

POLICY			
TITLE:	ELECTED MEMBER & CHIEF EXECUTIVE OFFICER TRAINING AND PROFESSIONAL DEVELOPMENT	CODE:	EM.06
PURPOSE or OBJECTIVE:	To provide training and development opportunities for Elected Members and the Chief Executive Officer, and ensure the City of Canning meets its legislative responsibility relating to training and the adoption of a policy for this purpose.		
REFERENCE DOCUMENTS:	<i>Local Government Act 1995*</i> <i>Local Government (Administration) Regulations 1996*</i> <i>Public Service Award 1992*</i> Policy CM102.2 – Elected Member and CEO Reimbursement of Expenses <i>*denotes Western Australian legislation and regulations as referenced in this policy</i>		

POLICY STATEMENT
<p>In the interest of ensuring Elected Members understand their obligations as Elected Members, make well informed decisions and effectively represent their constituents, the City of Canning (the City) is committed to the ongoing development of Elected Members’ professional skills.</p> <p>This policy provides for a consistent and equitable approach for Elected Members and the Chief Executive Officer (CEO) to access development opportunities, including the mandatory Council Member Essentials and any other appropriate training and development activities relevant to their roles and functions.</p> <p>By way of this policy, Council endorses approved training providers recognised as providing relevant and suitable training that all Elected Members and CEO can readily access. Additionally, the policy identifies the process for Elected Members or the CEO wishing to undertake training by a non-approved training providers.</p>

1. Scope

This policy applies to all Elected Members and the CEO of the City of Canning.

2. Definitions

<i>Act</i>	<i>Local Government Act 1995</i>
<i>CEO</i>	Chief Executive Officer of the City of Canning
<i>City</i>	Local Government of the City of Canning, as per the <i>Act Division 2, Section 2.5</i>
<i>Council</i>	The Council of the City of Canning
<i>Elected Member</i>	(a) An Elector Mayor of the City of Canning; or (b) A Councillor on the Council
<i>Mayor</i>	A person elected by electors as Mayor of the district to the Council of the City of Canning.

<i>Professional Development</i>	Learning opportunities relevant to the role and function of a local government Elected Member. Includes personal development such as undergraduate and post graduate studies, short courses, study tours, conferences, seminars, forums, or similar events that will assist an Elected member in their broad civic leadership role.
<i>Regulations</i>	<i>Local Government (Administration) Regulations 1996</i>
<i>Training</i>	Undertaken by way of, but not limited to: courses, forums, workshops, meetings, study tours, information and training sessions, and events related to the industry of local government.

3. Council Member Essentials (Mandatory)

- (1) Section 5.126 of the Act, and Regulation 35 requires newly Elected Members and those re-elected to undertake mandatory training. The training consists of 5 modules:
 - (a) Understanding Local Government;
 - (b) Serving on Council;
 - (c) Meeting Procedures;
 - (d) Conflicts of Interest; and
 - (e) Understanding Financial Reports and Budgets.
- (2) As this training is a mandatory requirement for Elected Members, all expenses incurred (including registration, accommodation, meals and travel) shall be borne by the City and shall be funded outside of the Elected Member training allocation identified in Part 8(2) of this Policy.

4. Approved Training Providers

The following organisations are approved by Council, by way of this policy, as being entities that provide suitable training courses and opportunities relevant to the roles and responsibilities of an Elected Member and a CEO:

- (1) The Australian or Western Australian Local Government Associations (ALGA / WALGA);
- (2) LG Professionals WA;
- (3) Australian Institute of Management;
- (4) Australian Institute of Company Directors;
- (5) Public Sector Commission; and
- (6) Media Training relative to the Mayor.

5. Request for Training

(1) Approved Training Providers

Elected Members wanting to undertake training from an approved training provider listed in Part 4 may submit a request to the CEO, identifying the training provider and the details of the course they wish to undertake.

Such requests should be lodged in reasonable time to meet the registration deadline, and preferably to meet any 'early-bird' registration deadlines.

(2) Non-Approved Training Providers

Elected Members and the CEO requesting to undertake training by a provider that is not listed in Part 4 of this policy, are required to submit a request outlining the anticipated benefits of the training to their role, and quantify estimated expenses, including accommodation, travel and incidental expenses.

Such requests should be lodged in reasonable time to meet the registration deadline, and preferably to meet any 'early-bird' registration deadlines.

Requests for training from non-approved providers are to be submitted to the Mayor who will consult with the CEO in determining such requests.

- (3) Non-Approved Training Located Interstate or Internationally
Elected Members and the CEO requesting to undertake training by a provider that is:
 - (a) Not listed in Part 4 of this policy; and
 - (b) The training is located inter-state or internationally;is required to submit a Notice of Motion (or Council Report in the instance of the CEO), seeking the approval of Council. The Notice of Motion or Council Report is to include the anticipated benefits and an outline of estimated expenses.

6. Approval of Training Requests

- (1) Approvals Relating to Approved Training Providers
Requests for training in accordance with Part 5(1) – Approved Training Providers are approved, by way of this policy, provided the respective Elected Member or CEO has sufficient budgeted funds available.
If the CEO determines that the respective Elected Member has exhausted their budget allocation, and the Elected Member is insistent in their request for training, the Elected Member is required to seek the approval of Council, by way of a Notice of Motion.
- (2) Approvals Relating to Non-Approved Training Providers
The Mayor, in consultation with the CEO shall determine requests for training lodged in accordance with Part 5(2) – Non-Approved Training Providers. In the case of the Mayor determination will be by the CEO, or in the case of the CEO, the Mayor.
In determining these requests for training, the Mayor and the CEO shall take into consideration:
 - (a) If the requested training is relative to the role and function of an Elected Member/CEO.
 - (b) The benefits and justification of the training as outlined by the Elected Member/CEO.
 - (c) The requested training is being conducted by an accredited institution.
 - (d) Sufficient budget allocation exists for the Elected Member/CEO.If an Elected Member/CEO is dissatisfied with a decision made by the Mayor and the CEO, the Elected Member is required to seek the approval of their training request from Council, by way of a Notice of Motion.
- (3) Approvals Relating to Non-Approved Training Located Interstate or Internationally
Council is to determine requests for training submitted in accordance with Part 5(3) – Non-approved Training located inter-state or internationally. In determining these requests for training Council should consider:
 - (a) If the requested training is relative to the role and function of an Elected Member/CEO.
 - (b) The benefits and justification of the training as outlined by the Elected Member/CEO.
 - (c) The requested training is being conducted by an accredited institution.
 - (d) Sufficient budget allocation exists for the Elected Member/CEO.
 - (e) That approval of attendance does not impede a quorum at any scheduled Council or Committee meeting.
 - (f) Generally, no more than two Elected Members are to attend training outside Western Australia at the same time, unless Council resolves for additional Elected Members to attend.
 - (g) Within 2 months after attending the training, Elected Members and the CEO are to submit a written report to Council, containing relevant learnings and identifying benefits gained by the Elected Member/CEO. The report shall be presented at an Ordinary Council Meeting as a “Report of Delegates”.

7. Training Registration/Bookings and Expenses

Subject to the appropriate approval as detailed in Part 6 being granted, the following expenses may be met:

- (1) Registration / Bookings
 - (a) Registration fees and bookings relating to airfares and accommodation are to be arranged and paid for by the Administration. Elected Members or the CEO are not to pay such costs and seek reimbursement, except in the case of an emergency or unique circumstances provided the CEO or the Mayor have been notified in advance.
- (2) Travel
 - (a) Reasonable means of transport to and from the training venue is to be claimed by reimbursement and Policy CM102.2 – Elected Members and CEO Reimbursement of Expenses applies.
 - (b) Air travel, if required, will be in accordance with Policy CM102.2 – Elected Members and CEO Reimbursement of Expenses.
- (3) Accommodation
 - (a) Reasonable accommodation for a room at, or in close proximity to the venue will be permitted for training. It is acceptable for attendees to arrive the day prior to the start of the training and depart the day following the close of the training, if it is not reasonable to expect travel to occur on the days of the training. Policy CM102.2 – Elected Members and CEO Reimbursement of Expenses provides further guidance in this regard.
- (4) Meals and Incidental Expenses
 - (a) Instances where meals are not included in the registration or booking, the City shall reimburse the Elected Member or CEO either, for the actual cost of meals and incidental expenses claimed, or in accordance with the Public Service Award 1992 Schedule I - Travelling, Transfer And Relieving Allowance, whichever is the lesser amount. Policy CM102.2 – Elected Members and CEO Reimbursement of Expenses applies.
- (5) Travel Insurance
 - (a) Elected Members and the CEO qualify for cover under the City's travel insurance for the duration of their travel (that relates to Council business); however it may not be adequate for their own personal level of health and eligibility. Elected Members and the CEO should make their own enquiries into the City's Corporate Travel Insurance Policy so that they can make any alternate decisions or arrangements if need be.
- (6) Accompanying carer
 - (a) Where an Elected Member is attending intrastate, interstate or overseas professional development, and has a disability as defined in the Disability Services Act 1993. The City will meet the cost of a carer to accompany that Elected Member where that carer is a person who provides ongoing care or assistance.
 - (b) The costs provided by the City for an accompanying carer will include travel, meals, registration, accommodation and participation in any programs that the Elected Member they are accompanying is attending."

8. Publication of Register and Report on Training

The City will publish on its website a register that details the:

- (1) Date;
- (2) Location;
- (3) Cost; and
- (4) Purpose;

of all training attended by Elected Members. Such Register is to be able to identify all costs and reimbursements for individual Elected Members and be updated not less than quarterly. This register will be referred to as the Elected Member's Register of Allowances, Payments and Re-imbursements.

9. Financial / Budget Implications

To facilitate Elected Members and the CEO attend approved training, Council will consider the following when preparing the annual budget:

- (1) Sufficient funds to be budgeted for newly Elected Members to undertake the Council Member Essentials mandatory training.
- (2) Each Elected Member to receive an annual allocation of \$3,500 (in addition to Part 9(1) above) for training and professional development opportunities as outlined in this policy.
- (3) Elected Members may aggregate the current and following financial year annual allocation, referred to in Part 9(2) above, over a two year period, to attend training where fees exceed \$3,500.
- (4) The annual allocation referred to in Part 9(2) above, if not used, does not accumulate.
- (5) Sufficient funds to be budgeted for training organised by the CEO which requires all Elected Members to attend, whether it be in-house or at another location, and that this training does not impact on the annual allocation for each Elected Member referred to in Part 9(2) above.
- (6) Elected Members who wish to undertake training that exceeds their annual allocation, may, with the joint approval of the Mayor and the CEO agree to personally meet the additional cost that is over and above their remaining budgeted allocation.

GOVERNANCE REFERENCES

Statutory Compliance	<i>Section 5.126 of the Local Government Act 1995* - Mandatory training. Regulation 35 of the Administration Regulations* - modules of the mandatory training and the time required to complete.</i>
Process Links	<i>Nil.</i>

POLICY ADMINISTRATION

Program responsible		Officer Title	
Canning Community & Commercial		Director Canning Community and Commercial	
Version	Decision Reference	Meeting type and date	Delegation No. (or N/A)
1	CC-054.20	OCM 20.10.2020 New Policy	N/A