

Councillor Training

Relevant Training

Training courses must have benefit to Council, the Shire and the community. Examples of organisations that provide training relating to the professional development of Councillors includes, but is not restricted to:

- Western Australian Local Government Association (WALGA)
- Australian Local Government Association
- Australian Institute of Management
- Australian Institute of Company Directors
- Institute of Public Administration Australia

Training related to public sector management, leadership, town planning, strategic planning, financial management, corporate governance, risk management, conflict resolution and emergency management is also considered to be relevant.

In considering training, Councillors should complete training, where possible, through a Registered Training Organisation.

Prescribed Training

The *Local Government (Administration) Regulations 1996* requires Councillors to complete a 'Council Member Essentials' course within 12 months of taking office and is valid for five years. The Regulations require that the course is completed through:

- North Metropolitan TAFE;
- South Metropolitan TAFE; or
- WALGA

Councillors have a responsibility to complete training in accordance with legislation.

Following each ordinary election, Councillors will be provided with information on training options from the approved training providers. Councillors will be able to select a training option to meet their learning style and availability. Training costs will be covered by the Shire.

Completing Training

APPLICATION

Councillors seeking to undertake training must provide the request to the CEO to enable the training to be purchased in accordance with the Shire's procurement and purchasing rules.

BUDGET ALLOCATION

Each Councillor is be allotted an annual training allocation in the Annual Budget. The training allocation is valid only for the specified financial year and expires at the end of that financial year.

As the expenditure of funds from the Shire's budget can only be authorised by Council or through Council approved instrument of delegation, Councillors must obtain the necessary approvals as required in the associated policy and this guideline, prior to making any financial or other commitments on behalf of the Shire.

The payment of travel and accommodation costs associated with any interstate or intrastate training or conferences greater than a value of \$300 is to be authorised by resolution of Council. Unless authorised by Council, travel, accommodation and associated costs are to be debited from a Councillor's training allocation.

COMPLIANCE

Section 5.57 of the Act defines a gift as the conferral of a financial benefit made by one person in favour of another person without adequate compensation. Under this definition, the provision of training to Councillors for free or at a subsidised rate can be considered as a gift in certain circumstances. Councillors should consult the CEO before accepting offers of training or attendance at conferences.

Councillors must not receive personal ancillary benefits associated with travel when participating in training and conferences, such as frequent flyer points. Unless otherwise resolved by the Council:

- Councillors are to use their annual training funding allocation for all training and continuing professional development, except for training that they are required to complete under section 5.126 of the Act;
- Councillors are not permitted to nominate for attendance at a training course or conference paid for by the Shire three months prior to their term of office expiring;
- Councillors who do not complete training paid by the Shire will be required to repay the Shire for the training and associated costs; and
- Any amendments or cancellations to bookings resulting from a change in Councillors' personal circumstances shall be at the Councillor's own cost.

Any change or cancellation resulting from the Shire's operations shall be communicated to Councillors and paid for by the Shire.

Training that is to be delivered to all Councillors may be paid from a separate allocation by Council resolution.

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.

In order to complete this report, Councillors shall, following completion of the training, provide evidence of completion of the training to the CEO.

Prior to publication of this report, Councillors will be given the opportunity to review for accuracy and may be asked to confirm their completion or attendance as applicable.

The report will state:

- Councillor name and year elected;
- Each training course or module enrolled in and progress to date; and
- Training provider or conference name.