

## ELECTED MEMBER TRAINING AND DEVELOPMENT

Policy Type	Council Policy
Responsible Department	People & Governance
Responsible Officer	General Manager People & Governance
Relevant Delegations	N/A
Related Policies and Procedures	Elected Member Allowances and Benefits Policy
Date Adopted	26 June 2006; C 351
Last Review Date	23 June 2014; C 1170
Next Review Date	June 2017
ECM Doc Set I.D.	1731837

### 1. POLICY STATEMENT

This policy affirms the City of Unley's commitment to provide Elected Members with training and development opportunities.

### 2. COMMUNITY GOAL

O5.3; Good governance and legislative framework.

### 3. PRINCIPLES

Council will develop and adopt an Elected Member Training and Development Plan and Register - that contributes to good governance, supports the achievement of the City of Unley Community Plan and details all Elected Member training undertaken within a training register.

Particular emphasis will be given in the Elected Member Training and Development Plan to the needs of new Elected Members joining Council following a general or periodic election.

The Elected Member Training and Development Plan will provide the Elected Members with a range of different training and development opportunities that will enable them to engage in the decision making process and equip them with the appropriate knowledge, skills and competencies to undertake their Elected Member role.

#### **4. POLICY OBJECTIVES**

Implementation of this Policy will ensure that Elected Members:

- have equitable access to training and development activities that contribute to their professional development and the achievement of the strategic objectives of the City;
- will be appropriately reimbursed for all expenses incurred as a result of attending appropriate training and development activities or programs.

#### **5. REFERENCES**

Training and Development – A Model Policy for Council Members, Local Government Association of South Australia.

#### **6. PROCEDURES**

##### **Elected Member Training and Development Plan**

After a general or periodic election, the Administration will facilitate the development of an Elected Member Training and Development Plan for the new Elected Member body. This Training and Development Plan will be developed by the Elected Members themselves in a Workshop that will be facilitated by an appropriate person with expertise in this area.

This Plan will be specific to the legislative and governance roles of the Elected Member body. Some of the areas to be addressed will include:

- Role and function of Council Members
- Relationship between Elected Members, the CEO, Executive and staff
- Meeting Procedures
- Conflict of Interest
- Code of Conduct
- External Board Responsibilities
- Municipal Financial Management.

The Plan will be reviewed on an annual basis. This annual review will not be as extensive as the initial stages of the plan development. Some of the methods that may be used to conduct the review include:

- assessment of the needs of Elected Members utilising the LGA's self assessment tool for Elected Members
- survey of Elected Members
- interviews
- mini Workshop.

##### **Training and Development Budget**

Money will be allocated in the budget each financial year for Elected Members to attend conferences, seminars, training and other professional development activities.

Elected Members are encouraged to attend professional development activities, each year such as training sessions, seminars or conferences.

Individual Elected Members can access training and development opportunities to a maximum aggregate value of \$8 000 per term of office. If an Elected Member wishes to exceed this maximum aggregate value within a term of office, they must first seek approval from the Council via a formal report written by Council Administration.

### **Attendance at Approved Training and Development Activities**

Attendance at training, professional development activities, networking functions, seminars and conferences within Australia where the total cost (taking into account registration fees, accommodation, transport and meals) is less than \$3500-00, must be approved by the Chief Executive Officer, prior to incurring the expense.

Attendance at training, professional development activities, networking functions, seminars and conferences where the total cost (taking into account registration fees, accommodation, transport and meals) is greater than \$3500 must be approved by Council, prior to incurring the expense via a formal report written by Council Administration.

### **Reimbursement of Expenses**

Council will reimburse all out of pocket expenses associated with attending training, professional development activities, networking functions, seminars and conferences including:

- Local travel in taxis (by Cabcharge), buses, coaches and trains.
- Economy class air travel.
- Overnight accommodation at reasonable or standard rates or those associated with the conference via the conference convenors. (Elected Members may negotiate partial personal payment for higher class accommodation.)
- Meals (including food and beverage) for Members attending conferences or events, where any of those meals are not provided as part of the fee for the conference or event to the following limits:
  - Breakfast - \$30
  - Lunch - \$30
  - Dinner - \$70

Receipts must be submitted with claims for reimbursement.

It is recognised that 'incidental expenses' may be incurred while away from home (eg. newspapers, telephone calls etc). Reimbursement of \$10-00 per day is payable without the production of receipts to provide for such expenses.

For general expenses please refer to Council policy entitled 'Elected Member Allowances and Benefits Policy'.

### **Annual Reporting**

Council's Annual Report will include a section on the Training and Development undertaken by Elected Members over the course of the year.

## 7. LEGISLATION

This is a mandatory policy under Section 80A of the Local Government Act 1999.

## 8. POLICY DELEGATIONS

Chief Executive Officer; see above "Attendance at Approved Training and Development Activities".

## 9. AVAILABILITY

The policy is available for public inspection during normal office hours from;

Civic Centre  
181 Unley Road  
Unley SA 5061

A copy may be purchased for a fee as determined annually by Council.

It is also available for viewing, download and printing free of charge from the Council's website, [www.unley.sa.gov.au](http://www.unley.sa.gov.au)

## 10. DOCUMENT HISTORY

<b>Date:</b>	<b>Council/Committee/Internal</b>	<b>Comment:</b>
26 June 2006	Council Item 351	Was policy no. 10
17 July 2006	City Services Item 359	
19 April 2010	CSP Item 306	
27 April 2010	Council Item 644	
14 May 2012	CSP Item 108	
28 May 2012	Council Item 420	
21 May 2014	Audit & Gov Committee Item 92	Was policy no. COU1
23 June 2014	Council Item 1170	