



City of Salisbury Values: Respectful, Accountable, Collaborative, Helpful

Elected Member Training and Development Policy

Adopted by:	Council
Responsible Division:	CEO and Governance
First Issued/Adopted:	2009
Last Reviewed:	February 2023 (Resolution No. 0124/2023)
Next Review Date:	2026

1. Purpose

- 1.1 The City of Salisbury is committed to training and development activities for its Elected Members, including the mandatory training requirements under the *Local Government Association Training Standards*, and recognises its responsibility to develop and adopt a policy for this purpose under section 80A of the *Local Government Act 1999*.
- 1.2 This policy incorporates the 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*.
- 1.3 This policy states the City of Salisbury's commitment to developing Elected Members' professional skills. It provides for a consistent and equitable approach to access to development opportunities by Elected Members, including 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. Scope

This policy applies to Elected Members of the City of Salisbury, who each have an obligation to abide by this Policy.

3. Legislative Requirements and Corporate Policy Context

3.1 *Local Government Act 1999*

- Section 78: Provision of facilities and support
- Section 79: Register of Allowances and Benefits
- Section 80A: Training and Development
- Schedule 4: Material to be included in the annual report of a council.

3.2 *Local Government (Members Allowances and Benefits) Regulations 2010*

- Regulation 6: Expenses requiring council approval

3.3 *Local Government (General) Regulations 2013*

- Regulation 8AA: Training and Development

4. Interpretation/Definitions

4.1 Conferences and Seminars

- includes workshops and forums, local or interstate, specific to, and directly related to, Local Government and directly related to the performance or discharge of the role and function of an Elected Member.

4.2 Council Nominated Delegate

- an Elected Member who is Council's nominated voting delegate or attendance delegate has been nominated by Council to vote, or otherwise conduct business, on behalf of the City of Salisbury at specific forums and functions. This includes but is not limited to, meetings of the Local Government Association of SA (LGA SA) and Local Government Finance Authority (LGFA). In the case of the Nominated Delegate and Deputy Delegate being unable to attend, a proxy delegate will be nominated at the discretion of the Mayor.

4.3 Elected Members

- the duly elected representatives of the community, including the Mayor and all Councillors.

4.4 Training and Development Activity

- any activity with the objective of increasing a Council Members knowledge, skills and competencies in relation to the performance of the roles and responsibilities as Elected Members at the City of Salisbury.

5. Policy Statements

Training and Development

- 5.1 Councils are required to prepare and adopt a training and development policy in accordance with the *Local Government Act 1999*. Elected Members must undertake regular training in accordance with this policy, and at a minimum undertake the prescribed mandatory requirements in the LGA training standards within 12 months of being elected.
- 5.2 In a periodic election year the focus on Elected Member training and development will be on the mandatory induction and training requirements for Elected Members.
- 5.3 Council will adopt a Training and Development Plan so as to ensure that activities available to all Council 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.
- 5.4 Particular emphasis will be given in the Training and Development Plan 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.
- 5.5 In preparing its Training and Development Plan, a range of strategies will be utilised to identify the needs of Council and match these needs against its strategic and good governance objectives.
- 5.6 Training needs will be identified by assessment of committee performance, and/or workshops.
- 5.7 Council recognises that in order to carry out its roles and responsibilities to the community, Elected Members will need specific training and refresher courses about its legislative and governance roles and functions.
- 5.8 At a minimum, Elected Members are required to undertake the prescribed mandatory requirements in the LGA Training Standards. The *LGA Training Standards* consist of the following modules:
 - Module 1 – Behaviour
 - Module 2 – Civic
 - Module 3 – Legal
 - Module 4 – Strategy and Finance
- 5.9 All additional training and development activity must be directly relevant to Elected Members functions and duties and directed at improving performance, skills and knowledge.
- 5.10 It is recognised that a range of delivery methods will be required to support the training needs of Elected Members, including:
 - CEO Briefing/Workshop Sessions conducted by Council with appropriate guest speakers and presenters;
 - Attendance at workshops, seminars and conferences offered by training providers such as the Local Government Association of SA, Australian

Local Government Association, and other private providers that provide an opportunity for Elected Members to gain new skills 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.

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

Annual Budget Allocation

5.12 Council will approve an allocation in the budget each financial year for Elected Members to attend training and development activities, Council nominated delegate activities and conferences and seminars. The budget allocation will provide for associated travel and accommodation. Progress against expenditure of the budget allocation will be reported on an annual basis.

5.13 The budget allocation will comprise:

- a) **Elected Members Training and Development:** An amount to be utilised for the purpose of Training and Development activities for the whole of Council. This will include training in accordance with the *LGA Training Standards*. Funds from this allocation that are not spent do not accumulate and will return to the City of Salisbury budget at the end of each financial year. In consideration of the Training and Development needs in the first year of the new Council term following elections, the budget will be staggered to accommodate this increased training need.
- b) **Council Nominated Delegate Activities:** An amount to be utilised for the purpose of costs associated with Council nominated Delegate activities, where Elected Members are required to vote, or otherwise conduct business, on behalf of the City of Salisbury. Funds from this allocation that are not spent do not accumulate and will return to the City of Salisbury budget at the end of each financial year.
- c) **Individual Elected Member Development:** Each Elected Member has a budget allocation for training and development in the relevant financial year. The allowance amount for each Elected Member is for the purpose of attending Training and Development activities, Conferences and Seminars (including associated travel and accommodation costs), including any additional training in accordance with the LGA Training Standards undertaken separate to that already provided inhouse by Council. All training and development must be undertaken within Australia. All newly Elected Members who start a first Council term will within the first financial year of the first term have an annual individual training allocation of \$3,500 or as adopted otherwise by Council as part of future budget processes. Unspent allocations (up to the amount provided by this clause) may be carried forward for one year.

- 5.14 In the event of a mid term supplementary election, a new Elected Member will receive a pro-rata allocation for the period commencing on the date of their appointment and concluding on 30 June.

Approval of expenditure

The following approvals for expenditure will be required:

5.15 Elected Members Training and Development:

Prior to incurring the expense, a Training and Development application is to be submitted to the Chief Executive Officer for consideration within the policy criteria. A Council decision is required if the scope is deemed outside the policy or budget provision.

5.16 Council Nominated Delegate Activities:

- for activities where costs do not exceed \$1,000, consideration required by the Chief Executive Officer prior to incurring the expense.
- for activities where costs exceed \$1,000, approval required by Council prior to incurring the expense.

5.17 Individual Elected Member Development:

- for activities where costs are less than or equal to the individual allocation (as provided for in Clause 5.13.c) consideration required by the Chief Executive Officer prior to incurring the expense;
- for activities where costs exceed the individual allocation (as provided for in clause 5.13.c) approval required by Council.

- 5.18 Where approval has been granted for an Elected Member to attend a training and development activity, the Elected Member may seek the reimbursement of approved expenses in accordance with the relevant provisions of the *Local Government Act 1999* and *Regulations* and Council's Elected Members Allowances and Benefits Policy.

- 5.19 Costs for attendance and travel by family members will not be met by Council.

Attendance at Training Programs and Record Keeping

- 5.20 Following attendance at a conference or seminar Elected Members must prepare and submit to Council a written or verbal report in relation to their attendance at the conference or seminar. Written reports should be submitted to the Manager, Governance who will arrange for it to be presented to Council at the earliest opportunity. All reports are to be provided within 3 months of attending the relevant activity. Should a report not be provided within 3 months, funds for attendance at activities covered by this policy will be withheld for this particular Elected Member, with the exception of the mandatory LGA training Standards training, until such time as the overdue report/s are presented by the Elected Member who attended the conference or seminar.

5.21 Following attendance at a training and development activity Elected Members may give a verbal report in relation to their attendance at the training and development activity at the next Council meeting following attendance.

5.22 The Administration will prepare on an annual basis, a report to Council detailing Elected Member Training and Development Activity.

6. Related Policies and Procedures

1. City of Salisbury Elected Member Allowances and Benefits Policy
2. LGA Training Standards – accessed on the LGA website at <https://training.lga.sa.gov.au/lg-equip-training/>

7. Approval and Change History

Version	Approval Date	Approval By	Change
8	December 2021	Council	Minor editorial changes and changes to training provided by the LGA
9	February 2023	Council	Legislative review and policy updated to reflect changes Policy updated to reflect changes as part of the Local Government Reform Policy updated to included changes to the LGA Training Standards
10	March 2023	Council	Additional words added to Clause 5.13c in relation to new Elected Members.

8. Availability

8.1 The Policy is available to be downloaded, free of charge, from Council's website www.salisbury.sa.gov.au

8.2 The Policy will be available for inspection without charge at the Civic Centre during ordinary business hours and a copy may be purchased at a fee as set annually by Council.

City of Salisbury Community Hub
34 Church Street, Salisbury SA 5108
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9. Review

This Policy will be reviewed:

- Within 12 months of a Council election and thereafter as necessary; or
- Earlier in the event of changes to legislation or related Policies and Procedures; or
- If deemed necessary by Council.

Further Information

For further information on this Policy please contact:

Responsible Officer: Manager Governance

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