

Policy

Elected Member Professional Development

Policy Category	
Responsible Directorate	Office of the CEO
Responsible Business Unit	Governance
Relevant Legislation	<i>Local Government Act 1995</i>

1. Objective

It is the objective of this policy to ensure that Elected Members are provided with and participate in professional development opportunities to support **their role, understand their obligations, make well informed decisions, and effectively represent their constituents** in accordance with the *Local Government Act 1995* (Act) and regulations.

2. Policy

This policy applies to all Elected Members of the City. The City will support and fund the attendance by Elected Members at conferences, seminars and training to enhance the professional and technical expertise relevant to their role.

2.1 Limitations

- (a) In accordance with regulation 37 of the *Local Government (Administration) Regulations 1996*, the City will not provide payment, funding or reimbursement of monies in relation to professional development, conferences or seminars that is not related to an Elected Member's role as a member of the Council, or that is not related to Council's function.
- (b) Payment, funding or reimbursement of monies in relation to professional development, conferences or seminars for an Elected Member is not to occur if the Elected Member's term of office ends within three months and the event in question occurs in the three month period.
- (c) Where an Elected Member has tendered his or her resignation, the Elected Member shall be ineligible to attend professional development events, conferences or seminars on behalf of the local government.

2.2 Mandatory training

- (a) An Elected Member must complete the course titled 'Council Member Essentials', in accordance with section 5.126(1) of the Act 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. This mandatory training remains valid for 5 years.
- (b) An Elected Member is exempt from the requirements outlined in section 5.126(1) of the Act 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:
 - i. Council Member Essentials;
 - ii. 52756WA Diploma of Local Government (Council Member);
 - iii. 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.
- (c) All mandatory training and professional development will be reported annually through a report to Council and publication of a register on the City's website in accordance with the Act.

2.3 Other approved Professional Development

Training and professional development activities to which this policy applies shall generally be limited to the following:

- (a) WALGA and Australian Local Government Association (ALGA) conferences.
- (b) Special 'one off' conferences or seminars called for or sponsored by WALGA and/or ALGA on important issues.
- (c) Annual conferences of the major professions in local government and other institutions of relevance to local government activities.
- (d) Accredited organisations offering training relevant to the role and responsibilities of Elected Members.
- (e) WALGA Council Member Training and Development.
- (f) Courses provided by the Australian Institute of Management or the Australian Institute of Company Directors, insofar as the role of Elected Members.
- (g) Other approved local government-specific training courses, workshops and forums, relating to such things as understanding the roles/responsibilities of Elected Members, meeting procedures, etc.
- (h) Subscriptions for professional memberships that assist an Elected Member in fulfilling their role on Council.

2.4 Ongoing Professional Development

- (a) In accordance with section 5.128 of the Act, 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 Chief Executive Officer 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 City and its priorities and the skills that will be needed to give effect to the direction.
- (d) Except for mandatory training, where it is considered of benefit to the Council, an Elected Member upon return from attending a conference, seminar or training event should **provide a written or verbal report** at the first available Ordinary Council Meeting following the attendance on relevant **benefits, lessons and actions for the City**.

2.5 Approval process

- (a) The Chief Executive Officer may approve Elected Members training and professional development requests where the –
 - i. application complies with this policy;
 - ii. training and development activity is to be held within Western Australia; and
 - iii. the training and development activity is relevant to Council's role or the Elected Member's role.
- (b) A resolution of Council is required to approve a request to attend training and professional development if the –
 - i. application does not comply with this policy;
 - ii. estimated event expenses exceed any budget allocation; or
 - iii. event is to be held interstate or internationally; or
 - iv. event will result in absences of Elected Members from a Council or Committee meeting and the meeting will fail to hold a quorum.
- (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.
- (d) All applications to participate in training or professional development are to be forwarded to the Chief Executive Officer three weeks before the event date to meet the registration deadline. Where practicable the City will utilise the 'early bird' registration option.

2.6 Travel, accommodation, meals and sundries

- (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 City to take advantage of any available discounts for early registration.
- (b) Accommodation if required will be booked, where practicable, at the associated venue or, if unavailable, at premises in close proximity to the venue. Bookings will include the night before and the night of the closing of the event.
- (c) In general all expenses including airfares, registration fees and accommodation will be paid directly by the City from the time an Elected Member leaves home to attend an event to the time the Elected Member returns home (including cost of travel to and from the airport). The cost of any upgrades, deviations from the approved travel or an extension of the stay by the Elected Member shall be met by the respective party.
- (d) All accommodation and travel expenses shall be warranted, reasonable and practical:
 - i. Air travel shall be at economy rates, via the most direct route.
 - ii. Accommodation should be for a standard room with a basic breakfast option, and upgrades are at the Elected Member's expense.
- (e) Taxi vouchers and car hire may be requested and approved prior to travel.
- (f) Normally accepted living expenses will be reimbursed where they are reasonable, such as:
 - i. Meals and refreshments not already provided.
 - ii. Dry-cleaning and laundry expenses.
 - iii. Child care costs up to that Determined by the Salaries and Allowances Tribunal.
- (g) An Elected Member wishing to take an accompanying person to a Conference or Training is required to pay all associated costs for the other person.
- (h) Elected members who use their private vehicle for conference, seminar or Professional Development travel will be reimbursed for vehicle costs in accordance with the most recent Determination made by the Western Australian Salaries and Allowances Tribunal.
- (i) Reimbursement of all eligible expenses is contingent on adequate evidence being provided of the expenditure in the form of invoices or receipts, within 2 weeks of incurring the expenditure.

3. Influencing Strategies or Plans

City of Kalamunda Strategic Community Plan – Kalamunda Advancing 2031

- Priority 4: Kalamunda Leads
- Objective 4.1 - To provide leadership through transparent governance.
- Strategy 4.1.1 - Provide good governance.

4. Definitions

ALGA means the Australian Local Government Association

Elected Member means the Mayor and Councillors of the City;

Mandatory training means the training required to be undertaken by elected members in accordance with the *Local Government Act 1995*;

quorum has the same meaning as in the *Local Government Act 1995*;

Salaries and Allowances Tribunal means the Tribunal responsible for Determining local government Chief Executive Officer and Elected Member remuneration and allowances in accordance with the *Salaries and Allowances Act 1975*;

WALGA means the Western Australian Local Government Association

5. Relevant Legislation

Local Government Act 1995 – s. 2.10, s. 5.98, s. 5.126, s. 5.128

Local Government (Administration) Regulations 1996 – r. 32(1), r. 37

Salaries and Allowances Act 1975 – s. 7B

Version Control			
Relevant delegated authority		N/A	
Council adopted		Reference	
Last review		Reference	
Next review			