



TATIARA DISTRICT COUNCIL

ELECTED MEMBERS TRAINING & DEVELOPMENT POLICY

Version:	08
Last revised date:	14 November 2017
Minutes reference:	Agenda item 16.4, 11/8/20 Resolution # 2020/222
Next review date:	Council will endeavour to review this policy every two years and the plan annually
Applicable Legislation:	<i>Local Government Act 1999, S80A</i>
Related Policies:	Nil.
Related Procedures:	Nil
Other relevant documentation:	LGA Training Standards

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 1999*.

POLICY OBJECTIVE

To ensure Elected Members are offered opportunities to undertake the required training in accordance with the *LGA Training Standards for Council Members* 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 for Council Members* can be accessed on the LGA website at

https://www.lga.sa.gov.au/_data/assets/pdf_file/0021/1218342/LGA-Training-Standards-for-Council-Members.pdf

They consist of the following parts:

- Part 1 – Behaviour
- Part 2 – Civic
- Part 3 – Legal
- Part 4 – Strategy and Finance

Every Council Member must undertake the Mandatory Training within the first 12 months of their four year term.

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
- Audio/visual 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).

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 first adopted on 13 December 2005 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
11 August 2020	Rev: 07	Policy reviewed
17 December 2021	-	Training Plan reviewed, no changes
14 March 2023	Rev: 08	Policy & Training Plan reviewed

TATIARA DISTRICT COUNCIL

ELECTED MEMBER TRAINING AND DEVELOPMENT PLAN

Tatiara District Council Council Member Mandatory Training Register 2022-26

Leadership Competency Framework	General	Induction program
		2023 LGA Principal Member Forum
		Council Induction - Infrastructure
		Council Induction - Corporate Services & Econ Dev.
		Council Induction - Community Development
	Behaviour	Council Leadership Workshop
		Values, ethics & behaviour (Technical) 3.1
		Values, Ethics & Behaviour (Behavioural) 3.2
		Communication skills 3.3
		Leadership skills - Strategic thinking & change management 3.4a
		Leadership skills - Resilience 3.4b

	Civic	Introduction to Local Government 4.1
		Effective council meetings 4.2
		Council meeting procedures 4.3
		Representing council decisions 4.4
	Legal	Role of a council member 5.1
		Registers, returns and resources 5.2
		Legal protections and oversight 5.3
	Strategy & Finance	Integrated strategic management planning and performance 6.1
		Strategic risk management & oversight 6.2
		Financial management - Managing public funds, rating and other revenue sources and funding plan 6.3A
		Financial management - Financial terminology and understanding financial statements and reports 6.3B
	Behaviour & Civic (Mayor)	Behaviour: Effective leadership
		Behaviour: Public speaking & media (Skills)
		Civic: Meeting procedures (Technical knowledge)
		Civic: Effective meetings (Chairing skills)
	Mid-term Refresher	Council workshop (Effective working relationships)
		Legal responsibilities

	Financial responsibilities
	Effective council meetings and procedures

* **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.