

Council Members' Continuing Professional Development

Objective

To provide all Council Members of the Shire of East Pilbara with the necessary professional development and training to support them in fulfilling their statutory responsibilities, obligations and duties as a Council Member.

Background

Section 5.128 of the *Local Government Act 1995* ("the Act") requires Council to adopt a policy in relation to the continuing professional development of Council Members. The Policy must be reviewed after each Ordinary election.

Section 5.127 of the Act requires the Shire to publish an annual report on Council Member training within one month after the end of each financial year.

Policy

The Shire of East Pilbara recognises the importance of providing Council Members with the knowledge and resources that will enable them to fulfil their role in accordance with statutory obligations and community expectations.

1. *Training schedule (provided by the Shire of East Pilbara)*

Council Members must complete the following mandatory training units:

- (a) Understanding Local Government
- (b) Conflicts of Interest
- (c) Serving on Council
- (d) Meeting Procedures and Debating
- (e) Understanding Financial Report and Budgets

All units will be paid for by the Shire. Regulations 35 and 36 of the *Local Government (Administration) Regulations 1996* ("the Regulations") require these units to be completed within 12 months of election. Council Members are exempt from mandatory training if they have completed the units or the Diploma of Local Government (Elected Member) within the previous of 5 years ending immediately before the day on which the Council Member is elected.

Council Members who are returned to Council at an election and not required by the Regulation to undertake the training are strongly encouraged to complete the units listed above, as a refresher.

In addition to the training units listed above, the Shire will also arrange a Good Governance Workshop to be presented to all Council Members after an election.

Additional training will only be accessible once mandatory training units are completed.

2. Training expenses

Following completion of the mandatory training units detailed above in paragraph 1, training expenses shall be made available to Council Members to undertake training and professional development in areas relevant to their role as Council Members. Training is subject to sufficient funds being available in the budget allocation approved by Council.

In addition, each Council Member may attend the Western Australian Local Government Association (WALGA) annual conference.

Approval

(a) Where there are sufficient funds remaining, the Chief Executive Officer is authorised to approve applications for Council Members to attend training.

(b) Where there are insufficient funds remaining, the approval must be sought from Council.

3. Booking arrangements

All registration, travel and accommodation bookings will be arranged by Shire officers under the authority of the Chief Executive Officer.

All costs associated with all registration, travel and accommodation bookings will be met by the Shire in accordance with the Council Member Allowances and Expenses Policy.

Authorisation Details

Authorised by:	Council		
Date:	25 October 2019	Item No.	9.1.2
Review/Amendment Date	25 February 2022	Item No.	11.2.4
Review/Amendment Date	24 November 2023	Item No.	12.1.2
Review/Amendment Date	28 November 2025	Minute No.	2025/268
Next Review	Following each Ordinary Local Government Election		
Responsible Directorate	Chief Executive Officer		
Responsible Officer	Manager Governance, Risk and Procurement		
File No.			