



## **Council Policy**

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### **Councillor Training and Professional Development**

#### **Purpose**

To ensure Councillors are provided opportunity to undertake non-statutory training and development.

#### **Policy Measures**

1. Authority is delegated to the Chief Executive Officer to register Councillors for conferences, seminars and training, and prepay registration fees, accommodation and meals, subject to available budget.
2. If the proposed attendance at a conference, seminar or training is not covered by an appropriate budget, the prior approval of the Council must be sought by the Councillor to attend, including prior authorisation of expenses.
3. Travel and expense reimbursement arising from authorised attendance will need to be submitted to the CEO for approval, and where any doubt exists, referred to Council for approval.
4. On their return from a conference or seminar, Councillors who attended should provide a brief verbal report on the event to Council as part of the Council meeting procedure.

#### **Administration**

This policy will be administered by the Office of the CEO.

#### **Adoption and Date Due for Revision**

**ADOPTED 20 JUNE 2024  
REVIEWED XXXX**

**NEXT DUE FOR REVIEW 20 JUNE 2029**

**The Administration of this Policy is by Office of the CEO.**