

# Council Policy

<b>Title</b>	Professional Development (Councillors and Local Authority Members) Policy		<b>P12</b>
<b>Type</b>	Council Policy		
<b>Document Owner</b>	Chief Executive Officer		
<b>Approval Date</b>	25 July 2019	<b>Review Date</b>	25 July 2022
<b>MaGiQ Document ID</b>	253645	<b>Council Resolution Number</b>	079/2019

## PURPOSE

The purpose of this policy is to demonstrate Council's commitment to ensuring that Councillors and Local Authority members have access to induction and ongoing professional development which will assist them to develop and maintain the skills and knowledge required to effectively perform their roles and responsibilities under the Local Government Act 2008

## SCOPE

This policy applies to Councillors and Local Authority members and relates to their access to induction and ongoing professional development.

## DEFINITION AND TERMS

**Professional Development** includes the provision of learning and development opportunities and activities to extend and broaden the scope of professional capabilities of Councillors and Local Authority members in relation to their role and responsibilities.

**Professional development activities** build on the collective knowledge and experience of Councillors and Local Authority members and provides them with opportunities to acquire, practice and adopt new knowledge, thereby enhancing individual, group and organisational learning and capabilities.

## LEGISLATION AND REFERENCE

*Local Government Guideline 2, 2008 (Allowances for Council Members)*

## POLICY STATEMENT

Council is committed to maintaining an induction and ongoing professional development program for Councillors and Local Authority members to ensure they can fulfil their statutory roles and responsibilities. As part of this program, each Councillor will have a professional development plan that identifies gaps in their capabilities (i.e. their knowledge, skills and attributes) and identify professional development activities to build these capabilities.

Council will maintain a professional development plan based on the following principles:

- All new Councillors will receive an induction workshop as soon as possible after a council election.
- Throughout their term Councillors will receive ongoing governance training, as well as additional training activities addressing specific training needs identified by Councillors and management.

# Council Policy

---

- Local Authority members will receive ongoing training in the form of regular meeting facilitation as well as additional training activities on specific training needs identified by local board members and management.
- Professional development can be provided in-house where staff has the necessary qualifications and experience.
- Locally experienced independent trainers/facilitators will be used where staff does not have necessary skills and experience and where independent trainers/facilitators are affordable, so both elected and appointed members and council staff can share learning opportunities.
- Councillors can undertake professional development as individuals or as a group.
- In order to save money and learn from others council will conduct joint training with other councils or share trainers and training materials with other councils wherever possible

The plan may include training in the following areas:

- Strategic and business planning
- Policy Making
- Keeping track of council finances
- Dispute resolution and mediation
- Responsibilities of employers
- Meeting procedures and effective decision making
- Succession planning and maintaining corporate knowledge
- Conflict of interest
- Confidentiality
- Compliance with laws and regulations
- Delegations
- Self-evaluation and continuing improvement of governance practice and arrangements
- Team building
- Specific professional development needs of the President and Deputy President, such as responsibilities of the role, leadership, chairing effective meetings, media skills

Courses, conferences and training becomes available from time to time that may benefit individual Councillors. When deciding whether to approve such activities council must consider whether they

- are in the best interest of Central Desert Regional Council residents
- keep up, improve and broaden members' existing knowledge and skills
- develop the personal qualities they need to do their work

## RESPONSIBILITIES

Councillors and Local Authority members are responsible for making themselves available to attend any development activities identified in the professional development plan. All Councillors and Local Authority members must make all reasonable endeavours to attend and participate in the induction sessions and professional development activities arranged for them during the term of the council. Councillors and Local Authority members will be provided with as much notice as possible for upcoming induction and professional development activities.

# Council Policy

---

The Chief Executive Officer (CEO), supported by Council's governance and human resources staff, is responsible for planning, scheduling and facilitating induction and professional development activities for Councillors and Local Authority members.

## REPORTING

The CEO will at least annually present Council with a report about professional development activities funded under this policy.

## REVIEW HISTORY

Date	Details
April 2015	New policy adopted 015/2015
25 July 2019	Reviewed and Adopted OC079/2019