



POLICY NO. CP 5.4.12 COUNCILLOR TRAINING AND DEVELOPMENT

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

POLICY

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

Definition

“**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 Councillors; and
 - (d) Other organisations where the Chief Executive Officer is of the opinion attendance would benefit both the Councillor and the City.

2. MANDATORY TRAINING

- 2.1 Councillors 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 Councillors annual allocation for event costs, as per clause 3.1 below. Councillors are responsible for ensuring they have appropriate funds available to complete the required modules within the prescribed timeframe.
- 2.3 Councillors 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. FUNDING

- 3.1 To enable attendance by Councillors at events, the following shall be considered when preparing the budget:



- (a) An annual allocation of \$7,100 per Councillor to cover costs associated with attendance at events relevant to the role and responsibilities of a Councillor.
- (b) In addition to the allocation referred to in paragraph (a) above, the Mayor shall be entitled to a further annual allocation of \$4,800 which may be used to attend additional events at the Mayor's discretion.

3.2 Councillors will only be registered for an event if the Councillor has sufficient funds in their annual expense allocation to meet the costs, unless Council resolves that attendance by that Councillor would be of specific benefit to the City and resolves to allocate additional funding, or the Councillor funds any shortfall.

3.3 Unexpended funds at the end of the financial year will not be carried over to the next financial year.

3.4 Dollar values nominated in this policy shall be inflated annually at the rate of the Consumer Price Index and rounded to the nearest \$100.

4. REQUEST FOR ATTENDANCE

Councillors who wish to attend an event may make application by completing a training and development application form detailing the following:

- (a) Title, location and dates;
- (b) Program;
- (c) Anticipated benefits to the City from attendance; and
- (d) Total estimated costs including accommodation, travel and sundry expenses.

All applications shall be forwarded to the Chief Executive Officer in reasonable time to meet the event registration deadline.

5. ATTENDANCE APPROVAL

5.1 Conditions for granting approval include:

- (a) Generally, no more than two Councillors may attend a particular event outside Western Australia at the same time, unless Council has resolved for additional Councillors to attend.
- (b) That approval of attendance at an event does not impede a quorum at any scheduled Council or Committee meetings.

5.2 Approval for Councillors to attend events may be granted by either the Chief Executive Officer or Council, in accordance with clause 5.2(a) and (b) below:

- (a) The Chief Executive Officer may approve Councillors attending events where the:
 - (i) Application complies with this policy; and
 - (ii) Councillor has sufficient funds available in their allocation for training and development to meet the costs of attendance.



- (b) A resolution of Council is required to approve Councillors attending events where the:
 - (i) Application does not comply with this policy; or
 - (ii) Estimated event expenses exceed the available balance of the Councillor's annual expense allocation.

6. RESTRICTIONS

6.1 A Councillor 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.

6.2 A Councillor who has failed to fulfil their obligations under this policy in attending a prior event, namely;

- (i) Acquittal of cash advance expenditure in accordance with Clause 10; or
- (ii) Provision of a report arising from attendance at an interstate event, in accordance with Clause 11;

shall be ineligible to attend any future event unless authorisation is granted by a resolution of Council.

7. 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 the approval of the Chief Executive Officer.

8. EXPENSES

Subject to approval being granted by the CEO or Council to attend an event, the following expenses will be met:

8.1 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 Councillor.

- (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 a Councillor 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.

8.2 Registration

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

8.3 Accommodation

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

Where an interstate or international event 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 Councillor'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 Councillor departing for Perth the following day.

Should a Councillor 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 Councillor.

8.4 Meal Expenses

Funding for meal expenses will be provided 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.

Note: Claims for meals at venues, other than the event, will not be paid by the City, when meals are included and have been paid for in the registration fee.

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



Note: A cash advance to cover meals and intra-city transport will be paid to the delegate prior to departure for the event.

9. ACCOMPANYING PERSONS/ENTERTAINMENT COSTS

9.1 Where a Councillor 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.

9.2 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 Councillor 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.

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

10. ACQUITTAL OF EXPENSES

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

10.1 Attendees shall, within ten working days of return from the event, provide a complete daily breakdown of expenditure relating to the cash advance and other out of pocket expenses, itemising individual purchases, and where possible, supported by receipts. Councillors are to provide their acquittal to the Director Business Services. Any surplus funds from the cash advance shall be returned at the same time.

10.2 Claims for valid business related expenditure in excess of the cash advance will only be considered for payment when full details and receipts are provided.

10.3 Councillors failing to acquit expenses in accordance with this policy shall have the full value of the cash advance deducted from the next payment of their allowance.

11. SHARING OF KNOWLEDGE

Within 60 days of attendance at an interstate event the Councillor shall provide a written report or presentation (including copies of conference papers where appropriate) concerning the event for the information of other Councillors and for City records.

The CEO is to cause a copy of that report to be distributed to all other Councillors.



GOVERNANCE REFERENCES

Statutory Compliance	s5.126 - s5.128, <i>Local Government Act 1995</i> r35 and r36, <i>Local Government (Administration) Regulations 1996</i>
Industry Compliance	N/A
Organisational Compliance	N/A
Process Links	Councillor Training and Development Application Form Out of Pocket Expenses Acquittal Form Councillor Training and Development Report template

POLICY ADMINISTRATION

Directorate	Officer Title	Contact:
Business Services	Director Business Services	9397 3000
Risk Rating Medium	Review Cycle Annual	Next Due: 2022

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