

**COUNCILLOR TRAINING AND DEVELOPMENT
POLICY**

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<p>This document is to be reviewed once every Council term. Next review date: October 2020</p>			
RESPONSIBLE OFFICER		General Manager	

PART 1: INTRODUCTION

1.1 Policy Objectives:

The aims of the policy are to:

- Ensure Councillors have equal access to training and educational opportunities; and
- Ensure Councillors have the opportunity to maintain their knowledge and skill base to contemporary standards and expectations.

1.2 Scope of Policy

This policy applies to all elected representatives of Riverina Water County Council.

1.3 Legislative Context

Councillors are bound by the Local Government Act 1993 and the Local Government Regulations, together with a number of other statutory instruments:

- State Records Act
- Privacy and Personal Information Protection Act

1.4 Responsibilities

Councillors are responsible for identifying their own development needs, together with making themselves available to attend the development and training sessions held each year.

The General Manager is responsible for planning, scheduling and facilitating training and development sessions for Councillors.

It would be anticipated that much of Councillors training would be undertaken by their individual constituent Council.

1.5 Related Documents

This policy should be read in conjunction with Policy 1.10 "Payment of Expenses and Provision of Facilities to Councillors".

1.6 Review Procedures

This policy is to be reviewed every four years.

PART 2: POLICY CONTENT

2.1 Information Collection

Council will collect information regarding the development and training needs of Councillors in a number of ways, including:

- Councillor Surveys/questionnaires
- Councillor feedback
- Observations during Council meetings and workshops

Such information will be collected prior to the close of each financial year, in order to draft a training plan for the subsequent year.

2.2 Training Needs

Council will develop and adopt a Training and Development plan each year so as to ensure that training activities available to all Councillors contribute to the achievement of the strategic and good governance objectives of Council.

Particular emphasis will be given in the Training Plan to the training needs of new Councillors elected to Council following a general election.

It is recognised that Councillors will have training provided by their constituent Council and this information will be taken into account when drafting the Training Plan

The training and educational opportunities made available to Councillors will include content which specifically relates to Councillors' legislative and governance roles and functions. Accordingly the following components will be included at an introductory level in post-election induction sessions, as well as in more detail in at least one training session during the four year term of Council:

- Role and Responsibilities of Councillors
- Relationship between Councillors , the General Manager and Staff
- Meeting Procedures
- Conflict of Interest
- Code of Conduct
- Good Governance
- Strategic Management
- Media Skills

Additional development areas will be assessed as they arise and incorporated into the Annual training Plan. Where urgent training is required, this will be accommodated in addition to planned development sessions and in accordance with Councillors' availability.

2.3 Delivery Methods

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

- Workshops ,seminars and informal briefing sessions conducted by Council with appropriate guest speakers and trainers
- Attendance at workshops, seminars and conferences offered by organisations such as Local Government Learning Solutions, Australian Local Government Association, Local Government Managers Association of Australia and other private providers that offer an opportunity for Councillors to gain relevant skills.
- Distribution of training booklets and discussion papers for information.
- On line training delivery.

2.4 Annual Budget Allocation

A budget allocation will be provided to support the training and development activities undertaken by Councillors and expenditure will be reported on a quarterly and annual basis.

2.5 Reporting

In each financial year, the General Manager will maintain data pertaining to training undertaken by Councillors.

So much of this data, which is required by legislation, will be published in Council's Annual Report.