

POLICY NAME: COUNCILLOR TRAINING AND DEVELOPMENT
POLICY REF: C13
MEETING ADOPTED: 27 November 2008
Resolution No. 271108/18
POLICY HISTORY:



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OBJECTIVE

This policy has been established to demonstrate Council's commitment to ensuring Councillors have equal access to training and educational opportunities and have the opportunity to maintain their knowledge and skill base to contemporary standards and expectations.

BACKGROUND

Councillors have or may quickly attain a clear understanding of the system of local government, how their council works and the full range of their roles and responsibilities.

It is equally important that all councillors have continuing opportunities to undertake appropriate skills development and training in areas needed to assist them to carry out their role effectively.

Currently there are no specific legislative requirements pertaining to councillor training or education. However, the Department **Division of Local Government** strongly encourages councils to develop training programs and encourage continuing development programs to support councillors in their role.

DEFINITIONS

In this Policy the following definitions apply:

Council	Ballina Shire Council
LGA	Local Government Act 1993 (NSW)
Reg	Local Government (General) Regulation 2005
Policy	Councillor Training & Development Policy
the Department Division	Department Division of Local Government
LGSA LGNSW	Local Government NSW & Shires Association
LGMA	Local Government Managers Association
Training	Educational &/or Development &/or Training Opportunities

APPLICATION OF POLICY

This Policy applies to:

- Councillors

This Policy has been prepared with reference to:

- Councillor Expenses and Facilities Policy
- Local Government NSW Training and Development Plan

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- Department **Division** of Local Government Circular 07/22 – Guidelines for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors.
- Department **Division** of Local Government Councillor Development Strategy

As a minimum this Policy should be read in conjunction with Council's:

- Councillor Expenses and Facilities Policy

POLICY

The training made available to Councillors will assist them in carrying out their local government duties. Training will be offered on a continual basis throughout the councillor's term.

Training offered to Councillors will be classified as:

- Imperative
- Desirable
- Developmental

Imperative Training

Training offered to Councillors is considered *imperative* when:

- it is **vital** to the role of Councillor.
- should be attended by all Councillors.
- specific to the legislative and governance roles and functions such as:
 - Councillor Induction Program
 - Relationship between Councillors, General Manager and Staff
 - Meeting Procedures, and
 - Conflict of Interest and Code of Conduct policies as adopted by Council.

Councillors should attend the matters listed as "imperative training" at least once every term.

Desirable Training

Training offered to Councillors is considered *desirable* when:

- it is **important** to the role of Councillor
- it is in the best interest of the Councillor to attend

Training may arise from time to time when it relates to the maintenance of good governance. It may include, but not limited to, community issues which address environmental, social and economic issues and challenges, ie

- Financial Skills
- Planning Legislation
- Strategic Management
- Community Leadership
- Media Skills
- Handling Difficult People for Councillors, and

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- Performance Management of Senior Staff

Councillors should attend the matters listed as "desirable training" at least once every term.

Developmental Training

Training offered to councillors is considered *developmental* when:

- it is aimed at further developing the skills or professional expertise of the Councillor.

Councillors are encouraged to accept training classified as *developmental*. Such training may include, but not limited to:

- attendance at LGSA **LGNSW** workshops whether public, in house, regional programs, induction seminars,
- seminars and informal sessions conducted by Council with appropriate guest speakers and trainers,
- purchase of training booklets and discussion papers that could be distributed to councillors for information,
- on-line training delivery, and
- mentoring.

Minimum Training Requirements

The minimum requirements for Councillor training are:

- Internal Councillor Induction Sessions
- Councillor Information Seminars as delivered by the Department **Division** and LGSA **LGNSW**.

Approval of Training Payment of Expenses

Approval for training and reimbursement for expenses relating to a Councillor's attendance at training will be determined in accordance with Ballina Shire Council's "Councillor Expenses and Facilities Policy".

Notification to Councillors

- Every effort will be made by the Mayor and / or General Manager to provide Councillors with as much notice as possible of upcoming training.
- Councillors are encouraged to visit the "learning solutions" section of the Local Government **NSW** and Shires Association (LGSA) (**LGNSW**) website (www.lgnsw.org.au) to identify upcoming training programs
- Councillors may also notify the Mayor or General Manager of any training that they may wish to attend.

Recording and Reporting

The data to be maintained will include:

- Courses, workshops or information sessions formally made available to councillors
- Classification of training made available under this policy; and
- Councillors who have undertaken the training
- Data that is required by legislation will be published in the Annual Report.

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- Reports relating to training for Councillors will be made available at any other times, by the request to Council, Mayor or General Manager.
- A training database will be used to identify gaps in the Council training requirements and will be used to determine the delivery of formal training.

REVIEW

This policy is to be reviewed every four years.