

Shire of Wiluna Policy Manual

ELECTED MEMBERS: REPRESENTATION/DELEGATION & PROFESSIONAL DEVELOPMENT

Policy 1.25

1 INTRODUCTION

It is important that Elected Members/Councillors, as part of their roles and responsibilities as a Councillor, participate in professional development by attendance at conferences, seminars, training and development programmes, as well as undertake representation / delegation on behalf of the Shire of Wiluna.

2 OBJECTIVE/AIM

The intention of this policy is to:

- Create the framework from within which the Chief Executive Officer can administer Elected Members professional development and representation
- Ensure there is equity in the distribution of professional development opportunities for elected members
- Strike a balance between financial imposition and beneficial outcomes of elected member professional development opportunities

3 DEFINITIONS

For this purpose of this policy:

- (a) Council/Shire-related events outside the district: This is in respect of those meetings that Councillors are required to attend as part of their role and includes: GVROC, Regional Road group, Northern GVROC Group, Cue Parliament, Tourism Associations, regional council memberships, meeting with Ministers of the Crown, and where Councillor/s attending is making a direct representation on behalf of the Council. The term delegate and/or representative may be referred to.
- (b) Elected members professional development relates to those opportunities for opportunities directly related to the role and responsibility of Councillors. The term delegate may be used here.

The WALGA elected member development courses included in the Diploma of Local Government and the annual Local Government week conference are included in this category.

- (c) Other: Often there are other local government conferences, seminars and so forth where it is desirable that the Shire have a delegate/s or where the attendance may be beneficial. The National General Assembly of Local Government, Developing Northern Australia, SEGRA and the National Local Roads and Transport Congress are included in this category. The term representative or delegate will be used here.

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POLICY STATEMENT

4 Council/Shire-related events outside the district:

4.1 Attendees:

- a) Representatives will be as per Council resolution; representation can only be changed/amended upon Council resolution
- b) Deputy/proxy delegates are encouraged to attend where possible to ensure that they are sufficiently knowledgeable and familiar with the business of the particular committee/organisation
- c) If an opportunity to meet with a Minister, ministerial committee or representative, joint standing committee and the like arises and the timing is before a Council resolution can be adopted, the Chief Executive Officer is to liaise with the Shire President to determine approval for attendance

4.2 Costs/expenses:

- a) The cost of travel and accommodation for the delegates, including meals and other business related expenses, will be met by the Shire of Wiluna
- b) Where possible and subject to availability, the Chief Executive Officer will make a vehicle available to the delegate/representative should they be unable to take their own vehicle and do not wish to use other alternative transport
- c) Representatives who wish to take their own vehicles will be reimbursed by the Shire of Wiluna at the applicable vehicle rate as set by the Salaries and Wages Tribunal (WA) for elected members
- d) The cost of accommodation and meals for the delegates' partner/representative will also be met by the Shire; travel will not be reimbursed for the partner.

5 Elected Members Professional Development

5.1 Local Government Week:

- a) All Councillors and the Chief Executive Officer are authorised to attend the annual WA Local Government Week
- b) The costs of travel and accommodation, including meals and other business related expenses, will be met by the Shire of Wiluna
- c) Where possible and subject to availability, the Chief Executive Officer will make a vehicle available to the delegate / representative should they be unable to take their own vehicle and do not wish to use other alternative transport
- d) Representatives who wish to take their own vehicles will be reimbursed by the Shire of Wiluna at the applicable vehicle rate as set by the Salaries and Wages Tribunal for elected members
- e) The cost of accommodation and meals for the delegates' partner / representative will also be met by the Shire; travel will not be reimbursed for the partner, nor will costs for "partner programmes" at the event

5.2 WALGA Courses – Diploma of Local Government:

5.2.1 Online

- a) Any Councillor is authorised to attend any WALGA course that a core or elective unit of the Diploma of Local Government online
- b) The cost of the online enrolment will be met by the Shire of

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- c) A training record, including proof of attendance and statement of attainment is required to be kept on the Shire's record management system

5.2.2 *In-person*

- a) Any Councillor is authorised to attend any WALGA course that a core or elective unit of the Diploma of Local Government in person
- b) The cost of travel and accommodation for the delegates, including meals and other business related expenses, will be met by the Shire of Wiluna
- c) Where possible and subject to availability, the Chief Executive Officer will make a vehicle available to the delegate / representative should they be unable to take their own vehicle and do not wish to use other alternative transport
- d) Delegates who wish to take their own vehicles will be reimbursed by the Shire of Wiluna at the applicable vehicle rate as set by the Salaries and Wages Tribunal for elected members
- e) The cost of accommodation and meals for the delegates' partner / representative will also be met by the Shire; travel will not be reimbursed for the partner, nor will costs for "partner programmes" at the event

5.2.3 *Other Professional Development*

- a) Attendance at any other professional development opportunity must first be approved by Council resolution, with the Council also resolving what expenses/costs will be met by the Shire of Wiluna

6 Other:

6.1 National General Assembly of Local Government Week

- a) It is desirable that the Shire of Wiluna send a maximum of two elected members and the Chief Executive Officer to this annual conference;
- b) Costs as outlined in Sub-paragraph 5.1 sub-sections a and b will be met by the Shire of Wiluna;

6.2 National Local Roads and Transport Congress

Requirements as per sub-paragraph 5.1 sub-section a) and b) will apply;

6.3 Developing Northern Australia

Requirements as per sub-paragraph 5.1 sub-section a) and b) will apply;

6.4 SEGRA

Requirements as per sub-paragraph 5.1 sub-section a) and b) will apply;

6.3 Other conferences/seminars/forums etc.

If a Councillor believes attendance at any of the above (3.(c)) or the like would be beneficial or in best interest of the Council, a resolution of Council is required regarding delegates and costs to be met.

7 Equitable Opportunities

7.1 Events outside the district

- a) Councillors who are nominated as delegates/representatives for Council / Shire related events outside of the district are expected to make every reasonable effort to attend the required events

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- b) Council may resolve to have the Councillors removed as the delegate / representative if there is no reasonable commitment from the Councillors with attendance
- 7.2 Elected Members Professional Development and Other Attendance with reference to sub-paragraphs 5 and 6:
 - a) Each Councillor shall be entitled to attend the annual local government week; and
 - b) Each Councillor shall be entitled to attend at least one external professional development, conference/seminar/etc. opportunity
- 7.3 Non attendance
There is no compulsion on any/all Councillors to attend as per sub-paragraph 7.2; whilst attendance is strongly encouraged, it is at the choice of the Councillor

8 Repayment of expenses

- 8.1 Resignation or removal from office
If a Councillor willingly resigns from Council or is removed from Council through virtue of the Local Government Act and/or associated regulations or decision of a competent court of jurisdiction then:
 - a) that Councillor may be required to repay to the Shire the expenses incurred for that Councillor attending an event outlined in sub-paragraphs 5 and 6; subject to a resolution by Council IF the attendance was in the 2 months preceding the resignation/removal
- 8.2 Misappropriation or errant claims
If a Councillor is found to have deliberately misused, falsified or made errant claims for travel and expenses incurred or reimbursed by the Shire (for any costs mentioned in this policy):
 - a) that Councillor may be required to repay to the Shire the expenses incurred, subject to a resolution from Council

9 Reports of Delegates/Representatives

Councillors and Officers attending any conferences, seminars or meetings as delegates or representatives of the Council are required to provide a brief report on the issues/outcomes, to the next Council Forum.

This would apply to attendance at events defined in sub-paragraph 5 and 6 but not does apply to sub-paragraph 4.

10 Limitations

Nothing in this policy should be interpreted as:

- a) Preventing the Council from authorising by resolution attendance at any opportunity by any Councillor;
- b) Preventing a Councillor from attending any conference / seminar / professional development/training etc. at their own expense.
- c) This limitation does NOT apply where protocol or Council resolution would prohibit their attendance (e.g. Council resolution of delegates to meet Minister of Crown)

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Wherever possible, the Chief Executive Officer will organise training/development to be held in Wiluna for both Officers and Councillors, given the cost benefits and the greater attendance likely. In this instance, this training and development would not be considered as referred to in paragraph 7.2 (b); that is, Councillors can still attend at least one external conference/training/professional development opportunity in addition to on-site training.

11 Administration and Breaches

The Chief Executive Officer is to administer/manage this policy, which includes but is not limited to:

- Receiving requests for attendance
- Requesting Council resolution
- Transport, accommodation and other logistical arrangements
- Records management including training and attendance registration and certifications/participation records
- Report to the Shire President and/or full Council any breach or attempted breach of this policy by any Councillors/s.

Document Control	
Responsible Directorate	Office of the CEO
Relevant Section	Governance
Legislative Requirement	
Council Meeting Held & Adopted, Resolution #	26 March 2013 022/14
Amendments, Date & Resolution #	
Review Dates & Resolution #	27 May 2015 092/15
Next Review Date	