

## 8.7 **Training and Professional Development – Elected Members**

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	President, Councillors and Chief Executive Officer
<b>Date of Approval:</b>	<b>15 August 2006</b>
<b>Amended:</b>	<b>17 October 2017</b>
	<b>18 March 2020</b>

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**Objective:** To ensure that Councillors have equitable access to a range of relevant Councillor training and professional development opportunities to enhance their ability to fulfil their roles and responsibilities as elected members and to provide good governance to the Shire.

**Policy:** Elected Members are strongly encouraged to participate in conferences, programs and training courses specifically designed for professional development relating to their role and responsibilities in local government.

Council shall ensure adequate resources are allocated annually in the Shire's budget to provide the opportunity for Councillors to participate in appropriate training and development. (I.e. \$2,000 per Councillor plus an additional \$3,000 for the President to attend an interstate conference or function annually).

### **Mandatory Training**

Pursuant to the Local Government Act 1995, Elected Members must complete Council Member Essentials which incorporates the following mandatory training units:

- Understanding Local Government;
- Conflicts of Interest;
- Serving on Council;
- Meeting Procedures and Debating; and
- Understanding Financial Report and Budgets.

Council's preferred provider for the training is WALGA (WA Local Government Association).

All units and associated costs will be paid for by the Shire and must be completed within the first 12 months following their election to Council. The training is valid for a period of five years.

It is Council's preference that the training is undertaken via the eLearning method which is the more cost efficient form of delivery. It is acknowledged however that there may be Elected Members who prefer to receive training face-to-face and/or opportunities to attend training which is being delivered in the region or in the Perth metropolitan area.

### **Additional Authorised Training / Conferences**

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

- WALGA Elected Member Training Modules, seminars, forums webinars, and workshops that in particular address:
  - CEO Performance Appraisals (face to face)\*
  - Introduction to the Local Government Act for Elected Members (Webinar)\*
  - Decision Making in Practice - Delegations (Webinar)\*
  - Local Government Gift Declaration (Webinar)\*
  - Introduction to the Local Government Act for Elected Members (Webinar)\*
  - Communications Webinar for Elected Members (Webinar)\*
  - Chairing of Meetings (Webinar)\*
- WALGA Annual Local Government Week Conference and associated training courses;
- The Planning Institute of Australia (PIA) Annual State Conference, seminars and forums; and
- Breakfast or workshop speakers identified by the President in liaison with the CEO and advertised by email.

*\*Council considers these seminars, forums webinars, and workshops a essential training requirement' for any Councillor and should be carried out within the first two years of becoming a Councillor.*

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 request 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 12 month period, and the course or conference is organised by an identified, industry-recognised training provider.

The CEO will keep a log of all seminars, forums, webinars, and workshops attended by Elected Members and present the log to the President before the last Council meeting of the Calendar year.

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