
City of Greater Geraldton

4.1 ELECTED MEMBER TRAINING & TRAVEL

SUSTAINABILITY THEME

Governance

OBJECTIVES

The purpose of this policy is to provide clear guidelines to elected members:

- wishing to access any training and development programs that may enhance and improve the skills necessary to perform their role and function as an elected member.
- for travel and accommodation arrangements when required to travel on City business.

POLICY STATEMENT

This policy provides a framework to all Elected Members on training, professional development and travel related to City Representation, for the benefit of Council and the community.

POLICY DETAILS

1. Professional Development

1.1. Commitment to professional development

- 1.1.1. As the public face of Council and as community representatives, elected members play an integral leadership role in the processes for the development, communication and representation of the Council Strategic Plan and Council's policies, strategies and programs.
- 1.1.2. Professional development for elected members contributes towards a positive presentation of Council for the betterment of the organisation and the community.
- 1.1.3. Council will allocate funds through its budget process to meet approved professional development needs of elected members.

1.2. Personal development

- 1.2.1. Elected members are encouraged to identify individual and group personal development needs to enhance their effectiveness. As the needs of individual members may vary, each member is encouraged to seek the assistance of the Chief Executive Officer in analysing his or her particular requirements and in identifying appropriate courses, seminars and training to meet those needs.

1.3. Conferences, seminars, forums or delegations

- 1.3.1. An elected member who is funded by Council to attend a conference, seminar, forum, delegation or similar event, shall participate as a representative of Council, not as an individual.

- 1.3.2.** Elected members may participate in conferences, seminars, forums, delegations or similar events where it can be demonstrated that attendance will:
- Provide information on a contemporary issue, so that Council can contribute to discussion or debate;
 - Put forward 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;
 - Provide development to the elected member in his/her role; or
 - Provide improvements to the built, social, economic and natural well-being of the community.

1.4. Funding for Professional Development

Council will allocate funds for professional development during the budget process each year to provide for the professional development of elected members.

1.5. Applications for professional development funding

- 1.5.1.** To maximise the effectiveness of allocated resources, Council will only meet the cost of professional development outlined in this policy, subject to approval of the Mayor or Deputy Mayor.
- 1.5.2.** An elected member is required to complete the attached form (Appendix 3) to facilitate participation in professional development.
- 1.5.3.** If a request for professional development cannot be accommodated within the budget allocation the Mayor, in conjunction with the CEO, will determine if additional funding may be available from another area of the budget.
- 1.5.4.** Applications to attend any interstate and overseas conferences, seminars, forums, delegations or similar events under this Policy must be discussed with the Mayor or Deputy Mayor prior to arrangements being made.

1.6. Travel and Accommodation while attending professional development

Travel and accommodation expenses incurred as part of attending professional development activities must be in accordance with Section 2 of this policy - Travel and Accommodation.

2. Travel and Accommodation

2.1. Travel within Western Australia

Elected members may attend City Representation events within Western Australia during their term of office upon the following conditions:

- 2.1.1.** The travel falls within the definitions for conference, professional development or delegation;
- 2.1.2.** Prior approval has been granted by the Mayor or Deputy Mayor as applicable;

2.1.3. In deciding whether approval is to be granted the Mayor or Deputy Mayor should take into consideration the elected members remaining term of office; and

2.1.4. There is sufficient budget allocation for the elected members travel.

2.2. Travel outside of Western Australia

Elected members may attend City Representation events held outside WA and overseas during their term of office upon the following conditions:

2.2.1. The travel falls within the definitions for conference, professional development or delegation;

2.2.2. An item has been presented to Council specifying:

- the benefit to the City of the attendance at the conference, professional development or delegation;
- whether, if applicable, there is a necessity to send more than one elected member; and
- whether the information to be discussed at the conference or professional development can be sourced from within Western Australia.

2.2.3. Approval has been granted by Council resolution;

2.2.4. There is sufficient budget allocation for the elected members travel.

2.3. General conditions of travel

2.3.1. Bookings

Approved travel and accommodation will be booked by the Office of the Chief Executive Officer upon the completion of a form titled "Request for travel booking". This will allow the City to take advantage of any discounts offered. Travel requests should be provided at least one month before travel to allow adequate time for bookings to be made.

2.3.2. Travel

2.3.2.1. The cost of air travel to and from destinations is to be by the shortest most practical route unless additional travel is contemplated before or after a conference.

2.3.2.2. Elected members who include travel other than that referred to in 2.3.2.1. as part of the entire journey and the additional travel is unrelated to the approved travel, must pay the costs of this additional travel from personal funds.

2.3.2.3. Air travel will be booked as economy class on the most economical flight. The cost of any upgrade to business class shall be paid from the elected members personal funds.

2.3.2.4. The Mayor shall have the authority to assess special, medical or extenuating circumstances and approve business travel. Such requests must be in writing and supported by appropriate evidence.

2.3.2.5. Hire cars may be booked only if required to meet the reasonable travel requirements of the conference or professional development.

2.3.2.6. Taxi fares for reasonable travel requirements relevant to the conference and/or Council Business:

- will be reimbursed upon return on the production of receipts to verify the expense; or
- can be paid with Cabcharge card or vouchers issued to the elected member prior to departure.

2.3.2.7. Elected members, who use their private vehicle for conference travel, will be reimbursed for vehicle costs in accordance with the Public Service Award Motor Vehicle Allowance to a maximum amount equivalent to what it would have cost to travel by air.

2.3.2.8. As part of the City's Business Travel Insurance Policy, any travel insurance for Elected Members or their spouses is provided for as part of that certificate of currency.

2.3.3. Accommodation

Accommodation will be booked, where practicable, at the associated venue or, if unavailable, at premises in close proximity to the venue. Bookings will include accommodation the night before and/or after the event where necessary because of travel, airline flights and/or event timetables.

2.3.4. Meal and Incidentals

2.3.4.1. The City will pay for reasonable costs of meal and incidentals. Such expenses which will be paid or reimbursed by the City include:

- Taxi, train, bus and tram fares to/from the airport and the venue;
- Vehicle hire, petrol and parking fees;
- Breakfasts, lunches, dinners not included in the registration fee;
- Reasonable telephone, facsimile and internet charges;
- Optional activities related to the conference/training; and
- Laundry and dry cleaning if the stay is for more than three days.

2.3.4.2. The City will not pay for or reimburse:

- Mini bar expenses;
- Entertainment costs not associated with those scheduled as part of the City Representation event.
- Any expenses associated with matters other than those attended to while attending the City Representation event.

2.3.5. Accompanying persons

2.3.5.1. A partner or spouse may accompany an elected member to a City Representation event.

2.3.5.2. All expenses incurred by the accompanying person are to be paid by the accompanying person or elected member, except the following which will be paid or reimbursed by the City:

- Official conference meals;
- Accommodation provided there is not increase in accommodation costs arising from the elected member attending the event on their own.

2.3.5.3. Where the City meets an account containing any expenditure of cost incurred on behalf of an accompanying person attending, such expenditure must be repaid to the City by the elected member /accompanying person within 30 days of being invoiced for such expenditure.

3. Workplace Information

Following participation in an event covered by section 1 or a City Representation event of more than 2 days' duration covered in section 2 (excluding Local Government Week):

- 3.1.** The elected member(s) is expected to submit an individual or composite report (where approval has been granted for more than one member to attend) for inclusion in the "Reports to be Received" in the next Council Agenda, within 30 days of attendance.
- 3.2.** The report should document;
 - the program and major points of interest to the city;
 - whether the objectives of the participation were met;
 - the benefits to the elected member, council and the community; and
 - the value of future attendance or representation by council at similar events.
- 3.3.** All conference and training papers remain the property of the City.

KEY TERM DEFINITIONS

Conference means conferences, seminars, congresses, forums, workshops, study tours, delegations and events relevant to the role of a councillor.

Professional Development means personal development such as undergraduate and post graduate studies, short courses, study tours, conferences, seminars, forums, or similar events that will assist a councillor in their broad civic leadership role.

Delegation means any formal group visit, authorised by Council, to an external organisation representing the City of Greater Geraldton.

The Terms "Conference, Professional Development and Delegation" are collectively used in this policy under the term "**City Representation**".

WORKPLACE INFORMATION

Local Government Act 1995

City of Greater Geraldton - Code of Conduct for Elected Members and Committee Members

ROLES AND RESPONSIBILITIES

The Director Corporate and Commercial Services is responsible for implementing this policy.

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate & Commercial Services		Manager Corporate Services	Biennial	2019
Version	Decision Reference	Synopsis		
1.	CCS231 – 24 January 2017	MERGED POLICY –CP027 Councillors Professional Development & CP028 Councillors Travel and Accommodation		

Appendix 3:

**Application Form
Elected Member Professional Development**

Elected member 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*:

.....

Date/s: Location:

Cost: \$

* Attach any information, flyer etc. you may have

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

.....
.....
.....

[#] For criteria refer to Elected Member Training & Travel Policy.

Signed

Date of Application:

OFFICE USE ONLY

Budget Allocation Available: \$

Ledger No:

Does the request for professional development meet the criteria in Council's Elected Member Training & Travel Policy? Yes / No

Professional Development Approved: Yes / No

Signed:
Mayor/Deputy Mayor