

Council Policy	Elected Member Training and Professional Development		
Reference	<i>Strategic Community Plan 2013-2023</i> Priority Area: 6 Major Strategy: 6.2	<i>Corporate Business Plan 2020-2024</i> Priority Area: 6 Actions: 6.2c	
Responsible Officer	Chief Executive Officer		
Policy Area	Executive Services		
Council Adoption Date		Version Number	
Amendment Dates		Next Review Date	

This Policy replaces all previous policies related to this topic.

1. Policy Purpose

- 1.1. This Policy describes the Town of Cottesloe's approach to enable Elected Members to meet their statutory obligations in relation to Elected Member training and gives effect to the requirement to adopt a continuing professional development Policy.
- 1.2. This Policy also provides guidance on training and professional development for Elected Members that is not of a statutory nature.

2. Policy Scope

- 2.1. Training can take several forms including formal qualifications, short courses, seminars and conferences
- 2.2. Training paid for in accordance with this Policy is required to have benefit to Council, The Town and the community. Training is required to relate to the professional development of Elected Members in their role as an Elected Member. Examples of organisations that provide training relating to the professional development of Elected Members, includes, but is not restricted to:
 - Western Australian Local Government Association (WALGA)
 - Australian Local Government Association
 - Australian Institute of Management

- Australian Institute of Company Directors
 - Institute of Public Administration Australia
- 2.3. Training related to public sector management leadership, town planning, strategic planning, financial management, corporate governance, risk management, conflict resolution and emergency management are also considered to be relevant.
 - 2.4. In considering training, Elected Members should complete training, where possible, through a Registered Training Organisation.
 - 2.5. Attendance and/or participation at conferences is also considered to be training where value to the Council, Town and community can be demonstrated.
 - 2.6. Elected Members should note that all training undertaken, including conferences paid for entirely or partially by the Town are required to be published on the Town's website in accordance with section 5.127 of the Act.

3. Policy Requirements

- 3.1. The Local Government (Administration) Regulations 1996 (the Regulations) requires Elected Members to complete a 'Council Member Essentials' course consisting of five modules. Certain exemptions, specified in the Regulations, apply.
- 3.2. Training is required to be completed by all Elected Members following their election within 12 months of taking office and is valid for five years.
- 3.3. Non compliance with the requirements to complete training is an offence under the Act punishable by a fine not exceeding \$5,000.
- 3.4. Elected Members have a responsibility to complete training in accordance with legislation.
- 3.5. Following each ordinary election, Elected Members will be provided with information on training options from approved training providers. Elected Members will be able to select a training option to meet their learning style and availability.
- 3.6. Unless otherwise resolved by Council, training that an Elected Member is required to complete under section 5.126 of the Act will be paid for separately by the Town and will not be subtracted from the normal Elected Member training budget allocation provided.

In addition to be undertaken by Elected Members under section 5.126 of the Act, it is Council's Policy that each Elected Member is permitted to attend:

- The Western Australian Local Government Association's (WALGA) Annual Local Government Week Convention, and
- Up to three (3) separate training events including training courses, seminars or workshops with a cumulative total of up to three (3) days per financial year subject to:
 - Sufficient funds are available in the Town's Budget for this purpose;
 - A training request form is completed (available from the CEO Executive Assistant) by the Elected Member and submitted to the CEO;
 - The training is approved as a suitable training event by the CEO. A suitable

training event is defined as one that is a recognised industry event consistent with the examples provided in Clause 2.2 of this Policy. One off specific training events that have a direct impact on issues in the Town of Cottesloe may also be considered at the discretion of the CEO;

- It is recognised that many industry training sessions are held around WALGA's annual Local Government Week Convention and it may be convenient and cost effective to take advantage of training opportunities at that time;
- Where an Elected Member is seeking to attend more than three (3) training events in a financial year, where the event is a conference or event over a day in duration or is an event outside the State of Western Australia, the request is required to be the subject of a separate report to Council for its consideration;
- Where an Elected Member's request for training is declined under this Policy, the member can request that the matter be referred to Council;
- Where the CEO considers special circumstances apply in relation to an Elected Member's training application the CEO may refer the application to Council for consideration; and
- Whilst travel and accommodation costs are covered by this Policy, the CEO is required to determine the need for accommodation for training events, taking into account the timing (start and finish times) of the event, the location, the practicality of travel time and any other circumstances considered relevant to the event.

4. Definitions

- 4.1. There are no definitions relevant to this policy

5. Legislation

- 5.1. Part 5, Division 10 of the Act describes provisions relating to the universal training of Elected Members.
- 5.2. Under Section 5.126 of the Act, each Elected Member must complete training in accordance with the Regulations.
- 5.3. Under Section 5.127 of the Act, the CEO must publish a report on the local government's website within one (1) month of the end of the financial year detailing the training completed by Elected Members.
- 5.4. Under Section 5.128 of the Act, a local government must prepare and adopt a Policy (by Absolute Majority) in relation to the continuing professional development of Elected Members.
- 5.5. Part 10 of the Local Government (Administration) Regulations 1996 provides the legal framework for Elected Member statutory training.

6. Other Relevant Procedures/Key Documents

- 6.1. Training Request forms are available from the CEO's Executive Assistant and are relevant to this Policy.

CONFERENCES, SEMINARS AND TRAINING

1. Objectives

Provide guidelines for the approval of attendance of Elected Members and Employees at Conferences, Seminars and Training courses.

Ensure that all employees have equal access to training and development opportunities promoted by Town of Cottesloe through its performance review and staff development processes.

2. Principles

Council supports the attendance of Elected Members and Employees at conferences/seminars/training when the benefits to the organisation or professional development of the employee from attendance can be clearly identified, it is in line with the Town of Cottesloe objectives and strategies, and is consistent with the skills and knowledge identified during the staff performance review process.

3. Policy

3.1 Attendance at Conferences and Seminars

3.1.1 Elected Members

- a. The Town will fund attendance at conferences and seminars so that Elected Member skills and knowledge can be developed and can be enhanced for the benefit of the Town of Cottesloe community.
- b. The decision for Elected Members to attend seminars and conference outside of Western Australia should be referred to Council for determination.

3.1.2 Employees

- a. The Town will fund attendance at conferences and seminars in order to provide regular opportunities for all employees of the Town to upgrade and enhance their skills and knowledge.
- b. At the recommendation of the relevant Manager and the Chief Executive Officer Council approval shall be sought prior to employee's attendance at conferences and seminars outside of Western Australia by referral to Council for determination.
- c. Managers and the Chief Executive Officer must ensure that when approving an employee's request to attend a conference or seminar that the necessary budgetary allocations have been made.
- d. The Chief Executive Officer will require a report to be submitted to Council via the monthly Information Bulletin following attendance at an interstate conference or seminar to assess the value of such attendance and expenditure.
- e. Where an employee negotiates attendance at a Conference, Seminar or Training course as part of their salary package, such arrangements are exempt from this Policy.

3.1.3 Conference and Seminar Expenses

The Town of Cottesloe will cover the costs of attendance including the following:

- Registration and other associated administrative fees;
- Return economy airfare (if air travel is required) and/or other necessary transport costs; and
- Reasonable accommodation costs and living expenses.

By way of example, these costs include meals, parking, travel/taxi fares. In regards to meals, alcohol is limited to one standard drink with the evening meal.

The authority which is sought must specify the associated costs including whether or not accommodation or travelling expenses are sought.

Where possible, expenses are to be prepaid. All expenditure is to be accounted for prior to reimbursement.

3.2 Attendance at Training**3.2.1 Elected Members**

- a. The Chief Executive Officer is authorised to actively promote and approve the attendance of Elected Members at training courses provided under WALGA's Elected Members Learning and Development Pathway.
- b. Other forms of Elected Member training can also be considered such as information sessions and relevant courses conducted by various government departments.

3.2.2 Employees

- a. Training (including the extension and/or enhancement of skills and knowledge to enable employees to be more effective in their jobs and/or to provide for future development) is a joint responsibility of the Town of Cottesloe and the employee.
- b. The need to identify relevant training programs is essential if the Town of Cottesloe is to have an effective and highly skilled workforce capable of meeting current and future challenges.
- c. The Town of Cottesloe encourages the planning for employee development that makes optimum use of employee's demonstrated skills, attitudes and aspirations for their career.
- d. The Town of Cottesloe will actively encourage employees to attend training courses or further education to enhance skill levels, as required by the staff performance review process. Managers and/or Supervisors have an on-going responsibility to consider and identify the training and development needs of their employees through the employee's annual performance review process; any training approval must be considered in conjunction with the training plan established at the employee's performance review.
- e. When training is to be carried out, the relevant manager and/or supervisor shall have regard to and ensure that the:
 - Employee undergoing training is aware of the skills necessary for the job and other related jobs;

- Training demonstrated is relevant and most effective for the position;
 - Employee undergoing training is aware of the relationship of the skills obtained to the attainment of external qualifications/accreditation;
 - Employee absence will not unduly disrupt work patterns; and
 - Associated costs can be accommodated within budget.
- f. Training and Development opportunities will vary but may include:
- Courses through Western Australian Local Government Association such as:
 - Officer Training Courses
 - Industrial Relations and Human Resource Training;
 - On-the-job training programs conducted 'in house' by either the Town of Cottesloe's staff or external consultants to allow hands on learning;
 - Apprenticeships and Traineeships;
 - Staff exchanges between Local Governments to allow employees different work experiences;
 - Observation visits to other Local Governments which allow employees to observe different work practices and methods; and
 - Certificate, Diploma or Degree courses which are usually involve longer term study commitments and which may be undertaken by correspondence.
- g. All training that has been authorised by the Chief Executive Officer shall be paid for by the Town of Cottesloe through staff training budget which will be allocated according to organisational needs and reviewed on an annual basis.

3.2.3 Training Expenses

The Town of Cottesloe will cover the costs of attendance including the following:

- Registration and other associated administrative fees;
- Return economy airfare (if air travel is required) and/or other necessary transport costs (when required); and
- Reasonable accommodation costs and living expenses (when required).

By way of example, these costs include meals, parking, travel/taxi fares. In regards to meals, alcohol is limited to one standard drink with the evening meal (when required).

The authority which is sought must specify the associated costs including whether or not accommodation or travelling expenses are sought (when required).

Where possible, expenses are to be prepaid. All expenditure is to accounted for prior to reimbursement.

3.3 Staff Career Planning and Development

The Town of Cottesloe supports the development and use of structured career path plans and recognises the need for investment in training and education.

Career path planning shall be incorporated into individual performance review processes to identify the employee's interests and personal aspirations within the Town of Cottesloe and the local government sector.

Employees are responsible for the management and selection of the most appropriate career path, dependent upon their aspirations and interests, and this may involve conducting research into education and training opportunities available.

Adopted	23 July 2012
Reviewed	26 April 2017
Expected date of review	