



Council Members Induction and Training Policy

Responsible Officer	Chief Executive Officer
Relevant Delegations	Manager Corporate Services
Legislation and References	Local Government Act 1999

1 Purpose

The Clare & Gilbert Valleys Council is committed to:

- Achieving the mandatory training requirements under the LGA Training Standards within the first year of election to office.
- Offering training and development opportunities to assist its Council Members in the performance and discharge of their functions and duties and to achieving the strategic and good governance objectives of their Council.

Council recognises its responsibility to prepare and adopt a training and development policy under the Local Government Act, 1999 Section 80A.

Council Members recognise that they must undertake regular training in accordance with this policy and to comply with the LGA Training standards, as defined in regulation 8AA of the Local Government (General) Regulations 2013.

2. Principles

It is important for Council's decision making processes for Council Members to be well informed and well educated with the necessary skills to make informed decisions for the benefit of the community.

The following principles apply to Council Members Training, Development and Induction

- Council Members who are new to Council must complete all modules in the LGA Training Standards within the first year of election to office and
- Returning Council Members, as a refresher, will be encouraged to complete all modules in the LGA Training Standards within the first year of re-election to office
- All Council Members are expected to actively participate in the Induction Program of the Council which will occur in the first few months following Council elections
- Equitable access to training and development activities will be offered to Council Members that contributes to their role as Council Members and supports the achievement of Council's Strategic Plan
- Each Council Member has a responsibility to ensure that they are adequately informed to fulfil their role and to represent the community

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- Council Members have a responsibility to attend training and development provided for their ongoing learning and development.

Council may develop and adopt a Training and Development Plan each financial year or for the term of a Council.

Particular emphasis will be given to the training and development needs following a periodic or supplementary election.

The Induction Program will focus the training and development needs that are specific to the legislative and governance roles and functions of Council Members such as:

- Introduction to Local Government - Role and function of Council Members
- Legal Responsibilities
- Council and Committee meetings including Meeting Procedures
- Financial Management and Reporting
- Conflict of Interest
- Code of Conduct
- Emergency Management
- Council's Strategic Plan and supporting documents such as the Annual Business Plan and Budget, Long Term Financial Plan and the Asset Management Plan
- Relationship between Council Members, the Chief Executive Officer and Employees
- Governance
- Risk management

Other training and development opportunities or requirements may arise from time to time with regard to topical issues or factors (both general and local), and these will be addressed as they are identified. As other training and development opportunities arise Council Members will be informed via email, LGA Circulars or an information report to a Council meeting.

From time to time the Chief Executive Officer or Mayor may also determine that training and development of a particular kind is required to assist Council Members in the performance and discharge of their functions and duties

3. Attendance at Training

Council supports Council Members' attendance at relevant training and development subject to allocated budget funds being available.

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Approval is generally required to attend training and development not directly conducted by Council.

The Chief Executive Officer may approve the attendance and commitment of expenditure for a Council Members to attend training and development provided the following conditions are met:

- for consideration to attend training and development not provided by Council the Council Member needs to submit a written request to the Mayor and/or Chief Executive Officer outlining details of the event including all costs and a business justification for attending;
- provided there is sufficient budget allocation available approval is not required to attend training offered by the Local Government Association in order to meet a Council Members' governance requirements as a member of Council; or a
- Training and development (including conference attendance) can only be approved where it:
 - assists the Council Member to develop competencies required to perform their duties;
 - assists the Council Member to perform his or her role; or
 - has an identified benefit to Council or the community.

If a request for attendance at a training and development event is refused, a right of appeal exists via approval through Council resolution.

4. Annual Budget Allocation and Reporting

Council will make provision in its Annual Budget sufficient to support the training and development activities undertaken by Council Members.

All training undertaken by Council Members will be recorded in the Council Allowances and Benefits Register which will be updated as required to reflect attendances.

Councils Annual Report will include a segment regarding the attendance of Council Members at Training.

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5 Review & Availability

This policy will be reviewed every four years, or as required.

The public may inspect a copy of this policy without charge at the Council offices during office hours and may obtain a copy for a fee fixed by Council

The policy is also available on Council’s website www.claregilbertvalleys.sa.gov.au

6 References

Local Government Act 1999

Council Members Allowance & Benefits

LGA Training Standards

7 Document History

Approved by	Issue Date	Minute Reference – Details of Review
CGVC	18/02/13	Adopted by Council MB94/13
CGVC	16/11/15	Reviewed by Council
CGVC	20/08/18	Reviewed by Council and incorporated Elected Member Induction Policy

SIGNED:

CEO

Date: ____/____/____

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