



## **POLICY – 1.14 – Universal Training - Elected Members and Candidates**

**Relevant Delegation**

N/A

### **Policy Statement**

Reforms to The Local Government Act 1995 (“the Act”) introduced in February 2021 requires all Elected Members and Election Candidates undertake mandatory training.

Councillors play an important community leadership role and being on a council is a way to make sure community perspectives are heard and considered.

### ***Elected Members***

Elected Members are to undertake [compulsory training](#) within 12 months of being elected. The Shire of Menzies is required under the Act to adopt and report on compulsory training and continuing professional development for Elected Members of the Shire of Menzies.

### ***Candidates***

Candidates nominating in a local government election are required to complete the Department of Local Government’s compulsory online induction – [Local Government Candidate Introduction](#) (prior to nominating)

### **Scope**

This policy applies to Elected Members and Nominating Candidates for the Shire of Menzies.

### ***Compulsory Elected Member Training***

Elected Members of the Shire of Menzies have significant and complex roles that require a diverse skillset. From 2019, all newly Elected Members are required under the *Local Government Act 1995* to complete the [Council Member Essentials Course](#), unless they meet limited exemptions (having previously served as a Councillor does not constitute an exemption).

The exemptions are provided for in regulation 36 of the Local Government (Administration) Regulations 1996.

The Shire’s preferred provider for the conduct of the compulsory training courses is the Western Australian Local Government Association (“WALGA”)

The expenses for the compulsory Elected Member Training will be form part of the Elected Member training annual spend limits for Elected Members as per Policy 1.12 – Elected Members Ongoing Professional Development.

The training is valid for five years. The courses must be completed within 12 months of appointment to Council unless the elected member meets any of the above exemptions and will take approximately 5 days to complete.

## ***Continuing Professional Development***

Further professional development training in addition to the mandatory training will be as per the provisions contained in council policy [1.11 Attendance at Events](#) and [1.12 Elected Members Ongoing Professional Development](#).

### **Reporting**

The Shire is required to report annually on completed training. Completed training must be published on the Shire's website for that financial year. The Shire will publish the Elected Member training register on the Shire's website, updated annually following the report to Council. This will include the Council Member Essentials Course and any continuing professional development undertaken by Elected Members.

### ***Compulsory Candidate Induction***

To be able to nominate in a Western Australian local government election nominees are required to complete the [online induction](#) and declaration (it is an offence to make false or misleading statements on the nomination form).

The induction is free of charge and takes approximately 1 hour to complete.

Council members who are recontesting their seat will also be required to complete the Candidate Induction.

Induction topics:

- About government in Australia
- A closer look at government
- Local government decision making process
- The role of a councillor
- Relationship between Councillors and staff
- What you will need to do as a Councillor
- Decisions you might make as a Councillor
- Qualities and skills of effective Councillors
- Other things that are helpful to know
- Advice from the WA Electoral Commission
- Why stand for Council?
- What should you do now?
- Support for candidates

### **Reporting**

Nil

– *End of Policy*

## COMMENT

Note: Candidate Profiles are to be placed on the local government website.

Formerly		New Policy April 2021 (Reforms)
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Amended		
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