

Elected Member Training Policy

Classification	Council Policy		
Responsible Officer	Chief Executive Officer		
Relevant Legislation	<i>Local Government Act 1999; Local Government Regulations 2013.</i>		
Related Policies	Council Member Allowance & Benefits Policy		
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1. Introduction

- 1.1 The Town of Walkerville Council is committed to providing training and development activities for its Council Members to assist them in the performance and discharge of their functions and duties, in accordance with the Local Government Association (LGA) Training Standards.
- 1.2 The purpose of this Policy is to provide a framework for the training and development of Council Members and to ensure that activities available to contribute to the achievement of Council's strategic and good governance objectives.

2. Scope

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

3. Policy Statement

3.1 Training and Development

- 3.1.1 Council will ensure that training activities are available to Council Members to comply with the Regulations; and to contribute to the personal development of the individual and the achievement of the strategic and good governance objectives of Council.
- 3.1.2 Council recognises that Council Members will need specific training and refresher courses for their legislative and governance roles and functions in order to carry out their roles and responsibilities to the community. Employees will work with Council Members to ensure that the Local Government Association (LGA) Training Standards are met, identifying Council Members' needs and matching these needs against Council's strategic and good governance objectives.
- 3.1.3 In accordance with the Local Government Association (LGA) Training Standards each Council Member will need to meet the minimum mandatory training modules that include:
 - Behaviour
 - Civic
 - Legal
 - Strategy & Finance
- 3.1.4 All new Council Members are required, by legislation to undertake all four mandatory modules within the first 12 months of each four-year term. Returning Council Members will undertake the appropriate modules identified through analysis of their current skills and training needs.

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3.2 Delivery Methods

3.2.1 The range of training delivery methods will include, but not limited to;

- 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, Australian Local Government Association, other industry bodies and/or private providers offering courses for Members to gain new skills and knowledge and to network with other Council Members;
- Digital and printed material, including training booklets and discussion papers, that may be distributed for information;
- Online self-paced learning and information;
- Circulation of information

3.3 Annual Budget Allocation

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

3.3.2 The budget allocation for training and development will be determined as part of the Council's annual budgetary process.

3.3.3 The Chief Executive Officer will maintain a register relating to training and development of members of Council and will include:

- the Member's name
- the name (if any) and subject of the training or development; and
- the date by which the training or development is required to be completed by the member; and
- the date on which the training or development was completed by the member.

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

3.4 Payments/Reimbursements

3.4.1 Where approval has been granted by the Chief Executive Officer for attendance at a training activity, a Council Member may seek reimbursement of expenses in accordance with the Council Members'

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Allowance and Benefits Policy and by completing the relevant reimbursement application form accompanied by a receipted tax invoice for the incurred expense.

3.5 Annual Reporting

- 3.5.1 Council's Annual Report will include a segment regarding the operation of this Policy, including details of Council Members attendances at training and development activities, and expenditure allocated and used for training and development of Council Members (including interstate travel and accommodation costs.)

4. Availability of Policy

- 4.1 This Policy will be available for inspection at Council's principal office during ordinary business hours and on Council's website www.walkerville.sa.gov.au
- 4.2 Copies will also be provided to interested members of the community upon request and payment of associated fees in accordance with Council's schedule of fees and charges.

5. Review

- 5.1 This Policy shall be reviewed once every council term, or more frequently if required by legislation or Council.