

 <p>DISTRICT COUNCIL of TUMBY BAY</p>	<p>POLICY 2.12</p> <p>Elected Members Training & Development</p> <p>POLICY AREA</p> <p>Governance</p>	Version No:	2
		Issued:	Nov 2015
		Next Review:	June 2018

Introduction

The District Council of Tumby Bay is committed to providing training and development activities for its Council 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.

Following the amendment to the Local Government Act and the Local Government (General) Regulations 2013 in November 2014, this policy incorporates the new requirements for Council Members to undertake mandatory training within the first year of election to office, which complies with the *LGA Training Standards* as defined in regulation 8AA of the Local Government (General) Regulations 2013.

Policy Objective

To ensure Council 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.

Scope

This Policy applies to all Council Members, who each have an obligation to abide by this Policy.

1 Training & Development Plan

Council will develop and adopt a Training & Development Plan so as to ensure that activities available to all Council 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 Council Members in the development of a new team following a general election as well as the orientation of first time Council Members.

In preparing its Training & Development Plan the Council will utilise a range of strategies to identify the needs of Council and match these needs against its strategic and good governance objectives. In particular, the Council, in consultation with Council Members who have been re-elected for another term on Council, will undertake a 'gap analysis' to identify the appropriate modules within the *LGA Training Standards* that should form the basis of the required training for returning Council Members.

The Plan will apply for the entire term of the Council, and undergo an annual review to ensure that any changes to legislation or Council practices are captured.

At the commencement of the new term of Council, a series of workshops/information sessions will take place to assist newly elected Members to be fully informed on the current business of Council.

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An annual survey will be conducted amongst Elected Members to obtain information on any additional training/sessions that may be considered.

Council recognises that in order to carry out their roles and responsibilities to the community Council 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

Council Members who are new to Council will be required to undertake all four modules. Returning Council Members will undertake the appropriate modules identified through a 'gap analysis' of their skills and training needs. Returning Council Members will be required, as a minimum, to undertake Modules 2 and 4 as a refresher.

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 Council 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 Council 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 Council Members identified during the development of the training plan.

2. Annual Budget Allocation

A budget allocation will be provided to support the training and development activities undertaken by Council, and progress against expenditure of the budget allocation will be reported on a quarterly and annual basis.

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

3. Attendance at Training Programs and Record-keeping

The Training & Development Plan will determine the nature of training to be made available however access to training programs not directly conducted by the Council will require

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approval upon application and must link to the training plan unless otherwise agreed by the Council.

Application forms are available from the Executive Assistant.

The Executive Assistant 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 Council Members Code of Conduct.

4. Payments/Reimbursements

The reimbursement of expenses for training purposes must be approved by the Council consistent with its Training & Development Plan or through a separate resolution endorsing attendance at the training program/activity.

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.

5. Annual Reporting

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 Council Members.

6. Statement of Adoption and Review

This policy was adopted 10 November 2015 and will be reviewed every year in conjunction with the development of the Annual Budget Allocation and Review and Training & Development Plan.

- Legislation:** Section 80A *Local Government Act 1999*; Reg. 8AA of the *Local Government (General) Regulations 2013*
- Delegation:** **Chief Executive Officer**
- Review:** **Next periodic election (2018)**
- Authority:** Adopted by Council: 10/11/2015 [Motion 7c/112015]

SIGNED:

Responsible Officer

Date: ____/____/____

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