

Policy Number	Policy Title
<b>CP44</b>	<b>Councillor Training and Continuing Professional Development</b>

## OBJECTIVE

To enable Councillors to meet their statutory obligations in relation to Councillor training and gives effect to the requirement to adopt a continuing professional development policy in accordance with Section 5.128 of the *Local Government Act 1995*.

## POLICY

Councillors have a unique and challenging role performing their functions under the Act. The Shire recognises the value of training and continuing professional development to build and supplement Councillor skills and experience.

Training can take several forms including formal qualifications, short courses, seminars and conferences. Training paid for in accordance with this policy and *Guideline 05 - Councillor Training*, is to have benefit to Council, the Shire and the community. Training is to relate to the professional development of Councillors in their role as a Councillor.

### Prescribed Training Requirements

The *Local Government (Administration) Regulations 1996* (the Regulations) requires Councillors to complete a 'Council Member Essentials' course consisting of five modules. Training must be completed by all Councillors within 12 months of taking office and is valid for five years.

Non-compliance with the requirement to complete training is an offence under the Act punishable by a fine not exceeding \$5,000.

### Continuing Professional Development

The Shire is committed to supporting continuing professional development of Councillors to the benefit of Council, the Shire and the community.

Continuing professional development can include training and attendance at conferences in accordance with this policy and *Guideline 05 - Councillor Training*.

### Completing Training

Councillors are to be allotted an annual training allocation in the Annual Budget. Councillors seeking to undertake training are to provide the request to the Chief Executive Officer in accordance with *Guideline 05 - Councillor Training*.

### Reporting on Training

In accordance with Section 5.127 of the Act, the Shire is to publish a report on the Shire of Irwin website within one month of the end of the financial year detailing the training completed by Councillors.

### Legislative Requirements

In accordance with Section 5.128 of *Local Government Act 1995*, adoption and modification of this policy requires an Absolute Majority decision by Council.

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<b>Date of Adoption:</b>	25/08/2020	<b>Adoption Ref:</b>	090820 (INT20/236348D7)
<b>Date of Review:</b>	25/08/2020	<b>Review frequency:</b>	Biennial
<b>Responsible Directorate:</b>	Corporate		
<b>Legislation:</b>	Local Government Act 1995, Part 5, Division 10 Local Government (Administration) Regulations 1996, Regulation 10		
<b>Related Management Policy and/or Procedure:</b>	Guideline 05 - Councillor Training		