



# Shire of Derby / West Kimberley

## **C2 - ELECTED MEMBER AND EMPLOYEE TRAINING AND PROFESSIONAL DEVELOPMENT**

### **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 and Employees 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**

Where the benefits to the Council, or the organisation, can be clearly identified, Council encourages and will fund the attendance of Elected Members and Employees 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 and Employees, includes, but is not restricted to:

- Western Australian Local Government Association (WALGA);
- Australian Local Government Association (ALGA);
- Local Government Managers Australia (WA and national);
- Australian Institute of Management;
- Australian Institute of Company Directors; and
- Institute of Public Administration Australia.

### **Legislated Training for Elected Members**

S5.126 of the Local Government Act (Training for Council Members) requires that each Elected Member must complete training in accordance with the Regulations. The Local Government (Administration) Regulations 1996 requires Elected Members to complete a 'Council Member Essentials' course consisting of five modules.

Training is required to be completed (and passed) by all Elected Members within 12 months of taking office and is valid for five years. Non-compliance with the requirements to complete training is an offence under the Act.



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S5.127 of the Local Government Act (Report on Training) requires that each financial year, a report must be prepared for the training completed by Elected Members in that financial year. The CEO must publish this report on the Shire's website by the end of July of every year.

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 section 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:

- Western Australian Local Government Association's (WALGA) Annual Local Government Week Convention;
- WALGA's Kimberley Zone Meetings;
- up to two separate conferences/seminars/training events of significant importance to the Shire each financial year;
- other relevant conferences or seminars in addition to the above, but only following a request being submitted by the Elected Member to the CEO, for presentation to Council for its consideration of approval; and
- 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) Councillors shall provide a written report to Council on the benefits of attendance to them 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, Councillor 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 member can require that the matter be referred to Council for determination.



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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 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 the Elected Member delegates shall be met by the Shire.

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).

Where travel by road is appropriate, Elected Members should 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 and payment will be made on rates per kilometre in accordance with Australian Taxation Office provisions. A contribution to fuel costs where an Elected Member travels with a third party will be considered on submission of a reimbursement claim with supporting receipts (noting that where travel is with a third party, a per kilometre claim for travel is not permitted).

A meal allowance in accordance with the Australian Taxation Office can be claimed (in lieu of actual meal costs expense claim). When meals are included 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.

A \$50.00 per night allowance can be claimed if in lieu of taking up the option of Shire funded accommodation, an Elected Member instead arranges to stay with family or friends.

## **Employees**

Employee attendance at conferences/seminars/courses is considered to be an important component of their ongoing education and training, and the securing of operational benefits to the Shire and its community.

During the budget preparation process, the CEO shall propose an allocation of funds sought for conferences/seminars/courses for the ensuing financial year. Council's strategic consideration will be given to the budget request in the normal manner.

The Chief Executive Officer is thereafter responsible for managing the budgeted allocation in a responsible manner, and having in place an organisational training plan and an approvals process for staff wishing to undertake training and attending conferences, etc (including where an employee negotiates attendance at a conference, seminar or training courses as part of their salary package, that such arrangements may differ from this Policy).

If the CEO wishes to attend an event that is uniquely different from the budgeted proposal for the CEO's position, a prior application must be submitted to Council for its determination.



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## ADOPTION OF THIS POLICY

<b>Relevant Legislation</b>	<p><b>S5.126 of the Local Government Act (Training for Council Members)</b> requires that each council member must complete training in accordance with regulations.</p> <p><b>S5.127 of the Local Government Act (Report on training)</b> requires that each financial year, a report must be prepared for the training completed by council members in that financial year. The CEO must publish the report on the website by 31 July each year.</p> <p><b>S5.128 of the Local Government Act (Policy for continuing professional development)</b> requires that every WA local government must prepare and adopt (* <i>Absolute majority required</i>) a policy in relation to the continuing professional development of council members. The Policy must comply with any prescribed requirements relating to the form or content of a policy under this section. The CEO must publish an up-to-date version of the policy on the Shire's official website.</p> <p>The Council must at least review the policy after each ordinary election.</p> <p><b>CI.35 of the Local Government (Administration) Regulations (Training for council members)</b> requires that a council member completes and passes (within 12 months of being elected) the <i>Council Member Essentials</i> course (and which consists of the following modules) -</p> <ul style="list-style-type: none"><li>(i) Understanding Local Government;</li><li>(ii) Serving on Council;</li><li>(iii) Meeting Procedures;</li><li>(iv) Conflicts of Interest; and</li><li>(v) Understanding Financial Reports and Budgets.</li></ul>
<b>Related Local Law</b>	Nil Applicable
<b>Related Policies</b>	C1 - Elected Member And Chief Executive Officer Attendance At Events And Functions. This Policy replaces AF24 – Attendance at Conferences, Seminars and Training.
<b>Last Reviewed</b>	Originating Policy - 29 October 2020
<b>Next Review Date</b>	As soon as reasonably practical after the next (vis. 2022) bi-ennial local government elections.
<b>Adopted</b>	29 October 2020