

Policy number	Policy 022
Policy title	Elected member professional development
Strategic outcomes supported	<p>CL6 – Finances are managed appropriately, sustainably and transparently for the benefit of the community.</p> <p>CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision making.</p> <p>CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.</p>

Policy objective:

To outline the guidelines for participation and entitlements available to elected members for professional development, in accordance with the *Local Government Act 1995* and Local Government (Administration) Regulations 1996.

To enable equity and accessibility to professional development opportunities to enable elected members to fulfil their role.

Policy scope:

This policy applies to elected members.

Policy definitions:

Professional development means attending training, conferences, conventions, summits, forums, workshops, courses and seminars, as a participant.

Individual professional development means any of the defined professional development delivery methods provided to an individual elected member.

Group professional development means any of the defined professional development delivery methods to be offered to Council as a whole.

Mandatory training means training set out in regulation 35 of the Local Government (Administration) Regulations 1996.

Cash allowance means an amount of money paid in advance to an elected member to pay for incidentals.

Policy statement:

1. Council is committed to the professional development of elected members to assist with fulfillment of their role as an elected member.
2. Professional development is to relate to the following key focus areas:
 - a. community leadership
 - b. communication between the community and Council
 - c. determining and reviewing policy

- d. planning for the future
 - e. managing assets
 - f. governing finances
 - g. cultural optimisation
 - h. effective decision-making
 - i. meeting procedures
 - j. risk oversight and assessment
 - k. managing the performance of the Chief Executive Officer
 - l. town planning practices
 - m. advocacy
 - n. local government governance.
3. There are three delivery methods for professional development – mandatory, individual and group.

Mandatory training:

4. Pursuant to regulation 35 of the Local Government (Administration) Regulations 1996, an elected member must pass the training course titled Council Member Essentials, within 12 months, beginning on the day on which the member is elected, unless exempt under regulation 36 of the Local Government (Administration) Regulations 1996.
5. Council will allocate funds in the annual budget for costs associated with mandatory professional development.
6. Elected members will be provided training options for the *Council Member Essentials* course, by the Approved Training Providers. Elected members are to ensure the training is completed within the required 12-month timeframe.

Individual professional development:

7. Council will allocate up to \$25,000 in the annual budget for the costs associated with individual professional development.
8. An elected member who wishes to attend individual professional development held intrastate must apply in writing to the Chief Executive Officer, setting out how it relates to the key focus areas and how it will assist the elected member in the discharge of their duties.
9. The Chief Executive Officer may determine any requests for individual professional development held intrastate, subject to their relevance to key focus areas and available budget.
10. Elected members may nominate to attend interstate and overseas individual professional development through a notice of motion to Council. Authorisation is to be through a resolution of Council, subject to relevance to key focus areas and available budget.
11. Booking arrangements and payments for all individual professional development, including conference costs, official conference networking functions and meals and tours/inspections that are relevant to the interests of the Town, are to be made by the Chief Executive Officer.
12. The Chief Executive Officer is authorised to determine a substitute elected member to attend any professional development in lieu of the elected member approved, in the event that the approved elected member is unable to attend.
13. Where an elected member has an electoral term of less than three months to complete, such elected member shall be ineligible to attend professional development, unless it is determined by the Council that attendance by an elected member who is within three months of completion of their term of office would be of specific benefit to the Town, and approval is granted by resolution of Council.

Group professional development:

14. Group professional development opportunities are to be organised for Council as a whole.
15. Council will allocate up to \$20,000 in the annual budget for the costs associated with group professional development.
16. Elected member requests for group professional development will be sent by the Mayor, in writing to the Chief Executive Officer, setting out how it relates to the key focus areas and how it will assist elected members in the discharge of their duties.
17. The Chief Executive Officer may determine any requests for group professional development, subject to their relevance to key focus areas and available budget.
18. Booking arrangements and payments for all group professional development are to be made by the Chief Executive Officer.
19. All efforts are to be made to schedule group professional development at a time when all elected members are available to participate.

Travel, accommodation and expenses:

20. The extent to which an elected member can be reimbursed for intrastate and interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the Local Government (Administration) Regulations 1996 is as determined by the Salaries and Allowances Tribunal from time to time.
21. Travel, accommodation and any cash allowances will be in addition to the annual professional development allowance of \$2,500.

Travel

22. Where travel is involved, the travel is to be undertaken with all due expedition, by the shortest most practical route, to and from the professional development location and venue. All reasonable travel costs to and from professional development will be administered by the Chief Executive Officer, in line with the adopted budget.
23. Airline travel shall be by economy class airfare, by the most direct route to and from the airport situated nearest to the professional development venue, unless otherwise approved by the Council. An elected member may have allocated to their personal accounts any frequent flyer points that are provided by the airline.
24. Airline tickets purchased are to be insured to enable the ticket purchase price to be refunded, on occasions whereby a delegate is unable to travel, unless otherwise varied by the Chief Executive Officer.
25. Approval for air travel must, where possible, be sought two months prior to departure. Where practicable, advantage should be taken of available discount fares, including the advance purchase of fares.
26. Where essential, a hire car may be arranged for the conduct of Council business. Costs of bus, train, tram and taxi fares, vehicle hire and parking which are reasonable, required and incurred in attending professional development, will be reimbursed by the Town, on production of receipts.
27. Where in particular circumstances, elected members desire to travel intrastate or interstate by private motor vehicle, they will be reimbursed for actual accommodation costs which are receipted and vehicle costs in accordance with the local government kilometre allowance, up to an equivalent amount that would have been expended, had arrangements been made at the time of request to travel by the cheapest form of air travel.
28. A sufficient number of Cabcharge digital passes may be provided for ease of travel.
29. Car rental use/facilities shall not be permitted, except with the prior approval of the Chief Executive Officer.

Accommodation

30. The Town will pay reasonable accommodation costs for elected members including the night before and/or after professional development where this is necessary because of travel, airline flights and/or the timetables which make it unreasonable to arrive at or return home in normal working hours.
31. Where practicable and available, accommodation shall normally be booked at the professional development venue or if unavailable, at premises in close proximity to the venue.

Cash allowance - payment and reimbursement

32. All cash allowances must be acquitted within two weeks of return. Cash not acquitted shall be refunded to the Town at the same time.
33. Attendees shall acquit the cash allowance on the "Conference Advance and Acquittal Statement Form". Where possible this should be supported by receipts or a Statutory Declaration if a receipt cannot be produced.
34. The administrative arrangements for managing the cash allowance will be the most appropriate to the circumstances, as determined by the Chief Executive Officer.
35. The daily cash allowance shall be paid to cover all reasonable incidental expenses associated with the professional development attendance, such as:
 - a. reasonable telephone and/or facsimile use and/or wifi access
 - b. breakfasts, lunches, dinners and other meals not included in the registration fee
 - c. laundry and dry-cleaning costs
 - d. an optional activity specified in a program
 - e. train, bus, tram, taxi or ride-share fares
 - f. bicycle hire costs
 - g. parking and toll fees
 - h. incidental expenses (eg. newspapers, venue/exhibition entrance fees).
36. The daily expense allowance shall not cover:
 - a. any expenses or time occupied on matters other than Council business
 - b. entertainment costs outside those provided by the professional development provider
 - c. meal claims where meals are provided by the professional development provider
 - d. alcoholic beverages.
37. Documentary evidence in the form of receipts are required for the acquittal of all money paid in advance. If a receipt cannot be produced, a statutory declaration must be produced itemising the expenditure incurred. Should fringe benefits tax be incurred by the Town, it shall be paid by the Town.
38. Elected members failing to acquit their cash allowance, in accordance with this policy, shall have the full value of the cash allowance deducted from the next payment of their meeting attendance fees. Should this be necessary, the Chief Executive Officer shall notify the elected member accordingly, prior to authorising such deduction.

Accompanying person

39. Where an elected member is accompanied at professional development, all costs for or incurred by the accompanying person including but not limited to travel, meals, drinks, entertainment, registration and/or participation in any programs, are to be borne by the accompanying person and not by the Town.

40. The exception to the above being the cost of attending any official dinner, where partners would normally attend.
41. An accompanying person's registration and program fees are to be paid direct by the attendee/delegate to the organiser.

Accompanying carer

42. 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 Town will meet the cost of a carer to accompany that elected member where that carer is a person who provides ongoing care or assistance.
43. The costs provided by the Town for an accompanying carer will include travel, meals, registration, accommodation and participation in any programs that the elected member they are accompanying is attending.

Reporting:

44. Professional development undertaken by elected members will be reported on the Town's website as it occurs.

Related documents

[Local Government Act 1995](#)

[Local Government \(Administration\) Regulations 1996](#)

[Determinations of the Salaries and Allowances Tribunal](#)

[Public Service Award 1992](#)

[Policy 023 – Provision of information and services – Elected members](#)

[Code of Conduct for Council Members, Committee Members and Candidates](#)

Responsible officers	Coordinator Governance and Strategy Mayoral and Governance Support Officer
Policy manager	Manager Governance and Strategy
Approval authority	Council
Next evaluation date	November 2023

Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Approved	21/04/2020	Council	379/2020	Item 15.2
2	Reviewed and amended	20/04/2021	Council	78/2021	Item15.4
3	Reviewed and amended	14/12/2021	Council	314/2021	Item 15.2
4	Reviewed and amended	12/04/2022	Council	73/2022	Item 15.5

Policy number	Policy 332
Policy title	Record Keeping Policy
Strategic outcomes supported	CL3 – Accountability and good governance.

POLICY OBJECTIVE:

The Town of Victoria Park (the Town) is committed to ensuring that its recordkeeping functions are undertaken to ensure that business transactions and activities are created and managed in a manner that is compliant, relevant, reliable and accurate.

The purpose of this policy is to ensure the Town meets its statutory obligations consistent with the *State Records Act 2000* and operationalises legislative requirements into management practice. It articulates the principles of the records management function and the approach to effective management of records

POLICY SCOPE:

This policy applies to all Town of Victoria Park Elected Members, employees and contractors.

a) Elected Members

All elected members are to create and maintain records relating to their role as a Council Member for the Town of Victoria Park in line with legislation and State Government policies and procedures for the management of records. Personal records, ephemeral records and political material are exempt from these requirements.

b) Chief Executive Officer

In accordance with section 5.41 of the *Local Government Act 1995*, the Chief Executive Officer is to “Ensure that records and documents of the local government are properly kept for the purpose of this act and any other written law”.

c) Management (Chiefs, Managers)

Management are to ensure that all employees under their supervision comply with this policy and associated records management procedures and the Town’s Record Keeping Plan. Management is to ensure that all new staff attend all induction to their record keeping responsibilities and training sessions.

d) Officers

All employees (including all staff, contractors, trainees, apprentices, cadets, interns, consultants, volunteers) are to create, collect and retain records relating to business activities they perform, including:

- Identify significant and ephemeral records, ensuring that the significant records are captured into the record keeping system, and that all records are handled in a manner compliant with legislation and the Town’s practices and procedures for record keeping.
- Ensure that only authorised disposal of records occur in accordance with the General Disposal Authority (GDA) for Local Government

e) Information Management Team

The Information Management Team is responsible for providing a records management service which complies with the Town’s records keeping plan, policy and procedures, and WA State Records Office requirements.

DEFINITIONS:

Record is recorded information, regardless of its medium or characteristics. It records business decisions, transactions or a state of knowledge and is generated as part of a business process.

Examples include correspondence, electronic documents, forms, electronic messages, plans, photographs, drawings, audiovisual materials etc.

Significant Records contain information, which is of administrative, legal, fiscal, evidential or historical value, which are not recorded elsewhere on the public record. They typically describe an issue, who was involved, record why a decision was made and may embody actual guidelines.

Ephemeral Records are either duplicated records or those having only short term value to the Town with little or no ongoing administrative, legal, fiscal, evidential or historical value. This may include insignificant drafts, rough notes and records of routine enquiries.

Vital Records are essential to the continuing business of the Town. These include those that protect the rights of individuals and the Town

Non-Vital Records relate to documents generally available in the public domain and do not form part of the Town's business processes. They are generally used for reference and information purposes and may include documents from other organisations, published directories and third party training manuals.

POLICY STATEMENT:

This policy establishes the Town's position in relation to suitable definitions, accessibility to records, destruction of records, management of ephemeral records and training.

Records are recognised as an important information resource for the Town, and it is accepted that sound records management practices will contribute to the overall efficiency and effectiveness of Town of Victoria Park. Due to legislative requirements, the Town is obliged to maintain a records management system that completely, accurately and reliably creates and maintains evidential records, and to dispose of those records only through an approved scheme.

This policy applies to all external and internal records, which are handled, received or generated by Town of Victoria Park, regardless of their physical format or media type.

DETAILS:

Elected Members, employees and contractors of the Town will create full and accurate records, in the appropriate format, of the Town's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

1. Custodianship

The Town's records are a government owned asset. The records created during the course of business belong to the Town of Victoria Park by virtue of their possession, not to the individual who created such records during their time as an officer at the Town of Victoria Park. Officers who acquire or create any records in the course of business shall not retain proprietary interest. Ownership of these records is vested in the Town therefore, are subject to the recordkeeping practices and procedures of the Town.

2. Maintaining Records

- a) All 'records' are to be managed according to their:
- Classification as 'significant' or 'ephemeral',
 - Classification as 'vital' or 'non vital', and
 - Security classification.
- b) Registers are to be maintained of all records including; but not limited to:
- Policies;
 - Delegations;
 - Tenders and Quotations;
 - Assets and Property Ownership including dealings in property; and
 - Contracts and Deeds;
- c) All Elected Members, employees and contractors are responsible for maintaining complete, accurate and reliable evidence of all business transactions, and ensuring all corporate records are retained within the Town's official recordkeeping systems at the point of creation, regardless of the format, being in accordance with:
- Corruption and Crime Commission Act 2003
 - Criminal Code Act 1913
 - Electronic Transactions Act 2011
 - Evidence Act 1906
 - Financial Management Act 2006
 - Freedom of Information Act 1992
 - Interpretation Act 1984
 - Limitations Act 2005
 - Local Government Act 1995
 - State Records Act 2000
 - State Records Commission: Principle and Standards
- d) The Chief Executive Officer, Chiefs, Managers and officers nominated by Chiefs, are responsible for records generated within their scope of responsibility. The Chief Executive Officer is responsible for ensuring compliance to the above legislative requirements.
- e) All contractual arrangements undertaken by the Town which are likely to result in third parties creating 'significant' records are to provide for third parties to transfer possession of those records to the Town.
- f) Records are not to be removed from the Town's site unless this is in accordance with the approved Retention and Disposal Schedule, or the records are in the custody of an officer performing official business.

3. Access to Records

Access to corporate records by Elected Members and Committee Members will be via the Chief Executive Officer in accordance with Section 5.92 of the Local Government Act 1995. Access to corporate records by employees and contractors will be in accordance with designated access and security classifications. Access to corporate records by the general public will be in accordance with the *Freedom of Information Act 1992*.

4. Disposal and Destruction

The Information Management Coordinator will retain and dispose of all corporate records in accordance with the General Disposal Authority for Local Government Records and/or the General Disposal Authority for Source Records, following authorisation from the Chief Executive Officer.

5. Ephemeral and Non-vital Records

Ephemeral and non-vital records may not be required to be placed within the Town's official recordkeeping systems. Elected Members, employees or contractors may dispose of such ephemeral and non-vital records once reference ceases.

Related documents:

[State Records Act 2000](#)

Responsible officers	Information Management Coordinator
Policy manager	Manager Technology & Digital Strategy
Approval authority	Council
Next Evaluation Date	April 2024

Revision history

Version	Action	Date	Authority	Resolution Number	Report number
1	Adopted	18/04/2023	Council	75/2023	Item 15.5
2	Administratively amended	24/08/2023	Delegation		
3	Administratively amended	21/09/2023	Delegation		