

Council Policy CP 027 Councillor Professional Development Policy			
Officer	Director of Corporate Services	Owner	Director of Corporate Services
Review Frequency	Annually	Next Review	June 2012
Council Resolution number and date			

OBJECTIVE

The purpose of this policy is to provide guidelines for councillors wishing to access any training and development programs that may enhance and improve the skills necessary to perform their role and function as councillors.

SCOPE

This policy applies to all City of Greater Geraldton councillors.

DEFINITIONS

CEO means the Chief Executive Officer of a local government;

Councillor means a person who holds the office of councillor on a council;

Mayor means a person elected by the electors to hold the office of Mayor.

Professional Development includes 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.

POLICY PRINCIPLES

1. Commitment to professional development

- (a) As the public face of Council and as community representatives, councillors 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.
- (b) Professional development for councillors contributes towards a positive presentation of Council for the betterment of the organisation and the community.
- (c) Council will allocate funds through its budget process to meet approved professional development needs of councillors.

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 in

analysing his or her particular requirements and in identifying appropriate courses, seminars and training to meet those needs.

3. Conferences, seminars, forums or delegations

- (a) A councillor 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.
- (b) 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 role; or
 - (v) Provide improvements to the built, social, economic and natural well-being of the community.
- (c) Following participation in an event covered by this section, the Mayor or councillor, is expected to submit a written report for inclusion in the Council Agenda within 30 days of attendance. A report template will be provided councillors and will include:
 - (i) whether the objectives of the participation were met;
 - (ii) the benefits to the councillor, council and the community;
 - (iii) the value of future attendance or representation by council at similar events.

4. Funding for Professional Development

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

5. Applications for professional development funding

- (a) 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.
- (b) A councillor is required to complete the attached form (Appendix A) to facilitate participation in professional development.
- (c) 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.

- (d) 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.
- (e) This section does not apply to intrastate and interstate travel which is required to be undertaken by the Mayor as part of his/her role, as a delegate on committees or during the course of his/her duties.

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 the Travel and Accommodation Policy CP 028.

WORKPLACE INFORMATION

Local Government Act 1995

Freedom of Information Act 1992, including associated regulations,

City of Greater Geraldton's Code of Conduct.

ROLES AND RESPONSIBILITIES

The Director of Corporate Services is responsible for implementing this Policy.

Application Form

Councillor Professional Development

Councillor's name:

Type of Professional Development:

Please ✓

Professional Development

☐

Conference, Seminar or Forum

☐

Delegation

☐

Other

☐

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 Councillor Professional Development 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 Councillor Professional Development Policy? Yes / No

Professional Development Approved:

Yes / No

Signed:

Mayor/Deputy Mayor

Council Policy CP 028 Councillor Travel and Accommodation Policy			
Officer	Director Corporate Services	Owner	Director Corporate Services
Review Frequency	Annually	Next Review	June 2012
Council Resolution number and date			

OBJECTIVE

To establish clear guidelines for travel and accommodation arrangements for councillors who are required to travel for City business.

SCOPE

This policy applies to the Mayor and all councillors of the City of Greater Geraldton.

DEFINITIONS

CEO: Means the Chief Executive Officer of a local government.

Councillor means a person who holds the office of councillor on a council.

Mayor means a person elected by the electors to hold the office of Mayor.

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**".

POLICY PRINCIPLES

1. Travel within Australia

1.1 Travel Within Western Australia

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

- (a) The travel falls within the definitions for conference, professional development or delegation;
- (b) Prior approval has been granted by the Mayor or Deputy Mayor as applicable;
- (c) The travel does not occur within the final three months of the councillors' term of office; and
- (d) There is sufficient budget allocation for the councillors' travel.

1.2 Travel to other States in Australia

Councillors may attend City Representation events in other States in Australia during their term of office upon the following conditions:

- (a) The travel falls within the definitions for conference, professional development or delegation;
- (b) An item has been presented to Council specifying:
 - i. the benefit to the City of the attendance at the conference, professional development or delegation;
 - ii. whether, if applicable, there is a necessity to send more than one councillor; and
 - iii. whether information to be discussed at the conference can be sourced from within Western Australia.
- (c) Approval has been granted by Council resolution;
- (d) The travel does not occur within the final three months of the councillors' term of office;
- (e) There is sufficient budget allocation for the councillors' travel.

2. Overseas Travel

Councillors may attend City Representation events held overseas during their term of office upon the following conditions:

- (a) The travel falls within the definitions for conference, professional development or delegation;

- (b) An item has been presented to Council specifying:
 - i. the benefit to the City of the attendance at the conference, professional development or delegation;
 - ii. whether, if applicable, there is a necessity to send more than one councillor; and
 - iii. whether the information to be discussed at the conference or professional development can be sourced from within Western Australia.
- (c) Approval has been granted by Council resolution;
- (d) The travel does not occur within the final three months of the councillors' term of office;
- (e) There is sufficient budget allocation for the councillors' travel.

3. General conditions of travel

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.

3.2 Travel

- (a) 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.
- (b) Councillor delegates who include travel other than that referred to in (a) 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.
- (c) 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 councillor's personal funds.
- (d) The Mayor shall have the authority to assess special, medical or extenuating circumstances and approve business class travel. Such requests must be in writing and supported by appropriate evidence.
- (e) Hire cars may be booked only if required to meet the reasonable travel requirements of the conference or professional development.
- (f) Taxi fares for reasonable travel requirements relevant to the conference and/or Council Business:
 - i. will be reimbursed upon return on the production of receipts to verify the expense; or
 - ii. can be paid with 'Cabcharge' card or vouchers issued to the councillor delegate prior to departure.

- (g) Councillor delegates, 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.
- (h) As part of the City's Business Travel Insurance Policy, any travel insurance for Elected Member delegates or their spouses is provided for as part of that certificate of currency.

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.

3.4 Meal and Incidentals

- (a) The City will pay for reasonable costs of meal and incidentals. Such expenses which will be paid or reimbursed by the City include:
 - i. Taxi, train, bus and tram fares to/from the airport and the venue;
 - ii. Vehicle hire, petrol and parking fees;
 - iii. Breakfasts, lunches, dinners not included in the registration fee;
 - iv. Reasonable telephone, facsimile and internet charges;
 - v. Optional activities related to the conference/training; and
 - vi. Laundry and dry cleaning if the stay is for more than three days.
- (b) The City will not pay for or reimburse:
 - i. Mini bar expenses;
 - ii. Entertainment costs not associated with those scheduled as part of the City Representation event.
 - iii. Any expenses associated with matters other than those attended to while attending the City Representation event.

3.5 Accompanying persons

- (a) A partner or spouse may accompany a councillor delegate to a City Representation event.
- (b) All expenses incurred by the accompanying person are to be paid by the accompanying person or councillor delegate, except the following which will be paid or reimbursed by the City:
 - i. Official conference meals;
 - ii. Accommodation provided there is not an increase in accommodation costs arising from the councillor delegate attending the event on their own.

- (c) 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 councillor delegate/accompanying person within 30 days of being invoiced for such expenditure.

4. Report

Within 30 days of returning from a City Representation event of more than two days duration, the councillor delegate(s) must submit an individual or composite report (where approval has been granted for more than one councillor to attend) for inclusion in the “Reports to be Received” in the next Council Agenda. A report template will be provided and will include the program details, major points of interest to the City and whether attendance at similar events is recommended. Reports associated with Professional Development should comply with the requirements of CP 027 Councillor Professional Development Policy. All conference and training papers remain the property of the City.

WORKPLACE INFORMATION

Local Government Act 1995

Freedom of Information Act 1992, including associated regulations,
City of Greater Geraldton’s Code of Conduct.

ROLES AND RESPONSIBILITIES

The Director of Corporate Services is responsible for implementing this Policy.