

CP 8 Professional Development for Councillors

Responsible Officer:	General Manager Corporate
Document type:	Council Policy
Reference:	CP 8
Adopted by:	Council
Date adopted by Council:	15 December 2021
Date of next review:	November 2023

Policy Objective

The policy encourages councillors to avail themselves of opportunities to attend appropriate professional development courses and conferences and seminars which may be of benefit to the individual Councillor and/or Council as a whole.

The policy also acknowledges the obligation of councillors to be properly informed on all matters pertaining to the Council and to assist in this education process, councillors are encouraged to attend professional development courses and conferences and seminars with relevance to local government.

Procedure

Details of professional development courses and conferences and seminars which may be relevant and of interest to Councillors will be circulated to councillors through the weekly Councillors' Briefing Paper.

Councillors considering undertaking a course or attending a conference or seminar should discuss their attendance with the Mayor.

The Chief Executive Office will arrange administration support once attendance is confirmed.

Report to Council

Following attendance at a professional development course or conference/seminar councillors will be required to present either a verbal or written report to the Council at the next Ordinary Meeting of Council under the item "Reports by Councillors".

Budget Consideration

The Council's Professional Development Budget allocation will be determined annually by Council as part of its annual budgetary process.

As a guideline, a notional sum of \$2,000 shall be allocated for use by each councillor

Expenses Reporting

A quarterly report will be submitted to Council detailing year to date expenditure on Councillors' attendance at professional development courses and conferences and seminars.

Details of all interstate and overseas travel will be recorded in Council's Register of Interstate and Overseas Travel which is available for public inspection.

Related Legislation:

Local Government Act 2020

Related Documents:

Councillor Code of Conduct

Recognition and Support, the Victorian Government's Policy Statement on Local Government Mayoral and Councillor Allowances and Resources

Information Guide on Mayor and Councillor Entitlements – Reimbursement of Expenses and Provision of Resources and Facilities Support for Victorian Mayors and Councillors 2008