

1. PURPOSE

The purpose of this Policy is to ensure that Elected Members of the District Council of Peterborough are provided with, and participate in, appropriate training and development to assist them in the effective performance and discharge of their statutory functions, duties and community leadership responsibilities.

This Policy incorporates the prescribed mandatory training requirements applying to Council Members and establishes Council's approach to induction, mandatory training, ongoing professional development, record keeping and compliance.

2. SCOPE

This Policy applies to all Elected Members of the District Council of Peterborough, including the Mayor. Where the LGA Training Standards prescribe additional training for the Principal Member/Mayor, those requirements also apply.

The Policy applies to newly elected and returning Elected Members and continues for the duration of each Member's term of office.

3. LEGISLATIVE FRAMEWORK

Section 80A of the Local Government Act 1999 requires Council to prepare and adopt a training and development policy for its members. The Policy must assist Members in performing and discharging their functions and duties, incorporate prescribed mandatory requirements and comply with requirements prescribed by the regulations. Regulation 8AA of the Local Government (General) Regulations 2013 requires Council's policy to incorporate the mandatory requirements contained in the LGA Training Standards for Council Members, require regular training, and comply with those Standards.

The LGA Training Standards form part of this Policy by reference and will apply as approved by the Minister and in force from time to time.

4. POLICY OBJECTIVES

Council is committed to supporting Elected Members to develop and maintain the knowledge, skills and behaviours required for effective governance and community leadership. Training and development under this Policy is intended to:

- support Elected Members to understand and meet their legislative, governance, ethical and work health and safety obligations;
- build constructive and respectful working relationships between Elected Members and between Elected Members, the Chief Executive Officer and Council employees;
- develop the capability of Elected Members to participate effectively in Council meetings, strategic decision-making and financial oversight;
- support sound, informed and accountable decision-making in the interests of the community;
- provide induction and ongoing development relevant to Council's strategic priorities and the needs of individual Elected Members; and
- ensure compliance with the mandatory training requirements applying to Council Members.

5. MANDATORY TRAINING REQUIREMENTS

5.1 General requirement

All Elected Members must complete the prescribed mandatory training required by the Local Government Act 1999, the Local Government (General) Regulations 2013 and the LGA Training Standards for Council Members.

Mandatory training is a statutory obligation for both newly elected and returning Elected Members.

5.2 Timeframe

Each Elected Member must complete the prescribed mandatory training within the first 12 months of their four-year term, or within any other timeframe prescribed by legislation or the LGA Training Standards as in force at the relevant time.

5.3 Core competency areas

Mandatory training will address the competency areas and learning outcomes prescribed by the LGA Training Standards. These currently include:

- Behaviour - values, ethics and behaviour; communication skills; and leadership skills.
- Civic - introduction to local government; effective Council meetings; Council meeting procedures; and representing Council decisions.
- Legal - the role and general duties of a Council Member; conflicts of interest; gifts and benefits; registers and returns; resources; and legal protections and external oversight.
- Strategy and Finance - integrated strategic management planning and performance; strategic risk management and oversight; and financial management.

5.4 Mayoral leadership

In addition to the mandatory training applying to all Elected Members, the Mayor must complete the additional Mayoral/Principal Member leadership training prescribed by the LGA Training Standards. This includes leadership, public speaking and media skills, and the technical and chairing skills required for effective Council meetings.

5.5 Council leadership workshop

All Elected Members must participate in a Council leadership workshop arranged by the Chief Executive Officer. The workshop will support effective working relationships and a shared focus on Council's strategic purpose and may include:

- building connections between Elected Members and between Elected Members, the Chief Executive Officer and key staff;
- identifying shared values and aspirations for community outcomes;
- an overview of Council's strategic priorities, plans and strategies; and

- establishing effective working relationships and team culture within clearly defined governance and administrative roles.

5.6 Mid-term refresher

Elected Members must participate in the mid-term Council leadership refresher and update training required by the LGA Training Standards. This may include effective working relationships, legal and financial responsibilities, and effective Council meetings and procedures.

6. INDUCTION

Following a periodic election, supplementary election or appointment to office, the Chief Executive Officer will arrange an appropriate orientation and induction process. The induction process complements, but does not replace, mandatory training. The induction program may include:

- information about administrative facilities, Council Member allowances and benefits, support, training and development;
- a tour of the Council area, key assets and facilities;
- an overview of Council's organisational and operational structure, functions and services;
- introductions to the Chief Executive Officer and key employees;
- briefings on Council's strategic plans, annual business plan and budget, long-term financial plan, asset management planning and major strategic issues;
- information about meeting processes, information and briefing sessions, records management, confidentiality and use of Council resources; and
- local information relevant to the District Council of Peterborough and the communities it serves.

All Elected Members are expected to participate in Council's induction program.

7. ONGOING TRAINING AND PROFESSIONAL DEVELOPMENT

Council recognises that effective Elected Member development continues throughout the term of office. Elected Members are encouraged to undertake ongoing learning relevant to their governance and community leadership responsibilities.

Additional development may include training, workshops, conferences, briefings, seminars or other learning opportunities in areas such as:

- audit and risk, financial management and sustainable debt;
- strategic and critical thinking, complex decision-making and strategic risk management;
- community engagement, communication, negotiation, facilitation and presentation skills;
- governance, ethics, leadership, conflict resolution and difficult conversations;
- digital technology and effective social media use;
- planning and building, roads, assets and infrastructure, environment and waste management;

- economic and community development, community health and safety, culture, arts and events; and
- other matters relevant to Council's strategic priorities or an Elected Member's role.

Training and development is intended to build governance capability and high-level understanding. It does not alter the distinction between the role of the elected Council and the operational responsibilities of the Chief Executive Officer and administration.

8. APPROVAL AND FUNDING

Council will make reasonable provision in its annual budget for Elected Member training and development, including prescribed mandatory training.

Mandatory training arranged by Council does not require separate approval from individual Elected Members.

Attendance at optional external training, conferences or professional development that incurs a cost to Council must be approved by the Chief Executive Officer before registration or commitment of expenditure, having regard to:

- relevance to the Elected Member's functions, duties or Council responsibilities;
- alignment with Council's strategic priorities and identified development needs;
- available budget;
- value for money, including opportunities for local, online or shared delivery; and
- equitable access to development opportunities for Elected Members.

Reimbursement of approved expenses associated with training and development will be managed in accordance with applicable legislation and Council's policies concerning Elected Member allowances, benefits and reimbursement of expenses.

9. TRAINING DELIVERY

The Chief Executive Officer may use appropriately qualified internal expertise, the Local Government Association of South Australia, sector bodies, professional organisations or other suitably experienced training providers to deliver training.

Where practicable, mandatory training should provide an interactive learning experience that supports shared leadership and effective working relationships. Face-to-face, online or blended delivery methods may be used where they satisfy the required learning outcomes.

10. RESPONSIBILITIES

10.1 Elected Members

Each Elected Member is responsible for:

- participating in Council's induction program and Council leadership workshops;
- completing all prescribed mandatory training within the required timeframe;
- participating in regular training and development in accordance with this Policy;
- providing evidence or information about completed training when requested by the Chief Executive Officer; and

- identifying relevant ongoing development needs and applying learning to the performance of their role.

10.2 Chief Executive Officer

The Chief Executive Officer is responsible for:

- arranging induction, mandatory training, Council leadership workshops and required refresher training;
- ensuring training delivery is capable of meeting the prescribed learning outcomes;
- monitoring Elected Member compliance with mandatory training requirements;
- maintaining the statutory Register of Training and Development;
- requesting information from Elected Members where necessary to maintain complete and accurate training records;
- administering approved training expenditure; and
- reporting training and development activities as required by legislation.

11. REGISTER OF TRAINING AND DEVELOPMENT

The Chief Executive Officer will maintain a Register of Training and Development in accordance with section 80A of the Local Government Act 1999 and regulation 8AA of the Local Government (General) Regulations 2013.

For each Elected Member, the Register will include at least:

- the Elected Member's name;
- the name (if any) and subject of required training or development;
- the date by which the required training or development must be completed; and
- the date on which the training or development was completed.

12. NON-COMPLIANCE WITH MANDATORY TRAINING

Failure to complete prescribed mandatory training has statutory consequences under section 80A of the Local Government Act 1999.

Where an Elected Member fails to comply with the prescribed mandatory requirements, Council must deal with the matter in accordance with section 80A, including the requirements concerning suspension unless Council is satisfied there were good reasons for the failure to comply.

Where a suspension occurs, the Chief Executive Officer will undertake the public notice and administrative actions required by the Act. A suspension must be revoked when the statutory requirements for revocation are satisfied.

If a suspension for failure to complete mandatory training continues for more than the prescribed period, Council must take the action required by section 8AA, including application to the South Australian Civil and Administrative Tribunal where required.

13. REPORTING

Council will report Elected Member training and development activities in its Annual Report as required by the Local Government Act 1999.

Elected Members Training & Development Policy



The Chief Executive Officer may also provide Council with periodic updates on completion of mandatory training and planned development activities.

14. DEFINITIONS

Term	Meaning
Council	District Council of Peterborough.
Elected Member / Council Member	A member of the District Council of Peterborough, including the Mayor.
LGA Training Standards	The LGA Training Standards for Council Members approved by the Minister for the purposes of regulation 80A of the Local Government (General) Regulations 2013 and published by the Local Government Association of South Australia, as in force from time to time.
Mandatory Training	Training and development expressed to be mandatory under the applicable legislation, regulations and LGA Training Standards.
Mayor / Principal Member	The principal member of the District Council of Peterborough.

Elected Members Training & Development Policy



Document administration and control

Policy title:	Elected Members Training & Development Policy
Policy number:	320417
Policy type:	Statutory
Responsible officer:	Chief Executive Officer
Committee Review:	Nil
First issued / adopted:	01/2015
Review period:	Council will endeavour to review this policy every 2 years, including within 6 months following Council election
Last reviewed:	10/2026
Next review date:	By October 2027
Version:	Version 1
Related documents:	• Local Government Act 1999 (SA), particularly section 80A and Schedule 4. • Local Government (General) Regulations 2013 (SA), particularly regulation 8AA. • LGA Training Standards for Council Members, as in force from time to time. • District Council of Peterborough Elected Member Allowances, Benefits and Reimbursement policies/procedures, where applicable. • Behavioural Standards for Council Members.
Public consultation required / undertaken:	No – internal governance policy
Availability	This Policy is available for inspection at the Council office, and any person may obtain a copy of this Policy upon payment of the fee fixed by Council in accordance with Council's Fees and Charges adopted each financial year. It is also available on Council's website www.Peterborough.sa.gov.au. Any grievance in relation to this policy or its application should be forwarded in writing to the Chief Executive Officer of the Council.