

POL	BRIEFING SESSIONS FOR ELECTORAL CANDIDATES & NEW ELECTED MEMBERS	SC7
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POLICY CODE:	SC7
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
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Dates of Amendments / Reviews:	
DAPPS Meeting:	10 March 2003 22 March 2012 28 November 2013
OCM:	15 April 2003 12 April 2012

BACKGROUND:

The April 2000 report of the Inquiry into the City of Cockburn highlighted some specific instances where the role of elected members was found to be at odds with the principle of good government. These identified issues related to individual areas of elected member functions and the relative recommendations contained in the Report were specific to those issues.

Accordingly, elected member training and skills development should be a priority area of consideration available to prospective new elected members, prior to each ordinary election cycle.

Council will also conduct an elected members briefing session following the ordinary election cycle focussing on important matters and highlighting their relevance to the manner in which the Council decision making processes are managed.

PURPOSE:

To conduct awareness sessions to cover a wide range of functional roles and skills required to be known and embraced by elected members.

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POLICY:

The City of Cockburn is committed to a process of information dissemination and skills / knowledge development of its elected members.

To facilitate this process, Council will provide briefing seminars to those members of the community interested in becoming an elected member of the City of Cockburn, prior to each ordinary election cycle.

In addition, following the election of every new Council, briefing sessions will be provided by Council to assist newly elected members to become familiar with their roles and responsibilities, as well as provide important details of the process and functions of the City.

Briefing Seminar - Pre Election - Process and Facilitation

- To be conducted approximately two months in advance of date of the ordinary elections.
- Programme to be extensively promoted through "Cockburn Soundings" and Council "Half Page" newspaper advertisement, and made available, with registration forms, in Council facilities on a widespread basis.
- Non-electors from outside the District wishing to attend are required to pay an appropriate registration fee.
- Facilitated by external training consultant for potential Local Government candidates only;
- A Council staff member, nominated by the Chief Executive Officer, will attend the seminar to assist the facilitator in accessing and researching information, if required, for dissemination to participants; and
- Programme to include, but not be restricted to, the following issues:-
 - Electoral processes.
 - The role of an Elected Member.
 - The function of Council.
 - The role of Council employees.
 - Code of Conduct.
 - Standing Orders Local Law.
 - Delegation of Council Authority to Staff.
 - Conflict of Interest provisions (Local Government Act, 1995).
 - Tender Regulations.

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Briefing Session - Post Election - Process and Facilitation

- To be conducted if deemed appropriate by the Mayor and Chief Executive Officer, within one month of the new Council being elected each ordinary elections year on a day, date and venue to be determined by the Mayor and Chief Executive Officer.
- All newly elected members required to attend.
- Council's Executive Team will attend to contribute, where appropriate, to the programme and address important questions and queries relative to their Divisional responsibilities.
- Facilitated by external training provider(s) if necessary with expertise and experience in programme topics.
- Programme to include, but not restricted to, the following issues:-
 - Corporate identity / Organisational Structure
 - Council Processes
 - Role of Elected Members
 - Statutory Obligations