

**NORTHERN TERRITORY OF AUSTRALIA**

***Local Government Act 2019***

**DETERMINATION**

**Training Requirements for Council Members**

I, Josephine Sarah Curr, Acting Chief Executive Officer of the Department of Housing, Local Government and Community Development, responsible for local government, make the following determination under section 45 of the *Local Government Act 2019*.

**1. DEFINITIONS**

In this Determination:

**Act** means the *Local Government Act 2019*.

**council member** includes a principal/deputy principal member and an ordinary member of a council.

**CEO (council)** means the chief executive officer of a council.

**Department** means the Department of Housing, Local Government and Community Development.

**publication** means publication of the Determination on the Department's website.

**recognised prior training** means training previously completed by a council member that is assessed as equivalent to the requirements of this Determination.

**2. TITLE**

This Determination may be cited as the *Determination 1.0: Training Requirements for Council Members*.

**3. COMMENCEMENT**

This Determination commences on the day on which it is published on the Department's website.

**4. APPLICATION**

(1) This Determination applies to all council members appointed or elected under the Act and all councils.

(2) A council must take reasonable steps to ensure compliance of the council members with this Determination.

## **5. REQUIREMENT TO COMPLETE TRAINING**

- (1) A council member must complete training in accordance with this Determination.
- (2) The training must cover the core areas specified in Schedule 1.

## **6. TIMEFRAME FOR COMPLETION**

- (1) A council member must complete the required training within 6 months after publication of the Determination or within 6 months of the date a council member was elected if the election occurred after the Determination coming into effect.
- (2) A council member must complete any additional or refresher training required by the Department.

## **7. RECOGNITION OF PRIOR TRAINING**

- (1) The Chief Executive Officer of the Department may recognise prior training completed by a council member for the purposes of this Determination.
- (2) Recognition may be granted where the Chief Executive Officer of the Department is satisfied that the training is relevant to the requirements of this Determination and is substantially equivalent to the training specified in Schedule 1.
- (3) In determining whether prior training is recognised, the Chief Executive Officer of the Department may have regard to:
  - (a) the content and standard of the training;
  - (b) the provider of the training (including training delivered by the Department);
  - (c) the date of completion of the training; and
  - (d) any other relevant matter.
- (4) Under this Determination, recognition of prior training is granted to council members where the training was completed from 1 September 2025 to the date of the effect of the Determination, except for the Code of Conduct training that is required to be undertaken by all council members, due to the commencement of the new Code of Conduct framework on 1 July 2026.
- (5) A council member is not required to apply for recognition of prior training.
- (6) The Department may rely on its records of training (including training delivered or recognised by the Department) to determine whether prior training has been completed and recognised.
- (8) Recognition of prior training does not remove the requirement for a council member to complete any additional or refresher training.

## **8. EXTENSION OF TIME**

(1) The Chief Executive Officer of the Department may extend the period for completion of training if satisfied there are reasonable grounds.

(2) In considering whether to grant an extension, the Chief Executive Officer of the Department may have regard to:

- (a) the availability and scheduling of training provided by the Department;
- (b) personal or exceptional circumstances affecting the council member; and
- (c) any other relevant matter.

(3) An extension must be recorded in writing and specify the revised timeframe for completion.

## **9. DELIVERY OF TRAINING**

Training may be delivered by the Department or an approved provider and may be provided through a face-to-face or online delivery (via Teams, MyLearning, etc.).

## **10. RECORD-KEEPING**

(1) A council must keep records of training completed by council members and decisions relating to extensions of the period for completion of training.

(2) A council must provide those records upon the Department's request.

## **11. COMPLIANCE**

Failure to comply with this Determination may constitute non-compliance with section 45 of the Act.

## **12. REVIEW OF DETERMINATION**

This Determination may be amended or revoked by the Chief Executive Officer of the Department.

## **SCHEDULE 1 – CORE TRAINING REQUIREMENTS**

### **1. UNDERSTANDING LOCAL GOVERNMENT**

Training must cover:

- roles and responsibilities of local government
- roles and responsibilities of the different levels of government
- representation of community

### **2. ROLES AND RESPONSIBILITIES OF COUNCIL MEMBERS**

Training must cover:

- obligations of council members
- role of the principal member
- role of the council CEO

### **3. UNDERSTANDING CONFLICTS OF INTEREST**

Training must cover:

- identification of conflicts (actual, perceived, potential)
- disclosure obligations
- management and consequences

### **4. COUNCIL MEETING PROCEDURES AND DECISION MAKING**

Training must cover:

- meeting procedures
- lawful decision-making
- recording of decisions

### **5. INTRODUCTION TO COUNCIL FINANCES**

Training must cover:

- financial oversight responsibilities

- budgeting principles
- safeguards and controls

## **6. CODE OF CONDUCT**

Training must cover:

- obligations under Part 7.4 of the Act
- standards of conduct
- complaint pathways and consequences

Signed:

A handwritten signature in black ink, appearing to read 'Deel', with a horizontal line above the first letter.

Acting Chief Executive Officer

01/07/2026