

COUNCIL POLICY

Councillor Training / Professional Development

Policy No:	4.4
Policy Subject:	Councillor Training / Professional Development
Objectives:	To maximise training and professional development opportunities for elected members.
Policy Subject:	Members Attendance at Conferences, Seminars, Training and Induction Courses
Policy Statement:	Council supports, and wherever possible will take advantage of, appropriate training and professional development opportunities for elected members.

Council supports the Western Australian Local Government Association (WALGA) learning modules aimed at raising the collective awareness of Local Government in the community through good governance practices.

Section 5.126 of the Local Government Act 1995 and Regulation 35 of the Local Government (Administration) Regulations 1996 requires all council members to undertake training within the first 12 months of being elected. The Council Members Essentials course has been developed to provide Council Members with the skills and knowledge to perform their roles as leaders in their district.

Guidelines:

Conferences and Seminars

- a) Priority to be given to any conference or seminar that is specifically relevant to Councillors. Attendance at such conference or seminar is subject to approval by Council, Shire President or Chief Executive Officer. The Shire President or Chief Executive Officer can only approve a Councillor's attendance at seminars/conferences if there is a specific budget provision and all Councillors have been offered the opportunity to attend.
- b) Conferences, seminars or courses held 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.
- c) When determining costs of a conference or seminar, all costs associated with attendance at the conference or seminar, will be paid by Council in accordance with Policy 4.2 Reimbursement of Elected Member Expenses.
- d) Conferences or seminars 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 is to be referred for the approval of Ordinary Council.
- e) Reports of conference or seminar attendance to be provided in writing to Council by inclusion in the Information Bulletin.
- f) The type of conferences or seminars that Councillors attend would generally be related to a particular function or activity in which Council is involved, rather than individual or personal development type conference/seminars.

Training

All Council Members will have to complete the Council Member Essentials course unless, in the previous five years, they have completed and passed the Council Member Essentials course, the Diploma of Local Government 52756WA (Elected Member) or the course titled LGASS00002 Elected Member Skill Set. Council will pay the course fees for mandatory training.

The Council Member Essentials course comprises of the following five units:

- Understanding Local Government (1/2 day) eLearning
- Serving on Council (1/2 day) eLearning
- Meeting Procedures (2 days)
- Conflicts of interest (1 day)
- Understanding financial reports and budgets (1 day)

Should a Councillor fail to fulfill the requirements of mandatory training, Councillors may be required to pay the costs associated with reenrolment.

General

A report will be included in each year's Annual Report to list the attendance of elected members at conferences, seminars and training during the year and the total number of modules completed by each elected member.

Resolution No:	Committee	A8/97
	Ordinary Council	FC44/97
Resolution Date:	25 July 1996	
Amended:	28 November 2002	OC86/03
	28 April 2004	OC163/04
	23 August 2006	OC21/07
	22 October 2014	OC106/14
	24 July 2018	OC92/18
	24 March 2020	OC30/20
	23 November 2021	OC151/21
	22 December 2022	OC159/22
Source:	Council and Elected Members	
Review		
Responsibility:	Chief Executive Officer	