



## CP 1.2 | Professional Development

### Objective

This Policy provides for the identification and delivery of training opportunities which supports Council Members to fulfil their role on Council.

Section 5.128 of the *Local Government Act 1995* (WA) (the **Act**) requires each local government to prepare and adopt a policy in relation to the continuing professional development of Council Members.

### Scope

This policy provides guidelines around Council Members':

- participation in; and
- entitlement to,

professional development opportunities under the Act and Part 10 of the *Local Government (Administration) Regulations 1996* (WA) (the **Regulations**), as well as additional professional development opportunities not provided for under the legislation.

### Policy statement

1. The City of Perth (the **City**) recognises that professional development and training opportunities are important for Council Members and support them to carry out their roles effectively.

### Mandatory Training

2. Council members are required to complete and pass the 'Council Member Essentials' Training under s5.126 of the Act and r35 of the Regulations (the **Mandatory Training**) within 12 months of their election, unless they qualify for an exemption under r36 of the Regulations. The Mandatory Training consists of the following modules:
  - Understanding Local Government;
  - Serving on Council;
  - Meeting Procedures;
  - Conflicts of Interest; and
  - Understanding Financial Reports and Budgets.
3. The City will arrange and pay any registration costs associated with the Council Members completing their Mandatory Training using one of the providers as prescribed in r35 of Regulations.



## Additional Training

4. The City will investigate additional opportunities for paid professional development, including opportunities to attend conferences, seminars, conventions and other events (**Additional Training**), at the request of individual Council Members.
5. The following **key focus areas** have been identified as relevant to Council's role or the Council Member's role in accordance with r37 of the Regulations:
  - a. leadership and management
  - b. community consultation and communication
  - c. roles and functions of Council Members
  - d. governance and integrity in decision making
  - e. Local Government legislative framework
  - f. determination of policy reviews
  - g. financial management
  - h. integrated planning and reporting framework
  - i. advocacy
  - j. risk management
  - k. town planning practices
6. Participation in Additional Training must meet the requirements listed below:
  - a. the Additional Training must be organised by a registered, independent and qualified training provider or a recognised industry body;
  - b. the Additional Training must relate to the key focus areas;
  - c. sufficient funds must be available;
  - d. written approval from the City's Chief Executive Officer prior to attendance.
7. Council approval is required where:
  - a. the Council Member's proposed participation in the Additional Training falls within the last three months, of their term in office;
  - b. sufficient funds are not available in the professional development budget; or
  - c. Additional Training involves interstate or international travel

## Pre-approved Conference attendance

8. Council Member attendance when representing the City of Perth, as requested by the City's Chief Executive Officer in consultation with the Lord Mayor, at conferences arranged by the following entities:
  - a. Western Australian Local Government Association (WALGA).
  - b. Australian Local Government Association (ALGA).
  - c. Local Government Professionals Australia WA (LG Pro).
  - d. A department of Public Service.
  - e. A government department of another State, a Territory or the Commonwealth.
  - f. A local government or regional local government.

is not considered to be 'Additional Training' for the purposes of this policy and all costs associated with attendance will be met by the City in accordance with Council's Policy relating to Council Member Allowances, Fees and Entitlements.



## Provision applicable to all training

9. The costs relating to registration for and attendance at:
  - a. Mandatory Training; and
  - b. Additional Training,will be paid for by the City subject to obtaining any approvals required under this Council Policy and in accordance with Council's Policy relating to Council Member Allowances, Fees and Entitlements.
10. Reimbursement of expenses may apply to Council Member attendance at any training and will be made in accordance with Council's Policy relating to Council Member Allowances, Fees and Entitlements.

## Reporting

11. Council Members' participation in Mandatory Training and Additional Training will be subject to quarterly reporting of:
  - a. Attendance at all training; and
  - b. any interstate and international travel required for attendance at Additional Trainingto be published on the City's website.



## Document control

### Policy context

Legislation, standards & external guidelines	Sections 5.126 and 5.128 of the <i>Local Government Act 1995</i> (WA) Regulations 35 and 36 of the <i>Local Government (Administration) Regulations 1996</i> (WA).
Policies and procedures	CP 1.1 - Attendance at Events Policy CP 1.6 – Council Member Allowances, Fees and Entitlements Policy
Strategies, plans and frameworks	

### Document custodian

Alliance	CEO	Service unit	Governance and Executive Services
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### Review management

This policy must be reviewed following each ordinary election.

Next review due	February 2026	Document management ref.	EDRMS-1336483316-265
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### Document management

Version	Adopted by	Adoption date	Synopsis of changes
1.0	Ordinary Council Meeting	15 December 2020	Council Policy 1.2 adopted
2.0	Ordinary Council Meeting	25 May 2021	Council Policy amended
3.0	Ordinary Council Meeting	22 February 2022	Council Policy amended
4.0	Ordinary Council Meeting	27 February 2024	Council Policy amended