

### Purpose

The purpose of this Policy is to ensure that Council Members of the Shire of Boddington (Shire) meet and comply with the prescribed professional development requirements under the Local Government Act 1995, and to further encourage participation in other conferences and training specifically designed to enhance the skills and knowledge relating to roles and responsibilities as a Council Member of the Shire.

The professional development of Council Members is an important activity to ensure that its decision making is of the highest standard and is the product of informed and ethical debate by trained and committed Council Members acting in the best interest of all the community.

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### Scope

This Policy applies to Shire of Boddington Council Members.

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### Definitions

Term	Meaning
<b>Policy</b>	This Shire of Boddington policy titled "Council Member Continuing Professional Development".
<b>Council Members</b>	Includes all Councillors.

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### Policy Statement

The formal training events to which this Policy applies is limited to those conducted or organised by any of the following organisations or individuals:

- The West Australian Local Government Association (WALGA),
- Local Government Professionals WA,
- Accredited training organisations offering training which is directly related to the role and responsibilities of Council Members,
- Information sessions organised by the Department of Local Government, and
- Seminars, training and/or information sessions provided by individuals with demonstrably strong knowledge of local government in Western Australia.

### Council Member Professional Development

The Local Government Act 1995 requires Council Members to undertake and successfully complete the following prescribed professional development training modules titled "Council Member Essentials" within the period of 12 months from the day the Council Member was elected, unless a prescribed exemption applies:

- Understanding Local Government;
- Serving on Council;

- Meeting Procedures;
- Conflicts of Interest; and
- Understanding Financial Reports and Budgets.

In addition to this, following each election, the Shire provides newly elected Council Members with information to support their understanding of Council Member roles and responsibilities, legislative obligations and the strategic direction of the Local Government. Continuing/previously elected Council Members are encouraged to participate in nominated elements of the induction program, to refresh their understanding.

Council Members are also encouraged to nominate to attend other conferences or training opportunities, to enhance and broaden their knowledge of local government issues in an aim to support the community.

The following are examples of other professional development opportunities that would be supported in principle:

- National General Assembly of Local Government,
- WA Local Government Week,
- Special 'one off' conferences sponsored by WALGA or the Department of Local Government on important local government issues,
- Annual conferences of major professions of local government,
- The Annual Road Congress,
- Conferences which advance the development of Council Members in their role, or
- Conferences of organisations on which a Council Member has been elected or appointed as a delegate.

### Expenses

Expenses relating to professional development are to be paid directly by the Shire.

Such expenses may include:

- Air fare;
- Travel insurance;
- Conference registration;
- Copy of conference proceedings;
- Room accommodation;
- Reasonable phone utilization;
- Reasonable laundry expenses;
- Meals; and/or
- Travel to and from the event and to and from the airport.

All booking arrangements for Council Members are coordinated through the office of the Chief Executive Officer. Council Members should note that the Local Government Act 1995 precludes a Council Member to pre-spend Shire funds.

Where a Council Member is accompanied to conferences or training by someone other than an eligible Shire Employee, all costs for/or incurred by the accompanying person are not covered by

the Shire. The exception to the above being the cost of attending any official event dinner where partners would normally attend.

### Application and Approval

Professional development for the Shire President is to be approved by the Deputy Shire President in conjunction with the Chief Executive Officer. Professional development for other Council Members is to be approved by either Council or the Shire President in conjunction with the Chief Executive Officer.

Considerations for approval of professional development activities include:

- The costs of attendance including registration, travel, and accommodation;
- 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 Council Members both individually and as a collective;
- Alignment to the Shire's strategic objectives; and
- The number of Shire representatives already approved to attend.

### Reporting and Publishing

All Council Members are expected to report to Council on the benefits achieved by attending training and are to make the conference papers or learning materials available to the other Councillors.

A record of conferences and training attended by Council Members is to be maintained by the Chief Executive Officer.

The Chief Executive Officer is to prepare a report each financial year on prescribed professional development completed by Council Members in the financial year. This report is to be published on the Shire's official website within 1 month after the end of the financial year to which the report relates.

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Adopted 28 May 2020 (Resolution 50/20) Amended 23 March 2023 (Resolution 25/23) Amended 24 July 2024 (Resolution 118/24)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Sections 5.126, 5.127, 5.128, Local Government Act 1995 Regulation 32(1) and 35, Local Government (Administration) Regulations 1996
<b>Related Documentation</b>	Forms & Templates : Travel Expense Claim Form