

# COUNCILLOR TRAINING AND DEVELOPMENT

ES130



**NARRANDERA SHIRE COUNCIL POLICY**

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## COUNCILLOR TRAINING AND DEVELOPMENT



**Policy No:** ES130  
**Policy Title:** COUNCILLOR TRAINING AND DEVELOPMENT  
**Section Responsible:** Executive Services  
**Minute No:**  
**MagiQ No:** 8372  
**Next Review Date:** December 2020

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### **Objectives**

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.

### **Scope of Policy**

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

### **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.

### **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.

### **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 Job Cost 4000-135-0 to cover training and induction.

total fund is \$25,000 per year.

### **Training Register**

Councillor Training register maintained by the General Manager's Person Assistant to record Councillors attendances at training sessions.

### ***Variation***

***Council reserves the right to review, vary or revoke this policy.***

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### **Policy History**

Adopted	17 February 2009
Adopted	2 October 2018



Signed                      General Manager

Date                      2 October 2018