

ELECTED MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

PURPOSE

To ensure that Elected Members understand their obligations as Elected Members, make well informed decisions and effectively represent their constituents, and that the Shire provides support for Elected Members to attend conferences, seminars, training and other professional development opportunities in order to develop and enhance their knowledge pertaining to their role.

SCOPE

The *Local Government Act 1995* requires all Elected Members to undertake compulsory training within 12 months of them being elected.

The Shire of Quairading is required under the *Local Government Act 1995* to adopt and report on training and continuing professional development for Elected Members of the Shire of Quairading.

POLICY

This policy applies to Elected Members of the Shire of Quairading (the Shire).

1. Compulsory Elected Member Training

Elected Members of the Shire have significant and complex roles that require a diverse skillset.

All Elected Members elected to Council following the 2019 Election are required under the *Local Government Act 1995* s5.126(1) and Local Government (Administration) Regulation 1996 r.35 to complete the Council Member Essentials Course, unless they meet limited exemptions. The training is valid for five years so an Elected Member is only required to undertake the training at every second election. The course must be completed within 12 months of appointment to Council.

2. Continuing Professional Development

- a. The Shire is committed to supporting the Continuing Professional Development of Councillors to the benefit of Council, the Shire and the community.
- b. Continuing Professional Development can take several forms including formal qualifications, short-courses, seminars and conferences. Training must relate to the professional development of Councillors in their role as a Councillor.
- c. Continuing Professional Development should be delivered by industry recognised training providers, peak bodies or professional organisations.
- d. In accordance with section 5.128 of the Local Government Act 1995, Elected Members are encouraged to identify their individual continuing professional development needs to enhance their effectiveness and address skill gaps as required.
- e. As the needs of individual Elected Members may vary, each Elected Member is encouraged to seek the assistance of the CEO and Shire President in analysing their

particular requirements and in identifying appropriate courses, seminars and training to meet those needs.

- f. In determining the professional development activities for individuals, Elected Members should consider the current or future strategic direction and activities of the Shire and its priorities and the skills that will be needed to give effect to the direction.
- g. Training that will exceed the allocated budget amount may only be approved by resolution of Council.

3. Limitations

Training and continuing professional development is for the purpose of enhancing a Council Member's performance of their role. Therefore, in some instances, approval may not be granted where attendance conflicts with scheduled Council or Committee meetings (i.e. a meeting where important strategic decisions are required or where the meeting may lack a quorum), unless Council has otherwise resolved.

Where attendance at a particular training or professional development event would require an extended absence, no more than two Council Members may attend, unless Council has otherwise resolved.

Approval will not be granted for training or continuing professional development that is scheduled to occur in the last six months of a Council Member's term of office.

4. Sharing of knowledge

In order to realise the maximum benefit for the Shire, Council Members will provide a report on their attendance, key features and benefits of the training or professional development within a reasonable period after completion. Council Members may include ideas and innovations identified through the professional development for discussion at future Council Information Sessions, where the matter relates to the Shire's strategic objectives.

Knowledge sharing may be provided as a presentation or verbal update to an informal Council Information Session, or a written report provided to the Chief Executive Officer and circulated to all Council Members. Where relevant, copies of resources obtained at the event may also be provided to the Chief Executive Officer for circulation to all Council Members.

5. Reporting

The Shire is required to report annually on training undertaken by each Elected Member during each financial year, in accordance with s.5.127 of the Act. Completed training for that financial year is to be published on the Shire's website within one month of the end of the financial year. This is to include the Council Member Essentials Course and any continuing professional development undertaken by Elected Members.

GUIDELINES

Part 5, Division 10 of the Local Government Act 1995

Part 10 of the Local Government (Administration) Regulations 1996

Under section 5.128 of the Local Government Act 1995 adoption and modification of this policy requires an Absolute Majority decision by Council.

Policy must be reviewed at least once after each ordinary election.

Policy may be reviewed at any other time.

STATUTORY ENVIRONMENT

Local Government Act 1995

Part 5 Division 10 – Training & Development

Record of Policy Review					
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date
01	Graeme Fardon	26 March 2020	133-19/20	New Policy	
02	Graeme Fardon	17 December 2020	97-20/21	Biennial Policy Review	December 2020
03	Graeme Fardon	16 December 2021	97-21/22	Legislative requirement - Local Government Act 1995 s5.128 (5a)	December 2021