

COUNCIL MEMBERS PROFESSIONAL DEVELOPMENT

Purpose

The purpose of this policy is to ensure that Council Members are provided opportunities to participate in continuing professional development as part of their obligation and duty to fulfil their role on Council.

Definitions

The **Act** means the *Local Government Act 1995*.

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

Costs shall include registration costs, travel (including but not limited to airfares and taxi fares), accommodation and meals related to the training.

Council Members Essentials means the mandatory course for Council Members consisting of the following modules:

- Understanding local government;
- Serving on Council;
- Meeting procedures;
- Conflicts of interest;
- Understanding of financial reports and budgets.

Declaration Period means the period beginning the day on which the Council Member is elected and ending 1-month after the expiry of the 12-month period to which the Council Member Essentials course must be completed.

Professional Development means all types of facilitated learning opportunities including, but not limited to, conferences, study tours, seminars, conventions, training courses, degrees, informal learning, coaching and mentoring relevant to undertaking duties as a Council Member.

Policy Statement

1. Mandatory Training

Council Members are required to pass the mandatory Council Members Essential course within the first 12 months of being elected and every 5 years thereafter.

Council Members are required to make a written declaration to the Chief Executive Officer (CEO), within the Declaration Period, that they have passed the mandatory course or that they are exempt from completing the course at this time. Legislative penalties apply to individual Council Members for failing to undertake mandatory training.

2. Professional Development Allowance

Council Members may request the City to fund learning opportunities to support their Professional Development.

Council will determine the amount available for Council Members Professional Development during the annual budget deliberations.

At the commencement of each financial year Council Members will be notified of the amount available for this purpose, known as the Professional Development Allowance.

The Professional Development Allowance excludes travel and accommodation expenses incurred in attendance. Costs incurred during travel related to Professional Development will be reimbursed in accordance with Policy.

At the end of each financial year, unused Professional Development Allowance will be forfeited.

Requests for Professional Development that exceed the Professional Development Allowance will be determined by the CEO.

3. Identifying Professional Development Needs

Council Members are encouraged to take up the opportunity for continuing Professional Development. Consideration should be given to:

- Individual needs of the Council Member;
- City's strategic direction;
- Skill gaps amongst the Council as a whole; and
- Budget allocation.

The CEO may suggest Professional Development opportunities to Council Members individually or collectively, however there is no mandatory requirement to participate.

The following Professional Development opportunities will not be funded from the Professional Development Allowance:

- Australian Institute of Company Directors (AICD) courses, *"Foundations of Directorship"* and *"Company Directors Course"*;
- CEO initiated Professional Development;
- The annual Western Australian Local Government Association (WALGA) Convention; and
- The Australian Local Government Association (ALGA) National General Assembly (Mayor only).

4. Approvals and Reimbursements

Council Members will submit a Professional Development request to the CEO in the required form.

All Professional Development and associated travel and accommodation will be coordinated by the City in accordance with Policy.

Claims for the reimbursement of meals and incidentals related to attending approved Professional Development must be submitted within 3 months.

Professional Development for Council Members

In accordance with regulation 37(3) of the *Local Government (Administration) Regulations 1996*, the City must not pay a fee or reimburse Council Members any amount in relation to attending Professional Development which occurs during:

- the last 3 months of their term
- where they have provided a notice of resignation – from the day the notice was delivered
- during a period of suspension of the Council or Council Member.

5. Knowledge Sharing

Within one month of completion of any Professional Development, Council Members must complete a Training Evaluation Form and submit this to Councillor Support to be shared on the Councillors MS Teams channel.

6. Related Documents

Legislation & Local Laws	<i>Local Government Act 1995 s.5.126-5.129</i> <i>Local Government (Administration) Regulations 1996, Part 10, r.35-37</i>
Relevant Delegations	Nil
Strategies & Plans	Nil
Related Council Policies	CG19 Councillor Travel and Accommodation Expenses
Procedures, Documents & Forms	CG19 Councillor Travel and Course Request Form CG19 Training Evaluation Form

Policy Owner

Directorate	Corporate Services
Department	Governance

Review Management

Next review due: *December 2027*

Version Management

Version	Date	Council Resolution Number	Description
1.0	July 2020	154633	Original Policy Adopted
2.0	July 2022	155043	Policy Review
3.0	May 2024	OCM240527-07	Proposed Policy Changes
4.0	August 2026	OCM260824-06	Policy Review