



DOCUMENT TYPE	Policy
TITLE	ELECTED MEMBER CONTINUING PROFESSIONAL DEVELOPMENT
NUMBER:	POL-1004

PURPOSE

To ensure Elected Members meet the professional development requirements of the *Local Government Act 1995* and are encouraged to participate in training and conferences that enhance their capacity to perform their roles effectively.

DEFINITIONS

Professional Development is learning to earn or maintain professional credentials such as academic degrees to formal coursework, attending conferences, and informal learning opportunities situated in practice.

POLICY STATEMENTS

The Shire of Wyndham East Kimberley is required under the *Local Government Act 1995* to adopt and report on compulsory training, and additionally, continuing development for Elected Members of the Shire of Wyndham East Kimberley.

ESSENTIAL TRAINING

Elected Members of the Shire of Wyndham East Kimberley are required to undertake and successfully complete the following prescribed professional development training modules titled "Council Member Essentials" within the period of 12 months from the day the council member was elected, unless a prescribed exemption applies:

- Understanding Local Government;
- Serving on Council;
- Meeting Procedures;
- Conflicts of Interest; and
- Understanding Financial Reports and Budgets.

All units and associated costs will be paid for by the Shire and completed within the 12 months following election.

The training is valid for 5 years.

ONGOING PROFESSIONAL DEVELOPMENT

The professional development of Elected Members is essential to support informed, ethical, and effective decision-making in the best interests of the community. Elected Members are encouraged to attend conferences and training that enhance their knowledge of local government and strengthen their ability to serve the community.

ELIGIBLE FORMAL TRAINING EVENTS

Approved professional development includes training or events conducted by:

- The West Australian Local Government Association (WALGA);

- Local Government Professionals WA;
- Accredited training organisations relevant to Elected Member roles;
- The Department of Local Government, Sport and Cultural Industries (DLGSC); or
- Recognised individuals or organisations with expertise in local government.

Examples include:

- National General Assembly of Local Government;
- WA Local Government Week;
- WALGA or DLGSC conferences and forums;
- Professional association annual conferences;
- The Annual Road Congress; and
- Conferences attended in an official delegate capacity.

DELIVERY OF TRAINING

eLearning is the preferred method of training delivery; however, travel to attend face-to-face training where required is permissible.

PROCEDURES

Approval for professional development or training will consider:

- Cost of attendance (registration, travel, and accommodation, if required);
- Availability of funds within the approved budget;
- Benefits to the Shire and alignment with strategic objectives; and
- Identified skills gaps of individual or collective Elected Members.

Approval requirements:

- The Shire President's training must be approved by the Deputy Shire President in consultation with the CEO.
- Councillors' training must be approved by Council or the Shire President in consultation with the CEO.

All travel and accommodation bookings are to be arranged through the Chief Executive Officer's Office. Travel must be in economy class, and upgrades may be made at the Elected Member's personal expense.

Bookings must not be altered for personal travel or benefit. Any proposed pre- or post-conference activities relevant to Shire business must be approved prior to travel.

EXPENSES

Approved expenses for conferences and training will be paid directly by the Shire and may include:

- Airfares, travel insurance, and conference registration;
- Accommodation and meals not provided during the event; and
- Reasonable phone, laundry, and local transport costs related to Shire business.

REPORTING AND PUBLISHING

Elected Members must provide a brief report to Council on the benefits of any approved training or conference attended and share relevant materials with other Councillors.

The Chief Executive Officer will maintain a record of all Elected Member training and prepare an annual report on prescribed professional development completed. This report will be published on the Shire's website within one month after the end of each financial year.

EXPLANATORY NOTES

In accordance with the *Local Government Act 1995* s5.128, the Local Government is to adopt a Policy for continuing professional development.

DOCUMENT AND VERSION CONTROL

Responsible Directorate	Office of the CEO		
Responsible Officer	Chief Executive Officer		
Statutory References	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i>		
Related Documents	POL-1005 Code of Conduct for Council Members Committee Members and Candidates for Local Government Elections POL-1001 Elected Member Allowances and Entitlements		
Amendment History (Adoption and last 3 amendments)			
Version	Date Issued - Resolution Number	Item #	Description of Change
1.0	23/02/2021 - 118381	12.2.3	Council Adoption
1.1	01/11/2023 - CEO009	--	Reference Updates as per POL-1014 Policy Management (previously CP-CNC-3144)
2.0	25/11/2025 - 119330	12.2.5	Review Adopted by Council
Date of Next Review November 2027			