

# PROFESSIONAL DEVELOPMENT FOR COUNCIL MEMBERS

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## Purpose

The purpose 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.

## Definitions

The **Act** means the *Local Government Act 1995*.

**Council Member** means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

**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.

## Policy Statement

Every Council Member is encouraged to participate in ongoing Professional Development to assist them in fulfilling their role on Council.

Professional Development needs may be identified and delivered on an individual or group basis.

Additionally, there is mandatory training that must be completed by every Council Member in accordance with the Act.

### 1. Mandatory 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.

## **2. Professional Development Allowance**

Council Members may request the City to fund learning opportunities to support their Professional Development.

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

At the commencement of each financial year Council Members will be notified of the amount available to each Councillor for this purpose, known as the Professional Development Allowance.

The Professional Development Allowance excludes travel and accommodation expenses incurred in attendance.

At the end of each financial year any unused Professional Development Allowance will be forfeited.

## **3. Identifying Professional Development Needs**

Council Members are encouraged to take up the opportunity for continuing Professional Development. Consideration should be given to:

- i. Individual needs of the Council Member;
- ii. City's strategic direction;
- iii. Skill gaps amongst the Council as a whole; and
- iv. Budget allocation.

The Chief Executive Officer (**CEO**) may suggest Professional Development opportunities to Council Members individually or collectively, however there is no mandatory requirement to participate. Where the CEO initiates Professional Development opportunities for Council Members it will not be funded by the Professional Development Allowance.

## **4. Approvals and Reimbursements**

Council Members will submit a Professional Development request to the CEO in the required form and will ensure the CEO has approved the expenditure prior to commencement.

Claims for the reimbursement of approved Professional Development related expenses must be submitted within 3 months.

## Related Documents

|                               |  |
|-------------------------------|--|
| Legislation & Local Laws      | <i>Local Government Act 1995 s.5.126(1)</i><br><i>Local Government (Administration) Regulations 1996, Part 10, r.35-37</i> |
| Relevant Delegations          | <i>CEO approves Professional Development expenditure</i>   |
| Strategies & Plans            | <a href="#">Strategic Community Plan (2020-2030)</a>   |
| Related Council Policies      | <a href="#">CG19 Councillor Travel and Accommodation Expenses.pdf (karratha.wa.gov.au)</a>                                 |
| Procedures, Documents & Forms | <insert form reference>  |
| Policy URL                    | <a href="#">CG16 Professional Development For Council Members.pdf (karratha.wa.gov.au)</a>                                 |

## Policy Owner

|             |                                   |            |   |
|-------------|-----------------------------------|------------|---|
| Directorate | <i>Corporate &amp; Commercial</i> | Department | <i>Governance &amp; Organisational Strategy</i> |
|-------------|-----------------------------------|------------|---|

## Review Management

Next review due: *May 2026*

## Version Management

| Version | Date      | Council Resolution Number | Description                            |
|---------|-----------|---------------------------|--|
| 1.0     | July 2020 | 154633                    | Original Policy Adopted                |
| 2.0     | July 2022 | 155043                    | Policy Review                          |
| 3.0     | May 2024  | OCM240527-07              | Proposed Policy Changes – this version |