

COUNCIL POLICY LG540

COUNCIL MEMBER TRAINING AND CONTINUING PROFESSIONAL DEVELOPMENT

KEY FOCUS AREA LEADERSHIP AND GOVERNANCE

Purpose

The purpose of this policy is to:

1. Evidence Council's commitment to providing budget and resources to support Council Members' training and continued professional development.
2. Provide a framework for Council Members' attendance at conferences, study tours, conventions, seminars, workshops, forums, training development programs and courses.

Policy

Council Members are encouraged to participate in relevant training and professional development opportunities in order to acquire or develop skills and knowledge to assist in their capacity as an Elected Member.

Council will ensure there is sufficient budget allocation for any compulsory training required pursuant to the *Local Government Act 1995*.

Training and development should meet one or more of the following criteria:

1. It will assist a new Council Member transition into the role.
2. There is scope for the Council Member to acquire skills relevant and beneficial to their role as a Council representative on a Committee or external body.
3. The subject matter will enhance the continuing professional development, knowledge and skills in their capacity as a Council Member.

The Chief Executive Officer (**CEO**) will at first instance review and determine all requests for training and professional development.

If the CEO determines not to approve a request for training or professional development, the affected Council Member has the right to put the matter before Council for consideration and final determination.

The following conditions apply to training and development:

- It must be provided by an identified, reputable or industry recognised training provider.
- Where a Council Member proposes to travel outside Australia, they must obtain approval of Council.
- All air travel for Council Members will be economy class.
- All accommodation for Council Members while travelling will be arranged by the CEO Office in line with budgetary constraints. Other accommodation arrangements may be approved in writing by the CEO provided that there is no significant extra cost to the Town.
- Should a Council Member wish to upgrade their travel or accommodation standard, add additional travel arrangements or extend their visit for personal reasons, all additional costs are to be paid by the Council Member.

- A Council Member who travels under this policy must provide to the CEO and Council a copy of the conference papers and/or other relevant information they obtained during the course of the conference and, if requested, a report describing the significant outcomes of the conference.
- No Council Member is permitted to undertake professional development in the last 6 months of their term of office, when they have resigned or if they are suspended.

Document Control Box			
Legislation:	Office of the Chief Executive		
Organisational:	<i>Local Government Act 1995 s 5.126- 5.128</i> <i>Local Government (Administration) Regulations 1996 r 35 and 36</i>		
Version #	Decision:	OCM Date:	Resolution Number:
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