

Elected Members Training and Development Policy

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| Policy Reference Number | 5977847 |
| Responsible Department | Corporate Services |
| Related Policies | Elected Members' Allowances and Support |
| Related Procedures | Nil |
| Date of Initial Adoption | 02 May 2006 |
| Last Reviewed by Council | 15 August 2023 |

1. Purpose

Campbelltown City Council is committed to providing training and development activities for its Elected Members to assist them in the performance and discharge of their functions and duties. The purpose of this Policy is to provide a framework for the formulation of the annual Training and Development Plan and to ensure that activities available to Elected Members contribute to the achievement of Council's strategic and good governance objectives.

2. Power to Make the Policy

Council has prepared and adopted this Policy in accordance with Section 80A of the Local Government Act 1999. Regulation 8AA of the Local Government (General) Regulations 2013 prescribes that Council's Policy must:

- (a) include that Elected Members must undertake regular training in accordance with the Policy; and
- (b) comply with the LGA training standards.

3. Strategic Plan Link

This Policy has the following link to Council's Strategic Plan 2024:

- Leading Our People (Goal 5)

4. Principles

Council will provide an annual budget allocation to support the training and development activities undertaken by Elected Members.

Council recognises that some of the training needs of Elected Members will be specific to their legislative responsibilities and functions including:

- The role and function of Elected Members;
- The relationship between Elected Members, the Chief Executive Officer and Council Employees;
- Meeting procedures;

- Conflict of interest;
- Behavioural management responsibilities;

and that other training issues will emerge that are directly related to specific service areas and issues that address environmental, social and economic challenges facing the Community.

Council acknowledges that each Elected Member has a personal responsibility to complete Council's induction program and the state-wide LGA mandatory training requirements whilst actively seeking development opportunities in order to appropriately fulfil their role and better represent constituents and the Community.

Council recognises that a range of delivery methods will be required to support the training needs of its Elected Members.

5. Definitions

Training and development activity means forums, seminars, meetings, training, conferences, programs, briefing sessions and workshops.

Standard means LGA Training Standard.

6. Policy

Employees will prepare a Training and Development Plan for Council's consideration annually. The Plan will give consideration to Elected Member minimum mandatory training requirements as set out in the LGA Training Standards, and also have particular emphasis on the training needs of new Elected Members joining Council following a general or supplementary election.

6.1 Identification of Needs

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

- LGA Training Standards
- Survey/questionnaire

The Training Plan will provide opportunities for Elected Members to meet the minimum mandatory training modules required of an Elected Member:

- Induction program
- Council Leadership workshop
- Behaviour
- Civic
- Legal
- Strategy and Finance
- Behaviour and Civic (Mayor)
- Mid-term refresher.

All Elected Members must meet the training competency requirements as set out in the Standard. Where a Member cannot attend a scheduled session, Staff will schedule a catch-up session at a time that suits the Member. If a Member does not attend this agreed catch-up session, the cost of organising a further subsequent catch-up session(s) will be allocated to the Elected Member's interstate training allowance.

The Chief Executive Officer (or nominee) will maintain a register of Elected Member training in relation to the Standard on Council's website.

6.2 Delivery Methods

The range of training delivery methods will include, but not be limited to:

- Training and development activities conducted by Council with appropriate guest speakers and trainers. Where relevant, Council will provide independent Section 41 Committee Members and Council Assessment Panel Members with an opportunity to attend training and development activities.
- Training and development activities offered by organisations such as the Local Government Association of SA, Australian Local Government Association, Local Government Professionals Australia 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.

Council's Training and Development Plan will include the agreed delivery method in response to the identified needs of the Elected Members.

6.3 Induction

The Chief Executive Officer (or nominee) will design and deliver an induction program that meets the competencies required by the Standard as well as other key content including:

- Roles and Responsibilities (Mayor, Elected Members, Chief Executive Officer, Executive Management Team)
- The importance of building and maintaining relationships with other Elected Members, key Employees and constituents
- An introduction to key legislation, Council policies, procedures and documents
- Conduct of Elected Members at meetings and meeting procedures, frequency etc
- Council's Strategic Plan and Values
- Major Council programs and facilities
- Forms to be completed.

6.4 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.

The Chief Executive Officer (or nominee) is authorised to approve attendance at intrastate Local Government related training and development activities for Members of Council up to a value of \$800 per Member per event. However, events costing in excess of \$800 will require Council approval.

Elected Members have a maximum allowance of \$5,000 (excluding registration fees) per Member per Council term to attend training and development activities interstate with Council approval. Costs accrued in excess of this amount will be recovered or met by the Member concerned (from their allowance), except where Council resolves to support the expense on a two-thirds majority vote of the Members present at the meeting.

Where a Member fails to participate in an agreed catch-up Standard training session and a further catch-up session(s) is required to be organised, any costs associated with the subsequent catch-up session(s) will be drawn from the relevant Member's interstate training allowance for the Council term.

Where it is a Council decision regarding whether a Member should attend training, Council will use the following process to enable Elected Members to manage potential conflicts of interest:

- The Mayor (or Presiding Member) will call for a show of hands as to who is interested in attending prior to a motion being formulated
- Once a motion has been formulated, the Elected Members who are named in the motion will need to declare a Material Conflict of Interest and leave the Chamber while the Motion is debated and voted upon.

Where Elected Members attend an interstate conference (at the cost of the Council), within four weeks of their return they will provide the Chief Executive Officer with a report regarding the conference. The report should include (but not be limited to) the following information:

- Where the conference was held
- What the conference was about
- What was learnt at the conference and how it can be applied to Campbelltown

The Chief Executive Officer will provide a copy of the report to Elected Members for information on the Elected Members' Extranet.

6.5 Non-participation in Standard training

If a Member fails to comply with completing mandatory Standard training requirements within the timeframes required, Council will suspend the Member from office in accordance with legislation provisions outlined in Section 80A of the Local Government Act 1999.

6.6 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 Support Policy.

6.7 Register of Allowances and Benefits

All training and development activities undertaken by Elected Members will be recorded in the Register of Allowances and Benefits which will be updated monthly or as required to reflect attendances, and uploaded to Council's website.

6.8 Annual Reporting

Council's Annual Report will include a segment regarding the operation of this Policy including details of Elected Members' attendances at training and development activities, and expenditure allocated and used for training and development of Elected Members (including interstate travel and accommodation costs).

7. Review & Evaluation

Within six months of each new Council term Council will review this policy. Following this initial review this policy will be reviewed annually by Employees with minor administrative adjustments being approved by the Chief Executive Officer.

8. Availability of the Policy

Copies of this Policy will be available at Council's principal office during ordinary business hours and at Council's website www.campbelltown.sa.gov.au.