

COUNCIL POLICY 4.1 ELECTED MEMBER TRAINING & TRAVEL	COUNCIL POLICY 4.1 COUNCIL MEMBER CONTINUING PROFESSIONAL DEVELOPMENT & TRAVEL	New title to align with Regulations	
CURRENT POLICY STATEMENT	PROPOSED	CHANGE NOTES	Councillor Feedback
<p>SUSTAINABILITY THEME</p> <p>Governance</p>	<p>SUSTAINABILITY THEME</p> <p>Governance</p>	No change	
<p>OBJECTIVES</p> <p>The purpose of this policy is to provide clear guidelines to elected members:</p> <ul style="list-style-type: none"> 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. 	<p>OBJECTIVES</p> <p>The purpose of this policy is to provide clear guidelines to council members with regard to:</p> <ul style="list-style-type: none"> Completion of training in accordance with the <i>Local Government Act 1995 section 5.126(1)</i> and regulations. Access to training and development programs that may enhance and improve the skills necessary to perform their role and function as a council member. Travel and accommodation arrangements when required to travel on City business. 	<p>Minor change to wording.</p> <p>Amended to incorporate the mandatory training requirement under the <i>Local Government Act 1995</i></p>	
<p>POLICY STATEMENT</p> <p>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</p>	<p>POLICY STATEMENT</p> <p>This policy provides a framework to all council members on training, professional development and travel related to City Representation, for the benefit of the council and the community</p>	Change the word <i>elected</i> to <i>council</i> to align with regulations	
<p>POLICY DETAILS</p>	<p>POLICY DETAILS</p>		
<p>1. Professional Development</p> <p>1.1. Commitment to professional development</p> <p>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.</p> <p>1.1.2. Professional development for elected members contributes towards a positive presentation of Council for the betterment of the organisation and the community.</p> <p>1.1.3. Council will allocate funds through its budget process to meet approved professional development needs of elected members.</p>	<p>1. Professional Development</p> <p>1.1. Commitment to professional development</p> <p>1.1.1. As the public face of the council and as community representatives, council members play an integral leadership role in the processes for the development, communication and representation of the Council Strategic Plan and the council's policies, strategies and programs.</p> <p>1.1.2. Professional development for council members contributes towards a positive presentation of the council for the betterment of the organisation and the community.</p> <p>1.1.3. Council will allocate funds through its budget process to meet approved professional development needs of council members.</p>	Change the word <i>elected</i> to <i>council</i> to align with Regulations	
	<p>1.2. Mandatory Training</p> <p>Each council member must complete training in accordance with the <i>Local Government Act 1995 section 5.126(1)</i> and the <i>Local Government (Administration) Regulations 1996</i>:</p>	New Section as per amendments to the <i>Local Government Act 1995</i> , and <i>Local Government Amendment (Induction and</i>	

	<p>1.2.1. Council Member Essentials</p> <p>A council member must pass the course titled <i>Council Member Essentials</i> in accordance with the <i>Local Government (Administration) Regulations 1996</i>:</p> <p>within a period of twelve months beginning on the day on which the council member is elected. The course consists of the following modules:</p> <ul style="list-style-type: none"> • Understanding Local Government; • Serving on Council; • Meeting Procedures; • Conflicts of Interest; and • Understanding Financial Reports and Budgets; and <p>Is provided by any of the following bodies –</p> <ol style="list-style-type: none"> i. North Metropolitan TAFE; ii. South Metropolitan TAFE; iii. WALGA 	<p><i>Training) Regulations 2019</i></p>	
	<p>1.2.2. Exemption from Mandatory Training</p> <p>A council member is exempt from the requirement in section 5.126(1) of the <i>Local Government Act 1995</i> if:</p> <p>1.2.2.1. the council member passed either of the following courses within the period of five years ending immediately before the day on which the council member is elected:</p> <ul style="list-style-type: none"> • <i>Council Member Essentials</i>; • <i>52756WA Diploma of Local Government (Elected Member)</i> ; or <p>1.2.2.2. the council member passed the course titled <i>LGASS00002 Elected Member Skill Set</i> before 1 July 2019 and within a period of five years ending immediately before the day on which the council member is elected.</p> <p>1.2.2.3. A person who is a council member on the day on which the <i>Local Government Regulations Amendment (Induction and Training) Regulations 2019</i> regulation 8 comes into operation is exempt from the requirement in section 5.126(1) until the end of their term of office.</p>	<p>New Section as per amendments to the <i>Local Government Act 1995 and Local Government Amendment (Induction and Training) Regulations 2019</i></p>	
<p>1.3. Personal development</p> <p>1.3.1. 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.</p>	<p>1.3. Personal development</p> <p>1.3.1. Council members are encouraged to identify individual and group personal development needs to enhance their effectiveness. As the needs of individual council 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.</p>	<p>Change the word <i>elected</i> to <i>council</i> to align with Regulations and renumber section</p>	

<p>1.3. Conferences, seminars, forums or delegations</p> <p>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.</p> <p>1.3.2.Elected members may participate in conferences, seminars, forums, delegations or similar events where it can be demonstrated that attendance will:</p> <ul style="list-style-type: none"> • 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. 	<p>1.4. Conferences, seminars, forums or delegations</p> <p>1.4.1. A council member who is funded by the council to attend a conference, seminar, forum, delegation or similar event, shall participate as a representative of the council, not as an individual.</p> <p>1.4.2. Council members may participate in conferences, seminars, forums, delegations or similar events where it can be demonstrated that attendance will:</p> <ul style="list-style-type: none"> • 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 the council representation is necessary for the benefit of the community; • Provide development to the council member in his/her role; or • Provide improvements to the built, social, economic and natural well-being of the community. <p>1.4.3. Where voting delegates are required to represent the City of Greater Geraldton – i.e. Western Australia Local Government Association (WALGA) Week, this is to be approved by the council.</p>	<p>Change the word <i>elected</i> to <i>council</i> to align with regulations.</p> <p>Section re- numbered</p> <p>New Section to determine voting delegates when applicable</p>	
<p>1.4. Funding for Professional Development</p> <p>Council will allocate funds for professional development during the budget process each year to provide for the professional development of elected members.</p>	<p>1.5. Funding for Professional Development</p> <p>The council will allocate funds for professional development during the budget process each year to provide for the professional development of council members.</p>	<p>Section re- numbered</p>	
<p>1.5. Applications for professional development funding</p> <p>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.</p> <p>1.5.2. An elected member is required to complete the attached form (Appendix A) to facilitate participation in professional development.</p> <p>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.</p> <p>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.</p>	<p>1.6. Applications for professional development funding</p> <p>1.6.1. To maximise the effectiveness of allocated resources, the council will only meet the cost of professional development outlined in this policy, subject to approval of the mayor or deputy mayor.</p> <p>1.6.2. A council member is required to complete the application form (Appendix A) to facilitate participation in professional development.</p> <p>1.6.3. 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.</p> <p>1.6.4. 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 seeking council approval.</p> <p>1.6.5. The mayor or CEO may limit the attendance of multiple council members to a conference to ensure the effective governance of the Council.</p>	<p>Change the word <i>elected</i> to <i>council</i> to align with regulations.</p> <p>Section re- numbered</p> <p>1.6.4 change to align with 3.2.2</p> <p>New 1.6.5 to ensure good governance.</p>	
<p>1.6. Travel and Accommodation while attending professional development</p>		<p>Added to section 3 Travel and accommodation</p>	

<p>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.</p>			
	<p>2. Report on Training</p> <p>The City must prepare a report for each financial year on the training completed by council members in the financial year. The report must be published on the City's website within one month after the end of the financial year to which the report relates.</p>	<p>New section to comply with amendment to Local Government Act 1995 section 5.127</p>	
<p>2. Travel and Accommodation</p> <p>2.1. Travel within Western Australia</p> <p>Elected members may attend City Representation events within Western Australia during their term of office upon the following conditions:</p> <p>2.1.1. The travel falls within the definitions for conference, professional development or delegation;</p> <p>2.1.2. Prior approval has been granted by the Mayor or Deputy Mayor as applicable;</p> <p>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</p> <p>2.1.4. There is sufficient budget allocation for the elected members travel.</p>	<p>3. Travel and Accommodation</p> <p>Travel and accommodation expenses incurred as part of attending professional development activities must be in accordance with Section 3 of this policy - Travel and Accommodation.</p> <p>3.1. Travel within Western Australia</p> <p>Council members may attend City Representation events within Western Australia during their term of office upon the following conditions:</p> <p>3.1.1. The travel falls within the definitions for conference, professional development or delegation;</p> <p>3.1.2. Prior approval has been granted by the mayor or deputy mayor as applicable;</p> <p>3.1.3. In deciding whether approval is to be granted the mayor or deputy mayor should take into consideration the council members remaining term of office; and</p> <p>3.1.4. There is sufficient budget allocation for the council members travel.</p>	<p>Former section 1.6 added to this section.</p> <p>Change the word <i>elected to council</i> to align with regulations.</p> <p>Section re- numbered</p>	<p><i>should / could this include all interstate and overseas travel, excluding mayor, to require council approval resolution (Cr McIlwaine)</i></p>
<p>2.1. Travel outside of Western Australia</p> <p>Elected members may attend City Representation events held outside WA and overseas during their term of office upon the following conditions:</p> <p>2.1.1. The travel falls within the definitions for conference, professional development or delegation;</p> <p>2.1.2. An item has been presented to Council specifying:</p> <ul style="list-style-type: none"> • 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. <p>2.1.3. Approval has been granted by Council resolution;</p> <p>2.1.4. There is sufficient budget allocation for the elected members travel.</p>	<p>3.2. Travel outside of Western Australia</p> <p>Council members may attend City Representation events held outside WA and overseas during their term of office upon the following conditions:</p> <p>3.2.1. The travel falls within the definitions for conference, professional development or delegation;</p> <p>3.2.2. An item has been presented to the council with the exclusion of the mayor's and/or councillor acting in that office, interstate travel specifying:</p> <ul style="list-style-type: none"> • 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 council member; and • whether the information to be discussed at the conference or professional development can be sourced from within Western Australia. <p>3.2.3. Approval has been granted by council resolution;</p> <p>3.2.4. There is sufficient budget allocation for the council members travel.</p>	<p>Change the word <i>elected to council</i> to align with regulations.</p> <p>Section re- numbered</p> <p>3.2.2 First sentence amended to clarify that Mayor's interstate travel is excluded from the requirement for a council resolution.</p>	

<p>2.2. General conditions of travel</p> <p>2.2.1. Bookings</p> <p>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.</p> <p>2.2.2. Travel</p> <p>2.2.2.1. 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.</p> <p>2.2.2.2. 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.</p> <p>2.2.2.3. 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.</p> <p>2.2.2.4. 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.</p> <p>2.2.2.5. Hire cars may be booked only if required to meet the reasonable travel requirements of the conference or professional development.</p> <p>2.2.2.6. Taxi fares for reasonable travel requirements relevant to the conference and/or Council Business:</p> <ul style="list-style-type: none"> • 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. <p>2.2.2.7. 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.</p> <p>2.2.2.8. 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.</p>	<p>3.3. General conditions of travel</p> <p>3.3.1. Bookings</p> <p>Travel, accommodation and registrations will be booked by the Office of the Chief Executive Officer upon receipt and approval of the Application Form Council Member Professional Development (Appendix A). This will allow the City to take advantage of any discounts offered. Where practicable, travel requests should be provided at least one month before travel to allow adequate time for bookings to be made.</p> <p>3.3.2. Travel</p> <p>3.3.2.1. 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.</p> <p>3.3.2.2 Where a council member chooses to arrive earlier or extend their stay at the location of a conference or deviates from the travel arrangements, then the council member will be responsible for the full cost associated with that extended stay and/or variation to travel arrangements for private purposes. The exception would be if the flight schedules determine an extended stay is required.</p> <p>3.3.2.3. 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 council members personal funds or personal frequent flyer points.</p> <p>3.3.2.4. 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.</p> <p>3.3.2.5. Hire cars may be booked only if required to meet the reasonable travel requirements of the conference or professional development.</p> <p>3.3.2.6. Taxi fares for reasonable travel requirements relevant to the conference and/or council business:</p> <ul style="list-style-type: none"> • will be reimbursed upon return on the production of receipts to verify the expense; or • may be paid with Cabcharge card or vouchers issued to the council member prior to departure. <p>3.3.2.7. Council 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.</p> <p>3.2.2.8 A Council Member Reimbursement of Travel Expenses form (Appendix B) is to be completed and submitted to the Office of the CEO to process for approval and payment. [NEW]</p> <p>3.3.2.9. As part of the City’s business travel insurance policy, any travel insurance for council members or their</p>	<p>Change the word <i>elected</i> to <i>council</i> to align with regulations.</p> <p>Section re- numbered</p> <p>Tidy up of wording of 3.3.1 (was 2.2.1). to reference new title to form.</p> <p>Updated 3.3.2.2 (was 2.2.2.2) to clearly define what the council member is responsible for.</p> <p>3.3.2.3. Amended to include use of frequent flyer points.</p> <p>New 3.2.2.8 to include reference to Appendix B</p>	
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	spouses is provided for as part of that certificate of currency.		
<p>2.2.3. Accommodation</p> <p>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.</p>	<p>3.3.3. Accommodation</p> <p>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.</p>	<p>Change the word <i>elected</i> to <i>council</i> to align with regulations.</p> <p>Section re- numbered</p>	
<p>2.3.4. Meal and Incidentals</p> <p>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:</p> <ul style="list-style-type: none"> • 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. <p>2.3.4.2. The City will not pay for or reimburse:</p> <ul style="list-style-type: none"> • 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. 	<p>3.3.4. Meal and Incidentals</p> <p>3.3.4.1. The City will pay to a daily and combined level for reasonable costs of meals and incidentals per annual ATO Taxation Determination for these expense amounts as denoted on attached Reimbursement of Expenses form. Such expenses which will be paid or reimbursed by the City include:</p> <ul style="list-style-type: none"> • Taxi, rideshare (i.e.Uber) 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 and internet charges; • Optional activities related to the conference/training; and • Laundry and dry cleaning if the stay is for more than three days. <p>3.3.4.2 All costs are to be fully substantiated by receipts and invoices and a Council Member Reimbursement of Expenses form (Appendix C) is to be completed and submitted to the Office of the CEO to process for approval and payment.</p> <p>3.3.4.3. The City will not pay for or reimburse:</p> <ul style="list-style-type: none"> • Alcohol expenses of any type; • 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. • A meal allowance if the conference provides meals as part of the package. 	<p>Change the word <i>elected</i> to <i>council</i> to align with regulations. Section re- numbered</p> <p>Ride share added.</p> <p>3.3.4.1 Reference to ATO Taxation Determination added; removed the reference to facsimiles</p> <p>New section 3.3.4.2 to provide receipts and completion of Appendix C.</p> <p>Amended to 'alcohol expenses of any type'</p> <p>New point relating to meal allowances</p>	<p><i>3.3.4 – We should include Rideshare- Uber etc. (Mayor Van Styn/ Cr Mcilwaine)</i></p> <p><i>3.3.4.3 – We should allow Mini bar expenses where they are non-alcoholic (Mayor Van Styn)</i></p> <p><i>Mini bar expenses remain as is (Cr Mcilwaine)</i></p> <p><i>I am also of the opinion that alcohol ancillary to a meal should be an allowable expense. (Mayor Van Styn)</i></p> <p><i>No more than two glasses of alcohol the rest should be paid for by councillors (Cr Douglas)</i></p> <p><i>Agree with points made by the Mayor. I would add "reasonable quantity" of</i></p>

			<i>alcoholic beverages ancillary to a meal (Cr Reymond)</i>
<p>2.3.5. Accompanying persons</p> <p>2.3.5.1 A partner or spouse may accompany an Elected Council Member to a City Representation event.</p> <p>2.3.5.2 All expenses incurred by the accompanying person are to be paid by the accompanying person or Elected Council Member, except the following which will be paid or reimbursed by the City:</p> <ul style="list-style-type: none"> • Official conference meals; and • Accommodation provided there is no increase in accommodation costs arising from if the Elected Council Member attending the event on their own. <p>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 Council Member/accompanying person within 30 days of being invoiced for such expenditure.</p>	<p>3.3.5. Accompanying persons</p> <p>3.3.5.1. A partner or spouse may accompany a council member to a City Representation event.</p> <p>3.3.5.2. All expenses incurred by the accompanying person are to be paid by the accompanying person or council member, except the following which will be paid or reimbursed by the City:</p> <ul style="list-style-type: none"> • Official conference meals; • Accommodation, provided there is no increase in accommodation costs arising if the council member would have attended the event on their own. <p>3.3.5.3. 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 council member/accompanying person within 30 days of being invoiced for such expenditure.</p>	<p>Change the word <i>elected</i> to <i>council</i> to align with regulations.</p> <p>Section re- numbered</p>	
<p>3. Workplace Information</p> <p>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):</p> <p>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.</p> <p>3.2. The report should document;</p> <ul style="list-style-type: none"> • 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. <p>3.3. All conference and training papers remain the property of the City.</p>	<p>4. Workplace Information</p> <p>Following participation in an event covered by section 1 or a City Representation event of more than 5 days' duration covered in section 2 (excluding Local Government Week):</p> <p>4.1. The council 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.</p> <p>4.2. The report should document;</p> <ul style="list-style-type: none"> • the program and major points of interest to the city; • whether the objectives of the participation were met; • the benefits to the council member, council and the community; and • the value of future attendance or representation by council at similar events. <p>4.3. All conference and training papers remain the property of the City.</p>	<p>Change the word <i>elected</i> to <i>council</i> to align with regulations.</p> <p>Section re- numbered</p> <p>Paragraph 4, length of event amended to more than 5 days duration</p>	<p><i>4. I think a simple 2 days is a bit short to require a full on report to Council. I would suggest 5. (Mayor Van Styn)</i></p> <p><i>- agree strongly with mayor, 2 days is quite common and not always requiring report, I would be comfortable with > 4 or 5 days (Cr Mcilwaine)</i></p>
KEY TERM DEFINITIONS	KEY TERM DEFINITIONS		

<p>Conference means conferences, seminars, congresses, forums, workshops, study tours, delegations and events relevant to the role of a councillor.</p> <p>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.</p> <p>Delegation means any formal group visit, authorised by Council, to an external organisation representing the City of Greater Geraldton.</p> <p>The Terms “Conference, Professional Development and Delegation” are collectively used in this policy under the term “City Representation”</p>	<p>Conference means conferences, seminars, congresses, forums, workshops, study tours, delegations and events relevant to the role of a councillor.</p> <p>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.</p> <p>Delegation means any formal group visit, authorised by Council, to an external organisation representing the City of Greater Geraldton.</p> <p>The Terms “Conference, Professional Development and Delegation” are collectively used in this policy under the term “City Representation”</p>	No change																																									
<p>ROLES AND RESPONSIBILITIES</p> <p>The Director of Corporate and Commercial Services is responsible for implementing this policy</p>	<p>ROLES AND RESPONSIBILITIES</p> <p>The Chief Executive Officer is responsible for implementing this policy.</p>	Change of responsibility																																									
<p>WORKPLACE INFORMATION</p> <p>Local Government Act 1995 City of Greater Geraldton - Code of Conduct for Elected Members and Committee Members</p>	<p>WORKPLACE INFORMATION</p> <p>Local Government Act 1995 City of Greater Geraldton - Code of Conduct for Council Members and Committee Members</p>	Change the word <i>elected</i> to <i>council</i> to align with regulations.																																									
<p>Appendix A- Application Form Elected Member Training & Travel</p>	<p>Appendix A - Application Form Council Member Professional Development</p> <p>NEW Appendix B – Council Member Reimbursement of Travel Expenses form</p> <p>NEW Appendix C – Council Member Reimbursement of Expenses form</p>	<p>Change to title of Form. Change the word <i>elected</i> to <i>council</i> to align with regulations.</p> <p>Reference to policy updated. Added section for mandatory training.</p>																																									
<p>POLICY ADMINISTRATION</p> <table border="1" data-bbox="192 1249 1308 1541"> <thead> <tr> <th colspan="2">Directorate</th> <th>Officer</th> <th>Review Cycle</th> <th>Next Due</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <th>Version</th> <th>Decision Reference</th> <th colspan="3"></th> </tr> <tr> <td></td> <td></td> <td colspan="3"></td> </tr> </tbody> </table>	Directorate		Officer	Review Cycle	Next Due						Version	Decision Reference									<p>POLICY ADMINISTRATION</p> <table border="1" data-bbox="1320 1249 2332 1541"> <thead> <tr> <th colspan="2">Directorate</th> <th>Officer</th> <th>Review Cycle</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <th>Version</th> <th>Decision Reference</th> <th colspan="3">Synopsis</th> </tr> <tr> <td></td> <td></td> <td colspan="3"></td> </tr> </tbody> </table>	Directorate		Officer	Review Cycle							Version	Decision Reference	Synopsis								Updated	
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