

# Council Policy

## Elected Members Training and Development



# Council Policy

<p>Legislation/local law requirements</p>	<p><b>Acts/Regulations</b>  <i>Local Government Act 1995</i>            Section 2.7 – Role of Council            Part 5 Division 10 – Training and Development</p> <p><i>Local Government (Administration) Regulations 1996</i>            Part 10 - Training</p> <p><i>State Public Service Award 1992</i></p>
<p>Related policy procedures and documents</p>	<p>D12/48178[v7] – Elected Members Training and Development Application</p> <p>D14/87288[v4] – Elected Members Training and Development Report</p> <p>Promapp – Process an Elected Members Expense Claim</p> <p>Elected Member and Chief Executive Officer Attendance at Events Policy</p>

## 1. Introduction

To provide a framework within which Elected Members will be provided with ongoing training and professional development opportunities that will assist them to undertake their role in a professional manner.

## 2. Purpose

The purpose of this policy is to –

- (a) provide access to training and development by Elected Members in order to enhance their knowledge, representation, decision making ability and ongoing professional development; and
- (b) encourage Elected Members to attend training and development in order to enhance their knowledge, develop their skills, decision making ability and ongoing professional development.

## 3. Objective

The development of relevant skills and competencies for the Elected Members which will enhance their knowledge, develop their skills, decision making ability and ongoing professional development.

## **4. Scope**

### **4.1 Eligible Events**

**4.1.1** Events to which this policy applies are generally limited to those coordinated and/or run by either:

- (a) The Australian or Western Australian Local Government Associations (ALGA / WALGA).
- (b) The major professional bodies associated with local government.
- (c) Accredited organisations offering training relevant to the role and responsibilities of Elected Members.
- (d) Other local government specific events where the Chief Executive Officer or Council is of the opinion attendance would benefit the Elected Members, Chief Executive Officer and the City.
- (e) Study tours, arranged by the City or by a third party, where there is a benefit to Council for Elected Members to attend.

**4.1.2** Any Elected Member Training that is imposed by the State Government is not included in the scope of this council policy. As this training is compulsory and it is a mandatory requirement for Elected Members, any actual costs (including registration, accommodation, meals and travel) which has been incurred will be funded outside of the Elected Member training allocation identified in this council policy. Note: All expenses will be paid for in accordance with clause 6.5 of this council policy and will not be included the Elected Members training allowance allocation.

### **4.2 Professional Membership**

In addition to eligible events, Elected Members may elect to utilise a portion of their budget allocation for Professional Membership. Professional Membership must relate to their role as an Elected Member in local government and be approved by the Chief Executive Officer.

## Policy Provisions

### 5. Definitions

**Event** means conferences, seminars, forums, workshops, courses, study tours, information training sessions and other like events conducted within Australia and internationally.

### 6. Policy statement

#### 6.1 Request for Attendance

Elected Members who wish to attend an event may make application by completing a training and development application form detailing the following:

- (a) Title, location, and dates
- (b) Program
- (c) Anticipated benefits to the City from attendance
- (d) Total estimated costs including accommodation, travel, and sundry expenses.
- (e) If applicable, name of accompanying person requesting to attend an official event dinner. The City will arrange the booking of the accompanying person.

All applications are to be forwarded to the Chief Executive Officer in reasonable time to meet the event registration deadline, and preferably to meet any 'early bird' registration deadline.

Requests for attendance will not be approved in the final three months of an Elected Members term, when they have resigned or if they are suspended.

#### 6.2 Attendance Approval

**6.2.1** Conditions for granting approval include:

- (a) Generally, no more than two Elected Members may attend a particular event outside Western Australia at the same time, unless Council has resolved for additional Elected Members to attend. If the Mayor requests the Chief Executive Officer to attend, this will be in addition to the maximum number of Elected Members attending. The maximum number of two Elected Members attending an event outside of Western Australia does not apply to study tours. All Elected Members are entitled to attend a study tour if they meet the conditions set out at clause 6.2.2 of this policy.
- (b) That approval of attendance at events does not impede a quorum at any scheduled Council or Committee meetings.

This section forms the core of your policy and should contain high-level principles, values and rules that guide the organisation. Statements should link to the policy purpose and provide how the objectives are to be achieved.

**6.2.2** Approval for Elected Members attendance may be granted by:

- (a) The Chief Executive Officer where the:
  - (i) Application complies with this policy.
  - (ii) Event is to be held within Australia or New Zealand; and
  - (iii) Estimated expenses incurred by the City for each event are less than \$4000 per Elected Member.
- (b) Resolution of Council; where the:
  - (i) Application does not comply with this policy.

- (ii) Estimated event expenses exceed the available balance of the Elected Member's annual expense allocation.
- (iii) Event is to be held outside of Australia or New Zealand; or
- (iv) Estimated expenses incurred by the City for each-event are greater than \$4000 per Elected Member.
- (ii) Estimated event expenses exceed the available balance of the Elected Member's annual expense allocation.
- (iii) Event is to be held outside of Australia or New Zealand; or
- (iv) Estimated expenses incurred by the City for each-event are greater than \$4000 per Elected Member.

### **6.3 Professional Membership and Attendance – Interstate and Intrastate Restrictions**

**6.3.1** An Elected Member or the Chief Executive Officer who has failed to fulfil the obligations of this policy in attending a prior event, namely by failing to provide a report arising from attendance at an event, in accordance with Clause 6.8, is ineligible to attend any future event unless authorisation is granted by Council.

**6.3.2** Other than the Mayor, Elected Members who only have two calendar months of their term of office remaining are not eligible to attend events. Elected Members can attend an event at their own expense if they only have two calendar months of their term of office remaining.

**6.3.3** Elected Members who request professional membership to be paid in a year that their term of office is not a full financial year, will have the membership paid in full (if their annual allowance allows) and in the event they become a retired Elected Member, Council will seek the proportion paid for the days of the membership period paid that they no longer hold office.

### **6.4 Event Registration and Bookings**

Air fares, conference registration fees and accommodation are to be arranged directly by the City. Delegates are not to pay such costs and seek reimbursement, except in the case of an emergency or unique circumstances, following the approval of either the Mayor or the Chief Executive Officer.

### **6.5 Expenses**

Subject to approval being granted to attend an event, the Chief Executive Officer or Council as applicable, the following expenses are to be met:

#### **6.5.1 Travel**

Where travel is involved, the actual cost of travel to and from the event venue are to be met by the City for the respective Elected Member.

- (a) All air travel is to be by Economy Class (unless otherwise provided for by council policy) at a time that is convenient to the Elected Member. As far as is practicable, advantage should be taken of any available discount fares including advance purchased fares. Upgraded seats can be secured at the Elected Member cost (noting that the cost difference is to be determined as the amount between the lowest discounted economy fare available and the upgraded cost).
- (b) Where in particular circumstances an Elected Member desire to travel interstate or intrastate by private motor vehicle, they are to be reimbursed for vehicle costs in accordance with the *State Public Service Award 1992*, but only up to an equivalent amount that would have been expended had arrangements been made to travel by air.

- (c) Elected Members must not receive any personal frequent flyer or accommodation loyalty points for air travel or accommodation booked and paid for by the City.

### 6.5.2 Registration

Registration fees may include, where applicable, event registration, conference program dinners, technical tours and accompanying workshops identified within the event program.

### 6.5.3 Accommodation

Reasonable accommodation for the Elected Member for a room at or in close proximity to the event venue. Allowance for delegates to arrive the day prior to the start of the event and depart the day following the close of the event are acceptable if it is not reasonable to expect travel to occur on the days of the conference.

Should an Elected Member wish to upgrade their accommodation standard or extend their visit for personal reasons not associated with approved City business, all extended stay and additional costs associated with that stay are to be met by the Elected Member (including any additional airfare costs).

### 6.5.4 Meals and Incidental Expenses

Funding for meals and incidental expenses is to be provided in accordance with the conditions of service and allowances set out in the *State Public Service Award 1992*: -

- (a) Meals 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 an Elected Member can be reimbursed for intrastate or interstate travel and accommodation costs is at the same rate applicable to reimbursement of travel and accommodation costs in the same or similar circumstances under the *State Public Service Award 1992*. The Elected Member is not required to acquit the allowance paid.

Note: When meals are included and have been paid for as part of the registration fee or accommodation costs, claims for alternative meals at venues other than the event is not to be paid by the City.

- (b) Incidental expenses are to be interpreted as reasonable expenses incurred by the delegate for telephone calls, newspapers, laundry, public transport and sundry food and beverages. The Elected Member is not required to acquit the allowance paid.
- (c) In accordance with the *State Public Service Award 1992*, the current cash advance of \$128 per day for interstate or international travel, and \$93 for intrastate travel, will be made to cover meals, incidental expenses and intra-City transport as mentioned in 7.4(a) and (b). The advance can be sought by the delegate prior to departure for the event. The cash advance is broken down accordingly:

Meal	Perth	Interstate/International
Breakfast	16.30	21.20
Lunch	16.30	33.20
Dinner	46.50	52.20
Incidentals	14.55	21.70
<b>Total \$</b>	<b>93.65</b>	<b>128.30</b>

### **6.5.5 Transport**

Transport to and from the airport and necessary intra-City movement is via taxi, or any other more cost-effective reasonable alternatives are to be provided for by the City. Please note, that cab charges are available from the Executive Assistant to the Chief Executive Officer and Mayor. Receipts must be kept in order for the City to reimburse the Elected Member.

### **6.5.6 Travel Insurance – Intrastate, Interstate and International**

Elected Members may be covered by the City's travel insurance for the duration of their travel, however it may not be adequate for their own personal level of health and eligibility.

Any Elected Member should make themselves familiar with the conditions of the City's Corporate Travel Insurance Policy and Schedule so that the City and/or the delegates can make any alternative decisions and arrangements if need be regarding the intended travel.

### **6.6 Accompanying persons/entertainment costs**

Other than conference dinner and shared accommodation, Elected Members are responsible and will be required to pay all costs associated with an accompanying person attending an event.

### **6.7 Acquittal of Expenses**

Where an allowance has been paid and the Elected Member are provided a meal by the organiser/ related party of the event, upon their return, they must notify the Council Governance Officer (Elected Members) / Executive Assistant to the Chief Executive Officer and Mayor (Mayor), to arrange reimbursement of the allowance that was paid for that meal. However, there is no requirement to undertake an acquittal of expenses for other meals and incidentals. Elected Members cannot claim for event related meals and incidental expenditure, in excess of the meal and/or incidental allowance.

Request for reimbursement for taxi /uber and other expenses must be submitted with receipts to support the claim.

### **6.8 Sharing of Knowledge**

Within a reasonable time (not exceeding 30 days) of attendance at an interstate event the Elected Member is to provide a written report or presentation (including copies of conference papers where appropriate) concerning the event for the information of other Elected Members and for the City records.

Where, appropriate, the Chief Executive Officer is to distribute the report to all other Elected Members.

### **6.9 Elected Member Mandatory Training**

In accordance with the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*, all newly Elected Members are required to attend Mandatory Training.

#### **6.9.1 Training to be completed**

Elected Members are required to complete the course titled Council Member Essentials that consists of the following modules —

- (i) Understanding Local Government;
- (ii) Serving on Council;
- (iii) Meeting Procedures;
- (iv) Conflicts of Interest; and
- (v) Understanding Financial Reports and Budgets;

### 6.9.2 Training timeframe

The period within which the course of training must be completed is 12 months, beginning on the day on which the Elected Member is elected, , unless exempt under Regulation 36 of the *Local Government (Administration) Regulations 1996*.

### 6.10 Report on Training

The City must prepare a report for each financial year on the training completed by the Elected Members, within that financial year.

The Chief Executive Officer must publish the report on the City's official website within one month, after the end of the financial year, to which the report relates.

### 6.11 Elected Member Induction

Following each Local Government Election, the City conducts an induction for all newly appointed Elected Members. A City of Kwinana Induction Handbook is provided which provides information to assist with their understanding of their roles and responsibilities, legislative obligations and the strategic direction of the City, as well as the Elected Member Induction Program which comprises of the Elected Member Onboarding, meetings with the City's Executive Team and tours of both the Kwinana Facilities and the Kwinana Industrial Area.

The City is supportive of the professional development of its Council and where deemed appropriate additional training arrangements may be made.

### OFFICER USE ONLY

Officers may amend this section without council approval

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