

**G-02**

## Member Professional Development

### DOCUMENT CONTROL

Policy No: G-02	Approved by: Outback Communities Authority 15 October 2014	Version: 3
Contact person: B. Gough	Date approved: 15 October 2014	Status: Current
Contact number: 8648 5970	Next review date: October 2015	Objective ID: A

**REVISION RECORD**

<b>Date</b>	<b>Version</b>	<b>Revision description</b>
15 October 2014	3	Reviewed and renamed (formerly Member's Education & Development Policy).
4 April 2012	2	Reviewed and approved policy.
6 April 2011	1	Endorsed policy.
March 2011	1	OCA reviewed policy.
3 August 2010	1	OCA adopted existing OACDT policies, noting a review of all policies is required.

## **1. ADOPTION**

This policy was adopted by the Outback Communities Authority (OCA) on 4 April 2012 and reviewed 15 October 2014.

## **2. TITLE**

Member Professional Development Policy.

## **3. POLICY STATEMENT**

The Chair of the OCA will assess with each Board Member any specific professional development needs to enable them to fulfill their responsibilities as an OCA Board Member. The General Manager will source appropriate options to consider to address the professional development needs.

## **4. PURPOSE**

The purpose of this policy is to facilitate Board Member professional development where required to support effective governance of OCA affairs.

## **5. SCOPE**

This policy applies to all Board Members of the OCA.

## **6. POLICY DETAILS**

OCA Board Members are appointed on the basis of their professional expertise, skills and abilities and/or knowledge of outback affairs. However, additional and/or specific professional development needs may be identified that will ensure OCA can fulfill the functions and objective set down in the *Outback Communities (Administration and Management) Act 2009*.

At the discretion of the Chair, and within budgetary constraints, Board Members will be supported with resources to undertake professional development activities. Members participating in professional development activities will report on the outcome of each initiative to the Chair or at an OCA meeting where relevant.

### **Annual Budget Allocation**

There will be an allocation for Board Member professional development annually in each OCA budget. All approved professional development activities will be recorded in the OCA Member Attendance Register and reported in the OCA Annual Report.

### **Payments/Reimbursements**

Attendance at any professional development initiative for which a Board Member seeks reimbursement of costs will require approval by the Chair in advance.

Reimbursement of expenses will be in line with the Commissioner for Public Employment, Standard 3.2 Responsive and Safe Employment Conditions: Remuneration allowances and reimbursements.

Expenses exceeding reimbursements Standard 3.2 require a tax invoice/receipt and should be approved by the Chair prior to undertaking training.

## **7. RELEVANT POLICIES**

This document is to be read in conjunction with:

- Member Expense Remuneration G-08;
- Community Engagement – Our Commitment G-05;
- Current OCA Strategic Management Plan.

## **8. AVAILABILITY OF THE POLICY**

Members of the public may inspect a copy of the policy, without charge, at the offices of the OCA during office hours, and may obtain a copy for a fee fixed by the OCA.

The policy is also available from the OCA's website: [www.oca.sa.gov.au](http://www.oca.sa.gov.au).

## **9. REVIEW OF THE POLICY**

This policy and all OCA policies will be reviewed on an annual basis.

## **10. OCA CONTACT PERSON**

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