

Elected Members Professional Development Policy

February 2022

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1 Policy

Professional development of Elected Members is strongly encouraged together with training or attendance at conferences or seminars based on demonstrable benefit to the enhancement and development of the Elected Member's skills and abilities that will better enable them to undertake the functions of their role.

2 Purpose

The purpose of this Policy is to provide a framework for Elected Members of professional development opportunities for attendance at seminars, conferences forums and meetings.

The broad framework within which Elected Member professional development will be delivered encompasses:

- . Identification of the knowledge, skills and competencies needed by an Elected Member/Council as a whole having regard to the strategic directions and performance of the Council, as well as developments within the local government industry.
- . Analysis of the professional development needs of Elected Members and the Council as a whole against the identified needs.
- . Attendance at professional development activities by individual Elected Members and the Council as a whole.

3 Scope

This Policy applies to the Mayor and all Elected Members.

4 Definitions

Professional Development – includes personal development, attendance at a conference, seminar, forum, or events that will assist an Elected Member in their broad civic leadership role.

5 Principles

5.1 Commitment to Professional Development

As community representatives and the public face of the Council, Elected Members play an integral leadership role in the processes for the development, communication and representation of the Council's Strategic Plan, Council policies, strategies and programs.

Professional development for Elected Members contributes towards a positive presentation of the Council.

The Council will allocate funds via its budget process to meet approved professional development needs of Elected Members.

5.2 Personal Development

Elected Members are encouraged to identify individual and group personal development needs to enhance their effectiveness.

Assessment of needs should focus on the skills and knowledge required to enhance and improve the skills necessary to perform the role of Mayor and/or an Elected Member.

The General Manager is able to provide guidance and assistance to an Elected Member by locating and sourcing professional development opportunities.

5.3 Conferences, Seminars, Forums or Events

An Elected Member who is funded by the Council to attend a conference, seminar, forum or event, shall participate as a representative of the Council, not as an individual.

The Mayor and Elected Members are encouraged to regularly attend, along with the General Manager the following Local Government events:

- . Australian Local Government Association National General Assembly;
- . LGAT annual general meeting and conference;
- . LGAT general meetings;
- . LGAT professional development, training and elected member courses.

Participation in other conferences, seminars, forums, or events by Elected Members is encouraged where it can be demonstrated that attendance will:

- . provide information on a contemporary issue, so that the Council can contribute to discussion or debate;
- . put forward the Council's viewpoint during formation of a collaborative policy, or stance on an issue;
- . meet community expectations that Council representation is necessary for the benefit of the community;
- . deliver economic development opportunities; or
- . provide improvements to the wellbeing of our community.

Following participation in an event covered by this section the Mayor or the Elected Member should submit a report to a Councillor Workshop within 28 days of attendance.

Professional Development is not to be scheduled and/or expenses expended during the election caretaker period.

5.4 Professional Development Funding

To maximise the effectiveness of allocated resources, the Council will only meet the cost of professional development outlined in this Policy, subject to approval by the General Manager, in consultation with the Mayor.

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

In line with the Disability Discrimination Act 1992 and the Equal Opportunity Act 2010, a Carer may accompany an Elected Member to a professional development event. Registration and incidental costs for the Carer will be met by the Council.

5.5 Expenses

All booking arrangements, including air fares, registration fees and accommodation (including meals in the hotel where registered) will be coordinated through the General Manager's Office. These will be paid direct by the Council.

Where an Elected Member is accompanied at a conference or training, all costs for or incurred by an accompanying person are to be borne by the Elected Member or accompanying person, not by the Council. The exception to the above being the cost of attending any official event dinner where partners would normally attend.

6 Dispute Resolution

Any disputes in regard to this policy will be referred to the General Manager in the first instance. In the event that the Elected Member and the General Manager cannot reach an agreement, the matter will be reported to Council for consideration.

7 Review

This Policy will be reviewed every two years.

**SANDRA AYTON
GENERAL MANAGER**

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Approved by:

