

Council 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, network events, training programs and courses (professional development). The Policy also sets out the reimbursement of fees and expenses whilst undertaking the professional development.

Policy Scope

This Policy applies to all City of South Perth Elected Members.

Policy Provisions

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.

A Council Member is exempt from the requirement to complete 'Council Member Essentials' if the criteria under section 36(1) or section 36(2) of the Local Government (Administration) Regulations 1996 has been met.

Attendance at Conferences, Seminars, Training Programs and Courses

The Mayor is to be provided an annual allocation of \$8,000 for professional development.

Each Elected Member is to be provided an annual allocation of \$5,000 for professional development.

Each professional development 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 professional development event 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 enrolling into the Australian Institute of Company Directors Course.
- Specific Elected Member WALGA courses.

- Any training event specifically arranged for by the CEO.

Travel interstate for a professional development event 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 professional development event. Attendance of three (3) or more Elected Members at a professional development event will require Council approval.

Where an Elected Member proposes to travel outside to attend a professional development event, 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. Should an Elected Member wish to upgrade their travel standard, add additional travel arrangements or extend their visit for personal reasons, all additional costs are to be met from the Elected Member's personal funds.

Standard of Accommodation

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

Other accommodation arrangements may be approved in writing by the CEO provided that there is no 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. Reasonable expenses include:

- Meals – the purchase of breakfast, lunch and dinner where these are not provided at the conference or during travel; and
- Incidentals – surcharges, telephone calls, Wi-Fi charges, newspapers, laundry, public transport, taxi, ride-sharing, sundry food items and beverages.

The tipping of service providers will not be reimbursed.

Carer

In line with the *Disability Discrimination Act 1992* and the *Equal Opportunity Act 2010*, a Carer may accompany an Elected Member to a professional development event. Registration and incidental costs for the Carer will be met from the Elected Member's Conference Allowance.

The CEO may also consider costs associated with reimbursement of carer's costs, where the Elected Member is otherwise the primary carer, to enable the Elected Member to attend training/ conferences.

Information and Reporting

- Within 30 days of returning from the professional development event, An Elected Member or who travels under this Policy must provide to the CEO: 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 professional development event, knowledge gained and outcomes for the City.

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.

Election Caretaker Period

Professional development is not to be scheduled and/or expenses expended during the Election Caretaker Period by Elected Members standing for re-election. Any compulsory training stipulated in this Policy is to be completed prior to the Caretaker Period. The Caretaker Period is in accordance with Policy P702 Council Caretaker.

Cancellation of Professional Development

Where an Elected Member requests cancellation of professional development and the costs are non-refundable - those costs will be met from the Elected Member's Allowance.

Document Control Box			
Legislation	Adoption and amendments to this Policy require an Absolute Majority of Council (section 5.128 and 5.129 <i>Local Government Act 1995</i>) Division 10 of the <i>Local Government Act 1995</i> Local Government (Administration) Regulations 1996		
Organisational:	P667 Member Entitlements P702 Council Caretaker City of South Perth Strategic Community Plan 2021-2031		
Version #	Decision:	OCM Date:	Resolution Number:
1	Initial Adoption	10 December 2013	10.6.2
2	Adopted	25 March 2014	
3	Adopted	27 January 2015	
4	Adopted	22 March 2016	
5	Adopted	12 December 2017	
6	Adopted	23 October 2018	
7	Adopted	24 March 2020	
8	Adopted	27 September 2022	
9	Adopted	12 December 2023	
10	Adopted	16 December 2025	1225/243
11	Adopted	29 September 2026	0926/223