# Local Government Learning and Development Framework Topics, Objectives and Outcomes

## Local Government Learning and Development Framework aims:

* to provide a learning experience that builds the capacity of Tasmanian councillors (this includes councillors, aldermen, mayors and deputy mayors);
* to teach participants the knowledge and skills, including understanding different roles, required to be effective councillors that can comply and operate within local government legal parameters while serving their communities; and
* to provide positive reasons why a participant should nominate for the office of councillor.

## Learning Package 1

### Module 1 – What it means to be a councillor and why stand for council

### Objectives and outcomes

Objectives: to provide participants with a high-level overview about the:

1. levels of government;
2. roles of councillor and council;
3. positive reasons for standing for council;
4. importance of good governance; and
5. legislative framework.

Outcomes for participant:

At the completion of Learning Package 1 – Module 1 participants will be able to:

1. describe the differences between the three levels of government;
2. identify the role and responsibilities of:
	1. councillor;
		1. individually and collectively;
		2. when personal interests or community interests can be promoted; and
		3. the commitment required.
	2. mayor and deputy mayor;
	3. general manager;
	4. council; and
	5. planning authority.
3. identify the positive reasons why a person would nominate for the office of councillor; and
4. identify that local government operates within a legislative framework and name the *Local Government Act 1993* and *Land Use Planning and Approvals Act 1993* (LUPAA) as the principal legislation that provides that framework.

### Topics

Introduction

Eligibility to become a councillor

Three tiers of government in Australia

 - Why stand for council?

 - Skills helpful for councillors

 - Do you have what it takes?

 - Overview of local government

 - Services provided by councils

 - Legislative framework for local government

 - Council functions and powers

 - Responsibilities of councils

 - Funding sources for councils

What is expected of councillors and what is their role?

 - Functions of individual councillors

 - Functions of councillors acting collectively as council

 - What individual councillors must not do

Role of mayor

Role of deputy mayor

Role of general manager

Common councillor activities

 - Land-use planning and development approvals

Financial entitlements for councillors

Rewards and benefits of becoming a councillor

What you need to know to become a good councillor

 - Good governance

 - the laws councillors need to know

 - Local Government Act and key offences

 - Local Government (Meeting Procedures) Regulations

 - Code of Conduct

Workplace Health and Safety and culture

Organisations councillors have contact with

Key messages

Resources

### Module 2 – Getting elected as a councillor

### Objectives and outcomes

Objective: to provide participants with a high-level overview about the election process and where to get further information.

Outcomes for participant:

At the completion of Learning Package 1 – Module 2 participants will be able to name the Tasmanian Electoral Commission (TEC) as the organisation that conducts the local government elections and demonstrate how to find information about the October local government elections provided by the TEC.

### Topics

Tasmanian Electoral Commission

Eligibility

Terms and voting

Notice of election

Nomination as a councillor

Withdrawal of nomination

Display of notice of nominations

Candidate statements

Candidate photos

Candidate web links

Who can vote at local government elections

Postal voting system

Electoral system

Campaigning

2022 local government election timetable

Electoral advertising

Gifts and donations

Final key messages

Further information and resources

### Module 3 - Know your council (optional)

### Objectives and outcomes

Objective: to provide participants with information about their council, municipality or region.

Outcomes for participant:

At the completion of Learning package 1 – Module 3 participants will be able to identify features of their municipality, community and council.

### Topics

Councils to provide information about their council, municipality or region.

## Learning Package 2

### Module 1 – Essential knowledge and skills for councillors

### Objectives and outcomes

Objective: provide new councillors with information to enable them to undertake their role in the first few months in office. Information provided is to include:

1. role of councillor and the council;
2. how to actively participate in meetings and comply with the *Local Government Act 1993* and the *Local Government (Meeting Procedures) Regulations 2015*;
3. the key offences under the *Local Government Act 1993*;
4. definition of interests and how they are managed;
5. how to participate in a planning authority meeting and comply with relevant legislation*;*
6. the importance of the Code of Conduct and the complaint process;
7. the relevant elements of the *Workplace Health and Safety Act 2012* and how to manage social media and the impacts on health;
8. making a declaration of office; and
9. how and where new councillors can find further information.

Outcomes for participant:

At the completion of Learning Package 2 – Module 1 participants will be able to:

1. describe how to actively participate in a council meeting and comply with the *Local Government Act 1993* and the *Local Government (Meeting Procedures) Regulations 2015;*
2. identify the difference between the following interests and how they should be managed:
3. personal interests;
4. pecuniary interests;
5. conflicts of interests; and
6. community interests.
7. Identify the key offences under the *Local Government Act 1993*;
8. describe how to actively participate in a planning authority meeting and comply with relevant legislation*;*
9. identify the importance of the councillor Code of Conduct and the complaint process;
10. identify the relevant elements of the *Workplace Health and Safety Act* 2012 and the role of the mayor and general manager, describe how to manage social media and to reduce negative impacts on health;
11. identify the important elements of a declaration of office; and
12. describe how and where to find further information to assist them as councillor.

### Topics

Role of councillor and council (including civic leadership, barriers and enablers and community expectations)

How to actively participate in meetings and comply with legislation

Importance of maintaining confidentiality

What are interests and how are they managed

How to participate in planning authority meetings and comply with legislation

Code of Conduct

Workplace Health and Safety Act and managing social media impact on health, role of mayor

Where new councillors can find help and information

Declaration of office

### Module 2 – Foundations of good governance

### Objectives and outcomes

Objective: to provide participants with a high-level overview about the elements of good governance including:

1. high ethical standards;
2. understanding role of councillor;
3. building positive relationships;
4. effective strategic planning and monitoring performance;
5. robust risk management;
6. fair and transparent decision making;
7. legislative compliance;
8. continuous improvement; and
9. the role of councillor and land-use planning.

Outcomes for participant:

At the completion of Learning package 2 – Module 2 participants will be able to:

1. identify the principles of good governance; and
2. can recognise how good governance supports effective councils and councillors.

### Topics

High ethical standards

Understanding your role

Building positive relationships

Effective strategic planning and monitoring performance

Robust risk management

Fair and transparent decision making

Legislative compliance

Continuous improvement

Land-use planning, your role as councillor

### Module 3 – Know your Council

### Objectives and outcomes

Objective: to provide new councillors with information about their council and municipality, council priorities and business and meeting practice. Checklist to be provided.

Outcomes for participant:

At the completion of Learning Package 2 – Module 3 participants will be able to identify relevant business requirements and current issues of their council.

### Topics

## Councils to provide new councillors with information about their council and municipality, council priorities and business and meeting practices.