



*Shire of Wyndham East Kimberley*  
**Council Policy**  
**MC18**

<b>POLICY NO:</b>	<b>MC18</b>
<b>DIVISION:</b>	<b>Members of Council</b>
<b>SUBJECT:</b>	<b>Elected Members Training</b>
<b>REPORTING OFFICER:</b>	<b>Chief Executive Officer</b>
<b>ENABLING LEGISLATION:</b>	<b>Local Government Act 1995</b>

**OBJECTIVE**

To ensure that elected members have the opportunity to participate in relevant training and development opportunities in order to assist them to more effectively undertake their role as community representatives.

**POLICY**

Elected Members are encouraged to participate in training and development opportunities that are aimed at assisting them to fulfil their roles effectively.

Training may take the form of formal training such as that provided through the Municipal Training Scheme, attendance at conferences and seminars relevant to local government and specific areas of concern to the Shire or in house training developed to meet the needs of the current Council.

Where relevant and practical Council will consider delivery of training to Elected Members in the East Kimberley. Opportunities to utilise current technologies such as web based or teleconference type training should be considered. Regional training opportunities are encouraged whereby training is organised by the Shire and other local governments are invited to attend on a cost recovery basis.

Each year, as part of the annual budget development process, the Council shall incorporate in its budget a conferences and training allocation for elected members. This shall include funding for elected members to attend the annual local government week conference and additional funds for further conferences and training opportunities which may arise throughout the year.

**Reimbursement of Costs**

Costs for attendance at conferences and training where travel is involved shall include the following:

- All reasonable accommodation costs including meals, refreshments and telephone.
- If staying in accommodation other than Hotel or Motel a daily allowance, inclusive of meals, refreshments and telephone, the equivalent of the State Public Travel Allowance Regulations.
- All conference registration costs.

- Taxi vouchers for travel to and from the airport and conference venue as required.
- Where a substantial amount of travel between meetings and venues is required a hire car can be provided if deemed more cost effective by the Shire President or Chief Executive Officer.

Should members wish to use their private car to travel to conferences in the Northern Territory, Pilbara or Kimberley then reimbursement will be provided at the level prescribed in the Local Government Officers (WA) Award to the maximum value of the amount equal to a return seven (7) day advanced purchase airfare to the point of destination.

#### **Other Conditions**

- All conference and training requests shall recorded on the application form attached to this policy.
- Attendance by members of Council to all conferences and training must be authorised in advance by the Shire President.
- All travel and registration requirements to be arranged by the Chief Executive Officer and confirmed by issue of an official Council purchase order.
- All accommodation and hire car requirements are to be arranged by the Chief Executive Officer and confirmed by an official Council purchase order.
- Accommodation and meal allowance may be paid in advanced but must be reconciled with tax invoices/receipts/dockets within 14 days of return.
- All claims to be submitted within 14 days of return together with tax invoices /receipts/dockets etc.
- Councillors are to provide a brief written report to the next Briefing Session after the conference.

**Adopted: 16 June 2009**

**Reviewed:**

**Amended:**

**Repealed:**