



COUNCIL POLICY
Elected Members

1.1.5

Title:	1.1.5 ELECTED MEMBER TRAINING AND PROFESSIONAL DEVELOPMENT
Adopted:	18 December 2019
Reviewed:	15 December 2021
Associated Legislation:	Local Government Act 1995 Local Government Amendment Act 2019
Associated Documents:	Shire of Mingenew Code of Conduct for Council Members, Committee Members and Candidates, and Elected Member Entitlements Policy
Review Responsibility:	Governance & Community Manager
Delegation:	-

Previous Policy Number/s: Nil

Objective:

To ensure that Elected Members have equitable access to a range of relevant training and professional development opportunities; to enhance their ability to fulfil their roles and responsibilities as Elected Members.

Policy Statement:

Council shall ensure adequate resources are allocated annually in the Shire's budget to provide the opportunity for Elected Members to participate in appropriate training and development, including the minimum requirements for mandatory training, as legislated.

Mandatory Training

All Elected Members will comply with the requirements of s5.126 of the *Local Government Act 1995* and r55 and r36 of the *Local Government (Administration) Regulations 1996* which outline that Elected Members must complete the Council Member Essentials training course within the first 12 months of being elected.

These requirements are mandatory for newly elected members (an exemption may apply under r36 of the *Local Government (Administration) Regulations 1996*). Nothing in the legislation or this policy precludes an elected member, who is exempt under r36, from undertaking the training. Although approval will be required, and consideration must be had for budgetary implications. Priority may be given to those requiring the training under the legislation.

To ensure costs are kept to a minimum and flexibility in training can be maintained, it is Council's preference that Elected Members participate in the legislated training via an eLearning subscription. Where regional face-to-face training can be offered at a subsidised rate (such as through shared training costs with neighbouring local government's) this method may take precedence, if offering value for money.

The CEO will prepare a report on the training completed by council members following each financial year and publish it on the Shire's website.

Pre-Authorised Training / Conferences



All Elected Members shall be entitled to attend the annual Western Australian Local Government Association (WALGA) Conference, with estimated costs to be included in the annual budget each year.

Council generally authorises the following list of conferences and workshops where sufficient budget allocation has been made:

- West Australian Local Government Association and Australian Local Government Association conferences.
- Special 'once off' conferences called for or sponsored by the West Australian Local Government Association and/or Australian Local Government Association on important / relevant matters.
- Annual conferences of the major professions in local government and other institutions of relevance to local government activities.
- West Australian Local Government Association Elected Member Training and Development.
- Training relating to the role of Elected Members.
- Other local government-specific training courses, workshops and forums, relating to such things as understanding the roles/responsibilities of Elected Members, meeting procedures, etc.

The CEO will administer any requests and approve any reimbursements in accordance with this Policy and the Elected Members Entitlements policy.

Application must be made prior to attendance and each Elected Member is to comply with any requests for information and/or receipts to satisfy the Shire's record keeping and administration/financial management systems.

Alternative or Unbudgeted Training / Conference Opportunities require Council Approval

A Councillor may apply in writing to the CEO to participate in a relevant alternative conference or training program requiring the approval of Council. The CEO will provide a report to Council after assessing the training against the requirements of the training/conference assessment matrix below. A score of fifteen or more will be required to receive a favourable recommendation.

Conference / Training Assessment Matrix

Criteria	1	2	3	4	Comment
Relevance to Councillors' governance role under LGA					
Value for money and cost/benefit					
Alignment with Council's Strategic Community Plan and current priorities					
Meets an identified skill gap					
Level of quality of networking opportunities with peers					

Rate based on how well the training/conference/event meets the statements above: 1 = Disagree/Does not apply, 2 = Neutral / Somewhat applies, 3 = Agree / Mostly applies, 4 = Strongly agree / highly relevant

In the event that there is insufficient time for Council approval to be obtained for a Councillor to attend an identified relevant training opportunity, that is not pre-authorized and sufficient budget funds are available, the CEO is authorised to register the Councillor's attendance in the training program after firstly, completing the evaluation matrix in liaison with the President, and the President and CEO being satisfied



that at least 15 points has been achieved. Where the training request is made by the President, the CEO will liaise with the Deputy President.

The Shire will meet the costs of associated accommodation, travel, conference costs and insurance costs, for approved training and development events, in accordance with the Elected Members Entitlements Policy and relevant legislation.

All interstate and overseas requests will require Council approval. Council's delegate is to provide a written report on the key outcomes from any interstate or overseas conference/event relevant to the Shire of Mingenew within one month of returning from the conference.

Other Matters

The CEO, in liaison with the President, shall bring forward for Council consideration any proposals for "in-house" training and Councillor development opportunities to meet Council's strategic objectives and priorities or to meet perceived gaps in Councillor skill development.

A Councillor shall not be permitted to nominate for attendance at a conference four months prior to their term of office expiring with the exception of WALGA's Local Government Convention.

Application responsibility for the implementation of this policy rests with the President, Councillors and Chief Executive Officer.

Review

The policy is to be reviewed within three (3) months after each ordinary election or at any other time as appropriate.