



## (C2) ELECTED MEMBER-TRAINING AND PROFESSIONAL DEVELOPMENT

### POLICY OBJECTIVE

This policy describes the Shire of Derby/West Kimberley's approach to enabling Elected Members to meet their Local Government Act obligations in relation to Elected Member training, and gives effect to the legislative requirement to adopt a continuing professional development policy.

This policy also provides guidance on training and professional development that is not of a statutory nature, by supporting the attendance by Elected Members at conferences, seminars and relevant training courses that contribute to their ongoing professional, skills, and knowledge development (and to detail the relevant expenses to be paid by the Shire associated with such attendance).

### POLICY STATEMENT

Where the benefits to the Council, or the organisation, can be clearly identified, Council encourages and will fund the attendance of Elected Members at training events. Training can take several forms, including formal qualifications; and on and off-site short courses, events, seminars, and conferences.

Training is required to relate to the professional development of Shire of Derby/West Kimberley representatives. Training related to for example, local government leadership, town planning, strategic planning, financial management, corporate governance, risk management, conflict resolution, emergency management, and public sector management, are all considered to be relevant.

Where possible, training should be conducted through a Registered Training Organisation. Examples of organisations that provide training relating to the professional development of Elected Members, includes, but is not restricted to:

1. Western Australian Local Government Association (WALGA);
2. Australian Local Government Association (ALGA);
3. Local Government Managers Australia (WA and national);
4. Australian Institute of Management;
5. Australian Institute of Company Directors; and
6. Institute of Public Administration Australia.

### Legislated Training for Elected Members

Section 5.126 of the *Local Government Act 1995* (the Act) - {Training for Council Members}, requires that each Elected Member must complete training in accordance with *Regulation 35 of the Local Government (Administration) Regulations 1996 (the Regulations)*. Elected Members are to successfully complete the course 'Council Member Essentials (consisting of five modules), within 12 months of being elected. This mandatory training is valid for five years.

Non-compliance with the requirements to complete the mandatory training is an offence under s5.126(d) of the Act.

Under Regulation 36 of the *Regulations* an Elected Member is exempt from the requirements outlined in s5.126(1) of the Act if they have passed either of the following courses within five years ending immediately before the day on which they commenced their current term of office:

- Council Member Essentials
- 52756WA Diploma of Local Government (Council Member) or



# Shire of Derby / West Kimberley

- The Elected member passed the course titled LGASS002 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.

Training completed by Elected Members each financial year is required to be published on the Shire's website by the 31 July each year in accordance with s5.127 of the Act.

Following each ordinary election, Elected Members will be provided with information on training options from approved training providers. Elected Members will be able to select a training option to meet their learning style and availability.

Unless otherwise resolved by Council, training that an Elected Member is required to complete under s5.126 of the Act will be paid for separately by the Shire and will not be subtracted from any budget allocation provided for additional (non-legislated) training for Elected Members.

## **Additional (Non-Legislated) Training and Professional Development for Elected Members**

Subject to sufficient funds being available in the Shire's Budget for this purpose, Elected Members are encouraged to attend:

1. Western Australian Local Government Association's (WALGA) Annual Local Government Week Convention;
2. WALGA's Kimberley Zone Meetings;
3. Up to two separate conferences/seminars/training events of significant importance to the Shire each financial year;
4. Other relevant conferences or seminars in addition to the above, but only following a request being submitted by the Elected Member to the Chief Executive Officer, for presentation to Council for its consideration of approval; and
5. ALGA's Annual National Assembly of Local Government (President and Deputy President only).

On return from any conference attended (excluding the Annual Local Government Week Conference and WA Local Government Association Kimberley Country Zone Meetings), Elected Members shall provide a written report to Council on the benefits of attendance to both themselves and the Council.

## **Councillor Authorisation to attend Conferences/Seminars/Training Events**

To expedite consideration of attendance, training requests are to be submitted in the first instance, to the CEO. The CEO is authorised to approve, if considered to meet this policy, Elected Member applications to attend conferences/seminars/training events.

Where an Elected Member is seeking to attend more than two training events in a financial year, or an event outside of Australia, the request is required to be the subject of a separate report to Council for its consideration.

Where an Elected Member's request for training is declined by the CEO under this policy, the Elected Member can request that the matter be referred to Council for determination.

Where the CEO considers special circumstances apply in relation to an Elected Member's training application, the CEO may refer the application to Council for its consideration.

## **Elected Member Travel Arrangements and Acceptable Costs of Attendance**

The cost of travel and accommodation, including meals and any other business related costs (e.g. telephone calls) for Elected Member delegates shall be met by the Shire.



# Shire of Derby / West Kimberley

To best control expenditure, expenses are to be prepaid through the Shire's Purchase Order system or approved Corporate Purchasing/Credit Card, where practical.

The only Elected Member partner costs that will be met by the Shire will be for the relevant event's official function (e.g. Local Government Week Dinner).

## Kilometre Allowance

Where travel by road is appropriate, Elected Members should, where it is practical to do so, utilise one of the Shire's fleet vehicles. Should a vehicle not be available, the use of a private vehicle to attend meetings or conferences in Broome and Fitzroy Crossing (and other areas when authorised by the CEO/Council) is permissible.

Expense claims for the kilometres travelled are to be submitted to the CEO on the Elected Member Travel Claim Form and payment will be made on the rates per kilometre in accordance with s30.6 of the *Local Government Officers' (Western Australia) Award 2021*, issued by the Western Australian Industrial Relations Commission as at the date of the current determination of the Western Australian Salaries and Allowances Tribunal – Local Government Chief Executive Officers and Elected Members.

A contribution to fuel costs where an Elected Member travels with a third party will be considered on submission of a Elected Member Travel Claim Form with supporting receipts (noting that where travel is with a third party, a per kilometre claim for travel is not permitted).

## Intrastate and Interstate Travel

Intrastate and interstate travel and accommodation costs incurred will be reimbursed at cost, or at the same rates as the *Schedule 1* of the *Public Service Award 1992* as at the date of the current determination of the Western Australian Salaries and Allowances Tribunal – Local Government Chief Executive Officers and Elected Members.

Expenses will generally be reimbursed from the time an Elected Member leaves home to attend an event to the time the Elected Member returns home. If a reimbursement claim for 'part of day' is made, calculation will be used as per s.54(4) of the *Public Service Award 1992*, relevant to the departure and arrival times.

Should an Elected Member extend a visit by leaving prior to the time necessary to arrive for the event or return after the time at which the Elected Member could have returned following the event, reimbursement will be paid:

- For the days of the Conference and Training event only; and
- For the costs of travel to and from the airport to the accommodation to be used for the Conference and Training.

If an Elected Member chooses to stay with family or friends instead of Shire funded accommodation, reimbursement will be made in accordance with the rates of "*Accommodation Involving an Overnight Stay at Other Than a Hotel or Motel*" as set in *Schedule 1* of the *Public Service Award 1992*.

## Reasonable Expenses

Nothing prevents an Elected Member from being reimbursed for any reasonable expenses incurred whilst attending conferences or training.

Reimbursement of reasonable expenses will be considered on the submission of a completed Elected Member Travel Claim Form and relevant receipt/s.



Reasonable expenses may include but are not limited to:

- Meals and drinks for the Elected Member only.
- Transport travel- taxi, Uber or public transport.
- Entry fees.

## Reimbursement of Meals

When meals are provided and have been paid for as part of the attendance registration fee or accommodation costs, then claims for meals at alternative venues are not permitted.

Where meals are not provided by the Shire, the actual cost of meals will be reimbursed to Elected Members upon receipt of a completed Elected Member Travel Claim Form and relevant receipt/s.

Policy Details			
<b>Original Adoption date:</b>	29 October 2020 (Item 10.7, Res. 184/20)	<b>Review Frequency (Annual/Bi-ennial):</b>	s5.128 - As soon as reasonably practical after the next bi-ennial local government elections.
		<b>Next Review Due:</b>	November 2025
<b>Policy Implementing Officer or Team:</b>	Executive Services Coordinator	<b>Policy Reviewer:</b>	Deputy Chief Executive Officer
<b>Legislative Head of Power (Act, Regulation, or Local Law):</b>	Local Government Act 1995 Part 2, Div. 2 Local governments and councils of local governments Local Government Act 1995 Part 5, Div. 10 Training and Development Local Government (Administration) Regulations 1966 r.31 Expenses to be reimbursed, r.32 Expenses that may be approved for reimbursement, & r.37 Fees and Expenses Salaries and Allowances Tribunal determination for Local Government Chief Executive Officers and Elected Members Local Government Officers' (Western Australia) Award 2011 Public Service Award 1992		
<b>Related Documents (other Policies, Operational Procedures, Delegations, etc.):</b>	C1 Elected Member and Chief Executive Officer Attendance at Events and Functions. Elected Member Training and Development Register Code of conduct (Council Members, Committee Members and Candidates) C2 Elected Member Travel Claim Form		
Version Control Council Meeting Review Details:			
<b>Review #:</b>	<b>Council Meeting Date:</b>	<b>Item/Resolution#:</b>	
1.	24 June 2021	Item 11.2 Res. 57/21	
2.	24 February 2022	Item 11.5 Res. 07/22	
3.	15 December 2023	Item 12.1 Res. 146/23	