



G3 Council Member Training and Development

Policy Objective

To provide access to training and development for Council Members in order to enhance their knowledge, representation and decision-making ability.

Definition

“Event” means conferences, seminars, forums, workshops, courses, information training sessions and other like events.

G3.1 Eligible Events

Events to which this policy applies shall generally be limited to those coordinated and/or run by either:

- a) The Australian or Western Australian Local Government Associations (ALGA / WALGA).
- b) The major professional bodies associated with local government.
- c) Accredited organisations offering training relating to the role and responsibilities of Council Members.
- d) Other local government specific events where the Chief Executive Officer is of the opinion attendance would benefit both the Council Member and the Shire.

G3.2 Mandatory Training

Council Members are required to complete the Council Member Essentials Training Modules prescribed by Regulation 35, Local Government (Administration) Regulations 1996 within the first 12 months of their election to Council.

The cost of completing the training modules will be funded by the Shire, as per clause G3.3 below.

Exemptions apply to mandatory training requirements in cases of recognised prior learning or being an existing sitting member when mandatory training was introduced, however regularly training is both supported and encouraged.

G3.3 Funding

To enable attendance by Council Members a budget will be prepared to cover costs associated with attendance at events relevant to the role and responsibilities of a Council Member that may include:

- a) The annual WALGA Convention, inclusive of, where requested, the Council Member’s partner’s attendance at the convention dinner/events;
- b) Accredited training; or
- c) Events held in Australia.

G3.4 Request for Attendance

Council Members who wish to attend an event may make application to the Chief Executive Officer by detailing the following:



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- a) Title, location and dates;
- b) Program;
- c) Anticipated benefits to the Shire from attendance; and
- d) Total estimated costs including accommodation, travel and sundry expenses.

All applications shall be forwarded in a reasonable time to meet the event early registration deadline.

G3.5 Attendance Approval

- a) Conditions for granting approval include:
 - i) with the exception of WALGA Convention, no more than two (2) Council Members may attend a particular event at the same time, unless Council has resolved for additional Council Members to attend.
 - ii) that approval of attendance at an event does not impede a quorum at any scheduled Ordinary Council Meetings.
- b) Approval for Council Members to attend events may be granted by either the Chief Executive Officer or Council, in accordance with clause G35 (i) and (ii) below:
 - i) the Chief Executive Officer may approve Council Members attending events where the:
 - A. application complies with this policy; and
 - B. event is to be held within Western Australia.
 - ii) a resolution of Council is required to approve Council Members attending events where the:
 - A. application does not comply with this policy;
 - B. estimated event expenses exceed the available balance of the budget allocation; or
 - C. event is to be held outside of Western Australia.

G3.6 Restrictions

A Council Member who has failed to fulfil their obligations under this policy in attending a prior event, namely;

- (a) Acquittal of cash advance expenditure in accordance with Clause 10; or
- (b) Provision of a report arising from attendance at an event, in accordance with Clause 11; shall be ineligible to attend any future event unless authorisation is granted by a resolution of Council.

G3.7 Event Registrations and Bookings

Air fares, conference registration fees and accommodation shall be arranged directly by the Shire. Council Members shall not pay such costs and seek reimbursement, except in the case of an emergency, following the approval of the Chief Executive Officer.

G3.8 Expenses

Subject to approval being granted by the CEO or Council to attend an event, the following expenses will be met:



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G3.8.1 Travel

- a) Where travel is involved, the cost of travel by the shortest most practical route to and from the event venue will be met by the Shire for the respective Council Member.
- b) Travel should be by a Shire vehicle unless written authorisation is received from the Chief Executive Officer for use of a private vehicle with reimbursement of a vehicle kilometre rate being paid in accordance with the Australian Taxation Office determination.
- c) All air travel shall be by Economy Class (unless otherwise determined by Council). As far as is practicable, advantage should be taken of any available discount fares including advance purchase fares.
- d) Airline tickets purchased are to be insured to enable the ticket purchase price to be refunded, on occasions whereby a Council Member is unable to travel.

G3.8.2 Registration

Registration may include, where applicable, event registration, dinners, technical tours and accompanying workshops identified within the event program.

G3.8.3 Accommodation

Safety of our Employees and Council Members is paramount, especially in remote locations where driver fatigue is a high risk.

Where an event is to be held at a venue less than 150kms from the Ravensthorpe GPO and the accumulated hours of travel, meeting time and ordinary hours worked would exceed 10 hours then the Shire may meet the cost of accommodation on the night preceding or post the commencement of the event.

Where an event is to be held at a venue greater than 300kms from the Ravensthorpe GPO the Shire may meet the cost of accommodation on the night preceding or post the commencement of the event.

If the event is to be held at a venue greater than 500kms from the Ravensthorpe GPO the Shire may meet the costs of two nights' accommodation on the night preceding and post the commencement of the event (No other expenses are to be provided).

Accommodation expenses for the Council Member for a room at or in close proximity to the event venue will be paid in accordance with the State Public Service Award conditions of service and allowances.

Should a Council Member wish to extend their visit for personal reasons not associated with approved Shire business, any extended stay or additional costs associated with that stay are to be met by the Council Member.

G3.8.4 Meals and Incidental Expenses

Funding for meals and incidental expenses are detailed below;

- a) Meal expenses shall be interpreted as reasonable expenses' incurred for the purchase of breakfast, lunch and dinner where these are not provided within the event, travel or



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accommodation packages and will be paid in accordance with the State Public Service Award conditions of service and allowances.

- b) The Shire will not be responsible for incidental expenses such as laundry, dry-cleaning, private telephone calls, in-house movies or alcohol from the mini bar.

Note: At the discretion of the Chief Executive Officer a cash advance to cover meals may be provided to the Council Member prior to departure for the event.

G3.8.5 Accompanying Persons / Entertainment Costs

- a) Where a Council Member chooses to invite an accompanying person to attend a conference event, the Shire will fund that person's attendance at any official partner event or conference dinner only.
- b) The Shire will not reimburse or fund any other expenses incurred by an accompanying person.

G3.8.6 Acquittal of Expenses

- a) Receipts are required to support acquittal of expenses and claims for reimbursement. Should a receipt not be provided a statutory declaration can be provided in replacement of a receipt.
- b) Council Members shall, within ten (10) working days of return from the event, provide a complete daily breakdown of expenditure relating to the cash advance, itemising individual purchases, and supported by receipts, with Council Members providing their acquittal to the Chief Executive Officer. Any surplus funds from the cash advance shall be returned at the same time.

G3.9 Sharing of Knowledge

A report on issues, outcomes, etc., of the conferences attended (except the WALGA Convention) is to be provided to the Chief Executive Officer within ten (10) working days of return from the event. The Chief Executive Officer is to cause a copy of that report to be distributed to all other Council Members via the Monthly Report.



DOCUMENT CONTROL BOX		
Custodian: Chief Executive Officer		Decision Maker: Council
Compliance Requirements: s5.126(1) [Mandatory Council Member Training] of the Local Government Act 1995 s5.127 (1) and (2) [Prepare and Publish Report] of the Local Government Act 1995 5.128(5)(a) [Mandatory review of the policy after each ordinary election] of the Local Government Act 1995 Appropriate Annual Budget Allocations Compliance Calendar (October)		
Legislation: 5.126 [Training for Council Members] of the Local Government Act 1995 5.127 [Report on Training] of the Local Government Act 1995 5.128 [Policy for continuing professional development] of the Local Government Act 1995 r35 [Training for Council Members] Local Government Administration Regulations 1996		
Industry:	Mandatory Training Information https://www.dlgsc.wa.gov.au/local-government/local-governments/training Public Service Award 1992 – Refer Schedules https://forms.wairc.wa.gov.au/awards/PUB007/p59/PUB007.docx Australian Taxation Office – Cents per kilometre method https://www.ato.gov.au/Business/Income-and-deductions-for-business/Deductions/Deductions-for-motor-vehicle-expenses/Cents-per-kilometre-method/	
Organisational:		
Document Management:		
Risk Rating: Low	Review Frequency: 4 Years	Next Due:
Version #	Decision Reference:	Description:
a	OCM 21/07/2020 Item 13.2	Comprehensive Policy Register Review
b	OCM 19/07/2022 Item 12.1.2	Comprehensive Policy Register Review
c	OCM 17/12/2024 Item 12.1.2	Policy Reconfirmed – No Amendments