

COUNCIL POLICY

Councillor Training / Professional Development

- Policy No:** 4.4
- Policy Subject:** Councillor Training / Professional Development
- Objectives:** To maximise training and professional development opportunities for elected members.
- Policy Subject:** Members Attendance at Conferences, Seminars, Training and Induction Courses
- Policy Statement:** Council supports, and wherever possible will take advantage of, appropriate training and professional development opportunities for elected members.
Council supports the Western Australian Local Government Association (WALGA) learning modules aimed at raising the collective awareness of Local Government in the community through good governance practices.
- Guidelines:** ***Conferences and Seminars***
- a. Priority to be given to any conference or seminar that is specifically relevant to Councillors. Attendance at such conference or seminar is subject to approval by Council, Shire President or Chief Executive Officer. The Shire President or Chief Executive Officer can only approve a Councillor's attendance at seminars/conferences if there is a specific budget provision and all Councillors have been offered the opportunity to attend.
 - b. Conferences, seminars or courses held by organisations of which Council is a member, or has an interest in, would usually be attended by Council's appointed representatives to those organisations.
 - c. When determining costs of a conference or seminar, all costs associated with attendance at the conference or seminar, will be paid by Council in accordance with Policy 4.2
 - d. Conferences or seminars in other States would be dealt with in the same way as any other conference within the State, except that whenever attendance at the conference entails travelling outside the State, the proposal is to be referred for the approval of Ordinary Council.

- e. Reports of conference or seminar attendance to be provided in writing to Council by inclusion in the Information Bulletin.
- f. The type of conferences or seminars that Councillors attend would generally be related to a particular function or activity in which Council is involved, rather than individual or personal development type conference/seminars.

Training

- a. All newly elected Councillors, and Councillors who have not previously attended, are strongly encouraged to attend the module ‘Getting Started – Introduction to Local Government for Elected Members’, which is the first module of the Elected Member Development Program, as soon as possible.
- b. All Councillors are encouraged to complete all modules of the Elected Member Development Program.
- c. When determining costs for training, all costs associated with attendance at the training, will be paid by Council in accordance with Policy 4.2. Councillors wishing to complete more than four modules in any one financial year must pay all costs for the additional modules.
- d. Any Councillor who completes all modules will be awarded a Certificate of Achievement by Council and will receive due recognition of the achievement at a public forum.
- e. Each module will only be funded once per Councillor.

General

A report will be included in each year’s Annual Report to list the attendance of elected members at conferences, seminars and training during the year and the total number of modules completed by each elected member.

Resolution No:	Committee Ordinary Council	A8/97 FC44/97
Resolution Date:	25 July 1996	
Amended:	28 November 2002 28 April 2004 23 August 2006 22 October 2014 24 July 2018	OC86/03 OC163/04 OC21/07 OC106/14 OC92/18
Source:	Council and Elected Members	
Date of review:	October annually	
Review Responsibility:	Chief Executive Officer	