

## Policy P669 Elected Member Continuing Professional Development

Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance, Chief Executive Officer
Affected Business Unit/s	Governance

### Policy Objectives

The City of South Perth (the City) encourages Elected Members to attend conferences, seminars and training development programs to ensure their continuing professional development and acquisition of relevant skills and knowledge to assist in their capacity as an Elected Member. This policy sets the framework for Elected Members' attendance at conferences, seminars, training development programs and courses.

### Policy Scope

This Policy provides guidance to the Mayor and Elected Members in relation to conferences, seminars, training development programs and courses.

### Policy Statement

This policy should be read in conjunction with Policy P667 Member Entitlements.

#### **Attendance at Conferences, Seminars, Training Development Programs and Courses**

The Mayor is to be provided an annual allocation of \$8,000 to attend conferences, seminars, training development programs and courses, professional development luncheons and networking events.

Each Elected Member is to be provided an annual allocation of \$5,000 to attend conferences, seminars, training development programs and courses, professional development luncheons and networking events

Each conference, seminar, training development program and course, professional development luncheon and networking event must be related to a subject matter that will enhance the continuing professional development, knowledge and skills in their capacity as Elected Members. The Chief Executive Officer retains final discretion in determining the suitability of the above.

The allocation is per financial year and is not permitted to be exceeded. Elected Members will not be registered for any conference, seminar, training development program or course, professional development luncheon or networking events where there is insufficient funds available.

Any surplus funds in an Elected Members allocation at the end of each financial year will be deemed unused and forfeited.

The annual allocation amount shall be inflated by the Consumer Price Index (all Perth Groups) on 1 January each year and rounded to the nearest \$100.

In addition to the allocation, the City will also fund from its own budget allocation:

- The Mayor and Elected Members attending the Western Australian Local Government Association State Conference
- Each Elected member completing the Australian Institute of Company Directors Course

- Specific introductory WALGA courses.
- Any training event specifically arranged for by the Chief Executive Officer

Travel interstate is not permitted within three (3) months of an Elected Members expiry of term of office.

No more than two Elected Members may attend the same Interstate Conference or Seminar. Attendance of three or more Elected Members at an interstate Conference or Seminar will require specific Council approval.

Where an Elected Member proposes to travel outside Australasia in the course of their duties they must obtain the approval of Council.

The Chief Executive Officer will be responsible for organising all arrangements related to Elected Members' continued professional development.

### **Standard of Travel**

All air travel for Elected Members will be economy class or equivalent unless otherwise approved Council made prior to travel.

### **Standard of Accommodation**

All accommodation for the Elected Members while travelling interstate or overseas will be at or within reasonable proximity of the conference venue.

Other accommodation arrangements may be approved in writing by the CEO provided that there is no significant extra cost to the City.

### **Expenses**

The reasonable expenses of Elected Members incurred in the performance of their duties whilst travelling shall be paid for by the City in line with adopted Management Practices.

### **Information and Reporting**

An Elected Member or who travels under this policy must provide to the CEO:

- (i) a copy of the conference papers and / or other relevant information they obtained during the course of the conference or study tour; and,
- (ii) a report of no more than two pages describing the significant outcomes of the conference or study tour.

The CEO must publish on the City's website the training, conferences, seminars, professional development luncheons and networking events completed by each Elected Member within 1 month of the end of the financial year.

## **Legislation / Local Law Requirements**

Adoption and amendments to this policy require an Absolute Majority of Council (section 5.128 *Local Government Act 1995*)

Division 10 of the *Local Government Act 1995*

## **Other Relevant Policies / Key Documents**

P667: Member Entitlements

City of South Perth Strategic Community Plan 2017-2027