

Elected Member Training and Professional Development Policy

Council Policy: Pol/102	Elected Member Training and Professional Development		
Reference	<i>Strategic Community Plan 2013- 2023</i> Priority Area: 6 Major Strategy: 6.2	<i>Corporate Business Plan 2020-2024</i> Priority Area: 6 Actions: 6.2c	
Responsible Officer	Chief Executive Officer		
Policy Area	Executive Services		
Council Adoption Date	28 April 2020	Version Number	1
Amendment Dates		Next Review Date	

This Policy replaces all previous policies related to this topic.

1. Policy Purpose

- 1.1. This Policy describes the Town of Cottesloe’s approach to enable Elected Members to meet their statutory obligations in relation to Elected Member training and gives effect to the requirement to adopt a continuing professional development Policy.
- 1.2. This Policy also provides guidance on training and professional development for Elected Members that is not of a statutory nature.

2. Policy Scope

- 2.1. Training can take several forms including formal qualifications, short courses, seminars and conferences
- 2.2. Training paid for in accordance with this Policy is required to have benefit to Council, The Town and the community. Training is required to relate to the professional development of Elected Members in their role as an Elected Member. Examples of organisations that provide training relating to the professional development of Elected Members, includes, but is not restricted to:
 - Western Australian Local Government Association (WALGA)
 - Australian Local Government Association
 - Australian Institute of Management

- Australian Institute of Company Directors
 - Institute of Public Administration Australia
- 2.3. Training related to public sector management leadership, town planning, strategic planning, financial management, corporate governance, risk management, conflict resolution and emergency management are also considered to be relevant.
 - 2.4. In considering training, Elected Members should complete training, where possible, through a Registered Training Organisation.
 - 2.5. Attendance and/or participation at conferences is also considered to be training where value to the Council, Town and community can be demonstrated.
 - 2.6. Elected Members should note that all training undertaken, including conferences paid for entirely or partially by the Town are required to be published on the Town's website in accordance with section 5.127 of the Act.

3. Policy Requirements

- 3.1. The Local Government (Administration) Regulations 1996 (the Regulations) requires Elected Members to complete a 'Council Member Essentials' course consisting of five modules. Certain exemptions, specified in the Regulations, apply.
- 3.2. Training is required to be completed by all Elected Members following their election within 12 months of taking office and is valid for five years.
- 3.3. Non compliance with the requirements to complete training is an offence under the Act punishable by a fine not exceeding \$5,000.
- 3.4. Elected Members have a responsibility to complete training in accordance with legislation.
- 3.5. 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.
- 3.6. Unless otherwise resolved by Council, training that an Elected Member is required to complete under section 5.126 of the Act will be paid for separately by the Town and will not be subtracted from the normal Elected Member training budget allocation provided.

In addition to be undertaken by Elected Members under section 5.126 of the Act, it is Council's Policy that each Elected Member is permitted to attend:

- The Western Australian Local Government Association's (WALGA) Annual Local Government Week Convention, and
- Up to three (3) separate training events including training courses, seminars or workshops with a cumulative total of up to three (3) days per financial year subject to:
 - Sufficient funds are available in the Town's Budget for this purpose;
 - A training request form is completed (available from the CEO Executive Assistant) by the Elected Member and submitted to the CEO;
 - The training is approved as a suitable training event by the CEO. A suitable

training event is defined as one that is a recognised industry event consistent with the examples provided in Clause 2.2 of this Policy. One off specific training events that have a direct impact on issues in the Town of Cottesloe may also be considered at the discretion of the CEO;

- It is recognised that many industry training sessions are held around WALGA's annual Local Government Week Convention and it may be convenient and cost effective to take advantage of training opportunities at that time;
- Where an Elected Member is seeking to attend more than three (3) training events in a financial year, where the event is a conference or event over a day in duration or is an event outside the State of Western 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 under this Policy, the member can request that the matter be referred to Council;
- 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; and
- Whilst travel and accommodation costs are covered by this Policy, the CEO is required to determine the need for accommodation for training events, taking into account the timing (start and finish times) of the event, the location, the practicality of travel time and any other circumstances considered relevant to the event.

4. Definitions

4.1. There are no definitions relevant to this policy

5. Legislation

- 5.1. Part 5, Division 10 of the Act describes provisions relating to the universal training of Elected Members.
- 5.2. Under Section 5.126 of the Act, each Elected Member must complete training in accordance with the Regulations.
- 5.3. Under Section 5.127 of the Act, the CEO must publish a report on the local government's website within one (1) month of the end of the financial year detailing the training completed by Elected Members.
- 5.4. Under Section 5.128 of the Act, a local government must prepare and adopt a Policy (by Absolute Majority) in relation to the continuing professional development of Elected Members.
- 5.5. Part 10 of the Local Government (Administration) Regulations 1996 provides the legal framework for Elected Member statutory training.

6. Other Relevant Procedures/Key Documents

6.1. Training Request forms are available from the CEO's Executive Assistant and are relevant to this Policy.