

# PROFESSIONAL DEVELOPMENT FOR COUNCIL MEMBERS

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## 1. OBJECTIVE

The objective of this policy is to ensure that Council Members are provided opportunities to receive continuing professional development as part of their obligation and duty to fulfil their role on Council.

## 2. PRINCIPLES

Definitions:

**"Costs"** - shall include registration costs, travel (including but not limited to airfares and taxi fares), accommodation and meals related to the training.

**"Council Members Essentials"** - means the mandatory course for Council Members consisting of the following modules:

- Understanding local government;
- Serving on Council;
- Meeting procedures;
- Conflicts of interest;
- Understanding of financial reports and budgets.

**"Professional Development"** - means all types of facilitated learning opportunities including conferences, study tours, seminars, conventions, training courses, degrees, informal learning, consultation, coaching, mentoring, reflective supervision and technical reading material relevant to undertaking duties as an elected member.

### 2.1. Training

Each Council Member will be required to pass the mandatory Council Members Essential course within the first 12 months of being elected and every five years thereafter.

Legislative penalties apply to individual Council Members for failing to undertake mandatory training.

In addition to the mandatory training, Council Members are encouraged to take up the opportunity for continuing professional development. Consideration should be given to:

1. Individual needs of the Council Member;
2. City's strategic direction;
3. Skill gaps amongst the Council as a whole; and
4. Budget allocation.

### 2.2. Professional Development Allowance

At the commencement of each financial year Council Members will be notified of the amount available to be used for the purpose of conferences, seminars and training courses. This amount will be referred to as the Council Member's Professional Development Allowance.

### 2.3. Determination of Allowance

Council will determine the amount available for Professional Development for Council Members annually during budget deliberations.

At the end of each financial year any unused allowances will be forfeited.

### 3. CONSEQUENCES

This policy represents the formal policy and expected standards of the City of Karratha. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the City.

### 4. ROLES AND RESPONSIBILITIES

Officers will ensure that an appropriate system exists for recording and reporting on professional development by Council Members.

Council Members must submit any claims for approved Professional Development related expenses prior to the last day of the financial year.

Failure by Council Members to attend the mandatory training within the prescribed time is a breach of legislation and may attract a penalty.

### 5. REFERENCES TO RELATED DOCUMENTS

- CH-11 "Travel and Accommodation Expenses"
- *Local Government Act 1995*, Div 10 s.5.126-5.128
- *Local Government (Administration) Regulations 1996*, Part 10, r.35-36

Policy Number:	CG16
Previous Policy Number:	N/A
Resolution Numbers:	154633-Jul 2020; 155043-Jul 2022
Last Review:	July 2022
Next Review:	July 2024 [Every 2 years]
Responsible Officer:	Manager Governance and Organisational Strategy

*This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.*