

Policy Number:	ADM 24
Policy Type:	Administration Policy
Policy Name:	Councillor Training & Professional Development
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

POLICY

Introduction

This policy describes Council's approach to enable Councillors to meet their statutory obligations in relation to Councillor training and gives effect to the requirement to adopt a continuing professional development policy.

Part 5, Division 10 of the *Local Government Act 1995* describes provisions related to the universal training of Councillors:

- Under section 5.126 of the Act, each Councillor must complete training in accordance with the Regulations;
- Under section 5.127 of the Act, the CEO must publish a report on the local government's website within 1 month of the end of the financial year detailing the training completed by Councillors; and
- Under section 5.128 of the Act, a local government must prepare and adopt a policy in relation to the continuing professional development of Councillors.

Councillors have a unique and challenging role performing their functions under the Act. Council recognises the value of training and continuing professional development to build and supplement Councillor skills and experience.

Training can take several forms including formal qualifications, short-courses, seminars and conferences.

Training paid for in accordance with this policy must have benefit to Council, the Shire and the community. Training must relate to the professional development of Councillors in their role as a Councillor. Training must be provided by a registered training organisation (RTO). A registered training organisation is a training provider registered by Australian Skills Quality Authority (ASQA) or a state regulator to deliver vocational education and training (VET) services.

Training related to town planning; strategic planning; financial management; corporate governance; risk management; and emergency management is also considered to be relevant.

Attendance and/or participation at conferences is also considered to be training where value to the Council, Shire and community can be demonstrated.

Universal Councillor Training

The Local Government (Administration) Regulations 1996 (the Regulations) requires Councillors to complete a 'Council Member Essentials' course consisting of five modules. Certain exemptions, specified in the Regulations, apply.

Training must be completed by all Councillors following their election within 12 months of taking office. Non-compliance with the requirement to complete training is an offence under the Act punishable by a fine not exceeding \$5,000.

Once completed the compulsory training modules are valid for five years.

Councillors have an obligation to complete training in accordance with legislation.

The CEO will ensure that newly elected Councillors will be provided with information on training options from the approved training providers. Councillors will be able to select a training option to meet their learning style and availability.

Council will allocate funds in its annual budget for the completion of compulsory training. This allocation will be separate to the individual Councillor professional development funds budgeted annually (refer below).

Continuing Professional Development

The Shire is committed to supporting continuing professional development of Councillors to the benefit of Council, the Shire and the community. Continuing professional development can include training and attendance at conferences in accordance with this policy. Training that exceeds the allocated budget amount may be approved by resolution of Council.

Each Councillor is to be allotted an annual professional development allocation of \$1500 (excluding GST) in each financial year.

Note this allocation doesn't include attendance at the annual Local Government Convention (WALGA). Elected Member attendance at the annual WALGA Convention is detailed in **ADM 6 Conference Attendance and Training – Elected Members, Senior Management and Employees.**

Related Policies	
Related Procedures/Documents	

Delegated Level	
Adopted	
Reviewed	