

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 an outline for elected member training and professional development provisions to assist elected members 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. The costs of the following will be covered by the City outside of the provisions of this Policy:
 - a. completing mandatory training required under the *Local Government Act 1995*;
 - b. attending WALGA's Annual General Meeting, subject to attendance being solely for that purpose (and not combined with attendance at broader Local Government week activities).

3. DEFINITIONS

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

4. STRATEGIC CONTEXT

Strategic Theme	Objective
KEY THEME 5 LEADERSHIP	16: Provide effective governance and organisational leadership

5. POLICY STATEMENT

- 5.1. Elected members are encouraged to attend relevant training and development opportunities with the aim of assisting elected members to:
 - a. understand their role and obligations;
 - b. meet the demands of their role by developing the necessary skills and knowledge;
 - c. achieve excellence in performance; and
 - d. work professionally in a team environment for the betterment of the community.
- 5.2. Each elected member will be allocated an allowance of \$5,000 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 and development opportunities conducted by the Western Australian Local Government Association (WALGA) or other appropriate Registered Training Organisations;
 - b. 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.

Approvals and Restrictions on Training

- 5.5. 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.
- 5.6. Applications must be submitted by elected members in a reasonable time to allow for registration.
- 5.7. 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).
- 5.8. Where an application to attend training and professional development is not approved by the CEO, an elected member may seek approval of the Council.
- 5.9. No more than two elected members may attend the same interstate training and development opportunity at the same time.
- 5.10. Attendance at any overseas training and development opportunity requires a resolution of the Council.
- 5.11. Nothing in this Policy prevents the Council from approving applications where the costs exceed the available allowance.
- 5.12. 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.
- 5.13. Approval will not be granted for training and professional development 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

- 5.14. On return from attending a non-mandatory training and development opportunity, elected members will within 28 days provide either a written report to the CEO or a verbal presentation to an Elected Member 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.
- 5.15. 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.

6. RELATED DOCUMENTATION / LEGISLATION

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

7. REVIEW DETAILS

Review Frequency		After each Ordinary Election		
Council Adoption	DATE	28 January 2026	Resolution #	C2601/8
Previous Adoption	DATE	13 December 2023	Resolution #	C2312/199