

## 1.9 Continuing Professional Development of Elected Members.

**Introduction** Section 5.128 of the Local Government Act requires local governments to prepare and adopt a policy in relation to the continuing professional development of council members. This Policy has been prepared to meet this legislative requirement.

**Objective** To ensure that Elected members have access to a range of relevant training and professional development opportunities.

**Statutory** *Local Government (Administration) Regulations*  
*Part 10 — Training*  
*35. Training for council members*  
*(1) A council member completes training for the purposes of section 5.126(1) if the council member passes the course of training specified in subregulation (2) within the period specified in subregulation (3).*  
*(2) The course of training is the course titled Council Member Essentials that —*  
*(a) consists of the following modules —*  
*(i) Understanding Local Government;*  
*(ii) Serving on Council;*  
*(iii) Meeting Procedures;*  
*(iv) Conflicts of Interest;*  
*(v) Understanding Financial Reports and Budgets; and*  
*(b) is provided by any of the following bodies —*  
*(i) North Metropolitan TAFE;*  
*(ii) South Metropolitan TAFE;*  
*(iii) WALGA.*  
*(3) The period within which the course of training must be passed is the period of 12 months beginning on the day on which the council member is elected.*  
*36. Exemption from Act s. 5.126(1) requirement*  
*(1) A council member is exempt from the requirement in section 5.126(1) if —*  
*(a) the council member passed either of the following courses within the period of 5 years ending immediately before the day on which the council member is elected — (i) the course of training specified in regulation 35(2); (ii) the course titled 52756WA — Diploma of Local Government (Elected Member); or (b) the council member passed the course titled LGASS00002 Elected Member Skill Set before 1 July 2019 and within the period of 5 years ending immediately before the day on which the council member is elected.*  
*(2) A person who is a council member on the day on which the Local Government Regulations Amendment (Induction and Training) Regulations 2019 regulation 8 comes into operation is exempt from the requirement in section 5.126(1) until the end of their term of office.*

### **Policy Statement**

Council supports and wherever possible will take advantage of appropriate training and networking opportunities for Councillors in accordance with the following guidelines and subject to budget limitations:

### **Authorised Training**

Elected Members are permitted to attend the following training opportunities without requiring further Council authorisation:

- ✓ Council Member Essentials that consists of the following modules —
  - (i) Understanding Local Government;
  - (ii) Serving on Council;
  - (iii) Meeting Procedures;
  - (iv) Conflicts of Interest;
  - (v) Understanding Financial Reports and Budgets; and is provided by any of the following bodies —
    - (i) North Metropolitan TAFE;
    - (ii) South Metropolitan TAFE;
    - (iii) WALGA;
- ✓ when provided through an e-learning module.
- ✓ Introduction to the Local Government Act for Elected Members (Webinar)
- ✓ Newly Elected Councillors Seminar (WALGA) for newly elected members only

### **Local Government Week**

In relation to attendance at Local Government Week the following shall apply:

1. The President and WALGA GECZ delegates and the Chief Executive Officer and their partners be entitled to attend Local Government Week. Due to the costs of attending local government week Council will Budget for a maximum of four Councillors to attend each year. Councillors other than the Shire President and GECZ delegates being selected based on recent attendance at local government week.

2. Should a Councillor require accommodation then this will be available at a specified venue at Council's expense. Arrangements for these bookings will be made only by administration.

3. Extras such as mini bars, telephone calls etc. will be the participants' responsibility except if the calls are Council related. A register of these calls must be kept to claim reimbursement.

### **Other Training / Conferences**

1. Priority be given to any course or seminar that is specifically relevant to Councillors and attendance at such course or seminar is subject to approval by Council, the Shire President or Chief Executive Officer.

2. Priority is given to the attendance of any new Councillor at any induction or training course specifically organised for the benefit of new Councillors.

3. Conference, seminars, courses or meetings organised by organisations of which Council is a member or has an interest in would usually be attended by Council's appointed representatives to those organisations.

4. When determining costs of a conference, seminar, training course or meetings, all costs including travel (motor vehicle, air fares, taxi, etc.), accommodation, meals, related conference registration and business

## Agenda Attachment 9.3.4

telephone costs will be paid for or be reimbursed by Council. Meal, accommodation, travel and other expense allowances shall be paid in accordance with the Annual Travel payment as determined by Council annually or upon presentation of receipts. A Travel Expense claim form must be submitted by the Councillor to claim this allowance or expense reimbursement.

5. Where the partner of a Councillor attends an annual conference with the Councillor, related conference registration and meal costs will be paid for by Council.

6. Attendance at conferences in other States requires the prior approval of Council by way of a formal resolution.

7. A verbal report on the conference attendance is to be provided to Council during the next Council Forum Session, with this report to be in writing if requested by the Shire President.

Requests for course participation or conference attendance may be initiated by the Elected Member and should be forwarded to the CEO prior to enrolment or registration.

The CEO is authorised to approve requests from Elected Members for professional development, training and conference attendance without referral to Council providing that the cost does not exceed a total of \$5,000 for Councillors and \$8,000 for the President in any financial year, and the course or conference is organised by an identified, industry-recognised training provider and is directly relevant to the role of the Councillor.

The CEO will keep a log of all seminars, forums, webinars, and workshops attended by Elected Members and this will be included on the Shires website.

Any requests outside this policy, including those for attendance at course or conferences outside Western Australia, are to be submitted to Council for consideration.

*- End of Policy*

COMMENT