

1.1.9 ELECTED MEMBER TRAINING AND PROFESSIONAL DEVELOPMENT

Date of adoption:	21 March 2013	Minute No.	131306
Date of amendment:	15 October 2020	Minute No.	201004
Date of last review:	21 October 2021	Minute No.	211009
Date of amendment:	18 December 2025	Minute No.	
Next review date:	December 2027		
Legislative References:	<i>Local Government Act 1995</i> – Part 5, Division 10 Training and Development <i>Local Government (Administration) Regulations 1996</i> – Part 10 – Training <i>Local Government (Model Code of Conduct) Regulations 2021</i>		
Internal References:	Elected Member Training Matrix		

1 PURPOSE

To enable all Elected Members to participate and develop skills and knowledge that are relevant to their role as a representative of the Shire of Broomehill – Tambellup in accordance with sections 5.126 and 5.128(1) of the *Local Government Act 1995* (Act).

2 STATEMENT

Elected Members are encouraged to undertake ongoing professional development that strengthens capability, supports informed decision making and meets statutory and community expectations. This policy applies to all Elected Members.

3 MANDATORY TRAINING

Under section 5.126 of the Act, all Elected Members must complete the five Council Member Essentials units within 12 months of election, comprising:

- Serving on Council
- Understanding Local Government
- Conflicts of Interest
- Understanding Financial Reports and Budgets
- Meeting Procedures and Debating

Training will be arranged through an approved provider and remains valid for five years under the *Local Government (Administration) Regulations 1996*.

4 CONTINUING PROFESSIONAL DEVELOPMENT

Continuing professional development may include short courses, workshops, mentoring or self-directed learning relevant to the role of a Council Member under sections 2.7 to 2.10 of the Act.

Approved providers include:

- Western Australian Local Government Association
- Australian Institute of Management
- Institute of Public Administration Australia WA
- Department of Local Government and recommended providers such as Town Teams
- Local Government Professionals Australia WA

Training from other providers requires CEO approval.

5 CONFERENCE ATTENDANCE

This Policy applies to attendance at:

- WALGA and Australian Local Government conferences
- Conferences convened or sponsored by WALGA or Local Government Professionals
- Annual conferences of major local government professions or related institutions

Unless Council approves otherwise, no more than two Elected Members may attend the same interstate event at one time.

6 BUDGET PROVISIONS

The Annual Budget will include funding to support:

- attendance by all Elected Members at the Annual WALGA Conference
- the President's attendance at the National Congress
- two Elected Members at the National Roads Congress

Sufficient funds will also be allocated each year to meet mandatory training requirements and professional development commitments under this Policy.

6.1 Use of Annual Allocation

The Shire will meet authorised training and conference expenses where sufficient funds remain in the Elected Member's annual allocation.

Payments will not be made if:

- the Elected Member has resigned
- the Elected Member is suspended
- the training is not relevant or does not meet the requirements of this Policy

Approval from the CEO and Shire President, or from the Council, is required where:

- attendance occurs after 30 June in the year the Council Member's term ends
- remaining funds are insufficient

7 TRAVEL AND ACCOMMODATION

The Shire will arrange registration, travel and accommodation, paying costs directly where possible. Reasonable accommodation expenses will be met, including nights required due to travel timing, and bookings will normally be made at or near the event venue.

- Travel must use the shortest practical route
- Air travel within Australia is in Economy Class
- Taxis or hire cars may be used where reasonable
- Private vehicle use may be reimbursed at the local government kilometre allowance up to the equivalent cost of air travel
- Reasonable parking and transport costs will be reimbursed

8 SUPPORTED ACTIVITIES

The Shire will meet costs for official activities forming part of the event program, such as luncheons, dinners and tours.

9 REIMBURSEMENT OF LIVING COSTS

Elected Members may claim reasonable living costs incurred while attending events, including:

- meals and refreshments not included in registration
- laundry and dry-cleaning
- reasonable phone and internet charges

Reimbursements apply only to the necessary period of attendance. Extended stays will be reimbursed only for event days and required travel.

Where hosted accommodation is used, reasonable meal costs for the hosts may be reimbursed up to the equivalent of paid accommodation.

If two events occur with a gap of no more than three days, reasonable accommodation and living costs may be claimed for that period. If the gap exceeds three days, claims are limited to three days.

10 ACCOMPANYING PERSONS

Costs for accompanying persons are to be met by the Elected Member, except for official partner programs or dinners normally attended by partners.

The Shire may process registrations for accompanying persons, and any Shire-incurred costs must be repaid within 30 days.

11 KNOWLEDGE SHARING

Within 60 days of returning, Elected Members who attend training or conferences funded by the Shire must provide a summary for inclusion in the Information Bulletin covering:

- key themes or insights
- valuable sessions
- new knowledge gained
- ideas or practices that may benefit the Shire

12 ANNUAL REPORTING

The Shire must prepare an annual report on Elected Member training as required by legislation.

The CEO must publish the report on the Shire's website within one month of the end of the financial year, and it will include:

- Elected Member name
- Training course title
- Training provider
- Registration cost
- Date of attendance