



# **Councillor Professional Development Policy**

**IS – Gov – 07**

**BALLARAT CITY COUNCIL  
Town Hall  
Sturt St  
Ballarat VIC 3350  
Tel. 5320 5500**

## TABLE OF CONTENTS

1	DOCUMENT CONTROL INFORMATION .....	2
2	POLICY STATEMENT .....	3
3	OWNER .....	3
4	APPLICABILITY .....	3
5	DEFINITIONS .....	3
6	PROCEDURE AND GUIDANCE NOTES.....	3
7	COMPLIANCE RESPONSIBILITIES.....	4
8	CHARTER OF HUMAN RIGHTS COMPLIANCE.....	5
9	REFERENCES AND RELATED POLICIES .....	5

## 1 DOCUMENT CONTROL INFORMATION

---

### DOCUMENT CONTROL

<b>Policy Name</b>	<i>Councillor Professional Development Policy</i>
<b>Business Unit</b>	Governance & Information Services
<b>File Location</b>	<i>DocHub and Council Space</i>
<b>Document status</b>	<i>Review</i>
<b>Version</b>	3.00
<b>Version Date</b>	<i>January 2014</i>
<b>Next Review date</b>	<i>January 2017</i>

### DOCUMENT HISTORY

	Version	Date	Author
<b>Original Policy Approved by Council</b>	1.00	23 Mar 2008	Liana Thompson
<b>Review</b>	2.00	May 2011	Annie De Jong
<b>Adopted</b>	2:00	11 June 2011	Council Resolution
<b>Review</b>	3:00	Dec 2013	Annie De Jong
<b>Approved</b>	3.0	29 Jan 2014	Council Resolution R014/14

## 2 POLICY STATEMENT

### Intent:-

The intent of this policy is to set guidelines and principles for Councillor Professional Development.

### Objectives:

- To provide guidelines for Councillors wishing to access any training and professional development programs that may enhance and improve the skills necessary to perform their role and function as Councillors; and.
- To provide Councillors with clarity on resource allocation for individual training and development entitlements

### Statement:

Councillor professional development is necessary to develop and maintain Councillor competence and is consistent with the achievement of Council Plan goals. Councillor professional development should be based around relevance to the individual Council and his/her portfolio and be of demonstrable benefit to the enhancement and development of the Councillor's skills and abilities with regard to effective community representation.

## 3 OWNER

The owner of this policy is the Chief Executive Officer. The Chief Information Officer provides advice and administration of this policy.

## 4 APPLICABILITY

This policy applies to all Councillors within the Ballarat City Council. Professional Development expenditure should always be in the interests of the City of Ballarat community and is allocated from Council's annual Budget.

## 5 DEFINITIONS

**Professional Development** – Includes personal development such as undergraduate and post graduate studies, short courses, study tours, conferences, seminars, forums, delegations or similar events that will assist a Councillor in their broad civic leadership role.

## 6 PROCEDURE AND GUIDANCE NOTES

### Professional Development

Councillors may access these programs/initiatives either collectively or individually. Councillors are encouraged to identify development needs and discuss with the Chief Executive Officer. Council has in the past approved programs of the following nature for this purpose:

- Meeting procedures
- Chairing of Meetings
- Media training
- Financial training
- Team building and interpersonal skills
- MAV/VLGA Councillor Development programs

Council may use a range of strategies to identify training needs of Councillors and match these needs against its strategic and good governance objectives. Strategies may include surveys/questionnaires and interview.

## **Funding of Professional Development**

There are many courses, conferences, workshops, etc. that are available from time to time, which can provide benefits to individual Councillors in serving the City of Ballarat community.

Many specific opportunities cannot be identified in advance and different Councillors will have different needs. Funding is provided as part of the Councillor expense budget allocation, unless separately specified in the Councillor Expense Entitlement Policy. A Councillor is unable to carry forward any outstanding allocation into the next financial year.

Budget is allocated annually and individual Councillor has an allocation, but it must be ensured that in aggregate Council does not expend more than the total budget allocation.

## **Councillor Expectations**

- Utilisation of development allowance must be in the interest of the City of Ballarat community. Any Councillor wishing to spend in excess of this allocation has to obtain prior Council approval;
- A Councillor who is funded by Council to attend a conference, seminar, forum, delegation or similar event shall participate as a representative of Council, not as an individual;
- Following participation in an event the Councillor is expected to submit a written or verbal report at the next available Council Meeting detailing;
  - Whether the objectives of the participation were met;
  - The benefits to the Councillor, Council and the community; and
  - The value of future attendance by Council at similar events.
- Councillors must attend training which is required of them.

## **Councillor Induction Program**

Separate to the ongoing professional development of Councillors, the CEO will determine an induction program for new Councillors. This will be conducted every 4 years after the election of a new Council.

## **Applications for Professional Development**

Councillors are required to complete the attached form to facilitate participation in professional development. Development programs/initiatives available to all Councillors will be specifically approved by the Chief Executive Officer in consultation with the Mayor.

The Governance & Information Services Division will keep a register of all courses, seminars and conferences attended by Councillors.

## **7 COMPLIANCE RESPONSIBILITIES**

CEO  
Mayor & Councillors

Leadership Team  
Mayor & Councillor Support Staff

## 8 CHARTER OF HUMAN RIGHTS COMPLIANCE

This policy has a positive impact on the Human Right, equality.

## 9 REFERENCES AND RELATED POLICIES

Councillor professional development policies produced by other Councils have been referenced during the completion of this policy.

	<b>Include - Name, Reference and location of reference</b>
Acts	LOCAL GOVERNMENT ACT 1989
Regulations	NIL
Codes of Practice	COUNCILLOR CODE OF CONDUCT
Guidance notes	Nil
Australian Standards	NIL
Related Policies	NIL

10 APPENDIX

**Application form Councillor Professional Development**

Councillor Name .....

Types of Professional Development:	Please ✓
Professional Development	<input type="checkbox"/>
Conference, Seminar or Forum	<input type="checkbox"/>
Delegation	<input type="checkbox"/>
Other	<input type="checkbox"/> Please Explain

.....  
 Name of Professional Development event\*:  
 .....  
 .....

Date/s: ..... Location .....

Cost \$ .....  
 \*Attach any information, flyer etc you may have

How will participation in this professional development event meet the Council's policy?  
 .....  
 .....

Signed ..... Date .....

**OFFICE USE ONLY**

Budget allocation Available: \$..... Ledger No: .....  
 Does the request for professional development meet the criteria in Council's *Councillor Professional Development Policy* ? Yes / No (Please circle)  
 Professional Development approved? Yes / No (Please circle)

Signed:.....	Signed:.....
Chief Executive Officer	Mayor
Date: .....	Date: .....