

EME003		ELECTED MEMBERS INDUCTION, PROFESSIONAL DEVELOPMENT, AND CONFERENCE ATTENDANCE POLICY	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:	23/08/2022	REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:	Must be adopted by Absolute Majority		
RELATED FORMS:	N/A		
RELATED DELEGATIONS:	N/A		
RELATED POLICIES:	N/A		
LEGISLATION:	s5.126, 5.127, 5.128 Local Government Act 1995 Local Government (Administration) Regulations 1996 Part 10		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL:
23/08/2022	Council	Nil	FC7/8/22
28/03/2023	Council	Update policy name to "Elected Members Induction, Professional Development and Conference Attendance Policy". Change to objectives to reflect intent of policy. Insertion of new text under 'Continuing Professional Development' insertion of new paragraph 'Elected Member training is..... to enable full participation within the Community' and add 'No training or PD to occur during caretaker period'	FC 5/3/23
28/11/2023	Council	Nil	OCM 11/11/23
26/03/2024	Council	Nil	OCM 07/03/24

EME003 Elected Members Induction, Professional Development, and Conference Attendance Policy

OBJECTIVES

To provide a policy position on the induction and continuing professional development of elected members that is compliant with Section 5.128 of the *Local Government Act 1995* and articulates Council's commitment to best practice governance.

POLICY STATEMENT/S

Induction

Elected Members need to develop a clear understanding of their role and responsibilities when first elected to Council. It is important that Elected Members understand key processes and deliverables required by statute, especially as with each new Council there will be a requirement to review strategic direction and key long-term planning documents.



An accessible, informative induction program is essential to newly appointed Elected Members being able to understand their role and to be able to move quickly and easily into their governance responsibilities after being elected to Council.

It is also important that returning members have their understanding refreshed and they are aware of any changes to statutory requirements, organisational direction and issues arising.

It is equally important that new and returning members are provided with the same information.

Sitting and returning Elected Members will support newly appointed Elected Members by participating in the induction process.

Subjects to be covered in Induction

- Elected Members' Responsibilities
- Elected Members Support
- Meeting Procedures and Protocols
- Decision-making Framework
- Integrated Planning and Reporting
- Financial Management Framework
- Professional Risk and Liability of an Elected Member
- Land Use Planning
- Ensure understanding of compulsory training and timeframes

Mandatory Training

All Elected Members are to ensure they complete the prescribed training course, within 12 months of being elected in accordance with the requirements of the *Local Government Act 1995*. The course has been developed to provide members with the skills and knowledge to perform their roles as leaders in their district.

Continuing Professional Development

- The Shire supports the ongoing professional development of Elected Members, particularly in relation to roles, responsibilities, interests, individual conduct, and meeting procedure.
- Elected Member training is available to Diploma level through WALGA and, where possible, Elected Members will be supported to complete the training.

External Committee Training.

- If Elected Members are nominated and approved to sit on an external committee which requires training as part of the membership, this training to be carried out as soon as practicable to enable full participation within the Committee.





Elected Members training, with the exception of the Mandatory Training, must be endorsed by Council in consideration of benefit to the Community and budgetary implications.

Notices inviting Council to nominate delegates to conferences, meetings, and similar occasions to be circulated to all Elected Members.

Any Elected Member who wishes to represent Council at such an event shall request nomination at a Council meeting and must demonstrate genuine value to the position as an Elected Member and the community in general to the satisfaction of Council.

Council shall decide by resolution to nominate such representative/s as Council may consider, is subject to budgetary constraints.

Following attendance of a conference, the Elected Member/s having attended the conference shall present, in person to the Council a summary of the conference deliverables and the relevant benefit to the Shire.

Register of Professional Development

As required by the *Local Government Act 1995*, the Shire will:

- Maintain a Register of Professional Development undertaken by Elected Members and publish the Register on the Shire's website
- Disclose, in the Annual Report each year, the professional development undertaken by Elected Members in the relevant period.

Election Caretaker Period

Professional Development is not to be scheduled and/or expenses expended during the election caretaker period. Any CPD or compulsory training stipulated in this policy is to be completed prior to the caretaker period. The caretaker period is in accordance with EME024 Caretaker Policy – Shire Elections.