

POLICY ELECTED MEMBER AND CHIEF EXECUTIVE OFFICER PROFESSIONAL DEVELOPMENT

ASPIRATION	Leadership
RESPONSIBLE DIRECTORATE	CEO Department
RESPONSIBLE BUSINESS UNIT	City Legal
RELEVANT LEGISLATION	Local Government Act 1995

1. Objective

To ensure that Elected Members and the Chief Executive Officer are provided with and participate in professional development opportunities to support their role in accordance with the *Local Government Act 1995* (Act) and all associated regulations.

2. Policy

This policy applies to Elected Members and the Chief Executive Officer where stated. Council will support and fund the attendance by Elected Members and the Chief Executive Officer at conferences, seminars and training in order to enhance the professional and technical expertise relevant to their role.

2.1 Limitations

- In accordance with regulation 37 of the *Local Government (Administration) Regulations 1996*, the City will not provide payment, funding or reimbursement of monies in relation to professional development, conferences or seminars that is not related to an Elected Member's role as a member of the Council, or that is not related to Council's function.
- Payment, funding or reimbursement of monies in relation to professional development, conferences or seminars for an Elected Member is not to occur if the Elected Member's term of office ends within three months and the event in question occurs in the three month period.
- Where an Elected Member has tendered his or her resignation, the Elected Member shall be ineligible to attend professional development events, conferences or seminars on behalf of the local government.

2.2 Elected Member Mandatory Training

- An Elected Member must complete the course titled *Council Member Essentials*, in accordance with section 5.126(1) of the Act and the *Local Government (Administration) Regulations 1996*, within a period of twelve months beginning on the day on which the Elected Member commences their term of office.

This mandatory training is valid for five years.

- (b) The *Council Member Essentials*, consists of the following modules, and is to be provided by a Registered Training Organisation (RTO):
- i. Understanding Local Government;
 - ii. Serving on Council;
 - iii. Meeting Procedures;
 - iv. Conflicts of Interest;
 - v. Understanding Financial Reports and Budgets.

The City currently subscribes to WALGA for this course and therefore Elected Members should undertake this training through WALGA.

- (c) An Elected Member is exempt from the requirements outlined in section 5.126(1) of the Act if the Elected Member passed either of the following courses within the period of five years ending immediately before the day on which the Elected Member commences their term of office:
- i. Council Member Essentials;
 - ii. 52756WA Diploma of Local Government (Council Member);
 - iii. The Elected Member passed the course titled LGASS00002 Council Member Skill Set before 1 July 2019 and within a period of five years ending immediately before the day on which the Elected Member commences their term of office.
- (d) In accordance with section 5.127 of the Act and regulation 35 of the *Local Government (Administration) Regulations 1996*, the City must prepare a report for each financial year on the mandatory training completed by Elected Members during the financial year. The report must be published on the City's website within one month after the end of the financial year to which the report relates.

2.3 Approved Elected Member and Chief Executive Officer Training and Professional Development

Training and professional development activities to which this policy applies shall generally be limited to the following:

- (a) WALGA and Australian Local Government Association (ALGA) conferences.
- (b) Special 'one off' conferences called for or sponsored by WALGA and/or ALGA on important issues.
- (c) Annual conferences of the major professions in local government and other institutions of relevance to local government activities.
- (d) Accredited organisations offering training relevant to the role and responsibilities of Elected Members and the Chief Executive Officer.
- (e) WALGA Council Member Training and Development.
- (f) Other approved local government-specific training courses, workshops and forums, relating to such things as understanding the roles/responsibilities of Elected Members, meeting procedures, etc.
- (g) Subscriptions for professional memberships that assist an Elected Member in fulfilling their role on Council. Note, the Chief Executive Officer professional membership allocation is in accordance with their contract conditions.
- (h) Conferences or study tours that address the initiatives and projects that may be outlined in the City of Armadale's Strategic Community Plan, advocacy statements or Council resolutions.

Note: The Chief Executive Officer professional development is in accordance with the incumbent's contract of employment

2.4 Continuing Professional Development

- (a) In accordance with section 5.128 of the Act, Elected Members are encouraged to identify their individual continuing professional development needs to enhance their effectiveness and address skill gaps as required.
- (b) As the needs of individual Elected Members may vary, each Elected Member is encouraged to seek the assistance of the Chief Executive Officer and Mayor in analysing their particular requirements and in identifying appropriate courses, seminars and training to meet those needs.
- (c) In determining the professional development activities for individuals, Elected Members should consider the current or future strategic direction and activities of the City and its priorities and the skills that will be needed to give effect to the direction.

Note: The Chief Executive Officer professional development is in accordance with the incumbent's contract of employment

2.5 Approval for training or professional development

- (a) The Chief Executive Officer may approve Elected Members training and professional development applications and the Mayor may approve the CEO's where the –
 - i. application complies with this policy;
 - ii. training and development activity is to be held within Western Australia; and
 - iii. the training and development activity is relevant to Council's role or the Elected Member's role.
- (b) A resolution of Council is required to approve Elected Members or the Chief Executive Officer request to attend training and professional development if the –
 - i. application does not comply with this policy;
 - ii. estimated event expenses exceed any budget allocation; or
 - iii. event is to be held interstate or internationally; or
 - iv. event will result in absences of Elected Members from a Council or Committee meeting and the meeting will fail to hold a quorum.
- (c) An Elected Member is ineligible to be reimbursed for the cost of continuing professional development if the event occurs within a period of 3 months from the date of the expiry of the Elected Member's term of office.
- (d) Generally, two but no more than three Elected Members may attend a particular training or development activity outside Western Australia at the same time, unless Council has resolved for additional Elected Members to attend.
- (e) All applications to participate in training or professional development are to be forwarded to the Chief Executive Officer in reasonable time to meet the registration deadline. Where practicable the City will utilise the 'early bird' registration option. Approvals in respect to the Chief Executive Officer must be forwarded to the Mayor for approval.

2.6 Travel, Accommodation, Meals, Child Care and Incidentals

- (a) Where practicable, travel requests should be provided at least one month prior to the travel date to allow adequate time for bookings to be made, this will allow the City to take advantage of any available discounts for early registration.
- (b) The cost of air travel to and from the destination is to be by the shortest most practical route unless additional travel is contemplated before or after a conference.
- (c) All air travel is to be by Economy Class (unless otherwise provided for by Council resolution) at a time that is convenient to the Elected Members or the Chief Executive Officer. The cost of any upgrades shall be paid for by the respective party. Any costs incurred to allocate a seat in Economy Class will be at the expense of the City. Note: The travel period will be the day before the commencement of the activity and the day after the conclusion of the activity.
- (d) Nothing in this policy prevents an Elected Member attending a conference, seminar or undertaking training at their own expense.
- (e) Elected Members, who use their private vehicle for conference travel, will be reimbursed for vehicle costs in accordance with the Determination made by the WA Salaries and Allowances Tribunal. The most recent determination by the SAT can be obtained here:

<https://www.wa.gov.au/government/publications/local-government-chief-executive-officers-and-elected-members-determination-no-1-of-2024>

Current rates effective from 5 April 2024 are:

Use of employee vehicle

Area and details	Engine displacement (in cubic centimetres)		
	Over 2600cc c/km	Over 1600 –2600cc c/km	1600cc and under c/km
Metropolitan area	93.97	67.72	55.85
South West Land Division	95.54	68.66	56.69
North of 23.5 Latitude	103.52	74.12	61.21
Rest of state	99.01	70.87	58.37
Motor cycle			32.55c/km

In accordance with clause 8.2(5) of the Determination, electric vehicles should be calculated at the same rate as a car with a 1600cc engine.

- (f) Accommodation will be booked, where practicable, at the associated venue or, if unavailable, at premises in close proximity to the venue. Bookings will include accommodation the night before and the night of the closing of the event.
- (g) Elected Members and the Chief Executive Officer must not receive any personal frequent flyer or accommodation loyalty points for air travel or accommodation booked and paid for by the City.

- (h) The City will pay Elected Members and the Chief Executive Officer a daily allowance that is considered reasonable costs for meals and incidentals in accordance with the rates contained in Schedule 1 of the Travelling, Transfer and Relieving Allowance of the *Public Service Award 1992* for these expense amounts. Where an allowance has been provided, and the Elected Member or Chief Executive Officer have been provided with a meal paid for by other means, the Elected Member or Chief Executive Officer must notify the City and reimburse the allowance amount paid upon returning from the professional development.
- (i) Where an Elected Member or Chief Executive Officer chooses to arrive earlier or extend their stay at the location of a conference or deviates from the travel arrangements, then the Elected Member or Chief Executive Officer as the case may be, will be responsible for the full cost associated with that extended stay and/or variation to travel arrangements for private purposes. The exception would be if the flight schedules determine an extended stay is required.
- (j) In the first instance cab charge vouchers will be provided to Elected Members or the Chief Executive Officer when attending the conference or professional development. Where cab charge vouchers cannot be used, standard taxi fares (or similar services) or public transport for reasonable travel requirements will be reimbursed upon return, on the production of receipts to verify the expense.
- (k) Where an Elected Member or the Chief Executive Officer is accompanied by a person who is not an Elected Member or employee of the City for Training and Development or Advocacy and Lobbying activities, costs for or incurred by the accompanying person including but not limited to travel, meals, registration and/or participation in any event program, are to be borne by the Elected Member, Chief Executive Officer or the accompanying person and will not be paid for by the City. The only exclusion is for the payment of accompanying persons to attend the conference dinner, with such costs being met by the City.
- (l) If an Elected Member or the Chief Executive Officer incurs child care expenses as a consequence of attending an approved training or professional development opportunity (mandatory or non-mandatory), the City will reimburse the actual cost per hour of child care expenses up to a maximum of \$35 per hour. This is the rate Determined for this purpose by the Salaries and Allowances Tribunal, which may be altered by the Tribunal from time to time.
- (m) If an Elected Member incurs costs greater than \$35 per hour due to having multiple children, children with special needs, lack of adequate childcare facilities or services or another extenuating circumstance, the City may reimburse the person for the actual costs upon the provision of sufficient receipts/evidence to satisfy the City that the expense has been legitimately incurred.
- (o) Such reimbursement shall only be applicable for Mandatory Training, Ongoing Professional Development or other approved training and professional development opportunities within the Perth Metropolitan Area.

2.7 Claiming expenses

- (a) Reimbursement of expenses is conditional upon adequate evidence of such expenditure in the form of invoices or receipts.

- (b) All claims for reimbursement must be submitted to the Finance Department, within two weeks of the Elected Member or Chief Executive Officer returning to the City. Final claims relating to the financial year must be submitted by 31 July of that year (31 days after the end of the financial year). No back payment of claims relating to prior financial years will be permitted.

3. Influencing Strategies or Plans

The following aspiration of the City's Strategic Community Plan 2020-2030 is relevant:

Aspiration 4 - Leadership

Outcome 4.1: Strategic Leadership and Effective Management 4.1.5 *Establish comprehensive governance policies and processes*

4. Applicable Legislation

Local Government Act 1995 – s. 2.10, s. 5.98, s. 5.126, s. 5.128

Local Government (Administration) Regulations 1996 – r. 32(1), r. 37

Salaries and Allowances Act 1975 – s. 7B

VERSION CONTROL			
RELEVANT DELEGATIONS	Nil.		
INITIAL COUNCIL ADOPTION	28/06/2021	REFERENCE	CS43/6/21
LAST REVIEWED	24/02/2025	REFERENCE	CS7/2/25
NEXT REVIEW			



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