



Council Member Professional Development Request Form

1. Council Member to complete all sections of the form before submission.
2. Attach copies of all professional development / training information to a Council Member Support CRM Category.
3. Completed forms will be approved by the Chief Executive Officer in order for you to attend the development / training opportunity.
4. Governance and Councillor Support will action and confirm all arrangements.

<u>Council Member Details:</u>	
Name:	
Partners Name if applicable:	

<u>Development / Training / Conference Details:</u>	
Course/Conference Name:	
Course/Conference Cost:	
Provider:	
Location:	
Duration:	
Date/Times:	
Accommodation:	
Air Carrier:	
Frequent Flyer Membership:	
Other Information:	

I confirm that this training attendance is in line with [Council Policy](#) – Council Member Professional Development

Council Members Signature: Date:

Approved - CEO Signature: Date:



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Expense Type	Extent of expense payable by the City of Rockingham	Comments
Accommodation, refreshments, meals and direct expenses.	All reasonable expenses on provision of receipts or suitable proof of expenditure	<ul style="list-style-type: none"> Executive standard accommodation or equivalent at venue or close proximity. All arrangements to be made by the City. All reasonable expenses will be reimbursed upon provision of receipts or suitable proof of expenditure. Meals shall be interpreted as reasonable expenses incurred for the purchase of breakfast, lunch, dinner where these are not provided at the event or during travel. <ul style="list-style-type: none"> Breakfast maximum value \$40 per day Lunch maximum value \$60 per day Dinner maximum value \$80 per day Incidental expenses shall be interpreted as reasonable expenses incurred by a council member including telephone calls, Wi-Fi charges, newspapers, laundry, public transport, taxi fares and sundry food items and beverages. Maximum value \$50 per day. Hire cars may be booked to meet reasonable travel requirements during the event, subject to the approval of the Chief Executive Officer.
Travel Expenses	100% on provision of receipts or suitable proof of expenditure	<ul style="list-style-type: none"> All arrangements to be made by the City. All reasonable expenses will be reimbursed upon provision of receipts or suitable proof of expenditure. Economy return airfare (allowing flexibility for preferred travel arrangements). Premium economy return airfare only for flights longer than six hours duration leaving Australia.
Accommodation Allowance	In accordance with Schedule I, Clause 9 of the <i>Public Service Award 1992</i>	Where elected members choose to not stay in hotel / motel accommodation.
Partners costs	As per comments	All expenses incurred by the Council Member's spouse or partner are to be met by the Council Member, except in the following circumstances: <ul style="list-style-type: none"> Accommodation provided where there is no increase in the costs of accommodation.

Administration Use Only			
Manager GCS Signature: _____		Date: _____	
Registered C	Confirmed C	Spread Sheet C	File Copy C
Purchase Order No: _____		Content Manager: _____	

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Legislation

Local Government Act 1995

- *Section 5.126(1) - Each council member must complete training in accordance with regulations.*
- *Section 5.128 - A local government must prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members.*

Local Government (Administration) Regulations 1996 – regulations 35 and 36.

Local Government (Model Code of Conduct) Regulations 2021

Public Service Award 1992

Definitions

The Act - The Local Government Act 1995, as amended.

Advisory, Occasional or Standing Committee - A Committee of the City of Rockingham established pursuant to Section 5.8 of the Local Government Act 1995

Award - The Public Service Award 1992, as amended.

Conference - Any conference, convention, forum, information session, meeting, study tour, training session or workshop, or similar activity as determined by the Chief Executive Officer.

Council Member - All elected members and the Mayor.

Partner - Either spouse or defacto partner.