

Policy Type

Council

Policy Purpose

To support Elected Members participation in professional development, as required under section 5.126 and 5.128(1) of the *Local Government Act* 1995 (the Act). Elected Members are encouraged to attend professional development opportunities that will improve their skills and knowledge that is essential to fulfil their duties and responsibilities on Council.

The Act requires all elected members and councillors who have been re-elected to undertake compulsory training within 12 months of being elected. Training undertaken by elected members must be reported annually. Local governments are also required to adopt a Continuing Professional Development Policy.

Policy Statement

1. Training and Continued Professional Development (CPD)

Mandatory Professional Development

1.1 All new Elected Members are required to undertake the following mandatory training within 12 months of their election to Council referred to as Council Member Essentials consisting of the following modules:

- 1.1.1 Understanding Local Government
- 1.1.2 Serving on Council
- 1.1.3 Meeting Procedures
- 1.1.4 Conflicts of Interest
- 1.1.5 Understanding Financial Reports and Budgets.

1.2 Mandatory training is to be provided by any of the following bodies---

- 1.2.1 North Metropolitan TAFE
- 1.2.2 South Metropolitan TAFE; or
- 1.2.3 WA Local Government Association (WALGA)

1.3 Exemptions for completion of the Council Member Essentials Course are prescribed in the *Local Government (Administration) Regulations 1996* and applies for Elected Members who have completed:

- 1.3.1 the requirements in clause 1.1 within the 5 year period ending immediately before the day on which the Elected Member was elected; or
- 1.3.2 the course titled 52756WA Diploma of Local Government (Elected Member).
- 1.3.3 Other exemptions may apply as prescribed.



Other Professional Development

1.4 Attending Other Professional Development training provides Elected Members with the opportunity to build their knowledge base. This has a benefit personally and collectively for Council. This Professional Development policy provides the criteria to guide what additional training is relevant for Elected Members.

- 1.4.1 Criteria for Other Professional Development:
- 1.4.1.1 Builds the skills and knowledge of Elected Members;
 - 1.4.1.2 Meets the needs of the district; and
 - 1.4.1.3 Fills the gaps of expertise of the Council as a whole.

Consideration must also be given to how any proposed training aligns with the City's strategic direction and the organisation's values.

Other Professional Development opportunities Elected Members may wish to attend are required to be submitted to the CEO for prior assessment and determination in accordance with the above criteria.

2. Funding

Professional Development will be funded by the City and met from the Elected Member's Training Allocation.

2.1 Budget Allocation

Budget allocations will be made annually, with unspent funds to roll over for the duration of an Elected Members Term. Elected Members may transfer budget funds to another Elected Member by consent of both parties and notice in writing to the CEO.

2.2 Expenses for approved Professional Development

Expenses to be met by Council for Elected Members are:

2.2.1 Interstate and Overseas

- 2.2.1.1 Registration Fees (including conference dinner and official delegate tours).
- 2.2.1.2 Accommodation costs.
- 2.2.1.3 All reasonable expenses for example, meals and refreshments, laundry and dry cleaning and fares relevant to the conference, seminar or training.
- 2.2.1.4 Economy return air fare (allowing flexibility for preferred travel arrangements).
- 2.2.1.5 Business Class travel for flights longer than six hours duration leaving Australia.



2.2.2 State

- 2.2.2.1 Registration Fees (including conference dinner and official delegate tours).
- 2.2.2.2 Accommodation costs.
- 2.2.2.3 All reasonable expenses for example meals and refreshments, laundry and dry cleaning and fares relevant to the conference, seminar or training.
- 2.2.2.4 If applicable, economy return airfare (allowing flexibility for preferred travel arrangements).

3. Reporting

- 3.1 The City is required to report annually on training undertaken by Elected Members. A register must be published on the City's website for that financial year, before 31 July.
- 3.2 The register only includes training undertaken in accordance with this policy.

Definitions

Act means the *Local Government Act 1995*

CEO means Chief Executive Officer

City means City of Cockburn

Other Professional Development means approved professional development in accordance with clause 1.3.

Professional Development means the training and continued professional development as identified in clause 1.

Term means the period a person holds office for following election to the office of Elected Member (usually four years).

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