

Submission

Professional Development and Mayoral Training

12 July 2024 – submission number 1237013

1. What knowledge does a councillor need to acquire during induction training?

Required

Induction training enables the mayor and councillors to quickly become familiar with how the council works, the rules under which it operates and the complexities of the roles. There is an opportunity to revisit what is covered in the current induction training program and whether it covers the things councillors need to know at the beginning of their term. Please select as many options you think should be included.

- information about the municipality
- information about the council
- legislative requirements of the role of a councillor
- obligations under the Local Government Act 2020
- information about the role of the mayor and deputy mayor
- how council meetings work
- how decisions are made
- understanding key strategic documents
- differentiating between the role of a councillor and the role of the CEO
- understanding good governance and council policies
- transparency and reporting requirements
- community engagement
- support available for councillors
- council statutory responsibilities
- other: [please specify]

Please specify

Please include Conflict of Interest

2. What skills should a councillor learn during induction training? Required

Induction training enables the mayor and councillors to quickly become familiar with how the council works, the rules under which it operates and the complexities of the roles. There is an opportunity to revisit what is covered in the current induction training program and whether it helps councillors develop the skills they need at the beginning of their term. Please select as many options you think should be included.

- teamwork
- communication skills
- analytical skills
- organisational skills
- strategic and financial planning and management
- community engagement
- statutory decision-making
- leadership
- ethical and accountable behaviour
- other: [please specify]

Please specify

Teamwork to include Team Dynamics

Submission

Professional Development and Mayoral Training

12 July 2024 – submission number 1237013

3. What knowledge does a councillor need to further develop their understanding of the role of councillor? Required

Following the October 2024 council elections, all councillors will be required to complete annual professional development training to ensure that they understand their role and responsibilities. It is important that this training covers the knowledge councillors need to be effective in the role. Please select as many options you think should be included.

- responsible decision making
- offenses under the Act (conflicts of interest, confidentiality, misuse of position, directing council staff)
- how to provide good governance and comply with council policies
- how to identify and report fraud and corruption
- understanding council finances and good financial management
- transparency and reporting requirements
- how to recruit and manage the CEO's performance
- statutory responsibilities under other Acts (including the Planning and Environment Act 1987 and the Charter for Human Rights and Responsibilities Act 2006)
- other: [please specify]

4. What skills does a councillor need to further strengthen their ability to perform the role of councillor? Required

Following the October 2024 council elections, all councillors will be required to complete annual professional development training to ensure that they understand their role and responsibilities. It is important that this training covers the skills councillors need to build on to be effective in the role. Please select as many options you think should be included.

- teamwork
- effective communication
- how to assess complex issues
- negotiation
- respectful interactions
- how to create a safe workplace
- time management
- strategic planning and management
- community engagement
- statutory decision-making
- leadership
- managing conflicts
- ethical and accountable behaviour
- other: [please specify]

Please specify

There are a number of skillsets required to perform the role. Delving into individual skills may miss a certain skill - perhaps "reasonable person" would be more appropriate.

Submission

Professional Development and Mayoral Training

12 July 2024 – submission number 1237013

5. What additional knowledge is required to effectively perform the role of mayor?

Required

Following the October 2024 council elections, all mayors, deputy mayors and acting mayors (who will be in the role for at least one month) will be required to complete mayoral training. It is important that this training captures the specific knowledge mayors must have to perform the role and provide leadership. Please select as many options you think should be included.

- the role, functions and powers set out in the Local Government Act 2020
- the meeting procedures set out in the council's Governance Rules
- the conduct expected of councillors set out in the Model Councillor Code of Conduct
- protocols for managing conflicts of interest
- how the councillor conduct framework operates
- other: [please specify]

Please specify

It is important to that all Councilors have the above knowledge, not just the Mayoral role. It is also important that the Mayor has training to manage difficult situations.

6. What additional skills are required to effectively perform the role of mayor?

Required

Following the October 2024 council elections, all mayors, deputy mayors and acting mayors (who will be in the role for at least one month) will be required to complete mayoral training. It is important that this training captures the specific skills mayors must have to perform the role and provide leadership. Please select as many options you think should be included.

- leadership
- chairing council meetings effectively
- resolving disputes between councillors
- managing and reviewing the performance of the CEO
- performing the role of the council's principal spokesperson
- performing the civic and ceremonial duties on behalf of the council
- leading the engagement with the municipal community on the development of the council plan and reporting to the community on its implementation each year
- supporting councillors to understand their role
- supporting councillors to adhere to the model councillor code of conduct
- advocating for the priorities of the municipality with other tiers of government
- other: [please specify]

Please specify

Managing and reviewing the performance of the CEO is the responsibility of the CEO Employment and Remuneration Committee. Performing the role and civic duties should be the role of all councillors. Other considerations for this section include the role in media particularly relating to emergencies and deliberative engagement.

Submission

Professional Development and Mayoral Training

12 July 2024 – submission number 1237013

7. What support would assist councils to deliver the training? Required

The mandatory training for councillors and mayors will need to be made available by each council's CEO. Please select as many options you think should be included.

- course content
- identified training providers
- subject matter experts
- other: [please specify]

Please specify

Using a preferred supplier panel through the Municipal Association of Victoria to ensure consistency in the delivery of training.

8. Should councils be able to choose what is covered in their professional development training each year from a list of topics?

The topics that must be covered in mandatory training will be set out in the Local Government (Governance and Integrity) Regulations 2020. The topics can be made the same for each council or flexibility can be provided so that councils can tailor the training to address identified knowledge and skills gaps.

- Yes
- No

9. Should the training be designed in a way that anyone can deliver it?

The mandatory training for councillors and mayors will need to be made available by each council's CEO. The Local Government Act 2020 does not state who the training must be delivered by.

- Yes
- No

10. Are there any other matters you would like to see covered in the Professional Development and Mayoral Training?

It would be beneficial to undertake a skills gap audit with elected members of Council to identify strengths and areas for further learning.

11. Are you: Required

This survey is anonymous but your response to this question will allow us to assess the segment of the population that has responded to the survey and design the next consultation to address any gaps.

- mayor
- deputy mayor
- councillor
- council CEO
- council staff
- peak body representative: [please list peak body]
- community member
- other: [please specify]