

Shire of Mundaring

POLICY

CONTINUING PROFESSIONAL DEVELOPMENT

Policy Ref:	OR-30		
Committee Rec:	ARC5.12.20	Date:	14 December 2020
Adopted:	SC18.12.20	Date:	17 December 2020
Amended:		Date:	
Reviewed:		Date:	
Procedure Ref:	N/A	Delegation Ref:	N/A
Statute Ref:	<i>Local Government Act 1995</i> sections 5.126, 5.127 and 5.128 <i>Local Government (Administration) Regulations 1996</i> r. 35 and 36		
Guidance:	DLGSC Circular no. 2019-8 Council Member Training and Candidate Induction		

PURPOSE

To ensure that Elected Members have the skills and knowledge to undertake their complex and significant role as leaders in the community.

BACKGROUND

The *Local Government Act 1995* (The Act) and *Local Government (Administration) Regulations 1996* require all Elected Members to undertake the compulsory training course *Council Members Essentials* within 12 months of being elected.

The Act requires the Shire to report on its website on the training completed by Elected Members within one month after the end of each financial year.

The Shire is also required to adopt a policy outlining the continuing professional development (CPD) of its Elected Members. This policy must be reviewed after each ordinary election to take into account the needs and skills sets of new councillors.

SCOPE

This policy applies to Elected Members of Shire of Mundaring.

POLICY

1. Mandatory Elected Member Training

All Elected Members* are required to complete the *Council Members Essentials* within 12 months of election to Council.

The training remains valid for five years, so that an Elected Member is only required to undertake the training once during every four year term.

Council Members Essentials consists of five modules:

1. Understanding Local Government;
2. Serving on Council;
3. Meeting Procedures;
4. Conflicts of Interest; and
5. Understanding Financial Reports and Budgets.

This training course will be sourced by the Shire at no cost to Elected Members.

Immediately following each election newly Elected Members, be they first-time or returning councillors, will be enrolled in the *Council Members Essentials* course's five modules online or in person, depending on their preference.

Elected Members are required to report their progress towards completion of the modules to the Council Forum meetings in February, May and August.

- * Regulation 36(2) exempts Elected Members whose term commenced before the October 2019 elections from the requirement of compulsory training until the end of their term in October 2021.

2. Other Continuing Professional Development

Once the full *Council Members Essentials* course has been completed, Elected Members are strongly encouraged to take advantage of other CPD opportunities relevant to their roles and in line with the strategic objectives of the Shire, in particular the following courses, delivered by WALGA:

- Effective Community Leadership;
- Dealing with Conflict;
- Integrated Strategic Planning – the Essentials;
- Planning Practices – the Essentials;
- Planning Practices – Advanced;
- CEO Performance Appraisals;
- Integrated Strategic Planning – Policy; and
- Infrastructure Asset Management.

Successful completion of these courses plus *Council Members Essentials* will result in the achievement of the *Diploma of Local Government (Elected Member)* qualification.

Other CPD opportunities that may be considered:

- Emergency Management Fundamentals – WALGA;
- Managing Recovery Activities for Local Government – WALGA;

- Waste 101: Introduction to Waste Management – WALGA.

This list is not exhaustive.

Requests for non-mandatory professional development training may be initiated by the Elected Member and must be forwarded to the CEO, who will arrange enrolment if –

1. The request addresses the Elected Member's professional development needs;
2. The training aligns with the strategic direction of the Shire;
3. The training is delivered by a registered training provider;
4. The training is held within the Perth metropolitan area; and
5. There are sufficient funds in the Elected Members training budget.

Any requests that do not meet the above criteria will be submitted to Council for consideration.

3. Reporting

Annually in July Shire of Mundaring will publish on its website a report listing each Elected Member and the training they have completed in the previous financial year. This will include both the *Council Members Essentials* course and other continuing professional development consistent with this policy.