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| Responsible Directorate | Chief Executive Officer |
| Responsible Business Unit/s | Governance |
| Responsible Officer | Manager Governance |
| Affected Business Unit/s | All |

This policy has been amended by reducing the number of continuing professional development points from 10 to 5 over two years for 2020/21 financial year with a point from 5 separate categories contained in the policy.

Objective

The *Local Government Act 1995* requires all Elected Members to undertake compulsory training within 12 months of being elected. The City of Stirling is required under the *Local Government Act 1995* to adopt and report on compulsory training and continuing professional development for Elected Members of the City of Stirling.

Scope

This policy applies to Elected Members of the City of Stirling (the City).

The Policy consists of three parts which have distinct obligations.

‘Part 1: Compulsory Elected Member Training’ sets out the legislative requirements that newly Elected Members must undertake Compulsory Elected Member Training. Newly Elected Members who complete the Compulsory Elected Member Training are deemed to have met their Continuing Professional Development requirements under Part 2 for the first two years of their term.

‘Part 2: Continuing Professional Development’ requires Elected Members to undertake CPD as determined by Council. This applies to all Elected Members. However, Newly Elected Members who undertake the Compulsory Elected Member Training under Part 1 are deemed to have met their Continuing Professional Development requirements for the first two years of their term.

‘Part 3: Reporting’ sets out the reporting requirements under the *Local Government Act 1995*.

Policy

1. Compulsory Elected Member Training

Elected Members of the City of Stirling have significant and complex roles that require a diverse skillset.

All Elected Members elected to Council following the 2019 election are required under the *Local Government Act 1995* to complete the Council Member Essentials Course, unless they meet limited exemptions. The training is valid for five years so an Elected Member is only required to undertake the training at every second election. The course must be completed within 12 months of appointment to Council.

1.1 Cost of Training

The Council Member Essentials Course will be sourced by the City at no cost to Elected Members.

2. Continuing Professional Development

Continuing Professional Development (CPD) opportunities will be provided to the City's Elected Members. The opportunities will be in line with the strategic direction of the City:-

- Social
- Economic
- Built Environment
- Natural Environment
- Governance.

2.1 Categories of Continuing Professional Development

In addition to the strategic objectives of the City it is important to recognise the following categories as opportunities:-

- Health and Wellbeing
- Leadership
- Professional Skill Development

The City will investigate opportunities for professional skill development based on the direction of Council or individual Elected Member requests.

2.2 CPD Hours

Each Elected Member must complete 10 CPD hours every two years from Ordinary election to Ordinary election. The Elected Member must complete at least one CPD hour from each of the eight categories provided within this policy. The following points apply:-

- Multiple CPD hours can be earned from one event (conference, seminar, etc.) with a maximum of four CPD hours to be earned from any one event.
- The Australian Institute of Company Directors Course is considered as completing the full 10 CPD hours across all eight categories.
- Completion of the Compulsory Elected Member Training is considered as completing the full 10 CPD hours across all eight categories.

The City will organise training sessions that meet the intent of the policy where all Elected Members are invited to attend to meet their obligations as a Council group at the City of Stirling.

All training will be funded by the City of Stirling at no cost to Elected Members.

Where training is completed through attendance at a conference, the cost of the conference will be from the Elected Members' Conference Allowance as per Council policy.

3. Reporting

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

Definitions

CPD means continuing professional development

Elected Members includes the Mayor and all Councillors.

Relevant management practices/documents

Council Election Caretaker Policy

Elected Members' Entitlements and Allowances Policy

Legislation/local law requirements

Local Government Act 1995

| Office use only | | | |
|---------------------------------|------------------------------|---------------------|----------|
| Relevant delegations | Not Applicable | | |
| Initial Council adoption | Date 19 November 2019 | Resolution # | |
| Last reviewed | Date 26 May 2020 | Resolution # | 0520/027 |
| Next review due | Date 2021 | | |