

COUNCIL POLICY LG540

COUNCIL MEMBER TRAINING AND CONTINUING PROFESSIONAL DEVELOPMENT

KEY FOCUS AREA LEADERSHIP AND GOVERNANCE

Purpose

The purpose of this Policy is to:

1. Provide a clear framework for Council Member training and continuing professional development, to ensure they are supported to develop and maintain the skills and knowledge necessary to perform their role effectively, while event attendance involves participation in an event through attendance and engagement in the event's activities and is covered by *Policy LG539 Council Member and CEO Attendance at Events*.
2. Ensure adequate budget and resources are allocated in support of Council Member training and continued professional development

Definition

Mandatory training refers to the training for council members set out in clause 35 of the Local Government (Administration) Regulations 1996

Policy

Mandatory training

1. Council Members must comply with all mandatory training requirements prescribed under the Local Government (Administration) Regulations 1996. Pursuant to Regulation 35, Council Members must successfully complete the Council Member Essentials training course within 12 months of the date of their election.
2. A Council Member who is exempt under Regulation 36 is not required to complete the Council Member Mandatory training course.
3. Council will allocate sufficient funds in each budget to meet all compulsory training requirements under the Local Government Act 1995 (**the Act**) and to support each Council Member's continuing professional development.
4. Council will provide Council Members with information regarding approved training providers and available training schedules.
5. Council Members are responsible for ensuring that mandatory training is completed within the prescribed period.

Training and Continuing Professional Development

6. Council Members are encouraged to participate in relevant training and professional development, to develop and maintain the skills and knowledge necessary to perform their role effectively.
7. Training and development opportunities should enhance a Council Member's knowledge and skills in relation to their role as a Council Member, Committee Member or Council representative to an external body.

8. A Council Member seeking approval to attend training or undertake professional development must submit a request to the Chief Executive Officer (**the CEO**) in writing. The request must outline the purpose of the training, the reasons attendance is considered necessary, and the anticipated benefits to the Council Member, the Town, and the community.
9. The CEO is responsible for the initial assessment and determination of all requests for payment or reimbursement of training or professional development fees and expenses (**requests**). If the CEO does not approve a request, the Council Member may ask for the matter to be brought to Council for determination.
10. Any training, continuing professional development, interstate travel, or overseas travel is subject to Council approval and available budget.

Approval will be determined by a simple majority vote of Council.

A Notice of Motion must be submitted to Council before any arrangements, bookings, or commitments are made.

11. The following conditions apply to training and development requests:
 - a) Training/development must be provided by a reputable, industry-recognised provider.
 - b) All travel for Council Members under this policy will be economy class.
 - c) All accommodation for Council Members while travelling will be arranged by the CEO's Office in line with budgetary constraints. Alternative accommodation arrangements may be approved in writing by the CEO, provided there is no material additional cost to the Town.
 - d) If a Council Member wishes to upgrade their travel or accommodation, add additional travel arrangements or extend their visit for personal reasons, all additional costs are to be paid by the Council Member.
 - e) A Council Member must provide to the Mayor and Councillors, any conference papers and other relevant information obtained, and, if requested, a report on the key outcomes of the conference and their professional development.
 - f) In accordance with the Act, a request cannot be approved if the Council Member's participation in a training or development opportunity is to occur:
 - i. In the final three (3) months of their term;
 - ii. After they have submitted their resignation; or
 - iii. Whilst they are suspended.
12. Following each ordinary election, the CEO will facilitate a process to identify Council's collective training and professional development needs. The results will be aggregated and used to:
 - a) identify capability gaps and priority development areas for Council; and
 - b) inform the annual training and professional development budget.

Register of Council Member Training

13. The Register of Council Member Training shall be published on the Town website and updated following receipt of a certificate of completion.

Document Control Box			
Legislation:	<i>Local Government Act 1995 s 5.126–5.129.</i> <i>Local Government (Administration) Regulations 1996 r 35–37.</i>		
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