



Council Member Professional Development Policy

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Type	Governance Statutory - Council
GDS Category	Governance - Public
Responsible Directorate	Corporate Services
Policy Adopted	19 June 2023
Review Period	4 yearly within 12 months of a periodic election
Last Reviewed	28 June 2021 (previously Council Member Training and Development Policy)
Next Review Date	June 2027
Policy Version Number	6
Applicable Legislation	<ul style="list-style-type: none"> • S80A Local Government Act 1999 • Regulation 8AA Local Government (General) Regulations 2013
Related Documents	<ul style="list-style-type: none"> • LGA Training Standards • Annual Council Members' Professional Development Plan
Public Consultation Required	No



POLICY OBJECTIVE

1. Scope

The City of Whyalla Council recognises that the ongoing professional development of Council Members is an important factor in Council's ability to ensure that the City of Whyalla is well governed and operating in the best interests of the community and the corporation.

The purpose of this Policy is to ensure individual Council Members and the Council collectively undertake regular professional development so that they have the:

- characteristics that result in effective community leadership; and the
- competencies required to discharge the functions of the Council whilst upholding defined principles, perform their Council Member roles and discharge their general duties

2. Policy Statement / Application

2.1 Framework

The framework within which Council Member professional development will be delivered encompasses:

2.1.1 All Council Members achieving the mandatory training standards as required by law, consisting of the following four modules:

a) Behaviour

Identifying attributes and developing skills that uphold the Behavioural Standards and principles of good governance.

b) Civic

Developing knowledge of the Australian system of government and how Councils fulfil the objectives of the Local Government Act to deliver reputable community outcomes.

c) Legal

Developing the knowledge and skills required to meet the legal responsibilities of a Council Member.

d) Strategy and Finance

Developing the knowledge of integrated strategic and annual business planning and the skills to manage public funds appropriately.

- 2.1.2 Identification of specific knowledge, skills and attributes needed by individual Council Members and the Council collectively having regard to the strategic directions of the City of Whyalla and the performance of Council, as well as developments in the local government sector.
- 2.1.3 Analysis of the professional development needs of individual Council Members and Council collectively against the identified needs at 2.1.2 above.
- 2.1.4 The formation of short- and long-term development plans for individual Council Members and Council collectively.
- 2.1.5 The provisioning in Council's annual budget of the necessary resources to ensure the ongoing professional development of Council.
- 2.1.6 Attendance at professional development activities by individual Council Members and Council collectively, and the reporting back to Council and the community on learnings.

2.2 Knowledge, Skills Attributes

In addition to the mandatory training requirements, Council has identified the following knowledge, skills and attributes as key competencies required by all Council Members to ensure sound judgement and decision-making in the context of the City of Whyalla's strategic directions:

2.2.1 *[to be defined by council] examples might be around hydrogen, public private partnerships, community engagement, state government relations, corporate governance, use of social media/IT, continued team and individual development in alignment with Council's Team and Leadership Charter]*

2.2.2 *[insert knowledge, skill, attribute]*

2.2.3 *[insert knowledge, skill, attribute]*

2.3 Identification of Professional Development Needs

Council will undertake a review of its professional development needs on an annual basis with the first year having a particular emphasis on the development of a new team following a general election as well as the orientation of first time Council Members. During the

Council term, refresher courses about legislative and governance matters will be undertaken.

Other professional development issues will emerge that are directly related to specific service areas and other community issues that address environmental, social and economic challenges facing the community.

The following processes will be used in determining the professional development needs for Council collectively and individual Council Members:

2.3.1 For **Council collectively** - focusing on enhancing Council's overall effectiveness. This annual review will be undertaken via an assessment survey covering key areas of Council's role as well as strategic developments and mandatory training requirements. The survey content and format shall be determined by Council and may be varied from time to time. The survey content will, at a minimum, always include the mandatory training standards.

2.3.2 For **individual Council Members** – focusing on individual development needs and aspirations. This annual review will involve the completion of a Council Member Self-Assessment survey. The self-assessment will be discussed between each individual Council Member and the Mayor and is intended to be used as the basis for identifying development opportunities for both the next 12 months and the remainder of the current Council term. The survey content and format shall be determined by Council and may be varied from time to time. The survey content will, at a minimum, always include the mandatory training standards.

2.4 Professional Development Plan

2.4.1 A **Professional Development Plan** will be developed and adopted each financial year to ensure that activities available to all Council Members contribute to the collective development of the Council and the personal development of the individual. The Professional Development Plan will be aligned with the achievement of the strategic and good governance objectives of Council. Mandatory training sessions will be captured within the Professional Development Schedule for the year following the 2022 periodic election.

A range of delivery methods will be required to support the professional development needs of Council Members, including:

- a) In-house workshops, seminars and training sessions conducted by Council with appropriate staff, guest speakers and trainers
- b) Attendance at workshops, seminars and conferences offered by training providers and industry bodies including the Local Government Association of SA, regional LGA's , other industry bodies and/or other private providers offering courses for Members to gain new skills and knowledge and to network with other Council Members.
- c) Printed material, including training booklets and discussion papers, may be distributed to Members for information
- d) On-line workshops, seminars and conferences.

2.4.2 Annual Budget Allocation

A budget allocation will be provided to support the professional development activities undertaken by Council, and progress against expenditure of the budget allocation will be reported on a quarterly and annual basis. Council Members attendance at training is required to be stated in Council's Annual Report (*Local Government Act, Schedule 4 – Material to be included in the annual report of a council*).

All conference, seminar or training costs paid by Council will be recorded in the Council Members Allowances and Benefits Register which will be updated as required. Any costs incurred by Council Members will be reimbursed in accordance with Council's Allowances and Benefits Policy and the Local Government (Members Allowances and Benefits) Regulations.

2.4.3 Attendance at Professional Development Programs / Activities

Council supports Council Members' attendance at relevant conferences, seminars and training sessions subject to equity considerations and allocated budget funds being available.

The Professional Development Plan will determine the nature of training to be made available, however access to training programs not directly conducted by the Council or

identified in Council's adopted Professional Development Plan requires approval by Council (by way of resolution).

Following attendance at a professional development program or activity not included on the Professional Development Plan, individual Council Members are required to prepare a report outlining the nature of the professional development program/activity and the benefits gained through attendance along with feedback on ideas to enhance Council's strategic and good governance objectives.

Council will ensure that professional development programs or activities will wherever possible be held locally and after hours, to ensure Council Members have the best possible chance of attending.

Attendance at professional development sessions will be recorded within the Council Members Training Register.