



# ELECTED MEMBER CONTINUING PROFESSIONAL DEVELOPMENT POLICY

## PURPOSE

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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.

The Act requires all Elected Members to undertake compulsory training within 12 months of being elected. The City of Kalgoorlie-Boulder 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

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

## DEFINITIONS

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**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

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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 a Councillor does not constitute an exemption).



## **POLICY DETAILS**

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### **1. Compulsory training**

- a. The City's preferred provider for the conduct of the compulsory training courses is WALGA.
- b. The training 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. Travel and accommodation expenses associated with attendance at compulsory training is paid for by the City in accordance with this 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 Councillor 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. Councillors will report back to Council and impart what they have learnt to other Elected Members at the next information session following attendance at such a conference, training session or other event.

### **3. Council determined participation and travel**

- a. Where a Councillor 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. Councillors will report back to Council and impart what they have learnt to other Elected Members at the next information session following attendance at such a conference, training session or other event.
- c. 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.
- d. Council may, by resolution, vary the number of Elected Members who attend those conferences set out in paragraph 3(c) by appointing additional delegates.
- e. 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.

#### **4. Travel**

- a. All accommodation and travel bookings and required registration will be facilitated by the Office of CEO.
- b. City officers will as preference book flexible airfares. Once return flights have been booked, Elected Members will be asked to arrange their own changes to any flights, if such changes become necessary.
- c. Business Class Airfares will only be permitted for Elected Members and the CEO where the total travel time exceeds 3 hours.
- d. Meals will be included in the cost of the accommodation where possible. This will include moderate consumption of alcoholic beverages, when consumed in conjunction with a meal.
- e. Taxi Vouchers will be provided by the Office of the CEO to the Elected Member.
- f. Additional directly related incidental expenses that arise (such as parking fees) are to be submitted in the form of a tax invoice and reimbursement request to the Office of the CEO within 10 working days after the event, for reimbursement by the City.
- g. All expenses incurred by the Elected Member's spouse or partner are to be met by the Elected Member other than:
  - i. when the Elected Member is attending an event as the Mayor's representative; or
  - ii. in the case of the Mayor where the attendance of their spouse or partner is deemed appropriate by the CEO.
- h. Where expenses of an Elected Member's spouse are paid for by the City for any reason other than as permitted under paragraph 4(g), the Elected Member will repay the City for such expenses forthwith.
- i. Where an Elected Member requires a carer for full-time or part-time assistance, the cost shall be met from that Elected Member's Voluntary Conference and Training Budget.



## 5. 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. From 1 July 2024, 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.

## COMPLIANCE REQUIREMENTS

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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

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DOCUMENT CONTROL		
Responsible department		
Date adopted by Council	24 July 2023 26 February 2024 (no amendments) Adopted 22 July 2024	
Date of last review	July 2024	
Date of next review	June 2024	