

Councillor Professional Development Policy

Policy – CP016

Prepared	Reviewed	Approved	Date	Council Minute No.
General Manager Corporate	ELT	Council	25 May 2017	2017/0103
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1. The purpose of this policy is

- to provide guidelines for Councillors wishing to attend training and professional development programs to enhance and improve the skills necessary to perform their role and function as Councillors; and
- to provide Councillors with clarity on resource allocation for individual training and development entitlements.

2. Policy Statement

Professional development of Councillors is strongly encouraged and the selection of training or attendance at conferences or seminars should be based on relevance to the individual Councillor and his/her portfolio, and be of demonstrable benefit to the enhancement and development of the Councillor's skills and abilities with regard to effective community representation.

3. Principles

3.1 Commitment to professional development

As community representatives and the public face of Council, Councillors have a leadership role in development, communication and representation of the Council Plan, Council policy, strategies and programs.

Professional development for Councillors contributes towards a positive presentation of Council and improves the decision making process.

Council will allocate funds through its budget process to meet the approved professional development needs of Councillors.

3.2 Personal development

Councillors are encouraged to identify individual and group personal development needs to enhance their effectiveness. As the needs of individual Councillors may vary, each Councillor is encouraged to seek the assistance of the Chief Executive Officer to analyse their particular requirements and identify appropriate development opportunities to meet those needs

3.3 Conferences, seminars, forums or delegations

A Councillor who receives funding from Council to attend a conference, seminar, forum, delegation or similar event, shall participate as a representative of Council, not as an individual.

Councillors may participate in conferences, seminars, forums, delegations or similar events where it can be demonstrated that attendance will:

- (i) provide information on a contemporary issue, so that Council can contribute to discussion or debate;
- (ii) put forward Council's viewpoint during formation of a collaborative policy, or stance on an issue;
- (iii) meet community expectations that Council representation is necessary for the benefit of the community;
- (iv) provide development to the Councillor in his/her portfolio; or
- (v) provide improvements to the built, social, economic and natural well being of the community.

Following participation in an event covered by this section the Mayor or Councillor is expected to submit a written report, for presentation at a Council forum or inclusion in the Council agenda.

This report will document:

- (i) whether the objectives of the training or development activity were met;
- (ii) the benefits to the Councillor, Council and the community; and
- (iii) the value of future attendance or representation by Council at similar events.

3.4 Funding for Professional Development

Council will allocate funds for professional development during the budget process each year to provide for a notional amount of \$2,000 per Councillor or any such amount as Council determines appropriate. This allocation will be reviewed annually as part of the Council budget approval process.

The following particulars apply to this allocation:

- (i) unused allocations cannot be carried forward into another year;
- (ii) a Councillor who wishes to spend in excess of their allocation shall require Council's approval in advance; and
- (iii) any unexpended funds from an individual Councillor can be formally transferred to another Councillor to assist in funding attendance at a conference or seminar in that same year, providing all other policy provisions and requirements have been met.

3.5 Applications for professional development funding

To maximise the effectiveness of allocated resources, Council will only meet the cost of professional development outlined in this policy, subject to approval by the Chief Executive Officer, in consultation with the Mayor.

A Councillor is required to complete the attached form (Appendix A) to facilitate participation in professional development.

If a request for professional development cannot be accommodated within the budget allocation, the Mayor in conjunction with the Chief Executive Officer will determine if additional funding may be available from another area of the budget.

Applications to attend interstate and overseas conferences, seminars, forums, delegations or similar events under this policy must be discussed with the Chief Executive Officer prior to arrangements being made.

4. Who is responsible for implementing this policy?

General Manager Corporate.

5. Definitions

Professional Development	Includes personal development such as undergraduate and post graduate studies, short courses, study tours, conferences, seminars, forums, delegations or similar events that will assist a Councillor in their broad civic leadership role.
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6. Legislation and other references

6.1 Legislation

Local Government Act 1989.

6.2 Documents

This Policy is implemented in conjunction with the following documents:

- Travel and Accommodation Policy;
- Interstate and Overseas Travel Register; and
- Councillor Support and Expenses Policy.

6.3 Risk Assessment

Risk Category	✓	Risk Category	✓
Asset Management		Financial Sustainability	
Committees		Human Resource Management	
Compliance – Legal & Regulatory	✓	Leadership & Organisational Culture	✓
Contract Management		Occupational Health & Safety	
Contract Tendering & Procurement		Organisational Risk Management	
Corporate Governance	✓	Project Management	
Environmental Sustainability		Public Image and Reputation	✓

Application Form - Councillor Professional Development

Councillor's name:.....

Type of Professional Development:

	Please ✓
Professional Development	<input type="checkbox"/>
Conference, Seminar or Forum	<input type="checkbox"/>
Delegation	<input type="checkbox"/>
Other	<input type="checkbox"/>

Name of professional development event:

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Date/s: Location:.....

Cost: \$.....
(Please also attach information/brochure or flyer about the training event.)

How will participation in this professional development event meet the criteria in Council's policy?

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For criteria refer to policy – 3.2. Personal development and 4.3. Conferences, seminars, forums or delegations

Signed.....

Date of Application:.....

OFFICE USE ONLY	
Budget Allocation Available:	\$
General Ledger No:
Does the request for professional development meet the criteria in Council's Councillor Professional Development Policy?	Yes / No
Professional Development Approved:	Yes / No
Signed:	Signed:
Mayor	Chief Executive Officer