

Elected Members Professional Development

Policy Type: Council Policy Policy Owner: CEO/Governance Committee	Policy No. CP- 092 Last Review Date: 18 July 2017
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Policy Objectives

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 conferences, seminars, training and other professional development opportunities in order to develop and enhance their knowledge pertaining to their role.

Policy Scope

This policy provides guidance with respect to the entitlements associated with the attendance of the Mayor and Elected Members at conferences, seminars, training and development programs and courses.

Policy Statement

Elected Members will receive an Annual Conference allocation for the purpose of attending 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. Conference/Congress/Seminar/Training Course Attendance

Reimbursement of expenses incurred by Elected Members for attendance at professional development will only be made where the conference/ training/ seminar or similar is relevant to the role of the Elected Member on the Council in order to develop and enhance their knowledge pertaining to their role, understand their obligations, make well informed decisions and effectively represent their constituents.

Elected Members should obtain the necessary approvals required by this policy prior to making any financial or other commitments.

The allowances outlined in this Policy are for a twelve month period commencing 1 July each year. Where the policy states 'per annum' it is in reference to this period, which is aligned to the City's financial year. Should the period be changed the expenses would be pro-rated to the period covered by the change.

- 1.1 Subject to budgeted funds being available, the Chief Executive Officer (CEO) is provided with the authority to approve and arrange the registration and associated arrangements (including air fares, accommodation, sustenance and reimbursement of approved expenses) necessary for attendance by Elected Members at conferences, congress, seminar, training courses, study tours or the purchase of professional development materials, subject to:

- a. A maximum annual allocation of four thousand seven hundred and fifty dollars (\$4,750.00) per annum, per Elected Member, and
 - b. A maximum carried forward unspent component from previous years of no more than the annual allocation, and
 - c. Budgeted funds being available.
- 1.3 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.
 - 1.4 Costs of Elected Members attending the Annual Western Australian Local Government Association conference and/or Annual General Meeting or the Mayor or Deputy Mayor attending the Annual Local Government Professionals National Congress shall not be included within the financial limit specified in Clause 1.1.
 - 1.5 The costs of Elected Member professional development arranged by the CEO in order for newly Elected Members to be inducted into the role of Elected Member and further training for currently serving Elected Members to understand and be kept 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 pertaining to their role, will be met from Corporate funds and not deducted from the Elected Member's Training and Development allocation.
 - 1.6 The number of Elected Members attending a particular conference, seminar or training is to be limited to ensure that a quorum for Council and Committee meetings is maintained.
 - 1.7 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 conference/training/seminar or travel costs. Should an Elected Member extend their stay either side of the conference/training/seminar they will be wholly responsible for all additional costs, including but not limited to accommodation, meals and incidentals during that period.
 - 1.8 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.

2. Expenses

- 2.1 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.
- 2.2 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.
- 2.3 Registration fees may include, where applicable, event registration, dinners, technical tours and associated workshops as identified within the event program.
- 2.4 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.
- 2.5 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.
- 2.6 Accompanying person costs will be limited to one accompanying person's program for partners and one conference dinner only, and these costs will be deducted from the relevant Elected Members Annual Conference allocation.
- 2.7 Elected Members may choose, in writing, not to be reimbursed for any costs associated with their professional development.

3. Elected Member Support from Corporate Funds

To assist Elected Members to perform their duties efficiently and effectively the following training will be provided to Elected Members from the Elected Members Corporate Training budget, in accordance with Clauses 1.4 and 1.5:

- 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 pertaining to their role.

4. Conditions of Approval

4.1 Approval should 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.

4.2 Attendance at the Annual Western Australian Local Government Association conference and/or Annual General Meeting is exempt from the requirement to obtain Council approval.

5. Sharing of Knowledge

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.

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: Salaries and Allowances Act 1975, Local Government Act 1995 and Local Government (Administration) Regulations 1996.

Procedure, Process Maps, Work Instructions:

Other Plans, Frameworks, Documents Applicable to Policy:

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

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