



Governance Policy

1.7 Elected Members Training & Professional Development

Governance Policy - 1.7 Elected Members Training & Professional Development

Policy

Governance Policy – 1.7 Elected Members Training & Professional Development

Purpose

The Local Government Act 1995 (the Act) requires all new Elected Members to undertake training within 12 months of being elected. The Shire is required under the Act to report on training undertaken by new councillors and professional development training taken by existing Elected Members.

Status

This policy applies to the Elected Members of the Shire of Peppermint Grove

Policy

1 New Elected Member Training

In accordance with Section 5.126 of *the Act*, each new Elected Member must complete training in accordance with the Local Government (Administration) Regulations 1996. The regulations prescribe the type of training for elected members which is the 'Council Member Essentials' course.

This course consists of the following modules –

- a) Understanding Local Government
- b) Serving on Council
- c) Meeting Procedures
- d) Conflicts of Interest
- e) Understanding Financial Reports and Budgets



Governance Policy

1.7 Elected Members Training & Professional Development

The course is provided by WALGA and the North and South Metropolitan TAFE's.

Elected Members are to ensure training is to be completed within 12 months beginning on the day on which the council member is elected.

Funding

The 'Council member Essentials' course will be funded by the Shire from allocations in the Training and Conference Budget.

2 Continuing Professional Development (CPD)

The Shire's preferred training provider is WALGA.

The Shire will investigate opportunities for professional skills development based on the direction of the Council or individual Elected Member needs and/or requests.

2.1 Local Government Industry Specific

Any professional development to be undertaken by an Elected Member as required by the Act or Regulations, will be arranged and paid for by the Shire.

2.2 Non Local Government Industry Specific

Elected Members may attend non-local government industry specific professional development –

- a) Attendance that incurs a cost must be applied for in writing to the Chief Executive Officer, prior to commitment.
- b) Attendance must be relevant to the role of an Elected Member.
- c) There must be sufficient individual training budget allocation remaining to cover all related costs.
- d) Attendance may be refused by the Chief Executive Officer to ensure the effective governance of Council.

Conference, Seminars or Courses 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, e.g., Local Government Association Conference would be attended by the Local Government Association Delegates.

In the case of Conferences relevant to specific disciplines the Presiding Member of the relevant Standing Committee would have priority in attending.



Governance Policy

1.7 Elected Members Training & Professional Development

When determining costs of a conference all reasonable costs including travel, accommodation, meals and telephone are to be supported by receipts and paid for by Council. Elected Members can access

- \$2,000 per annum for attending conferences that match the criteria set out in this policy without needing to refer this to Council, however it is subject to sign off by the CEO.
- Costs in excess of \$2,000 per annum would be referred to Council for approval.

Conferences in other States would be dealt with in the same way as any other Conference within the State except that whenever attendance at the conference entails travelling outside the State, the proposal be referred for the approval of full Council if time permits.

The type of conferences that Councillors attend would generally be related to a particular function or activity in which council is involved rather than individual or personal development Conference/Seminars.

3 Paying for Professional Development Training

3.1 All fees associated with an Elected Member:

- a) attending professional development while representing the Shire, as approved by the Shire or the Chief Executive Officer; or
- b) while undertaking professional developments as required under legislation, will be met by the Shire from the Training and Conference Budget.

3.2 The Shire may pay for or reimburse travel expenses to and from events and other expenses in accordance with relevant Shire policy.

3.3 Elected Members will not be paid any additional payment or allowances for attending a professional development occasion in their capacity as an Elected Member.

4 Website Publication of Elected Member Training

Section 5.127(1) of the Act, outlines a local government must prepare a an annual report on the training undertaken by council members. Section 5.127 (2) of the Act states that that the training undertaken by Elected Members must be published on the local government's website.



Governance Policy

1.7 Elected Members Training & Professional Development

The Shire will update council members training on an annual basis. This detail is to be disclosed in the Elected Member Training Register on the Shire's website.

5 Dispute Resolution

Any disputes with regard to this policy will be referred to the Chief Executive Officer in the first instance. In the event that the Elected Member and the Chief Executive officer cannot reach an agreement, the matter will be reported to Council for consideration.

6 Policy Review

Section 5.128 (5) of the Act, states the Shire's policy for continuing professional development of council members must be reviewed after each ordinary election.

Related Procedure

Amended Authority Level

Related Delegation

Related Local Law/Legislation

Local Government Act 1995
Section 5.126 Training for council members
Section 5.127 Report on Training
Section 5.128 Policy for Continuing Professional Development

Adopted/Amended

18 September 2000
28th November 2023

Next Review Date

2027
