

# Council Policy

**Council Policy Name:** Elected Member Training and Professional Development

**Responsible Directorate:** Corporate Strategy & Performance

**Version:** ADOPTED

## 1. PURPOSE

- 1.1. The purpose of this Policy is to provide a framework within which elected members will be provided ongoing training and professional development opportunities that assist them to undertake their role through the development of relevant skills and competencies.
- 1.2. This Policy fulfils the City's requirements under section 5.128 of the *Local Government Act 1995*.

## 2. SCOPE

- 2.1. This Policy is applicable to all elected members for their term of office.
- 2.2. It is usual for the Mayor, the Deputy Mayor and the CEO, or their delegates, to attend WALGA's Annual General Meeting (normally held in Local Government week). Where attendance is solely for the purposes of attending the Annual General Meeting the associated costs will not be covered under this Policy.

## 3. DEFINITIONS

Term	Meaning
Policy	this City of Busselton Council policy titled "Elected Member Training and Professional Development"

## 4. STRATEGIC CONTEXT

- 4.1. This Policy links to the following themes and strategic priorities of the City's Strategic Community Plan June 2021.

Strategic Theme	Strategic Priority
Key Theme 1 LEADERSHIP	4.2: Deliver governance systems that facilitate open, ethical and transparent decision making.

- 4.2.

## 5. POLICY STATEMENT

- 5.1. Elected members are encouraged to attend relevant training and development opportunities with the aim of:
  - a. assisting elected members to understand their role and obligations;
  - b. assisting elected members to meet the demands of their role by developing the necessary skills and knowledge;
  - c. assisting elected members to achieve excellence in performance; and

- d. ensuring elected members work professionally in a team environment for the betterment of the community.
- 5.2. Each elected member will be allocated an allowance of \$3,000 per annum to be used for attendance at training and professional development programs and courses.
- 5.3. Any unspent portion of the allowance in each financial year will be held in reserve, and may be budgeted for use in the following financial year. No more than the total value of 2 years of the allowance can be accrued.
- 5.4. Allowances under this Policy may be used for:
  - a. attendance at training conducted by the Western Australian Local Government Association (WALGA) or other appropriate Registered Training Organisations;
  - b. attendance at WALGA Annual General Convention and AGM, subject to paragraph 2.2; and
  - c. other training and development opportunities where:
    - i. the course or development opportunity is relevant to the functions of an elected member; or
    - ii. the course or development opportunity is relevant to an elected member's role or their role as an elected representative on a Council Committee or external body; and
    - iii. there is scope for the elected member to acquire skills relevant and beneficial to their role.
- 5.5. Elected members are required under the *Local Government Act 1995* (or any replacement legislation) to complete mandatory training. Allowances provided under this Policy will be used in the first instance for completion of mandatory training.

#### **Approvals and Restrictions on Training**

- 5.6. Elected members who wish to attend training and professional development programs or courses may make an application by providing the following details to the CEO in writing:
  - a. course or event title, provider or organiser name, location and date;
  - b. copy of, or link to program, course outline or other summary of content;
  - c. an outline of the anticipated benefits of attendance, with reference to the eligibility criteria in this Policy; and
  - d. total estimated costs including accommodation, travel and sundry expenses.
- 5.7. Applications must be submitted by elected members in a reasonable time to allow for registration.
- 5.8. Applications from elected members to attend training or professional development opportunities will be considered and approved by the CEO (in consultation with the Mayor) if:
  - a. the application complies with the requirements of this Policy;
  - b. the training or professional development is to be held within Australia; and
  - c. the elected member has sufficient funds available in their training and professional development allowance (including for registration fees, travel, accommodation and other expenses, subject to Council Policy: Fees Allowances and Expenses for Elected Members).
- 5.9. Where an application to attend training and professional development has either not been approved by the CEO or cannot be approved the CEO under paragraph 5.8 that application may only be approved by a resolution of Council.
- 5.10. No more than two elected members may attend the same intrastate training and development opportunity at the same time unless the training is mandatory or universal to the functions of an elected member, or it is training being held within the City of Busselton or adjoining districts.

- 5.11. No more than two elected members may attend the same interstate training and development opportunity at the same time.
- 5.12. Attendance at any overseas training and development opportunity requires a resolution of Council.
- 5.13. Nothing in this Policy prevents the Council from approving applications where the costs exceed the available allowance.
- 5.14. Where an additional training budget has not been approved by the Council, nothing in this Policy prevents the elected member choosing to fund the shortfall for training and development.
- 5.15. Approval will not be granted for training and professional development that is scheduled to occur in the last three months of an elected member's term of office, during the period after an elected member has provided the CEO with notice of resignation or during a period of suspension under Part 8 of the *Local Government Act 1995*.

### **Reporting Requirements**

- 5.16. On return from attending an interstate training and development opportunity elected members shall within 21 days provide either a written report to the CEO or a verbal presentation to a Councillor briefing session; the purpose being to facilitate knowledge sharing. The report or presentation should detail knowledge and skills gained, benefits of attendance for the City, Council and community, and relevant recommendations.
- 5.17. Failure to provide a report or presentation within the approved timeframe may result in the elected member being required to reimburse costs associated with attendance to the City. The Mayor may approve an extension in circumstances deemed appropriate.

## **6. RELATED DOCUMENTATION / LEGISLATION**

- 6.1. Council Policy - Fees Allowances and Expenses for Elected Members

## **7. REVIEW DETAILS**

<b>Review Frequency</b>		<b>After each Ordinary Election</b>		
<b>Council Adoption</b>	<b>DATE</b>	13 December 2023	<b>Resolution #</b>	C2312/199
<b>Previous Adoption</b>	<b>DATE</b>	25 January 2022	<b>Resolution #</b>	C2201/009