

11.1 Chief Executive Officer

ITEM NO	SUBJECT	PAGE
11.1.1	COUNCILLOR MELDRUM ATTENDANCE AT REGENERATIVE AGRICULTURE CONFERENCE – 11 SEPTEMBER 2019	1

11.1 Chief Executive Officer

11.1.1 COUNCILLOR MELDRUM ATTENDANCE AT REGENERATIVE AGRICULTURE CONFERENCE – 11 SEPTEMBER 2019

Attachment 1 – GL4 Councillor Professional Development

Governance and Corporate Leadership

GL4 Councillor Professional Development



13 September 2017

This policy was adopted by Council to set governing principles in place that align the strategic direction of the organisation with Corporate Plan 2014-2018 Goal 5 – Effective Leadership and Governance.

Objectives

To ensure that Councillors have equitable access to a range of relevant Councillor training and professional development opportunities to enhance their ability to fulfil their roles and responsibilities as elected members and to provide good governance to the Shire.

Policy

Council shall ensure adequate resources are allocated annually in the Shire's budget to provide the opportunity for Councillors to participate in appropriate training and development.

Authorised Training / Conferences

This policy permits Councillors to attend training up to a total value of \$3,000 in expenditure per annum without requiring further Council authorisation from the following list of conferences and workshops:

- WALGA Elected Member Training Modules, seminars, forums and workshops;
- WALGA Local Government Convention and associated training courses;
- LG Professionals WA Annual State Conference, SW Conference and other LG Professionals WA seminars and workshops
- The Planning Institute of Australia (PIA) Annual State Conference, seminars and forums;
- Breakfast or workshop speakers identified by the President in liaison with the CEO and advertised by email;

The Shire will arrange for any registrations or bookings to be made as per the advice in the section of this policy referring to training and conference costs

Additional Training / Conference Opportunities require Council Approval

Alternatively a Councillor may apply in writing to the CEO to participate in a relevant alternative conference or training program requiring the approval of Council. The CEO will provide a report to Council after assessing the training against the requirements of the training/conference assessment matrix below. A score of fifteen or more will be required to receive a favourable recommendation.

Conference / Training Assessment Matrix

Criteria	1	2	3	4
Relevance to Councillors' governance role under LGA, as opposed to officers' operational role				
Value for Money & Cost/Benefit				
Alignment with Council's Strategic Plan and Current Priorities				
Lack of alternative training opportunities to gain same skills				
Level of quality networking opportunities with peers				

In the event that there is insufficient time for Council approval to be obtained for a Councillor to attend an identified relevant training opportunity, the CEO is authorised to register the Councillor's attendance in the training program after firstly completing the evaluation matrix in liaison with the President, and the President and CEO being satisfied that at least 15 points has been achieved.

Councillors will be eligible to attend only one event per financial year without Council's authorisation under this section of the policy.

In addition to the above permitted training opportunities, the President can attend one or more of the following conferences; the annual LG Professionals WA National Congress, the Australian Coastal Councils Conference, and the ALGA National Conference, or in the event that the President is unable, or declines to attend, then Council is to be represented by the Deputy President, or if the Deputy President is unable, or declines to attend, then Council shall appoint a Councillor who is able to put forward the best case for attending.

Training / Conference Costs

The Shire will meet the costs of all the Councillor's accommodation, airfares, conference costs and associated insurance costs, through advance payment by the Shire directly to the provider, or by reimbursement to the Councillor upon the production of receipts and other supporting documentation

The Shire will also meet the cost of additional travelling expenses including meals, transport and incidentals based on the State Public Service Schedule of Allowances for intrastate and interstate conferences. These expenses, supported by receipts, shall be reimbursed to the Councillor.

Councillors will be required to meet the costs of any additional accommodation and expenses incurred as the Shire will not meet any costs for private travel over and above the number of nights' accommodation and expenses required to attend the conference.

The cost of the Councillor's partner attendance at Conference dinners, associated functions and partners' programs and daily meals will be met by the Shire, but not additional airfares, full conference registration and travelling allowances. This policy is also to apply to the CEO when attending an intrastate or interstate conference accompanied by their partner.

Whilst Council supports Councillors in balancing their public duties with their family commitments, it does not support ratepayers having to pay the full cost of partner's accompanying elected members on Council business.

Council's delegate is to provide a written report on the key outcomes from any interstate conference relevant to the Shire of Augusta Margaret River within one month of returning from the conference.

Other Matters

Council approval is required in advance in order for any Councillor with the exception of the President as outlined above to attend an interstate conference. If Council approval is granted, then accommodation and travelling expenses will be met in accordance with the State Public Service Schedule for Interstate Travel.

Council will consider on its merits any request for the payment of registration fees and daily allowances from a Councillor who wishes to attend an interstate or overseas conference and is prepared to meet their own travel and accommodation costs. Daily allowances will be based on the State Public Service Schedule of Travel Allowances.

Council will consider sending a maximum of two Councillors on an organised local government study tour to the Eastern States or New Zealand when the opportunity arises and meet all costs of airfares, accommodation and daily allowances in accordance with the State Public Service Schedule of Daily Allowances.

The CEO, in liaison with the President, shall bring forward for Council consideration any proposals for "in-house" training and Councillor development opportunities to meet Council's strategic objectives and priorities or to meet perceived gaps in Councillor skill development.

A Councillor shall not be permitted to nominate for attendance at a conference four months prior to their term of office expiring with the exception of WALGA's Local Government Convention.

Application

Responsibility for the implementation of this policy rests with the President, Councillors and Chief Executive Officer. The policy is to be reviewed every three years.

Document and version control table

Strategic outcome	Corporate Plan 2014-2018 Goal 5 – Effective Leadership and Governance	
Responsible Directorate	CEO	
Authority of original issue	Council	
Date of original issue	Council meeting date 27 August 2009	
Contact officer	CEO EA	
Date of next review	September 2020	
Document No.	N129849	
Version	Date issued	Brief description
1.0	27/8/2009	Initial issue
2.0	23/1/2013	Full review
3.0	13/9/2017	Full review