



# Continued Professional Development Policy

## **1. INTRODUCTION**

Section 5.128 of the *Local Government Act 1995* provides that a local government must prepare and adopt a policy in relation to the continuing professional development of council members.

Section 5.128(5) requires that the policy be reviewed after each ordinary election.

## **2. PURPOSE**

To ensure that Elected Members of the Shire of Denmark receive appropriate information and training to enable them to understand and undertake their responsibilities and obligations.

## **3. POLICY**

The Shire of Denmark recognises the importance of providing Elected Members with the knowledge and resources that will enable them to fulfil their role in accordance with statutory compliance and community expectations and make educated and informed decisions.

Pursuant to the Local Government Act 1995, Elected Members must complete Council Member Essentials which incorporates the following training units:

- a. Understanding Local Government
- b. Conflicts of Interest
- c. Serving on Council
- d. Meeting Procedures and Debating
- e. Understanding Financial Report and Budgets

Council's preferred provider for the training is WALGA (WA Local Government Association).

All units and associated costs will be paid for by the Shire, and should be completed by 30 June in the year immediately following the Elected Member's election. The training is valid for a period of five years.

Additionally, the Shire will publish, on the Shire's website, training undertaken by all Elected Members within 1 month after the end of the financial year pursuant to Local Government Act 1995.

Members wishing to attend training, conferences, events and the like where expenses are likely to be incurred, should contact the CEO or the Shire President beforehand to discuss their intention / request.

It is Council's preference that the training is undertaken via the eLearning method which is the more cost efficient form of delivery. It is acknowledged however that there may be Elected Members who prefer to receive training face-to-face and/or opportunities to attend training which is being delivered in the Great Southern region. Individual training requirements can be discussed with the Shire President or CEO.

## **4. RECORDING REQUIREMENTS**

The CEO must publish on the Shire of Denmark's official website:

1. an up-to-date version of the policy; and
2. a report for each financial year on the training completed by council members.

<b>Document Control Box</b>			
<b>Document Responsibilities:</b>			
<b>Owner:</b>	Governance Coordinator	<b>Owner Business Unit:</b>	Governance
<b>Reviewer:</b>	Chief Executive Officer	<b>Decision Maker:</b>	Council
<b>Compliance Requirements:</b>			
<b>Legislation:</b>	S 5.127 and 5.128 of the Local Government Act 1995 R 35 and 36 of the Local Government (Administration) Regulations) 1996		
<b>Document Management:</b>			
<b>Synergy Ref:</b>		<b>Review Frequency:</b>	As required
<b>Version #</b>	<b>Date:</b>	<b>Action:</b>	<b>Resolution No.</b>
1.	18 February 2020	ADOPTED by Council	180220
2.	21 December 2021	REVIEWED by Council	171221
3.	21 November 2023	REVIEWED by Council	131123
4.	28 October 2025	REVIEWED by Council	081025