

	<p>LG540 – ELECTED MEMBER TRAINING AND CONTINUING PROFESSIONAL DEVELOPMENT</p>
<p>Key Focus Area Leadership and Governance</p>	<p>Responsible Directorate Chief Executive Officer</p> <p>Relevant Council Delegation Nil</p>

Purpose

The purpose of this policy is to:

1. Evidence a commitment to providing a budget and resources to support Elected Members' training and continued professional development.
2. Provide a framework for Elected Members' attendance at conferences, study tours, conventions, seminars, workshops, forums, training development programs and courses

Policy

Elected Members are encouraged to participate in relevant training and development opportunities in order to acquire or develop skills and knowledge to assist in their capacity as an Elected Member. Training and development should meet one or more of the following criteria:

1. It will assist a new Elected Member to transition into the role.
2. There is scope for the Elected Member to acquire skills relevant and beneficial to their role as an elected member including their role as an elected representative on a Committee or external body.
3. The subject matter will enhance the continuing professional development, knowledge and skills in their capacity as Elected Members.

The following restrictions apply to training and development:

- It must be provided by an identified, reputable or industry recognised training provider.
- Where an Elected Member proposes to travel outside Australia, they must obtain the approval of Council.
- Attendance of two or more Elected Members at an interstate conference or seminar will require specific Council approval.
- All air travel for Elected Members will be economy class.

- All accommodation for the Elected Members while travelling interstate or overseas should be within reasonable proximity of the conference venue. Other accommodation arrangements may be approved in writing by the CEO provided that there is no significant extra cost to the Town.
- Should an Elected Member wish to upgrade their travel or accommodation standard, add additional travel arrangements or extend their visit for personal reasons, all additional costs are to be paid by the Elected Member.
- An Elected Member who travels under this policy must provide to the CEO a copy of the conference papers and / or other relevant information they obtained during the course of the conference and, if requested, a report describing the significant outcomes of the conference.
- No Elected Member is permitted to undertake professional development in the last 6 months of his or her term of office, unless approved by Council.

The Chief Executive Officer will at first instance review and determine all requests for training and development. If the CEO determines not to approve a request for professional development, the affected Elected Member has the right to put the matter before Council for consideration and final determination.

Council will ensure that there is sufficient budget allocation for any compulsory training required pursuant to the *Local Government Act 1995*.

In compliance with the *Local Government Act 1995*, the Town will prepare and publish on its website a register of all training completed by Elected Members. The Town will also review this policy after each ordinary election.

Document Control Box			
Business Unit:	Office of the Chief Executive		
Legislation:	<i>Local Government Act 1995</i> s 5.126- 5.128 <i>Local Government (Administration) Regulations 1996</i> r 35 and 36		
Organisational:	Nil		
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