

## 1.33 CONTINUING PROFESSIONAL DEVELOPMENT – COUNCIL MEMBERS

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### OBJECTIVE

To ensure that the Shire of Gingin is compliant with the training requirements for elected members as set out in cl. 5.126 and 5.128 of the *Local Government Act 1995* (the Act) and r. 35 of the *Local Government (Administration) Regulations 1996* (the Regulations).

### POLICY

This policy applies to all council members of the Shire of Gingin.

#### 1. Mandatory Council Member Training

Cl. 5.126 of the Act and r. 35 of the Regulations require that each council member must complete a specified course of training known as *Council Member Essentials* within 12 months of the day that they are elected, unless they are exempt in accordance with r. 36 of the Regulations.

*Council Member Essentials* consists of the following five modules:

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

Immediately following each election, all newly elected council members who have not completed either the *Council Member Essentials* training or the Diploma of Local Government (Elected Member) (course 52756WA) within the preceding five years will be enrolled to undertake the five required modules either as eLearning or face to face training, according to their preference.

Provision will be made in Council's annual adopted Budget to allow for mandatory training to be completed as required.

#### 2. Collective Professional Development

- a. Financial Year Following Each Ordinary Local Government Election

Provision will be made in the annual Budget for sufficient funds to undertake the onsite delivery of the following WALGA training modules:

- Planning Practices (The Essentials);
- Effective Community Leadership; and
- CEO Performance Review;

Attendance at these sessions is mandatory for all council members to ensure that knowledge remains current.

b. In Financial Years Where There is no Ordinary Local Government Election

Provision will be made in the annual Budget for sufficient funds to undertake the onsite delivery of one training session which will be attended by all Councillors. In choosing the training subject, the following criteria will be considered:

- i. the strategic direction of the local government;
- ii. any skills gaps among the council as a whole; and
- iii. the needs of individual councillors.

Attendance at this session is mandatory for all council members

### **3. Other Professional Development**

Once the Council Member Essentials course has been completed, individual council members are strongly encouraged to take advantage of other professional development opportunities that are relevant to their roles and in line with the strategic objectives of the Shire, in particular the following courses delivered by WALGA:

- i. Dealing with Conflict;
- ii. Integrated Strategic Planning – the Essentials;
- iii. Planning Practices – Advanced;
- iv. Integrated Strategic Planning – Policy; and
- vi. Infrastructure Asset Management.

These courses, together with the mandatory Council Member Essentials training and the 3 modules referenced at cl. 2a (and all of the relevant assessments) collectively form the LGA50220 Diploma of Local Government – Elected Member. Successful completion of all modules and the associated assessments will result in a council member achieving the Diploma of Local Government -Elected Member- qualification.

### **4. Approval of Requests for Training**

At the request of a council member, the Chief Executive Officer is authorised to arrange, at the Shire's cost, the registration of that council member at any training session conducted by WALGA or any other training considered by the Chief Executive Officer and/or the Shire President to be directly relevant to the Shire's affairs, provided that:

- a. The expenditure is within the constraints of the Shire's adopted annual Budget; and
- b. The training is held within the South-West Land Division of Western Australia and does not require the booking of accommodation (excluding attendance at the annual WALGA State Conference) and/or airfares.

Any requests that do not meet the above criteria will be submitted to Council for consideration.

## 5. Reporting

In accordance with the requirements of s.5.127 of the Act, at the end of each financial year a report will be prepared providing details of the training completed by each council member during that year which must be made available to the public on the Shire's website. The report will include both *Elected Member Essentials* training and other professional development consistent with this policy.

### GOVERNANCE REFERENCES

|                                  |  |
|----------------------------------|--|
| <b>Statutory Compliance</b>      | <i>Local Government Act 1995</i> - s. 5.126, 5.127 & 5.128<br><i>Local Government (Administration) Regulations 1996</i> - r. 35 & 36 |
| <b>Industry Compliance</b>       | N/A  |
| <b>Organisational Compliance</b> | Council Policy 1.29 Councillors' Entitlements  |

### POLICY ADMINISTRATION

|                     |                         |                    |      |
|---------------------|-------------------------|--------------------|------|
| <b>Review Cycle</b> | After ordinary election | <b>Next Review</b> | 2023 |
| <b>Department</b>   | Office of the CEO       |                    |      |

| Version | Decision Reference       | Synopsis  |
|---------|--------------------------|---|
| 1.      | 21/07/2015 - Item 11.1.1 | Policy adopted.   |
| 2.      | 20/06/2017 - Item 11.1.1 | List of training units offered by WALGA and period within which they should be completed updated.                                     |
| 3.      | 21/01/2020 - Item 11.1.2 | Policy amended in accordance with changes to <i>Local Government Act 1995</i> .   |
| 4.      | 15/03/2022 - Item 11.1   | Policy amended and re-named 'Continuing Professional Development - Council Members' from 'Elected Member Training'.                   |
| 5.      | 16/01/2024 - Item 11.4   | Policy reviewed in accordance with <i>Local Government Act 1995</i> s.5.128. Amendments to cl. 2 Collective Professional Development. |