
Council Member Continuing Professional Development Policy

Policy Owner:	Council and Corporate Support
Contact Person:	Manager Council and Corporate Support
Date of Approval:	15 March 2022 (CS05-03/22)

POLICY STATEMENT

The City of Wanneroo is committed to supporting Council Members to fulfil their role as leaders. This Policy describes the City of Wanneroo's approach to enable Council Members to meet their statutory obligations to undertake training and gives effect to the requirement to adopt a continuing professional development Policy.

POLICY OBJECTIVE

Council Members are required to make important decisions on a diverse range of matters. They must also understand relevant legislation and comply with meeting procedures, conflicts of interest and codes of conduct.

The *Local Government Act 1995* requires that:

"s5.126 –

1. *Each Council Member must complete training in accordance with regulations.*"

and

"s5.128 –

- (1) *A local government must prepare and adopt* a policy in relation to the continuing professional development of Council Members.*

** Absolute majority required.*"

SCOPE

This policy provides a framework for delivery of continuing professional development. It includes identifying categories of professional development and relevant organisations to equip Council Members with the knowledge, skills and competencies needed by a Council Member to perform their role as community leaders and determine the City's strategic direction.

The policy applies to all Council Members of the City of Wanneroo.

CONTENTS

POLICY STATEMENT	1
POLICY OBJECTIVE	1
SCOPE	1
CONTENTS	2
DEFINITIONS	3
IMPLICATIONS.....	3
IMPLEMENTATION	3
1. Commitment to Continuing Professional Development.....	3
2. Mandatory Training for Council Members	4
3. Professional Conferences.....	5
4. Education.....	8
5. Speaking Engagements.....	9
6. Council Member Registration.....	9
APPROVALS, DELEGATIONS OR AUTHORISATIONS	10
REPORTING.....	11
ROLES AND RESPONSIBILITIES	11
DISPUTE RESOLUTION	11
EVALUATION AND REVIEW PROVISIONS	11
RELEVANT POLICIES/MANAGEMENT OR PROCEDURES/DOCUMENTS	12
REFERENCES/LEGISLATION	12
RESPONSIBILITY FOR IMPLEMENTATION	12

DEFINITIONS

<i>CEO</i>	Chief Executive Officer of the City of Wanneroo
<i>Council</i>	Council of the City (the elected body)
<i>Council Member</i>	A person elected under the Local Government Act 1995 as a member of the council of the local government and includes the Councillors and Mayor of the local government
<i>Act</i>	Local Government Act 1995
<i>City</i>	City of Wanneroo Administration
<i>Regulations</i>	Local Government (Administration) Regulations 1996
<i>Registered training organisation</i>	An organisation providing Education and Training courses, resulting in qualifications or statements of attainment that are recognised and accepted by industry and other institutions throughout Australia.

IMPLICATIONS

(Strategic, Financial, Human Resources)

The financial cost of implementing this Policy will be considered in the City's annual budget process.

Training paid for in accordance with this Policy is to relate to the role of a Council Member and is required to have benefit to the City of Wanneroo and the community.

IMPLEMENTATION

1. Commitment to Continuing Professional Development

1.1 *Commitment Statement*

The Council is committed to providing continuing professional development to Council Members with consideration for the strategic direction of local government, skills gap among Council as a whole and the needs of individual Council Members.

Continuing professional development reflects the Council's ongoing determination to positively represent the best interests of the City of Wanneroo community.

Council Members have a unique and challenging role. Each Council Member is encouraged to seek the assistance of the Chief Executive Officer (and for Councillors - in conjunction with the Mayor) to identify their particular development requirements and appropriate courses, education and/or conferences to improve their skills and knowledge.

1.2 **Categories of Professional Development**

The following professional development categories are recognised as relevant to the role of Council Member:-

- a) Leadership and Management;
- b) Corporate Governance
- c) Risk Management;
- d) Policy and Evaluation;
- e) Town Planning;
- f) Emergency Management;
- g) Environmental Management;
- h) Strategic Planning and monitoring;
- i) Financial Management - Understanding and application of financial policy and budgeting processes;
- j) Information & Communications Technology (including Social Media);
- k) Community Consultation;
- l) Public Speaking;
- m) Chairing Meetings;
- n) Time Management;
- o) Conflict Resolution; and
- p) Legislative Framework within which the City operates including but not limited to Codes of Conduct, Standards Panel, State Administrative Tribunal, Public Interest Disclosures, *Corruption and Crime and Misconduct Act 2003*.

1.3 Professional development is to be completed through a registered training organisation or recognised industry body, unless approved otherwise by the Chief Executive Officer.

2. **Mandatory Training for Council Members**

2.1 Commencing from October 2019, in accordance with Regulation 35 of the *Local Government (Administration) Regulations 1996*, a Council Member is to complete the course titled 'Council Member Essentials' within 12 months from the day on which the Council Member is elected.

2.2 The Council Member Essentials Course consists of five core modules:-

- a) Understanding Local Government;
- b) Serving on Council;
- c) Meeting Procedures;
- d) Conflicts of Interests; and
- e) Understanding financial reports and budgets.

2.3 The Council Member Essentials Course may be undertaken at any of the following Training Providers:-

- a) North Metropolitan TAFE; or
- b) South Metropolitan TAFE; or
- c) WALGA.

2.4 **Exemptions**

- a) Council Members will not have to undertake “Council Member Essentials” if, in the previous five years, they have passed the:-
 - i. Council Member Essentials course,
 - ii. the course titled 52756WA - Diploma of Local Government (Elected Member),
 - iii. the course titled LGA50220 - Diploma of Local Government – Elected Member,
 - iv. the course titled LGASS00007 - Elected Member;

or

the council member passed the course titled LGASS00002 Elected Member Skill Set before 1 July 2019 and within the period of 5 years ending immediately before the day on which the Council Member is elected.

- b) A person who was a Council Member on the day on which the Local Government Regulations Amendment (Induction and Training) Regulations 2019 regulation 8 came into operation is exempt from the requirement in section 5.126(1) until the end of their term of office.

2.5 Mandatory training for Council Members will not be subject to CEO approval.

2.6 **Cost of Mandatory Training**

Costs to undertake mandatory training are determined by the Training Providers. The City shall meet the costs of all mandatory training courses for Council Members, including reasonable travel and parking expenses (if required), as determined by the Chief Executive Officer (or nominee).

3. Professional Conferences

3.1 **Attendance at Professional Conferences**

- a) Council recognises that attendance at professional conferences support Members continuing professional development. For the purposes of this policy, conference includes seminars and industry meetings.

- b) To enable members to develop and maintain skills and knowledge relevant to their role as a Member, the CEO (or nominee) may authorise attendance of a Member at a professional conference (including interstate and international) which is:-
 - i. considered by the CEO to be directly relevant to the City's affairs; and/or
 - ii. is attended by employees of the City; and/or
 - iii. is convened by the Western Australian Local Government Association (WALGA) including the Convention; and/or
 - iv. the ALGA National Congress, and/or
 - v. the LGMA National Congress; and/or
 - vi. the National Roads Forum; and/or
 - vii. relevant to the National Growth Area Alliance; and/or
 - viii. as part of the Western Australian Local Government Week; and/or
 - ix. a study tour/official delegation.
- c) In relation to study tours or official delegations, the CEO will refer all such proposals to a Council Forum for information first, prior to confirming any arrangements.
- d) Professional conference attendance is subject to sufficient funds being available in the Member Professional Conference Allowance.

3.2 Council Member Professional Conference Allowance

- a) Attendance by a Member at conferences or meetings listed in 3.1(iii) through 3.1(vii) inclusive will not be subject to CEO approval or the Member Professional Conference Allowance (**CMPCA**). For clarity, the City will meet costs associated with Members attending those conferences and/or meetings.
- b) A maximum annual CMPCA of \$5,000 per Councillor and \$10,000 for the Mayor, is available for professional development as outlined in this Policy (allowance amount set July 2013 and is to be inflated by the Consumer Price Index (All Groups Perth) Rate on 1 July each year and rounded to the nearest \$100).
- c) If the maximum annual CMPCA is not spent in any financial year then the difference is to be carried forward to the maximum annual allowance for the next financial year. To avoid doubt, the total maximum annual accumulative CMPCA is not to exceed \$10,000 per Councillor or \$20,000 for the Mayor in any financial year.
- d) The CMPCA may be used to meet the following costs subject to the conditions outlined in this Clause:-
 - i. Registration for the conference dinner and welcome reception for the Member and one person accompanying the Member;
 - ii. Accommodation for the Council Member being in a standard room at a reasonably priced hotel near the conference venue for the duration of the conference;
 - iii. Food and beverages consumed by the Council Member during the conference;
 - iv. Taxi fares incurred as a result of the Council Member attending the conference;

- v. Airfares to attend the conference if required;
 - vi. Costs associated with the attendance of a Council Member at any meetings or forums with other government bodies or associations, at the discretion of the CEO (or nominee).
-
- e) Where a Council Member takes private leave immediately before, during or after any professional conference attendance that exceeds four (4) business days in total, then only a one-way airfare (or 50% of a return airfare) will be funded by the CMPCA . For clarity, a Council Member will be required to personally meet the remaining costs of the airfare.
 - f) An advance of \$130 per day for interstate travel and \$200 per day for overseas travel will be made available for food, beverages and travel costs during the conference. The cash advances per day will be inflated annually from 1 July based on the Consumer Price Index (All Groups Perth) Rate, and rounded to the nearest \$10.00. Original receipts must be provided for the acquittal of all advances and are to be received by the City within one (1) week of returning from the conference. Authorised expenditure over and above the daily advance will be refunded to the Council Member.
 - g) Where necessary a hire car may be organised to enable attendance at a conference at the discretion of the CEO.
 - h) Where a Council Member chooses to travel interstate by private motor vehicle instead of by air, then the costs incurred for accommodation and vehicle mileage (calculated in accordance with the Local Government mileage allowance) up to an equivalent amount that would have been expended had the travel occurred by air, may be claimed through the CMPCA.
 - i) The costs incurred for meals and beverage may be claimed where it is reasonable for the Council Member to have incurred the expense as a result of Professional Conference attendance. Claims for costs will not be accepted where meals are provided as part of the event or activity or where the expense is incurred outside of reasonable travelling times, for example, more than one day in advance of, or after the end of, the event or activity. Council Members will generally not be reimbursed for the cost of meals or refreshments for other people.
 - j) The extent to which the costs to attend a professional conference and/or professional meeting are to be reimbursed is the actual cost supported by original receipts or other sufficient information for the total cost to support the claim.
 - k) All conference papers, Council Member reports on the event and/or other relevant materials will be published on the HUB Portal. Documents are to be forwarded to Council Support.

4. Education

4.1 Council Member Education Session

- a) The CEO (or nominee) is authorised to arrange one or more Council Member Education Sessions in any financial year, to which all Members are to be invited, to a maximum total annual cost of \$20,000. (allowance amount set July 2013 and is to be inflated by the Consumer Price Index (All Groups Perth) Rate on 1 July each year and rounded to the nearest \$100).

4.2 Council Member Education Attendance

- a) Education can include formal qualifications, short-courses, or training sessions.
- b) The CEO (or nominee) is authorised to arrange the registration for a Council Member's attendance at any education course conducted by:-
 - i. Western Australian Local Government Association (WALGA) - including the Elected Member Development Program and the Diploma of Local Government (Elected Member).
 - ii. The Australian Institute of Company Directors; or
 - iii. The Institute of Public Administration Australia.
 - iv. Any training session considered by the CEO to be directly relevant to the City's affairs.
- c) The CEO (or nominee) is authorised to arrange at the request of a Council Member, the registration for a Council Member's attendance at an educational course of study which course is:
 - i. Conducted by a Western Australian university, tertiary educational institution or registered training organisation; and
 - ii. Considered by the CEO (or nominee) to be directly relevant to the performance of the City and/or its functions including financial management, corporate governance and social infrastructure.
- d) Education Attendance is subject to sufficient funds being available in the Member Education Allowance.

4.3 Council Member Education Allowance

- a) A maximum annual amount of \$5,000 per Councillor and \$10,000 for the Mayor, is available for Council Member Education Attendance (**CMEA**). (allowance amount set July 2013 and is to be inflated by the Consumer Price Index (All Groups Perth) Rate on 1 July each year and rounded to the nearest \$100).
- b) The costs of education attendance by a Council Member:-

- i. will not be subject to the CMEA when the Member has been requested by either the CEO or Council to attend the training session or education course or for Mandatory Training for Council Members as detailed in this Policy. For clarity, the City will meet costs applicable under these circumstances.
 - ii. **will be** subject to the CMEA when the Member has requested to attend the training session or education course.
- c) If the maximum annual CMEA is not spent in any financial year then the difference is to be carried forward to the maximum annual allowance for the next financial year. To avoid doubt, the total maximum allowance is not to exceed \$10,000 per Councillor or \$20,000 for the Mayor in any financial year.
- d) A Council Member is not entitled to any subsidy where education attendance is subsidised through other means.
- e) Council Members will be required to reimburse any payments made in accordance with this Policy if the Council Member does not successfully complete the relevant education course.

5. Speaking Engagements

- 5.1 At the request of a Member, the CEO (or nominee) is authorised to arrange the registration of the Member to attend and listen to any speaking engagement which the CEO considers is directly relevant to the City's affairs.
- 5.2 Speaking Engagements may also include (at the discretion of the CEO or nominee) Corporate Breakfasts/ Luncheons/ Dinners, Awards/ Ceremonies.
- 5.3 Speaking Engagements that are aligned/ perceived to be aligned to any political party are not authorised under this Policy.
- 5.4 A maximum Speaking Engagement Allowance of \$250 per Council Member per engagement is available for Member attendance at Speaking Engagements. (allowance amount set July 2014 and is to be inflated by the Consumer Price Index (All Groups Perth) Rate on 1 July each year and rounded to the nearest \$10).
- 5.5 If the maximum Speaking Engagement Allowance is not spent in any financial year, then the funds are not carried forward.

6. Council Member Registration

- 6.1 Requests from Members to attend professional conferences, education or speaking engagements are to be submitted in writing to Council Support at least ten (10) working days before the event. All requests are to address the following criteria:-
- a) Relevance to the Members role as an Council Member; and
 - b) Relevance to the Council Members continuing professional development; and

- c) Relevance to the City's strategic direction; and
 - d) Relevance to the Council Members committee representation.
- 6.2 All requests are subject to approval by the CEO (or nominee).
- 6.3 Requests received from the Mayor will be processed as first priority. Other requests will be processed in the order of receipt. If more than three (3) requests are received for the same opportunity or event, then those requests received after the first three (not including the Mayor), will be referred to Council for consideration.
- 6.4 Where any request received exceeds the Council Members available allowance as outlined in this Policy, the request will be referred to Council for consideration.
- 6.5 Any requests from Council Members to attend professional conferences, education or speaking engagements that will be held within the last three months of a Council Members term of office, will be referred to Council for consideration. To clarify, the date for which this clause shall take effect will be the date for which the professional conferences, education or speaking engagement commences.
- 6.6 Members should not accumulate benefits associated with customer loyalty programs (such as frequent flyer points) while travelling on Council business. The City will not provide customer loyalty details to any organisation when booking and paying for travel.
- 6.7 The City will not pay for additional persons accompanying Council Members on Council business other than in accordance with this Policy or otherwise authorised by the CEO. Partners and spouses may accompany Council Members at other times at a Members' own expense.
- 6.8 Requests to register for training, professional conference, education or speaking engagements outside of this policy are to be referred to the CEO who may refer the request to Council for approval.

APPROVALS, DELEGATIONS OR AUTHORISATIONS

- a) The CEO (or his nominee) is authorised to arrange attendance at training, professional conference, education or speaking engagements that meet the intent of this Policy.
- b) The CEO (or his nominee) is authorised to approve requests from Council Members for training as per the criteria in this Policy.
- c) Subject to budgeted funds, the CEO (or his nominee) is authorised to approve associated travel, accommodation and reimbursement of approved expenses necessary for a Council Member to attend training, professional conference, education or speaking engagements with consideration for the timing (start and finish times) of the event, the location, the practicality of travel time and any other circumstances considered relevant to the event.

- d) A Council Member, with the approval of the CEO (or his nominee), may make their own arrangements for travel and accommodation, and reimbursement will be made on presentation of appropriate receipts in accordance with this Policy.
- e) Approval should be obtained from Council where:
 - i. Training is requested after 30 June in the year a Council Members term of office ends; or
 - ii. Where the Council Member does not have sufficient funds available in their allocation to meet all training and associated costs.

REPORTING

In accordance with *section 5.127 of the Act*, the local government is to prepare a report for each financial year on the training completed by Council Members in that financial year.

The report is to list each Council Member and the training each has completed in the financial year. Training is defined in Regulation 35 of the *Local Government (Administration) Regulations 1996* which refers to the Council Member Essentials Course.

The report on training must be posted on the City's official website within one month of the end of a financial year.

ROLES AND RESPONSIBILITIES

In accordance with section 5.128 of the Act:

- the policy in relation to the continuing professional development of Council Members is required to be adopted by Council by an absolute Majority and;
- the CEO must publish an up-to-date version of the policy on the local government's official website.

This policy will be administered by Council and Corporate Support:.

DISPUTE RESOLUTION

All disputes concerning this policy will be referred to the Manager Council and Corporate Support in the first instance, and if unresolved, to the Director Corporate Strategy and Performance and finally escalated to the CEO for arbitration.

EVALUATION AND REVIEW PROVISIONS

Section 5.128(5) of the Act requires that a local government —

- (a) must review the policy after each ordinary election; and
- (b) may review the policy at any other time

Any amendment to the policy is to be adopted by Council by an absolute majority.

RELEVANT POLICIES/MANAGEMENT OR PROCEDURES/DOCUMENTS

- Council Members Fees, Allowances, Reimbursements and Benefits Policy; and
- Attendance at Events Policy (Council Members and CEO).

REFERENCES/LEGISLATION

- *Part 5, Division 10 of the Act describes provisions relating to the universal training of Council Members.*
- *Under Section 5.126 of the Act, each Council Member must complete training in accordance with the Regulations.*
- *Under Section 5.127 of the Act, the CEO must publish a report on the local government's website within one (1) month of the end of the financial year detailing the training completed by Council Members.*
- *Under Section 5.128 of the Act, a local government must prepare and adopt a Policy (by Absolute Majority) in relation to the continuing professional development of Council Members.*
- *Part 10 of the Local Government (Administration) Regulations 1996 provides the legal framework for Council Member statutory training.*

RESPONSIBILITY FOR IMPLEMENTATION

Manager Council and Corporate Support

Version	Last review	Notes	Next Review	Record No:
1	20 October 2020	Initial Adoption	October 2021	20/231812
2	15 March 2022	No Amendments	October 2023	20/231812v2
3	12 December 2022 (CE03-12/22	Amended due to legislative changes	October 2023	20/231812v3