

COUNCIL POLICY LG540

COUNCIL MEMBER TRAINING AND CONTINUING PROFESSIONAL DEVELOPMENT

KEY FOCUS AREA LEADERSHIP AND GOVERNANCE

Purpose

The purpose of this Policy is to:

1. Provide a clear framework for Council Member training and continuing professional development, to ensure they are supported to develop and maintain the skills and knowledge necessary to perform their role effectively.
2. Ensure adequate budget and resources are allocated in support of Council Member training and continued professional development.

Policy

Council Members are encouraged to participate in relevant training and professional development, to develop and maintain the skills and knowledge necessary to perform their role effectively.

Training and development opportunities should enhance a Council Member's knowledge and skills in relation to their role as a Council Member, Committee Member or Council representative to an external body.

Council will allocate sufficient funds in each budget to meet all compulsory training requirements under the *Local Government Act 1995 (the Act)* and to support each Council Member's continuing professional development.

The Chief Executive Officer (**CEO**) is responsible for the initial assessment and determination of all requests for payment or reimbursement of training or professional development fees and expenses (**requests**). If the CEO does not approve a request, the Council Member may ask for the matter to be brought to Council for determination.

The following conditions apply to training and development requests:

- Training/development must be provided by a reputable, industry-recognised provider.
- Any Town-funded travel outside Australia must be approved by Council.
- All travel for Council Members under this policy will be economy class.
- All accommodation for Council Members while travelling will be arranged by the CEO's Office in line with budgetary constraints. Alternative accommodation arrangements may be approved in writing by the CEO, provided there is no material additional cost to the Town.
- If a Council Member wishes to upgrade their travel or accommodation, add additional travel arrangements or extend their visit for personal reasons, all additional costs are to be paid by the Council Member.
- A Council Member must provide to the Mayor and Councillors, any conference papers and other relevant information obtained, and, if requested, a report on the key outcomes of the conference and their professional development.
- In accordance with the Act, a request cannot be approved if the Council Member's participation in a training or development opportunity is to occur:
 - In the final three (3) months of their term;

- After they have submitted their resignation; or
- Whilst they are suspended.

Following each ordinary election, the CEO will facilitate a process to identify Council's collective training and professional development needs. The results will be aggregated and used to:

- identify capability gaps and priority development areas for Council; and
- inform the annual training and professional development budget.

Document Control Box			
Legislation:	<i>Local Government Act 1995 s 5.126–5.129.</i> <i>Local Government (Administration) Regulations 1996 r 35–37.</i>		
Organisational:	Office of the Chief Executive		
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