

Policy P669 Elected Member Continuing Professional Development

Strategic Direction	Leadership
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 programs and courses. The policy also sets out the reimbursement of fees and expenses whilst undertaking the professional development.

Policy Scope

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

Policy Statement

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

MANDATORY ELECTED MEMBER TRAINING

Elected Members are required to complete the course titled 'Council Member Essentials' within 12 months of being elected to Council. Completion of the course remains valid for five (5) years.

This course is comprised of five (5) core units which include:

- Understanding Local Government;
- Serving on Council;
- Meeting Procedures;
- Conflicts of Interest; and
- Understanding Financial Reports and Budgets.

The Council Member Essentials Course must be completed at an approved training provider as listed under section 35(2)(b) of the Local Government (Administration) Regulations 1996.

The cost for completion of the Council Member Essentials will not be taken from the Elected Members' annual professional development allowance.

ATTENDANCE AT CONFERENCES, SEMINARS, TRAINING 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 (CEO) 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 are insufficient funds available.

Any surplus funds in an Elected Members allocation at the end of each financial year will be deemed unused and will not accrue beyond the end of the financial year.

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:

- 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 Elected Member WALGA courses.
- Any training event specifically arranged for by the CEO.

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

No more than two (2) Elected Members may attend the same Interstate Conference or Seminar. Attendance of three (3) or more Elected Members at an interstate Conference or Seminar will require specific Council approval.

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

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

FEES AND EXPENSES

In accordance with section 5.129 of the Act:

- Elected Members will be reimbursed for a fee or other expense incurred by the Elected Member in relation to their participation in a course of training that they are required to complete under section 5.126 of the Act.
- Elected Members will be reimbursed for a fee or other expense incurred by the Elected Member in relation to their participation in continuing professional development.
- Reimbursement in relation to participation of an Elected Member in continuing professional development will not occur unless the continuing professional development is relevant to either the Council's role or the Elected Member's role.
- Reimbursement in relation to the participation of an Elected Member in continuing professional development will not occur during any of the following periods –
 - the period of three (3) months ending on the day on which the term for the Elected Member ends
 - if the Elected Member resigns
 - a period of suspension of the Council or Elected Member.

To be reimbursed for expenses, Elected Members are to:

- Complete the Expenditure Reimbursement Form available on the HUB;
- Provide proof of course completion; and
- Attach relevant documentation for the expense such as receipt, transaction, proof of purchase invoice (that has been paid) or completion of a statutory declaration.

All requests for reimbursement are to be submitted to Governance within four (4) weeks of course completion.

STANDARD OF TRAVEL

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

TRAVEL 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 Policies.

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
 - a report of no more than two (2) pages describing the significant outcomes of the conference or study tour.

In accordance with the Act and Regulations 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 one (1) month of the end of the financial year.

The CEO must also publish on the City's website the type, and the amount or value, of any fees, expenses or allowances paid to each Elected Member during a financial year.

Legislation / Local Law Requirements

Adoption and amendments to this policy require an Absolute Majority of Council (section 5.128 and 5.129 *Local Government Act 1995*)

Division 10 of the *Local Government Act 1995*

Local Government (Administration) Regulations 1996

Other Relevant Policies / Key Documents

P667 Member Entitlements

City of South Perth Strategic Community Plan 2021-2031