

Policy 1.5 Governance

Elected Member Induction and Continued Professional Development

Reference/s

Local Government Act 1995 s5.126 s5.127 and s5.128
Shire of Cranbrook Corporate Business Plan 2021-2025
Shire of Cranbrook Strategic Community Plan 2021-2031
Shire of Cranbrook Strategic Resource Plan 2017-2032

Date Proposed/Adopted

19 February 2014

Motion Number

14022014

Reviewed

19 March 2025

This policy supports the delivery of the Shire of Cranbrook Vision

That the Shire of Cranbrook is a proactive, sustainable, safe, friendly and prosperous place to be

PURPOSE

To ensure that Elected Members are adequately inducted to the Shire of Cranbrook and receive appropriate information and training to enable them to understand and undertake their responsibilities and obligations.

SCOPE

Elected Members

OBJECTIVE

- That all elected members are formally inducted;
- That elected members complete the mandatory Council Member Essentials training within the first 12 months of being elected, unless otherwise exempt.
- That it is highly recommended that all elected members attend a variety of ongoing training and professional development to enhance their skills as a Councillor.

PRINCIPLES

Induction

All newly elected members will be provided with an in-house induction session and a copy of the Shire of Cranbrook Induction Manual.

Training

The Shire of Cranbrook 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 the 'Council Member Essentials', within twelve months of being elected.

The Council Member Essentials course comprises of the following five units:

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

Council's preferred provider for the training is the Western Australian Local Government Association (WALGA). 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 training face-to-face and/or opportunities to attend training which is being delivered in the region or in the Perth metropolitan area. 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 the Local Government Act 1995.

All elected members are strongly encouraged to complete additional units as part of their professional development. This will assist Elected Members to remain current with their roles and responsibilities and enhance the ability of the Council as a whole.

Additional Units may include:

- Effective Community Leadership
- Dealing with Conflict
- The Role of Mayors and Presidents
- Planning Practices – Essentials
- Planning Practices – Advanced
- CEO Performance Review
- Strategic Policy Development
- Record Keeping Awareness for Elected Members

It is highly recommended that all elected members attend a variety of ongoing training and professional development to enhance their skills as a Councillor.

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:

- The cost 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 skill gaps of elected members both individually and as a collective;
- Alignment to the Shire's Strategic Objectives; and
- The number of Shire representatives already approved to attend.

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.

All costs associated with elected member's attendance at approved training, conferences and professional development will be paid with Shire funds in accordance with Policy 1.7. An elected member training budget is included in each annual budget.

PROCEDURE ASSOCIATED WITH THIS POLICY

Nil

ROLES AND RESPONSIBILITIES

Elected Members

- Attend the induction;
- Complete the five compulsory units of the Council Member Essentials course within the first twelve months of being elected; and
- Undertake a variety of training and any other relevant professional development during their term in office.

Chief Executive Officer

- Provide Elected Members with information on training opportunities as they arise; and
- Include adequate budget provision in each annual budget to cover elected member training.
- Deliver Elected Member induction; and
- Include information on training undertaken by each individual elected member in the Annual Report and Shire of Cranbrook's website.