



COUNCIL MEMBER TRAINING AND PROFESSIONAL DEVELOPMENT POLICY

1. POLICY OBJECTIVE

This policy describes the Shire of Derby/West Kimberley's approach to enabling Council Members to meet their *Local Government Act 1995* (the Act) obligations in relation to Council Member training, and gives effect to the legislative requirement to adopt a continuing professional development policy.

This policy supports the attendance by Council 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).

2. POLICY STATEMENT

Where the benefits to the Council, or the organisation, can be clearly identified, Council encourages and will fund the attendance of Council 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 Council Members. 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.

Training should be conducted through a registered training organisation. Examples of organisations that provide training relating to the professional development of Council 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;
6. Institute of Public Administration Australia; and
7. Governance Institute of Australia

3. TRAINING FOR COUNCIL MEMBERS

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

Unless otherwise resolved by Council, training that a Council 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 Council Members.

3.1 Formats of Professional Development

Continuing professional development formats include, but are not limited to:

- Training courses
- Short courses
- Workshops
- Seminars
- Conferences
- Formal qualifications



Shire of Derby / West Kimberley

- Membership of recognised professional development organisation, where membership includes access to continuing professional development

3.2 Additional Training and Professional Development for Council Members

Subject to sufficient funds being available in the Shire's budget for this purpose, Council 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 Council Member to the Chief Executive Officer (CEO), for presentation to Council for its consideration of approval; and
5. WALGA'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), Council Members shall provide a written report to Council on the benefits of attendance to both themselves and the Council.

3.3 Council Member 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, Council Member applications to attend conferences/seminars/training events.

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

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

3.4 Council Member Travel Arrangements and Acceptable Costs of Attendance

The Shire will be responsible for the costs associated with training or professional development approved in accordance with this policy, as detailed in this section.

3.5 Event Registration and Bookings

Travel, registration fees and accommodation are to be arranged directly by the Shire administration.

Council Members are not to pay such costs and seek reimbursement, except in the case of an emergency or unique circumstances and subject to the Chief Executive Officer's (CEO) prior approval.

3.6 Travel

Where travel is involved, the actual costs of travel to and from the event venue are to be met by the Shire in accordance with the current WA Salaries and Allowances Tribunal Determination for Local Government CEO's and Council Members (the Determination).



Shire of Derby / West Kimberley

Travel arrangements are to be by the most cost effective and reasonably convenient mode.

Air travel is to be by economy class at a time that is convenient to the Council Member. As far as is practicable, tickets will be purchased well in advance and take advantage of available discount fares.

A Council Member may seek approval to travel within Western Australia by private motor vehicle and be reimbursed for vehicle costs in accordance with the Determination. Approval may only be granted where the cost is approximately equivalent to the most cost-effective mode of travel.

A Council Member may choose to upgrade the mode of travel, however additional costs incurred are to be paid to the Shire by the Council Member before the Shire confirms the booking/s.

3.7 Registration

Registration fees may include, where applicable, event registration, conference program dinners, technical tours and accompanying workshops identified within the event program.

3.8 Accommodation

Reasonable accommodation will be booked for the Council Member for a room at or in close proximity to the event venue and within the expenditure limitations prescribed in the determination.

If it is not reasonable to expect travel to occur on the day of the event, the booking may allow for arrival the day prior to commencement, and departure the day following the close of the event.

A Council Member may choose to upgrade their accommodation standard or extend their visit for personal reasons, however additional costs are to be paid to the Shire by the Council Member (including any additional associated or travel costs) prior to the Shire confirming the booking.

3.9 Loyalty Program and Reward Points

Council Members are not to obtain personal benefit from expenditure of Shire funds and must not claim personal frequent flyer or accommodation loyalty points for air travel or accommodation paid for by the Shire.

3.10 Meals and Incidental Expenses

Funding for meals and incidental expenses is to be provided in accordance with the determination.

Meal expenses are to be interpreted as reasonable expenses incurred for the purchase of breakfast, lunch and dinner where these meals are not provided at the event or in travel. When meals are included and have been paid for as part of the registration fee or accommodation costs, claims for alternative meals at venues other than the event will not to be paid by the Shire.

Incidental taxi, economy ride shares or public transport modes of transport (i.e. to / from airport, event venue) may be claimed for reimbursement on submission of receipts.

In lieu of reimbursement, Council Members may request a cash advance prior to departure. This is conditional upon the Council Member providing a written acquittal and supporting receipts to the CEO within 7 days of return from travel. If a Council Member fails to provide a reasonable and satisfactory acquittal inclusive of unspent funds, the value of the un-acquitted funds will be incurred as a debt invoiced to the Council Member.



Shire of Derby / West Kimberley

3.11 Travel Insurance – Intrastate, Interstate and International

Subject to policy wording and conditions, Council Members are covered by the Shire's corporate travel protection for the duration of their travel relevant to attendance at the approved event, including any incidental private travel taken either side or during the event.

Council Members should review the conditions of the Shire's corporate travel protection policy and member certificate to determine whether it is adequate for their personal needs and circumstances, and so that the Shire and/or the Council Member can make any necessary alternative arrangements.

3.12 Accompanying Persons/Entertainment Costs

Council Members are responsible and will be required to pay all costs associated with an accompanying person attending an event (including travel and conference dinners and functions).

The Shire may coordinate accompanying person bookings and registrations for travel, accommodation and the event/function, with costs incurred to be paid to the Shire by the Council Member prior to the Shire confirming the booking/s.

3.13 Booking Change/Modification Costs

Costs incurred for changing or modifying a booking for travel or accommodation, where the change or modification is:

- a) At the request of the Council Member, are to be paid by the Council Member; or
- b) A requirement or for the convenience of the Shire are to be paid by the Shire.

3.14 Cancellations

Costs incurred for cancellation of registration, travel or accommodation, where the cancellation is:

- a) At the request of the Council Member, are to be attributed to the Council Member's individual allocation; or
- b) A requirement or for the convenience of the Shire are to be paid by the Shire.



Shire of Derby / West Kimberley

Policy Details			
Original Adoption date:	29 October 2020 (Item 10.7, Res. 184/20)	Review Frequency (Annual/Bi-ennial):	2 years
		Next Review Due:	November 2027
Policy Implementing Officer or Team:	Executive Services	Policy Reviewer:	Chief Executive Officer
Legislative Head of Power (Act, Regulation, or Local Law):	<i>Local Government Act 1995</i> Part 2, Div. 2 Local governments and councils of local governments <i>Local Government Act 1995</i> Part 5, Div. 10 Training and Development <i>Local Government (Administration) Regulations 1966</i> 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 Council Members Local Government Officers' (Western Australia) Award 2011 Public Service Award 1992		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	Council Member and Chief Executive Officer Attendance at Events and Functions Policy Council Member Training and Development Register Code of conduct (Council Members, Committee Members and Candidates) Council Member Travel Claim Form		
Version Control Council Meeting Review Details:			
Review #:	Council Meeting Date:	Item/Resolution#:	
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	
4.	27 November 2025	Item 14.1 Res. 44/25	