

Continuing Professional Development

Introduction

This policy is made in accordance with Division 10 – Training and Development (s.5.126, s.5.127 and s.5.128) of the *Local Government Act 1995* (the Act).

Objective

To provide transparency about the continuing professional development of Members.

Scope

This policy applies to Members to ensure that they have:

- access to mandatory training within the training period in accordance with regulations prescribed under s.5.126 of the Act.
- equitable access to a range of relevant training and professional development opportunities to enhance their ability to fulfil their roles and responsibilities as Members and to provide good governance to the Shire.

Members are encouraged to participate in training and professional development opportunities in accordance with this policy.

Definitions

Term	Definition
Accommodation	Means accommodation paid for by the Shire, in accordance with its primary duty of care obligations, when an event, conference, meeting, or training is held over more than one day and it is not practical to commute back and forth for early starts.
Accommodation costs	Means the cheapest 3- or 4-star accommodation nearest to the venue.
Accredited qualification	Is formal confirmation that the course: <ul style="list-style-type: none"> • is nationally recognised and meets quality assurance requirements. • meets an established industry, enterprise, educational, legislative or community need. • provides appropriate competency outcomes and a satisfactory basis for assessment.
Act	<i>Local Government Act 1995.</i>
Airfare costs	Return flights to and from Perth Airport, and insurance costs related to flight bookings.

Term	Definition
CEO	Chief Executive Officer
Council	Means the council of a local government, responsible for making decisions in formal meetings held under the auspices of Part 5 of the <i>Local Government Act 1995</i> and under the <i>Shire's Standing Orders Local Law 2008</i> .
Equitable access	Every Member has the same opportunity as any other to undertake professional development training and have access to course materials.
Mandatory Training	a course of training titled <i>Council Member Essentials</i> that — (a) consists of the following modules — (i) Understanding Local Government; (ii) Serving on Council; (iii) Meeting Procedures; (iv) Conflicts of Interest; (v) Understanding Financial Reports and Budgets; and (b) is provided by any of the following bodies — (i) North Metropolitan TAFE; (ii) South Metropolitan TAFE; (iii) WALGA.
Member	means in relation to a council or committee, a Council Member in the Act; Elected Member; or Councillor; or a member of the committee.
Parking costs	Street parking costs, airport parking costs, and parking in secure parking businesses (e.g. Wilsons Parking).
Primary Duty of Care	The Shire has a responsibility, as an organisation conducting a business, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking in accordance with s.19 of the Work, Health and Safety Act 2020.
Professional Development Support	The Shire supports enrolments into training courses or conferences provided by Registered Training Organisations (RTO's) or other qualified training organisations including but not limited to: TAFE; LG Professionals; the Australian Institute of Company Directors; Australian Institute of Management; Economic

Term	Definition
	Development Australia; or the Australian Institute of Public Administration.
Regulations	Local Government (Administration) Regulations 1996.
Shire	the Shire of Toodyay
Shire President	Means a mayor or president elected by the council from amongst the councillors.
Social gatherings	Means pre-conference receptions; state breakfasts; parliamentary breakfasts; gala dinners; morning teas; luncheons; dinners; or suppers where invitations have been extended for social and community purposes by an individual; or a diversity of individuals of all abilities in small, medium, or large groups; or any type of business, company, or government department.
Training Period	Means the 12-month period from the day the Member is elected, and the mandatory training must be completed.

Policy Statement

Council shall ensure adequate resources are allocated in the Shire's Annual Budget to provide the opportunity for Members to participate in mandatory training and professional development.

1. Mandatory Training

The CEO, and other Shire Officers, shall take all reasonable steps, having regard to the costs to the Shire, to facilitate access to training, included but not limited to:

- Liaison with neighbouring Shires, and training providers, to facilitate combined local delivery; and
- Providing access to alternative delivery options including online training when available.

2. Authorised Training / Conferences

Training opportunities not requiring further Council authorisation are below:

Training / Conferences
<ul style="list-style-type: none"> • WALGA Elected Member Training Modules (in addition to compulsory modules) in the nationally accredited Diploma of Local Government (Elected Member) during their first two years as Councillors;
<ul style="list-style-type: none"> • WALGA Local Government Convention and associated training courses; and
<ul style="list-style-type: none"> • Wheatbelt Conferences held by WALGA's Avon Midland Country Zone.

Training / Conferences

- Meetings held by the WALGA's Avon Midland Country Zone.

2.1 Additional Conference Opportunities

In addition to the above training opportunities, the Shire President may attend one or more of the following conferences:

- the Australian Local Government Association (ALGA) National General Assembly; and
- The Prime Minister's Australian Council for Local Government Mayors and Presidents annual forum.

In the event that the President is unable, or declines to attend, then the Deputy Shire President may represent Council.

If the Deputy Shire President is unable, or declines to attend, the opportunity to attend will be offered to other Members, via the Office of the CEO. Other Members will be given the opportunity to put forward a case for attending to the CEO; copying in all Councillors via email. The best case put forward will be chosen at the discretion of the CEO, subject to budget parameters.

3. Professional Development

Council will provide professional development support opportunities for participation by Members in legitimate industry recognised professional development, relevant to the business of Council, even if they are not part of an accredited qualification.

3.1 Delegation to the CEO

The CEO is authorised to approve requests from Members for professional development training and conference attendance without referral to Council providing that:

- The entire cost per elected member does not exceed \$3,000 in any twelve-month period;
- The CEO is satisfied that it is a legitimate industry recognised conference or course that is appropriate for the needs of the Member, and relevant to the business of Council; and
- The financial allocation to individual Members is in addition to participation in WALGA Member Training Modules.

If the CEO determines that the training does not meet the above parameters, Members may put forward a Notice of Motion to be considered by Council.

3.2 Training Opportunities requiring Council Approval

Members may request Council approval for conferences or training opportunities that:

- Do not meet the criteria set out on the policy;
- Where the costs are in excess of the specified limits; or

- Involve interstate or overseas travel.

Such requests will be in writing to the CEO, a minimum of three weeks prior to an Agenda Briefing.

4. Reporting

The CEO is required to prepare a report each financial year on the training completed by Members to comply with s.5.127 of the Act.

This report will be published on the Shire's website and included in the Shire's Annual Report.

Where Members complete additional training or professional development not funded by the Shire of Toodyay, they may request this training be included in the report, by notifying the CEO in writing.

5. Training / Conference Costs

Council will meet the full cost of registration, travel, accommodation, meals, transport, and parking; verified through the provision of receipts, subject to the Local Government Payments and Gifts Council Policy, and other conditions as follows:

Training	What is covered
WALGA Member Training Modules	training and the accreditation
Local Government Conferences	Accommodation, airfares, parking, other conference costs and associated insurance costs.
Extension of stay in accommodation	Not covered by the Shire. This is a Member's Expense.
Additional costs of another person accompanying the member such as: newspapers; additional meal, accommodation, airfare, and parking costs; or Partner Programs (if any)	Not covered by the Shire. This is a Member's Expense.

Reference Information

- [Local Government Payments and Gifts to Members](#) (GOV8);
- [Council Delegates Roles and Responsibilities](#) Policy (GOV12); and
- [Risk Management](#) (ADM18) – containing the Risk Matrix tables.

Legislation

Local Government Act 1995 - Division 10 – Training and Development

- s.5.126. Training for council members;
- s.5.127. Report on training;

- s.5.128. Policy for continuing professional development;
- s.5.90A. Policy for attendance at events;
- s.5.99A. Allowances for council members in lieu of reimbursement of expenses;
- s.5.100A. Gifts to council members.

Local Government (Administration) Regulations 1996 (Part 8 local government payments and gifts to members)

- r.31. Expenses to be reimbursed (Act s. 5.98(2)(a) and (3));
- r.35. Training for council members (Act s. 5.126(1)).

Associated documents

Expense Reimbursement Form.

Gift Registration Form.

Training Record.

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