

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY



<p>Legislation / local law requirements</p>	<p>Section 5.126 of the <i>local government act 1995</i>. <i>‘each council member must complete training in accordance with regulations.’</i></p> <p>Section 5.127 of the <i>local government act 1995</i>. <i>‘A local government must prepare a report for each financial year on the training completed by council members in the financial year’</i></p> <p>Section 5.128 of the <i>local government act 1995</i>. <i>‘the chief executive officer shall maintain a register of professional development.</i> <i>This policy must be adopted and reviewed by absolute majority vote.</i> <i>This policy must be reviewed after each ordinary election</i> <i>The CEO must publish an up-to-date version of the policy on the local government’s official website’.</i></p> <p>Regulation 34ad <i>local government (administration) regulations 1996</i>.</p>
<p>Relevant delegations</p>	<p>Nil</p>
<p>Related policies, procedures and supporting documentation</p>	<p>Council Members Allowances, Fees and Reimbursement of Expenses Policy Register of Professional Development (D17/36578)</p>

PRELIMINARY

INTRODUCTION

Council acknowledges its commitment to the training and development of Council Members to assist in the fulfilment of duties and responsibilities of public office and in the interests of effective representation.

Council Members are encouraged to continually improve their knowledge and expertise to enhance the quality of representation and promote well informed decision making. This can be achieved by participating in conferences, programs and training courses which provides for professional development relating to their role and responsibilities in local government.

Such professional development programs are those developed by industry-recognised providers and (generally) delivered locally.

Access and participation in the identified professional development courses and programs is made available to all Council Members.

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY



CITY OF VINCENT

PURPOSE

The primary objective of this policy is to provide guidance concerning the professional development of Council Members.

OBJECTIVE

To establish a framework for the continuing professional development of Council Members that supports compliance with sections 5.126, 5.127 and 5.128 of the *Local Government Act 1995*, enhances governance capability, and promotes informed decision-making through equitable access to training, mandatory modules, and ongoing development opportunities.

SCOPE

This Policy applies to Council Member training and continuing professional development, including mandatory training required under s.5.126 of the *Local Government Act 1995*.

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY



POLICY PROVISIONS

DEFINITIONS

Professional Development means activities that support the ongoing development of knowledge, skills, and professional capability relevant to local government and of interest or benefit to the City of Vincent.

This may include, but is not limited to:

- Training courses and workshops
- Conferences, conventions, congresses, forums, and information sessions
- Study tours and professional events
- Formal qualifications delivered by accredited education institutions
- Individual units of study
- Continuing Professional Development (CPD) memberships and programs

Professional development activities must be delivered or facilitated by industry-recognised providers, peak bodies, professional organisations, accredited education institutions, or other reputable training providers.

Council Member means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

POLICY

1. Meeting the professional development needs of Council Members

The City will endeavour to address and meet the identified professional development needs of Council Members.

The options for providing such professional development includes:

1.1 Council Member Induction

Following each election, the City of Vincent will conduct a comprehensive induction program, providing newly elected Council Members with information that will support them to understand Council Member roles and responsibilities; legislative obligations; personal responsibilities; and strategic direction of the Local Government. Continuing/previously elected Council Members are encouraged to participate in nominated elements of the induction program, to assist in fostering a team culture and to refresh their understanding.

1.2 Mandatory Modules for Council Members

- All Council Members elected to Council following the 2019 local government elections are required to complete the five mandatory modules of the Council Member Essentials Course.
- The training is valid for five years therefore a Council Member is only required to undertake the training at every second election.

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY



- The course must be completed within 12 months of appointment to Council. **Mandatory Training Exemptions:** Exemptions from completing mandatory training may apply in accordance with Regulation 36 of the Local Government (Administration) Regulations 1996. Where an exemption applies, the Council Member will not be required to complete the relevant training module(s) within the specified timeframe.

1.3 Council Capacity Building

Within 6 months after an election, a Council Workshop will be convened to enable Council Members to collaboratively develop a program of Council Capacity Building.

The program developed at the workshop will form the basis for regular training provided to all Council Members as a group, to encourage Council to focus on continuous improvement in its function as a governing body.

The CEO will coordinate training in accordance with the agreed program, with details of dates and delivery modes to be determined in consultation with Council Members.

1.4 Continuing Professional Development

- Council Members will be provided access to all West Australian Local Government Association (WALGA) Council Member training and development programs;
- Council Members will be encouraged to attend annual conferences of the major professions in local government and other institutions of relevance to local government activities; and
- Council Members will be able to attend eligible events where the Chief Executive Officer (CEO) or Council is of the opinion attendance would benefit the Council Member and the City.

1.5 Training Outcomes

In order to be eligible for approval under this policy, Continuing Professional Development must be relevant to the role of a Council Member, and offer demonstratable benefit to the Council as a governing body, the City of Vincent as an organisation, and the broader community.

This includes Continuing Professional Development that:

- Enhances the understanding of Council Member roles and responsibilities, and/or the role and function of Local Government;
- Assists Council Members to develop knowledge and skills in relation to the strategic objectives of the City of Vincent;
- Enables Council Members to further develop personal and professional skills necessary for excellence in performance of the Council Member role; or
- Supports Council Members in developing and maintaining positive and healthy communication, team culture and relationships, to facilitate excellent teamwork to achieve outcomes that deliver good government for the City of Vincent community.

Eligible Continuing Professional Development activities include:

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY



- WA Local Government Association Council (WALGA) and Australian Local Government Association (ALGA) conferences.
- Special 'one off' conferences called for or sponsored by WALGA and/or ALGA on important Local Government issues.
- Annual conferences of the major professions in Local Government and other institutions of relevance to Local Government activities.
- Other Local Government-specific training courses, workshops and forums, relating to the outcomes listed above.
- Training relevant to the outcomes listed above offered by accredited organisations.
- Conferences, training, workshops or seminars that address the initiatives and projects identified in the City of Vincent's Strategic Community Plan, Corporate Business Plan or other strategic documents.

Council Members are encouraged to identify and share relevant Continuing Professional Development opportunities with Council and the CEO. The CEO will also identify and inform Council Members of relevant opportunities.

2. Accessing professional development

Request for professional development may be initiated by the Council Member or through Administration's Professional Development Training Program and must be forwarded to the CEO prior to enrolment or registration.

The application should specify course title, provider, program outline or link, anticipated benefits aligned to policy criteria, and full cost estimates.

The CEO will consult with the Mayor in relation to the request to determine that:

- the application is relevant and appropriate and addresses the Council Member's professional development needs;
- there are enough funds available for all costs likely to be incurred in the elected member's proposed professional development; and
- the proposed Elected Member is the most appropriate to undertake the specific professional development.

No Council Member is permitted to undertake professional development in the last 6 months of his or her term of office, unless approved by Council.

The CEO is authorised to approve requests from Council Members for professional development based on consultation with the Mayor and providing that the training, development or conference is:

- organised by an identified, industry recognised training provider; and
- held within the Perth metropolitan region; and

Any requests that do not meet the above criteria, are to be submitted to Council for consideration.

When assessing requests from Council Members for professional development, the CEO, in consultation with the Mayor, must consider scheduling conflicts with Council or Committee meetings and the potential impact on quorum requirements for those meetings.

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY



If the Mayor and CEO determine NOT to approve a request for professional development, the affected Council Member has the right to put the matter before Council for consideration and final determination.

3. Registration, Travel and Expenses

The City of Vincent will be responsible for the costs associated with training or professional development approved in accordance with this policy, as detailed in this section.

Event Registration and Bookings

The City will make all bookings associated with the proposed professional development, including where relevant, airline bookings, accommodation and registration.

Council Members are not to pay such costs and seek reimbursement, except in the case of an emergency or unique circumstances and subject to the Chief Executive Officer's prior approval.

Travel

Where travel is involved, the actual costs of travel to and from the event venue are to be met by the City of Vincent in accordance with the current WA Salaries and Allowances Tribunal Determination for Local Government CEOs and Elected Members (the Determination).

Travel arrangements are to be by the most cost effective and reasonably convenient mode.

Air travel is to be Economy Class at a time that is convenient to the Council Member. As far as is practicable, tickets will be purchased well in advance and take advantage of available discount fares.

A Council Member may seek approval to travel within Western Australia by private motor vehicle and be reimbursed for vehicle costs in accordance with the Determination. Approval may only be granted where the cost is approximately equivalent to the most cost-effective mode of travel.

Meals

Funding for meals and incidental expenses is to be provided in accordance with the Determination.

Registration

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

Accommodation

Reasonable accommodation will be booked for the Council Member for a room at or in close proximity to the event venue and within the expenditure limitations prescribed in the Determination.

Loyalty Program and Reward Points

Council Members are not to obtain personal benefit from expenditure of the City of Vincent funds and must not claim personal frequent flyer or accommodation loyalty points for air travel or accommodation paid for by the City of Vincent.

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY



Accompanying Persons

Council Members are responsible and will be required to pay all costs associated with an accompanying person attending an event (including conference dinners and functions).

Booking Change/ Modification Costs

Costs incurred for cancellation of registration, travel or accommodation, where the cancellation is:

- a. At the request of the Council Member, are to be paid by the Council Member; or
- b. A requirement or for the convenience of the City of Vincent, are to be paid by the City of Vincent.

Cancellations

Costs incurred for cancellation of registration, travel or accommodation, where the cancellation is:

- a. At the request of the Council Member, are to be attributed to the Council Member's individual allocation; or
- b. A requirement or for the convenience of the City of Vincent, are to be paid by the City of Vincent.

4. Reports

Following attendance at any CPD activity of two (2) days or more duration, the Council Member/s that attended shall submit an individual or composite report to a Council Workshop, which is to be signed by each attendee, within thirty days of their return, for the Council's information and records.

The report shall include a summary of the event's proceedings, major points of interest to the City, and any recommendations, including whether attendance at similar conferences in the future is warranted.

Annual Training Report

Administration is required to report annually on training completed by Council Members. The report must include the Council Member Essentials Course and any continuing professional development undertaken by Council Members, and specify the following information: Council Member name, election date, mandatory training status and completion dates, title and date of each CPD activity, provider, cost, and location. The report is to be provided to Council prior to publication and must be published on the City's website within one month of the end of the financial year.

5. Budget allocation

The City's Annual Budget will include:

- a. Whole of Council Training and Development

An allocation for Council as a whole, to be used for:

- Council Member Induction, dealt with under Part 1.1 of this Policy;
- Mandatory Council Member Training, dealt with under Part 1.2 of this Policy, and
- Council Capacity Building, dealt with under Part 1.3 of this Policy.

- b. Council Member Professional Development

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY



An allocation for each Council Member to be used for individual Continuing Professional Development, as specified under Part 1.4 of this Policy. Council Members may select training and professional development to be funded from this allocation, subject to approval in accordance with this Policy.

Unexpended allocations at the end of a financial year will not be carried forward to the next financial year.

Any professional development proposal that exceeds an individual Council Member's allocation will be referred for Council decision. Alternatively, the Council Member may choose to privately fund any shortfall. This will not be eligible for reimbursement from a future budget allocation.

6. High Level Training Programs

Subject to budget availability, up to two Council Members per financial year may be supported to undertake a recognised governance qualification with a course duration of five (5) days or more.

Where a membership-based pricing structure applies, Council Members will be required to purchase the relevant membership at their own cost where this results in a reduced course fee for the City. The purchase of the membership, which enables access to the reduced member rate, will be considered an equitable co-contribution by the Council Member.

Participation will be determined with regard to equitable access across the Council term, prior participation, and operational considerations.

OFFICE USE ONLY	
Responsible Officer	Executive Manager Corporate Strategy and Governance
Initial Council Adoption	16/06/2020
Previous Title	Elected Member Continuing Professional Development Policy
Reviewed / Amended	21/04/2026
Next Review Date	10/2027