

Elected Member Continuing Professional Development

Policy Objective

- (a) The Shire of Broome is committed to the ongoing professional development of its Elected Members through a process of ongoing professional development, education and improvement, with a view to enhancing Council performance and effectiveness for the benefit of the Shire of Broome and its constituents.
- (b) The aspiration of this policy is to support Elected Members to be equipped with the knowledge, skills and understanding they need to discharge their responsibilities effectively having regard to sound local authority governance standards and regulatory requirements.
- (c) Specifically, this Policy, and its adoption is intended to respond to the requirements of s.5.128 of the *Local Government Act 1995* as amended ("**Act**").

Policy Scope

This policy applies to all Elected Members, providing guidance in relation to:

- (a) The training in accordance with regulations prescribed under s.5.126 of the Act;
- (b) Continuing professional development; and
- (c) Disclosure of professional development undertaken.

Policy Statement

1. Induction and Regulatory Prescribed Training

- (a) The Shire of Broome will implement induction procedures designed to allow new Elected Members to gain knowledge about the Shire and the principles of local government so they may participate fully and actively in Council meetings and decision making at the earliest opportunity following their election.
- (b) Such induction procedures may relate to and assist Elected Members to gain a better understanding of:
 - The Shire of Broome's financial, strategic, operational, planning and risk management position;
 - Their rights, duties and responsibilities as an Elected Member;
 - The role of Council, Elected Members and committees;
 - The Shire of Broome's culture and values;

- Council and Council Committee meeting arrangements;
 - Good practice protocols and constraints concerning interactions with Elected Members, the Chief Executive Officer (CEO), officers, staff, constituents and stakeholders; and
 - Awareness of the Act, subsidiary legislation, regulations, local laws and policies.
- (c) Without limiting the generality of 1(a) and 1(b) of this Policy, each Elected Member must also complete training in accordance with regulations prescribed under s.5.126 of the Act.

2. Evaluation / Review

The overall skills, knowledge and attributes of the Council as a whole (in the context of each member's responsibilities) should be periodically evaluated by the Manager Governance, Strategy & Risk and reviewed to determine the curriculum, nature and form of ongoing professional development opportunities for Elected Members which are most likely to enhance Council performance and effectiveness and deliver value for money for the Shire of Broome.

3. Continuing Professional Development

- (a) Elected Members should commit to undertaking continuing professional development to update and enhance knowledge and skills to assist them in effectively discharging their responsibilities as an Elected Member.
- (b) The professional development to be undertaken by Elected Members should be such that it is most relevant to each Elected Member individually, having regard to their own existing level of knowledge, skills, experience, understanding and qualifications.
- (c) The nature of the professional development to be undertaken might relate to the matters referred to at 1(b) of this Policy including key developments and issues impacting the Shire of Broome, local government generally and the environment within which local government operates, as well as developments in the regulatory environment and in governance practices.
- (d) The Shire of Broome commits to developing a method by which funded opportunities for the professional development of Elected Members can be identified and made available. The Shire of Broome should provide reasonable allowance in its annual budget for this purpose.
- (e) This policy should be read in conjunction with the Elected Members Entitlements Policy – Part 3: Attendance at Conferences, Study Tours, Community Consultation and Training.

4. Elected Member Disclosure of Professional Development Undertaken

- (a) Elected Members should promptly report in writing to the CEO any relevant professional development, education and training undertaken by them including:
 - The substance, nature and learning outcomes; and
 - When, or the period over which, the same was undertaken.

- (b) The Shire of Broome will keep a progressive record of all professional development, education and training undertaken by Elected Members as may be reported to the CEO by Elected Members.

Performance Measures

- (a) In accordance with s.5.126(1) of the Act, Elected Members must complete and pass the course titled *Council Member Essentials* within 12 months of being elected.
- (b) In accordance with s.5.127 of the Act:
- (i) The Shire of Broome must prepare a report for each financial year on the training completed by Elected Members in compliance with s.5.126 of the Act; and
 - (ii) The CEO must publish that report on the Shire of Broome's official website within 1 month after the end of the financial year to which the report relates.
- (c) In accordance with s.5.128(4) of the Act, the CEO must publish an up-to-date version of this policy on the Shire of Broome's official website.
- (d) In accordance with s.5.128 (5)(a) of the Act, Council must as a minimum review this policy after each ordinary election.

Document Control Box							
Document Responsibilities:							
Owner:	Director Corporate Services			Owner Business Unit:	Corporate Services		
Reviewer:	Manager Governance, Strategy & Risk			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	Local Government Act 1995: Part 5 Division 10 - Training and development Local Government (Administration) Regulations 1996: Part 10 - Training						
Industry:							
Organisational:	Elected Member Entitlements Policy - Part 3: Attendance at Conferences, Study Tours, Community Consultation and Training						
Document Management:							
Risk Rating:	Medium	Review Frequency:	Biennial	Next Due:	11/2025	Records Ref:	
Version #	Decision Reference:	Synopsis:					
1.	25 June 2020	OMC Minute C/0620/021 – Initial adoption					
2.	18 November 2021	OMC Minute C/1121/018 Post election review					
3.	16 November 2023	OMC Minute C/1123/041 Post Election Review					