

POLICY



Date adopted: 30/05/2017
File no: 631979-1
Minute number: 148/2017

Policy title: **COUNCILLOR CONFERENCES AND PROFESSIONAL DEVELOPMENT**

Directorate: ORGANISATIONAL SERVICES

Branch: CORPORATE GOVERNANCE

Policy objective: To establish clear guidelines for councillors participation in professional development opportunities including conferences and seminars.

This policy must also be applied in conjunction with Council's policy titled "Conference, Seminar, Course Attendance, Business Travel and Expenses".

Policy scope:

To provide guidelines for the attendance of councillors at industry based conferences, seminars and professional development events and to clearly outline the approval process for Councillors to attend these events.

Definitions:

Not applicable.

Policy statement:

The following procedure is to be undertaken for this policy:

1. No more than two councillors will be absent due to attendance at a professional development conference or seminar during committee week or on the Council meeting day.
2. No more than four councillors are to be absent due to attendance at a professional development conference or seminar in the days following the Ordinary Council meeting or in the week following the Ordinary Council meeting week (spare week), unless otherwise approved by Council resolution.
3. The following peak industry based annual conferences are automatically approved during the annual budget process with no more than two Councillors being approved to attend during committee week as per Clause 1 above:
 - (a) Australian Local Government Association (ALGA)
 - (b) Local Government Association of Queensland (LGAQ)
 - (c) Australian Local Government Women's Association (ALGWA).
4. If the conference has a direct link and tangible correlation to the respective functions of a committee, as detailed in the committee's terms of reference and subject to clauses 1 and 2 above, the relevant committee chair or their nominee be afforded first option of attending with the request being the subject of a report to the relevant standing committee.

5. Councillors are permitted to seek approval, in accordance with clause 9 below, to attend professional/personal development conferences and seminars from providers such as Australian Institute of Company Directors (AICD) and LGAQ subject to criteria 1 and 2 above and also subject to available funding from their respective professional development budget allocation. The budget allocations are:
 - (a) \$4,000 Mayor
 - (b) \$3,000 councillor
6. All councillor requests for international travel and conferences will be the subject of a report to the relevant standing committee for Council's consideration.
7. All councillor requests for interstate best practice study tours will be the subject of a report to the relevant standing committee for Council's consideration.
8. Council will determine its approved voting delegates for the following conferences:
 - (a) Australian Local Government Association (ALGA)
 - (b) Local Government Association of Queensland (LGAQ)
 - (c) Australian Local Government Women's Association (ALGWA).
9. All councillor requests for conferences and professional development opportunities are to be referred to the City Leadership Cabinet (CLC). The Corporate Governance Manager shall advise the Deputy Mayor before CLC if there are potential breaches of clauses 1 and 2 of this policy.
10. The Director of Organisational Services or the Corporate Governance Manager will be consulted during the approval process for their advice and guidance.
11. The Corporate Governance Manager is to maintain a professional development register that records the approvals granted in accordance with this policy.
12. A copy of the professional development/conference register referred to in clause 11 will be circulated to all Councillors every quarter.
13. The Corporate Governance Manager will arrange for this policy to be reviewed during Council's annual budget process.

Related policies/legislation/other documents:

DOC ID	DOCUMENT TYPE	DOCUMENT NAME
-	Legislation	<i>Local Government Act 2009</i>
-	Legislation	Local Government Regulation 2012
6577300	Policy	Conference and Seminar Attendance
10624605	Administrative	Councillors' Professional Development Register