

## Matrix of Elected Member Training and Professional Development

### 1. Training Types and Eligibility

Training Type	Requirement	Eligibility	Payment	Conditions
<b>Mandatory Training</b>	Must be completed within 12 months of the election. Training is valid for 5 years.	All Elected Members (new and returning where training validity has expired).	The Shire arranges and pays for registration, travel and accommodation.	Must be with an approved provider. May be rescheduled to meet statutory timeframes.
<b>Continuing Professional Development (CPD)</b>	Must relate directly to the role of a Elected Member.	Elected Members who have completed Mandatory Training. Shire President and Deputy eligible for leadership-specific CPD.	The Shire arranges and pays where relevant and within budget allocation.	Must be provided by an approved provider unless CEO approves otherwise. Subject to annual budget allowance.
<b>Conferences</b>	Must align with conference types listed in Policy.	All Elected Members. Shire President eligible for additional national events.	The Shire arranges and pays for registration, travel, accommodation and eligible expenses.	Travel and accommodation must comply with policy. No more than two members may attend the same interstate event unless approved.

## 2. Eligibility Conditions for All Requests

Context	Circumstances	Approval or Refusal Conditions
Timing near elections	Request submitted within 3 months prior to an Ordinary Election.	CEO and Shire President may refuse where the benefit is limited, or the Elected Member is not re-standing.
Resignation submitted	Member has lodged a resignation (immediate or future date).	All requests are to be refused. Existing bookings may be cancelled or transferred where possible.
Suspension under Part 8	The Elected Member or Council is suspended.	Elected Member is ineligible for any Shire-funded training or reimbursement.
Insufficient budget	Annual allocation has insufficient funds.	CEO must present a report to the Council recommending a budget amendment.

## 3. Role-Based Notes

Role	Additional Notes
Shire President	Eligible for leadership, advocacy, chairing and representation training. Eligible for additional national conferences.
Deputy Shire President	Eligible for CPD relating to Council Member duties and supporting the Shire President role.
Newly Elected Members	Must complete mandatory training before accessing CPD or conferences.

## 4. Annual Reporting Requirements

Annual Report Requirement	Details to be Published
The CEO must publish report on the Shire's website within one month after financial year end.	Elected Member name Training course title Training provider Registration cost Date of attendance