



Council Member Training and Development Policy

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Council Member Training and Development Policy

This policy is set by Council for use by the community and council administration

ECM Document Set No.: 3421477

Version No.: 4

Date of Current Version 26 March 2019

Responsible Team Governance

Other Key Internal Stakeholders Council Members

Initial Date of Adoption 28/02/2012

Last Reviewed 26 March 2019

Authorised By Council

Resolution No.: 3474

Legal Requirement Local Government Act 1999, Section 80A

Date of Next Review March 2021

1. Purpose

The City of Playford is committed to providing Council Members training and development opportunities. Under Section 80A of the *Local Government Act 1999* it is a requirement for Council to prepare and adopt a training and development policy for Council Members. The aim of training and development is to enable Council Members to have the appropriate knowledge, skills and competencies to assist Members in the performance and discharge of their official functions and duties; and contribute to good governance and the strategic objectives of Council.

2. Scope

This policy applies to all Council Members, who each have an obligation to abide by this policy.

Accompanying this Policy is a set of Guidelines specifying how the Policy is to be applied. The Guidelines may be amended as required to best reflect the Policy.

3. Legislation and References

- Section 80A *Local Government Act 1999*
- Regulation 8AA *Local Government (General) Regulations 2013*
- *LGA Training Standards*
- *City of Playford Strategic Plan 2016-2020*
- Council Member Training and Development Policy: Guidelines
- Council Member Support Policy and Guidelines
- Council Members Register of Allowances and Benefits
- Code of Conduct for Council Members

4. Definitions

Act is the Local Government Act 1999

Council Member as stated in the Local Government Act 1999, member of a council means the principal member or a councillor of the Council. Elected Member is commonly utilised to refer to Council Member.

Mayor is the person elected as the Principal Member of the Council to represent the local government area as a whole.

Training is any facilitated learning activity which is considered by council to be a requirement for Council Members to discharge their duties and responsibilities.

5. Policy

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Council will develop and adopt a Training and Development Policy as required by Section 80 of the Act.

This Policy includes the requirement for Council Members to undertake mandatory training within the first year of election to office, which compiles with the *LGA Training Standards* as defined in Regulation 8AA of the *Local Government (General) Regulations 2013*.

Council will develop and deliver Council Member induction and orientation programs following each general or periodic election. Additional induction, orientation and training sessions will be held for first time Council Members.

In preparing a Training and Development Plan, Council will utilise a range of strategies to identify the needs of Council Members and match these needs against the Council's strategic objectives. Council Members will be requested to provide feedback via the Training Needs Form, to enable training needs and preferences to be identified, which will inform the Training and Development Plan.

6. Responsibilities

The Chief Executive Officer is responsible for ensuring appropriate planning, training and budgeting for Council Member training and development.

7. Relevance to Strategic Plan

1: Smart Service Delivery program

Outcome 1.2 Improved service delivery

8. Accessibility

The policy will be located on the City of Playford website and at the Civic Centre, 10 Playford Boulevard, Elizabeth, as required under section 80A of the Local Government Act 1999.

9. Feedback

We invite your feedback on this policy which can be directed to Manager – Governance playford@playford.sa.gov.au.

10. Approval and Change History

Version	Approval Date	Approval by	Change
1	28/02/12	Council	New Policy
2	September 2013	Council	Review Requested by Governance Review Committee April 2013.

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Version	Approval Date	Approval by	Change
3	22/03/16	Council	Scheduled Review; <ul style="list-style-type: none"> • Policy inserted into new Corporate Policy Template • Policy has been separated into Policy and Procedure Inclusion of mandated training for Council Members incorporate into the policy, following legislative amendments in 2014
4	26/3/2019	Council	Scheduled Review following the November 2018 general elections