

1. POLICY STATEMENT

The City of Marion:

- 1.1 Is committed to professional development activities for its Elected 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 Elected 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. PURPOSE

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. OVERVIEW

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

- 3.1 Identification of the knowledge, skills and attributes (competencies) needed by an Elected 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 industry.
- 3.2 Analysis of the professional development needs of Elected Members and Council as a whole against the identified needs, and the formation of short and long term development plans for individual Elected Members and Council as a whole.
- 3.3 Attendance at professional development activities by individual Elected 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 Elected Members
- Relationships between Elected 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 industry 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 Elected 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 a member of a team
- Adopts a style that is focused on continuous improvement
- High level of ethics, transparency and integrity
- Objective
- Available time and personal organisation skills to manage Elected 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 Elected 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 Elected Members and the results collated by the Manager Governance. The results shall be provided to Council for discussion and results 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 Elected Members

The review of professional development needs for individual Elected Members will assist Elected Members to consider their own development needs as a member of Council. This will involve the completion of an Elected Member Self-Assessment survey.

The self-assessment will be discussed between each individual Elected 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 term.

The self-assessment review shall take the form of a survey covering key areas of the role of an individual Elected 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 Elected 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. PROCEDURE REVIEW

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