development Plan, Council Members allowances and benefits policy or through a separate resolution endorsing attendance at the training program/activity.

**6. ANNUAL REPORTING**

A Council’s annual report will include a segment regarding the operation of this Policy, the nature of matters raised in the Training & Development Plan, attendances by Members and expenditure allocated and used for training of Council Members.

**7. REVIEW**

This policy will be reviewed every four years following election of a new Council with consideration for sustainable Annual Budget Allocations and in conjunction with a review of the Training & Development Plan.

SIGNED: .....  
CEO  
Date: 21 / 09 / 2012

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Mayor, DCLEP  
Date: 21 / 09 / 2012