ELECTED MEMBER CONTINUING PROFESSIONAL DEVELOPMENT POLICY

PURPOSE

To provide guidelines to Elected Members when participating in professional training and development programs or attending other conferences or related events to support their role as a representative of the Kalgoorlie-Boulder community, and provides parameters for both the activity and associated travel, accommodation and meals.

The Act requires all Elected Members to undertake compulsory training within 12 months of being elected. The City is required under the Act to adopt and report on compulsory training and continuing professional development for Elected Members of the City of Kalgoorlie-Boulder.

SCOPE

This policy applies to the Elected Members of the City of Kalgoorlie-Boulder.

DEFINITIONS

Act means *Local Government Act 1995* (WA).

CEO means the Chief Executive Officer of the City.

City means the City of Kalgoorlie-Boulder.

Elected Member means a person elected to the City's Council including the Mayor.

WALGA means Western Australian Local Government Association.

POLICY STATEMENT

Elected Members of the City have significant and complex roles that require a diverse skillset. From 2019, all newly Elected Members are required under the Act to complete the Council Member Essentials Course, unless they meet limited exemptions (having previously served as an Elected Member does not constitute an exemption).

POLICY DETAILS

1. Compulsory training

a. The City's preferred provider for the conduct of the compulsory training courses

is WALGA.

b. The course is valid for five years. The courses must be completed within 12 months of appointment to Council unless an exemption applies.

c. The exemptions to the requirement under section 5.126(1) of the Act for completion of compulsory training are provided for in regulation 36 of the *Local Government (Administration) Regulations 1996.*

d. Where possible, attendance in person is preferred over online participation to assist Councillors in building networks across the industry.

e. Registration, travel and accommodation expenses associated with attendance at compulsory training are paid for directly by the City in accordance with clause 7(a) of this policy and the Elected Member Travel Policy.

2. Voluntary Conference and Training

a. Elected Members will be provided with a Voluntary Conference and Training Budget amount each financial year to attend conference/s and/or professional training development of their choice, up to the agreed annual limit set out in paragraph 2(b).

b. The agreed annual limit for the Voluntary Conference and Training Budget will be $5,000 per Elected Member and $5,000 for the Mayor.

c. Any unspent portion of the Voluntary Conference and Training Budget in each financial year may be budgeted for use in the following financial year. No more than a total value of 2 years of the allowance can be accrued.

d. Registration, travel and accommodation expenses associated with attendance at voluntary conference or training are paid directly by the City in accordance with clause 7(a) of this policy and the Elected Member Travel Policy.

3. Council-determined participation and travel

a. Where an Elected Member nominates or is nominated to attend a conference, training course or other event which is determined by Council resolution, the costs of such attendance and related travel will be borne by the City and shall not be included in the voluntary professional development provisions in paragraph 2 of this policy.

b. The following conferences have been identified by Council with attendance at these conferences by the Mayor or their nominee and the CEO or their nominee approved on an ongoing basis and not included in the set allowance:

i. Australian Local Government Association - National General Assembly (plus one additional Elected Member).

ii. WA Local Government Week.

c. The council may, by resolution, vary the number of Elected Members who attend those conferences set out in paragraph 3(c) by appointing additional delegates.

d. The CEO or their nominee and all interested Elected Members are approved on an ongoing basis to attend WALGA Local Government Convention, with the Mayor and Deputy GVROC representative or their nominee to be the voting delegates at the WALGA Local Government Convention.

e. Registration, travel and accommodation expenses associated with attendance

determined by Council are paid for directly by the City in accordance with clause 7(a) of this policy.

4. Reporting on outcomes of conferences, training and other professional development opportunities

a. Elected Members must submit a written report to the CEO and Mayor within five (5) business days, detailing key outcomes, learnings and identified benefits to the City and Council of the Elected Member having participated in the opportunity.

b. Unless the CEO or Mayor determines there is a confidential component to such report, the report shall be published in the OCM agenda along with Mayoral announcements.

5. Deductions

Where an Elected Member commits to a professional development activity (mandatory, voluntary or Council-determined) and does not attend that activity, the costs of such activity including registration fees and travel shall be noted in the City's reports set out in paragraph 6 of this policy and shall be deducted from the Elected Member's Voluntary Conference and Training Budget irrespective of lack of attendance.

6. Reporting

a. The City is required to report annually on completed training.

b. The CEO will publish on the City's website an up-to-date version of the Elected Member Training Register as soon as practicable following notification by an Elected Member of their completion of any training or professional development.

c. The records will include the training provided by external training providers as well as City-facilitated development and training opportunities.

d. The City will publish the Elected Member training register on the City's website, updated annually following the report to Council. This will include the Council Member Essentials Course and any continuing professional development undertaken by Elected Members.

e. The CEO will cause the Elected Member Training Register to be published in the City's Annual Report.

f. The City will publish the travel, accommodation and registration expenses incurred by each Elected Member for a financial year, in the relevant Annual Report.

g. The reporting requirements set out in this paragraph 6 will supplement and/or be included in the reporting requirements set out in the Elected Member Performance Policy and Elected Member Travel Policy.

7. Travel, accommodation and meals

a. The costs of registration for a training or professional development event shall be borne by the City.

b. City officers are responsible for arranging bookings or registrations on behalf of Elected Members.

c. The City's Elected Member Travel Policy applies in respect of ancillary costs

relating to an Elected Member's attendance at a training or professional development event.

8. Dispute resolution

Any disputes under this policy are to be resolved by the Mayor and CEO.

9. Breach of policy

Failure to meet the requirements of this Policy constitutes a breach of this Policy and therefore a breach of the Code of Conduct.

COMPLIANCE REQUIREMENTS

Section 5.126, section 5.127, section 5.128, Local *Government Act*

Regulations 35 and 36 *Local Government (Administration) Regulations*

* Absolute majority required to adopt policy or amend policy

RELEVANT DOCUMENTS

Elected Member Travel Policy

Elected Member Attendance at Events Policy

DOCUMENT CONTROL				
Responsible Department	Governance and Office of the CEO			
Description of Changes	Review and amended			
Version	Resolution Number	Endorsement Date:	Last Reviewed Date:	Next Review Date:
1	15.1.5	24 July 2023	June 2023	May 2025
2	15.1.7	26 February 2024	January 2024	May 2025
3	15.1.7	22 July 2024	May 2024	June 2025
4	14.2.2	20 July 2026	May 2026	May 2028