
CGP004 – Elected Members Continuing Professional Development

1. Intention

To ensure elected members meet and comply with the prescribed professional development requirements under the *Local Government Act 1995*, and to further encourage participation in other conferences and training specifically designed to enhance skills and knowledge relating to roles and responsibilities, as an elected member of the Shire of Waroona.

2. Scope

This policy applies to Elected Members of the Shire of Waroona.

3. Statement

Elected members must undertake and successfully complete the following prescribed professional development training modules titled “Council Member Essentials” within the period of 12 months from the day the elected member was elected, unless a prescribed exemption applies:

- Understanding Local Government;
- Serving on Council;
- Meeting Procedures;
- Conflicts of Interest; and
- Understanding Financial Reports and Budgets.

Elected members are also encouraged to nominate to attend other conferences and training opportunities to enhance and broaden their knowledge of local government issues to support the community.

The following are examples of other conferences or training opportunities, (the usual number of delegates is shown in parentheses, if applicable):

- National General Assembly of Local Government (Shire President and the Chief Executive Officer);
- WA Local Government Association (WALGA) Convention (no more than four full registrations inclusive of the Shire President is permitted);
- Special “one off” conferences sponsored by WALGA or the Department of Local Government Sport and Cultural Industries on important local government issues;
- Annual conferences of major professions of Local Government;
- The Annual Road Congress;
- Conferences which advance the development of elected members in their role as Councillors; and
- Conferences of organisations on which an elected member has been elected or appointed as a delegate.

Council may authorise attendance at other conferences or training opportunities by more than the number of specified delegates, if a particular purpose or need arises.

Elected members are limited to attending three other conference or training opportunities each financial year, unless authorised by Council.

Requests to attend other conference or training opportunities are to be initiated by the elected members and are to be forwarded to the Chief Executive Officer prior to enrolment or registration.

The Chief Executive Officer is authorised to approve requests from elected members for attendance at other conferences or training opportunities, providing that:

- The cost does not exceed \$3,000 for any single instance and up to a total of \$4,000 in any 12-month period (financial year); and
- The other conference or training is organised by an identified, industry-recognised training provider.

The Chief Executive is authorised to expend funds on prescribed professional development training for elected members to meet statutory obligations.

Note: All monetary amounts where specified are Good and Service Tax (GST) exclusive.

3.1 Travel Arrangements

All booking arrangements for other conferences and training for elected members are coordinated through the Chief Executive's Office. Elected members should note the *Local Government Act 1995* precludes an elected member to pre-spend Shire funds.

Any airline travel for an elected member is to be booked at economy level and booking arrangements are to be reviewed upon any improved discount offer being identified. Any upgrade to Business Class is permissible provided the elected member funds the difference in cost.

Other than to amend departure times, tickets provided to representatives of the Shire shall not be exchanged, downgraded or rebated. Tickets or bookings may not be altered to include personal travel that is not part of the scheduled conference itinerary.

The proposed duration of the other conference or training attendance together with travel time and planned supplementary pre or post conference activities relevant to the Shire of Waroona will be notified to Council or Chief Executive Officer for confirmation and/or amendment prior to the delegate's departure for the other conference or training.

3.2 Expenses

Expenses relating to other conferences and training as approved, will be paid direct by the Shire. Expenses may include the following items:

- Air fare;
- Travel insurance;
- Conference registration;
- Copy of conference proceedings;
- Room accommodation;
- Reasonable phone utilisation;
- Reasonable laundry expenses; and
- Meals in the hotel where registered if these are not provided during the course of the conference.

Incidental expenses include:

- Phone calls made outside the accommodation premises and for the purposes of the conference and/or Council business;
- Travel to and from the conference venue; and,
- Travel to and from all airport destinations.

In circumstances where entertainment on behalf of the Shire is expected or otherwise appropriate, the entertainment will be in accordance with guidelines established from time to time by the Chief Executive Officer and as determined by the judgement of the delegate, paid by the delegate, and presented to the Chief Executive Officer for subsequent authorisation for reimbursement upon return.

For other conferences and training that are of a one day or less duration, the previous night's accommodation is available subject to approval by the Chief Executive Officer. No advance is payable and any expenses incurred may be reimbursed on production of sufficient documentation.

All costs associated for prescribed professional development training, including travel, accommodation, meals and incidentals will be fully funded by the Shire. Prescribed training will be arranged by the office of the Chief Executive Officer to ensure statutory timeframes are achieved.

3.3 Cash Advances

An advance of \$200 may be made available upon request to the Chief Executive Officer to cover meals not included at other conference of training, or at prescribed professional development training. Alternatively, delegates at other conferences and training or attendees at prescribed training may elect to pay other expenses themselves and claim reimbursement from the Shire on presentation of the receipts.

Advances for expenses will be made no earlier than two weeks prior to the date of the commencement day of the other conferences and training or prescribed professional development training and expenditure reconciliation statements will be required within 14 days of return from the Conference.

3.4 Elected Member / Delegate Accompanying Person

Where an elected member or Shire officer is accompanied to other conferences or training, all costs for/or incurred by the accompanying person are to be borne by the elected member, or Shire officer or accompanying person, and not by the Shire.

The exception to the above being the cost of attending any official event dinner where partners would normally attend. An example of an official event is the Annual Local Government Week or Conference Gala dinner or 'sundowner' drinks at the event opening.

4. Reporting and Publishing

All elected members attending any other conference or training are expected to report to Council on the benefits achieved by attending and should make the conference papers available to other elected members.

If a report is not received within 30 days, the elected member may be ineligible for attendance at further conferences or training until the report is received.

A record of conferences or other training attended by elected members will be maintained by the Chief Executive Officer.

The Chief Executive Officer is to prepare a report each financial year on prescribed professional development training completed by elected members in the financial year. This report is to be published on the Shire official website within 1 month after the end of the financial year to which the report relates.

5. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legalisation provide the broad framework within which this policy operates.

6. Review

This policy is to be reviewed annually.

7. Associated Documents

Other documents that have an association to this policy and that may be useful reference material are:

- Determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members.

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| Division | Corporate & Governance | | | | |
| Policy Number | CGP004 | | | | |
| Contact Officer | Chief Executive Officer | | | | |
| Related Legislation | Local Government Act 1995 Local Government (Administration) Regulations 1996 | | | | |
| Related Shire Documents | CG6 – Elected Member Continuing Professional Development Application Form | | | | |
| Risk Rating | Low | Review Frequency | Annually | Next Review | May 2025 |
| Date Adopted | 17/12/2019 | | | | OCM19/12/163 |

| Amendments | | |
|---|---|--------------|
| Date | Details of Amendment | Reference |
| 22/06/2021 | Updated as part of major policy review and reformatted. | OCM21/06/071 |
| 24/05/2022 | Reviewed without amendment. | OCM22/05/053 |
| 22/08/2023 | Reviewed without amendment. | OCM23/08/101 |
| 23/07/2024 | Reviewed without amendment. | OCM24/07/108 |
| Previous Policies | | |
| CORP014 – Councillor Attendance at Local Government Week CORP024 – Council Members Continuing Professional Development 1.15 – Training 1.24 – Councillor Attendance at Local Government Week | | |