

POS	TRAINING OF COUNCIL DELEGATES ON COMMITTEES OR BOARDS	PSES14
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POSITION STATEMENT CODE:	PSES14
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Department
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	182/002
DATE FIRST ADOPTED:	12 October 2006
DATE LAST REVIEWED:	10 March 2016
ATTACHMENTS:	N/A
VERSION NO.	3

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013 27 February 2014 25 February 2016
OCM:	14 February 2013 13 March 2014

BACKGROUND:

From time to time, Council appoints delegates to internally established committees or external boards or organisations with which Council has an affiliation. As part of an effective Corporate Governance regime, it is expected that such appointees will be adequately aware of their role and responsibilities when acting in a capacity as Council's delegate.

PURPOSE:

To ensure an adequate training programme is established to provide an awareness to Council appointed delegates on the responsibilities associated with their role and function.

POSITION:

- (1) Upon the appointment of Council delegates as representatives of the City of Cockburn to any internally established committee, pursuant to the Local Government Act, 1995, or to any externally established Board or other organisation, arrangements shall be made, through Council's Executive Services Department, to have delegates enrolled to complete an appropriate training session relevant to the appointed role.

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- (2) The training described in 1 above shall include, but not necessarily be limited to, the following subjects:-
1. Roles and Responsibilities of Board / Management Committee members;
 2. Legal implications;
 3. Financial management and accountability;
 4. Risk management;
 5. Constitutions;
 6. the Association and Incorporations Act 1987; and
 7. due diligence as a Board / Management Committee member.
- (3) All Council appointed delegates shall be required to undertake this training within 12 months of their appointment by Council.
- (4) Elected Member delegates re-appointed by Council following biennial local government elections shall only be required to repeat the training, should they be re-elected as an elected member of Council (i.e. every 4 years).
- (5) Similarly, Council employees re-appointed as delegates following biennial local government elections shall be required to repeat the training every 4 years.
- (6) Where possible, the relevant training will be undertaken to include the maximum number of Council delegates identified as requiring the training.