

GOVERNANCE

G 1.1 Council Members - Continuing Professional Development

<i>Responsible Department</i>	Chief Executive Officer
<i>Resolution Number</i>	C.4691
<i>Resolution Date</i>	15/03/2023
<i>Next Scheduled Review</i>	2025
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	<i>Local Government Act 1995 s5.128</i>

OBJECTIVE

The *Local Government Act 1995* requires all Council Members to undertake compulsory training within 12 months of being elected. The Shire of Northam is required under the *Local Government Act 1995* to adopt and report on compulsory training and continuing professional development for Council Members of the Shire of Northam.

SCOPE

This policy applies to Council Members of the Shire of Northam (Shire).

POLICY

The Policy consists of three parts which have distinct obligations.

‘Part 1: Mandatory Council Member Training’ sets out the legislative requirements that newly elected Council Members must undertake Compulsory Council Member Training. Newly elected Council Members who complete the Compulsory Council Member Training are deemed to have met their Continuing Professional Development (CPD) requirements under Part 2 for the first two years of their term.

‘Part 2: Continuing Professional Development’ requires Council Members to undertake CPD as determined by Council. This applies to all Council Members. However, newly elected Council Members who undertake the Compulsory Council Member Training under Part 1 are deemed to have met their Continuing Professional Development requirements for the first two years of their term.

‘Part 3: Reporting’ sets out the reporting requirements under the *Local Government Act 1995*.

Part 1 Mandatory Council Member Training

Council Members of the Shire of Northam have significant and complex roles that require a diverse skillset.

All Council Members elected to Council following the 2019 election are required under the *Local Government Act 1995* to complete the Council Member Essentials Course, unless they meet limited exemptions. The training is valid for five years so a Council Member is only required to undertake the training at every second election. The course must be completed within 12 months of appointment to Council.

1.1 Cost of Training

The Council Member Essentials Course will be sourced by the Shire of Northam at no cost to Council Members.

Part 2 Continuing Professional Development

Continuing Professional Development (CPD) opportunities will be provided to the Shire of Northam Council Members.

The opportunities will be in line with the strategic direction of the Shire of Northam:

- People;
- Planet;
- Place;
- Prosperity; and
- Performance.

Elected Members may attend professional development opportunities of their choice that supports their role as an Elected Member. Professional development 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.

In accordance with Section 5.90A of the *Local Government Act 1995*, the definition of an event includes conferences. Council policy G 1.2 Attendance at Events – Council Members and the Chief Executive Officer governs attendance at conferences which may contribute to the professional development of an Elected Member.

2.1 CPD Hours

Each Council Member elected after 2019 must complete 10 CPD hours every two years from ordinary election to ordinary election.

The Shire of Northam will organise training sessions that meet the intent of the policy where all Council Members are invited to attend to meet their obligations as a Council group at the Shire of Northam.

All training will be funded by the Shire of Northam at no cost to Council Members.

Part 3 Reporting

The Shire of Northam is required to report annually on completed training. Completed training must be published on the Shire of Northam website for that financial year. This will include the Council Member Essentials Course and any continuing professional development undertaken by Council Members.