

## Council Member Continuing Professional Development

<b>Responsible Directorate:</b>	<i>Office of the CEO</i>
<b>Responsible Service Unit:</b>	<i>Legal &amp; Governance Services</i>
<b>Date of Adoption:</b>	<i>16 December 2025</i>
<b>Council Resolution No:</b>	<i>CE18-12/25</i>

### 1. POLICY STATEMENT

Section 5.126(1) of the *Local Government Act 1995* (the **Act**) requires each Council Member to complete mandatory training.

Section 5.128(1) of the Act requires each local government to prepare and adopt a policy (by absolute majority) that deals with matters relating to the continuing professional development of Council Members.

Section 5.129(1) of the Act states that local governments may *prepare* and adopt a policy that deals with the payment and reimbursement of fees or other expenses incurred in relation to mandatory training and continuing professional development by Council Members.

This policy expands on and is made in accordance with those provisions.

### 2. OBJECTIVE AND PURPOSE

Council Members have a unique and challenging role. The City of Wanneroo (**City**) is committed to providing continuing professional development to Council Members with consideration for the strategic direction of local government, skills gap among the needs of individual Council Members. This Policy:

- (a) provides a framework for the delivery of continuing professional development to enable Council Members to meet their statutory obligations;
- (b) reflects the City's ongoing determination to positively represent the best interests of the City of Wanneroo community
- (c) gives effect to the requirement to adopt a continuing professional development Policy; and
- (d) identifies 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 representatives, decision makers and community leaders

Each Council Member is encouraged to seek the assistance of the Chief Executive Officer (**CEO**) (in conjunction with the Mayor) to identify their particular development requirements and appropriate courses, education and/or conferences to improve their skills and knowledge.

### 3. KEY DEFINITIONS

Act	<i>Local Government Act 1995</i>
City	City of Wanneroo
CEO	Chief Executive Officer of the City of Wanneroo
Council	Council of the City (the elected body)
Council Member	A person elected under the <i>Local Government Act 1995</i> as a member of the council of the local government and includes the Councillors and Mayor of the local government.
Conference	Includes seminars, conferences and industry meetings
Education	Includes formal qualifications, short courses, workshops or training sessions.
Industry Engagement	An event where there is collaboration and interaction between an organisation, government agency or educational institution.
Regulations	<i>Local Government (Administration) Regulations 1996</i>
Registered Training Organisation	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.

### 4. SCOPE

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

### 5. IMPLICATIONS

Regulation 37(2) of the Regulations provides that for fees and expenses to be paid or reimbursed to Council Members in relation to attending continuing professional development, the continuing professional development must be relevant to the Council or Council Member's role.

Accordingly, any allowance or expense 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.

### 6. IMPLEMENTATION

#### 6.1 Mandatory Training for Council Members

**6.1.1** In accordance with Regulation 35 of the Regulations, a Council Member is to complete mandatory training of the 'Council Member Essentials Course' within 12 months from the day on which the Council Member is elected.

**6.1.2** 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.

**6.1.3** 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) Western Australian Local Government Association (**WALGA**)

#### **6.1.4 Exemptions**

- a) Council Members will not have to undertake “Council Member Essentials Course” 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;
- b) Mandatory training for Council Members will not be subject to CEO approval.

#### **6.1.5 Cost of Mandatory Training**

Regulation 31(1)(c) of the Regulations provide that childcare and travel costs incurred by Council Members to attend mandatory training of the Council Member Essentials Course are to be reimbursed by local governments.

Accordingly, the City shall meet the costs of mandatory training for Council Members, including:

- a) training fees;
- b) travel and parking expenses (not to exceed the maximum amount as determined by the Salaries and Allowances Tribunal);
- c) food and beverage expenses (if not already provided as part of the mandatory training; and
- d) childcare expenses (not to exceed the maximum amount as determined by the Salaries and Allowances Tribunal).

## 6.2 Continuing Professional Development

### 6.2.1 Categories of Continuing Professional Development

The following continuing 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) Charing 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*.

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

### 6.2.2 Council Member Professional Development Allowance

- a) To enable members to develop and maintain skills and knowledge relevant to their role as a Council Member, a maximum annual Council Member Professional Development Allowance (**CMPDA**) of \$10,000 per Councillor and \$20,000 for the Mayor is available for continuing professional development as outlined in this Policy.
- b) If the maximum annual CMPDA 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 CMPDA is not to exceed \$20,000 per Councillor or \$40,000 for the Mayor in any financial year
- c) The CMPDA may be used to meet the following costs subject to the conditions outlined in 2.3:-
  - (i) Tickets/registration fees for Conferences (including interstate and international) which are:
    - a. considered by the CEO to be directly relevant to the City's affairs;
    - b. approved for attendance by employees of the City; or
    - c. a study tour/official delegation
  - (ii) Training and school fees for Education provided by:
    - a. WALGA;
    - b. The Australian Institute of Company Directors;
    - c. The Institute of Public Administration Australia;
    - d. A Western Australian university, tertiary educational institution or registered training organisation; or
    - e. 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
  - (iii) Registration for the Conference dinner, welcome reception or any other Conference function including the cost for an accompanying person;

- (iv) Accommodation for the Council Member being in a standard room at a reasonably priced hotel near the Conference or Education venue for the duration of the Conference or Education;
- (v) Food and non-alcoholic beverages consumed by the Council Member during the Conference or Education (if not already provided as part of the Conference or Education);
- (vi) Taxi or rideshare fares incurred as a result of the Council Member attending the Conference or Education;
- (vii) Economy class airfares to attend the Conference or Education if required;
- (viii) Other costs associated with the attendance of a Council Member at any other Conference or Education at the discretion of the CEO.

### **6.2.3 Conferences exempt from CMPDA**

- a) Attendance by a Council Member at Conferences convened by the organisations below are not subject to the CMPDA:
  - (i) WALGA events, including the Annual Convention;
  - (ii) Australian Local Government Association (**ALGA**) National Congress: convened by the LG Professionals (WA) Annual Conference;
  - (iii) convened by the ALGA National Roads Forum;
  - (iv) relevant to the National Growth Area Alliance; and
  - (v) as part of the Western Australian Local Government Week.
- b) For clarity, the City will meet costs associated with Council Members attending those Conferences on top of the CMPDA.

### **6.2.4 Conditions**

- a) Where a Council Member takes private leave immediately before, during or after any Conference or Education attendance that exceeds four business days in total, then only a one-way airfare (or 50% or a return airfare) will be funded by the CMPDA. For clarity, a Council Member will be required to personally meet the remaining costs of the airfare.
- b) An additional 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. Original receipts must be provided for the acquittal of all advances and are to be received by the City within one week of returning from the conference. Authorised expenditure over and above the daily advance will be reimbursed to the Council Member.

- c) A Council Member may seek approval to travel within Western Australia by private motor vehicle instead of by air. The costs incurred for motor vehicle allowance (calculated in accordance with Section 30.6 of the *Local Government Officers' (Western Australia) Award 2021*) will be limited to an equivalent amount that would have been expended had the travel occurred by air, may be claimed through the CMPDA.
- d) Reimbursement for food and beverage expenses through the CMPDA will not be permitted where the expense is incurred:
  - (i) more than one day before or after the Conference or Education; or
  - (ii) for the meals or refreshments of other people
- 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.
- f) The costs of Education attendance by a Council member will not be deducted from the CMPDA where the Member has been requested by the CEO or Council to attend the Education.
- g) The extent to which the costs to attend a Conference or Education are to be reimbursed is the actual cost supported by original receipts or other sufficient information to support the claim.
- h) All conference papers, materials and other relevant materials received at the Conference or reports prepared after the Conference are to be forwarded to Council Services which will be published on the HUB Portal.
- i) Members are not to accumulate personal benefits associated with customer loyalty programs (such as frequent flyer points) while travelling on Council business. The City will not allow customer loyalty details to be added to the travel booking and payment.
- j) The City will not pay for additional persons accompanying Council Members on Council business other than in accordance with this Policy.
- k) In relation to study tours or official delegations, the CEO will refer all such proposals to a Concept Forum for consultation, prior to confirming any arrangements.

- I) In accordance with regulation 37(2) and (3) of the regulations, no payment or reimbursement will be made to Council Members pursuant to this Policy for any Education or Conference:
  - (i) which does not relate or is not relevant to the Council Member's role under section 2.7 to 2.10 of the Act;
  - (ii) was attended with 3 months of expiry of the Council Member's term;
  - (iii) was attended during the period commencing on the date of a resignation notice tendered by the Council Member and until the resignation takes effect; and
  - (iv) was attended whilst the Council Member or council is suspended.

For the avoidance of doubt, the limitations regarding payments or reimbursements pursuant to this Policy does not limit Council's ability to approve a payment or reimbursement to a Council Member for any education or conference.

### **6.3 Group Education**

#### **6.3.1 Council Member group education session**

The CEO (or nominee) is authorised to arrange one or more Council Member group education sessions in any financial year, to which all Members are to be invited, to a maximum total annual cost of \$30,000.

### **6.4 Industry Engagements**

- 6.4.1 At the request of a Council Member, the CEO (or nominee) is authorised to arrange the registration of the Member to attend, listen to or speak at any industry engagement which the CEO considers is directly relevant to the City's affairs.
- 6.4.2 Industry engagements may also include (at the discretion of the CEO or nominee) Corporate Breakfasts/Luncheons/Dinners and Awards/Ceremonies.
- 6.4.3 Industry engagements that are aligned/ perceived to be aligned to any political party are not authorised under this Policy.
- 6.4.4 A maximum Council Member Industry Engagement Allowance (**CMIEA**) of \$300 per Council Member per engagement is available for Council Member attendance at industry engagements.

### 6.5 Requests and Approvals

#### **Requests**

- 6.5.1 Requests from Members to attend Conferences, Education or Industry Engagements are to be submitted in writing to Elected Member Support at least ten working days before the event.
- 6.5.2 All requests are to address the following criteria:-
- (a) Relevance to the Council Members role as a 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.
- 6.5.3 Requests received from the Mayor will be processed as first priority. Other requests will be processed in the order of receipt.

#### **Approvals**

- 6.5.4 Approval for Council Member attendance is to be granted by the CEO where:-
- (a) application complies with this Policy;
  - (b) event or activity is to be held in Australia; or
  - (c) the Council Member has sufficient funds available in their professional development allocation to meet costs of attendance.
- 6.5.5 Approval for Council Member attendance is to be granted by Council where:-
- (a) application has been refused by CEO;
  - (b) application does not comply with this Policy;
  - (c) estimated costs of attendance exceed the available balance of the Council Member's annual professional development allocation; or
  - (d) event or activity is to be held overseas.

## 7. AUTHORITIES AND ACCOUNTABILITIES

N/A

### **8. ROLES AND RESPONSIBILITIES**

- 8.1 In accordance with section 5.128(4) of the Act, the CEO must ensure that an up-to-date version of the Policy on the local government's official website.
- 8.2 In accordance with section 5.127(1) of the Act, a local government is to prepare a report at the end of each financial year on the training completed by Council Members in that financial year.
- 8.3 In accordance with section 5.127(2) of the Act, the report must be published on the City's official website within one month of the end of each financial year.

### **9. DISPUTE RESOLUTION (if applicable)**

All disputes concerning this policy will be referred to the Manager Corporate Governance and Council Services in the first instance, and if unresolved, to the General Counsel and finally escalated to the CEO for arbitration.

### **10. EVALUATION AND REVIEW**

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.

### **11. RELATED DOCUMENTS**

Council Members Fees, Allowances, Reimbursements and Benefits Policy.

Attendance at Events Policy (Council Members and CEO).

### **12. REFERENCES**

*Local Government Act 1995*

*Local Government (Administration) Regulations 1996*

*Local Government Officers' (Western Australia) Award 2021*

### **13. RESPONSIBILITY FOR IMPLEMENTATION**

Manager Corporate Governance and Council Services

**REVISION HISTORY**

Version	Next Review	Record No.
1	October 2021	21/231812v1
2	October 2023 No Amendments	20/231812v2
3	October 2023 Amended due to legislative change	20/231812v3
4	August 2025	20/231812v4
5	December 2025	20/231812v5
	December 2027	