

## **COUNCILLORS – TRAINING & DEVELOPMENT**

### Objective

To outline Council's commitment to Councillors' development and set guidelines for a consistent and equitable approach for access to development opportunities.

### Scope

This policy applies to all elected members of Gilgandra Shire Council.

### Policy

Gilgandra Shire Council supports the ongoing development of its Councillors to enable them to engage in the decision making process and have the appropriate knowledge, skills and competencies to undertake their role as a Councillor. From time to time Councillors will have the opportunity to attend conferences related to local government.

Each Councillor is required to undertake a Councillor information session run by the Department of Local Government on election to Councillor. A Personal Development Training Plan for Councillors is to be prepared by the General Manager each year based on funds allowed within the annual estimates of Income and Expenditure.

Council will approve an allocation in the budget each financial year for Councillors to attend training and development activities, Council delegate activities and conferences and seminars. The budget allocation will provide for associated travel and accommodation if required. Progress against expenditure of the budget allocation will be reported on a quarterly and annual basis.

The budget allocation will comprise:

- a) **Councillors' Training and Development:** An amount to be utilised for the purpose of Training and Development activities for the whole of Council.

Funds from this allocation that are not spent do not accumulate and will return to the Council budget at the end of each financial year.

- b) **Council Delegate Activities:** An amount to be utilised for the purpose of costs associated with Council Delegate activities, where Councillors are required to vote, or otherwise conduct business, on behalf of Gilgandra Shire Council.

Funds from this allocation that are not spent do not accumulate and will return to the Council budget at the end of each financial year.

Note:

For the definition of *Conferences*, please refer to Council's *Expenses and Facilities – Mayor and Councillors* policy.

Any additional funding required for Training and Development activities, Council Delegate activities or attendance at Conferences and Seminars must be approved by Council.

**Approval of expenditure**

In accordance with Council’s policy *Expenses and Facilities – Mayor and Councillors*, Prior approval by resolution of Council is required for Councillor attendance at conferences, training and educational courses and seminars, meeting, functions, etc. If approval is required at short notice, the Mayor and General Manager (or where the Mayor is seeking approval, the Deputy Mayor and General Manager) are authorised to jointly approve such attendance.

**Written Reports on Attendance**

Councillors who represent Council at various seminars, workshops and conferences outside the Shire will be required to present a written report to the next meeting of Council.

Written reports should be forwarded to Council’s Executive Assistant at least one week prior to the Council meeting to allow inclusion in the Business Paper.

**Recording of Training**

Council’s HR section will record attendance at training and this will be noted in Council’s Annual Report.

*Relevant Legislation*

Local Government Act 1993

*Associated Documents*

Council’s Expenses and Facilities – Mayor and Councillors policy

<b>Responsible Officer:</b>	General Manager		
<b>Date Adopted:</b>	15/11/2012	<b>Resolution No:</b>	416/2012
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