

# PROFESSIONAL DEVELOPMENT POLICY

<b>Responsible directorate</b>	Office of the CEO.
<b>Responsible team</b>	Corporate Strategy and Governance.
<b>Responsible officer</b>	Executive Manager Corporate Strategy and Governance.
<b>Affected teams</b>	Elected Members
<b>Legislation / local law requirements</b>	<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>
<b>Relevant delegations</b>	Nil.
<b>Related policy procedures and documents</b>	<p>Policy 4.2.7 – Council Members Allowances, Fees and Reimbursement of Expenses                      Register of Professional Development (D17/36578)                      Professional Development Advance and Acquittal Statement (D19/179644)</p>

## PURPOSE

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

## POLICY

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

Elected 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 Elected Members.

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## 1. Meeting the professional development needs of Elected Members

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

The options for providing such professional development includes:

### 1.1 **Mandatory Modules for Elected Members**

- All Elected 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 an Elected Member is only required to undertake the training at every second election.
- The course must be completed within 12 months of appointment to Council.

### 1.2 **Continuing Professional Development**

- Administration will develop a training program in consultation with Elected Members to help identify specific training courses, workshops and forums, relating to the roles and responsibilities of Elected Members.
- Elected Members will be provided access to all West Australian Local Government Association (WALGA) Elected Member training and development programs;
- Elected 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
- Elected Members will be able to attend eligible events where the Chief Executive Officer (CEO) or Council is of the opinion attendance would benefit the Elected Member and the City.

## 2. Accessing professional development

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

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

- the application is relevant and appropriate and addresses the Elected 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 Elected Member is permitted to undertake professional development in the last 6 months of his or her term of office, unless approved by Council.

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The CEO is authorised to approve requests from Elected 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
- The training, development or conference is held within the Perth metropolitan region.

Any requests that do not meet the above criteria, including those for attendance at courses or conferences outside of the Perth metropolitan region are to be submitted to Council for consideration.

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

### 3. Booking Arrangements

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

### 4. Registration

The City will pay all normal registration costs for Elected Members, including those costs relating to official luncheons, dinners and tours/inspections that are relevant to the interests of the City.

### 5. Accommodation

The City will pay reasonable accommodation costs. This includes the night before and/or after the training, development or conference where this is necessary because of travel, airline flights and/or conference timetables.

Where practicable and available, accommodation shall normally be booked at the training, development or conference venue or if unavailable, at premises near the venue.

### 6. Travel

Where travel is involved, the travel is to be undertaken by the shortest most practical route, to and from the venue. All reasonable travel costs to and from the venue will be met by the City.

### 7. Cash Allowance - Payment and Reimbursement

Reimbursement of Expenses shall be made in accordance with Policy 4.2.7 – ‘*Council Members - Allowances, Fees and Reimbursement of Expenses Policy*’

A daily cash allowance may be made for meals and incidental expenses.

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Advances for international travel will be separately determined by the CEO in each circumstance, but only following Council's determination of the request.

All cash allowances must be acquitted within two weeks of returning to Perth. Cash not acquitted shall be refunded to the City at the same time.

Attendees shall acquit the cash allowance on the "Professional Development Advance and Acquittal Statement" (at **Attachment 1**). Where possible this should be supported by receipts.

The daily cash allowance shall be paid to cover all reasonable incidental expenses associated with the conference attendance, such as:

- Reasonable phone utilisation;
- Breakfasts, lunches, dinners and other meals not included in the conference registration fee;
- Reasonable laundry expenses;
- An optional activity specified in a conference program;
- Travel to and from the conference venue, and
- Travel to and from all airport destinations.
- Incidental expenses (e.g. Venue/exhibition entrance fees, parking fees).

### 8. Elected Member/Officer Delegate Accompanying Person

Where an Elected Member is accompanied at a conference, all costs for or incurred by the accompanying person including but not limited to travel, breakfast, meals, registration and/or participation in any conference programs, are to be borne by the accompanying person and not by the City.

The exception to the above being the cost of attending any official conference dinner, where partners would normally attend.

An accompanying person's registration, and program fees, are to be paid direct by the attendee/delegate to the conference organiser.

### 9. Reports

Following attendance at conferences, congresses, study tours and any seminars, forums, workshops of two (2) days or more duration, the Elected Member/s that attended shall submit an individual or composite report, which is to be signed by each attendee, to the Council (to be included in the Information Bulletin) within thirty days of their return to Perth, 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 as to whether attendance at similar conferences in the future is warranted.

Administration is also required to report annually on completed training. Completed training must be published on the City's website for that financial year. This will include the Council Member Essentials Course and any continuing professional development undertaken by Elected Members.

# ELECTED MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY



## 10. Budget allocation

Any approval for professional development is subject to budgetary funds being available.

## SCOPE

This Policy applies to the Elected Members of the City.

## DEFINITIONS

*"Professional Development" means; training, conferences, conventions, congresses, study tours, forums, information sessions, workshops and events related to local government and of interest to the City of Vincent.*

OFFICE USE ONLY	
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Reviewed / Amended	DATE: <APPROVAL DATE>, REF#: <TRIM REF>
Next Review Date	DATE: 16/06/2025,

# ELECTED MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY



Attachment 1 - Professional Development Advance and Acquittal Statement

## Professional Development Advance and Acquittal Statement



Council Member name: \_\_\_\_\_  
Course/Training: \_\_\_\_\_  
Date travelled from: \_\_\_\_\_ to: \_\_\_\_\_  
Conference advance received: \$ \_\_\_\_\_

<b>CONFERENCE ACQUITTANCE DETAILS RECEIPTS MUST BE PROVIDED TO SUBSTANTIATE CLAIMS</b>
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1. Travel expenses \$ \_\_\_\_\_
2. Meal expenses \$ \_\_\_\_\_
3. Incidental expenses  
Description: \_\_\_\_\_  
\$ \_\_\_\_\_
4. Other expenses  
Description: \_\_\_\_\_  
\$ \_\_\_\_\_
5. Total expenses incurred \$ \_\_\_\_\_
6. Less advance \$ \_\_\_\_\_
7. Amount refunded/claimed \$ \_\_\_\_\_  
(Difference between item 5 and 6.)  
Account number \_\_\_\_\_

I certify that the expenditure listed above has been incurred in connection with the Conference/travel and hereby claim or refund the amount shown at item 7.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

I certify that the above expenditure has been validly made in relation to Council approved business as per Council Members – Continuing Professionals Development.

Chief Executive Officer's Signature: \_\_\_\_\_ DATE: \_\_\_\_\_