

Council Members Training and Development Policy

Reference Number:	Section 6 No. 1
Responsible Department:	Governance
Related Policy/Procedure:	
Date of Adoption:	18 April 2006
Current Review Date:	24 September 2019
Minute Reference:	Page 2019/305
Version Number:	Amendment No. 2
Applicable Legislation:	Local Government Act, 1999 Section 80A
Next Review Date:	December 2022
Review Frequency:	4 yearly - within 12 months of a Council election

1. Purpose

Light Regional Council is committed to providing training and professional development activities for its Council Members and recognises its responsibility to develop and adopt a policy for this purpose pursuant to Section 80A of the Local Government Act, 1999.

2. Scope

Council member training and development programs will be provided in accordance with:

- Section 80A(2)(b) of the Local Government Act;
- Section 8AA of the Local Government (General) Regulations 2013; and
- The LGA Training Standards.

3. Policy Aim

To assist Council members in the performance and discharge of their functions and duties.

4. Legislation & Policy

Local Government Act 1999

Local Government (General) Regulations 2013

5. Relevant Documentation

LGA Training Standards for Council Members

6. Definitions

"Council Members" means a person or persons duly elected or appointed as a councillor for the Light Regional Council area and includes the Mayor and Deputy Mayor.

7. Policy Details

7.1. Training and Development Plan

A training and development plan will be established each year in consultation with individual Council Members to identify their training requirements and to ensure compliance with the above mentioned sections of the Act and Regulations.

Council, at the time of formulating its annual budget, will ensure sufficient allocation of funds are made available to undertake the annual training and development programs.

7.2. Training Delivery

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

- Informal (briefing) sessions or workshops conducted by Council with appropriate guest speakers and trainers;
- Attendance at seminars and conferences offered by organisations such as the Local Government Association of SA, Australian Local Government Association, Local Government Managers Australia and other external providers on issues pertaining to the local government sector, good governance or best practice;
- Regional training programs;
- Training material that could be distributed to Members for information;
- On-line training delivery

7.3. Mandatory Training for Council Members

In accordance with the *Local Government (General) Regulations 2013*, (8AA (1)(b)) Council must comply with the LGA Training Standards, which outlines that Council Members must undertake mandatory training within the first 12 months of their four year term. For continuing Council Members, refresher or update training is required.

At the completion of Council elections, Council will ensure that each Council Member will have the opportunity to complete the mandatory training, within the timeframes indicated in the LGA Training Standards for Council Members document.

7.4. Attendance at Training Programs/Activities

Council Members must undertake regular training in accordance with the *Local Government (General) Regulations (8AA (1)(a))*.

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

7.5. Payments/Reimbursements

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.

8. 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.

Policy History

1. Original policy adopted by Council on 18 April 2006 see Council Minutes Reference 9.2.3, Page 2006/91.
2. Amendment 1 adopted at Council on 28 July 2015 see Council Minutes Reference Page 2015/237
3. Amendment 2 adopted at Council on 24 September 2019, see Council Minutes Reference Page 2019/305.