PROFESSIONAL MEMBERSHIP FEES

(1) OBJECTIVE

To recruit, develop, retain and manage effectively a motivated workforce capable of achieving Council objectives in the short and long term.

(2) PRINCIPLE

In order to ensure that staff have opportunities to extend their skills and knowledge, membership to professional bodies is encouraged.

(3) ISSUES

There are a range of professional bodies associated with Local Government personnel and specialising in Local Government matters. These provide a variety of learning and networking opportunities for staff. Professional bodies have a range of membership fees which are a recognised cost to participate in training. These fees may be a disincentive for staff to continue their education and training relevant to their position.

(4) POLICY

4.1. To encourage staff to participate in the opportunities for development offered through professional association, Council will pay professional membership fees relevant to Local Government as follows:

Contracted Staff:	Up to $700 per annum
Permanent Staff:	Up to $400 per annum

4.2. The employee's manager is required to advise the Chief Executive Officer in writing of their support for the professional membership that is being proposed by the employee. The employee must gain the Manager and Chief Executive Officer's approval prior to application

4.3. Applications may be considered and/or approved under the following conditions:

(a). the membership is relevant to the current position or potential future career development;
(b). any future projects or Town of Cottesloe objectives which the membership may impact upon;
(c). the employee's past work performance and behaviour
(d). Employees will be required to pay back 100% of the Town's contribution should they leave the Town's employment within 6 months service following the purchase of the membership.

ADOPTION: **June, 2013**

REVIEW: **June 2017**