



# COUNCILLOR TRAINING POLICY

**Approval Date:**

**Review Date:**

**Responsible Officer:** Human Resources Manager

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## 1. PURPOSE

The purpose of this policy is to demonstrate Coonamble Shire Council's commitment to ensuring that Councillors have access to training and educational opportunities which will assist them to develop and maintain the skills and knowledge required to perform their civic duties.

## 2. POLICY STATEMENT

Council encourages and supports the skills development of Councillors and educational courses that are directly related to Councillors' civic functions and responsibilities, in order to ensure Councillors have the resources needed to understand and undertake their role effectively and to facilitate continuing professional development opportunities.

Training considered necessary and should be attended by all Councillors at least once per term includes training that is:

- Vital to the role of Councillor
- Specific to legislative and governance roles and functions, such as:
  - i. Informal Councillor induction session
  - ii. Compulsory Councillor information seminars delivered by the DLG
  - iii. Code of Meeting Practice
  - iv. Code of Conduct
  - v. Conflict of Interest

Desirable training is that which is important to the role of the Councillor and is in the best interest of the Councillor to attend, such as:

- Financial skills
- Planning legislation
- Strategic management
- Community leadership
- Developmental training

Every effort will be made to provide Councillors with as much notice as possible of upcoming training and educational opportunities. Councillors are also encouraged to identify upcoming training programs. Councillors may also notify the Mayor or the General Manager of any training they may wish to attend but approval must be given by Council.

Approval of training and payment and reimbursement for expenses relating to Councillor's registration and attendance at training, will be determined in accordance with our Councillors Expenses Facilities Policy.

A budget allocation will be provided to support the training activities undertaken by Councillors and progress against expenditure will be monitored and reported quarterly.

The General Manager's Office will maintain data pertaining to councillor training and development opportunities, including courses, training, workshops and information sessions formally made available to councillors, and a record will be kept of Councillor participation at these events. Councillors will be required to sign a declaration that they have received, read, understood and will abide by their obligations in relation to the Code of Conduct after training as taken place.

Training data, that is required to be reported by legislation, will be included in the Annual Report.

### **3. RELATED DOCUMENTS AND LEGISLATIVE PROVISIONS**

Local Government Act 1993  
Councillor Expenses and Facilities Policy

### **4. POLICY REVIEW**

This policy may be amended or revoked at any time and must be reviewed at least two (2) years since its adoption (or latest amendment).

#### **Policy Review History**

Date	Changes Made	Approved By
November 2014	Policy developed	
November 2014	Submitted to Council meeting	12/11/14 to go on public display
February 2015	Adopted -11/02/2015 Min No 1299	Council