



P O L I C Y D O C U M E N T

Policy Name	Elected Member Training and Development Policy and Seminar attendance
Policy No	Governance, Finance and Administration
Department/Officer	Governance Department/City Manager
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Dates Reviewed	26 November 2007; 19 July 2010
Review Frequency	Evaluated Annually
Council File Reference	AS.134
Strategic Plan Reference	Governance and Administration 1.40..... review Council's statutory Policies
Related Documents	Elected Member Allowances and Support

1. PURPOSE

This Policy aims to:

- Provide Elected Members with training and development activities and opportunities to assist them in their role and contribute to the achievement of Council's strategic and good governance objectives.
- To comply with Section 80A of the Local Government Act 1999.
- To outline the general entitlements of Elected Members for attendance at seminars, conferences, courses and responsibilities after attendance at those activities.

2. POLICY STATEMENT

The City of Victor Harbor is committed to providing training and development opportunities to enhance the competencies of Council Members relevant to their role and responsibilities.

3. LEGISLATION AND COMPLIANCE

The Local Government Act 1999 Section 80A states:

- 1) A Council must prepare and adopt a training and development policy for its members.
- 2) The policy must be aimed at assisting members in the performance and discharge of their functions and duties.

Schedule 4 of the Local Government Act 1999, Section 2(ca) requires each Council to include in its annual report, the training and development activities undertaken by council Members during the past financial year.

Section 77(1) (b) of the Local Government Act provides that Council can approve the reimbursement of additional prescribed expenses incurred by Elected Members, under a policy adopted by Council. The kinds of expenses which a member of a Council may be reimbursed include expenses incurred as a consequence of the Member's attendance at a conference, seminar, training course which is directly or closely related to the performance or discharge of the roles or duties of the Member in accordance with S6 of the Local Government (Members Allowances and Benefits) Regulations 1999.

Expenses will only be reimbursed for attendance at conferences, seminars and training etc which have been approved under this Policy or approved by Council (also refer Elected Member Allowances and Support Policy).

Any expenses related to this Policy which are reimbursed to an Elected Member under Section 77(1)(b) of the Act will be recorded in a public register in accordance with Section 79 of the Act.

4. DEFINITIONS

Nil

5. INFORMATION

5.1. Training and Development

Council will support an annual plan of training, development and seminar attendance so as to ensure that activities available to all Council Members contribute to the achievement of the strategic and good governance objectives of Council (refer Attachment 1). The Plan will operate during the entire term of the Council and will be reviewed annually.

Particular emphasis will be given in the Training and 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 elected members. . The Induction Program will include a range of training which is generally staged over a number of months. An outline of a typical Induction Program is included in the Training and Development Plan attached.

Tools to be used to identify needs under this policy may include, but are not limited to:

- 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)
- Survey/questionnaire
- Interviews
- Workshops

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.

Examples include:

- Roles and responsibilities of Council Members and the City Manager;
- Relationship between Members, City Manager and Staff;
- Meeting procedures;
- Legal responsibilities of Council Members including the General Duties and Code of Conduct (S62), Conflict of Interest (S73-75) requirements and Register of Interest (S116) legislative compliance;
- Good Governance and Risk Management;
- Strategic Management; and
- Financial Management for Council Members.

Other training issues will emerge that are directly related to specific service areas such as the role and function of Council's Development Assessment Panel and the role and function of Council's Audit Committee as well as media training and other community issues that 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 informal (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 such as 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, broaden skills and knowledge, and network with other Elected 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.

The annual training and development plan will include delivery methods to respond to the needs of Council Members.

6. 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 periodically and on an 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.

7. ATTENDANCE AT TRAINING PROGRAMS, SEMINARS AND CONFERENCES

The annual training and development plan will set out the nature of training to be made available however access to training programs not directly conducted by the Council will require Council approval upon application and must link to the training plan unless otherwise agreed by the Council.

An Elected Member wishing to attend a Seminar, Conference or Course should provide the following information to Council to assist in its determination.

- Program or course content.
- Previous Council funded courses attended as an Elected Member.
- The Members particular interest and reasons for wishing to attend.
- Proposed benefits from the activities for both the individual and Council and its relevance to Local Government.

Application forms are attached to this Policy or available from the City Manager (or nominee). In unforeseen circumstances where it is impractical to complete an application form prior to a Council meeting the application may be completed post approval by Council.

Approval by Council under these circumstances will constitute authorisation for incurring registration, travel and accommodation expenses associated with the training program or seminar. Expenses will generally be restricted to economy airfares.

It is general practice for the Mayor (or delegate) and the City Manager (or delegate) to represent Council at the National General Assembly of Local Government and the Annual General Meetings or General Meetings of the Local Government Association however this will not restrict other members from attending.

Following attendance at a training activity or seminar, individual Council Members are required to prepare a report outlining the nature of the training activity and the benefits gained through attendance. A copy of the report will be provided to all Council Members and shall be placed on Council records.

A report is not required where the training is standard induction training for Elected Members.

8. ELECTED MEMBER SUPPORT

The City Manager's Executive Assistant will co-ordinate arrangements for Elected Member attendance at training, conferences and courses that have been approved by Council. The City Manager will manage the administrative procedures in relation to the budget.

Registration, flight fares and accommodation expenses and meals identified in the conference program will normally be arranged and paid for by Council prior to the event.

9. PAYMENTS/REIMBURSEMENTS

All known expenses relating to attendance at training or seminars should be approved by Council at the time of application however where approval has been granted by resolution of Council for attendance at a training activity or seminar, a Member may seek reimbursement

of incidental expenses (eg meals and parking fees, not infringement notices) in accordance with the relevant provisions of the Local Government Act and Regulations (Refer Section 77 of the Act and Section 6(e) of the Regulations).

Travelling expenses in a private vehicle will be reimbursed at a rate per kilometre as prescribed in the Income Tax Assessment Act.

In the case of any interstate travel the mileage rate will not exceed the equivalent cost of the shortest and most economical mode of travel eg where an elected member prefers to use a motor vehicle rather than travel by air the mileage rate will not exceed that of the equivalent economy airfare.

Any reimbursement for out of pocket expenses as set out in this Policy will be reimbursed on the basis of receipts for actual expenditure on the return from the event. If necessary a cash advance may be arranged with at least 7 days notice.

10. **ANNUAL REPORTING**

Council's Annual Report will include a segment regarding the operation of this Policy, the nature of matters raised in the training plan, attendances by Members and expenditure allocated and used for training of Council Members.

11. **RISK MANAGEMENT**

A training and development plan will ensure that Council Members can effectively perform their roles and responsibilities and become familiar with legislative requirements.

12. **EVALUATION AND ACCESSIBILITY**

This Policy will be evaluated annually and is available for viewing or purchase at the Principle Office of the Council at 1 Bay Road, Victor Harbor. The Policy is also available on Council's website at www.victor.sa.gov.au