

# ELECTED MEMBERS INDUCTION, TRAINING & DEVELOPMENT POLICY



## COUNCIL POLICY – Elected Members Induction, Training & Development Policy

Reference Number	714538
Responsible Business Unit	Office of the CEO
Responsible Officer	Chief Executive Officer
Legislation	Local Government Act 1999
Relevant Delegations	Chief Executive Officer
Related Policies Management Guidelines Frameworks	Elected Member Allowances and Benefits Policy - <a href="#">714478</a> Elected Member Behavioural Framework Elected Member Behavioural Management Policy (LGA Model Policy) Elected Member Caretaker Policy - <a href="#">690972</a> S41 Committee - <a href="#">714548</a>
Link to Strategic Plan	Our Performance
Council resolution	13.2
Date Adopted	21 November 2022
Review Date	Each Council Term
Previous Revisions	19 November 2018, item 200.2 24 November 2014, item 204.9 22 November 2010 item G3 23 March 2009 item 790.1.3 13 March 2007 item 81.1.5 26 June 2006 item 699.1.3

## POLICY STATEMENT

This Policy will provide guidance in ensuring that Elected Members are provided with appropriate and up to date support through induction and ongoing training and development opportunities and meet mandatory training requirements set by Legislation.

## OBJECTIVES

- To ensure that Elected Members are provided with the appropriate induction, training and development opportunities to assist them in performing and discharging their functions and duties.
- Encourages feedback from Elected Members on their training and development needs.
- Ensure Elected Members are aware of the requirements of being a Public Officer.
- Meets Legislative requirements in relation to the Elected Member training plan.

## SCOPE

This policy applies to all Elected Members of the Rural City of Murray Bridge and relates to attendance at induction, training and development opportunities relating to their role.

A separate policy addresses the needs of Section 41 Committees and Development Assessment Panel.

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## PRINCIPLES

The induction, training and development opportunities will relate to:

- Mandated Training Modules
  - Civic
  - Legal
  - Strategy & Finance
  - Behaviours
- Introduction to Local Government
- The role and function of Elected Members, Chief Executive Officer, Executive Leadership Team and administration.
- Legal Responsibilities
- Code of Conduct including conflict of interest; legislative and public officer responsibilities
- Team Building, values and behaviours, problem solving and proactive Communication processes between Elected Members and the Chief Executive Officer.
- Council and Committee meetings
- Decision Making
- Meeting procedures, policies, delegations
- Financial and Asset management and reporting
- Strategic and Business Planning
- Lerwin Aged Care Facility responsibilities
- Government relationships
- Specific service areas and community issues addressing environmental, social and economic challenges facing the community.
- Key policies and documents
- Council area
- Local, State and Federal Government trends

## IMPLEMENTATION

The Chief Executive Officer will ensure a detailed induction program is implemented at the beginning of the Council term.

The Chief Executive Officer will prepare a training and development program for the Council term with input from the Elected Members annually.

## TRAINING NEEDS ANALYSIS

A range of strategies will be used to identify training and development needs of Elected Members annually, including but not limited to:

- LGA's self assessment tool for Council Members
- Survey/questionnaire
- Individual requests from Members
- Recommendations from outside bodies following an investigation.

## ATTENDANCE AT TRAINING AND DEVELOPMENT ACTIVITIES

Council's Training and Development Plan will generally determine the nature of the training program activity to be made available.

Elected Members will be provided with a link to the Local Government Association training circulars, incorporating training options to allow them to seek approval from Council to attend identified training sessions.

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Attendance at training activities and conferences, externally held, will require the approval of Council.

Where possible training will be arranged for all Members in the Local Government Centre.

Upon attendance at a training event, workshop or conference not attended by the majority of Members, Members will be required to submit a report on the outcomes of the course to the Chief Executive Officer for copying to all other Elected Members

## DELIVERY METHODS

A range of training delivery methods will be used, including but not limited to

- Training and development activities conducted by Council with appropriate guest speakers and trainers.
- Training and development activities offered by organisations such as the Local Government Association of SA, Local Government Professionals SA, Australian Local Government Association, and other private providers that provide an opportunity for Elected Members to gain new skills.
- Purchase of training booklets and discussion papers for distribution to Elected Members for information.
- On-line training delivery

## TRAINING PLAN

An annual Training and Development Plan will be developed with Members based on legislative requirement and individual needs.

## PAYMENTS/REIMBURSEMENTS

Where approval has been granted for attendance at a training activity, an Elected Member may seek reimbursement of expenses in accordance with Council's Elected Members' Allowances and Benefits policy.

## REGISTER OF ALLOWANCES AND BENEFITS

All induction, training and development activities undertaken by Elected Members will be recorded in the Register of Allowances and Benefits which will be updated as required to reflect attendances.

## ANNUAL REPORTING

Council's Annual Report will include a segment regarding the operation of this Policy including details of Elected Members' attendance at training and development activities, and expenditure allocated for training and development of Elected Members