



ELECTED MEMBER CONTINUING PROFESSIONAL DEVELOPMENT POLICY

POLICY NUMBER: EXEC-CEO-015

PURPOSE

To provide guidelines to Elected Members when participating in professional training and development programs 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

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 a Councillor does not constitute an exemption).

POLICY DETAILS



1. Continuing Professional Development

- a. The City's preferred provider for the conduct of the compulsory training courses is WALGA.
- b. The exemptions are provided for in regulation 36 of the *Local Government (Administration) Regulations 1996*.
- c. The training is valid for five years. The courses must be completed within 12 months of appointment to Council unless the elected member meets any of the above exemptions.
- d. Elected Members will be provided with a 'Conferences and Training' budgetary amount each financial year to attend conference/s and/or professional training development of their choice up to an agreed annual limit. The agreed annual limit for 2022/23 will be \$5,000 per Councillor and \$5,000 for the Mayor.
- e. All accommodation, travel, registration will be organised by the Office of CEO and prepaid via credit card or purchase order. Business Class Airfares will only be permitted where the total travel time exceeds 3 hours.
- f. 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.
- g. Taxi Vouchers will be provided to the Elected Member.
- h. Additional incidental expenses that arise such as parking fees are to be submitted to the Office of the CEO within 10 working days after the event.
- i. All expenses incurred by the Elected Member's spouse or partner are to be met by the Elected Member other than when attending an event as the Mayor's representative, or, in the case of the Mayor where the attendance of their spouse or partner is deemed appropriate by the CEO. Where expenses of an Elected Member's spouse are paid for by the City for any reason other than as permitted under this paragraph, the Elected Member will repay the City for such expenses forthwith.
- j. Where an Elected Member requires a carer for fulltime or part-time assistance, the cost shall be met from the Conference and Training Budget.
- k. 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
- l. The CEO or their nominee and all interested Elected Members are approved on an ongoing basis to attend WALGA Local Government Convention, with associated accommodation, travel, meals incurred by them to be paid or reimbursed by the City. The Mayor and Deputy GVROC representative or their nominee to be the voting delegates at the WALGA Local Government Convention. This convention is not included in the set allowance.



- m. Any unspent portion of the allowance 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.
- n. Allowances provided under this Policy will be used in the first instance for completion of mandatory training.
- o. Councillors' will report back to Council and impart what they have learnt to other Elected Members at the next information session following attendance to training and conferences.

2. 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 City will publish the Elected Member training register on the City's website, updated annually following the report to Council.
- d. 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.

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



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