

1.1.8 Elected Member and CEO Training & Professional Development

Type:	Office of the CEO – Elected Members
Legislation:	Local Government Act 1995 Local Government (Administration) Regulations 1996
Delegation:	N/A
Other Related Document:	

Objective

The policy provides a framework for Elected Members and the Chief Executive Officer (CEO) in relation to training and professional development.

This policy is developed in accordance with the *Local Government Act 1995* Sections 5.126(1), 5.127, 5.128 and the *Local Government (Administration) Regulations 1996*.

Policy Scope

This policy applies to Elected Members or the CEO where stated.

Policy

1. Elected Member Mandatory Training

- a. An Elected Member, must complete the course titled *Council Member Essentials*, in accordance with section 5.126(1) of the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*, within a period of twelve months beginning on the day on which the Elected Member commences their term of office.
- b. The mandatory training is valid for five years.
- c. The *Council Member Essentials*, consists of the following modules:
 1. Understanding Local Government;
 2. Serving on Council;
 3. Meeting Procedures;
 4. Conflicts of Interest; and
 5. Understanding Financial Reports and Budgets.

The course is provided by the following bodies –

- North Metropolitan TAFE;
 - South Metropolitan TAFE;
 - West Australian Local Government Association (WALGA).
- d. An Elected Member is exempt from the requirements outlined in section 5.126(1) of the *Local Government Act 1995* if the Elected Member passed either of the following courses within the period of five years ending immediately before the day on which the Elected Member commences their term of office:
 - Council Member Essentials;

- 52756 WA Diploma of Local Government (Council Member);
 - The Elected Member passed the course titled LGASS00002 Council Member Skill Set before 1 July 2019 and within a period of five years ending immediately before the day on which the Elected Member commences their term of office.
- e. In accordance with section 5.127 of the *Local Government Act 1995* and regulation 35 of the *Local Government (Administration) Regulations 1996*, the Town must prepare a report for each financial year on the mandatory training completed by Elected Members during the financial year. The report must be published on the Town's website within one month after the end of the financial year to which the report relates.

2. Elected Member and CEO Training and Professional Development

2.1 Approved Training and Professional Development Allocation

- a. Training and professional development activities which this policy applies shall generally be limited to the following:
- WA Local Government Association Council (WALGA) and Australian Local Government Association (ALGA) conferences.
 - Special 'one off' conferences called for or sponsored by the WALGA and/or ALGA on important issues.
 - Annual conferences of the major professions in local government and other institutions of relevance to local government activities.
 - Accredited organisations offering training relevant to the role and responsibilities of Elected Members and the CEO.
 - WALGA Council Member Training and Development.
 - Other local government-specific training courses, workshops and forums, relating to such things as understanding the roles/responsibilities of Elected Members, meeting procedures, etc.
 - Subscriptions for professional memberships that assist an Elected Member in fulfilling their role on Council. Note, the CEO professional membership allocation is in accordance with their contract conditions and is not included in the allocation.
 - Conferences or study tours (SWG) that assist in delivering the initiatives and projects that have been outlined in the Town's Strategic Community Plan, or Council resolutions.

2.2 Continuous Professional Development

- a. In accordance with section 5.128 of the *Local Government Act 1995*, Elected Members are encouraged to identify their individual continuing professional development needs to enhance their effectiveness and address skill gaps as required.
- b. As the needs of individual Elected Members may vary, each Elected Member is encouraged to seek the assistance of the CEO and Mayor in analysing their particular requirements and in identifying appropriate courses, seminars and training to meet those needs.
- c. In determining the professional development activities for individuals, Elected Members should consider the current or future strategic direction and activities of the Town and its priorities and the skills that will be needed to give effect to the direction.

3. Funding Allocation

- a. Elected Members are entitled to a Training and Professional Development allocation, as determined under Clause 2.1.
- b. A provision of up to \$3,000 pa per Councillor, will cover costs associated with attendance at training and development activities. This includes any actual costs (including registration, accommodation, meals and travel) which has been incurred.
- c. A provision of up to \$6,000 pa for the Mayor and CEO, will cover costs associated with attendance at training and development activities.
- d. Elected Members will only be registered for professional development activities if the Elected Member has sufficient funds in their expense allocation to meet the costs, unless Council resolves that attendance by that Elected Member would be of specific benefit to the Town and resolves to allocate additional funding for any shortfall.
- e. The costs associated with the mandatory training including the *Council Member Essentials* and the 52756WA Diploma of Local Government (Council Member) will be funded outside of the Elected Members Training and Professional Development allocation. This includes any actual costs (including registration, accommodation, meals and travel) which has been incurred.
- f. Elected Members may elect to utilise a portion of their allocation for Professional Membership. Professional Membership must relate to their role as an Elected Member in local government and be approved by the CEO.
- g. Elected Members who request professional membership to be paid in a year that their term of office is not a full financial year will only have the proportion paid for the days of the membership period they hold office.
- h. Any activities for Advocacy and Lobbying, will not be included in the Elected Member or CEO Training and Professional Development allocation and will be determined as part of the annual budget. The amount is outside of the allocation mentioned within this policy and will cover all costs associated with the activity.
- i. Unexpended funds at the end of the year will not be carried over to the next financial year, unless approved by Council.
- j. Internal workshops, strategic planning days, whole of Council training and development and internal training programs are not included in an Elected Member or CEO's training and professional development allocation.

4. Approval for Training or Professional Development

- a. The CEO may approve Elected Members training and professional development applications and the Mayor may approve the CEO's where the:
 - i. Application complies with this policy;
 - ii. Training and development activity is to be held within Australia or New Zealand; and
 - iii. Elected Member has sufficient funds available in their allocation for training and development activity to meet the costs of attendance.
- b. A resolution of Council is required to approve Elected Members or CEO request to attend training and professional development where:
 - i. application does not comply with this policy;

- ii. estimated event expenses exceed the available balance of the Elected Member's expense allocation; or
- c. Generally, two but no more than three Elected Members may attend a particular training or development activity outside Western Australia at the same time, unless Council has resolved for additional Elected Members to attend. Note: approval of attendance at a training or professional development activity should not impede a quorum at any scheduled Council or Committee meetings.
- d. Elected Members or the CEO who wish to participate in training or professional development activities must email their request to EA to CEO. All applications are to be forwarded to the CEO in reasonable time to meet the registration deadline. Where practicable the Town will utilise the 'early bird' registration option. Approvals in respect to the CEO must be forwarded to the Mayor for approval.

5. Travel, Accommodation, Meals and Incidentals

- a. Where practicable, travel requests should be provided at least one month prior to the travel date to allow adequate time for bookings to be made, this will allow the Town to take advantage of any available discounts for early purchase.
- b. The cost of air travel to and from destinations is to be by the shortest most practical route unless additional travel is contemplated before or after a conference.
- c. All air travel is to be by Economy Class at a time that is convenient to the Elected Member or the CEO. The cost of any upgrade to business class shall be paid for by the Elected Member or CEOs. Any costs incurred to allocate a seat in Economy Class will be at the expense of the Town. Note: The travel period will be the day before the commencement of the activity and the day after the conclusion of the activity.
- d. Elected Members, who use their private vehicle for conference travel, will be reimbursed for vehicle costs in accordance with the *Public Service Award 1992* to a maximum amount equivalent to what it would have cost to travel by air.
- e. Accommodation will be booked, where practicable, at the associated venue or, if unavailable, at premises in close proximity to the venue. Bookings will include accommodation the night before and the night of the closing of the event. If there are no flights available either the day before or the day after the event, the Elected Member may be required to use their allocation to cover the additional accommodation, meals and incidentals related to the additional length of time as a result of flights not being available the day before and/or the day after the event.
- f. The Town will reimburse Elected Members and the CEO for reasonable daily living expenses whilst away for the duration of conference or professional development, on the production of receipts to verify the expense.
- h. Where an Elected Member or CEO chooses to arrive earlier or extend their stay at the location of a conference or deviates from the travel arrangements, then the Elected Member and CEO will be responsible for the full cost associated with that extended stay and/or variation to travel arrangements for private purposes. The exception would be if the flight schedules determine an extended stay is required.
- i. Hire cars will only be paid for by the Town if the CEO or in the case of the CEO, the Mayor, consider it the most effective means of travel when attending the conference or professional development. Standard taxi fares (or similar services) or public transport for reasonable travel

requirements will be reimbursed upon return, on the production of receipts to verify the expense.

- j. Where an Elected Member or CEO is accompanied by another person for Training and Development or Advocacy and Lobbying activities, costs for or incurred by the accompanying person including but not limited to travel, meals, registration and/or participation in any event program, are to be borne by the Elected Member, CEO or the accompanying person and will not be paid for by the Town. The only exclusion is for the payment of accompanying persons to attend the conference dinner, with such costs will be met by the Town.

5.1 Claiming Expenses

- a. Elected Members are advised that care needs to be taken in making application for claims for reimbursement of expenses and to differentiate between expenditure incurred in their private capacity and expenditure necessary to fulfil their role as an Elected Member.
- b. Reimbursement of expenses is conditional upon adequate evidence of such expenditure in the form of invoices or receipts
- c. All claims for reimbursement must be submitted to the Office of the Mayor and Councillors on the provided claim form, within two weeks of the Elected Member returning to the Town. Final claims relating to the financial year must be submitted by 31 July of that year (31 days after the end of the financial year). No back payment of claims relating to prior financial years will be permitted.

5.2 Travel Insurance

- a. Travel insurance for Town related business trips, including cover for expenses for medical treatment, emergency medical evacuation, flight cancellations, lost baggage and personal effects will be paid for by the Town.
- b. Elected Members and the CEO must determine whether the benefits and endorsements of the above insurance cover is adequate. Elected Members and the CEO may wish to obtain their own insurance cover, at their own cost, to ensure the benefits and endorsements are adequate for their individual needs.

DEFINITIONS

Incidentals: Includes snacks/food that is consumed outside of breakfast, lunch and dinner, drinks, laundry and dry cleaning, stationery, official telephone calls and internet.

Responsible Directorate:	Office of the CEO
Reviewing Officer:	Chief Executive Officer
Decision making Authority:	Council
Policy Adopted:	19/5/20
Policy Amended/Reviewed:	