



Shire of West Arthur Council Policy – Elected Members Continuing Professional Development

Policy Number	G1.1
Policy Title	Elected Members Continuing Professional Development
Related Legislation	Section 5.126 of the Local Government Act 1995
Strategic Outcome Supported	Outcome 5.1 - Representation by skilled councillors to achieve the best outcomes for the Shire.
Adopted by Council	18 August 2020
Review	October 2021

1. Objective

This policy describes the Shire of West Arthur's approach to enable council members to meet their statutory obligations for training and gives effect to the requirement to adopt a continuing professional development policy.

This policy also provides guidance on training and professional development for elected members that is not of a statutory nature.

2. Scope

This policy applies to all elected members of the Shire of West Arthur.

Training can take several forms including formal qualifications, short courses, seminars and conferences.

3. Definitions

There are no definitions relevant to this policy.

4. Policy Statement

Councillors have a unique and challenging role performing their functions under the Act. The Shire recognises the value of training and continuing professional development to build and supplement council members skills and experience.

4.1 Compulsory Elected Member Training

The Local Government (Administration) Regulations 1996, requires elected members to complete a Council Members Essentials course consisting of five modules. Certain exemptions, specified in the Regulations apply.

In accordance with the Regulations, training must be completed by all elected members following their election within 12 months of taking office and is valid for five years. The Regulations specify three training providers.

Elected members have a responsibility to complete the training in accordance with the legislation. Following each ordinary election, elected members will be provided with the relevant information on training options.

Training that an elected member is required to complete under Section 5.126 of the Act will be paid for by the Shire from the elected member training account. ELearning is the preferred method of training as it is the most cost efficient form of delivery, however it is acknowledged that some elected members may prefer to receive training face to face. Elected members are,

therefore, able to select a training option to meet their learning style and availability from one of the approved providers.

4.2 Continuing Professional Development

The Shire is committed to supporting the continuing professional development of council members to the benefit of Council, the Shire and the community.

Continuing professional development can include training and attendance at conferences in accordance with this policy.

Elected members who wish to attend training courses, appropriate conferences or seminars may make application to the Shire President in writing. A decision on attendance will be made jointly between the Shire President and the CEO based on the need, the benefit to the Shire of the person attending, identified skills gaps of elected members both individually and as a collective, and budgeted funds being available.

Professional development events and training for the Shire President must be approved by the Deputy Shire President in conjunction with the CEO.

Where an elected member's request for training is declined under this Policy, the member can request the matter be referred to Council.

Claims for reimbursement of expenses must be submitted within 14 days of the conference or training and may include:

- Registration and training costs for the elected member;
- Actual receipted
 - o accommodation for the duration of the conference or training
 - o taxi fares associated with the conference or workshop
 - o parking at the venue or accommodation
 - o food and drink costs (excluding alcohol)
 - o mileage costs in accordance with SAT determination.

Training that exceeds to allocated budget amount, must be approved by resolution of Council.

Elected members should note that all training undertaken, including conferences, are required to be published on the Shire's website.

5. Legislative and Strategic Context

The Local Government Act 1995, Section 5.126, requires all elected members to undertake compulsory training within 12 months of being elected. The Shire of West Arthur is required, under the Local Government Act 1995 Sections 5.127 and 5.128, to adopt a policy and report on compulsory training and continuing professional development for elected members.

Part 10 of the Local Government (Administration) Regulations 1996 provides the legal frameworks for elected member statutory training.

6. Review Position and Date

Council to review following October 2021 Elections.

7. Associated Documents

G1.3 Elected Members Entitlements Policy