

Councillor Training and Development Policy 2020

POL035



Policy No:	POL035
Policy Title:	Councillor Training and Development Policy
Section Responsible:	Executive Services
Minute No:	20/312
Doc ID:	8372

1. INTENT

The objective of the Councillor Training and Development policy is to ensure that activities are available to all Councillors which contribute to the achievement of Narrandera Shire Council's strategic and good governance objectives.

2. SCOPE

The policy applies to all elected representatives of Narrandera Shire Council.

3. PROVISIONS

3.1 TRAINING NEEDS

Councillors training must include subjects which specifically relates to Councillors legislative and governance roles and functions. Topics for training will include, but not be limited to, the following:

- Role and responsibilities of Councillors
- Relationships between Councillors and Council staff
- Meeting procedures
- Conflict of interest
- Code of conduct
- Good governance
- Strategic management
- Planning legislation
- Media skills

Additional relevant training areas will be assessed as they arise.

3.2 TRAINING DELIVERY

A range of delivery methods will be required to support the training needs of Councillors:

- Workshops, seminars and informal briefing sessions conducted by Council with relevant guest speakers and trainers.
- Attendance at workshops, seminars and conferences offered by organisations such as Local Government Learning Solutions, Local Government Association, NSW Department of Local Government, Independent Commission Against Corruption (ICAC) and private providers.
- Distribution of training booklets and discussion papers for information.
- Online training delivery.
- Formal tertiary training in a related discipline.

3.3 ANNUAL BUDGET ALLOCATION

An annual budget allocation will be provided to support the training and development activities for Councillors.

NOTE: there is a \$2,000 budget allocation per Councillor per year to cover training and induction. Total fund is \$25,000 per year (2020-2021 Job Cost 4000-135-0).

4. ROLES AND RESPONSIBILITIES

Executive Assistant

- Councillor Training register maintained to record training.

5. RELATED LEGISLATION

- Local Government Act 1993 s232

6. RELATED POLICIES AND DOCUMENTS

- OLG Councillor Induction and Professional Development Guidelines 2018

7. VARIATION

Council reserves the right to review, vary or revoke this policy in accordance with legislation, regulation and award changes, where applicable. Council may also make changes to this policy and the relevant procedures from time-to-time to improve the effectiveness of its operation.

8. PREVIOUS VERSIONS

Reference to a superseded policy number and/or name is also considered a reference to the new policy number. This policy was previously named:

- ES130 Councillor Training and Development Policy.

POLICY HISTORY

Responsible Officer	General Manager		
Approved by	General Manager		
Approval Date	13 January 2021		
GM Signature <i>(Authorised staff to insert signature)</i>			
Next Review	1 December 2022		
Version Number	Endorsed by ELT	Endorsed by Council	Date signed by GM
1 Adopted	-	-	17/02/2009
2 Reviewed	2/10/2018	-	2/10/2018
3 Reviewed	13/10/2020	17/11/2020	13/01/2021

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