

## 21. ELECTED MEMBER PROFESSIONAL DEVELOPMENT AND AUTHORISED TRAVEL

### Policy Objective

To provide guidelines for Elected Member training, professional development and travel to ensure Elected Members are provided with appropriate skills and knowledge to effectively fulfill their role.

### Policy Statement

In accordance with the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996* this policy sets out requirements for Elected Member mandatory training, professional development and travel. The policy outlines Elected Member entitlements to receive an appropriate level of professional development as well as establish what constitutes authorised travel on behalf of the City of Belmont.

### Policy Detail

#### 1. TRAINING AND PROFESSIONAL DEVELOPMENT

##### 1.1. Elected Member Mandatory Training

- a) An Elected Member must complete the 'Council Member Essentials' course, in accordance with section 5.126(1) of the *Local Government Act 1995* (the Act) and the *Local Government (Administration) Regulations 1996*, within a period of twelve months of being elected.
- b) In accordance with section 5.127 of the Act, 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 of after the end of the financial year to which the report relates.

##### 1.2. Continuous 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 CEO 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.

iii. Budget for Professional Development

This policy establishes a limit for travel, accommodation and registration expenses for Each Elected Member is to be allocated \$5,000 for each year of their term for travel, accommodation and registration expenses for professional development. In the first three years of the term an Elected Member may draw on amounts exceeding the \$5,000 per year, but any amount greater than the \$5,000 reduces the allocation available in subsequent years. In the final year of an Elected Member's term the lesser of the remaining balance or \$5,000 may not be exceeded.

An Elected Member may agree to personally fund any short fall in Professional Development expenses in the event that costs would exceed the set budget amount.

The costs associated with the mandatory training '*Council Member Essentials*' for newly elected Members will be funded outside of the Elected Members Professional Development budget allocation outlined above. This includes any actual costs (including registration, accommodation, meals and travel) which have been incurred.

iv. Council Nominated Professional Development and Authorised Travel Events

The costs of attendance at Council nominated Professional Development and Authorised Travel listed in this policy, or to which Council resolves to send an Elected Member as a delegate, are not to be deducted from the Professional Development budget limit for that Elected Member. These events include Australian Local Government Association events, Australian Mayoral Aviation Council events and the receipt of awards or approved lobbying on behalf of the City of Belmont.

Unless otherwise resolved by Council;

- i. the Mayor, or the Deputy Mayor; and
- ii. the CEO or the CEO's nominee will be the Council delegate for attendance at these events.

The costs of attendance at the Western Australian Local Government Week event and any legislated/mandatory training are not to be included as a cost to an Elected Member's Professional Development Allowance.

v. Reimbursement of Other Expenses

In accordance with section 5.98 of the Act and Regulation 32 of the *Local Government (Administration) Regulations 1996* an Elected Member is to be reimbursed for the following types of expenses to the extent set for each type of expense where the expense is incurred:

- a) in performing a function under the express authority of the City;
- b) by reason of being accompanied by no more than one other person while performing an official function where the City considers it to be appropriate; or
- c) in performing a function in the Elected Member's official capacity; and the expense is verified by sufficient information.

<p>TYPE OF EXPENSE</p> <p><b>PROFESSIONAL DEVELOPMENT EXPENSES</b></p>	<p>PROFESSIONAL DEVELOPMENT</p> <ul style="list-style-type: none"> <li>For Professional Development opportunities <b>outside</b> of the Perth metropolitan area, an Elected Member is entitled to be reimbursed for registration, travel, accommodation and sundry expenses.</li> <li>For Professional Development opportunities <b>within</b> the Perth metropolitan area, an Elected Member is entitled to be reimbursed for registration, travel and sundry expenses. Accommodation expenses are excluded, not claimable, under this policy.</li> </ul> <p><i>Note: See Policy item 1.3 for budget limit</i></p>
<p><b>SUNDRY EXPENSES</b></p>	
<p>Breakfast expenses</p>	<p>The actual expense incurred to a maximum value of \$40 a day</p>
<p>Lunch expenses</p>	<p>The actual expense incurred to a maximum value of \$60 a day</p>
<p>Dinner expenses</p>	<p>The actual expense incurred to a maximum value of \$80 a day</p>
<p>Other expenses</p>	<p>Drinks Mini-bar Non-business telephone calls Dry cleaning Personal grooming</p> <p>The actual expense incurred to a maximum value of \$50 a day</p>

vi. Accompaniment by Spouse

If an Elected Member wishes to be accompanied by their spouse or partner then the Elected Member must cover the cost of all expenses of being accompanied by their spouse or partner other than:

- a) the cost of attending an official dinner or equivalent function; and
- b) accommodation costs where the spouse or partner stays in the same room as the Elected Member.

In some circumstances it will be more efficient and effective for the City to make arrangements for a spouse or partner and pay for travel, accommodation and registration costs. In this instance, the Elected Member must reimburse the City for any of these costs.

vii. Approval Process

The Mayor will consider all Elected Member requests to attend professional development opportunities, and, the Mayor's requests will be determined by the Chief Executive Officer.

Any request by an Elected Member for professional development or reimbursement of expenses that is additional to or outside of the requirements of this policy will be referred to Council for further consideration.

viii. Cash Advance  
Section 5.102 of the Act

An Elected Member is entitled to a cash advance of up to \$100 a day when attending a Professional Development event outside the Perth metropolitan area. An application for a cash advance must be made to the Chief Executive Officer at least seven days prior to departing for the event.

An Elected Member:

- a) is entitled to be reimbursed in accordance with this policy for any expenses incurred in excess of the cash advance;
- b) must use the cash advance for expenses that are reimbursable under this policy only;
- c) must verify with sufficient information that the cash advance has been spent on Professional Development expenses; and
- d) must refund the City if the amount of reimbursement claims is less than the cash advance.

ix. Report

An Elected Member or Members will provide a brief presentation to the next available Information Forum upon returning from any Professional Development attended.

A summary of expenses for Professional Development of each Elected Member will be reported in the City of Belmont Annual Report each year.

## 2. TRAVEL

i. Travel, Accommodation and Registration

The City will pay the cost of Elected Member travel, accommodation and registration at professional development events under this policy up to the limit determined in this policy. If an Elected Member pays for travel, accommodation and registration at a professional development event then the Elected Member is entitled to reimbursement up to the limits determined in this policy.

ii. Standard of Travel and Accommodation

All Elected Member travel is to be economy class.

Hotel accommodation may be provided at the professional development event venue or if not available at the event venue then accommodation is to be at a mid-range hotel as close as practicable to the venue.

iii. Frequent Flyer Points

Where possible, any frequent flyer points earned from flights undertaken whilst on Council business shall be applied:

- a) in relation to Council business; or
- b) to enable Elected Members to be accompanied by their partner or spouse whilst on Council business.

iv. Interstate and Overseas Professional Development Events

Overseas travel will be subject to Council approval.

Unless otherwise resolved by Council, a maximum of two Elected Members shall attend an interstate Professional Development event, unless otherwise resolved by Council. Should there be more than two nominees; the Mayor will have complete discretion on the selection of approved attendees.

v. Carbon Offsets

The City will offset the carbon emissions caused by all interstate or overseas air travel by purchasing carbon offsets at the time of flight booking.

vi. Travelling whilst Interstate and Overseas (other than air travel)

Elected Members shall endeavour to use the most cost effective and environmentally friendly method of travelling when interstate and overseas. When travelling within a region, an Elected Member will endeavour to travel by public transport or, if this is not practicable, then by taxi. An Elected Member may request cab charge vouchers in advance of travelling interstate.

The use of a hire car must be approved in advance by the Chief Executive Officer.

### Reference/Associated Documents

[Local Government Act 1995](#)

[Local Government \(Administration\) Regulations 1996](#)

### Reference to Internal Procedure

N/A

### Definitions

1. Professional Development

Includes: conferences, congresses, study tours, seminars, training courses, lectures, workshops or similar events.

Note:

- i. Professional Development events held **outside** of the Perth Metropolitan area, including intrastate, interstate and New Zealand are to be deducted from the Elected Member allocation, as detailed in the expense table under items 1 and 2.
- ii. Professional Development events **within** the Perth Metropolitan area (which are within 100kms of CBD) are also deducted from the Elected Member allocation, but exclude accommodation, as this is not a claimable expense under this policy.

## 2. Interstate Professional Development

Reference to an interstate professional development event includes those held in New Zealand.

- i. Authorised Travel includes:
  - a) Receiving of a National Award; and
  - b) Approved Lobbying on behalf of the City of Belmont.

### Monitoring, Evaluation and Review

This policy has been risk assessed as Moderate.

NOTE: This policy is to be reviewed annually under Section 7B of the *Salaries and Allowances Act 1975*.

The policy will be reviewed annually.

#### THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	CORPORATE AND GOVERNANCE
POLICY OWNER:	MANAGER FINANCE

#### AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
08/02/05		11.3.4
03/04/07		12.5.7
28/04/09		12.10
24/08/11		12.9
24/07/12		12.6
25/06/13		12.8
28/10/14	REVIEW – MAJOR	12.4
22/09/15	REVIEW – NONE	10.7
27/09/16	REVIEW – MINOR	12.9
22/08/17	REVIEW – MINOR	12.2
25/09/18	REVIEW – NONE	12.5
10/12/19	REVIEW – MINOR	12.8
23/02/21	REVIEW – MAJOR	12.7
24/05/22	REVIEW - MINOR	12.7

NEXT REVIEW DATE	ANNUALLY
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