

POLICY - ELECTED MEMBER TRAINING & CONTINUING PROFESSIONAL DEVELOPMENT

Compulsory Newly Elected Council Member Training

There are 5 mandatory modules, pursuant to the Local Government Act 1995:

- Understanding Local Government.
- Conflicts of Interest.
- Serving on Council.
- Meeting Procedures and Debating; and
- Understanding Financial Report and Budgets.

It is the preferred approach that such training be undertaken as online training, however if a newly elected Council Member prefers in person training, the Shire President, in conjunction with the CEO will evaluate and determine such a request and may approve it.

All unit fees and associated costs will be paid for by the Shire.

Continuing Professional Development (CPD)

Generally, preference will be given to the delivery of relevant training for Council Members at the Shire of Moora, and for all Council Members.

However, it is recognised that some Council Members may wish to avail specialised training which is not available to be delivered at the Shire of Moora, nor of interest to all Council Members - examples might include specialised training for the Shire President on meeting procedures and chairing meetings or to an individual Council Member on town planning laws and procedures.

Council Members are encouraged to identify their CPD preferences to the CEO as early as possible, to ensure that the CEO can monitor training opportunities as they arise, and which may be relevant to a Council Member's needs.

In such cases application must be made to the Shire President, who in conjunction with the CEO, will evaluate the request, considering:

- The costs of attendance including registration, travel, and accommodation, if required,
- The Budget provisions allowed and the uncommitted or unspent funds remaining,
- Any justification provided by the applicant when the training is submitted for approval,
- The benefits to the Shire of the person attending,
- Identified skills gaps of elected members both individually and as a collective,
- Alignment to the Shire's Strategic Objectives; and
- The number of Shire representatives already approved to attend.

If a request is refused, the Council Member may request that Council consider the matter, and in such an event the decision of Council shall be final.

Proposals for professional development for the Shire President must be considered and approved by the Deputy Shire President, in conjunction with the CEO.

Reporting

The Shire will publish, on the Shire's website, training undertaken by all Council Members within one month after the end of the financial year pursuant to the *Local Government Act 1995*.