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| <b>Policy Name</b>                  | <b>Elected Members' Conferences, Seminars, Training and Development</b>   |
| <b>Policy Number</b>                | CL02  |
| <b>Responsible Section</b>          | Governance  |
| <b>Responsible Department</b>       | Corporate Services  |
| <b>Date Last Adopted</b>            | 6 December 2022   |
| <b>Date of Next Review</b>          | December 2026   |
| <b>Applicable Legislation</b>       | Local Government Act 1999<br>Local Government (Members Allowances and Benefits) Regulations 2010<br>Local Government (General) Regulations 2013 |
| <b>Related Governance Documents</b> | Elected Members' Allowances & Support<br>Elected Members' Training and Development application form LGA Training Standards for Elected Members  |
| <b>City Plan Theme</b>              | Leadership  |

## 1. PURPOSE/OBJECTIVE

The City of Port Adelaide Enfield is committed to providing training and development opportunities for Elected Members, including mandatory training requirements under the LGA Training Standards, and recognises its responsibility to develop and implement a policy for this purpose in accordance with Section 80A of the *Local Government Act 1999*.

This Policy provides guidance for undertaking courses of study, attending formal training courses, attending seminars and conferences, and other developmental initiatives (referred to as a 'training activity or activities' in this Policy).

The purpose of any training and development activity is to enhance the role and function of the Elected Member in the performance of his or her functions and duties.

## 2. SCOPE

The Policy applies to Elected Members when applying for and attending a training activity.

### **3. POLICY**

The Council recognises the need to ensure that development opportunities available to Elected Members contribute to the achievement of the strategic and governance objectives of the Council.

The Council will ensure Elected Members have access to relevant training activities (including the Local Government Association training and development program) and that adequate training and development budget allocations are made to meet the costs of Elected Members training requirements.

All Elected Members are required to undertake the mandatory training specified in the LGA Training Standards for Council Members within 12 months of their election.

All additional training and development activity must be directly relevant to Elected Member functions and duties and directed at improving performance, skills and knowledge.

Council will develop and adopt a Training and Development Plan to ensure activities available to all Elected Members comply with the Regulations and contribute to the personal development of the individual and the achievement of the strategic and good governance objectives of Council.

The Council will use a range of delivery methods to support the training and development needs of Elected Members including but not limited to:

- informal briefing sessions and workshops with guest speakers and trainers;
- attendance at seminars and conferences offered by the Local Government Association of South Australia, Australian Local Government Association, Local Government Professionals Australia or other Government or private provider that provides an opportunity to gain new skills with other Elected Members both locally and nationally;
- events and/or functions relevant to specific service areas or issues including environmental, social, cultural and economic challenges and opportunities facing the community.
- events/functions directed at improving knowledge and/or skills of Elected Members in the performance of their functions and duties; and
- circulation of training and development information via email, hard copy and/or the Elected Members Extranet.

#### **Annual Budget Allocation**

An annual budget allocation will be made to support the training and development activities undertaken by Elected Members. This will be determined as part of the Council's annual budgetary process.

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

An application form to attend training activities will be available on the Elected Members Extranet.

Training and Development Applications up to a value of \$1000 must be submitted to the CEO for approval at least 10 working days prior to the training activity.

All applications for training and development activities over \$1000 and/or that require interstate travel and accommodation will be subject to Council approval. Attendance will be capped at three Elected Members. Where Council is a voting member the Mayor and Deputy Mayor have automatic right to attend by virtue of their positions. Elected Members must submit the Training and Development Application at least 14 working days prior to the date of the Council meeting at which the application is to be considered. A Council report will be prepared on behalf of the Elected Member.

Where Elected Members attend external conferences or seminars an update will be provided to Council by way of a short presentation and/or report at an informal gathering open to the public to ensure the learnings and relevant information can be shared.

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

### **Expenses**

Expenses requiring Council approval are set out in Section 6 of the Local Government (Members Allowances and Benefits) Regulations 2010. These expenses will only be met for attendance at those training and development activities covered within the ambit of this Policy or where approval has been granted by the Council.

Where an Elected Member has attended a training and development activity the following types of expenses are able to be met or reimbursed:

- Air fares (Economy Class)
- Registration fees
- Accommodation, meals and incidental expenses up to the value determined by the relevant ATO Tax Determination
- Four taxi vouchers for airport transfers .

All other expenses incurred will be considered a personal expense and will not be reimbursed by Council.

Approval granted for interstate or intrastate attendance at a training and development activity, will include accommodation costs for the nights of the training and development activity only. For example, if a conference commences on a Thursday evening and concludes on a Sunday afternoon, accommodation will include the nights of Thursday, Friday and Saturday only. The only exception to this will be if no return flights are available on the final day of the activity.

Council will only organise the registration, travel or additional accommodation costs for persons accompanying Elected Members upon a verbal, written or emailed request by the Elected Member (only). This will only apply to Elected Member partners and/or immediate family and only for the same flights and accommodation as the Elected Member. Council will provide an invoice to the Elected Member for all expenses related to the attendance of the accompanying persons.

### **Expenses requiring Council approval**

Any expenses and reimbursements not addressed in this Policy will require the specific approval of the Council prior to any expense being incurred and/or any reimbursements being paid.

This Policy specifically excludes any expenses incurred by an Elected Member when acting as a spokesperson of the Council and carrying out civic and ceremonial duties of the office of Principal Member in accordance with Section 58 of the Local Government Act 1999 and participation in the deliberations and civic activities of the Council in accordance with Section 59 of the *Local Government Act 1999*.

### **Annual Reporting**

A report outlining attendances by Elected Members to training and development activities will be included in Council's Annual Report each year.

Council may choose to publish training and development activities more frequently, or as required under legislation.

## **4. ROLES AND RESPONSIBILITIES**

Elected Members are responsible for requesting training opportunities in line with the Policy.

## **5. DEFINITIONS**

Training and Development is concerned with workplace learning to improve performance. Any reference to training and development activities throughout this Policy includes conferences, seminars, training courses or other similar activities that are directly related to the performance or discharge of the roles or duties of an Elected Member of the Council.

Where the Policy refers to "Council approval" it means approval by resolution of the Council.