

ELECTED MEMBER CONTINUING PROFESSIONAL DEVELOPMENT POLICY

Policy Statement

The Town is committed to continuously improving its policies and procedures to achieve agile and responsive decision making.

The *Local Government Act 1995* requires all elected members and councillors who have been re-elected to undertake compulsory training within 12 months of being elected. Training undertaken by elected members must be reported annually. Local governments are also required to adopt a Continuing Professional Development Policy.

Policy Details

This policy applies to the Town's Elected Members and the CEO. Under the Act, essential training involves candidate training and compulsory training for Elected Members. A Continuing Professional Development Policy is to set out the criteria to be applied to considerations of relevant continuing professional development training for Elected Members during their terms of office.

Compulsory Elected Member Training

The Local Government (Administration) Regulations 1996 prescribes the *Council Member Essentials* (CME) course as compulsory Elected Member training. The training includes five modules:

1. Understanding Local Government
2. Serving on Council
3. Meeting Procedures
4. Conflicts of Interest
5. Understanding Financial Reports and Budgets

All Elected Members voted into office at local government elections are required to complete the CME Course within 12 months from the date of election. There are limited exemptions.

Successful completion and assessment of the CME Course is valid for five years.

Reporting Obligations

A local government must publish a report for each financial year detailing all training Elected Members have undertaken. The CEO must publish the report on the local government's website.

Continuing Professional Development

Attending continuing professional development training provides Elected Members with the opportunity to build their knowledge base. This has a benefit personally and collectively for Council.

A Continuing Professional Development policy provides the criteria to guide what additional training is relevant for Elected Members. This is training that:

- Builds the skills and knowledge of Elected Members;
- Meets the needs of the district; and

- Fills the gaps of expertise of the council as a whole.

Consideration must also be given to how any proposed training aligns with the Town’s strategic direction and the organisation’s values.

Definitions

Act means *Local Government Act 1995*

CEO means Chief Executive Officer

CME Course means Council Member Essentials Course

Town means Town of Mosman Park

Governance References

Statutory Compliance	<i>Local Government Act 1995</i> , ss 5.126, 5.127 and 5.128 Local Government (Administration) Regulations 1996, rr.35 and 36
Organisational Compliance	Elected Member Continuing Professional Development Training Pro-mapp (to be developed)

Policy Administration

Directorate:		Officer title:
Executive Services		Carissa Bywater
Next Review		Review Cycle
2021		After every Ordinary Council Election
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1	23 June 2020	OCM-081-2020
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