

## Council Policy

# Councillor Training and Professional Development Policy

### Policy Objective

This policy provides a framework for elected members to meet their statutory obligations in relation to Councillor training and to undertake continuing professional development.

Under section 5.128 of the *Local Government Act 1995* (the Act), a local government is required to prepare and adopt a policy in relation to the continuing professional development of elected members.

### Policy Scope

This policy applies to all elected members.

### Policy Statement

#### Definitions –

**Mandatory training** refers to the statutory training as set out in regulation 35 of the *Local Government (Administration) Regulations 1996*.

**Professional development** refers to the attendance or participation in training, conferences, workshops, courses, seminars or similar professional development, as a participant.

**Regulations** refers to the *Local Government (Administration) Regulations 1996*.

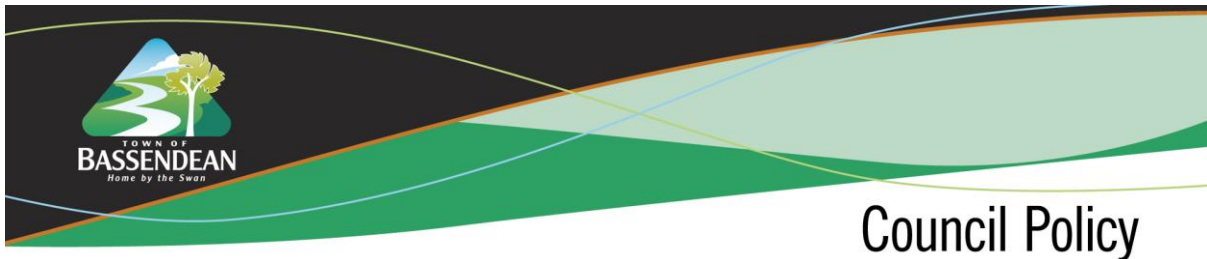
The Town recognises the value of training and continuing professional development. It is expected that elected members will avail themselves of the opportunities afforded for the completion of continuing professional development in order for them to build upon and add to their skills and expertise, and to assist them to fulfil their role as an elected member.

### 1. Mandatory training

In accordance with regulation 35 of the *Local Government (Administration) Regulations 1996*, an elected member must complete the mandatory modules of the Council Member Essentials Course, unless exempt under regulation 36 of the Regulations.

The course consists of the following modules –

- a) Understanding Local Government;
- b) Serving on Council;
- c) Meeting Procedures;
- d) Conflicts of Interest;
- e) Understanding Financial Reports and Budgets



The training is valid for a period of five years. An elected member is only required to undertake the training at every second election.

The course must be completed within 12 months of appointment to Council.

## **2. Continuing Professional Development**

The Town of Bassendean will allocate funds in its annual budget for the costs associated with professional development for elected members. Elected members are encouraged to identify their individual continuing professional development needs to enhance their effectiveness as an elected member and address skill gaps.

### **2.1 Intrastate (Perth metropolitan area)**

Elected members seeking to undertake professional development must make a request to the Chief Executive Officer (CEO) prior to enrolment or registration and advise how the professional development relates to the business of the local government and how it will assist the elected member in the discharge of his or her duties.

The CEO will determine any requests for professional development that is held intrastate based on the following criteria –

- a) The relevance of the application to the elected member's professional development needs;
- b) The relevance of the professional development to the business of the Town of Bassendean; and
- c) The availability of funds.

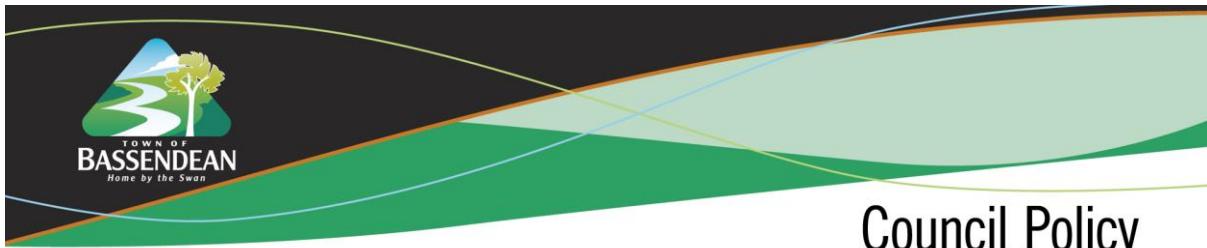
### **2.2 Regional Intrastate, Interstate and Overseas**

Elected members seeking to nominate to attend regional intrastate, interstate and overseas professional development are required to make application through a notice of motion to Council.

Where an elected member seeks to apply to attend a training course that is held either intrastate (regional), interstate or overseas, and there is the option to participate in the course through an online remote learning format, an elected member is to attend online rather than travel to the course location.

Authorisation requires a resolution of Council and will be subject to –

- a) The relevance of the application to the elected member's professional development needs;
- b) The relevance of the professional development to the business of the Town of Bassendean; and
- c) The availability of funds.



### **3. Access to professional development**

#### **3.1 General considerations**

All booking arrangements associated with the professional development are to be made through the Office of the Chief Executive Officer.

##### **(a) Registration**

The Town will pay all normal registration costs for the elected member that are relevant to the interests of the Town.

##### **(b) Restriction**

No elected member is permitted to undertake professional development in the last three months of their term, unless otherwise determined by a resolution of Council.

##### **(c) Cancellation and inability to attend**

In circumstances where an elected member is unable to attend an approved professional development course, and cancellation would result in a financial loss to the Town of Bassendean, the Chief Executive Officer is authorised to determine a substitute elected member and/or officer to attend the professional development in lieu of the approved elected member.

#### **3.2 Travel**

Where travel is involved, the travel is to be undertaken by the shortest, most practical route, to and from the professional development location and venue. All reasonable travel costs will be administered by the Chief Executive Officer in line with the adopted budget.

Car rental shall not be permitted without the prior approval of the Chief Executive Officer.

##### **3.2.1 Private vehicle**

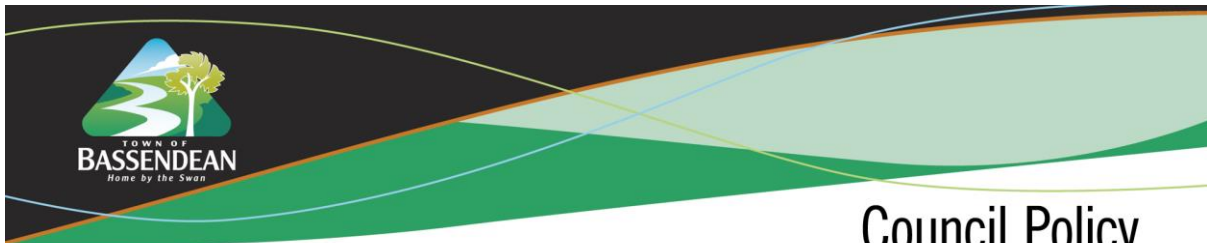
Elected members, who use their private vehicle for conference travel, will be reimbursed for vehicle costs in accordance with the Local Government Officers (Western Australia) Interim Award 2011. Where a vehicle is used instead of air travel, reimbursement will be to a maximum amount equivalent to what it would have cost to travel by air.

##### **3.2.2 Air travel**

Where air travel is required, travel requests should be provided at least one month prior to the travel date to allow adequate time for bookings to be made. Where practicable, advantage should be taken of available discount fares.

All air travel is to be by Economy Class, and to be by the most direct route to and from the airport situated nearest to the professional development venue.

Elected members must not receive any personal frequent flyer loyalty points for air travel booked and paid for by the Town of Bassendean.



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Airline tickets are to be insured to enable the ticket purchase price to be refunded.

### **3.3 Accommodation**

The extent to which an elected member will be reimbursed for travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the *Local Government (Administration) Regulations 1996* is as set by the Salaries and Allowances Tribunal.

Where appropriate, the Town will pay reasonable costs associated with an elected member's accommodation.

Accommodation will be pre-booked via the Office of the CEO, where practicable, at the associated venue or, if unavailable, at premises in close proximity to the venue. Elected members must not receive any personal accommodation loyalty points for accommodation booked and paid for by the Town of Bassendean.

### **3.4 Meals and incidentals**

Meal expenses are to be interpreted as reasonable expenses incurred for the purchase of breakfast, lunch, and dinner where these are not provided at the event or in travel. The extent to which reimbursement for intrastate or interstate travel and accommodation costs are applied will be the same rate applicable to reimbursement of travel and accommodation costs in the same or similar circumstances under the *State Public Service Award 1992*.

Incidental expenses are to be interpreted as reasonable expenses incurred by the elected member for telephone calls, public transport and sundry food and beverages.

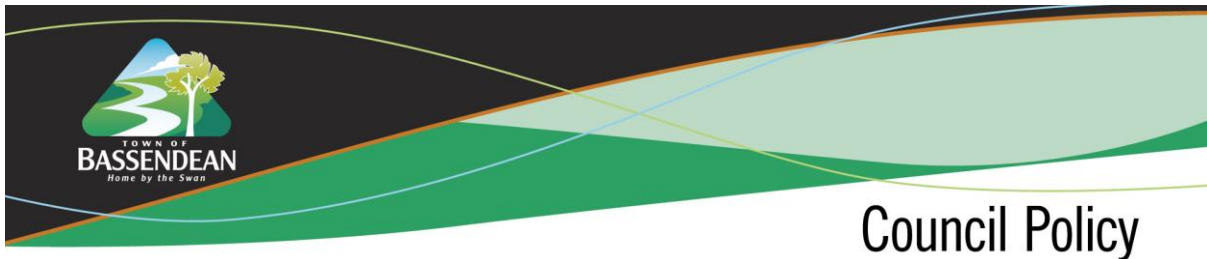
### **3.5 Reimbursement for Child Care Costs**

Reimbursement for child care expenses that result from an elected member's attendance at a training course will be reimbursed in accordance with the Town of Bassendean's Councillor Allowances and Expenses Policy.

### **3.6 Claiming expenses**

Expenditure incurred by an elected member in their private capacity will not be reimbursed. Only expenses incurred in an elected member's capacity to fulfil their role as a councillor will be reimbursed.

Reimbursement of expenses is conditional upon adequate evidence of such expenditure in the form of invoices or receipts. All claims for reimbursement must be submitted to the CEO within two weeks of completion of the training. Final claims relating to the financial year must be submitted by 31 July of that year.



### **3.7 Travel insurance**

Travel insurance for Town of Bassendean related business trips including cover for expenses for overseas medical treatment, emergency medical evacuation, flight cancellations, lost baggage and personal effects will be paid for by the Town of Bassendean. Elected members may wish to obtain their own insurance cover, at their own cost, to ensure the benefits and endorsements are adequate for their individual needs.

### **4. Accompanying Person**

An elected member must declare in his or her application for attendance at a continuing training course, whether they intend to be accompanied by a partner. Where approval has been granted for a partner to accompany an elected member at a conference, all costs for or incurred by the accompanying person including, but not limited to travel, breakfast, meals, registration and/or participation in any conference program, are to be borne by the Elected member and not by the Town of Bassendean.

### **5. Accompanying carer**

Where an elected member is attending professional development and has a disability as defined in the *Disability Services Act 1993*, the Town will meet the cost of a carer to accompany that elected member where that carer is a person who provides ongoing care or assistance.

The costs provided by the Town for an accompanying carer will include travel, meals, registration, accommodation and participation in any programs that the elected member they are accompanying is attending.

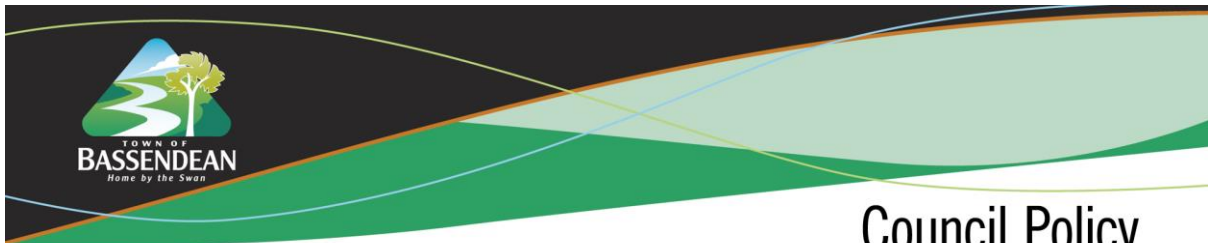
### **6. Training register**

In accordance with section 5.127 of the Act, the Town will publish a report on the Town's website within one month of the end of the financial year detailing the training completed by elected members.

In order to complete the register, elected members shall, following completion of the training, provide evidence of completion of the training to the CEO. Elected members will be asked to confirm their completion or attendance as applicable prior to the publication of the register.

The register will state:

- a) Councillor name;
- b) Each training course or module completed;
- c) The cost of training and any associated travel and accommodation paid for by the Town; and
- d) The training provider or conference name.



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For reporting purposes, the costs of training completed as a group will be apportioned to each elected member that was registered to attend.

### 7. Reporting requirement

An elected member who attends a conference, study tour, seminar, forum or workshop, is encouraged to share their learnings and insights from their training with the Council. Where an elected member does so, it will be included in the CEO bulletin for the Council's information and records. The report will include a summary of the event, points of interest and any recommendations as to the value of attendance at similar conferences.

<b>Document Control box</b>			
<b>Document Responsibilities:</b>			
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<b>Review Date:</b>	Biennial	<b>Repeal and Replace:</b>	N/A
<b>Compliance Requirements:</b>			
<b>Legislation:</b>	<i>Local Government Act 1995 Part 5, Division 10. Local Government (Administration) Regulations 1996 reg. 35 and 36.</i>		