

# COUNCILLOR PROFESSIONAL DEVELOPMENT POLICY



**Responsible Department:** Corporate Services  
**Responsible Officer:** Director Corporate Services

## Objective

To ensure elected Councillors:

- Have a formal framework in which to access professional development opportunities.
- Have equal access to professional development opportunities.
- Are afforded appropriate and relevant skill and knowledge development to assist them in their role as elected representatives.
- Have the skills and knowledge to make effective decisions.

## Policy Scope

This Policy applies to all Councillors of Narrabri Shire Council, including the Mayor.

## Policy

Professional development opportunities will be afforded to Councillors that directly assists in their role as elected representatives of the Narrabri Shire Local Government area.

Attention will be drawn to the existence of this Policy at any pre-election Councillor sessions conducted and delivered by Council.

### **PART 1: Identification of Professional Development Opportunities**

Councillors will be required to identify their own opportunities and advise the Mayor or General Manager in writing.

An expectation will be placed upon Councillors to make themselves available to attend the professional development scheduled.

In addition to the self-identification of professional development opportunities by Councillors, Council will ascertain professional development requirements of Councillors through various means, including but not limited to surveys, feedback and observation.

### **PART 2: Budget Allocation**

An appropriate annual budget allocation for Councillor professional development will be made available.

Travel, accommodation and subsistence expenses associated with Councillor professional development will be dealt with under Council's Payment of Expenses and Provision of Facilities for the Mayor and Councillors Policy.

### **PART 3: Professional Development Classification**

Professional development opportunities will be classified utilising the below classifications:

**Essential:** A professional development opportunity considered crucial to the role of a Councillor.

Opportunities in this classification will include, but will not be limited to, legislative and governance professional development.

Essential professional development opportunities are expected to be attended by all Councillors.

**Desirable:** A professional development opportunity considered beneficial for a Councillor to attend.

Opportunities identified in this classification are required to be directly related to the Councillors' role as elected representatives. Councillors' attendance to these opportunities is considered valuable.

**Supplementary:** A professional development opportunity considered to be specific to the development of skills and experience for Councillors.

Opportunities identified in this classification are still required to be directly related to the Councillors' role as elected representatives.

The General Manager in consultation with the Mayor will be responsible for determining the applicable classification of professional development opportunities.

The final determination of classification will rest with the General Manager.

### **PART 4: Professional Development Priority**

Professional development opportunities will be prioritised in the following order:

1. Essential
2. Desirable
3. Supplementary

Consideration of the relevant budget allocation will also be made.

The General Manager in consultation with the Mayor will be responsible for determining the applicable priority of professional development opportunities.

The final determination of priority will rest with the General Manager.

## **PART 5: Councillor Professional Development Register**

Council will maintain a register of attendance for supported, funded or endorsed professional development undertaken by Councillors.

The Councillor Professional Development Register will be formally reported to Council on a bi-annual basis.

### **Review**

Review of this Policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guidelines.

The Director Corporate Services is responsible for the review of this Policy.

This Policy will be reviewed prior to any scheduled general Local Government election and as a minimum, once every four years.

### **References**

- *Local Government Act (NSW) 1993.*
- *Local Government (General) Regulation 2005.*
- *Payment of Expenses and Provision of Facilities for the Mayor and Councillors Policy.*

### **History**

<b>MINUTE NUMBER</b>	<b>MEETING DATE</b>	<b>DESCRIPTION OF CHANGE</b>
9/2017	21 February 2017	Adoption