



**POLICY NO. CP 5.4.12**

**POLICY STATEMENT**

**ELECTED MEMBER TRAINING AND DEVELOPMENT**

**PURPOSE**

To provide access to training and development for Elected Members in order to enhance their knowledge, representation and decision making ability.

**POLICY**

The City will ensure that Elected Members have access to appropriate training in order to promote ongoing professional development, well informed decision making and enhance the quality of community representation.

**Definitions**

**“Accredited Training”** means training provided by a Registered Training Organisation or a university that can result in the attainment of formal qualifications such as Certificates I, II, III or IV, Diploma, Advanced Diploma or Degree.

**“Event”** means conferences, seminars, forums, workshops, courses, information training sessions and other like events.

**1. ELIGIBLE EVENTS**

**1.1** Events to which this policy applies shall generally be limited to those held in Australia or New Zealand and coordinated and/or run by either:

- (a) The Australian or Western Australian Local Government Associations (ALGA / WALGA);
- (b) The major professional bodies associated with local government;
- (c) Accredited organisations offering training relating to the role and responsibilities of Elected Members; and
- (d) Other organisations where the Chief Executive Officer is of the opinion attendance would benefit both the Elected Member and the City.

**2. MANDATORY TRAINING**

**2.1** Elected Members are required to complete the Council Member Essentials training modules prescribed by Regulation 35, *Local Government (Administration) Regulations 1996* within the first 12 months of their election to Council.

**2.2** The cost of completing the training modules will be funded from the Elected Members allocation for event costs, as per clause 3.1 below. Elected Members are responsible for ensuring they have appropriate funds available to complete the required modules within the prescribed timeframe.

**2.3** Elected Members may be exempt from the training requirements if they have already completed one of the courses listed in Regulation 36, *Local Government (Administration) Regulations 1996*.



**3. ACCREDITED TRAINING**

- 3.1 Elected Members may undertake accredited training.
- 3.2 Where an Elected Member does not attain the formal qualification associated with the accredited training, the cost of the training will be withheld from the Elected Member's attendance fees.

**4. FUNDING**

- 4.1 To enable attendance by Elected Members at events, the following shall be considered when preparing the budget:
  - (a) A term of office (four-year term) allocation of \$30,800 per Elected Member to cover costs associated with attendance at events relevant to the role and responsibilities of an Elected Member.
  - (b) In addition to the allocation referred to in paragraph (a) above, the Mayor shall be entitled to a further term of office (four-year term) allocation of \$20,400 which may be used to attend additional events at the Mayor's discretion.
- 4.2 Elected Members will only be registered for an event if they have sufficient funds in their expense allocation to meet the costs, unless Council resolves that attendance by that Elected Member would be of specific benefit to the City and resolves to allocate additional funding, or the Elected Member funds any shortfall.
- 4.3 Clause 3.2 excludes WALGA's Local Government Convention (to which all Elected Members are entitled to attend), where attendance fees will not be drawn from the Elected Member's allocation identified in clause 3.1.
- 4.4 Unexpended funds at the end of the Mayor's or an Elected Member's term of office will not be carried over to a subsequent term of office.
- 4.5 Dollar values nominated in this policy shall be inflated annually at the rate of the Australian Consumer Price Index (March quarter) and rounded to the nearest \$100.

**5. ATTENDANCE CRITERIA**

- 5.1 Elected Members are able to attend events where the following criteria are met:
  - (a) No more than two Elected Members are proposing to attend a particular event outside Western Australia at the same time, unless Council has resolved for additional Elected Members to attend.
  - (b) That attendance at an event does not impede a quorum at any scheduled Council or Committee meetings.



- (c) The event is considered an eligible event as defined by clause 1; and
- (d) The Elected Member is not restricted from attending by clause 6.

**5.2** A resolution of Council is required to approve Elected Members attending events where the:

- (a) Proposal to attend does not comply with this policy; or
- (b) Estimated event expenses exceed the available balance of the Elected Member's expense allocation.

## **6. INTENTION TO ATTEND**

Elected Members who wish to attend an event shall notify the Chief Executive Officer in writing and include a copy of the relevant program that details the dates, location and costs of the event.

Notification should be provided to the Chief Executive Officer well in advance of the event to enable the City to meet the event registration deadline.

## **7. RESTRICTIONS**

An Elected Member who at the date of the event has an electoral term of less than six months to complete, shall be ineligible to attend unless the application is to attend the annual Western Australian Local Government Convention and Trade Exhibition, and in the case of the Mayor, the Australian Local Government Association's National General Assembly.

## **8. EVENT REGISTRATIONS AND BOOKINGS**

Air fares, conference registration fees and accommodation shall be arranged directly by the City. Delegates shall not pay such costs and seek reimbursement, except in the case of an emergency, following approval by the Chief Executive Officer.

## **9. EXPENSES**

The following expenses will be met:

### **9.1 Travel**

Where travel is involved, the cost of travel by the shortest most practical route to and from the event venue will be met by the City for the respective Elected Member.

- (a) All air travel shall be by Economy Class (unless otherwise determined by Council). As far as is practicable, advantage should be taken of any available discount fares including advance purchased fares.



- (b) Airline tickets purchased are to be insured to enable the ticket purchase price to be refunded, if a delegate is unable to travel.
- (c) Where in particular circumstances an Elected Member desires to travel interstate or intrastate by private motor vehicle, they will be reimbursed for vehicle costs in accordance with the Australian Taxation Office rate per kilometre up to an equivalent amount that would have been expended had arrangements been made to travel by air.

## **9.2 Registration**

Registration fees including, where applicable, event registration, dinners, technical tours and accompanying workshops as identified within the event program.

## **9.3 Accommodation**

Reasonable accommodation expenses for the Elected Member for a room at or in close proximity to the event venue.

Where an interstate or international event is to be attended, the City will meet the cost of accommodation on the night preceding the commencement of the event.

With the exception of international events, where flights departing the location in which the event is held are available to enable the Elected Member's return to Perth by 10pm on that day, the City will not meet the cost of accommodation on the night on which the event concludes.

For international events, the City will meet the cost of accommodation on the night on which the event concludes with the Elected Member departing for Perth the following day.

Should an Elected Member wish to extend their visit for personal reasons not associated with approved City business, any extended stay or additional costs associated with that stay are to be met by the Elected Member.

## **9.4 Meal and Transport Expenses**

Funding for meal and transport expenses will be reimbursed in accordance with the State Public Service Award conditions of service and allowances.

Meal expenses shall be interpreted as reasonable expenses incurred for the purchase of breakfast, lunch and dinner, where these are not provided at the event or in travel.

- 9.5** Reasonable transport expenses to and from the airport and intra-city movement will be reimbursed.



## **10. ACCOMPANYING PERSONS/ENTERTAINMENT COSTS**

**10.1** Where an Elected Member chooses to invite an accompanying person to attend a conference event, the City will fund that person's attendance at the official conference dinner only.

**10.2** The City may, where it may be reasonably facilitated, organise the arrangements for travel, accommodation and registration of an accompanying person to attend a conference event. The relevant Elected Member is responsible for all costs associated with arrangements for the accompanying person, including penalties for cancellation or amendment of bookings if required.

Such costs are to be reimbursed to the City at the time the arrangements are made.

**10.3** The City will not reimburse or fund any other expenses incurred by an accompanying person.

## **11. ACQUITTAL OF EXPENSES**

Although receipts cannot always be obtained, every reasonable attempt should be made to do so to support claims for reimbursement.

**11.1** In order to be reimbursed for expenses Elected Members are required to provide a daily breakdown of expenditure, itemising individual purchases, and where possible, supported by receipts. Elected Members are to provide their acquittal to the Director Business Services.

## **12. SHARING OF KNOWLEDGE**

Elected Members may wish to provide a written report or presentation (including copies of conference papers where appropriate) concerning the event for the information of other Elected Members and staff upon their return.

If a report is provided, the CEO is to distribute a copy to all other Elected Members.



**GOVERNANCE REFERENCES**

<b>Statutory Compliance</b>	s5.126 - s5.128, <i>Local Government Act 1995</i> r35 and r36, <i>Local Government (Administration) Regulations 1996</i>
<b>Industry Compliance</b>	N/A
<b>Organisational Compliance</b>	CP 5.4.45 – Publishing of Information Relating to Councillors AP 4.3.21 – Staff Training and Development
<b>Process Links</b>	Councillor Training and Development Application Form Out of Pocket Expenses Acquittal Form Councillor Training and Development Report template

**POLICY ADMINISTRATION**

<b>Directorate</b>		<b>Officer Title</b>		<b>Contact:</b>	
Business Services		Director Business Services		9397 3000	
<b>Risk Rating</b>	Medium	<b>Review Cycle</b>	Annual	<b>Next Due:</b>	2024

Version	Decision Reference	Synopsis
1.	FCS 309/11/1991	New policy proposed
2.	OCM 277/11/1991	New policy adopted
3.	FCS 146/7/1995	Amended
4.	FCS 176/8/1995	Amended
5.	FCS 278/9/1995	Policy amended
6.	FCS 13/5/1996	Policy amended
7.	OCM 180/4/9/98	Policy amended
8.	OCM 697/22/8/2000	Policy amended
9.	OCM 711/27/08/2002	Policy amended
10.	OCM 557/26/08/2003	Policy amended
11.	OCM 433/10/08/2004	Original policy revoked
12.	OCM 433/10/08/2004	New policy
13.	OCM 369/23/08/2005	Policy amended (Ausinfo No. 192533)
14.	OCM 403/22/08/2006	Policy amended
15.	OCM 182/13/05/2008	Policy reviewed and amended
16.	OCM 413/25/08/2009	Revoked and new to remove staff reference as training and development of staff is the responsibility of the CEO.
17.	OCM 386/24/08/2010	Reviewed and amended.
18.	OCM 375/23/08/2011	Reviewed and amended.
19.	OCM 415/28/08/2012	Reviewed and amended to increase allocated amounts for training for the Mayor and Councillors and reimbursement arrangements for accompanying person.
20.	OCM 415/24/09/2013	Reviewed and amended to reflect the name change by the Australian Bureau of Statistics - Labour Price Index to Wage Price Index.
21.	OCM 382/23/09/2014	Reviewed and amended to remove absolute majority decisions, allow the CEO to approve attendance when cost exceeds \$3,400 and changed Wage Price Index to Consumer Price Index.
22.	OCM 159/28/04/2015	Amended Restrictions clause 5.1, adding attending the Australian Local Government Association's National General Assembly by the Mayor when he/she has an electoral term of less than six months to complete.
23.	OCM 372/22/09/2015	Reviewed and amended clause 7.3 regarding accommodation.
24.	OCM 384/25/10/2016	Reviewed with minor amendments with monetary amounts increased by CPI.
25.	OCM 317/26/9/2017	Reviewed and amended to increase funding amount and minor grammar changes
26.	OCM 305/11/09/2018	Reviewed with no amendments
27.	OCM 261/24/09/2019	Reviewed and amended
28.	OCM 386/17/12/2019	Reviewed and amended
29.	OCM 251/08/09/2020	Reviewed and amended
30.	OCM 16/08/02/2022	Reviewed and amended
31.	OCM 282/08/11/2022	Reviewed and amended
32.	OCM 305/19/12/2023	Reviewed and amended