

Councillor Professional Development

PURPOSE

- To provide a framework for offering professional development support to Councillors; and
- To maximise the effectiveness of professional development within budget constraints.

SCOPE

This policy applies to all Councillors, including the Mayor.

DEFINITION

Professional Development

Includes personal development, attendance at a conference, seminar, forum, delegation or similar event that will assist a Councillor in their broad civic leadership role.

POLICY

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 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 via its budget process to meet approved professional development needs of Councillors.

2. Personal development

- (a) Councillors are encouraged to identify individual and group personal development needs to enhance their effectiveness.
- (b) Assessment of needs should focus on the prerequisite specialist skills and knowledge required for the Mayor, or a Councillor, as detailed in the Protocol and Procedures Code – Roles and Responsibilities of Councillors.
- (c) The Chief Executive Officer is able to provide guidance and assistance to a Councillor by locating and sourcing personal development opportunities.

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.

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Councillor Professional Development

- (b) Council will endeavour to allocate funds for participation during the budget process each year to provide for a notional amount of \$10,000 for the Mayor and \$6,000 per Councillor.
- (c) The Mayor, Councillors and the Chief Executive Officer will attempt to regularly participate in the following Local Government events:
 - Australian Local Government Association National Assembly
Mayor and Chief Executive Officer or Councillor
 - MAV Annual Session
Delegates and Chief Executive Officer
 - MAV Plenary Session
Delegates and Chief Executive Officer
 - MAV Councillor Development Weekend
Councillors
- (d) Councillors may participate in other 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;
 - Deliver economic development opportunities; or
 - Provide improvements to the built, social, economic and natural well being of our community.
- (e) Following participation in an event covered by this section the Mayor, or the Councillor, should submit a written report for inclusion in the Council Agenda within 28 days of attendance.

4. 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 by the Chief Executive Officer, in consultation with the 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.

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Application Form Councillor Professional Development

Councillor's name:

Type of Professional Development:

Please ✓

Personal Development

Conference, Seminar or Forum

Delegation

Other.....

Name of professional development event/activity*:

Date/s:

Location:

Cost: \$.....

* Attach any information, flyer etc you may have

How will participation in this professional development activity assist you in your role as Councillor or Mayor, and how will it benefit Council or the Moira Shire community?

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

Signed

Date of Application:

OFFICE USE ONLY

Budget Allocation Available: \$

Ledger No:

Does the request for professional development fall within Council's Councillor Professional Development Policy?

Yes / No

Professional Development Approved:

Yes / No

Signed:.....

Mayor

Signed:

Chief Executive Officer