

<b>POL</b>	<b>BRIEFING SESSIONS FOR ELECTORAL CANDIDATES &amp; NEW ELECTED MEMBERS</b>	<b>SC7</b>
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<b>POLICY CODE:</b>	SC7
<b>DIRECTORATE:</b>	Executive Services
<b>BUSINESS UNIT:</b>	Executive Support
<b>SERVICE UNIT:</b>	Executive Support
<b>RESPONSIBLE OFFICER:</b>	Director, Governance & Community Services
<b>FILE NO.:</b>	086/001
<b>DATE FIRST ADOPTED:</b>	18 July 2000
<b>DATE LAST REVIEWED:</b>	14 September 2017
<b>ATTACHMENTS:</b>	N/A
<b>DELEGATED AUTHORITY REF.:</b>	N/A
<b>VERSION NO.</b>	4

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	10 March 2003 22 March 2012 28 November 2013 24 August 2017
OCM:	15 April 2003 12 April 2012 12 December 2013

## **BACKGROUND:**

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.

## **POLICY:**

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

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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, on the City of Cockburn website.
- Facilitated by the City and external training consultant(s) including representation from the Western Australian Electoral Commission;
- 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:-
  - The role of Mayor
  - 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).

### **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.

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- 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