



# GOVERNANCE – POLICY – Councillors – *Professional Development*

## Policy

Council encourages all councillors to access training and development opportunities relevant to their role as councillors.

Councillors may attend training activities by submitting a completed Training Application form to the General Manager. The General Manager will assess the activity in consultation with the Mayor.

Each councillor attending a training course which has been financially supported by Council, may provide up to 1 page written report to the General Manager on the completion of the course.

## Objective

1. To encourage councillors to participate in the appropriate training and development opportunities.
2. To enhance the efficiency and productivity of Council and the attainment of its goals and objectives.
3. To provide a written record of training undertaken by councillors and a review document for utilisation by the Council for determining future participation in such courses.

## Procedures/Practice

1. A councillor will, prior to enrolment:
  - make application in writing to the General Manager for financial or other assistance; and,
  - provide full details of the training and development, the assistance requested, and the rationale for Council to assist the councillor, by completing a "Training Application" form.
2. Approval for attendance at conferences etc where possible should be approved at a Council meeting. If this is not possible then approval should be given jointly by the Mayor and the General Manager. If the Mayor requires approval, it should be given jointly by the Deputy Mayor and the General Manager.

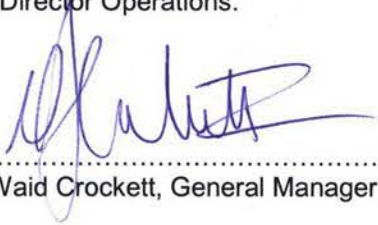
## References

This policy was adopted by Council at its meeting on 28 August 2017 and replaces that of the same title dated 26 October 2015.

## Review Date

October 2020 by Director Operations.

Authorised by:

  
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Waid Crockett, General Manager

22/9/17  
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Date