

## 1.7 COUNCILLOR ATTENDANCE TO CONFERENCES, TRAINING AND DEVELOPMENT

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<b>Policy Responsibility</b>	Council		

### Document History

Version	Date Amended	Details Comments e.g. Resolution Number

## INTRODUCTION

It is important that elected members as part of their roles and responsibilities as a Councillor, participate in appropriate professional development by attendance at relevant conferences, seminars and development programs.

## OBJECTIVE

To outline the processes for elected members to participate in ongoing professional development in areas directly related with the provision of local government services.

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## POLICY STATEMENT

Council will assist in the professional development of councillors by approval of attendance at appropriate Conferences, seminars, meetings and development programs in accordance with the procedures outlined in this policy.

## PROCEDURES

### Professional Development for Council Members

As a general principle, the Council is committed to ongoing development.

Immediately following a Council election, the Chief Executive Officer shall arrange for all members to receive an induction session to assist with their understanding of their roles and responsibilities.

For attendance to Conferences, meetings and workshops it is normally expected that the Councillor will fund the costs involved unless authorised in accordance with these procedures.

### **Conferences, Workshops and meetings**

Conference expenses will only be paid or reimbursed when:

- a) The attendance is endorsed by Council.
- b) Expenses that are not included in the annual budget require approval by a resolution of Council;

The following principles shall apply for authorised councillors to attend conferences and Council has resolved to contribute to the costs. Council may cost to contribute partially or fully to the costs involved.

#### 1. Registration:

Council will endorse reasonable registrations to Conferences that are applicable to Council. This may include all or part of the conference, associated workshops, inspections, meals and dinners.

#### 2. Accommodation:

Council will endorse reasonable accommodation for Councillors including the night before and/or after the conference where this is necessary because of travel and/or conference timetables.

#### 3. Travel:

Council will endorse reasonable travel for Councillors to and from the conference location and venue. Where, travel is provided by air, it will normally be at economy rates.

Elected members using private vehicles in accordance with this policy may claim a 'kilometre' allowance at the date of travel but subject to such cost not exceeding the normal full economy class air fares to and from the particular destination.

Costs of vehicle hire, taxi fares, parking and meal expenses which are reasonably required and incurred in attending conferences, will be reimbursed. It is expected that a receipt for the cost incurred will be evidence to allow payment to be made.

Council will not pay for any alcohol consumed in attending the conference.

#### 4. Alternative sustenance allowance:

Alternatively where a Councillor attending an approved conference or training program requiring overnight accommodation, elects to stay with relatives or friends at private accommodation, Council will pay an allowance of \$50 per night, to offset meals and other expenses.

### **LGANT Conferences, Workshops and Meetings**

From time to time the Shire President or his representative attends meetings, workshops and conferences organised by LGANT. LGANT currently have a policy is to Charge council a sustenance charge for lunch. Council will pay the sustenance charge issued by LGANT for each endorsed Councillor that attends the meeting.