

1.0 STATEMENT

Under section 5.126 of the Local Government Act 1995, each council member must complete mandatory council member training as described by regulations.

The mandatory training course prescribed in the Administration Regulations 35 is titled “Council Member Essentials”.

Council members appointed by their respective local governments are required to complete any mandatory training supported by their local government and therefore the Regional Local Government does not undertake this training.

Under section 5.127 of the Local Government Act 1995, a local government must prepare a report for each financial year on the training completed by council members in the financial year and publish on its website.

Under section 5.128 of the Local Government Act 1995, a local government must prepare and adopt a policy in relation to the continuing professional development of council members.

Council Policy 1.5 – Conference and Industry Events Attendance, supports individual and group professional development relating to waste management.

2.0 SCOPE

This Policy applies to the Council Members appointed by the Project Participant Local Governments.

3.0 OBJECTIVE

- To develop the knowledge and experience of Regional Council Members to promote representation and well-informed decisions relating to the regional purpose of the Resource Recovery Group (RRG).

4.0 DEFINITIONS

- RRG Resource Recovery Group
- CEO Chief Executive Officer

5.0 ROLES & RESPONSIBILITIES

- CEO to ensure the statutory and council policy requirements are met.

6.0 CONTENT

6.1. Mandatory Training

- a. Council members appointed by their respective local governments are required to complete any mandatory training supported by their local government and therefore the Regional Local Government does not undertake this training

6.2 Industry Specific

- a. This Policy is to be read in conjunction with Policy 1.5 Attending Conferences and Industry Events.
- b. Council members must apply in writing to the CEO for approval to attend Industry specific training, education, conference, seminar or similar.
- c. Attendance must be relevant to the role.

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- d. The CEO will prepare a report for the next ordinary council meeting or if urgent by flying minute to all council members for a simple majority decision.

6.3. Register of Council Member Training

- a. Under section 5.127 of the Local Government Act 1995, a local government must prepare a report for each financial year on the training completed by council members in the financial year and publish on its website.
- b. Council members undertaking professional development in their role or industry specific not provided by RRG, but wish to record their details in the register must provide a written notice to the CEO.
- c. The register is to be kept updated and only contains information of current sitting council members.

6.4. Reimbursement of Fees

- a. This Policy is to be read in conjunction with the following policies;
- a. Policy 1.5 Attending Conferences and Industry Events.
- b. Policy 1.9 Council Member Reimbursement of Expenses

7.0 REFERENCES & REVIEW

	COUNCIL MEMBER PROFESSIONAL DEVELOPMENT 1.15	
Statutory Compliance	<ul style="list-style-type: none"> ▪ <i>Local Government Act 1995 S5.126</i> ▪ <i>Local Government Administration Regulations</i> 	
Organisational Compliance		
Approved by	Regional Council	
Next Revision Date	August 2026	
Related Documents	<ul style="list-style-type: none"> ▪ Policy 1.5 Attending Conferences and Industry Events. ▪ Policy 1.9 Council Member Reimbursement of Expenses 	
Policy Administration	Responsible Officer	Review Cycle
Corporate	Chief Executive Officer	Biennial
Risk Rating	Operational Risk Register – Risk Medium	
Location of document	Members Area – SMRC website Staff Intranet RRG, 9 Aldous Place, Booragoon – Corporate Services CVC, 350 Bannister Road, Canning Vale – staff room	

8.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2020	Original	1	CSM	CEO	27/05/2020
2022	Review	2	CSM	CEO	25/08/2022
2024	Review	3	EMGC	CEO	22/08/2024

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