

1.1.4 Councillor Continuing Professional Development Policy

Policy Background and Objective

The *Local Government Act 1995* requires all Councillors to undertake compulsory training within 12 months of being elected. The Shire of Manjimup is required under the *Local Government Act 1995* to adopt and report on compulsory training and continuing professional development for Councillors of the Shire of Manjimup.

Area of Application and Scope

This Policy applies to all Councillors of the Shire of Manjimup, including the Deputy Shire President and Shire President.

The Policy consists of 3 distinct parts:

1. **Compulsory Elected Member Training** - sets out the legislative requirements that newly elected Councillors must undertake Compulsory Elected Member Training. Newly elected Councillors who complete the Compulsory Elected Member Training are deemed to have met their Continuing Professional Development requirements under point 2 below for the first two years of their term.
2. **Continuing Professional Development (CPD)** - requires Councillors to undertake CPD as determined by Council. This applies to all Councillors. However, newly elected Councillors who undertake the Compulsory Elected Member Training under point 1 above are deemed to have met their Continuing Professional Development requirements for the first two years of their term.
3. **Reporting** - sets out the reporting requirements under the *Local Government Act 1995*.

Policy Measures

1. **Compulsory Councillor Training**
Elected Members of the Shire of Manjimup have significant and complex roles that require a diverse skillset.

All Councillors elected to Council following the 2019 election are required under the *Local Government Act 1995* 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.

The Council Member Essentials Course will be sourced by the Shire at no cost to Elected Members.

1.1.4 Councillor Continuing Professional Development Policy

2. Council Capacity Building

Within 6 months after an election, a Council Workshop will be convened to enable Council Members to collaboratively develop a program of Council Capacity Building.

The program developed at the workshop will form the basis for regular training provided to all Council Members as a group, to encourage Council to focus on continuous improvement in its function as a governing body and to address the outcomes set out in Part 6 of this policy.

The CEO will coordinate training in accordance with the agreed program, with details of dates and delivery modes to be determined in consultation with Council Members.

3. Continuing Professional Development

Continuing Professional Development (CPD) opportunities will be provided to the Shire's elected members. The opportunities will be in line with the strategic direction of the Shire:-

- Social;
- Economic;
- Built Environment;
- Natural Environment; and
- Governance.

Categories of Continuing Professional Development

In addition to the strategic objectives of the Shire it is important to recognise the following categories as opportunities:-

- Health and Wellbeing;
- Leadership; and
- Professional Skill Development.

The Shire will investigate opportunities for professional skill development based on the direction of Council or individual Councillor requests.

Eligible Activities

Eligible Continuing Professional Development activities include:

- WA Local Government Association Council (WALGA) and Australian Local Government Association (ALGA) conferences.
- Special 'one off' conferences called for or sponsored by WALGA and/or ALGA on important Local Government issues.

1.1.4 Councillor Continuing Professional Development Policy

- Annual conferences of the major professions in Local Government and other institutions of relevance to Local Government activities.
- Other Local Government-specific training courses, workshops and forums, relating to the outcomes listed above.
- Training relevant to the theme listed above offered by accredited organisations.
- Conferences, training, workshops or seminars that address the initiatives and projects identified in the Shire's Strategic Community Plan, Corporate Business Plan or other strategic documents.

The Shire will organise training sessions that meet the intent of the policy where all Councillors are invited to attend to meet their obligations as a Council group at the Shire of Manjimup. All training will be funded by the Shire of Manjimup at no cost to Councillors. Where training is completed through attendance at a conference, the cost of the conference will be from the Councillors Conference Allowance as per Council policy.

4. Registration, travel and expenses

The Shire of Manjimup will be responsible for the costs associated with training or professional development approved in accordance with this policy.

Event Registration and Bookings

Travel, registration fees and accommodation are to be arranged directly by the Shire of Manjimup administration.

Council Members are not to pay such costs and seek reimbursement, except in the case of an emergency or unique circumstances and subject to the Chief Executive Officer's prior approval.

Travel

Where travel is involved, the actual costs of travel to and from the event venue are to be met by the Shire of Manjimup in accordance with the current WA Salaries and Allowances Tribunal Determination for Local Government CEOs and Elected Members (the Determination).

Travel arrangements are to be by the most cost effective and reasonably convenient mode.

A Council Member may seek approval to travel within Western Australia by private motor vehicle and be reimbursed for vehicle costs in accordance with the Determination. Approval may only be

1.1.4 Councillor Continuing Professional Development Policy

granted where the cost is approximately equivalent to the most cost effective mode of travel.

A Council Member may choose to upgrade the mode of travel, however additional costs incurred are to be paid to the Shire of Manjimup by the Council Member before the Shire of Manjimup confirms the booking/s.

Reimbursement of Expenses

If the proposed attendance at a conference, seminar or training is not covered by an appropriate budget, the express approval of the Council must be sought by the Councillor to attend, including authorisation of expenses such as a dinner for the attendee, and, if applicable, partner. A request for authorisation must be made to the Chief Executive Officer in writing.

The above reimbursement only applies to prepaid registrations. If a Councillor intends to attend an event and seeks reimbursement of expenses, that attendance must be authorised prior to the event.

Councillors claiming reimbursement must produce receipts, etc, verifying the expense being claimed.

5. Reporting

The Shire is required to report annually on completed training. Completed training must be published on the Shire's website for that financial year. This will include the Council Member Essentials Course and any continuing professional development undertaken by Shire Councillors.

On their return from a conference or seminar, Councillors who attended should provide a brief verbal report on the conference to Council as part of the Council meeting Standing Orders.

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REVIEWED DECEMBER 2023
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The Administration of this Policy is by Office of CEO