



Councillor Continuing Professional Development

Responsible Areas	Administration
Responsible Officer	Chief Executive Officer
Affected Staff	NL

Objective

The Councillor Continuing Professional Development Policy demonstrates Councils commitment to providing professional development for its Councillors.

Scope

Council will ensure professional development activities are available to Councillors on the basis that such professional development contributes to the achievement of the strategic and good governance objectives of Council.

Policy

Each Councillors will be allocated a maximum of \$1,000 per financial year to pay for all professional development (excluding mandatory training).

If a Councillor wishes to exceed the value of this allowance in a financial year they may either:

- i. Seek council approval to exceed the allowance; or
- ii. Pay the difference

An elected member must advise the CEO of his/ her intention to attend professional development at least three weeks prior to the event. The CEO will then advise the Councillor whether sufficient budgeted funds for the professional development are available and then approve the expenditure.

Categories of Professional Development

When selecting professional development opportunities priority will be given for training and seminars that particularly enhance the required skills of Councillors and provide the greatest outcome for the Council including:

- Roles and responsibilities of councillors
- Relationship between Councillors, the CEO and staff
- Meeting procedures
- Conflict of interest
- Code of conduct
- Strategic planning
- Budgets and financial sustainability
- Long term financial planning

- Asset management
- Community engagement and public participation
- Risk management
- Legal issues for councillors
- Specific training due to legislative change

Other professional development opportunities may emerge that are directly related to specific areas and other community issues and addresses environment, social and economic challenges facing the community.

Opportunities for professional development are regularly received from WALGA and other training providers. Specific training that is identified as being directly relevant to Councillors will be sent to Councillors via email seeking an indication of interest.

Method of Professional Development

It is recognised that a range of delivery methods will be required to support the professional development needs of councillors including:

- In house workshop, seminars and briefing sessions conducted by appropriate staff, trainers and guest speakers
- Attendance at workshops, seminars and conferences offer by training providers and including WALGA, LGPro, AIM, AICD and other industry providers and / or appropriate providers offering courses for members to gain new skills and knowledge and to network with other Councillors from other Local Governments.
- Printed material, including training booklets and discussions papers that may be provided for information;
- On line self-paced learning; and
- CD Rom / DVD information

Newly elected Councillors

Councillors who are new to Council are required to undertake all five modules of The Council Member Essential Course which comprises of the following five units:

- Understanding local government;
- Serving on council;
- Meeting procedures;
- Conflict of interests; and
- Understanding financial reports and budgets.

The cost of undertaking the five units of the Council Member Essential Course is excluded from the individually allocated funds for professional development.

Reporting

The Local Government is required to report annually on who has completed professional development and publish this on the Shire's website. The report will list each Councillor and the professional development completed by each councillor in that financial year. This will include both the Councils Members Essential Course where applicable and continuing professional development consistent with this policy

Continuing Professional Development

Each councillor will be required to complete at least 8 hours every financial year of professional development.

Definitions

Councillor includes the Shire President, Deputy Shire President and all Councillors.

Relevant management practices/documents

Nil

Legislation/local law requirements

Section 5.128 requires Council to adopt a Councillor continuing Professional Development Policy.

Office Use Only			
Relevant delegations			
Initial Council adoption	Date	Insert date here	Resolution#
Last reviewed	Date	Insert date here	Resolution#
Next review due	Date	Insert date here	