

REPORTS FROM THE EXECUTIVE MANAGER PEOPLE, COMMUNICATION AND GOVERNANCE

7 [PCG-CM] Proposed Amendments Councillors - Payment of Expenses and Provision of Facilities for Mayor and Councillors Policy and Councillor Induction and Professional Development Policy

SUBMITTED BY: Executive Manager People, Communication and Governance

mhm



Behind the scenes

Providing support to make it happen

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

4	Behind the scenes
4.1	Assurance

ROLE: **Provider**

SUMMARY OF REPORT:

At the Council meeting of 19 September 2019 a matter from the Mayoral Minute relating to the payment of a professional development expense was deferred due to a lack of a specific reference to the payment of professional memberships within Council's Councillors – Payment of Expenses and Provision of Facilities for Mayor and Councillors Policy.

To address this issue non-material amendments are proposed to the Councillors – Payment of Expenses and Provision of Facilities for Mayor and Councillors Policy; and Councillor Induction and Professional Development Policy, to provide a clearer alignment between the two policies with regard to the identified issue.

RECOMMENDATION:

That Council endorses:

1. **The proposed amendments to the:**
 - a. **Councillors – Payment of Expenses and Provision of Facilities for Mayor and Councillors Policy (v1.2); and**
 - b. **Councillor Induction and Professional Development Policy (v1.1).**
2. **Payment of the AICD membership renewal for Cr Owen as expenditure under his Councillor Training Allowance.**

REPORT:

Council's Councillor Induction and Professional Development Policy (CIPD Policy), provides the framework to provide the mayor and councillors with access to appropriate professional development opportunities to assist them to develop and maintain the skills and knowledge required to effectively perform their civic role and responsibilities. The CIPD was adopted effective from 19 July 2018, in accordance with provisions of section 23A of the *Local Government Act 1993* (NSW).

With regard to the approval of professional development activities and associated expenses, the CIPD Policy stipulates that they will be determined in accordance with Council's Councillors – Payment of Expenses and Provision of Facilities for Mayor and Councillors Policy (CPEPF Policy). Amendments to the CPEPF Policy were last adopted on 26 October 2017, prior to the establishment of the CIPD Policy.

As a result of the general reference to the CPEPF Policy within the CIPD Policy, some ambiguity has arisen with regard to interpretation of the interaction between the two policies regarding expenses for councillor professional development activities.

Minor non-material amendments to the two Policies, as detailed below are considered to remove the ambiguity:

1. Councillor Induction and Professional Development Policy
 - a. Change references to "training" to refer to "professional development"; and
 - b. Add additional examples to include webinars, topical articles and reports.
2. Councillors – Payment of Expenses and Provision of Facilities for Mayor and Councillors Policy
 - a. Add reference to "professional development activities" additional to conferences, seminars, training and educational courses; and
 - b. Add direct reference to requirement for approvals for professional development activities, including conferences, seminars, training and educational courses to be within budget provisions provided for councillor induction and professional development.

OPTIONS:

1. That Council:
 - a. Endorses implementation of the recommended non-material changes to Council's Councillors – Payment of Expenses and Provision of Facilities for Mayor and Councillors Policy and Councillor Induction and Professional Development Policy; or
 - b. Further amends and endorse implementation of changes to Council's Councillors – Payment of Expenses and Provision of Facilities for Mayor and Councillors Policy and Councillor Induction and Professional Development Policy; or
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- c. Resolves to public exhibit the proposed changes to Council's Councillors – Payment of Expenses and Provision of Facilities for Mayor and Councillors Policy and Councillor Induction and Professional Development Policy for a period of 28 days, with 42 days allowed for submissions; or
 - d. Does not endorse the proposed changes to Council's Councillors – Payment of Expenses and Provision of Facilities for Mayor and Councillors Policy and Councillor Induction and Professional Development Policy.
2. That Council:
- a. Endorses payment of the Australian Institute of Company Directors membership renewal for Councillor Owen as expenditure under his Councillor Training Allowance; or
 - b. Does not endorse payment of the Australian Institute of Company Directors membership renewal for Councillor Owen as expenditure under his Councillor Training Allowance.

CONCLUSION:

A review of Council's Councillors – Payment of Expenses and Provision of Facilities for Mayor and Councillors Policy and Councillor Induction and Professional Development Policy has identified some ambiguity in interpretation of the two policies regarding expenses for professional development activities.

As neither Policy is changing to any material extent and both Policies have previously been publicly exhibited, it is recommended that the amendments be endorsed by Council.

COUNCIL IMPLICATIONS:

a. Policy:

Councillor Induction and Professional Development v1.0
Councillors – Payment of Expenses and Provision of Facilities for Mayor and Councillors v1.1

b. Budget/Long Term Financial Plan:

Council resolved in 2018 to allocate up to \$19,000 per councillor for the remaining 2 years of the current term, with the provision in year 1 (2018-19) for councillors to borrow up to a maximum of 30% from their year 2 budget (2019-20) and unspent funds from year 1 role into year 2.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

As neither Policy is changing to any material extent and both Policies have previously been publicly exhibited it is recommended that the amendments be endorsed by Council without the requirement for further public consultation.

UNDER SEPARATE COVER/FURTHER INFORMATION:

Attachment 1. Draft Councillors – Payment of Expenses and Provision of Facilities for Mayor and Councillors v1.2 (ECM 6070690).

Attachment 2. Draft Councillor Induction and Professional Development v1.1 (ECM 6070609).
