

Councillor Capability Review and Development Plan

This document provides a structure for reviewing the capabilities of a councillor, identifying strengths and areas for improvement and then developing a plan to ensure capabilities can be maintained or strengthened.

Councillor self-assessment

Please review each statement carefully. Before you record your response for the capability, you should try to recall examples of situations where you have demonstrated these behaviours and ask yourself how confident you are in demonstrating them.

The rating scale choices for each capability include:

1. Very confident: this is a significant area of strength for me.
2. Confident: my ability, skills and knowledge are around average.
3. Gaining confidence: some improvement is needed.
4. Not confident: needs more development.

Capability	Very confident	Confident	Gaining confidence	Not confident
Behaviour				
Relationship building				
Civic leadership				
Legal compliance and accountability				
Strategic planning				
Financial and resource management				

Review and discussion of councillor capabilities

Discuss the assessment above. Note learning and development activities that have been undertaken and those that will be useful to undertake to strengthen capabilities.

Councillor development plan

Document learning and development activities to be undertaken below

Capability	Formal learning	Work-based learning	Relationship-based learning	Date to be completed
Behaviour				
Relationship building				
Civic leadership				
Legal compliance and accountability				
Strategic planning				
Financial and resource management				

Document other areas of agreement such as timeframes, approval for expenditure etc.

Name of councillor:

Name of facilitator:

Date: