



EMP-GOV-003 | Elected Members Continuing Professional Development

Strategic Context

Strategic Link	Policy Objective
☑ United ☑ Safe & Healthy ☑ Beautiful & Respected ☑ Prosperous & Equitable	The objective of this Policy is to establish a clear, consistent and transparent framework for the mandatory training and continuing professional development of Shire of Halls Creek Council Members. The Policy supports legislative compliance and ensures Council Members have equitable access to relevant learning opportunities that strengthen their knowledge, governance capability, decision-making and leadership of the Shire.

Introduction

1. Council Members perform an important and demanding role in representing the interests of the Halls Creek community and providing leadership and oversight for the Shire.
2. The *Local Government Act 1995* and associated regulations establish the statutory roles, responsibilities and training requirements of Council Members. The Shire of Halls Creek (the Shire) recognises the importance of supporting Council Members to complete mandatory training and participate in continuing professional development.
3. Effective local government depends on informed, capable and accountable Council Members who have the knowledge and skills necessary to perform their roles lawfully, make sound decisions and act in the best interests of the community.

Purpose

4. The purpose of this Policy is to establish a consistent and transparent framework for the mandatory training and ongoing professional development of Council Members of the Shire of Halls Creek.
5. This Policy supports compliance with section 5.128 of the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996* by outlining the training obligations of Council Members and promoting ongoing learning and professional development.
6. The Policy aims to ensure Council Members develop and maintain the knowledge, skills and governance capability necessary to effectively, lawfully and ethically perform their statutory role, make informed decisions, and contribute to the good governance and leadership of the Shire.



Policy Scope

7. This policy applies to Council Member training and continuing professional development, including mandatory training required under section 5.126 of the Act.

Principles Underpinning the Policy

Principle Name	Principle Definition
Good Governance	Training must enhance Council Members' ability to govern, set strategic direction and provide effective oversight.
Equity of Access	All Council Members are to have fair and consistent access to professional development opportunities.
Legislative Compliance	Training arrangements must comply with the <i>Local Government Act 1995</i> and associated regulations.
Financial Stewardship	Public funds must be used responsibly and only for training that delivers demonstrable governance value.
Accountability	Training undertaken must be recorded, reported and capable of independent review.

Definitions

Term	Meaning
Mandatory Training	Training prescribed under sections 5.126 of the <i>Local Government Act 1995</i> and associated regulations, including Council Member Essentials.
Continuing Professional Development (CPD)	Structured training, conferences, workshops, forums or learning activities relevant to the governance role of a Council Member.
Council Member	A group elected under the <i>Local Government Act 1995</i> as a member of the Council of the Shire of Halls Creek, including the Shire President, Deputy Shire President and Councillors.
Elected Members	A Councillor of the Shire of Halls Creek, including the Shire President and Deputy President.
External Committee Member	A person appointed to a committee established under the Act who is not a Council Member.
Professional Development	Training courses, conferences, conventions, workshops, forums, seminars, study tours or other learning activities relevant to local government and the role of a Council Member.



Register of Professional Development	The register maintained by the Chief Executive Officer under section 5.127 of the <i>Local Government Act</i> 1995 that captures training completed by Council Members
Registered Training Provider	A training organisation registered with Australia Skills Quality Authority ASQA, or an equivalent regulator authorised to deliver nationally recognised training.
Training Allocation	The annual budget allocation adopted by Council to support Council Member professional development.

Policy Details

8. Council Member Essentials Training

- 8.1 All newly elected Council Members are required to complete and pass the mandatory Council Member Essentials training modules prescribed under section 5.126 (1) of the *Local Government Act* 1995 within the required statutory timeframes (12 months).
- 8.2 The training consists of five modules:
 - a. Understanding Local Government;
 - b. Serving on Council;
 - c. Meeting Procedures;
 - d. Conflicts of Interest; and
 - e. Understanding Financial Reports and Budgets.
- 8.3 On completion of all five of the modules a Council Member is required to provide the CEO with a written declaration.
- 8.4 Where a Council Member has previously completed and passed the mandatory training, the training remains valid for a period of five (5) years.
- 8.5 A Council Member who is re-elected within the five-year validity period is not required to repeat the training.
- 8.6 Where the five-year validity period has expired, the Council Member is required to complete one of the following mandatory training options:
 - f. Nationally Accredited Training LGASS00007 Elected Member Skill Set
 - g. Elected Member Essentials (all five units)

9. Induction

- 9.1 The Chief Executive Officer (CEO) will implement induction arrangements following each ordinary election to support newly elected Council Members to participate effectively in Council decision-making at the earliest opportunity.
- 9.2 Induction will include information relating to:
 - a. the Shire's strategic, financial, operational and risk management context;
 - b. the roles, duties and responsibilities of Council Members (WALGA Manual);
 - c. the role of Council, committees and the CEO;
 - d. governance, ethical and behavioural standards; and
 - e. meeting procedures and decision-making frameworks.
 - f.



10. Continuing Professional Development

- 10.1 Council Members will be supported and encouraged to undertake continuing professional development that strengthens their capacity to perform their role and contributes to informed decision-making and good governance.
- 10.2 Training and development opportunities will be identified according to each Council Member's existing skills, experience, responsibilities and development needs, in consultation with the Chief Executive Officer.
- 10.3 Requests must be submitted to the CEO before registration or any financial commitment is made. Approval will be subject to the relevance of the activity, available budget, anticipated benefit to the Shire and consistency with this Policy.
- 10.4 Requests outside the approved budget or scope of this Policy must be referred to Council for determination.
- 10.5 Any training or professional development requests with a total cost exceeding \$3,000 per Council Member must be approved by Council resolution before registration or expenditure is committed.
- 10.6 Professional development requests will be presented to Council to be approved by resolution in the following circumstances;
 - a. the training requests occurs in the last six (6) months of a Council Member's term of office;
 - b. allocated funds are insufficient; and
 - c. where the training request is considered outside the scope of this policy;
- 10.7 Requests and payment for training will not be approved if:
 - d. the Council Members has resigned;
 - e. the Council Member is suspended;
 - f. the Council Member has not completed the Council Member Mandatory Training; and
 - g. the requested training is not relevant or does not meet the requirements of this Policy.

11. Training Outcomes

- 11.1 To be eligible for approval under this Policy, Continuing Professional Development must be relevant to the role of a Council Member as defined by the *Local Government Act 1995* and demonstrate a clear benefit to:
 - a. the Council as the governing body;
 - b. the Shire of Halls Creek as an organisation; and
 - c. the Halls Creek community.
- 11.2 Eligible Continuing Professional Development includes activities that:
 - d. participation in training and development programs delivered or endorsed by the West Australian Local Government Association (WALGA);
 - e. Australian Local Government Association (ALGA) conferences and forums relevant to local government;
 - f. regional, state or national conferences addressing governance, leadership, finance, infrastructure, community development or other matters relevant to local government in remote and regional contexts;
 - g. local government-specific training courses, workshops and forums delivered by recognised or accredited providers;
 - h. professional development activities that support initiatives, projects or priorities identified in the Shire's Strategic Community Plan, Corporate Business Plan or other adopted strategies; and



- i. other approved training or development activities where the Shire President or the Chief Executive Officer is satisfied that attendance would provide a demonstrable governance or community benefit.

11.3 Approved training providers include:

- j. Western Australian Local Government Association;
- k. Australian Institute of Management;
- l. Institute of Public Administration Australia WA;
- m. Department of Local Government and recommended providers such as Town Teams; and
- n. Local Government Professionals WA.

12. Reporting on Training and Development

- 12.1 All Council Members who participate in training that has been paid for by the Shire, are to submit a report to the CEO within thirty (30) days of the completion. Where more than one Council Member attends the same training, a joint report may be submitted and be endorsed Following attendance at conferences, congresses, study tours, or any seminars, forums or workshops of two (2) days or more duration, Council Members who attend are required to provide a written report to Council.
- 12.2 Where more than one Council Member attends the same event, a joint report may be provided and must be endorsed by each attendee.
- 12.3 The report must include:
 - a. a brief overview of the event or program attended;
 - b. key learnings or issues of relevance to the Shire of Halls Creek;
 - c. any matters of strategic, governance or operational interest to Council; and
 - d. an assessment of whether attendance at similar events in the future would provide value to the Shire.
- 12.4 Administration is responsible for maintaining a Register of Elected Member Training and Development and for reporting annually on training completed by Council Members. In accordance with section 5.128 of the *Local Government Act 1995* and Regulation 34AD, a summary of completed compulsory training and continuing professional development must be published on the Shire's official website within one (1) month of the end of each financial year.

13. Accessing Professional Development

- 13.1 Requests for continuing professional development must be initiated by a Council Member and submitted on the Professional Development Request Form. All requests must be submitted in writing to the Chief Executive Officer prior to enrolment, registration, or any financial commitment being made.
- 13.2 The Chief Executive Officer, in consultation with the Shire President, may approve training that:
 - a. the proposed training or development is relevant to the governance responsibilities of a Council Member;
 - b. sufficient budget allocation is available to meet the associated costs;
 - c. attendance would provide a demonstrable benefit to Council, the Shire organisation or the community; and
 - d. attendance does not conflict with scheduled Council or Committee meetings
- 13.3 Requests that exceed the approved annual professional development allocation, involve interstate or international travel, or otherwise fall outside the scope of this Policy must be referred to Council for determination.



- 13.4 Where a request is not approved by the Shire President, the affected Council Member may request that the matter be referred to Council for consideration and final determination.

Accountability

14. Council is responsible for setting the framework for Council Member professional development, approving the Annual Budget allocation for training, and determining any requests that exceed the approved annual cap, and training request is for the last six months of a Council Members term.
15. All Council Members have a responsibility to participate in training opportunities and provide a written report to the CEO.
16. The Audit, Risk and Improvement Committee may review the Register of Professional Development as part of its oversight of legislative compliance and internal control assurance.
17. The CEO is responsible for:
- implementing this, Policy;
 - maintaining the Register of Professional Development in accordance with section 5.128 of the *Local Government Act 1995*;
 - facilitating induction, mandatory training and approved professional development activities;
 - Facilitate professional development training opportunities with neighbouring local government authorities
 - reporting annually on training completed by Council Members; and
 - ensuring publication of required training information on the Shire's official website.
18. Training records and reporting under this Policy are subject to audit and review through the Shire's Audit, Risk and Improvement Committee.

Related Documentation / Legislation

Legislation	Shire of Halls Creek Documentation
<i>Section 5.126 of the local government act 1995.</i> <i>'each council member must complete training in accordance with regulations.</i> <i>' Section 5.127 of the local government act 1995.</i> <i>'A local government must prepare a report for each financial year on the training completed by council members in the financial year'</i> <i>Section 5.128 of the local government act 1995.</i> <i>'the chief executive officer shall maintain a register of professional development. This policy must be adopted and reviewed by absolute majority vote. This policy must be reviewed after each ordinary election The CEO must publish an up-to-date version of the policy on the local government's official website'.</i> <i>Regulation 34ad local government (administration) regulations 1996.</i>	- EMP-GOV-001 Code of Conduct – Council Members, Committee Members and Candidates - EMP-GOV-002 – Legal Advice, Representation and Cost Policy - EMP-GOV-007 – Elected Member Entitlements - Register of Elected Member Professional Development (s.5.128) - Matrix Shire of Halls Creek Elected Member Training - Declaration Forms - WALGA Council Member Essentials Training Framework



Policy Review

19. This Policy must be reviewed following each ordinary election and at least once every four (4) years from the date of adoption, or earlier where required due to legislative amendment, audit findings, or resolution of Council.

Document Control

Relevant delegations	Nil		
Risk Evaluation	Moderate		
Council adoption	26 March 2026	Resolution	2026/024
Previous Title	G3 Council Members – Training and Development		
Reviewed	17 June 2021 (Resolution no. 2021/066) 28 July 2022 (Resolution no. 2022/071) 27 July 2023 (Resolution no. 2023/___)		
Next review due	March 2030		



Council Member Professional Development Request Form

(EMP-GOV-002 Elected Members Continuing Professional Development Policy)

Section 1: Information			
Name			
Position	☐ Shire President	☐ Deputy Shire President	☐ Councillor
Mobile			
Email			
Date			

Section 2: Professional Development Activity	
Training / Conference / Event Name	
Training Provider / Organisation	
Location	☐ Online ☐ WA ☐ Interstate
Event Start Date	
Event End Date	
Duration	
Website / Program Link (if available)	



Section 3: Purpose

Explain how this training relates to your role as an Council Member and the governance responsibilities of Council.

Expected benefit to the Shire of Halls Creek (tick applicable):

- ☐ Governance and decision-making capability
- ☐ Strategic planning / community outcomes
- ☐ Financial governance / risk management
- ☐ Community development or regional development
- ☐ Legislative / regulatory compliance
- ☐ Other (please specify below):

Section 4: Estimated Cost (\$)

Registration / Course Fee	
Travel (Flights / Transport)	
Accommodation	
Meals / Incidentals	
Other Costs	
Total Estimated Cost	

Is this within the \$3,000 annual training allocation?

☐ Yes

☐ No (Shire President approval required)



Section 5:	Declaration – Elected Member
I confirm that: • The information provided in this request is accurate. • The professional development activity aligns with my responsibilities as an Elected Member. • No financial commitments have been made prior to approval. • I acknowledge that a report may be required following attendance in accordance with Policy EMP-GOV-002.	
Signature:	
Name:	
Date	

Section 6:	CEO Assessment
The Chief Executive Officer confirms that: ☐ The request aligns with Policy EMP-GOV-002 ☐ Sufficient budget allocation is available ☐ The training is relevant to governance responsibilities ☐ Attendance does not conflict with scheduled Council / Committee meetings CEO Comments:	



Section 7:	Shire President Approval
☐ Approved ☐ Not Approved ☐ Refer to Council	
Signature:	
Name:	
Date	