

Council Policy Name: Elected Member Training and Professional Development

Responsible Directorate: Finance and Corporate Services

Version: Current

## 1. PURPOSE

- 1.1. The purpose of this Policy is to provide a framework within which elected members may access an allowance to fund ongoing training and professional development opportunities that will 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.

## 3. DEFINITIONS

Term	Meaning
Policy	This City of Busselton Council policy titled "Elected Members Training and Professional Development"

## 4. STRATEGIC CONTEXT

- 4.1. This Policy links to Key Goal Area 6 - Leadership of the City's Strategic Community Plan 2017 and specifically Community Objective 6.1: Governance systems, processes and practices are responsible, ethical and transparent.

## 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 their constituents.
- 5.2. Each elected member will be allocated an allowance to be used for attendance at training and 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 RTO providers;
  - b. attendance at WALGA Annual General Convention and AGM, subject to paragraph 5.5; 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. 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.
- 5.6. Elected members may also be 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**

- 5.7. 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.
- 5.8. No more than two elected members may attend the same interstate training and development opportunity at the same time.
- 5.9. Attendance at an interstate training and development opportunity is not permitted within three months of the date of expiry of an elected member's current term of office.
- 5.10. Attendance at any overseas training and development opportunity requires a resolution of Council to approve.
- 5.11. Applications from elected members to attend training and development opportunities will be considered by the Mayor and Deputy Mayor in consultation with the CEO, with regard to be given to applicability of the training and development as it relates to the City of Busselton and to the individual elected member's functions (e.g. committee membership).
- 5.12. The application may only be approved where the costs including registration fees, travel, accommodation and an estimation of other expenses, (subject to Council Policy Fees Allowances and Expenses for Elected Members), can be accommodated within the Allowance.
- 5.13. Nothing in this Policy prevents the Council from approving over and above the allowance.

## Reporting Requirements

- 5.14. On return from attending an interstate training and development opportunity elected members shall within 21 days provide either a written report to the City or a verbal presentation to a Councillor briefing session; the purpose being to facilitate knowledge sharing. The report / presentation should detail knowledge and skills gained, benefits of attendance for the City, Council and community, and relevant recommendations.
- 5.15. 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>		3 yearly		
<b>Council Adoption</b>	<b>DATE</b>	12 August 2020	<b>Resolution #</b>	C2008/079
<b>Previous Adoption</b>	<b>DATE</b>	24 April 2019	<b>Resolution #</b>	C1904/076