Professional Development

Head of Power

Local Government Act 2009
Local Government Regulation 2012

Objective

The objective of this Policy is to:

1. Ensure Councillors and Council employees have access to relevant professional and personal development; and

2. Establish the approvals required for Councillors and Council employees to attend and participate in professional development.

Definitions/Application

Definition

In this Policy:

CEO means the Council’s Chief Executive Officer.

Conference means a formal meeting for discussing ideas, problems or issues of common interest to the participants and includes symposiums and other similar events.

Law includes Council policies and directives.

Major Professional Development means Professional Development conducted outside South East Queensland or conducted over a period greater than one day.

Professional Development means Conference and a range of formal activities designed to impart information and instructions to improve the recipient’s performance or to assist in attaining a required level of knowledge or skill and includes workshops, seminars, study tours, other similar events and the acquisition of related resources.

Application

This Policy applies to attendance at or presentation to external Professional Development and external Major Professional Development.

Policy Statement

Council recognises the value of Professional Development for Councillors and Council employees to assist in the performance of their responsibilities.
Authorisation

Councillors and Council employees must obtain authorisation in accordance with this Policy.

Authorisation must be:
- in accordance with the Law;
- prudent, responsible and acceptable to the community; and
- subject to budget provisions.

Councillors
Attendance at, or presentations to, Professional Development must be authorised by the CEO. Provided that attendance at or presentations to, Major Professional Development must be authorised by resolution of the Council.

Council employees
Attendance at, or presentations to, Professional Development and Major Professional Development must be approved by the CEO.

Councillors and Council employees
Attendance at, or presentations to, Professional Development outside Australia must be authorised by resolution of the Council.

Partner attendance
Partners may accompany Councillors, the CEO and Directors to official conference dinners and may be reimbursed up to a maximum of $160 for the cost of partner attendance.

Registration and Arrangements
Registrations for and arrangements related to this Policy must be in accordance with the Professional Development Policy Directive.

Review Triggers

This Policy will be reviewed for applicability, continuing effect and consistency with related documents and the Law when any of the following occurs:

(1) The related documents are amended.
(2) The related documents are replaced by new documents.
(3) Amendments affecting the scope and effect of a Policy of this nature are made to the Law.

Otherwise, this Policy is to be reviewed at least once every two years for relevance and effectiveness.

Responsibility

This Policy is to be:

(1) implemented by the CEO; and
reviewed and amended in accordance with the “Review Triggers” by the CEO.
### Policy: 2150-089 - Professional Development

#### Version 1 – 8 November 2016

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#### Related Links:
- 2150-046 Policy: Councillors Reimbursement of Expenses and Provision of Facilities
- 2160-021 Policy Directive: Professional Development