

1. PURPOSE

To ensure that elected members of the Shire of Kellerberrin receive appropriate information and training to enable them to understand and undertake their responsibilities and obligations.

2. SCOPE

This policy is applied to the Shire of Kellerberrin elected members.

3. DEFINITIONS

Nil

4. STRATEGIC CONTEXT

This policy links to key goal areas:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

5. POLICY STATEMENT

The Shire of Kellerberrin recognises the importance of providing Elected Members with the knowledge and resources that will enable them to fulfil their role in accordance with statutory compliance and community expectations and make educated and informed decisions.

Pursuant to the Local Government Act 1995, elected members must complete Council Member Essentials which incorporates the following training units:

- a) Understanding Local Government
- b) Conflicts of Interest
- c) Serving on Council
- d) Meeting Procedures and Debating; and
- e) Understanding Financial Report and Budgets.

Council's preferred provider for the training is WALGA (Western Australian Local Government Association) or South Metropolitan TAFE.

All units and associated costs will be paid for by the shire and must be completed by 30 June in the year immediately following the elected member's election. The training is valid for a period of five years.

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

It is Council's preference that the training is undertaken via the eLearning method which is the more cost efficient form of delivery. It is acknowledged however that there may be Elected Members who prefer to receive the training face-to-face and/or opportunities to attend training which is being delivered in the region or in the Perth metropolitan area.

Procedures

Considerations for approval of the training or professional development activity include:

- 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 has a collective;
- Alignment to the Shire's Strategic Objectives; and
- The number of Shire representatives already approved to attend.

Consideration of attendance at training or professional development courses, other than the online Council Member Essentials, which are deemed to be approved, are to be assessed as follows:

- Events for the Shire President must be approved by the Deputy Shire President, in conjunction with the CEO; and
- Events for Councillors must be approved by either the Council or the Shire President, in conjunction with the CEO.

Note: Any expenditure commitments associated with training or professional development must be performed and authorised by the CEO.

6. RELATED LEGISLATION/ DOCUMENTATION

Nil

7. HISTORY

Original Adoption	Date	April 2021	Resolution #	MIN 039/21
Last Reviewed	Date		Resolution #	
Amended	Date		Resolution #	