

1. RATIONALE AND POLICY STATEMENT

The City of Marion:

- 1.1** Is committed to professional development activities for its Council Members, including the mandatory training required pursuant to section 8AA of the Local Government (General) Regulations.
- 1.2** Recognises that the ongoing professional development of Council Members is an important factor in Council's ability to ensure that the City of Marion is well governed and operating in the best interests of the Corporation and the Community.

2. OBJECTIVES

The purpose of this Policy is to guide the ongoing development of Council to ensure that it collectively possesses the necessary competencies to exercise sound judgement on the various issues faced by the City of Marion, and possesses the characteristics that lead to effective decision-making.

3. POLICY SCOPE AND IMPLEMENTATION

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

- 3.1** Identification of the knowledge, skills and attributes (competencies) needed by a Council Member / Council as a whole having regard to the strategic directions and performance of the City of Marion, as well as developments within the local government sector.
- 3.2** Analysis of the professional development needs of Council Members and Council as a whole against the identified needs, and the formation of short and long term development plans for individual Council Members and Council as a whole.
- 3.3** Attendance at professional development activities by individual Council Members and Council as a whole.

4. KNOWLEDGE, SKILLS AND ATTRIBUTES

As outlined in section 3.1 of the Policy, Council has identified the following knowledge, skills and attributes as key competencies required by all Elected Members in order to ensure sound judgement and effective decision-making:

4.1 Knowledge of:

- Roles, responsibilities and obligations of Council Members
- Relationships between Council Members, the CEO and staff
- Legislative framework within which City of Marion operates
- Principles of corporate governance and risk management
- Understanding and application of financial policy and budgeting processes
- Local Government business and 'fit' within the Federal and State levels of government
- Understanding of the City of Marion's strategic directions and how they align with broader strategies and plans (E.g. 30 Year Plan for Greater Adelaide)
- Council meeting procedures (notices of motion, questions with notice etc).

4.2 Skills:

- Strategic planning and monitoring
- Corporate policy evaluation
- Critical thinking, analysis and questioning
- Ability to separate the duties and responsibilities of an Council Member from management
- Information & communications technology (including social media)
- Community consultation
- Elected Member liaison and working with external stakeholders
- Ability to operate (during meetings) in a public arena
- Public speaking
- Chairing meetings (Council and public)

4.3 Personal Attributes:

- Adopts a style encompassing effective communication, decisiveness and being an effective member of a team
- Adopts a style that is focused on continuous improvement
- High level of ethics, transparency and integrity
- Objectivity

- Available time and personal organisation skills to manage Council Member responsibilities
- Constructive leadership.

5. LOCAL GOVERNMENT ASSOCIATION TRAINING STANDARDS

Section 80A of the Local Government Act 1999 requires that Council complies with the requirements set under section 8AA of the Local Government (General) Regulations, particularly the Local Government Association Training Standards for Council Members. These training standards outline the minimum training requirements for all Council Members that must be completed within 12 months of a general election.

6. IDENTIFICATION OF PROFESSIONAL DEVELOPMENT NEEDS

In addition to the mandatory training, Council will undertake a review of its professional development needs on an annual basis. The review will focus on the professional development needs of:

6.1 Council as a Whole

The review of the professional development needs of Council as a whole will assist Council Members to quantify the needs of Council and to identify broad issues to enhance Council's overall effectiveness.

This review shall be undertaken individually by Council Members and the results collated by the Manager Corporate Governance. The results shall be provided to Council for discussion and will result in the development of a "whole of Council" development plan. The review shall take the form of a survey covering key areas of Council's role. The survey content and format shall be determined by Council and may be varied from time to time.

6.2 Individual Council Members

The review of professional development needs for individual Council Members will assist Council Members to consider their own development needs as a member of Council. This will involve the completion of an 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 self-assessment review shall take the form of a survey covering key areas of the role of an individual Council Member. The survey content and format shall be determined by Council and may be varied from time to time.

7. ANNUAL PROFESSIONAL DEVELOPMENT PLAN

Following the completion of the annual surveys, a professional development plan will be developed for Council as a whole and individual Council Members. The Plans will identify development opportunities for the ensuing 12 months as well as the longer term based on the remaining duration of the current Council's term.

8. REVIEW AND EVALUATION

This policy will be reviewed within 12 months of a general election or as directed by Council.