


	STATUTORY POLICY	Policy #	1.24 / 7
	ELECTED MEMBER TRAINING & DEVELOPMENT	Last reviewed:	Jan 2019
		Next review	Jan 2023

Category:	Governance	Classification:	Public
First Issued:		Review Frequency:	Each Election Term (4yrs)
Legislation:	Local Government Act 1999		
Relevant Policies:	Signed:		
Related Procedures:			
Responsible Officer:	Manager Governance		
Adopted on:	23/1/19		

GENERAL STATEMENT

The District Council of Ceduna is committed to providing training and development activities for its Council Members and recognises its responsibility to develop and adopt a policy for this purpose.

POLICY

Training & Development

Council will promote training and development each year to all elected members enabling them to contribute to the good governance of Council.

At the commencement of each new term of Council:

New Council Members – Mandatory Training

For all new Council Members during the first year of their first term of office the following training is mandatory:

1. Introduction to Local Government

- The Australian System of Government
- Roles and Functions of Local Government
- Elected / Staff Structures
- Services Provided by Councils

2. Legal Responsibilities

- Role of a Council Member
- Delegations
- General Duties
- Code of Conduct for Council Members
- Conflict of Interest
- Register of Interests
- Responsibilities concerning the provision of support and resources
- Legal Protections for Council Members
- External Oversight

3. Council & Committee Meetings

- Council & Committee meeting procedures

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4. Financial Management and Reporting

- Overview of financial governance responsibilities of individual elected members and the elected body
- Long term financial planning
- Long term asset management planning
- Audit Committees
- Rating
- Budgets and Annual Business Plans

Re Elected Members

Re Elected members may undertake any or all of the mandatory training modules as a refresher, at their discretion.

Council recognises that some of the training needs of Council members may be specific to their legislative and governance roles and functions such as but not limited to:

- Media training for Council spokesperson(s); and
- Strategic planning.

Other training opportunities will be pursued from time to time that relate to specific service areas or other community challenges of Council that address environmental, social and economic issues facing the community.

- It is recognised that a range of delivery methods may be required to support the training needs of Council Members, including: In house workshops, seminars and informal (briefing) sessions conducted by Council with appropriate guest speakers and trainers;
- Attendance at seminars and conferences that provide an opportunity for Council Members to gain new skills, network with other Council members;
- Printed material, including training booklets and discussion papers that could be distributed to members for information;
- On-line self-paced learning; and
- CD Rom / DVD information.

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.

Attendance at Training Programs/Activities

Council will provide all Elected Members with training opportunities as courses, seminars or in house works shops become available. Elected Members are also encouraged to self nominate for courses, however access to training programs not directly conducted by the Council will require approval upon application and agreed to by the Council.

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Payments/Reimbursements

The reimbursement of expenses for training purposes must be approved by the Council 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 Local Government Act and Regulations.