



LOCAL GOVERNMENT  
**AUTHORISED PERSONS**  
— ASSOCIATION —

## **LGAPA STRATEGIC PLAN 2020 -2028**

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The Local Government Authorised Persons Association (“LGAPA”) Strategic Plan 2020 - 2028 (“the Plan”) establishes our agenda and provides direction to ensure that Executive Members work towards achieving our purpose in “Developing and Supporting Authorised Officers<sup>1</sup> to achieve professionalism and excellence in service provision”

We will achieve this by a commitment to developing the professionalism of our members and supporting an increased consistency of approaches taken throughout all Councils in South Australia. In doing this we hope to promote the values of the LGAPA including open communication between members, Council's, other bodies and the public.

The Plan will inform and provide guidance to all key decisions made by the elected leaders of the organisation. Specific strategies will be developed to support each of the objectives.

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<sup>1</sup> “Authorised Officers” refer to Council staff authorised under the Local Government Act, 1999, relevant support staff (i.e. Administration officers) as well as Council management. Refer to the LGAPA Constitution for a comprehensive description of membership eligibility.

## **OUR VISION**

**To support, inform and inspire members to be the most professional authorised officers in Australia.**

## **OUR MISSION STATEMENT**

**The APA is the link between our members and key stakeholders.**

**We provide opportunities for education, development and recognition of excellence in our industry.**

## **OUR VALUES**

### **Leadership**

- Providing meaningful and timely professional development
- Advocating on behalf of our members on the issues that matter
- Developing and maintaining best practice approaches and continuous improvement
- Inspiring members to excel through professional development.

### **Achievement**

- Making a difference
- Celebrating and recognising successes in our industry
- Valuing our member's roles, knowledge and experience

### **Integrity**

- Fulfilling our commitments
- Taking pride in the programs we deliver
- Being a reliable link between our members and stakeholders

## OUR GOALS & OBJECTIVES

### Strategic Theme 1: “Increase the standing of Local Government Authorised Officers”

Item	Action	Responsibility	Due Date	Measure	Completed
1.1	<p>Advocate for the LGA to review and endorse an updated Local Government Authorised Persons Association Professional Framework, which will assist with highlight to Councils the importance of knowledge and skills required to fulfil a role as an Authorised Officer</p> <p>The Framework document will include, but is not limited to</p> <ul style="list-style-type: none"> <li>• Minimum standards required to enter this profession</li> <li>• Minimum standards that must be obtained with in the first 3 to 6 months of employment into this profession;</li> <li>• Recognition of the diversity, responsibility and complexity association with Authorised Officer roles within Local Government;</li> <li>• Qualifications required for various roles within the profession;</li> <li>• Identifying gaps and opportunities for training;</li> </ul>				
1.1.1	Explore and apply for a grant from the LGA (LGR&DS) to assist in employing a professional body to update the LGAPA Professional Framework	President and Vice President assisted by all executive members	31 May 2021	Grant application lodged for funding to review the Framework	
1.1.2	Consult with Members on proposed changes to the standards	Executive Committee	2023	Updated Framework circulated to members for feedback	
1.1.3	Finalise Professional Standards Framework	Executive Committee	2023	Updated standards produced and endorsed by the LGA	
1.2	Deliver an annual Awards program to recognise and celebrate the achievement and contribution of Authorised Officers.				
1.2.1	Awards program delivered	Executive Committee	Annually	Awards criteria reviewed annually. Call for nominations circulated. Awards presented at annual conference.	

## Strategic Theme 2: “Increase the Professionalism of our members”

Item	Action	Responsibility	Due Date	Measure	Completed
2.1	<p>Assist to increase the professionalism of our members by delivering and promoting training opportunities to our member, whilst placing a focus on Registered Training Organisations.</p> <p>Seek to understand each of the training packages being delivered and provide feedback and input as required, in order to ensure that the objectives of the training:</p> <ul style="list-style-type: none"> <li>• are presented in a fashion that is relatable to members;</li> <li>• equips members to adopt and implement the information they have acquired;</li> <li>• ensure that where LG APA financially contributes to training that the training has industry relevance;</li> <li>• is practical, affordable and provides strategies and concepts that members can implement.</li> </ul> <p>We will continue to develop, promote and deliver niche training programs as identified by our members and stakeholders, from time to time.</p> <p>We will continually review our annual conference to provide value to our members.</p>				
2.1.1	Actively discuss training opportunities at APA Board Meetings	Executive Committee	Ongoing	Training options investigated, discussed and noted in minutes.	
2.1.2	Deliver an Annual APA Professional Development Seminar	Executive Committee	2021	Deliver an annual training seminar.	
2.1.3	Identify opportunities to enhance the annual Professional Development Seminar	Executive Committee	Annually	Improvements identified	
2.1.4	Deliver relevant training sessions	Executive Committee	Annually	Deliver a minimum of 2 subsidized training sessions per year.	

**Strategic Theme 2: “Increase the Professionalism of our members”** *(Continued)*

<b>Item</b>	<b>Action</b>	<b>Responsibility</b>	<b>Due Date</b>	<b>Measure</b>	<b>Completed</b>
2.2	Identify and review our training packages to ensure they are relevant to members.				
2.2.1	Review Training provided to ensure relevance	Executive Committee	Annually	Training reviewed	
2.2.4	Continue to pursue accredited training programs	Executive Committee	Ongoing	APA continues to work with stakeholders to pursue accredited training options.	

### Objective 3: “Promote open communication between members, Council's, other bodies and the public”

Item	Action	Responsibility	Due Date	Measure	Completed
3.1	<p>Advocate for members in relation to relevant legislation changes and standard operating procedures.</p> <p>Building and maintaining relationships with our key stakeholders and other organisations to ensure our members are given every opportunity to be kept informed of changes to Legislation and the impacts this may have on them in the field.</p> <p>These stakeholders include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Local Government Association</li> <li>• Norman Waterhouse Lawyers</li> <li>• Kelledy Jones Lawyers</li> <li>• Dog and Cat Management Board</li> <li>• EPA</li> <li>• CFS</li> <li>• Fines Enforcement Unit</li> <li>• SAPOL</li> </ul>				
3.1.2	Development of SOPs as required	Executive Committee	Ongoing	Liaise with stakeholders in the development of SOPs	
3.1.3	Provide feedback to relevant Government Agencies/Departments on matters impacting members	Executive Committee	Ongoing	As required.	
3.2	Building and supporting relationships for the benefit of members through sharing of information and creating collaboration opportunities.				
3.2.1	Provide a Facebook Forum to encourage communication between officers	Executive Committee	Ongoing	Facebook Group has regular posts/engagement from members.	
3.2.2	Review the benefits of APA Membership	Executive Committee	Annually	Review membership numbers and what we deliver on an annual basis.	
3.2.3	Officer Support Program	Executive Committee	July 2022	Develop a contact list for members, identifying key contacts should they need professional support/advice.	