

Aligned City Value/s	Approachable	Responsive	Transparent	Innovative
Responsible Directorate	Office of the Chief Executive			
Responsible Business Unit/s	Governance			
Responsible Officer	Manager Governance			
Affected Business Unit/s	All			

## Objective

This policy supports Elected Members to undertake Council Member Essentials Training and Continuing Professional Development including mandatory training as required under section 5.126 of the *Local Government Act 1995* (the Act).

## Scope

This policy applies to all Elected Members of the City of Stirling (the City).

## Policy

### 1 Approved Elected Member Training

Elected Members are required to undertake mandatory training and continuing professional development once appointed to Council. Training must be Approved Training and will be met with City funds.

#### 1.1 Council Member Essentials Course

The mandatory 'Council Members Essentials' course must be completed within the first 12 months of an Elected Member's appointment to Council. Council Members are exempt from this requirement if they have met the criteria within the *Local Government (Administration) Regulations 1996*. Elected Members who are required to complete the Council Member Essentials course are not required to complete Continuing Professional Development until the next Election cycle, in two years.

#### 1.2 Continuing Professional Development

The City is committed to supporting its Elected Members by providing continuing professional development (CPD) opportunities such as training courses, webinars and conferences. Elected Members must attain 10 CPD points biennially if they are not required to complete the Council Member Essentials course.

Elected Members may request training or development opportunities. Governance will also provide opportunities by hosting workshops and briefings. Opportunities will be in line with the City's Strategic Community Plan key result areas (refer to Appendix), as well as health and wellbeing, and safety and conduct.

The City will investigate opportunities for professional skill development based on the direction of Council or individual Elected Member needs and/or requests.

The allocation of CPD points is as follows:

- Attendance at one approved conference is four points;
- Attendance at one external training seminar, webinar or course is two points;

- Attendance at one 'CPD Workshop' provided by the City is two points;
- Completion of the 'Australian Institute of Company Directors Course' is 10 points;
- Completion of a relevant diploma is 10 points.

The Mayor can approve for all Elected Members to attend an event, networking or training if there is a benefit to the City. Costs will be met from the Elected Member's training budget.

## **2 Conferences**

Elected Members can request to attend conferences that support their role as an Elected Member.

Attendance at state, interstate and international conferences is permitted if it meets the following criteria:

- It is an Eligible Conference;
- The Elected Member has sufficient Conference Allowance available to meet all conference expenses; and
- Mayoral/Council approval is provided (where required).

Referral to the Mayor for approval is required if more than half of the Council wishes to attend a local conference.

Referral to Council for approval is required in the following circumstances:

- Three or more Elected Members have requested to attend the same interstate conference within Australia; or
- Any application to attend an international conference.

## **3 Funding**

All Approved Training will be met from City funds. This includes Council Member Essentials, CPD, and Conferences.

### **3.1 Funding – Conferences**

Elected Members are allocated a biennial Conference Allowance. The biennial Conference Allowance period commences on 1 November following the Ordinary Council Election to the date of the next ordinary election (refer to Appendix). The Conference Allowance is increased by CPI each election cycle. Any unused allowance from 31 October (end of the biennial period) is forfeited.

Should an Elected Member wish to upgrade their travel or accommodation standard, add additional travel arrangements or extend their visit for personal reasons, all additional costs are to be met from the Elected Member's Personal Funds.

Refer to the Elected Member Entitlements Policy for funding of Mayoral Representation.

### **3.2 Funding – Cash Advance (International only)**

Elected Members may request a cash advance (EFT transfer) for attendance at an international conference. The cash advance rate covers the daily cost of meals and incidentals whilst at an international conference (refer to Appendix).

Within 30 days of returning from an international conference, an Elected Member must submit an acquittal that includes original invoices and receipts to verify the cash advance. The conversion rate will be calculated at the daily exchange rate provided on the evidence submitted by the Elected Member. Any cash advance that is not expended must be returned to the City and credited to the Elected Member's Conference Allowance.

### **3.3 Funding – Additional Costs**

Any additional costs incurred undertaking training, CPD or Conferences will be met by the City on the provision of Sufficient Information.

Conference meals and incidental expenses will be met from the Elected Member's Conference Allowance. Reasonable expenses incurred include:

- Meals – the purchase of breakfast, lunch and dinner where these are not provided at the conference or during travel.
- Incidentals – surcharges, telephone calls, Wi-Fi charges, newspapers, laundry, public transport, taxi, ride-sharing, sundry food items and beverages.

The tipping of service providers will not be reimbursed through City Funds. An exception will be made for International Conferences where it is customary to tip. The tip must be capped at a maximum of 20% of the total bill.

### **3.4 Funding - Special Conditions**

Some training and CPD falls under special conditions. The special conditions and requirements are listed as follows:

- Company Directors Course – The total cost of the course is to be split (50/50) between the Elected Member's Training Allocation and Conference Allowance.
- Mentoring or Business Coaching –The total cost of the programme/plan is to be met from the Elected Member's Conference Allowance.
- Diploma –The total cost of the course is to be split (50/50) between the Elected Member's Training Allocation and Conference Allowance.
- Elected Members are entitled to one annual professional development membership with the cost to be met from the annual membership budget.

## **4 Registration and Bookings**

Elected Member Services will arrange all training, CPD and conference registrations on behalf of Elected Members. All training, CPD and conference related registration fees; air fares; accommodation; and car hire (if applicable) shall be arranged by the City and will be met from the appropriate allowance in accordance with the conditions below:

- Conference registration fees and related events will be booked, as requested by the Elected Member.
- Reasonable airfares will be determined by the most practical route to and from the conference venue, unless otherwise approved by the Mayor. All air travel shall be by Business Class unless the Elected Member nominates Economy Class as their preferred option.
- Reasonable accommodation for an Elected Member and an Accompanying Person (if applicable) will be made at, or in close proximity to, the conference venue unless otherwise approved by the Mayor. The length of stay at the accommodation will be made according to the conference location (refer to Appendix).
- Hire cars may be used to meet reasonable travel requirements during the conference.
- Travel insurance will be provided in accordance with the Corporate Travel Insurance Policy, for an Elected Member and an Accompanying Person (if applicable).
- Where travel, accommodation bookings or other associated bookings are made which carry Loyalty Rewards or Bonus Points, they must not be requested.

#### **4.1 Accompanying Person**

All expenses incurred by the Elected Member's Accompanying Person, are to be met by the Elected Member's Personal Funds, except for attendance at an official conference luncheon and/or dinner.

#### **4.2 Carer**

In line with the *Disability Discrimination Act 1992* and the *Equal Opportunity Act 2010*, a Carer may accompany an Elected Member to a professional development event. Registration and incidental costs for the Carer will be met from the Elected Member's Conference Allowance.

### **5 Sharing of Knowledge**

Where an Elected Member attends an interstate or international conference of more than two days, the Elected Member must provide a written report, or a composite report when attending with another Elected Member and/or employee, for publication on the Elected Members' Portal.

The report must be submitted within 30 days of returning from the conference and detail the proceedings, benefits, knowledge gained and outcomes for the City.

### **6 Cancellation of Travel**

Where an Elected Member requests cancellation of training, CPD or a conference - and the costs are non-refundable - those costs will be met from the Elected Member's Allowance. In the event of unforeseen circumstances, the Manager Governance may approve the cost to be removed in accordance with the City's insurance provider's advice. Where advice is provided by the City's insurer, Smartraveller or other Government authorities, the Manager Governance may cancel travel to ensure safety of Elected Members.

### **7 Reporting**

The *Local Government Act 1995 s 5.127* requires the City to prepare a report for each financial year on the training completed by Elected Members within that financial year. Elected Members are to provide all completed training certification to Elected Member Services for recordkeeping. Completed training will be published on the City's website by 31 July each year.

### **8 Election Caretaker Period**

Professional Development is not to be scheduled and/or expenses expended during the Election Caretaker Period. Any CPD or compulsory training stipulated in this policy is to be completed prior to the Caretaker Period. The Caretaker Period is in accordance with the City's Election Caretaker Policy.

### **9 Dispute Resolution**

Any disputes under this policy are to be resolved by the Mayor and the Chief Executive Officer.

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## **Definitions**

**Accompanying Person** means travel companion.

**Appendix** means the Appendix listed in the end of this policy.

**Approved Training** means training required by the *Local Government Act 1995 (WA)* which supports an Elected Member's role in Council.

**Approved Training Providers** means the bodies listed in the *Local Government (Administration) Regulations 1996 s 35(2)(b)*, which are North & South Metropolitan TAFE and WALGA.

**Carer** means a person employed or not, to care for a person with a disability.

**Conference** means a conference that is relevant to the role of an Elected Member and includes a seminar, webinar, convention, congress, summit, roadshow, forum, workshop or study tour.

**Conference Allowance** means a Council adopted budget allocation to each Elected Member for the purpose of attending conferences in their role as an Elected Member.

**Council Business** means any business where an Elected Member:

- a) Represents the interests of electors, ratepayers and residents of the district;
- b) Provides leadership and guidance to the community in the district;
- c) Facilitates communication between the community and the Council;
- d) Performs such other functions as are given to an Elected Member by the *Local Government Act 1995* or any other written law.

**Council Member Essentials** is a training course required to be inducted into Council as an Elected Member.

**CPD Points** measures the amount of continuing professional development completed.

**CPI** means Consumer Price Index 'All Groups Perth' determined by the Australian Bureau of Statistics.

**EFT** means Electronic Funds Transfer to a nominated bank account.

**Elected Member** means a person elected under the *Local Government Act 1995* as a member of the Council. The City's Elected Members include the Mayor, Deputy Mayor and Councillors.

**Elected Members' Portal** means an internal confidential website for Elected Members.

**Loyalty Reward or Bonus Points** means company benefits received for using their services, such as Frequent Flyer Points, discounts and other forms of loyalty rewards or benefits.

**Personal Funds** mean a private payment of money from an individual, not the City.

**Pre-Approved Event/s** means Events Council has approved in advance.

**Referral to Council** means a written report requesting approval by Council.

**Sufficient Information** means completion of the required claim or request form (via the Elected Members' Portal) with the related documentation attached (if applicable), such as receipt, transaction, proof of purchase, invoice (that has been paid) or completion of a statutory declaration.

**Training Allocation** means a Council adopted budget allocation for the purposes of attending a training course, to support the role of an Elected Member.

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## Relevant management practices/documents

Election Caretaker Policy

Elected Member and Chief Executive Officer Attendance at Events Policy

Elected Member Entitlements Policy

Elected Member CPD Points Register

Elected Member Claim and Request Forms

[Schedule 2 – Fees for DAP Members \(Regulation 30,31\)](#)

<https://www.smartraveller.gov.au/>

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## Legislation/local law requirements

*Local Government Act 1995*

*Local Government (Administration) Regulations 1996*

Office use only				
<b>Relevant delegations</b>		Not Applicable		
<b>Initial adoption</b>	<b>Council</b>	<b>Date</b> 17 November 2020	<b>Resolution #</b>	1120/016
<b>Last reviewed</b>		<b>Date</b> 29 October 2024	<b>Resolution #</b>	1024/022
<b>Next review due</b>		<b>Date</b> 2025	s5.128 requires a review following election.	

## Appendix

### The City's Strategic Community Plan Key Result Areas



### Elected Members' Biennial Conference Allowance

The biennial Conference Allowance will be adjusted by the CPI 'All Groups Perth' rate following an Ordinary Election, rounded to the nearest \$100.

Year	Amount	Effective	Period
2023	\$19,931.00	1 November 2023	1 November 2023 to 31 October 2025

### Cash Advance (International only)

The cash advance daily rate will be adjusted by the CPI 'All Groups Perth' rate following an Ordinary Election, rounded to the nearest dollar.

Year	Daily Rate	Effective	Period
2023	\$233.00	1 November 2023	1 November 2023 to 31 October 2025

### Accommodation

The City will arrange for reasonable accommodation for Council Business, as below, in accordance with this policy:

Conference Location	Length of Stay
State and/or Interstate Conference	One night prior, during and one night after
International Conference	Two nights prior, during and one night after