

# Continuing Professional Development

## Introduction

This policy is made in accordance with Division 10 – Training and Development (s.5.126, s.5.127 and s.5.128) of the *Local Government Act 1995* (the Act).

## Objective

To provide transparency about the training and development for all Councillors.

## Scope

This policy applies to all Councillors to ensure that they have:

- access to mandatory training within the training period in accordance with regulations prescribed under s.5.126 of the Act.
- equitable access to a range of relevant training and development opportunities to enhance a Councillor's ability to fulfil their role and responsibilities.

All Councillors are encouraged to participate in training and professional development opportunities in accordance with this policy.

## Definitions

Term	Definition
Accommodation	Means accommodation paid for by the Shire, in accordance with its primary duty of care obligations, when an event, conference, meeting, or training is held over more than one day and it is not practical to commute back and forth for early starts.
Accommodation costs	Means the cheapest 3- or 4-star accommodation nearest to the venue.
Accredited qualification	Is formal confirmation that the course: <ul style="list-style-type: none"> <li>• is nationally recognised and meets quality assurance requirements.</li> <li>• meets an established industry, enterprise, educational, legislative or community need.</li> </ul> provides appropriate competency outcomes and a satisfactory basis for assessment.
Airfare costs	Economy class return flights to and from Perth Airport, and insurance costs related to flight bookings.
Associated costs	Means accommodation costs, travel costs, childcare costs, airfare costs, parking or other reasonable costs verified through

Term	Definition
	the provision of receipts, subject to the <i>Local Government Payments and Gifts Council Policy</i> , which will be drawn from the <i>Annual Councillor Training Allowance</i> for training and development.
Councillor	a person who holds the office of councillor on a council (including a person who holds another office under section 2.17(2) or 2.17A(2) or (3) as well as the office of councillor);
Equitable access	Every Councillor has the same opportunity as any other to undertake professional development training and have access to course materials.
Loyalty Program or reward program	Programs sponsored by retailers and other businesses, offer rewards, discounts, and other special incentives as a way to attract and retain customers. They are designed to encourage repeat business, offering people a reward for store/brand loyalty
Mandatory Training	a course of training titled <i>Council Member Essentials</i> that — (a) consists of the following modules — (i) Understanding Local Government; (ii) Serving on Council; (iii) Meeting Procedures; (iv) Conflicts of Interest; (v) Understanding Financial Reports and Budgets; and (b) is provided by any of the following bodies — (i) North Metropolitan TAFE; (ii) South Metropolitan TAFE; (iii) WALGA.
Parking costs	Street parking costs, airport parking costs, and parking in secure parking businesses (e.g. Wilsons Parking).
Primary Duty of Care	The Shire has a responsibility, as an organisation conducting a business, that the Work, Health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking in accordance with s.19 of the <i>Work, Health and Safety Act 2020</i> .
Professional Development	The Shire supports enrolments into training courses or conferences provided by Registered Training Organisations (RTO's) or other qualified training organisations including but not limited to: TAFE; LG Professionals; Australian Institute of

Term	Definition
	Management; Economic Development Australia; or the Australian Institute of Public Administration.
Reasonable expenses	Means breakfast, lunch and dinner where these meals are not provided at the event or in travel. When meals are included and have been paid for as part of the registration fee or accommodation costs, claims for alternative meals at venues other than the event will not be paid by the Shire.
Training costs	The registration fees associated with booking and paying for the training including, where applicable, event registration, conference program dinners, technical tours and accompanying workshops identified within an event program.
Training Period	Means the 12-month period from the day the Councillor is elected, and the mandatory training must be completed.
Travel costs	Travel to and from the event venue met by the Shire in accordance with the current WA Salaries and Allowances Tribunal Determination for Local Government CEOs and Elected Members (the Determination).  <u>Means</u> incidental costs such as taxi fares, economy ride shares, or public transport modes of transport (i.e. to or from airport, event venue etc) that may be claimed for reimbursement on submission of receipts.

## Policy Statement

Council shall ensure adequate resources are allocated in the Shire's Annual Statutory Budget to provide the opportunity for Councillors to participate in training and development activities.

### 1. Budget Allocation – Training and Development

The Shire's Annual Budget will include an *Annual Councillor Training Allowance* for training and development to be utilised for:

#### 1.1 Councillor's Induction

- (a) Following each ordinary election, the Shire will conduct a comprehensive induction program for newly elected Councillors, providing information to support Councillors in understanding their roles and responsibilities, legislative obligations, and the strategic direction of the Shire. The induction introduces Councillors to the Shire's governance framework, key policies, and decision-making protocols;
- (b) The induction may include, at the discretion of the Chief Executive Officer, structured training activities to be delivered in-house using the services of a professional Consultant;

- (c) Continuing or returning Councillors will be encouraged to participate in selected elements of the induction program to refresh their understanding and contribute to a shared governance culture.
- (d) Induction feedback may be used to inform future training needs and strategic development activities.

## 1.2 Mandatory Councillor's Training

- (a) Councillors are required to complete the Council Member Essentials certificated Course within 12-months from the day on which they are elected, unless they are eligible for an exemption under Regulation 36 of the *Local Government (Administration) Regulations 1996*. Councillors should contact the Chief Executive Officer in respect to their eligibility for an exemption.
- (b) The Shire will provide newly elected Councillors with information on training options from which the Councillors may select according to their preferred delivery mode and availability. The Shire will make the necessary arrangements for the enrolment.

## 1.3 Continuing Professional Development activities

- (a) Eligible Continuing Professional Development activities are activities that:
  - (i) Deepen a Councillor's understanding of their roles, responsibilities, and obligations under the *Local Government Act 1995* and associated frameworks;
  - (ii) Build knowledge and skills aligned with the Shire's strategic objectives and priorities;
  - (iii) Support the personal and professional growth necessary for excellence in civic leadership; and
  - (iv) Strengthen Councillors' capacity to foster respectful communication, constructive relationships, and a collaborative team culture — recognising that a positive mindset and cohesive teamwork are essential to delivering good governance and meaningful outcomes for the Shire's community.
- (b) Eligible continuing professional development activities include but are not limited to the activities listed in the table below.

Activity	What is covered / not covered
Additional costs of another person accompanying the member such as: newspapers; additional meal, accommodation, airfare, and parking costs; or Partner Programs (if any)	Personal expense not covered by the Shire and is to be reimbursed by the Councillor if the Shire pays prior to the travel being undertaken to the event.
Conferences, training, workshops or seminars	Training costs and associated costs

Activity	What is covered / not covered
Extension of stay in accommodation	Personal expense not covered by the Shire. This is a Councillor's expense.
Formal qualifications, or individual units or modules as components of formal qualifications	Training costs, Parking, travel or childcare costs associated with attending the training.
Training relevant to the outcomes listed at 1.3(a) offered by accredited training providers or other organisations.	Training costs and associated costs
Local Government specific training, workshops, forums or conferences or other courses	Training costs and associated costs

#### 1.4 Training Providers

- (a) The Shire will provide professional development support opportunities for participation by Councillors in legitimate industry recognised professional development, relevant to the business of Council, even if they are not part of an accredited qualification.
- (b) Continuing Professional Development should be delivered by industry recognised training providers, peak bodies or professional organisations.

#### 1.5 Eligibility Criteria

To be eligible for approval under this policy, training and development must be directly relevant to the role of a Councillor and demonstrable clear benefits to:

- (a) the Council as a governing body;
- (b) the Shire as an organisation; and
- (c) the broader community.

## 2. Authorised Training

Any eligible training and development activities listed in the table below do not require Council authorisation, subject to Clause 3.2. Personal costs are not covered.

Continuing Professional Development (CPD) Activity	What is covered
<b>Councillor Training and Development</b>	
WALGA's Avon Midland Country Zone Meetings	Training costs and associated costs
WALGA Elected Member Training Modules (in addition to compulsory modules) in the nationally accredited Diploma of Local Government (Elected Member).	Training costs, accreditation costs

Continuing Professional Development (CPD) Activity	What is covered
Note: Councillors are eligible to commence this training during their second year as a Councillor.	and associated costs.
WALGA Local Government Convention	Training costs and associated costs
Wheatbelt Conferences held by WALGA's Avon Midland Country Zone.	Training costs and associated costs
<b>Shire President and/or Deputy Shire President Training and Development</b>	
The Australian Local Government Association (ALGA) National General Assembly	Training costs and associated costs

### 3. Application and Approval

#### 3.1 Request for approval

Councillors may make an application for training and development by providing the following details to the CEO in writing:

- (a) Course or event title, provider or organiser name, location and date;
- (b) Copy of, or link to program, course outline or other summary of content;
- (c) An outline of the anticipated benefits of attendance, with reference to the eligibility criteria in this policy; and
- (d) Total estimated costs including accommodation, travel and sundry expenses.

Applications, including all required details, are to be submitted in reasonable time for registration. Where possible, the Shire will seek to take advantage of reduced prices for early registration.

#### 3.2 Approval by the CEO

- (a) The CEO is authorised to approve requests for training and developing including conferences without referral to Council provided that:
  - (i) The CEO is satisfied that it is a legitimate industry recognised conference or course that is appropriate for the needs of the Councillor, and relevant to the business of Council;
  - (ii) The application complies with this policy;
  - (iii) The event is to be held within Australia; and
  - (iv) The entire cost does not exceed \$3,000 (including GST) in any financial year;
  - (v) There are sufficient funds available to meet all costs of attendance (including associated costs);



- (vi) Unexpended allocations at the end of a financial year will not be carried forward to the next financial year.
- (b) Any professional development proposal that exceeds the amount in Clause 3.2(a)(iv) will be referred for a Council decision.
- (c) If the CEO determines that the training does not meet the above parameters, Councillors will be requested to put forward a Notice of Motion to be considered by Council.

### **3.3 Approval by Council**

- (a) Approval for training may be granted by Council resolution where the:
  - (i) application has been refused by the Chief Executive Officer including where estimated costs of participation in training exceeds the maximum limit the Chief Executive Officer is permitted to approve;
  - (ii) application does not comply with this policy;
  - (iii) estimated costs of participation in training exceeds the balance of the *Annual Councillor's training allowance*;
  - (iv) attendance conflicts with scheduled Council or Committee Meetings;  
or
  - (v) the event is to be held outside of Australia.
- (b) Councillors may request Council approval for training in writing, via a Notice of Motion, to the CEO at least three weeks prior to a scheduled Agenda Forum.

### **3.4 Limitations**

- (a) Approval may not be granted where attendance conflicts with scheduled Council or Committee meetings (i.e. a meeting where important strategic decisions are required or where the meeting may lack a quorum), unless Council has otherwise resolved.
- (b) Where attendance at a particular training or professional development event would require an extended absence, no more than two Councillors may attend, unless Council has otherwise resolved.
- (c) Approval will not be granted for training or continuing professional development that is scheduled to occur from 1 July of a year in which it is the last year of a Councillor's term of office.

## **4. Registration for Training and Development (including associated costs)**

- (a) The Shire will be responsible for the payment of training costs associated with:
  - (i) Councillor Induction Training;
  - (ii) Mandatory Training; and
  - (iii) Approved Continuing Professional Development activities.

The above expenditure will be drawn from the *Annual Councillor Training Allowance* for training and development.

- (b) Any other associated costs verified through the provision of receipts, subject to the *Local Government Payments and Gifts Council Policy*, will also be drawn from the *Annual Councillor Training Allowance* for training and development.
- (c) The Shire will book any training and development approved in accordance with this policy, on behalf of a Councillor including where they are accompanied by their partner at a conference for the purposes of attending an official opening, welcoming address, conference dinner or another conference function.
- (d) Travel arrangements are to be by the most cost effective and reasonably convenient mode. As far as is practicable, tickets will be purchased well in advance to take advantage of available discounts. The Shire will cover costs of airfares to and from the event provided it meets the conditions of this policy.
- (e) A Councillor may seek approval to travel within Western Australia by private motor vehicle and be reimbursed for vehicle costs in accordance with the current WA Salaries and Allowances Tribunal Determination for Local Government CEOs and Elected Members. Approval may only be granted where the cost is approximately equivalent to the most cost-effective mode of travel.

#### **4.1 Accompanying persons/entertainment costs**

- (a) Councillors are responsible for all costs associated with an accompanying person attending an event, including conference dinners and related functions.
- (b) Any training costs or associated costs for event attendance for an accompanying person, must be paid in full by the Councillor prior to the event date.

#### **4.2 Travel Insurance – Intrastate, Interstate and International**

- (a) Councillors are covered under the Shire's corporate travel protection policy for approved travel.
- (b) Councillors are responsible for reviewing this policy and arranging any additional coverage required for their personal circumstances.

#### **4.3 Accommodation**

- (a) Reasonable accommodation will be booked for a Councillor for a room at or in close proximity to the event venue.
- (b) If it is not reasonable to expect travel to occur on the day of the event, the booking may allow for arrival the day prior to commencement, and departure the day following the close of the event.
- (c) A Councillor may choose to upgrade their accommodation standard or extend their visit for personal reasons, however additional costs are to be paid to the Shire by the Councillor (including any additional associated or travel costs) prior to Shire confirming the booking.



#### 4.4 Loyalty Program and Reward Points

Councillors are not to obtain personal benefit from expenditure Shire funds and must not claim personal frequent flyer or accommodation loyalty points for air travel or accommodation paid for by the Shire.

#### 4.5 Booking Modifications and Cancellations

##### (a) Modifications

Costs incurred for changes to travel or accommodation bookings will be attributed as follows:

- (i) Where the modification is requested by a Councillor, the associated costs are to be paid by the Councillor;
- (ii) Where the modification is required or initiated for the convenience of the Shire, the associated costs are to be paid by the Shire.

##### (b) Cancellations

Costs incurred for cancellation of registration, travel, or accommodation will be attributed as follows:

- (i) Where the cancellation is requested by a Councillor, the associated costs are to be charged to the Councillor's individual allocation;
- (ii) Where the cancellation is required or initiated for the convenience of the Shire, the associated costs are to be paid by the Shire.

### 5. Limit of payment or reimbursement

Payment or reimbursement of fees or related expenses will not be permitted in the following circumstances:

- (a) During the final four months (from 1 July) of expiry of a Councillor's term, including where the Councillor holds the office of Shire President or Deputy Shire President;
- (b) Where a Councillor has submitted a notice of resignation to the CEO under section 2.31 of the *Local Government Act 1995*, payment or reimbursement is not permitted during the period:
  - (i) Commencing on the date the notice is delivered to the Chief Executive Officer; and
  - (ii) Ending on the effective date of the resignation
- (c) During any period of suspension of the Council or a Councillor under Part 8 of the *Local Government Act 1995*.
- (d) Within the first twelve months following a Councillor's swearing-in, training is limited to the mandatory *Council Member Essentials Course*.
- (e) In the second and third years of a Councillor's term, professional development may be approved, subject to completion of the *Council Member Essentials Course*.
- (f) Payments for professional development are limited to the relevant financial year, in accordance with the budget adopted by Council.

## 6. Report on training

The CEO is required to prepare a report each financial year on the training completed by Councillors to comply with s.5.127 of the Act.

The report will be published on the Shire's website and included in the Shire's Annual Report.

Where Members complete additional training or professional development not funded by the Shire of Toodyay, they may request this training be included on the Shire's website by notifying the CEO in writing.

### 6.1 Sharing Professional Development insights

- (a) To support a culture of continuous improvement and maximise the benefit of professional development, Councillors are encouraged to provide a brief informal update to a Council Workshop within one month of completing any training or development activity they found particularly valuable. These updates may include:
- (i) Key learnings or insights gained;
  - (ii) How the training has supported their role as a Councillor; and
  - (iii) Any relevance to the Shire's strategic direction, governance, or community outcomes.

This approach strengthens team culture and helps build collective capability across the Council.

## Reference Information

- [Local Government Payments and Gifts to Members Policy](#) (GOV8);
- [Legal Representation Costs Indemnification Policy](#)
- [Risk Management](#) Policy (ADM18) – containing the Risk Matrix tables.

## Legislation

*Local Government Act 1995 - Division 10 – Training and Development (s.5.126)*

*Local Government (Administration) Regulations 1996 - Part 8 local government payments and gifts to members and Part 10 Training (regulation 35 Training for Council Members).*

## Associated documents

Councillor Reimbursement Form.

Gift Registration Form.

Training Record.

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Document Title	Continuing Professional Development

Document control information	
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