

## 1.7 Council Members' Continuing Professional Development

### Objective

To provide all Council Members of the Shire of East Pilbara with the necessary professional development and training to support them in the discharge of their responsibilities, obligations and duties as a Council Member.

### Background

Section 5.128 of the *Local Government Act 1995* ("the Act") requires Council to adopt a policy in relation to the continuing professional development of Council Members. The Policy must be reviewed after each Ordinary election.

Section 5.127 of the Act requires the Local Government to report on the training completed by Council Members each financial year, and that the report is to be published on the Local Government's website within 1 month after the end of the financial year to which to report relates.

### Policy

The Shire of East Pilbara recognises the importance of providing Council Members with the knowledge and resources that will enable them to fulfil their role in accordance with statutory obligations and community expectations.

#### 1. *Training schedule (provided by the Shire of East Pilbara)*

Council Members must complete the following mandatory training units:

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

All units will be paid for by the Shire. Regulations 35 and 36 of the *Local Government (Administration) Regulations 1996* ("the Regulations") require the training units must be completed by Council Members within 12 months from the day on which the Council Member is elected. Council Members are exempt from undertaking the mandatory training if a Council Member passed either the above units or 52756WA — Diploma of Local Government (Elected Member) within the period of 5 years ending immediately before the day on which the Council Member is elected.

Council Members who are returned to Council at an election and not required by the Regulation to undertake the training are strongly encouraged to complete the units listed above, as a refresher.

In addition to the training units listed above, the Shire will also arrange a Good Governance Workshop to be presented to all Council Members after an election.

Additional training will not be accessible by Council Members until completion of the mandatory training units required by the Regulations.

## 2. *Training expenses*

Following completion of the mandatory training units detailed above in paragraph 1, training expenses shall be made available to Council Members to undertake training and professional development in areas relevant to their role as Council Members. Training is subject to sufficient funds being available in the budget allocation approved by Council.

In addition, each Council Member may attend the Western Australian Local Government Association (WALGA) annual conference.

### Approval

(a) Where there are sufficient funds remaining, the Chief Executive Officer is authorised to approve applications for Council Members to attend training.

(b) Where there are insufficient funds remaining, the approval must be sought from Council.

## 3. *Booking arrangements*

All registration, travel and accommodation bookings will be arranged by the Chief Executive Officer.

The costs associated with all registration, travel and accommodation bookings will be met by the Shire in accordance with the Council Member Allowances & Expenses Policy.

### **Authorisation Details**

<b>Authorised by:</b>	Council		
<b>Date:</b>	25 October 2019	<b>Item No.</b>	9.1.2
<b>Review/Amendment Date</b>	25 February 2022	<b>Item No.</b>	11.2.4
<b>Review/Amendment Date</b>	24 November 2023	<b>Item No.</b>	12.1.2
<b>Next Review</b>	Following the 2025 Ordinary Local Government Election		
<b>Responsible Directorate</b>	Chief Executive Officer		
<b>Responsible Officer</b>	Manager Governance, Risk and Procurement		
<b>File No.</b>			