



CITY FINANCE AND GOVERNANCE COMMITTEE

Agenda and Reports

for the Special meeting on

Tuesday, 2 December 2025

at 6.00 pm

in the Colonel Light Room, Adelaide Town Hall

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Our Adelaide.
Bold.
Aspirational.
Innovative.

CITY FINANCE AND GOVERNANCE COMMITTEE
Special Meeting Agenda, Tuesday, 2 December 2025, at 6.00 pm

Members – The Right Honourable the Lord Mayor, Dr Jane Lomax-Smith

Councillor Dr Siebentritt (Chair)

Councillor Maher (Deputy Chair)

Deputy Lord Mayor, Councillor Snape and Councillors Abrahamzadeh, Cabada, Couros, Davis, Freeman, Giles,
Martin and Noon

Agenda

Item		Pages
1.	Acknowledgement of Country At the opening of the City Finance and Governance Committee meeting, the Chair will state: 'Council acknowledges that we are meeting on traditional Country of the Kaurna people of the Adelaide Plains and pays respect to Elders past and present. We recognise and respect their cultural heritage, beliefs and relationship with the land. We acknowledge that they are of continuing importance to the Kaurna people living today. And we also extend that respect to other Aboriginal Language Groups and other First Nations who are present today.'	
2.	Apologies and Leave of Absence Nil	
3.	Declaration of Conflict of Interest	
4.	Deputations	
5.	Workshops	
5.1	Building the 2026/27 BP&B - Process, Priorities, Objectives and Involvement	3 - 13
6.	Reports for Recommendation to Council	
6.1	Council Member Training and Development Plan	14 - 27
7.	Closure	

Building the 2026/27 BP&B – Process, Priorities, Objectives and Involvement

Tuesday, 2 December 2025
City Finance and Governance Committee

Presenter: Anthony Spartalis,
Chief Operating Officer

Strategic Alignment - Our Corporation

Public

PURPOSE OF WORKSHOP

This workshop outlines the process and timelines by which the 2026/27 Business Plan and Budget (BP&B) will be developed and how Council will be engaged and its input sought, particularly in relation to identifying Council's priorities for the coming financial year.

The workshop will invite discussion around priorities in context of the Strategic Plan 2024-2028 and recent or emerging opportunities and risks.

A clear roadmap of the steps towards developing the BP&B will be presented.

KEY QUESTIONS

- What do Council Members want to focus on for 2026/27?
- Do Council Members have any feedback or suggestions on the potential priorities for 2026/27?
- Are there any other objectives Council Members wish to consider through the development of the 2026/27 BP&B?
- Are Council Members supportive of the proposed roadmap?
- Are there any areas of BP&B development not currently identified for a focused discussion that Council Members would like to discuss?

- END OF REPORT -

Our Corporation

2026/27 Business **Plan and Budget**

Building the 2026/27 BP&B
Process, Priorities, Objectives
and Involvement

2 December 2025

Anthony Spartalis, Chief Operating Officer

Introduction

Building a Business Plan and Budget



Facilitated by the Administration, the Business Plan and Budget is the document which establishes Council's annual intentions and commitments with the community.

Our approach for Council and the Community in building the 2026/27 Business Plan and Budget (BP&B) includes:

- Discussions with Council and input from ARC
- Community and stakeholder engagement
- Consideration of research, insights and data
- Integration of service, asset and budget planning
- Assessment of the operating environment

Over the next several months, Administration and Council will work together on:

- **Context** and related activities – Council's work in progress, priorities, opportunities and emerging issues
- **Alignment** to, and **delivery** of, Council's strategies – including the Strategic Plan (year 3), LTFP, AMPs, City Plan, and others
- **Commitments** for 2026/27 and beyond
- **Service requirements** – the service delivery needs for our community and meeting their expectations
- **Financial sustainability** – the parameters, principles and assumptions that guide the BP&B, such as borrowings, rates and income, reprioritisation of costs
- **Community consultation & engagement** – community views and sentiment
- **Adoption** - finalising 2026/27 BP&B in June 2026 and implementation

Roadmap

Building a Business Plan and Budget



Date	Forum	Type	Topic	Desired Outcome
2 Dec	Spec CFG	Workshop	Building the 2026/27 BP&B – Process, Priorities, Objectives and Involvement	Guidance on annual priorities and other objectives to achieve as part of BP&B and inform on Council and Committee involvement in process.
9 Dec	Spec CFG	Workshop	Base position (LTFP) and AEDA allocation	Guidance on AEDA budget allocation and to inform on the 2026/27 budget base position.
	Council	Report	Endorsement of 2026/27 Annual Priorities	Decision on Annual Priorities for inclusion in the Draft 2026/27 BP&B.
27 Jan	Council	Report	Endorsement of 2026/27 AEDA budget allocation	Decision on budget allocation to AEDA, for inclusion in the Draft 2026/27 BP&B.
6 Feb	ARC	Presentation	2026/27 BP&B – priorities, parameters, assumptions and current position	Inform ARC on the priorities, parameters and assumptions to build the 2026/27 BP&B, and the current position based
10 Feb	Spec CFG	Workshop	Initial budget bid position	Inform of current budget bid position in preparation for discussion at March workshops.
17 Feb	CFG	Workshop	Revised budget, and fees and charges	Inform of revised position based on proposed Q2 update, and proposed fees and charges changes.
10 Mar	Spec CFG	Workshop	Capital Project review	Guidance on supported capital projects.
17 Mar	CFG	Workshop	Strategic Project review	Guidance on supported strategic projects.
24 Mar	Spec CFG	Workshop	Subsidiary draft budget presentations Operating budget and revenue refinement	Inform on subsidiary draft budgets – ACMA and AEDA Guidance on any operating budget and revenue changes.
	Council	Report	Endorsement of 2026/27 Capital and Strategic Projects	Decision on the capital and strategic project list and budget.
10 Apr	ARC	Presentation	Draft 2026/27 BP&B - update	Inform ARC on the development and revised position of the 2026/27 BP&B.
14 Apr	Spec CFG	Workshop	Final budget and project refinement (balanced budget)	Guidance on any final changes before finalisation of Draft 2026/27 BP&B.
21 Apr	CFG	Report	Draft 2026/27 BP&B for public consultation	Decision on the Draft 2026/27 BP&B for public consultation.
28 Apr	Council			
5-26 May	N/A	Public	Community consultation (22 Days)	Support and promote consultation process
15 May	ARC	Report	Draft 2026/27 BP&B	Seek feedback from ARC during the consultation period.
26 May	Council	Public	Public Hearing	Note any in-person submissions
9 Jun	Council	Report	Consultation results	Inform results of consultation for consideration
16 Jun	CFG	Report	Final 2026/27 BP&B for endorsement	Decision on final 2026/27 BP&B
23 Jun	Council			

Introduction – Defining the Priorities

Key Questions for this workshop



KEY QUESTION PRIORITIES

What do Council Members want to focus on for 2026/27?

KEY QUESTION PRIORITIES

Do Council Members have any feedback or suggestions on the potential priorities for 2026/27?

KEY QUESTION OBJECTIVES

Are there any other objectives Council Members wish to consider through the development of the 2026/27 BP&B?

KEY QUESTION INVOLVEMENT

Are Council Members supportive of the proposed roadmap?

Are there any areas of BP&B development not currently identified for a focused discussion that Council Members would like to discuss?

Process

Legislation and Planning Context



Legislation

The *Local Government Act 1999* (SA) (the Act) provides direction on strategic, financial, asset and annual planning. The Act also articulates clear principles on responsiveness to community needs, collaboration across government, responsible service delivery, and financial management.

In summary, the Act requires Council to:

- Articulate the challenges and opportunities of the current environment
- Demonstrate responsible management of public funds to support community outcomes
- Represent Council's commitment to the community for the year
- Outline Council's proposed priorities and deliverables for the year and how these align to our Services and Strategies

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CoA Planning

The BP&B tells our community our expectations regarding income we are generating, and what we are spending it on.

OUR PLAN

- Priorities for the year
- Strategic Projects
- Capital program – Renewals and New & Upgrades
- Services – 'business as usual'

OUR BUDGET

- Annual view of the Long-Term Financial Plan
- Income generation – rates, commercial, fees etc.
- Expenditure – services, projects, renewals
- Borrowings, grants

Priorities

Delivering on the Strategic Plan



Our Adelaide. Bold. Aspirational. Innovative.

This is your opportunity to provide direction on the deliverables from the Strategic Plan that you consider to be the most important relating to the Strategic Plan aspirations to be highlighted as a priority in the 2026/27 Business Plan and Budget.

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Council is required to set objectives each financial year, referred to as Annual Priorities, which provide focus areas for the next 12 months. These drive decision-making with regard to prioritisation and funding of services, programs and projects.

Annual Priorities are aligned to Strategic Plan Key Actions. This approach helps us to deliver on a variety of expectations and major projects. It also provides opportunities to highlight projects and initiatives that are important to our community.

Considerations for 2026/27 Priorities:

- Ongoing Major projects
- Decisions of Council
- Strategies and plans of Council
- Council Member feedback and insights
- Community Insights – surveys, engagements, customer interactions etc.
- State and Federal Government priorities
- STEEPLE (Social, Technological, Economic, Environmental, Political, Legal and Ethical) Assessment to determine risks and opportunities
- Opportunities identified through Program, Corporate and Service Planning
- Resourcing to deliver on priorities

KEY QUESTION PRIORITIES

What do Council Members want to focus on for 2026/27?

Priorities

Delivering on the Strategic Plan

These Key Actions from the Strategic Plan are potential Annual Priorities for Council to consider in 2026/27:

Our Community:

- Enable community-led services which increase wellbeing, social connections and participation in active lifestyles, leisure, recreation and sport
- Elevate the City's reputation for exceptional and unique arts and cultural experiences by encouraging and providing arts, culture and events partnerships, grants and sponsorship opportunities

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Our Environment:

- Continue the support for the Kadaltilla/ Adelaide Parklands Authority Subsidiary and the delivery of the Kadaltilla Charter and Business Plans
- Lead and advocate for the environmental value, productivity, quality and biodiversity of the Park Lands, squares, open space and streetscapes

Annual Priorities provide guidance in developing the budget and prioritising projects. Updates on delivery will be highlighted in Quarterly BP&B Updates and the Annual Report.

Our Economy:

- Continue the support for the Adelaide Central Market Authority (ACMA) Subsidiary and the delivery of the ACMA Charter and Business Plans
- Continue the support for the Adelaide Economic Development Agency (AEDA) Subsidiary and the delivery of the AEDA Charter and Business Plans

Our Places:

- Maintain and improve disability, LGBTQIA+ and vulnerable or minority group access and inclusion
- Work with partners to support safer road user behaviour

Our Corporation:

- Demonstrate bold capital city leadership and robust governance with our community at the heart of our decisions
- Work with local, national and international partners to deliver the outcomes of the Strategic Management Framework to move our city into the future



KEY QUESTION PRIORITIES

Do Council Members have any feedback or suggestions on the potential priorities for 2026/27?

Objectives

Council Member insights



An environmental scan of opportunities and risks can help Council articulate other objectives that will need to be considered as part of the development of the 2026/27 BP&B

Main Street Revitalisation

Our Places

Business and Visitation

AEDA / EDS

Transport Strategy

School Safety / Speed limits

Greening / Street Tree planting

Integrated Climate Strategy

Housing Strategy

City East Housing Project

AI and our community

Our Corporation

North Adelaide Golf Course

State Election

Local Government Election

KEY QUESTION OBJECTIVES

Are there any other objectives Council Members wish to consider through the development of the 2026/27 BP&B?

Involvement

Council Member involvement through the process

Whilst there are numerous opportunities to discuss the development of the 2026/27 BP&B, there is a great deal to cover. **To maintain a focused discussion on priority areas**, it is proposed that engagements with Council Members will concentrate on key aspects of the development.



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Area of BP&B Development	Informed By
Reviewed Base Budgets (including non-reviewed fees and Charges)	25/26 Extrapolation
Renewal Program	AMPs
Assumptions (e.g. CPI)	External environment / trends
Existing Council Commitments	Decisions of Council
Rates Growth	LTFP
Asset Renewal Repair Fund	Decision of Council
Asset Renewal Funding Ratio 2026/27 Target	Decision of Council

Area of BP&B Development	Focused Discussion
Annual Priorities	✓
AEDA allocation	✓
Capital Projects	✓
Strategic Projects	✓
Service Changes	✓
Fees & Charges Reviews	✓
Rates Revenue	✓
Results of Consultation	✓
Endorsement of Documents	✓
Sponsorships, Grants and Contributions	✓

KEY QUESTION INVOLVEMENT

Are Council Members supportive of the proposed approach?

Are there any areas of BP&B development that are currently not identified for a focused discussion that Council Members would like to discuss?

Next Steps

Roadmap



We will work with Council to ensure that a final BP&B is adopted in June, ready to be implemented in July.

After this session, a report will be tabled at Council on 9 December, to seek endorsement of the Annual Priorities for inclusion in the Draft 2026/27 BP&B.

The Council's intranet will also be updated with key information to support the development of the 2026/27 Business Plan and Budget.

Date	Forum	Topic	
2 Dec	Spec CFG	Building the 2026/27 BP&B – Process, Priorities, Objectives and Involvement	✓
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	Council	Endorsement of 2026/27 Annual Priorities	
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26 May	Council	Public Hearing	
9 Jun	Council	Consultation results	
16 Jun	CFG	Final 2026/27 BP&B for endorsement	
23 Jun	Council		

Council Member Training and Development Plan

Strategic Alignment - Our Corporation

Public

Tuesday, 2 December 2025
City Finance and Governance Committee

Program Contact:
Rebecca Hayes, Associate
Director Governance & Strategy

Approving Officer:
Anthony Spartalis, Chief
Operating Officer

EXECUTIVE SUMMARY

The purpose of this report is to seek Council adoption of the draft Council Member Training Plan for the remainder of the Council Term; and recommend that Council amend the Council Member Training and Development Policy to enable Council Members to access individual Training and Development opportunities for the remainder of the 2025/26 Financial Year. As a result of the Central Ward Supplementary Election, the training plan has been revised to reflect the changing requirements of Council, taking into account both time commitment and budgetary considerations.

RECOMMENDATION

The following recommendation will be presented to Council on 9 December 2025 for consideration

THAT THE CITY FINANCE AND GOVERNANCE COMMITTEE RECOMMENDS TO COUNCIL
THAT COUNCIL

1. Adopts the Council Member Training Plan as contained in Attachment A to Item 6.1 on the Agenda for the Special meeting of the City Finance and Governance Committee held on 2 December 2025.
 2. Adopts the updated Council Member Training and Development Policy as contained in Attachment B to Item 6.1 on the Agenda for the Special meeting of the City Finance and Governance Committee held on 2 December 2025.
-

IMPLICATIONS AND FINANCIALS

City of Adelaide 2024-2028 Strategic Plan	Strategic Alignment – Our Corporation
Policy	Council Members Training and Development Policy
Consultation	Not as a result of this report
Resource	Not as a result of this report
Risk / Legal / Legislative	<i>Local Government Act 1999 (SA)</i> <i>Local Government (General) Regulations 2013 (SA)</i>
Opportunities	Not as a result of this report
25/26 Budget Allocation	The 2025/26 budget allocation for Council Member Training and Development is \$30,000. To date, \$3,568 has been spent, leaving a remaining allocation of \$26,432 for the 2025/26 Financial Year.
Proposed 26/27 Budget Allocation	The 2026/27 Council Member Training and Development Budget Allocation is subject to the annual Business Plan and Budget Process.
Life of Project, Service, Initiative or (Expectancy of) Asset	Not as a result of this report
25/26 Budget Reconsideration (if applicable)	Not as a result of this report
Ongoing Costs (eg maintenance cost)	Not as a result of this report
Other Funding Sources	Not as a result of this report

DISCUSSION

1. At its meeting on 26 November 2024, Council adopted its updated Council Member Training and Development Policy and a commitment was made to present Council with a draft 2025/26 Council Member Training Plan in early 2025.
2. On April 22, 2025, Council noted the draft Council Member Training Plan.
3. As a result of the Central Ward Supplementary Election, the training plan has been revised to reflect the changing requirements of Council, taking into account both time commitment and budgetary considerations.

Training Plan

4. The forward Council Member Training Plan has been revised and is broken down below to accommodate the changing requirements of Council.
 - 4.1. **Understanding Sustainable Debt** – tailored session to provide Council Members with an in depth understanding regarding the responsible use of debt by the South Australian Local Government sector, to be held in conjunction with the 2026/27 Business Plan and Budget Process.
 - 4.1.1 Delivery method: In-house
 - 4.1.2 Provider: Local Government Finance Authority
 - 4.1.3 Timing: February 2026 (*in alignment with Business Plan and Budget considerations*)
 - 4.2. **Legal Refresher** – to provide a refresher to Council Members of their legal obligations under the *Local Government Act 1999* (SA) and other relevant legislation, including but not limited to conflicts of interest, confidentiality, legal protections and oversight and behavioural standards.
 - 4.2.1 Delivery method: In-house
 - 4.2.2 Provider: LGA SA Nominated Provider
 - 4.2.3 Timing: February 2026
 - 4.3. **Caretaker Training** - Under Section 91A of the *Local Government (Elections) Act 1999* (SA), each Council is required to adopt a caretaker policy to govern the conduct of the Council (Council Members) and staff during an election period. This session will reflect any changes arising from Local Government Reform and will assist Council Members in their comprehension of the Caretaker requirements ahead of adopting the Caretaker Policy.
 - 4.3.1 Delivery method: In-house
 - 4.3.2 Provider: LGA SA Nominated Provider
 - 4.3.3 Timing: April 2026
5. The Draft Council Member Training Plan noted by Council on 22 April 2025 included several additional training options including the IAP2 Community Engagement Course and Strategic Thinking training. Due to timing and budgetary considerations, Administration was unable to ascertain a suitable option to facilitate inhouse training. It is recommended that should Council Members support an amendment to the Council Member Training and Development Policy, interested Council Members may work with Administration to consider suitable individual training options in these fields.

Training and Development Policy

6. In accordance with section 80A(3) of the *Local Government Act 1999* (SA), Council is able to alter its Council Member Training and Development Policy (the Policy) as required.
7. The Policy sets out the legislative training requirements and incorporates non-mandatory clauses as adopted by Council.
8. Part Three of the Policy relates to individual requests for Council Member Professional Development and outlines the rationale for promoting ongoing personal and professional development, the process for requesting approval for undertaking these opportunities, and the requirements regulating the use of and access to opportunities.
9. This section includes a clause prohibiting Council Members from accessing individual Professional Development opportunities during the last year of the Council Term.
10. Consequently, and as a result of the Central Ward Supplementary Election, several Council Members are unable to access individual Professional Development opportunities for the majority of their Council Term.

11. It is recommended that Council amend the Policy to enable all Council Members to be able to access individual Professional Development opportunities up until the conclusion of the 2025/26 Financial Year.
12. The revised policy is provided as **Attachment B** with the tracked changes version available as [Link 1](#).

Next Steps

13. Should Council resolve to adopt the Council Member Training and Development Plan, training sessions will be confirmed and scheduled for the remainder of the Council Term.
14. A fulsome review of the Council Member Training and Development Policy will be undertaken in 2026, in preparation for the next Council term.

DATA AND SUPPORTING INFORMATION

Link 1 – Tracked changes version amended Council Member Training and Development Policy

ATTACHMENTS

Attachment A – Draft Council Member Training Plan

Attachment B – Amended Council Member Training and Development Policy

- END OF REPORT -

2025/26 Council Member Training Plan

Timeframe	Subject	Details	Costing
February 2026	Understanding Sustainable Debt <i>A tailored session providing Council Members with an in-depth understanding regarding the responsible use of debt by the South Australian Local Government sector. To be held in conjunction with the 2026/27 Business Plan and Budget development Process.</i>	Delivery method: Inhouse Proposed provider: Local Government Finance Authority Commitment: 1- 2 hour session	\$ TBC
February 2026	Council Meetings and Procedures, and Legal Refresher <i>Combined refresher training assisting Council Members understand:</i> <i>Council Meetings and Procedures as defined under the Local Government Act 1999 (SA), the Local Government (Procedures at Meetings) Regulations 2013 (SA), and Council's Code of Practice for Meeting Procedures;</i> <i>Legal obligations under the Local Government Act 1999 (SA) and other relevant legislation.</i> <i>Includes conflicts of interest, confidentiality, registers and returns, legal protections and oversight and behavioural standards.</i>	Delivery method: Inhouse Provider: LGA SA Nominated Provider Commitment: 2 – 3 hour session	\$ 2,500 (approx.)
April 2026	Caretaker Period Briefing <i>A session to equip Council Members with information regarding their role and responsibilities during the designated Caretaker period and prior to the adoption of the Caretaker Policy.</i>	Delivery method: Inhouse Provider: LGA SA Nominated Provider Commitment: 3 hr session	\$ 3,300 (approx.)



COUNCIL MEMBER TRAINING AND DEVELOPMENT POLICY

26 November 2024

Legislative

STATEMENT

The City of Adelaide is committed to providing training and development activities for its Council Members, including the mandatory training requirements under the Local Government Association (LGA) Training Standards (the Standards), and recognises its responsibility to develop and adopt a policy for this purpose under section 80A of the *Local Government Act 1999* (SA) (*Local Government Act*).

Following the amendments to the *Local Government Act* and the *Local Government (General) Regulations 2013* in November 2022, this policy incorporates the new requirements for Council Members to undertake mandatory training within the first year of election to office and at mid-term, which complies with the LGA Training Standards as defined in regulation 8AA of the *Local Government (General) Regulations 2013*.

POLICY OBJECTIVE

To ensure Council Members are offered opportunities to undertake the required training in accordance with the LGA Training Standards and any other appropriate training and development activities relevant to their roles and functions.

TRAINING AND DEVELOPMENT PLAN

Council Members and Administration will develop and adopt a Training & Development Plan to ensure that activities available to all Council Members comply with the Regulations and contribute to the personal development of the individual and the achievement of the strategic and good governance objectives of Council.

Particular emphasis will be given in the Training & Development Plan to the participation of all Council Members in the development of a new team following a general election as well as the orientation of first-time Council Members.

In preparing its Training & Development Plan the Council Members and Administration will utilise a range of strategies to identify the needs of Council, and match these needs against its strategic and good governance objectives. In particular, the Administration, in consultation with Council Members who have been re-elected for another term on Council, will undertake a 'gap analysis' to identify the appropriate modules within the LGA Training Standards that should form the basis of the required training for returning Council Members.

PART ONE

All Council Members are required to undertake mandatory training as detailed in the LGA Training Standards for Council Members.

The training provides a community leadership competency framework, with the aim of building and developing the capabilities and performance of Council Members. There are multiple modules within the four leadership competencies that are required to be completed and are set out below:

1. Behaviour

To identify attributes and develop skills that uphold the Behavioural Standards and principles of good governance.

In addition, the Lord Mayor shall undertake further training in relation to Effective Leadership as defined in the mandatory training requirements, in alignment with the Principle Member Leadership Competency Framework.

2. Civic

To develop knowledge of the Australian system of government and how Councils fulfil the objectives of the *Local Government Act* to deliver reputable community outcomes.

In addition, the Lord Mayor shall undertake further training in relation to public speaking and media skills. Presiding Members of Council and Committees must also undertake training on Meeting Procedures for technical knowledge and Effective Meeting (Chairing) Skills, in alignment with the Principle Member Leadership Competency Framework.

3. Legal

To develop the knowledge and skills required to meet the legal responsibilities of a Council Member.

4. Strategy and Finance

To develop the knowledge of integrated strategic and annual business planning and the skills to manage public funds appropriately.

In addition to the above, the Standards put further focus on the development and inclusion of a formal orientation and induction program. The Chief Executive Officer (CEO) will arrange a program that complements the completion of the mandatory training and will aim to provide support and resources to effectively perform in the role.

Council Leadership Workshop

The CEO will arrange for the inclusion of a workshop/s focusing on ensuring leadership effectiveness in working to deliver Council's strategic purpose.

Mandatory Mid-term Refresher Training

This includes, but will not be limited to, effective working relationships, legal and financial responsibilities and effective council meetings and procedures.

Lord Mayor Leadership

This training is specific to all Mayors and includes key responsibilities as leader of the Council, and skills to guide the promotion of positive and constructive working relationships of the Council as a whole.

Further Information

Training outlined within the Standards must be completed by all Members within the first 12 months of their four-year term.

Council Members will have access to Council Member specific training that is offered by the Local Government Association (LGA). This training is a suite of professional and personal development training opportunities for Council Members which is contextualised to the local government sector of South Australia. All courses aim to provide Council Members with the skills and knowledge to better understand their role and the responsibilities, to effectively perform their duties confidently and to do this to the best of their ability.

The Council Governance Team will circulate the LGA's Council Member course offerings on an annual basis or as new training is offered. This training does not require Council approval.

PART TWO**Requests for Council Member Training**

This training aims to provide Council Members with the skills and knowledge of technology and general Council information they will require to navigate their interaction with the Council, the Administration and the general community.

Examples of such activities include but are not limited to:

- Training in the Microsoft suite of applications and training in how to use this technology, at either a basic, intermediate or advanced level;
- Seminars and informal (briefing) sessions conducted by Administration with appropriate guest speakers and trainers;
- Purchase of training booklets and discussion papers that could be distributed to Council Members for information;
- On-line training delivery; and
- Circulation of information.

This training may be provided by Council staff or a Council training provider. The Chief Executive Officer may approve requests for this training if it is under \$5,000. Any requests over \$5,000 will require Council approval. All requests are subject to budgetary considerations.

PART THREE

Requests for Council Member Professional Development

The Standards promote ongoing personal and professional development to ensure that Council Members remain effective and reputable in the discharge of their duties.

Council Members are able to request approval to undertake professional development opportunities to enhance the skills and knowledge required to perform their official functions and duties and interactions with the Community. The Chief Executive Officer may approve requests for this training if it is under \$5,000. Any request within this category over \$5,000 will require specific approval by Council. All requests are subject to budgetary considerations.

When submitting the request the Council Member will be required to provide:

- How the request aligns to the performance and discharge of their official functions and duties; and
- How the request contributes to the good governance and the strategic objectives of Council.

Requests will not be considered if the requests are received after the last full financial year of the Council Member's term on Council.

Professional development opportunities will be discussed between the Lord Mayor and Council Members before a formal request is submitted. The Lord Mayor will take an active role in the continued professional development of Council Members to assist Council Members with the skills and knowledge required to serve the Community.

If support under this section is approved, the Council Member is required to provide a report to Council at the completion of the course detailing how they have applied the skills gained. If a Member does not provide a report or fails to complete the course, costs are to be refunded to Council.

PART FOUR

Requests for Attendance at Interstate Conferences

Council approval is required prior to any travel being undertaken by a Council Member. Relevant and comparable training and development opportunities within metropolitan Adelaide should be explored prior to considering intra- or interstate options.

If there are no comparable opportunities within metropolitan Adelaide and a Council Member requests the attendance at an intra- or interstate conference or seminar, the Council Member will be required to provide the benefits to Council, including alignment to the discharge of their duties.

The Associate Director Governance & Strategy will ensure that this information will be provided to Council for consideration.

Travel for the Lord Mayor (Specific)

As per the Council Members Allowances and Benefits Policy and in recognition of the strategic importance of the Lord Mayor position as the primary representative of the City of Adelaide, the Lord Mayor may attend interstate conferences, seminars, meetings or other engagements without the need for separate Council approval, with Council meeting reasonable costs of travel, accommodation and subsistence. All travel arrangements for the Lord Mayor will be managed by the Office of the Lord Mayor.

Any international travel proposed by the Lord Mayor must be approved by Council prior to any such travel being booked, including an appropriate budget for travel, accommodation and subsistence.

Travel for Council Members

Where travel is required, accommodation, flights and rental cars (where applicable) are to be arranged through the Council Liaison Officer and will be booked appropriately to ensure the best value to Council.

Where accommodation is required as part of the attendance of the activity, accommodation will only be booked for the nights of the training and development activity. For example, if a conference commences on a Thursday evening and concludes on a Sunday afternoon, accommodation will include the nights of Thursday, Friday and Saturday only. The only exception where Sunday night accommodation is considered will be in the case of return flights being unavailable. It would also be deemed appropriate to extend an accommodation booking to include the night before the commencement of a conference, in the circumstance where the earliest flight would not guarantee the Council Member arriving at the conference on time.

Any additional nights outside this timeframe are to be arranged by the Council Member and will be at their own expense.

If the Council Member requests a return flight on a date after the conclusion of the activity and that flight is more expensive, the additional costs will be at the expense of the Council Member.

Council Members may not accrue airline reward and or/loyalty points while travelling on Official Business of the City of Adelaide.

A Council Member is able to personally arrange and pay for access to lounge facilities and or/flight upgrades.

The reimbursement of reasonable expenses for training and development purposes will be made in accordance with the requirements of the Council Member Allowances & Benefits Policy. Itemised tax receipts for all expenses incurred by the Council Member must be provided, and no reimbursement will be made without the appropriate tax receipts.

Costs for mini bar use or in-house movies will not be paid for by Council.

Council Members may take a travelling companion and they will be able to share the accommodation with the Council Member if there is no additional cost to Council. If there is an additional cost this will be at the expense of the Council Member and will be invoiced by Council to the Council Member. All other travel arrangements and expenses for the travelling companion will not be made or funded by Council.

If a Council Member wishes to attend an interstate conference and their attendance is restricted due to their child/dependent care commitments e.g., breastfeeding an infant, a report will be provided to Council outlining the specific circumstances, the support required, and any additional costs attributed to the extra support.

Following attendance at any conference, individual Council Members are to prepare a report to be presented to Council detailing the nature of the conference, the benefits to Council and the learnings gained by the individual member through such attendance.

When making a decision on a training program, a professional development opportunity or the attendance at an interstate conference, Council will take into consideration the number of attendances an individual member has had in that year.

PART FIVE

Training & Development Plan

This Training & Development Plan will operate throughout the Council term and will be reviewed annually to ensure that the training and development opportunities for Council Members remain relevant and optimal for Council Members to perform their duties.

As part of the annual review of the Training Plan, Council Members and Administration will work together to establish the training and development needs of Council Members and how the plan for delivery will be undertaken. Options of this annual review may include but will not be limited to:

- Annual assessment of council and/or committee performance
- Surveys/questionnaires
- Workshops
- Other information-seeking activities as required

Acknowledging the requirement to undertake Mandatory Mid-Term Refresher training as set out by the LGA Standards, Council Members are permitted to undertake a refresher of any of the mandatory training modules at any time which they feel will benefit their role as a Council Member, subject to budgetary considerations. The need to attend a refresher course could be identified by self-assessment, gap analysis or through another mechanism.

Other training opportunities may emerge that are directly related to specific service areas and other community issues and address environmental, social and economic challenges facing the community.

It is recognised that a range of delivery methods will be required to support the training needs of Council Members, including:

- In-house workshops, seminars and briefing sessions conducted by the Administration with appropriate staff, trainers and guest speakers;
- Attendance at workshops, seminars and conferences offered by training providers and industry bodies including the Local Government Association of SA, Local Government Managers Australia, other industry bodies and/or private providers offering courses for Members to gain new skills and knowledge and to network with other Council Members;
- Printed material, including training booklets and discussion papers, that may be distributed for information; and
- On-line self-paced learning.

Council's Training & Development Plan will include the agreed delivery method to respond to the needs of Council Members identified during the development of the training plan.

The Training and Development Plan does not specifically address invitations that Council Members may receive, accept and attend such as Business SA Lunches, and State Government events. Any invitations received of this nature will be managed in accordance with the Council Member Allowances and Benefits Policy.

ANNUAL BUDGET ALLOCATION

A budget allocation will be provided as determined by Council through the Business Plan and Budget process, to support the training and development activities undertaken by Council, and progress against expenditure of the budget allocation will be reported on a quarterly and annual basis.

All training undertaken by Council Members will be recorded in the Council Allowances and Benefits Register and Council Member Training Register which will be updated as required to reflect attendances.

TRAINING AND DEVELOPMENT ACTIVITIES

The Training & Development Plan will determine the nature of training to be made available, however access to training programs not directly conducted by the Administration, or where no budget allocation has been identified and approved under the plan for other specified local government related activities, will require Council approval upon application and must link to the training plan unless otherwise agreed by the Council.

Application forms are available from the CEO (or nominee).

Following attendance at a training program or activity, individual Council Members are required to prepare a report outlining the nature of the training program/activity and the benefits gained through attendance along with feedback on ideas to enhance the program/activity.

The CEO will keep a record of all training attended, with a particular focus on training that fulfills the mandatory training requirements. Failure to complete the mandatory training requirements in the relevant time frame amounts to a breach of the Council Members' Code of Conduct.

The mandatory training requirements have been divided into four community leadership competencies, as follows:

Behaviour: To identify attributes and develop skills that uphold the Behavioural Standards and principles of good governance.

Civic: To develop knowledge of the Australian system of government and how Councils fulfil the objectives of the *Local Government Act* to deliver reputable community outcomes.

Legal: To develop the knowledge and skills required to meet the legal responsibilities of a Council Member.

Strategy & Finance: To develop the knowledge of integrated strategic and annual business planning and the skill to manage public funds appropriately.

PAYMENT/REIMBURSEMENTS

The reimbursement of expenses for training purposes must be approved by the Administration, consistent with the Training & Development Plan or through a separate resolution endorsing attendance at the training program/activity.

Where approval has been granted by Council for attendance at a training program/activity a Council Member may seek reimbursement of expenses in accordance with the relevant provisions of the Act and Regulations.

**ANNUAL
REPORTING**

Council's annual report will include a segment regarding the operation of this Policy, the nature of matters raised in the Training & Development Plan, attendances by Members and expenditure allocated and used for training of Council Members.

**OTHER USEFUL
DOCUMENTS****Related documents**

Council Members Allowances and Benefits Policy

Relevant legislation

Local Government Act 1999 (SA)

Local Government (General) Regulations 2013

ADMINISTRATIVE

As part of Council's commitment to deliver the City of Adelaide Strategic Plan, services to the community and the provision of transparent information, all policy documents are reviewed as per legislative requirements or when there is no such provision a risk assessment approach is taken to guide the review timeframe.

This Policy document will be reviewed every **12 months** unless legislative or operational change occurs beforehand. The next review is required in **November 2026**.

Review history:

Trim Reference	Authorising Body	Date/ Decision ID	Description of Edits
ACC2023/154918	Council	29/09/2023	Original Document

Contact:

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