



UNCONFIRMED MINUTES

GOVERNANCE COMMITTEE MEETING

18 DECEMBER 2023

I certify that the minutes of the meeting of the Governance Committee held on Monday, 18 December 2023 were confirmed on Monday, 19 February 2024.

Presiding Person

**UNCONFIRMED MINUTES
GOVERNANCE COMMITTEE MEETING
18 DECEMBER 2023**

ATTENTION/DISCLAIMER

The purpose of this Committee Meeting is to discuss and make recommendations to Council about items appearing on the agenda and other matters for which the Committee is responsible. The Committee has no power to make any decisions which are binding on the Council or the Shire of Mundaring unless specific delegation of authority has been granted by Council. No person should rely on or act on the basis of any advice or information provided by a Member or Employee, or on the content of any discussion occurring, during the course of the Committee Meeting.

The Shire of Mundaring expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a Member or Employee, or the content of any discussion occurring during the course of the Committee Meeting.

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GOVERNANCE COMMITTEE
COMMITTEE ROOM, SHIRE OF MUNDARING ADMINISTRATION CENTRE – 5.45PM

1.0 OPENING PROCEDURES

The Director Corporate Services declared the meeting open at 6.03pm.

Acknowledgement of Country

Shire of Mundaring respectfully acknowledges the Whadjuk people of the Noongar Nation, who are the traditional custodians of this land. We acknowledge Elders past, present and emerging and respect their continuing culture and the contribution they make to the region.

1.1 Announcement of Visitors

Nil

1.2 Attendance/Apologies

The Director Corporate Services confirmed that they have received Cr Mehta's declaration to attend this meeting by electronic means with approval provided by the Shire President in accordance with section 14CA of the *Local Government (Administration) Regulations 1996*.

Members	Pres Paige McNeil Cr Neridah Zlatnik Cr Luke Ellery Cr Prapti Mehta (via electronic means)	President East Ward South Ward Central Ward
Staff	Garry Bird Liz Nicholls Pascaline Owers	Director Corporate Services Acting Manager Governance Governance Officer
Apologies	Jason Whiteaker Stan Kocian	Chief Executive Officer Manager Finance and Governance
Leave of Absence	Nil	
Guests	Nil	

1.3 Election of Presiding Member and Deputy Presiding Member

Director Corporate Services called for nominations for the Presiding Member of the Governance Committee.

Cr Zlatnik nominated Cr Mehta who accepted the nomination. As there were no other nominations, Cr Mehta was elected unopposed. As Cr Mehta was attending by electronic means, in accordance with item 4.3.1 of the "Conducting Electronic Meetings and Attendance by Electronic Means Policy" (2.3) Cr Mehta did not assume the chair.

Director Corporate Services called for nominations for the Deputy Presiding Member of the Governance Committee.

Cr Ellery nominated Pres McNeil who accepted the nomination. As there were no other nominations, Pres McNeil was elected unopposed and assumed the chair.

2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

3.0 DECLARATION OF INTEREST

3.1 Declaration of Financial Interest and Proximity Interests

Council Members must disclose the nature of their interest in matters to be discussed at the meeting (*Part 5 Division 6 of the Local Government Act 1995*).

Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting (*Sections 5.70 and 5.71 of the Local Government Act 1995*).

Nil

3.2 Declaration of Interest Affecting Impartiality

A Council Member or an employee who has an interest in a matter to be discussed at the meeting must disclose that interest (*Shire of Mundaring Code of Conduct, Local Government (Admin) Reg. 34C*).

Cr Mehta disclosed an interest affecting impartiality in item 6.2 Policy Review - Council Member Continuing Professional Development Training and Professional Memberships Policy as it relates to their role as a council member.

Pres McNeil disclosed an interest affecting impartiality in item 6.2 Policy Review - Council Member Continuing Professional Development Training and Professional Memberships Policy as it relates to their role as a council member.

Cr Ellery disclosed an interest affecting impartiality in item 6.2 Policy Review - Council Member Continuing Professional Development Training and Professional Memberships Policy as it relates to their role as a council member.

Cr Zlatnik disclosed an interest affecting impartiality in item 6.2 Policy Review - Council Member Continuing Professional Development Training and Professional Memberships Policy as it relates to their role as a council member.

Cr Mehta disclosed an interest affecting impartiality in item 6.3 Policy Review - Attendance by Council Members and CEO at Conferences and Events as it relates to their role as a council member.

Pres McNeil disclosed an interest affecting impartiality in item 6.3 Policy Review - Attendance by Council Members and CEO at Conferences and Events as it relates to their role as a council member.

Cr Ellery disclosed an interest affecting impartiality in item 6.3 Policy Review - Attendance by Council Members and CEO at Conferences and Events as it relates to their role as a council member.

Cr Zlatnik disclosed an interest affecting impartiality in item 6.3 Policy Review - Attendance by Council Members and CEO at Conferences and Events as it relates to their role as a council member.

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

OFFICER RECOMMENDATION / COMMITTEE DECISION				GC1.12.23
Moved by	Cr Ellery	Seconded by	Cr Zlatnik	
That the Minutes of the Governance Committee Meeting held 16 October 2023 be confirmed.				
				CARRIED 4/0
For:	Cr Ellery, Pres McNeil, Cr Mehta and Cr Zlatnik			
Against:	Nil			

5.0 PRESENTATIONS

Nil

6.0 REPORTS OF EMPLOYEES

6.1 2024 - 2025 Governance Committee Work Plan

File Code	GV.MTG 6.9
Author	Elizabeth Nicholls, Governance Co-ordinator
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	1. 2024-2025 Governance Committee Work Plan

PURPOSE

For the Governance Committee to endorse the Governance Committee Work Plan (Work Plan) listing policies for development and review commencing January 2024 (**Attachment 1**).

BACKGROUND

The Work Plan provides a high level schedule of work to be undertaken.

STATUTORY / LEGAL IMPLICATIONS

Section 2.7 (2)(b) of the *Local Government Act 1995* provides that it is Council's role to determine policies.

- (1) *The council —*
 - (a) *governs the local government's affairs; and*
 - (b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the council is to —*
 - (a) *oversee the allocation of the local government's finances and resources; and*
 - (b) *determine the local government's policies.*

POLICY IMPLICATIONS

The "Policy Development and Review Policy" (2.2) provides "*the process for the development and review of the Shire's policies...*"

The "Community Engagement Policy" provides "*principles that guide the Shire's approach to community engagement*".

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.8 – Compliance with the Local Government Act 1995 and all relevant legislation and regulations

SUSTAINABILITY IMPLICATIONS

Governance

- Comply with relevant policy, legislation, regulation, criteria and guidelines.
- Deliver outcomes that are consistent with the strategic goals and objectives of the Shire.

RISK IMPLICATIONS

Risk: Reputation: Not reviewing policies on a regular basis, especially ones of interest to the community, may lead the community to believe that the Shire does not have consistency and accountability when dealing with matters directed by policies and the credibility of the policy may be undermined.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
A review of the Shire's policies is undertaken as scheduled by the Work Plan with consultation to be undertaken in accordance with the Shire's "Community Engagement Policy".		

Risk: Compliance: The Work Plan does not take into consideration the implications of the Work Plan on committee/ council member capacity, staff and financial resources and the review of associated procedures resulting in a back log of documents.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
The Work Plan is endorsed and any amendments made by the Committee are mindful of staff and committee capacity.		

EXTERNAL CONSULTATION

Nil

COMMENT

The Work Plan has been developed based on:

- the previous version of the Work Plan endorsed 20 February 2023
- information previously received from council members, including policies resolved for creation by Council
- feedback from officers on policies relevant to their directorate or service area that require development or review due to community need or expectation, industry/ organisational standards or legislated requirements .

It should be noted that the proposed reforms announced by the Department of Local Government may impact the scheduled Work Plan should there be a requirement to adopt Legislative Policies within a prescribed period of time.

Consideration has been given to:

- Provision of items to scheduled Governance Committee Meetings for review and endorsement and subsequent Council Meetings. Where there is not sufficient time at meetings, there may be a requirement for additional meetings or for items to be deferred.
- The Shire's "Community Engagement Policy". Scheduling considers engagement fatigue. Undertaking engagement provides the community opportunity to comment, with feedback considered for inclusion in the draft or reviewed policies as appropriate.
- Officer capacity to review or draft the policy.

The Governance service area is not responsible for drafting or reviewing policies for the entire organisation. Instead, Governance officers liaise with the subject matter experts from the relevant service area to facilitate the process and provide advice on good governance.

Council adopted policies may also have procedures and guidelines which also require review to ensure consistency with the relevant policy. Where possible, officers will concurrently review CEO approved policies, procedures and guidelines associated with Council adopted policies.

Some policies are not under the purview of the Governance Committee and as such are not included in the Work Plan. These include:

- Planning policies. Presented directly to Council. Developed and advertised in accordance with the *Planning and Development Act 2005*.
- Accounting and finance policies and practices. Presented to the Audit and Risk Committee in accordance with the Terms of Reference.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION / COMMITTEE DECISION				GC2.12.23
Moved by	Cr Ellery	Seconded by	Cr Mehta	
That the Committee endorses the Governance Committee Work Plan commencing January 2024 (Attachment 1) as amended.				CARRIED 4/0
For:	Cr Ellery, Pres McNeil, Cr Mehta and Cr Zlatnik			
Against:	Nil			

Attachment 1 to Report 6.1

2024-2025 Policy Development and Review Work Plan			Months							
			1--3	4--6	7--9	10--12	1--3	4--6	7--9	10--12
Policy name	Directorate	Comment	Q1 2024	Q2 2024	Q3 2024	Q4 2024	Q1 2025	Q2 2025	Q3 2025	Q4 2025
										ELECTION October 2025
Disaster Relief Policy (New)	Corporate Svcs	New policy (C23.08.23) Notice of Motion								
Community Event Temporary Event Signage Policy (New)	Strategic & Comm Svcs	New policy. 2018 AEM motion								
Purchasing Policy	Corporate Svcs	Review to be informed by the outcomes of the Procurement audit scheduled 2023/24.								
Contract Management Policy	Corporate Svcs	Review brought forward. Adopted 2021								
Equal Employment Opportunity and Anti-Bullying Policy	Corporate Svcs (P&C)	Review brought forward following Legislative changes								
Child Safe Awareness Policy (New)	Strategic & Comm Svcs / Corp (P&C)	New Policy. Recommendation 6.12 Royal Commission								
Risk Management Policy	Corporate Svcs	Review brought forward. Last reviewed 2018								
Compliance Policy	Statutory Svcs	Review due. Adopted 2018								
Council Member Allowances and Expenses Policy Review	Corporate Svcs	Review brought forward. Reviewed July 2023. Amendment to LG Act s5.129 Fees and Expenses								
Management of Property for Investments Policy	Strategic & Comm Svcs	Review to be completed following the adoption of the Investments Property Strategy (Deferred June 2024)								
Investments Policy	Corporate Svcs	Last reviewed 2017								
Benefits for Departing Employees Policy	Office of CEO	Due for review March 2023 LG Act								
Recreation Needs Policy (New)	Strategic & Comm Svcs	New policy to be drafted following the adoption of the Recreation Informing Strategy								
Roadside Conservation Policy	Statutory Svcs	Last reviewed 2017								
Complaints Management Policy	Corporate Svcs	Last reviewed 2018								
Environmental Sustainability Policy	Statutory Svcs	Adopted 2018								
Mobile Vendors on Shire Owned Land Policy	Statutory Svcs	Last reviewed 2018								
Use of ChatGPT, AI Policy (New)	Strategic & Comm Svcs	New Policy								
Code of Conduct for Council Members, Committee Members and Candidates	Corporate Svcs	Review of policy after LG Election								
Council Member Continuing Professional Development, Training and Professional Memberships Policy	Corporate Svcs	Review of policy after LG Election								

Attachment 1 to Report 6.1

Policies to be reviewed concurrently with items in Work Plan (no significant changes expected):			Q1 2024	Q2 2024	Q3 2024	Q4 2024	Q1 2025	Q2 2025	Q3 2025	Q4 2025
										ELECTION October 2025
Civic functions	Office of CEO	Minor (Last reviewed 2010)								
Internal Audit Charter	Corporate Svcs	Minor (to be presented to ARC prior). Last reviewed 2020								
Short term use of Oval and Reserves for accommodation	Statutory Svcs	Minor (KK: Policy Never been used, upcoming event Nov 2024)								
Youth Grants	Strategic & Comm Svcs	Minor (Review once per electoral cycle written in Policy. Last reviewed 2017)								
Temporary accommodation	Statutory Svcs	Minor (Last reviewed 2017)								
Support for Volunteerism	Strategic & Comm Svcs	Minor (Last reviewed 2017)								
Community Gardens	Strategic & Comm Svcs	Minor (Last reviewed 2017)								
Designated Senior Employees	Corporate Svcs	Minor (Last reviewed 2017) Potential to combine with Appointment of Acting CEO								
Art Collection	Strategic & Comm Svcs	Minor (Last reviewed 2017)								
Disposal of Minor Surplus Assets Policy	Corporate Svcs	Minor (Last reviewed 2018)								
Bush Fire Service - Long Service and Outstanding Service Awards	Statutory Svcs	Minor (Last reviewed 2017)								

LEGEND:

Policies scheduled in 2023-2025 initial work plan
Proposed policies to be added to 2023 -2025 Governance Workplan
Policies due for review with no significant changes expected

6.2 Policy Review - Council Member Continuing Professional Development Training and Professional Memberships Policy

File Code	GV.OPP 1
Author	Pascaline Owers, Governance Officer
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	1. CM Continuing Prof Dev, Training and Prof Membership Policy - 1.3 - Draft with tracked changes

PURPOSE

The Committee is asked to consider and recommend that Council adopt the draft “Council Member Continuing Professional Development, Training and Professional Memberships Policy” (**Attachment 1**).

BACKGROUND

The draft “Council Member Continuing Professional Development, Training and Professional Memberships Policy” (**Attachment 1**) has been reviewed based on the current “Council Member Continuing Professional Development, Training and Professional Memberships Policy” (1.3)

The current “Council Member Continuing Professional Development, Training and Professional Memberships Policy” (1.3) was reviewed in March 2023 (C2.03.2023).

STATUTORY / LEGAL IMPLICATIONS

Sections 5.98 and section 5.129 of the *Local Government Act 1995* provides for the reimbursement of expenses to council members and fees and expenses.

Sections 5.126 and 5.127 of the *Local Government Act 1995* includes provisions for the training of council members and how this is to be reported. This includes that regulations may prescribe the course of training and the period in which training must be completed.

The draft Council Member Continuing Professional Development, Training and Professional Memberships policy is required under section 5.128 of the *Local Government Act 1995*:

5.128. Policy for continuing professional development

- (1) *A local government must prepare and adopt* a policy in relation to the continuing professional development of council members.*
* Absolute majority required.
- (2) *A local government may amend* the policy.*
* Absolute majority required.
- (3) *When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.*

- (4) *The CEO must publish an up-to-date version of the policy on the local government's official website.*
- (5) *A local government —*
 - (a) *must review the policy after each ordinary election; and*
 - (b) *may review the policy at any other time.*

Section 5.129 of the *Local Government Act 1995* was added by the *Local Government Regulations Amendment Regulations (No. 3) 2023* and provides for a policy in regards to council member fees and expenses.

Part 10 of the *Local Government (Administration) Regulations 1996* provides details of training for council members with regulation 37 added as part of the *Local Government Regulations Amendment Regulations (No. 3) 2023*.

POLICY IMPLICATIONS

The reviewed policy will be adopted and current policy replaced.

The "Council Member Continuing Professional Development, Training and Professional Memberships Policy" is considered a Legislative Policy as it is required by the *Local Government Act 1995*.

FINANCIAL IMPLICATIONS

The current cost of the five modules of [Council Members Essentials](#) provided by WALGA are:

Understanding Local Government	\$240 (incl GST) - Face-to-Face at WALGA \$240 (incl GST) - Virtual Classroom via Zoom \$220 (incl GST) - eLearning course
Conflicts of Interest	\$240 (incl GST) - Face-to-Face at WALGA \$240 (incl GST) - Virtual Classroom via Zoom \$220 (incl GST) - eLearning
Serving on Council (2 day course)	\$990 (incl GST) - Face-to-face at WALGA \$450 (incl GST) - eLearning
Meeting Procedures	\$495 (incl GST) - Face-to-face at WALGA \$350 (incl GST) - eLearning
Understanding Financial Reports and Budgets	\$495 (incl GST) - Face-to-face at WALGA \$350 (incl GST) - eLearning

Council determines the amount of the budget allocation during the annual budget deliberations.

All unspent funds within each of the training allocations at the end of the financial year will not be carried forward to the subsequent year.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.8 – Compliance with the Local Government Act 1995 and all relevant legislation and regulations

SUSTAINABILITY IMPLICATIONS

Governance

- Sustain and enhance organisational knowledge, capability and leadership
- Promote innovation, learning and development
- Comply with relevant policy, legislation, regulation, criteria and guidelines.

RISK IMPLICATIONS

Risk: <u>Compliance</u> : Non-compliance with the <i>Local Government Act 1995</i> .		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
Action / Strategy		
Adopt policies as required to meet regulatory compliance, which also facilitate good governance, ensuring transparency, and accountability.		

Risk: <u>Reputation</u> : not adopting the updated policy that provides transparent criteria for approval may create a perception that there is no accountability and that decision making could be influenced.		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
Action / Strategy		
That the updated policy is adopted by Council.		

EXTERNAL CONSULTATION

Nil

COMMENT

Officers have reviewed the current “Council Member Continuing Professional Development, Training and Professional Memberships Policy” with changes tracked included in **Attachment 1**. Changes include:

- Addition of attendance at the Annual National General Assembly of Local Government included for Shire President and Deputy Shire President as conditionally approved continuing professional development. This is consistent with the Shire’s current practice and the draft updated “Attendance by Council Members and CEO at Conferences and Events Policy” (to be considered also at this meeting).
- Reference made to updated policy titles. For example, “Council Member Allowances and Expenses Policy” (2.10).
- Consistent with the provisions of section 5.129 of the *Local Government Act 1995* and recent amendments to the *Local Government (Administration) Regulations 1996* payments have been restricted to:
 - Training which relates to the role of the council or the role of a council member under the *Local Government Act 1995* or another law
 - Not be permitted in the final 3 months of a council members term, when they have resigned, or if they are suspended.

VOTING REQUIREMENT

Simple Majority

COMMITTEE RECOMMENDATION		GC3.12.23	
Moved by	Cr Zlatnik	Seconded by	Cr Ellery
<p>That Council adopts the draft “Council Member Continuing Professional Development, Training and Professional Memberships Policy” (Attachment 1), amended as follows:</p> <ul style="list-style-type: none">under section 4.4, General Considerations for Compulsory Training and CPD, delete reference to the caretaker period so that 4.4 reads as follows: <i>“No council member is permitted to undertake CPD in the final three months of their term, when they have resigned or if they are suspended.”</i>			
			CARRIED 4/0
For:	Cr Ellery, Pres McNeil, Cr Mehta and Cr Zlatnik		
Against:	Nil		



1.3 COUNCIL MEMBER CONTINUING PROFESSIONAL DEVELOPMENT, TRAINING AND PROFESSIONAL MEMBERSHIPS

Responsible Directorate	Corporate Services	
Responsible Service Area	Governance	
Adopted	December 2020	SC18.12.20
Reviewed	March 2023	C2.03.2023
	<u>December 2023</u>	<u>CX.XX.2023</u>
Procedure Ref	N/A	

1. PURPOSE

Shire of Mundaring (the Shire) is committed to supporting council members to fulfil their role as leaders and enable them to comply with relevant legislation that prescribes training requirements.

The knowledge, skills and experiences that council members bring to their role when elected, which are enhanced during an induction program, will generally need to be supplemented with ongoing knowledge and skills development relevant to their complex and significant role as leaders in the community.

This policy provides a structured approach to Continuing Professional Development (CPD), compulsory training and professional memberships whilst maintaining the flexibility to enable council members to tailor to their individual needs.

2. SCOPE

This policy applies to all council members of the Shire. This policy is to be reviewed after each ordinary local government election.

3. DEFINITIONS

compulsory training	the <i>Local Government Act 1995</i> (the Act) and <i>Local Government (Administration) Regulations 1996</i> requires all council members to undertake training courses within 12 months of being elected.
Elected Member Essentials	as defined by the <i>Local Government (Administration) Regulations 1996</i> , regulation 35(2).
council member	a person elected under the Act as a member of Council. The Shire's council members includes the Shire President, Deputy Shire President and Councillors (as defined by the Act).
external committee member	a person appointed to a Committee established under the Act who is not a council member.

Continuing Professional Development	attendance or participation in (in person or online) training relevant to the role of <u>council or the role of</u> a council member. Including but not limited to: conferences, workshops, courses, webinars, seminars, networking forums, formal qualifications or similar professional development provided by a Registered Training Organisation or government agency.
Registered Training Organisation	provider registered by the Australian Skills Quality Authority or similar state regulator to deliver nationally recognised training and qualifications.
training allocation	Council adopted budget allocation for the purposes of attending compulsory training or CPD to support the role of a council member to attend CPD.

4. POLICY

Council members are encouraged to seek the assistance of their peers and the Chief Executive Officer (CEO) to identify opportunities for their particular development requirements and appropriate training, courses, conferences and formal qualifications to improve their skills and knowledge.

4.1. Compulsory Training

Section 5.126 of the *Local Government Act 1995* (the Act) includes provisions relating to the universal training of council members. All council members are required to complete Elected Member Essentials within 12 months of election to Council. Compulsory training remains valid for five years.

A council member is only required to undertake compulsory training after every second election unless exempt under regulation 36 of the *Local Government (Administration) Regulations 1996*. Exemptions include:

- Completion of compulsory training courses within the period of 5 years ending immediately before the day on which the council member is elected.
- Completion of Diploma of Local Government (Elected Member) within the period of 5 years ending immediately before the day on which the council member is elected.
- Completion of the course titled LGASS00002 Elected Member Skill Set before 1 July 2019 and within the period of 5 years ending immediately before the day on which the council member is elected.

Immediately following each election, newly elected council members, be they first-time or returning, are to request to be enrolled in compulsory training on their preferred date either online or in person, depending on their preference.

It is the responsibility of the council member to complete their compulsory training in accordance with legislation.

4.1.1. Cost of Compulsory Training

Costs to undertake compulsory training are determined by the Training Providers.

A training allocation for compulsory training will be determined as part of the budget setting process.

Noting that the allocation for compulsory training will generally be expended every two years, based on election cycles, a training allocation will be made available to any new or returning council member who is required to complete compulsory training. The training allocation for compulsory training is in addition to the training allocation for CPD.

All unspent funds in the training allocation for compulsory training will not be carried forward at the end of the financial year.

4.2. Continuing Professional Development (CPD)

Where CPD is attendance at a conference, this policy is to be considered in conjunction with the "Attendance by Council Members and CEO at Conference and Events Policy" [\(1.2\)](#) where relevant.

4.2.1. Cost of CPD

Costs to undertake CPD are determined by training providers or event organisers.

The training allocation for CPD will be determined as part of the budget setting process.

The training allocation for CPD is to be equally distributed between council members.

Any requests from council members to attend CPD that exceeds their available allocation will be presented to Council for consideration.

All unspent funds in the training allocation for CPD will not be carried forward at the end of the financial year.

4.2.2. Conditionally Approved CPD – costing up to \$750

CPD costing up to \$750, including reimbursement of expenses, is conditionally approved.

Conditions for approval include:

- a. A request is submitted in writing including all estimated expenses (see item 4.6) to the CEO.
- b. The council member has completed or enrolled in all compulsory training.
- c. The request addresses the council member's professional development needs.
- d. The CPD aligns with the strategic direction of the Shire.
- e. The CPD is held online or within the Perth metropolitan area.

- f. The CPD is delivered by a reputable organisation or Registered Training Organisation.
- g. There are sufficient funds available in the council members training allocation.

If the request meets the above conditions, the CEO will arrange for the council member to be enrolled/ registered. Any requests that do not meet the above conditions will be presented to Council for consideration.

4.2.3. Conditionally Approved CPD – costing \$750 and above

Council members may request to attend conditionally approved CPD costing \$750 and above (~~refer to 4.2.5 for CPD costing up to \$750~~) including:

- Courses conducted by the Western Australian Local Government Association (WALGA). Excludes WALGA Elected Member Diploma. Refer to 4.2.4.
- Courses conducted by the Australian Institute of Company Directors.
- Courses conducted by the Institute of Public Administration Australia.
- Courses conducted by the Governance Institute of Australia.
- Courses conducted by the International Association for Public Participation (IAP2).

Conditions for approval include:

- a. A request is submitted in writing including all estimated expenditure (see item 4.6) to the CEO.
- b. The council member has completed or enrolled in all compulsory training.
- c. The request addresses the council member's professional development needs.
- d. The CPD aligns with the strategic direction of the Shire.
- e. The CPD is held online or within the Perth metropolitan area.
- f. There are sufficient funds available in the council members training allocation.

If the request meets the above conditions, the CEO will arrange for the council member to be enrolled/ registered. Any requests that do not meet the above conditions will be presented to Council for consideration.

4.2.4. Conditionally Approved CPD – WALGA Diploma of Local Government – Elected Member

Council members may request to complete the WALGA Diploma of Local Government – Elected Member.

Conditions for approval include:

- a. The intention to complete the WALGA Diploma of Local Government – Elected Member is raised during budget deliberations.

- b. A request is submitted in writing including all estimated expenditure (see item 4.6) to the CEO within the first 18 months of the council members term.
- c. The council member has completed or enrolled in all compulsory training.

If the request meets the above conditions, the CEO will arrange for the council member to be enrolled/ registered. Any requests that do not meet the above conditions will be presented to Council for consideration.

4.2.5. Conditionally Approved CPD – Annual National General Assembly

The President or Deputy President is approved to attend the Annual National General Assembly of Local Government. Costs of attendance is not part of the individual conference allowance.

4.2.5.4.2.6. CPD – costing \$750 and above

Generally, CPD costing above \$750, including estimated expenditure (excluding conditionally approved CPD) are for intrastate, interstate or overseas CPD.

A request is to be submitted in writing to the CEO including all estimated expenditure (see item 4.6).

Criteria for assessment includes:

- a. The council member has completed or enrolled in all compulsory training.
- b. The request addresses the council member's professional development needs.
- c. The CPD aligns with the strategic direction of the Shire
- d. The CPD is delivered by a reputable organisation or Registered Training Organisation
- e. There are sufficient funds available in the council members training allocation.
- f. The CPD does not have an option to participate through an online learning format. If an online learning format is available, the council member is to attend via that means rather than travel to the course location.

Once the CEO undertakes an initial assessment, a report will be presented to Council for consideration.

4.3. External Committee Members CPD

External committee members may be invited to attend in-house training relevant to their role as a committee member.

4.4. General Considerations for Compulsory Training and CPD

No council member is permitted to undertake CPD during the caretaker period prior to the expiry of their term or in the final three months of their term, when they have resigned or if they are suspended.

In circumstances where a council member is unable to attend Compulsory Training or CPD they have registered for and cancellation would result in a financial loss to the Shire, the CEO is authorised to determine a substitute council member and/or employee to attend the CPD in lieu of the registered council member.

Where other subsidies are provided to council members, they are only entitled to financial assistance through this policy to the extent that the other subsidies don't cover their expenses.

4.5. Professional Memberships

There are a range of professional bodies associated with local government matters. These provide a variety of learning and networking opportunities for council members.

Professional bodies have a range of membership fees which are a recognised cost to participate in training.

Requests for payment of professional membership may be initiated by the council member and must be forwarded to the CEO.

Criteria for approval include:

- a. Membership is to a recognised organisation and is relevant to role of the council member.
- b. The membership aligns with the strategic direction of the Shire.
- c. There are sufficient funds available in the training allocation.

If the request meets the above criteria, the CEO will arrange for the payment of the professional membership for the council member. Any requests that do not meet the above criteria will be presented to Council for consideration.

4.5.1. Cost of Professional Memberships

The cost of professional memberships are determined by the professional bodies.

Requests from council members for the cost of a professional membership to be paid by the Shire will be taken from the council members training allocation.

All unspent funds in the training allocation for professional memberships will not be carried forward at the end of the financial year.

4.6. Reimbursement of Expenses

Where payment or reimbursement of expenses is sought for costs incurred by the attendance at Compulsory Training or CPD exceeding \$500, the formal approval of Council is required. Any request must be submitted in writing at least fourteen days prior to the Council meeting at which the request will be considered.

The extent to which an attendee will be reimbursed will be in accordance with the "[Elected Council Members Allowances and Expenses Policy](#)" (2.10) and this policy. Where appropriate, the Shire will pay reasonable costs associated with an attendee's accommodation.

Necessary approvals required by this policy are to be obtained prior to making any financial or other commitments. No reimbursement of expenses will be approved retrospectively.

4.6.1. Private Motor Vehicle

The use of a private motor vehicle is reimbursed in accordance with the “[Elected Council Members Allowances and Expenses Policy](#)” [\(2.10\)](#).

4.6.2. Intrastate, Interstate and Overseas Air Travel

Economy class air travel arrangements shall apply to CPD requiring air travel. The most direct route to and from the airport situated closest to the venue shall be booked.

Where practicable, advantage should be taken of available discount fares.

Attendees have the option to upgrade their travel arrangements to business class by supplementing the economy airfare at their own cost.

4.6.3. Accommodation

Unless other arrangements are specifically approved by Council the following applies:

- Accommodation costs shall be paid for the duration of the training/ CPD. This includes arrival the day before the start of the training/ CPD and departure the day following the close of training/ CPD where necessary (for example, timing makes it unreasonable to arrive at or return home in normal working hours or have a '10 hour break' between the end of the event and resuming normal hours of work).
- Accommodation will, where practicable, be booked at the associated venue or in close proximity to the venue and be a standard twin or double.
- Accommodation costs paid or reimbursed shall be the actual costs incurred. Wherever possible accommodation costs shall be pre-paid by the Shire.

In the event that an attendee wishes to extend their stay for personal reasons not associated with approved Council business, then any extended stay is to be at the full cost of the attendee.

4.6.4. Personal Accident and Corporate Travel Insurance

Personal accident and corporate travel insurance is provided in accordance with the “[Elected Council Member's Allowances and Expenses Policy](#)” [\(2.10\)](#).

Attendees may wish to obtain their own insurance cover, at their own cost, to ensure the benefits and endorsements are adequate for their individual needs.

If an attendee extends their stay (item 4.6.3) or an accompanying person attends (item 4.6.8) the Shire will not cover the cost of the additional insurance.

4.6.5. Transportation

The cost of parking costs, taxi, ride share or fares for public transport to and from the airport, training/ CPD venue or other approved places shall be reimbursed [in accordance with the "Council Member Allowances and Expenses Policy" \(2.10\)](#).

The cost of car hire will only be reimbursed when the request has been included in the notification of attendance and approval given at the time attendance the conference/ event is authorised.

4.6.6. Meals and Incidental Expenses

Meal expenses are to be interpreted as reasonable expenses incurred for the purchase of breakfast, lunch, and dinner where these are not provided at the event or in travel.

Incidental expenses are to be interpreted as reasonable expenses incurred by the [Council Member](#) for telephone calls, public transport and sundry food and beverages.

The CEO is authorised to set standards and calculate costs for reimbursement of approved incidental expenses. Alternatively, Council may determine the amount for meals and incidental expenses at the time of approving the attendance.

4.6.7. Child Care Expenses

Reimbursement for child care expenses that result from attendance at a conference/ event will be reimbursed in accordance with the ["Elected Council Members Allowances and Expenses Policy" \(2.10\)](#).

4.6.8. Accompanying Person

Council appreciates that attendees may require someone to accompany them to training/ CPD. This is supported on the following basis:

- Details of the accompanying person is included when the request is submitted.
- Where it is more efficient for the Shire to make arrangements for registration, travel and accommodation for accompanying persons, it is appropriate that Council meets these expenses in the first instance. The attendee must arrange reimbursement of these costs prior to attendance at the training/ CPD.
- Expenses incurred by the accompanying person at the conference/ event will be borne by the council member, not the Shire.

4.6.9. Accompanying Carer

Where an attendee is attending training/ CPD and has a disability as defined in the *Disability Services Act 1993*, the Shire will meet the cost of an accompanying carer where that carer is a person who provides ongoing care or assistance.

The costs provided by the Shire for an accompanying carer will include travel, meals, registration, accommodation and participation in any programs.

4.6.10. Claiming Reimbursement of Expenses

Within 30 working days of the conclusion of the training/ CPD, receipts must be presented to support the expenditure that is to be reimbursed.

Only expenses incurred in the attendee's capacity to fulfil their role representing the Shire will be reimbursed.

4.6.11. Loyalty Rewards or Bonus Points

Consistent with the principle of not using public expenditure for private advantage, where possible, travel and accommodation bookings that accrue loyalty rewards or bonus points, should not be personally claimed or used for private purposes and where possible be used only for further official purposes.

4.7. Administration Process

Registration for all compulsory training, professional memberships and approved CPD including travel and accommodation are to be organised by the Executive Assistant to the CEO.

Where possible, all airfares and other travel arrangements including registration, accommodation and associated fees and charges shall be pre-paid by the Shire.

Where items are unable to be pre-paid, council members may seek reimbursement for expenses in accordance with this policy.

4.8. Reporting

In accordance with section 5.127 of the Act, the Shire will publish a report on the Shire's website within one month of the financial year detailing the training/ CPD completed by council members.

The report will be in the format of a register which will include:

- Council member name
- Name of training or CPD completed
- Name of Registered Training Organisation

In order to complete the register, council members shall, following completion of compulsory training or CPD, provide evidence of attendance/ completion to the Chief Executive Officer via the Shire's generic email address.

4.9. Sharing of Knowledge

Within one month from the conclusion of an approved interstate and overseas conferences, the attendee shall provide a written report or

presentation for the information of council members. Where appropriate, this requirement shall also apply for intrastate conferences. The report or presentation is only applicable to conferences and is to contain relevant observations and the identification of significant outcomes gained from the conference that would be of benefit to the Shire's operations.

5. RELATED LEGISLATION

Local Government Act 1995, section 5.126 Training for council members

Local Government Act 1995, section 5.127 Report on training

Local Government Act 1995, section 5.128 Policy for continuing professional development

[Local Government Act 1995, section 5.129 Fees and expenses](#)

Local Government Administration Regulations 1996, regulation 35 Training for council members (Act s. 5.126(1))

Local Government Administration Regulations 1996, regulation 36 Exemption from Act s. 5.126(1) requirement

6. RELATED DOCUMENTS

Attendance by Council Members and CEO at Conferences and Events Policy
[\(1.2\)](#)

[Council Member Allowances and Expenses Policy \(2.10\)](#)

6.3 Policy Review - Attendance by Council Members and CEO at Conferences and Events

File Code	GV.OPP 1
Author	Pascaline Owers, Governance Officer
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	1. Attendance by CM and CEO at Conferences and Events Policy - 1.2 - Draft with tracked changes

PURPOSE

The Committee is asked to consider and recommend that Council adopt the draft “Attendance by Council Members and CEO at Conferences and Events Policy” (**Attachment 1**).

BACKGROUND

The draft updated “Attendance by Council Members and CEO at Conferences and Events Policy” (**Attachment 1**) has been reviewed based on the current “Attendance by Council Members and CEO at Conferences and Events Policy” (1.2)

The current “Attendance by Council Members and CEO at Conferences and Events Policy” (1.2) was reviewed in March 2023 (C2.03.23). Since that time, a small number of minor amendments have been identified and are addressed in the reviewed draft policy.

STATUTORY / LEGAL IMPLICATIONS

The draft “Attendance by Council Members and CEO at Conferences and Events Policy” is required under section 5.90A of the *Local Government Act 1995*:

5.90A. Policy for attendance at events

- (1) *In this section —*
event includes the following —
- (a) *a concert;*
 - (b) *a conference;*
 - (c) *a function;*
 - (d) *a sporting event;*
 - (e) *an occasion of a kind prescribed for the purposes of this definition.*
- (2) *A local government must prepare and adopt* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —*
- (a) *the provision of tickets to events; and*
 - (b) *payments in respect of attendance; and*
 - (c) *approval of attendance by the local government and criteria for approval; and*
 - (d) *any prescribed matter.*
- * Absolute majority required.*
- (3) *A local government may amend* the policy.*
** Absolute majority required.*

- (4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (5) The CEO must publish an up-to-date version of the policy on the local government's official website.

POLICY IMPLICATIONS

The reviewed policy will be adopted and current policy replaced.

The "Attendance by Council Members and CEO at Conferences and Events Policy" is considered a Legislative Policy as it is required by the *Local Government Act 1995*.

FINANCIAL IMPLICATIONS

A budget allocation for Attendance by Council Members and CEO at Conferences and Events Policy is determined by Council during annual budget deliberations.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.8 – Compliance with the Local Government Act 1995 and all relevant legislation and regulations

SUSTAINABILITY IMPLICATIONS

Governance

- Sustain and enhance organisational knowledge, capability and leadership
- Promote innovation, learning and development
- Comply with relevant policy, legislation, regulation, criteria and guidelines.

RISK IMPLICATIONS

Risk: <u>Compliance</u> : Non-compliance with the <i>Local Government Act 1995</i> .		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
Action / Strategy		
Adopt policies as required to meet regulatory compliance, which also facilitate good governance, ensuring transparency, and accountability.		

Risk: <u>Reputation</u> : not adopting the updated policy that provides transparent criteria for approval may create a perception that there is no accountability and that decision making could be influenced.		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
Action / Strategy		
That the updated policy is adopted by Council.		

EXTERNAL CONSULTATION

Nil

COMMENT

Officers have reviewed the current “Attendance by Council Members and CEO at Conferences and Events Policy”(1.2) and tracked changes in **Attachment 1**. Changes include:

- Addition of attendance at the Annual National General Assembly of Local Government included for Shire President and Deputy Shire President (if the Shire President has declined to attend) as pre-approved events. This is consistent with the Shire’s current practice and the draft “Council Member Continuing Professional Development, Training and Professional Memberships Policy” (to be considered also at this meeting).
- Reference made to updated policy titles. For example, “Council Member Allowances and Expenses Policy” (2.10).

VOTING REQUIREMENT

Simple Majority - *Local Government Act 1995* section 5.90A.

COMMITTEE RECOMMENDATION		GC4.12.23	
Moved by	Cr Ellery	Seconded by	Cr Mehta
That Council adopts the draft “Attendance by Council Members and CEO at Conferences and Events Policy” (Attachment 1).			
			CARRIED 4/0
For:	Cr Ellery, Pres McNeil, Cr Mehta and Cr Zlatnik		
Against:	Nil		



1.2 ATTENDANCE BY COUNCIL MEMBERS AND CEO AT CONFERENCES AND EVENTS

Responsible Directorate	Corporate Services	
Responsible Service Area	Governance	
Adopted	January 2005	RC10.01.05
Reviewed	March 2010	C7.03.10
	May 2018	C15.05.18
	March 2023	C2.03.23
	<u>December 2023</u>	<u>Cx.xx.23</u>
Procedure Ref	N/A	

1. PURPOSE

The *Local Government Act 1995* (the Act), section 5.90A provides that Shire of Mundaring (the Shire) is to adopt a policy on attendance at events for council members and the Chief Executive Officer (CEO).

Attending certain events to represent Shire of Mundaring is an important function for council members and the CEO. In order to carry out their functions impartially, council members and the CEO are required to demonstrate that attendance at events and the acceptance of tickets is transparent and that they are not improperly influenced by third parties.

This policy provides a framework for the acceptance of invitations to events and the reimbursement of expenses incurred during attendance whilst considering the benefit to the community.

2. SCOPE

This policy applies to the acceptance of tickets and attendance at events by council members and the CEO of the Shire (attending in their capacity as a council member or CEO) and includes:

- Acceptance of invitations to attend events and the criteria for approval
- The provision of tickets to events
- Payments in respect of event attendance

This policy does not apply to Shire employees, other than the CEO.

Where this policy relates to attendance at conferences, it should be read in conjunction with the "Council Member Continuing Professional Development, Training and Professional Memberships Policy" [\(1.3\)](#).

3. DEFINITIONS

attendees	a council member or the CEO attending a conference/ event as applicable.
conference	a conference relevant to local government business.

council member	a person elected under the Act as a member of Council. The Shire's council members include the Shire President, Deputy Shire President and Councillors (as defined by the Act).
event	has the meaning given to it under section 5.90A of the Act and includes a concert, conference, function, sporting event and an occasion prescribed for the purposes of this definition by the <i>Local Government (Administration) Regulations 1996</i> . This is not an exhaustive list.
gift	has the meaning given to it under section 5.57 of the Act; a conferral of a financial benefit (including a disposition of property) made by one person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral; or a travel contribution.
ticket	includes an admission ticket to an event or an invitation to attend an event, or complimentary registration to an event offered by a third party.

4. POLICY

Council acknowledges that it has a responsibility to ensure that appropriate development opportunities are available to council members to assist in the fulfilment of the duties and responsibilities associated with their office. Attendance at appropriate conferences is one way to achieve this.

Attendance at an event as a representative of the Shire, where the attendee has not paid for the ticket, is a gift and must be disclosed if valued over \$300 (either one gift or cumulative over 12 months from the same third party).

4.1. Pre-Approved Conferences/ Events

Attendance at a pre-approved event will exclude the recipient from the requirement to disclose an interest if the ticket is above \$300 (either one gift or cumulative over 12 months from the same donor) and the donor has a matter before Council.

Receipt of the gift will still be required under the gift register provisions.

The below table indicates pre-approved events (marked with an 'X'):

Conference/ Event Organiser	Shire President	Deputy Shire President	Council Members	CEO
Western Australian Local Government Association (WALGA)	X	X	X	X
Australian Local Government Association (ALGA)	X	X	X	
Annual National General Assembly of Local Government	X	X (if Shire President is		

7000 Great Eastern Highway Mundaring WA 6073 Ph: 9290 6666 shire@mundaring.wa.gov.au www.mundaring.wa.gov.au

Conference/ Event Organiser	Shire President	Deputy Shire President	Council Members	CEO
		not attending		
Local Government Professionals WA	X	X	X	X
Local Government Professionals Australia				X
WA Government Agency (e.g. Public Sector Commission)	X	X	X	X
Perth Metropolitan Local Governments	X	X	X	X
WA Regional Local Governments and other Local Governments	X	X	X	X
State or Federal Member of Parliament (excluding political party event or fundraisers)	X	X	X	X
Shire of Mundaring hosted events	X	X	X	X
Not for Profits and Community organisations / groups within the district of the Shire of Mundaring	X	X	X	X

In addition to accepting invitations to attend pre-approved events, the CEO is approved to attend events in accordance with their contractual entitlements.

4.1.1. Distribution of Tickets

Where an invitation to attend a pre-approved event, including tickets, is extended to the Shire and is addressed to the Shire President, and the President is unable or does not wish to attend the event, the Shire President may with the consent of the event organiser, distribute the ticket to the Deputy Shire President or another council member or employee.

Where an invitation to attend a pre-approved event, including tickets, is extended to a specific council member, and the individual council member is unable or does not wish to attend the event, the Shire President may with the consent of the event organiser, distribute the ticket to another council member or employee.

Where an invitation to attend a pre-approved event, including tickets, is extended to the CEO, and the CEO is unable, or does not wish to attend the event, the CEO is to advise the event organiser of their inability to attend and may, if the event organiser agrees, distribute the invitation to a nominated employee.

4.2. Other Events

An invitation to an event accepted by a council member or CEO without payment (to attend in their capacity as a council member or CEO), where a

member of the public is required to pay, unless noted as a pre-approved event in this policy, will generally be classified as a gift to which gift declaration provisions apply.

Where an event is a free event to the public then no action is required by the recipient in relation to this policy.

If the event is ticketed and the council member or CEO pays the full ticketed price and does not seek or obtain reimbursement then no action is required by the recipient in relation to this policy.

Where either the CEO proposes to Council or Council itself nominates a council member to attend a specific conference then that council member is not required to complete the Conference and Event Attendance Form, as the report to Council will have already been prepared and the assessment criteria examined. The expenditure is to be considered as part of a report to Council and allocated to the relevant service area or council member budget.

4.3. Approval Process

All event invitations or offers of tickets for a council member to attend must be forwarded in writing and addressed to the CEO for approval.

Where an event invitation or offers of tickets are for the CEO to attend must be forwarded in writing and addressed to the Shire President for approval.

4.4. Criteria for Approval

All proposals to accept invitations for enrolment and attendance at conferences/ events that incur costs (for the reimbursement of expenses) shall be subject to an initial assessment by the CEO based on the following criteria:

- The role of the attendee at the conference/ event (participant, observer, presenter, facilitator) and the value of their contribution.
- Whether the conference/ event relates to an objective identified within the current or future strategic direction of Council.
- The current relevance of the conference/ event to the Shire.
- Equity of opportunity of the council member concerned including recognition of the number of opportunities previously provided to that council member.
- Whether there are more cost effective options to acquire the relevant knowledge and information.
- Whether it is appropriate that more than one council member attends.
- The total cost of travel, accommodation, registration, meals and other expenses and the potential impact of these on the Shire's budget allocation including the impact on future conference attendance by other council members.
- Whether the conference/ event is sponsored by the Shire.
- Remaining term of office.

Conferences/ events that will not be considered for approval include:

- Political party events and fundraisers.
- Entertainment events that do not have any relevance to the Shire or to the business of local government.

- An event that benefits a council member or the CEO in a personal capacity.

No council member is permitted to accept invitations to attend conferences/ events which will incur a cost to the Shire during caretaker period, unless otherwise determined by a resolution of Council.

4.5. Authority for Approval

Once the CEO undertakes an initial assessment in relation to the criteria for approval, a report will be presented to Council for approval.

4.6. Reimbursement of Expenses

Where payment or reimbursement of expenses is sought for costs incurred by acceptance of an invitation for the attendance at a conference/ event in excess of the available budget allocation, formal Council approval is required. Any request must be submitted on the "Conference and Event Attendance Form" (Appendix 1) at least fourteen days prior to the Council meeting at which the request will be considered.

The extent to which an attendee will be reimbursed will be in accordance with the "[Elected Council Members Allowances and Expenses Policy](#)" (2.10) and this policy. Where appropriate, the Shire will pay reasonable costs associated with an attendee's accommodation.

Necessary approvals required by this policy are to be obtained prior to making any financial or other commitments. No reimbursement of expenses will be approved retrospectively.

4.6.1. Private Motor Vehicle

The use of a private motor vehicle is reimbursed in accordance with the "[Elected Council Members Allowances and Expenses Policy](#)" (2.10).

4.6.2. Intrastate, Interstate and Overseas Air Travel

Economy class air travel arrangements shall apply to CPD requiring air travel. The most direct route to and from the airport situated closest to the venue shall be booked.

Where practicable, advantage should be taken of available discount fares.

Attendees have the option to upgrade their travel arrangements to business class by supplementing the economy airfare at their own cost.

4.6.3. Accommodation

Unless other arrangements are specifically approved by Council the following applies:

- Accommodation costs shall be paid for the duration of the training/ CPD. This includes arrival the day before the start of the training/ CPD and departure the day following the close of training/ CPD where necessary (for example, timing makes it unreasonable to arrive at or return home in normal working

hours or have a '10 hour break' between the end of the event and resuming normal hours of work).

- Accommodation will, where practicable, be booked at the associated venue or in close proximity to the venue and be a standard twin or double.
- Accommodation costs paid or reimbursed shall be the actual costs incurred. Wherever possible accommodation costs shall be pre-paid by the Shire.

In the event that an attendee wishes to extend their stay for personal reasons not associated with approved Council business, then any extended stay is to be at the full cost of the attendee.

4.6.4. Personal Accident and Corporate Travel Insurance

Personal accident and corporate travel insurance is provided in accordance with the "[Elected Council Members Allowances and Expenses Policy](#)" (2.10).

Attendees may wish to obtain their own insurance cover, at their own cost, to ensure the benefits and endorsements are adequate for their individual needs.

If an attendee extends their stay (item 4.6.3) or an accompanying person attends (item 4.6.8) the Shire will not cover the cost of the additional insurance.

4.6.5. Transportation

The cost of parking costs, taxi, ride share or fares for public transport to and from the airport, training/ CPD venue or other approved places shall be reimbursed [in accordance with the "Council Member Allowances and Expenses Policy" \(2.10\)](#).

The cost of car hire will only be reimbursed when the request has been included in the notification of attendance and approval given at the time attendance the conference/ event is authorised.

4.6.6. Meals and Incidental Expenses

Meal expenses are to be interpreted as reasonable expenses incurred for the purchase of breakfast, lunch, and dinner where these are not provided at the event or in travel.

Incidental expenses are to be interpreted as reasonable expenses incurred by the [Council Member](#) for telephone calls, public transport and sundry food and beverages.

The CEO is authorised to set standards and calculate costs for reimbursement of approved incidental expenses. Alternatively, Council may determine the amount for meals and incidental expenses at the time of approving the attendance.

4.6.7. Child Care Expenses

Reimbursement for child care expenses that result from attendance at a conference/ event will be reimbursed in

accordance with the “[Elected Council Members Allowances and Expenses Policy](#)” [\(2.10\)](#).

4.6.8. Accompanying Person

Council appreciates that attendees may require someone to accompany them to training/ CPD. This is supported on the following basis:

- Details of the accompanying person is included when the request is submitted.
- Where it is more efficient for the Shire to make arrangements for registration, travel and accommodation for accompanying persons, it is appropriate that Council meets these expenses in the first instance. The attendee must arrange reimbursement of these costs prior to attendance at the training/ CPD.
- Expenses incurred by the accompanying person at the conference/ event will be borne by the Council Member, not the Shire.

4.6.9. Accompanying Carer

Where an attendee is attending training/ CPD and has a disability as defined in the *Disability Services Act 1993*, the Shire will meet the cost of an accompanying carer where that carer is a person who provides ongoing care or assistance.

The costs provided by the Shire for an accompanying carer will include travel, meals, registration, accommodation and participation in any programs.

4.6.10. Claiming Reimbursement of Expenses

Within 30 working days of the conclusion of the training/ CPD, receipts must be presented to support the expenditure that is to be reimbursed.

Only expenses incurred in the attendee's capacity to fulfil their role representing the Shire will be reimbursed.

4.6.11. Loyalty Rewards or Bonus Points

Consistent with the principle of not using public expenditure for private advantage, where possible, travel and accommodation bookings that accrue loyalty rewards or bonus points, should not be personally claimed or used for private purposes and where possible be used only for further official purposes.

4.7. Administration Process

Registration for all conferences/ events approved in accordance with this policy, including travel and accommodation, are to be organised by the Executive Assistant to the CEO.

Where possible, all airfares and other travel arrangements including registration, accommodation and associated fees and charges shall be pre-paid by the Shire.

Where items are unable to be pre-paid, council members may seek reimbursement for expenses in accordance with this policy.

4.8. Reporting

Gifts received by council members and the CEO will be listed in the Shire's Gift Register in accordance with section 5.87A and section 5.87B of the *Local Government Act 1995*.

5. APPENDICES

Appendix 1 Conference and Event Attendance Form

6. RELATED LEGISLATION

Local Government Act 1995, section 5.90A Policy for attendance at events

Local Government Act 1995, section 5.98 Fees etc. for council members

7. RELATED DOCUMENTS

Council Member Continuing Professional Development, Training and Professional Memberships Policy [\(1.3\)](#)

[Council Member Allowances and Expenses Policy \(2.10\)](#)

Local Government Operational Guidelines – Attendance at Events Policy

Local Government Operational Guidelines – Disclosure of gifts and disclosure of interests relating to gifts

7.0 URGENT BUSINESS (LATE REPORTS)

Nil

8.0 CLOSING PROCEDURES

8.1 Date, Time and Place of the Next Meeting

The next Governance Committee will be held on Monday, 19 February 2024 at 5.30pm in the Committee Room, Shire of Mundaring Administration Centre.

8.2 Closure of the Meeting

The Deputy Presiding Member closed the meeting at 7.02pm.