



## 4/010 Elected Member Professional Development

### 1. Objective

The purpose of this policy is to provide direction to Elected Members in relation to continuing professional development and training programs available to enhance and improve the skills necessary to perform their role and function as an Elected Member. This policy is in accordance with s5.128 of the *Local Government Act 1995*, which requires each local government to prepare and adopt a policy in relation to the continuing professional development of council members

### 2. Policy Statement

#### 2.1 Professional Development

##### *2.1.1 Commitment to continuing professional development and training*

Elected Members play an integral leadership role in the development, communication and representation of the Town's strategic direction, policies, and programs. Continuing professional development for Elected Members contributes to effective community representation and leadership, and a positive presentation of the Council and Town.

##### *2.1.2 Personal development*

Elected Members are encouraged to identify individual and group personal development needs to enhance their effectiveness. As the needs of individual Elected Members may vary, each Elected Member is encouraged to seek the assistance of the Chief Executive Officer (CEO) in assessing their particular requirements and in identifying appropriate courses, seminars and training to meet those needs.

##### *2.1.3 Mandatory training*

Each Elected Member must complete mandatory training as prescribed in reg.35 of the *Local Government (Administration) Regulation 1996* (the Regulation) unless an exemption granted by reg.36 of the Regulation applies. The period within which the mandatory training must be passed is the period of 12 months beginning on the day on which the council member is elected.

##### *2.1.4 Conferences, seminars and forums*

Council may authorise Elected Members to attend a conference, seminar or forum where it is demonstrated that attendance will provide for the ongoing professional development of the Elected Members in their role.



- a) Elected Members are authorised to attend training sessions, seminars and conferences relevant to their role and responsibilities, provided by the following organisations: Western Australian Local Government Association (WALGA);
- b) Australian Institute of Management (AIMWA);
- c) Australian Institute of Company Directors;
- d) Pilbara Kimberley Joint Forum.

In addition, Elected Members may attend team building exercises, training sessions, conferences and events approved by the Chief Executive Officer (CEO) and the Mayor in disciplines including but not limited to leadership, financial management, corporate governance, communications, integrated planning and corporate strategic planning.

Applications to attend interstate and overseas conferences, seminars, forums, or similar events under this policy must be approved by Council on a case by case basis.

#### *2.1.5 Funding*

Council allocates funds in the Town's budget to meet the costs of attendance, registration fees, travel and accommodation for Elected Members to participate in training, conferences, seminars, forums and other events. Elected Members authorised to attend these events may have the cost met in accordance with *Policy 4/008 Elected Member Allowances Facilities and Expenses* up to an amount not exceeding the annual budget allocation for each Elected Member without further authorisation by Council.

Where a request for professional development or training cannot be met within the budget allocation, the Mayor and CEO may approve a reallocation of funds from an alternative area of the budget, subject to the final approval of Council as part of the Budget Review process.

#### *2.1.5 Training during caretaker period and after Local Government Elections*

Attendance of Elected Members standing for re-election may be approved to attend training and conferences during the caretaker period as prescribed by *Policy 4/006 Elections – Caretaker Period*.

Upon commencement of office, each Elected Member will be provided with the opportunity to attend WALGA introductory training sessions. This will also be offered to all other Elected Members as refresher training where the training is held in Port Hedland.

## 2.2. Dispute Resolution

Any disputes relating to this policy will be referred to the CEO in the first instance. In the event the Elected Member and CEO cannot reach an agreement, the matter will be reported to the Council for resolution.

### Definitions

Nil

Relevant legislation	<a href="#">Local Government Act 1995</a> <a href="#">Local Government (Administration) Regulations 1996</a>
Delegated authority	N/A
Business unit	Governance
Directorate	Corporate Services

Governance to complete this section			
Version Control	Version No.	Resolution No.	Adoption date
	V01	CM201718/110	13 December 2017
	V02	CM201819/007	25 July 2018
	V03	CM201819/034	26 September 2018
	V04	CM202021/170	3 June 2021
	V04	CM202223/018	7 September 2022
Review frequency	Following each ordinary election		

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