

# COUNCIL POLICY EM/CP-1

## COUNCIL MEMBER INDUCTION, TRAINING AND PROFESSIONAL DEVELOPMENT



### OBJECTIVE

The Shire of Donnybrook Balingup is committed to providing training and development activities for its Council Members to assist them in the performance and discharge of their functions and duties.

### SCOPE

This policy provides a framework for the formulation of the annual Training and Development Plan that will include inductions, mandatory Council Member training and professional development opportunities for Council Members.

### POLICY STATEMENT

#### 1. Candidate Inductions

Candidates need to understand both the role of a Council Member and what laws affect the way they conduct their campaign by completing the free candidate induction provided by the Department of Local Government, Sport and Cultural Industries.

Completing the induction module is mandatory irrespective of whether an individual is a first time candidate or a long standing Council Member.

Every person nominating for Council will be required to declare that they have participated in a candidate induction session at the time of nomination.

#### 2. Mandatory Council Member Training

All Council Members will undertake the Council Member Essentials training provided by WALGA which include:

- Meeting procedures,
- Conflicts of interest,
- Understanding local government,
- Serving on council; and
- Understanding financial reports and budgets.

All Council Members will commence the training within 12 months of being elected unless an exemption applies.

<b>Related Policies:</b>	N/A	<b>Related Procedure:</b>	N/A
<b>Responsible Department:</b>	Executive Services	<b>Reviewer:</b>	Corporate Planning & Governance Officer
<b>Initial Adoption Date:</b>	23 Oct 2019	<b>Review Frequency:</b>	Biannual
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### 2.1. Council Member Training Exemptions

- Council Members will not have to undertake the course Council Member Essentials if, in the previous five years they have passed the Council Member Essentials course, or 52756WA – Diploma of Local Government (Elected member);
- in addition, current Council Members who have passed the course title LGASS00002 Elected Member Skill Set within the last 5 years prior to being elected and before 1 July 2019 will be exempt.

Training is valid for five years so a Council Member will only be required to undertake the training every second election.

### 3. Council Member Professional Development

Due to legislation and best practice changes overtime, Council Members are encouraged to develop their skills and keep up-to-date with new developments to build capacity and strengthen the Shire of Donnybrook Balingup.

#### 3.1. Requests

Requests are to be submitted in writing to the CEO and include:

- Council Members name;
- name of professional development;
- location;
- cost; and
- date/time period

Council will consider the following when approving requests from Council Members for professional development:

- the strategic direction of the Shire of Donnybrook Balingup;
- the skills gap among the council as a whole;
- the budget allocation, and
- the needs of individual council members.

The Chief Executive Officer is authorised to approve requests from Council Members for professional development without referral to Council provided that:

- the professional development is provided by WALGA; and
- the cost does not exceed the individual Council Members annual training and professional development allowance.

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### 3.2. Reporting

On completion of any Council funded professional development the Council Member is expected to submit a report to Council within 30 days of attendance/completion outlining:

- the major points of interests for the shire;
- benefits to the Council Member, the Council and the community; and
- the value of future professional development by other Council Members.

The Chief Executive Officer is to compile a report listing each Council Member and the training completed in that financial year which will be published on the Shire of Donnybrook Balingup's website and in the annual report.

### 4. Timeframe and Budget

Training and professional development will be split over the four-year term. Each Council Member will be allocated an allowance for training and professional development through its annual budget process, based on each individual's needs.

### DEFINITIONS

**Candidate** means a person who seeks to be elected in Local Government.

**Professional Development** means personal development such as undergraduate and post graduate studies, short courses, study tours, conferences, seminars, forums, or similar events that will assist a council member in their broad civic leadership role.

**WALGA** means Western Australian Local Government Association.

### LEGISLATION

- *Local Government Act 1995*
- *Local Government Amendment Act 2019*

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