

**EM 5**

**ELECTED MEMBERS TRAINING & DEVELOPMENT**

**Objective**

- To provide for the development of the elected members of Council in fields directly associated with the provision of local government services.
- To assist in the overall organisation and budgeting of the conferences and other training and development opportunities.

**Policy**

1. Council recognises the importance of managing its affairs in a manner that is compliant with legislation and strives for relevant best practice. The development of member's knowledge and experience of Local Government / mainland practices is vital to the continued development of the organisation and the district.
2. Council maintains links with mainland Local Government organisations, including the Western Australian Local Government Association and the Australian Local Government Association. These links provide avenues of information, education, training and advice to Councillors.
3. Council will participate in Local Government forums such as Association meetings and Conferences to the extent it is practical or relevant to do so.
4. Council will encourage member attendance at relevant Local Government training, whether associated with Local Government conferences or arranged otherwise. Council recognises the need to provide both new and experienced members with training to keep knowledge current.
5. In recognition of the cost of participation in mainland forums, Council will endeavour to 'value add' to participation in these by organising other activities and meetings to occur at the same time.
6. Council will decide the budget each year for member development and decide member participation in specific training and development activities.
7. The Chief Executive Officer will ensure that members receive circulars, magazines, newsletters, advices and other information necessary for members to keep abreast of legislative and other trends and developments in Local Government generally and the Shire specifically.
8. In line with the continual professional development requirements of Councillors and the new section 5.126 of the Local Government Act (WA)(CI)(1995) in 2020, the Shire will ensure that Councillors complete the *Council Member Essential Units* required to meet the standards for all newly elected Members.

The *Council Member Essential Units* are:

- a) *Understanding local government*
- b) *Serving on council*
- c) *Meeting procedures*
- d) *Conflicts of interest*
- e) *Understanding of financial reports and budgets*

Council will engage WALGA to deliver the coursework to Councillors via the WALGA online training platform.

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Key Performance Indicators	Timeliness and effectiveness of training and development programs The extent to which members attend conferences
Keywords	Conferences, training, travel
Related Policies	EM6 - Travel Reimbursement; Annual Budget
Related Procedures/ Documents	Travel claim forms

Version	Approved, Amended, Rescinded	Date	Officer	Resolution number	Key changes/ notes	Next Review date	File Ref No.
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3	Approved	26/7/2022	GRPG	67/22		July 2024	2.11.28
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