



CP 1.2 | Professional Development

Objective

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. The objective of this Council Policy is to fulfil that statutory requirement.

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 allow them to carry out their roles more effectively.

Mandatory Training

2. Council members are required to complete the 'Council Member Essentials' course¹ under s5.126 of the Act and r35 of the Regulations (the **Mandatory Training**), provided they do not 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 Mandatory Training must be passed by Council Members within 12 months of their election, subject to r36 of the Regulations.

¹ This course is provided by the Western Australian Local Government Association (**WALGA**), amongst others.



Additional Training

4. In addition to the Mandatory Training outlined above, 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 Additional Training opportunities for Council Members:
 - 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 detailed in clause 5;
 - c. sufficient funds must be available for the Additional Training; and
 - d. written approval from the City's Chief Executive Officer prior to attendance.
7. Council approval (simple majority) is required where:
 - a. the Council Member's proposed participation in the Additional Training falls within the last six months of their term in office; or
 - b. sufficient funds are not available in the professional development budget allocation.
8. Further, Additional Training involving interstate or international travel will require Council approval (simple majority).
9. Within 60 days of return from Additional Training requiring interstate or international travel, the Council Member must provide a written report to the Chief Executive Officer (**CEO**) detailing knowledge gained from the Additional Training. The CEO will distribute the report to all Council Members.
10. A list of all interstate and international travel undertaken by Council Members to complete Additional Training will be maintained and published on the City's website.



11. The cost of:
- Mandatory Training; and
 - Additional Training,
- will be paid for by the City subject to obtaining any approvals required under this Council Policy and in accordance with Council Policy 1.6 - Council Member Allowances, Fees and Entitlements.²

Reporting

12. Council Members' participation in Mandatory Training and Additional Training will be subject to quarterly reporting, to be published on the City's website.

Review

13. Council is to review the Professional Development Policy after each ordinary election pursuant to s5.128(5)(a) of the Act.

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
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Review management

Next review due	February 2024	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

² Note that under Council Policy 1.6 - Council Member Allowances, Fees and Entitlements the cost of completing the AICD Company Directors' Course will only be **reimbursed** to Council Members upon successful completion of the course.