

Elected Member Induction, Training and Professional Development

Shire of Donnybrook Balingup Council Policy EM/CP-1



Strategic Outcome Supported: 11 - Strong Visionary Leadership.

OBJECTIVE

1. The Shire is committed to providing training and development activities for its Elected Members to assist them in the performance and discharge of their functions and duties.

SCOPE

2. This policy provides a framework for the formulation of the annual Training and Development Plan that will include inductions, mandatory Elected Member training and professional development opportunities for Elected Members.
3. This is a mandatory policy as prescribed within the *Local Government Act 1995*.

DEFINITIONS

4. **Candidate** means a person who seeks to be elected in Local Government.
5. **CEO** means Chief Executive Officer of the Shire.
6. **Professional Development** means personal development such as undergraduate and post graduate studies, short courses, study tours, conferences, seminars, forums, or similar events that will assist a council member in their broad civic leadership role.
7. **Shire** means Shire of Donnybrook Balingup.
8. **WALGA** means Western Australian Local Government Association.

POLICY STATEMENTS

Candidate Inductions

9. Candidates need to understand both the role of a Elected Member and what laws affect the way they conduct their campaign by completing the free candidate induction provided by the Department of Local Government, Industry Regulation and Safety.
10. Completing the induction module is mandatory irrespective of whether an individual is a first-time candidate or a long-standing Elected Member.
11. Every person nominating for Council will be required to declare that they have participated in a candidate induction session at the time of nomination.

Mandatory Elected Member Training

12. All Elected Members will undertake the Elected Member Essentials training provided by WALGA which include:
 - a. Meeting Procedures; and
 - b. Conflicts of interest; and

- c. Understanding Local Government; and
- d. Serving on Council; and
- e. Understanding Financial Reports and Budgets.

Training Declarations

- 13. All Elected Members will be required to make a declaration to the CEO that they have completed the mandatory training.
- 14. The declaration must be given to the CEO within 1 month after the 12-month period in which the training is required to be completed.
- 15. The CEO must notify the Local Government Inspector if an Elected Member does not make a declaration by the due date, or the CEO believes the declaration provided is false or misleading or is likely to deceive.
- 16. Failure to make the declaration, or making a false declaration is an offence. An Elected Member who does not comply with the requirement to make a declaration loses their entitlement to all fees, reimbursement of expenses and allowance for the non-compliance period. The Local Government Inspector may issue a modified penalty infringement for non-compliance.

Elected Member Training Exemptions

- 17. Training is valid for five years so a Elected Member will only be required to undertake the training every second election.
- 18. Elected Members may be exempt from completing mandatory training where they can demonstrate prior learning or qualifications recognised under the *Local Government (Administration) Regulations 1996*. These exemptions generally apply where an Elected Member has successfully completed an equivalent or prescribed course within the previous five years.
- 19. Any Elected Member seeking to rely on a training exemption must formally declare the exemption to the Chief Executive Officer and provide the required evidence. The CEO will record the exemption and submit the declaration to the Office of the Local Government Inspector, in accordance with current legislative requirements.

Elected Member Professional Development

- 20. Due to legislation and best practice changes overtime, Elected Members are encouraged to develop their skills and keep up to date with new developments to build capacity and strengthen the Shire.

Requests

- 21. Requests are to be submitted in writing to the CEO and include:
 - a. Elected Members name; and
 - b. name of professional development; and
 - c. location; and

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- d. cost; and
 - e. date/time period.
22. Consideration will be given to the following when approving requests from Elected Members for professional development:
- a. the strategic direction of the Shire; and
 - b. the skills gap among the council as a whole; and
 - c. the budget allocation, and
 - d. the needs of individual Elected Members.

Reporting

23. On completion of any Council funded professional development the Elected Member is expected to submit a report to Council within 30 days of attendance/completion outlining:
- a. the major points of interests for the Shire; and
 - b. benefits to the Elected Member, the Council and the community; and
 - c. the value of future professional development by other Elected Members.
24. The Chief Executive Officer is to compile a report listing each Elected Member and the training completed in that financial year which will be published on the Shire's website and in the Annual Report.

Timeframe, Budget and Attendance

25. Training and professional development will be planned and budgeted for through the annual Training and Development Plan and Annual Budget process.
26. Approved training activities are subject to available budget and must align with the objectives of this policy and relevant legislative requirements.
27. Where training or professional development has been approved and paid for by the Shire, Elected Members are expected to make all reasonable efforts to attend and complete the approved activity.

Where an Elected Member does not attend or does not complete an approved training activity, the Elected Member may re-enrol in the same or substantially similar training; however, where Shire funding is sought for such re-enrolment, Council approval will be required.

Compliance and Enforcement

28. Compliance with this policy, including mandatory training and reporting requirements, is required of all Elected Members.
29. Failure to comply may constitute a breach of the applicable Code of Conduct and/or the *Local Government Act 1995* and may be subject to investigation and enforcement action under the relevant legislative framework, including the application of penalties where prescribed.

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DELEGATION AND AUTHORISATION

30. The Chief Executive Officer is authorised to approve requests from Elected Members for professional development without referral to Council provided that:
- the professional development is provided by WALGA; and
 - the cost does not exceed the individual Elected Members annual training and professional development allowance.

LEGISLATION

- *Local Government Act 1995.*
- *Local Government Amendment Act 2019*

APPENDIX

31. Nil.

GOVERNANCE

Related Policy(s):

- Nil.

Related Procedure(s):

- Nil.

Revision Requirements and Version Control:

Responsible Department(s):	Executive			
Review to be conducted by:	Executive Manager Corporate Services			
Revision Frequency:	<input type="checkbox"/> Annual (1yr)	<input checked="" type="checkbox"/> Biennial (2yr)	<input type="checkbox"/> Triennial (3yr)	
Current Version Date:	25/02/2026	Next Due:	02/2028	
Policy Version Details and Information:				
#:	Synopsis:	Date:	Ref.:	Synergy:
1	Policy creation, due to legislative requirements	23/10/2019	165/19	NPP4311
2	Policy review – updated the scope to include mandatory policy information and formatting changes. Amendments adopted OCM 22/11/23	22/11/2023	136/23	NPP11258

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3	Reformatted to new template, Council Member amended to Elected Member, Department of Local Government, Sport and Cultural Industries updated to Department of Local Government, Industry Regulation and Safety and other minor amendments.	25/02/2026	18/02-26	NPP18914
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