



TITLE: PROFESSIONAL DEVELOPMENT ALLOWANCE
POLICY

ADOPTED BY: COUNCIL

RESPONSIBILITY: CHIEF EXECUTIVE OFFICER

DATE TO TAKE EFFECT: 26/10/2021

NEXT REVIEW DATE: 30/06/2025

| Version | Reviewed By | Adoption Date | History |
|----------------|-------------------------|----------------------|----------------|
| 1 | Policy Review Committee | | Draft |
| | Council | 26/10/2021 | Adopted |
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1. Purpose

This policy is made under Regulations 66(2) of the *Local Government (General) Regulations 2021* to identify the types of training or conferences or training that may be attended or undertaken by a council member using the professional development allowance.

2. Principle

Council is committed to recognising the most appropriate types of conferences and training opportunities that enable a council member to develop capabilities in the member's role.

3. Application of policy

3.1 Types of conference and training

The professional development allowance may be expended with an approval from the Mayor or CEO, in relation to attending or undertaking the following types of conference and training within the Northern Territory or facilitated online :

- (a) mandatory training relevant to being a council member;
- (b) course of study or other training course relevant to performance as a council member;
- (c) training, mediation or counselling recommended or ordered as part of a decision relating to a Code of Conduct complaint;
- (d) training, mediation or counselling recommended by the Mayor or CEO; or
- (e) a conference, seminar, symposium, expo or other similar event on a topic or function directly related to local government.

3.2 High-cost training courses

If a council member is attending a training course that exceeds the professional development allowance available in the current financial year:

- (a) any remaining professional development allowance in the current financial year is to be expended to partially pay for the training course; and
- (b) the outstanding cost of the training course may be expended against the professional development allowance of the council member in future financial years (only within the term of the Council).

Expenditure of the professional development allowance in future financial years will only be done on a reimbursement basis to a council member who has personally paid the remaining cost of the training course.

Access to reimbursement is subject to:

- (a) the council member remaining to be a council member in the future financial year(s) when a claim for reimbursement is made; and
- (b) any changes in the maximum amount of professional development allowance available in the future financial year(s) (which may reduce the reimbursement amount available).