

Elected Members Professional Development

Policy Type: Council Policy	Policy No. CP- 092
Policy Owner: CEO/Governance Committee	Last Review Date: 20 & 27 August 2019

POLICY OBJECTIVE

The *Local Government Act 1995* requires that Elected Members undertake compulsory training within 12 months of being elected and requires that the City adopt a policy, and report on training and development undertaken by its Elected Members each year.

In the interest of ensuring Elected Members understand their obligations as Elected Members, make well informed decisions and effectively represent their constituents, the City provides support for Elected Members to attend compulsory training and conferences, seminars and other professional development opportunities in order to develop and enhance their knowledge pertaining to their role.

POLICY SCOPE

This policy provides guidance to Elected Members with respect to meeting their legislative requirements to undertake compulsory training and the entitlements associated with the attendance of the Mayor and Elected Members at ongoing professional development opportunities.

This policy outlines the Chief Executive Officers requirement to report on the training and development undertaken by each Elected Member as required by the *Local Government Act 1995*.

POLICY STATEMENT

Elected Members will receive an Annual Training and Development allocation for the purpose of attending ongoing professional development opportunities relevant to their role as an Elected Member. Residual funds for individual Elected Members from each year will carry over for a maximum of two years, after which time the unspent funds will be returned to the Municipal Fund.

1. COMPULSORY ELECTED MEMBER TRAINING

All Elected Members elected during and following the 2019 Local Government Election, are required by the *Local Government Act 1995* to complete the Council Member Essentials Course, unless they meet the exemption requirements. The compulsory training comprises five core units:

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

The Council Member Essentials Course will be sourced and paid for by the City of Melville and is not included in the Elected Members Annual Training and Development allocation specified in this policy.



2. ELECTED MEMBER TRAINING AND DEVELOPMENT FROM CORPORATE FUNDS

To assist Elected Members to perform their duties efficiently and effectively, the following training and development opportunities will be provided to Elected Members from the Elected Members Corporate Training budget:

- Attendance at the Annual Western Australian Local Government Association conference and/or Annual General Meeting.
- Attendance of the Mayor or Deputy Mayor or delegate at the Annual Local Government Professionals Australia National Congress or the Annual Australian Local Government Association Conference.
- Elected Member training arranged by the CEO in order for Elected Members to be inducted into the role of Elected Member and further training in order to keep up-to-date with their obligations and duty of care responsibilities as contained in the *Local Government Act 1995*, *Planning & Development Act 2005* and other relevant legislation and guidelines relevant to their role.

3. ELECTED MEMBER TRAINING AND DEVELOPMENT ALLOCATION

Elected Members are encouraged to undertake continual professional development opportunities in line with the strategic direction of the City of Melville and to enhance their knowledge of their role, understanding their obligations, make well informed decisions and effectively represent their constituents.

- 3.1 An Annual Training and Development allocation of \$4,750.00 is available for each Elected Member to attend continual professional development opportunities that are relevant to their role as an Elected Member and in line with the strategic direction of the City of Melville. This allocation is for the 12 month period commencing 1 July each year. The unspent funds for individual Elected Members, will be carried forward for a maximum of two years, after which time any remaining amounts will be returned to the Municipal Fund.
- 3.2 The Chief Executive Officer is authorised to approve requests from Elected Members for professional development opportunities, and make the associated arrangements (including registration, air fares, accommodation, sustenance and reimbursement of approved expenses) utilising their Training and Development allocation subject to:
 - the training, development or conference is organised by an identified, industry recognised training provider;
 - the number of Elected Members attending a particular conference, seminar or training does not impact the quorum required for Council or Committee meetings; and
 - sufficient funds being available in the Elected Members Training and Development allocation.
- 3.3 Travel, accommodation and registration arrangements shall be made by the City; however where an Elected Member has approval from the CEO to make their own arrangements in respect to accommodation and travelling, reimbursement will be made in accordance with this policy on presentation of appropriate receipts. Elected Members should obtain the necessary approvals required by this policy prior to making any financial or other commitments.



- 3.4 Travel, accommodation and sustenance costs will only be paid or reimbursed for the duration of the professional development event and will be exclusive of accommodation/meals where such services are already supplied within the [professional development event](#) or travel [arrangements](#). Should an Elected Member extend their stay either side of the [professional development event](#), they will be wholly responsible for all additional costs, including but not limited to accommodation, meals and incidentals during that period.
- 3.5 Where travel is involved, the cost of the shortest, most practical route to and from the event venue will be booked by the City for the respective Elected Member. Travel will be arranged for the Elected Member to arrive the day prior for events that commence prior to 12 noon and the same day for events that commence after 12 noon and depart the same day for events that conclude prior to 12 noon and the next day for events that conclude after 12 noon. Should an Elected Member wish to travel on different days or via alternative routes, they will be responsible for any additional travel, accommodation, meals and incidental costs.

4. EXPENSES

- 4.1 Air travel shall be on the basis of an economy class fare with standard baggage allowance. Wherever possible, these will be booked in advance to take advantage of advance purchase discounts.
- 4.2 Accommodation reimbursement shall be on the basis of an appropriate room in an appropriate standard hotel recommended by the conference organisers or one located within close proximity to the conference facility. Any upgrades or extensions shall be at the expense of the Elected Member.
- 4.3 Registration fees may include, where applicable, event registration, dinners, technical tours and associated workshops as identified within the event program.
- 4.4 Where an Elected Member wishes to receive an upfront payment for sustenance and daily incidental expenses, which need not be acquitted, this will be paid in accordance with the *Public Service Award 1992*. No allowances can be claimed for accommodation/meals where such services are already supplied within the course/conference or travel costs.
- 4.5 Transport
- Elected Members shall be provided with a sufficient number of Cab-Charge vouchers for travel to and from the conference, airport or other identified destinations.
 - Hire cars may only be booked as part of the conference/training costs if it is deemed to be more economical.
- 4.6 No allowances or entitlements will be provided by the City in respect of accompanying person costs. Any additional costs resulting from an Elected Member being accompanied by their partner will not will not be paid by the City.
- 4.7 Elected Members may choose, in writing, not to be reimbursed for any costs associated with their professional development.



5. CONDITIONS OF APPROVAL

5.1 Prior approval must be obtained from the Council:

- For attendance at Conferences/Training/Seminars after 30 June in the year an Elected Member's term of office ends;
- Where two or more Elected Members have requested to attend the same conference outside of Western Australia at the same time;
- Where the Elected Member does not have sufficient funds available in their Training and Development allocation to meet all associated event costs.

5.2 An Elected Member seeking to use their allowance under the Policy to attend a conference/seminar/training outside of Australia (i.e. Overseas) must also obtain prior approval from the Council.

6. SHARING OF KNOWLEDGE

6.1 Within a reasonable timeframe, which should not exceed 60 days from the return from the conference/training/seminar the Elected Member:

- shall provide a written report relating to the event for the information of other Elected Members and for the City's records. The report shall be provided on the approved template and relevant conference papers shall be attached. The CEO will arrange for the report to be included on the Councillors Extranet.

and/or

- are encouraged to provide a brief presentation (no more than 15 minutes) to other Elected Members at an Elected Member Information Session.

6.2 An Elected Member who uses their allowance under this Policy, but who does not complete and submit to the CEO a written or verbal report relating to the event within 60 days of their return from the conference/training/seminar, will be required to refund to the City the costs of their attendance at the conference/seminar/training.

7. REPORTING

The Chief Executive Officer will publish a report on the City of Melville website, within one month of the end of the financial year, providing the details of the training completed by each Elected Member during the financial year.



SUMMARY OF EXPENSES AND ALLOWANCES

Nature of Expense/Allowance	Notes	Annual Limit
Conference related travel & accommodation expenses, conference/training/seminar registration and sustenance expenses at the request of the Elected Member.	Actual costs or public service reimbursement rates Includes travel, sustenance, conference, congress, seminar registrations, accompanying spouse program registration & attendance at conference dinner. Unspent balance up to the value of the applicable annual sum may be carried forward.	Annual conference expenses limit of \$4,750
CEO recommended training courses and WALGA Annual Conference.	Training required to induct and keep Elected Members up-to-date with their legal obligations will be arranged and funded by the CEO as deemed necessary.	Funded from Corporate funds

References that may be applicable to this Policy

Legislative Requirements:

Local Government Act 1995 (sections 5.126 – 5.128)
Local Government (Administration) Regulations 1996
Salaries and Allowances Act 1975

Procedure, Process Maps, Work Instructions:

Other Plans, Frameworks, Documents
Applicable to Policy:

Council Policy CP-091 Elected Members Allowances and Expenses

Delegated Authority No:

ORIGIN/AUTHORITY

Administration & Community Services Committee
(Formerly Council Members Policy 2 – ACS 15/2/94)

5/10/99

ITEM NO.

A99/1015

REVIEWS

House Committee 22/05/00
House Committee 14/03/02
Community & Technical Services Committee 06/07/04
Community & Technical Services Committee 07/06/05
House Committee 26/04/06
Ordinary Meeting of Council 23/02/07
Ordinary Meeting of Council 15/12/09
Governance Committee 3/4/2013
Ordinary Meeting of Council 16/4/2013
(Formerly CP – 013 Elected Members Allowances, Claims for Expenses and Conference Attendance)
Governance Committee 04/11/2014
Ordinary Meeting of Council 18/11/2014
Ordinary Meeting of Council 8/12/2015
Ordinary Meeting of Council 18/7/2017
Ordinary Meeting of Council 20 & 27/08/2019
[Ordinary Meeting of Council](#) 16/06/2020

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C05/5007
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C07/6004
C09/5097
C13/5267
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