



TATIARA DISTRICT COUNCIL

ELECTED MEMBERS TRAINING & DEVELOPMENT POLICY

INTRODUCTION

Tatiara District Council is committed to providing training and development activities for its Elected Members, including the mandatory training requirements under the LGA Training Standards, and recognises its responsibility to develop and adopt a policy for this purpose under section 80A of the Local Government Act.

POLICY OBJECTIVE

To ensure Elected Members are offered opportunities to undertake the required training in accordance with the *LGA Training Standards* and any other appropriate training and development activities relevant to their roles and functions.

The principles of this policy are:

- Training and development will improve the knowledge, skills and competencies of Elected Members and broaden their understanding of Local Government and contribute to effective community decisions.
- The Elected Members should not be out-of-pocket as a result of performing and discharging their Council functions and duties.
- Attendance at any training and development will be open and transparent with attendance and costs recorded and reports made publicly available.

SCOPE

This Policy applies to all Elected Members (including the Mayor), who each have an obligation to abide by this Policy.

TRAINING & DEVELOPMENT PLAN

Council may develop and adopt a Training & Development Plan so as to ensure that 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.

Particular emphasis will be given in the Training & Development Plan to the participation of all Elected Members in the development of a new team following a general election as well as the orientation of first time Elected Members.

In preparing its Training & Development Plan the Council will collect information regarding the training and development needs of Elected Members and how it will plan for the delivery of training.

This Training Plan will operate during the entire term of the Elected Members and will be reviewed annually.

Council recognises that in order to carry out their roles and responsibilities to the community Elected Members will need specific training and refresher courses about their legislative and governance roles and functions. The *LGA Training Standards* can be accessed on the LGA website at <http://www.training.lga.sa.gov.au/index.cfm/council-member-training/lga-training-standard/>. They consist of the following modules:

- Module 1 - Introduction to Local Government - Role and function of Council Members
- Module 2 - Legal Responsibilities

- Module 3 - Council and committee meetings
- Module 4 - Financial Management and Reporting

Elected Members who are new to Council will be required to undertake all four modules.

Elected Council Members will be required to undertake module 2 (Legal Responsibilities) and module 4 (Financial Management and Reporting)

Council recognises that some of the training needs of Elected Members will be specific to their legislative and governance roles and functions such as:

- Relationship between Elected Members, the CEO and Staff
- Meeting Procedures
- Conflict of Interest
- Code of Conduct
- Specific areas of training and development deemed to be appropriate, e.g. media training

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

It is recognised that a range of delivery methods will be required to support the training needs of Elected Members, including:

- In-house workshops, seminars and briefing sessions conducted by the Council with appropriate staff, trainers and guest speakers;
- Attendance at workshops, seminars and conferences offered by training providers and industry bodies including the Local Government Association of SA, Local Government Managers Australia, other industry bodies and/or private providers offering courses for Members to gain new skills and knowledge and to network with other Elected Members;
- Printed material, including training booklets and discussion papers, that may be distributed for information;
- On-line self-paced learning; and
- CD Rom/DVD information.

Council's Training & Development Plan will include the agreed delivery method to respond to the needs of Elected Members identified during the development of the training plan.

ANNUAL BUDGET ALLOCATION

A budget allocation will be provided to support the training and development activities undertaken by Council. The size of the budget allocation may change annually, depending on the nature of issues for which training and development activities may be required to be offered.

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

ATTENDANCE AT TRAINING PROGRAMS AND RECORD-KEEPING

The Training & Development Plan will determine the nature of training to be made available. Access to training programs not directly conducted by the Council will require approval upon application and must link to the training plan unless otherwise agreed by the Council.

Application forms are available from the CEO (or nominee).

Following attendance at a training program or activity, individual Elected Members are required to prepare a report outlining the nature of the training program/activity and the benefits gained through attendance along with feedback on ideas to enhance the program/activity.

The CEO will keep a record of all training attended, but particularly the mandatory training requirements. Failure to complete the mandatory training requirements in the relevant time frame amounts to a breach of the Elected Members Code of Conduct.

PAYMENTS/REIMBURSEMENTS

Where approval has been granted by Council for attendance at a training program/activity a Member may seek reimbursement of expenses in accordance with the relevant provisions of the Act and Regulations.

ANNUAL REPORTING

A Council's annual report will include a segment regarding the operation of this Policy, the nature of matters raised in the Training & Development Plan, attendances by Members and expenditure allocated and used for training of Elected Members.

STATEMENT OF ADOPTION AND REVIEW

This policy was adopted on 10th March 2015 and will be reviewed every 2 years. The Training Plan will be reviewed every 12 months in conjunction with the development of the Annual Budget.

AVAILABILITY OF THE POLICY

This Policy will be available for inspection at the Council's principal office during ordinary business hours and on Council's website www.tatiara.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon payment of a fee as fixed by the Council at its discretion.

RECORD OF AMENDMENTS

DATE	REV NO:	REASON FOR AMENDMENT
13 th December 2005	Rev: 00	Draft Policy adopted
9 th October 2007	Rev: 01	Policy reviewed and adopted
10 th November 2009	Rev: 02	Policy reviewed and adopted
9 th July 2013	Rev: 03	Policy reviewed and adopted
10 th March 2015	Rev: 04	Policy rewritten due to legislation changes to include Mandatory training requirements
12 th April 2016	Rev: 05	Policy reviewed and adopted
14 th November 2017	Rev: 06	Policy reviewed and adopted

TATIARA DISTRICT COUNCIL

ELECTED MEMBER TRAINING AND DEVELOPMENT PLAN

(Prepared as a plan for the 4 year Term of Office and reviewed annually)

Details	Available to	Provider	Date
LGA Training Standards			
Module 1 - Introduction to Local Government - Role and function of Council Members	All new Elected Members	Combination of In house and External	This mandatory session was completed by all new Elected Members by the due date.
Module 2 - Legal Responsibilities	All Elected Members	Combination of In house and External	This mandatory session was completed by all Elected Members by the due date.
Module 3 - Council and committee meetings	All new Elected Members	Combination of In house and External	This mandatory session was completed by all Elected Members by the due date.
Module 4 - Financial Management and Reporting	All Elected Members	Combination of In house and External	This mandatory session was completed by all Elected Members by the due date.
Overview of Tatiara Council Development Plan and associated Planning and Development issues	All Elected Members	In house and ABC Lawyers	
Committee Specific Training			
Council Development Assessment Panel Member Training	CDAP Members	Consultant / Lawyers	
Council Development Assessment Panel Workshops for relevant P&D issues. eg Code of Conduct	CDAP Members	In house ABC Lawyers	
Financial Sustainability and Asset Management	All Elected Members	LGA*	
Audit Committee	Audit Committee	LGA*	
<i>Other Committee specific training sessions</i>	<i>As appropriate</i>		

Details	Available to	Provider	Date
LGA Education and Training Services			
Public Speaking Skills for Elected Members	All Elected Members	LGA*	As Requested
Media Skills for Elected Members	Mayor and Deputy Mayor	LGA*	As Requested
CEO Performance Management	All Elected Members	LGA*	As Requested
Conflict of Interest, Governance Roles and Responsibilities	All Elected Members	LGA*	As Requested
Council & Committee Procedures and Chairing Skills	All Elected Members	LGA*	As Requested
CDAP Fundamentals	CDAP Members	LGA*	As Requested
Strategic Financial Sustainability for Good Governance Decision Making	All Elected Members	LGA*	As Requested
<i>Other relevant training programs provided by LGA</i>	<i>As appropriate</i>	LGA*	As requested or required
Local Conferences and Seminars			
Council Members Governance Residential Program	All Elected Members	LGA	
Council Members Strategic Issues Residential Program	All Elected Members	LGA	
Mayors & Chairpersons Residential Seminar	Mayor	LGA	Mayor Excell has been attending these seminars
LGA Annual Conference and/or Showcase	Mayor All Elected Members	LGA	Mayor attends and is open to other Elected Members to attend.
LGMA (SA) Annual Conference	All Elected Members	LGMA	Has not been attended by EMs in the past
<i>Other relevant local conferences that may be identified throughout the year</i>	All Elected Members		As requested or required
<i>Other relevant short seminars and special interest sessions throughout the year</i>	All Elected Members		As requested or required

Details	Available to	Provider	Date
Interstate Conferences and Seminars[#]			
Local Government Professionals Annual Conference [location]	All Elected Members subject to council resolution	LG Professionals	Has not been attended by EMs in the past
Local Government Managers Australia (LGMA) National Congress [location]	All Elected Members subject to council resolution	LGMA	Has not been attended by EMs in the past
ALGA National General Assembly of Local Government [location]	Mayor Other Elected Members by resolution	ALGA	2 reps often attend. Usually the Mayor and an Elected Member a senior manager.
ALGA Local Roads & Transport Congress	Mayor and/or Chair of Engineering Committee and MTS	ALGA	Have not attended for 5 years
Study exchange visit to Maribyrnong Council in Victoria	Mayor and Deputy Mayor		Early in 2018
<i>Other interstate conferences that may be identified throughout the year</i>	<i>As appropriate and as approved by Council resolution</i>		

*** Note:** Consultants can be sourced from the LGA as providers are used for sessions conducted by the LGA. The LGA can also assist with organising sessions and securing presenters.

Note: All interstate conferences or seminars require an individual Council approval by resolution.