



## COUNCILLOR TRAINING

### REPORT ON TRAINING FOR THE FINANCIAL YEAR 2019/2020

The following is a report on Councillor Training in accordance with section 5.127 of the Local Government Act 1995 which is appended for ease of reference.

#### ***“5.127. Report on training***

- (1) A local government must prepare a report for each financial year on the training completed by council members in the financial year.*
- (2) The CEO must publish the report on the local government’s official website within 1 month after the end of the financial year to which the report relates.”*

#### BACKGROUND

The Local Government Act 1995 is very specific in its wording:

#### ***“5.126. Training for council members***

- (1) Each council member must complete training in accordance with regulations.*
- (2) Regulations may —*
  - (a) prescribe a course of training; and*
  - (b) prescribe the period within which training must be completed; and*
  - (c) prescribe circumstances in which a council member is exempt from the requirement in subsection (1); and*
  - (d) provide that contravention of subsection (1) is an offence and prescribe a fine not exceeding*  
*\$5 000 for the offence.”*

The Local Government (Administration) Regulations 1996 also refers:

#### ***“35. Training for council members (Act s. 5.126(1))***

- (1) A council member completes training for the purposes of section 5.126(1) if the council member passes the course of training specified in subregulation (2) within the period specified in subregulation (3).*
- (2) The course of training is the course titled Council Member Essentials that —*
  - (a) consists of the following modules —*
    - (i) Understanding Local Government;*

- (ii) *Serving on Council;*
- (iii) *Meeting Procedures;*
- (iv) *Conflicts of Interest;*
- (v) *Understanding Financial Reports and Budgets;*

*and*

(b) *is provided by any of the following bodies —*

- (i) *North Metropolitan TAFE;*
- (ii) *South Metropolitan TAFE;*
- (iii) *WALGA.*

(3) *The period within which the course of training must be passed is the period of 12 months beginning on the day on which the council member is elected.”*

**“36. Exemption from Act s. 5.126(1) requirement**

(1) *A council member is exempt from the requirement in section 5.126(1) if —*

(a) *the council member passed either of the following courses within the period of 5 years ending immediately before the day on which the council member is elected —*

- (i) *the course of training specified in regulation 35(2);*
- (ii) *the course titled 52756WA — Diploma of Local Government (Elected Member);*

*or*

(b) *the council member passed the course titled LGASS00002 Elected Member Skill Set before 1 July 2019 and within the period of 5 years ending immediately before the day on which the council member is elected.*

(2) *A person who is a council member on the day on which the Local Government Regulations Amendment (Induction and Training) Regulations 2019 regulation 8 comes into operation is exempt from the requirement in section 5.126(1) until the end of their term of office.”*

On the 27<sup>th</sup> June 2019, changes were made to the Local Government Act 1995 which required all Council members to undertake training within the first 12 months of being elected.

The changes were introduced in recognition of the unique and challenging role that council members have. The Training course, Council Members Essential was developed to provide council members with the skill and knowledge to perform their roles as leaders in the shire.

The Council Member Essentials course has five foundational units. All council members will be required to complete:

- Understanding local government
- Serving on council
- Meeting procedures

- Conflicts of interest
- Understanding of financial reports and budgets

All council members will have to complete the Council Member Essentials course unless, in the previous five years, they have passed the Diploma of Local Government 52756WA (Elected Member) or the course titled LGASS00002 Elected Member Skill Set.

As part of the Annual Reporting requirements, it is appropriate to Identify when relevant Council Members were elected, their progress toward completion of each Council Essential course and for those not yet completed and the due date for when they must be completed.

The next available training Courses for training through WALGA are as follows:

Training Course	Training Dates
Understanding Local Government	e - learning
Serving on Council	30 July, 20 August and 16 November – also available by e - learning
Meeting Procedures	10 <sup>th</sup> August, 1 September and 13 November – also available by e - learning
Conflicts of Interest	e - learning
Understanding of Financial reports and budgets	29 July, 11 August and 30 October

In addition, there are a further two stages available for the training of councillors and these are:

Stage 1 – Council members essentials

Stage 2 – Stage Two training includes pre-requisite training for Stage Three.

- Effective Community Leadership
- Dealing with Conflict
- Integrated Strategic Planning - The Essentials
- Planning Practices - The Essentials

Stage 3 - Completion of training and assessment activities from all three Stages of WALGAs Learning and Development Pathway, will result in the achievement of the 52756WA Diploma of Local Government (Elected Member) qualification.

- Planning Practices - Advanced
- CEO Performance Appraisals
- Integrated Strategic Planning - Policy
- Infrastructure Asset Management

In the ever-changing world and the governance requirements of a councillor within local Government and no matter our personal thoughts, the training regime needs to be completed within a timely fashion and I would appreciate the councillors working with me to facilitate their training and thus meeting the requirements of sections 5.126 and 5.127 of

the Local Government Act 1995 and section 35 of The Local Government (Administration) Regulations 1996.

<b>Particulars</b>	<b>Councillor Gary Buckmaster</b>	<b>Councillor Jack Carmody</b>
<b>Due date for Completion of Training</b>	<b>October 2020 – COVID extension ??</b>	<b>October 2020 – COVID extension ??</b>
Title of Training Program	Serving on Council	
Dates of the program	4-5 November 2019	
Training provider	WALGA	
Cost	\$900.00	
Location	Perth	
Title of Training Program	Understanding Financial Reports and Budgets	
Dates of the program	6 November 2019	
Training provider	WALGA	
Cost	\$475.00	
Location	Perth	
Title of Training Program	Meeting Procedure	
Dates of the program	7 November 2019	
Training provider	WALGA	
Cost	\$475.00	
Location	Perth	
Title of Training Program	Understanding of Local Government	
Dates of the program		
Training provider		
Cost		
Location		
Title of Training Program	Conflicts of Interest	
Dates of the program		
Training provider		
Cost		
Location		

It is important to reiterate that Councillors Robin Prentice, Rex Ryles and Rex Weldon are not required to complete the training as they were already a councillor with the Shire of Laverton when the new legislation came into effect. However, with literal interpretation of the Act, all councillors elected must undertake the training following the next election in 2021.

I would also welcome contact from other councillors who may wish to be involved in the training. As council would be aware, the budget for councillor training has been set at \$5000.00 per annum and can be reviewed depending on councillor requirements.

PETER NAYLOR  
CHIEF EXECUTIVE OFFICER

17<sup>th</sup> JULY 2020