


POLICY	COUNCILLOR TRAINING AND DEVELOPMENT	
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1.0 INTRODUCTION

- 1.1 The Moree Plains Shire Council is committed to providing training and development activities for Councillors to enable them to have the knowledge, skills and competencies to undertake their role as an Elected Member and contribute to the strategic direction and good governance of the Council.

2.0 PURPOSE

- 2.1 To provide a consistent and equitable approach for Councillors to access training and development opportunities.
- 2.2 To ensure Councillors have the opportunity to develop their knowledge and skills base to contemporary standards and expectations.
- 2.3 To ensure that Councillor training is sourced that best fits the needs of the Council.

3.0 SCOPE

- 3.1 This policy applies to Councillors of the Moree Plains Shire Council for the purpose of training and development. Any expenses incurred by Councillors for travel are to be reimbursed as per the Councillors Expenses and Facilities Policy.


4.0 DEFINITIONS

- 4.1 "Integrated Planning and Reporting Documents" are Moree Plains Shire Council's strategic planning documents as required in Chapter 13 of the *Local Government Act 1993*.

5.0 POLICY STATEMENT

5.1 Responsibilities

- 5.1.1 The Executive Department is responsible for implementing this policy.
- 5.1.2 When possible, Councillors have an obligation to ensure they remain current within their role and responsibilities and to attend training provided if it is practicable for them to attend.
- 5.1.3 Councillor attendance at training and courses requiring travel will be reimbursed according to the "Councillors Expenses and Facility Policy". Forms are to be submitted to Executive Department for processing.
- 5.1.4 The Executive Department is responsible for ensuring Councillors are provided with this policy and that the policy is adhered to in a consistent manner.

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- 5.1.5 The Executive Department is responsible for making this policy readily available to community members and staff on request and for ensuring that this policy is adhered to in a consistent manner.

5.2 Principles of this Policy

- 5.2.1 Training and development will improve the knowledge, skills and competencies of Councillors to broaden their understanding of Local Government and contribute to making effective decisions on behalf of the community.
- 5.2.2 Councillors should not be out-of-pocket as a result of performing and discharging their Council functions and duties.
- 5.2.3 Any reimbursements claimed by Councillors must be for expenses actually and necessarily incurred in performing and discharging their official Council functions and duties.
- 5.2.4 Attendance at any training and development will be open and transparent to the community with attendance and costs recorded and reports made publicly available.
- 5.2.5 The training and development offered is to be classified as necessary, desirable or developmental. This will determine the level of priority when organising training with respect to budget allocations.
- 5.2.6 Desired and developmental training is to be identified by an Expression of Interest Training Plan Form. The Expression of Interest Form will be largely influenced by the Local Government NSW Councillor Development Program courses. Other organisations can also be sourced when available.

5.3 Training and Development Classification

The training and development opportunities made available to Councillors will assist them in carrying out their local government duties. Training will be offered on a continuous basis throughout the Councillors term. Each training and development opportunity offered to the Councillors will be classified as necessary, desirable or developmental to determine their priority.

Necessary Training

- 5.3.1 Training opportunities considered important for the role of a Councillor.
- 5.3.2 A training opportunity classified as 'necessary' should be completed by all Councillors.
- 5.3.3 Some training identified for Councillors will be specific to their legislative and governance roles and functions, including:

- Roles and responsibilities of Councillors, including induction programs for newly elected Councillors
- Local Government Act 1993 Training
- Relationship between Councillors, General Manager and staff
- Meeting Procedures and the Code of Meeting Practice
- Conflict of Interests and the Model Code of Conduct.

5.3.4 Necessary training should be reviewed each Council term and can be defined by the Councillors according to their priorities or specific needs.

Desirable Training

5.3.4 Training and development opportunities considered important for a Councillor to attend.

5.3.5 It is considered in the best interest of the Councillor to attend the training and development opportunity classified as 'desirable'.

5.3.6 These opportunities will arise from time to time and will relate to the maintenance of good governance. These may include, but are not limited to, community issues which address environmental issues, social challenges and economic challenges. Topics include:

- Financial skills
- Planning legislation
- Strategic management
- Community leadership
- Media skills (including social media)
- Handling difficult people for Councillors
- Performance management of senior staff
- The Privacy Act and GIPA
- Risk Management
- Antidiscrimination.


Developmental Training

5.3.7 Training and Development opportunities aimed at further developing the skills or professional expertise of a Councillor.

5.3.8 Councillors are encouraged to accept a training or development opportunity classified as "developmental".

5.3.9 Developmental training opportunities may include, but are not limited to:

- Attendance at LGNSW workshops, whether public, in-house, or regional programs by newly elected Councillors

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- 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
- Mentoring
- Executive Certificate for Elected Members (subject to special approval from the General Manager and budget constraints).

5.4 Minimal requirements for training and development

- 5.4.1 It is desirable for Councillors to attend at least one training session per financial year. This can be facilitated by Council staff if possible.
- 5.4.2 Councillors must attend necessary training requirements when possible.
- 5.4.3 Elected Councillors must attend training in the Model Code of Conduct within four months of being elected. The method of delivery is to be determined by Council prior to the election.

5.5 Budget Allocation


- 5.5.1 The Council will allocate an amount each financial year for Councillor Training and Development. This will be outlined in the Operational Plan.
- 5.5.2 Funds accumulated from the Councillor Training and Development budget that are not spent do not accumulate and will return to the Moree Plains Shire Council at the end of the financial year.

5.6 Payment of expenses

- 5.6.1 Reimbursement of expenses relating to a Councillor's attendance at training and development will be determined in accordance with Moree Plains Shire Council's "Councillors Expenses and Facilities Policy". The Annual Operational Plan will also need to reflect Councillor Training and Development as identified in the Training Plan/Expression of Interest Form.

5.7 Notification to Councillors

- 5.7.1 Any training and development opportunities for Councillors will be notified to Councillors in writing by the Executive Department.
- 5.7.2 Every effort will be made to provide Councillors with as much notice as possible of upcoming training and development opportunities.
- 5.7.3 Councillors will not be notified of training and development opportunities where they have attended the same training in the previous 12 months period.

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- 5.7.4 Councillors may also notify the General Manager of any training and development opportunities that come to their attention that they wish to attend.

5.8 Reporting of training and development

- 5.8.1 In each financial year, the Executive Department will maintain data pertaining to training undertaken by Councillors.
- 5.8.2 The data to be maintained will include information pertaining to:
- 5.8.2.1 Courses, training, workshops or information sessions formally made available to Councillors
 - 5.8.2.2 Classification of opportunities made available under this policy
 - 5.8.2.3 Members of Council who have undertaken the training made available.
- 5.8.3 This data, as required by legislation, will be published in the Annual Report and upon request of the Council.
- 5.8.4 The training database will be used to identify gaps in the Council training requirements and will be used to determine the delivery of formal training.

6.0 DELEGATION

- 6.1 The General Manager is authorised, pursuant to Section 377 of the *Local Government Act 1993*, to allow a matter that does not conform with a policy to proceed if the General Manager is of the opinion that the variation from the Policy is of a minor nature.

7.0 REFERENCES


- 7.1 City of Playford – Mayor and Councillors Training and Development Policy
7.2 Parkes Shire Council – Councillor Training and Development Policy

8.0 DISPUTE PROCEDURE

- 8.1 In the event of a dispute over any aspect of this policy, immediate action will be taken to resolve the situation through effective and constructive consultation between the parties concerned as per the Grievance Administration Policy and Procedure.

9.0 ATTACHMENTS

- 9.1 Councillor Training and Development Expression of Interest form

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10.0 REVIEW

- 10.1. Council will review existing policies if at any time it is apparent that the circumstances which gave rise to the policy have changed substantially.
- 10.2 Council will consider existing policies on a progressive basis; however, each policy will be reviewed by staff at least once within four years of the date of adoption and proposed changes reported to the Council.

11.0 LINK TO INTEGRATED PLANNING AND REPORTING DOCUMENTS

11.1 The following link this policy to the Moree Plains 2035 Community Strategic Plan:

Coordinated Committee Leadership

L2. We demonstrate accountability, transparency and ethical conduct

HISTORY

Original Policy Nil

Policy drafted by: Executive

Policy reviewed and amendments made by: Managers Meeting

On: 7 January 2015

Policy reviewed and amendments made by: Manex

On: 20 January 2015

Adopted by Council on: 14 May 2015

Resolution No: 15/05/18

This policy works in conjunction with these policies: Councillors Expenses and Facilities Policy

This policy supersedes the following policies: Nil

Classification of policy External

Issue Date: January 2015

Review Date: June 2019

SIGNED BY THE GENERAL MANAGER OF MOREE PLAINS SHIRE COUNCIL,
WHOSE SIGNATURE APPEARS BELOW.


 LESTER RODGERS

29-6-2015
 DATE