

Requests for Council Member Professional Development Training

Tuesday, 30 January 2024
Council

Strategic Alignment – Our Corporation

Program Contact:
Manager Governance

Public

Approving Officer:
Anthony Spartalis - Acting Chief
Operating Officer

EXECUTIVE SUMMARY

This report seeks a decision from the Council regarding professional development training for Council Members, which is to be considered in accordance with the Council Members Training and Development Policy.

RECOMMENDATION

THAT COUNCIL

1. Approves Council Member attendance at the Australian Institute of Company Director's Course (AICD) Governance Essentials for Local Government (as outlined in Attachment A to Item 11.2 on the Agenda for the meeting of the Council held on 30 January 2024) at a cost of \$35,112.
2. Notes, subject to Council approval above, that a budget increase of \$35,112 will be presented for consideration as part of the Quarter 3 Progress Report.
3. Approves the payment of the registration fee of \$4,500 for Councillor Davis to attend the 2024-25 Young Leadership Dialogue Program.
4. Notes that Councillor Davis will be attending to full payment of accommodation and flights to attend the 2024-25 Young Leadership Dialogue Program in the United States of America and/or Australia.
5. Notes the intention to consider increasing the budget allocation for Training and Development for Council Members as part of the 2024-25 annual business plan and budget process.

IMPLICATIONS AND FINANCIALS

City of Adelaide 2024-2028 Strategic Plan	Strategic Alignment – Our Corporation Council Member Training and Development supports action: <i>Identify and develop the skills, capabilities, and leadership needed to support a high performing organisation</i>
Policy	Council Member Training and Development Policy
Consultation	Not Applicable
Resource	Not Applicable
Risk / Legal / Legislative	The <i>Local Government Act 1999 (SA)</i> , the <i>Local Government (General) Regulations 2013</i> and the Local Government Association Training Standards for Council Members.
Opportunities	The City of Adelaide recognises that the ongoing professional training and development of Council Members is vital to providing competency in community leadership. It is essential to ensure that Council is well governed and operates in the Corporation's and the community's best interests.
23/24 Budget Allocation	The Training and Development Budget for the 2023/24 Financial year is \$10k, and to date \$3,547 has been spent. This leaves \$6,453 available budget.
Proposed 24/25 Budget Allocation	The Training and Development Budget proposed for the upcoming financial year is \$30k.
Life of Project, Service, Initiative or (Expectancy of) Asset	Not Applicable
23/24 Budget Reconsideration (if applicable)	The remaining balance from the 2023/24 budget allocation is \$6,453. If Council approves any professional development beyond this amount, a budget increase will be required as part of the quarterly budget review process. For noting, pre-COVID-19 (2019/20), the budget allocation for training and development for Council Members was \$20k.
Ongoing Costs (eg maintenance cost)	Not Applicable
Other Funding Sources	Not Applicable

DISCUSSION

Background

1. The *Local Government Act 1999* (the Act) requires a Council to prepare and adopt a training and development policy for Council Members. Section 80A of the Act and Regulation 8AA of the *Local Government (General) Regulations 2013* (Regulations) sets out the legal requirements for the training and development of Council Members.
2. It is noted that all Council Members are up to date with their mandatory training.
3. Since the commencement of the 2022 Council term, the sum of \$40,308 has been invested in Council Member training.

Council Member Training & Development	
General councillor training & development in FY24	1,098.48
Jude Munro & Associates	2,448.86
Sub-Total	3,547.34

Council Member Induction	
Leaders Institute	7,600.00
Jude Munro & Associates	5,283.67
Mandatory Legal Training	18,320.50
Planning, Development & Infrastructure Act training	3,581.60
Conflict of Interest training	610.50
Ordinary Returns training	935.00
Meeting Procedure training for Acting Lord Mayor	429.00
Sub-Total	36,760.27

Total	40,307.61
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4. At the Council Meeting on 26 September 2023, Council adopted the Council Member Training and Development Policy (the Policy) [Link 1](#)
5. The Policy aims to provide members with a substantial level of community leadership competency and critical capabilities required to perform the Council Member role in conjunction with the core modules and anticipated learning objectives in accordance with legislative requirements.
6. Part 3 of the Policy provides for Council Members to have the opportunity to undertake professional development, which will enhance the skills and knowledge required to perform their official functions and duties and interactions with the community.

Australian Institute of Company Directors (AICD)

7. In late 2023, the Administration sought expressions of interest (EOI) from Council Members as to their interest in participating and attending training provided by AICD.
8. Following the EOI, the Administration received interest from Council Members to participate in the Foundations of Directorship, and Company Directorship courses.
9. The **Foundations of Directorship** program is an opportunity to learn the fundamentals of the boardroom and comprises three one-day courses. Topics include Governance for Directors, Risk and Strategy, and Finance for Directors.
10. The Foundations of Directorship program needs to be completed within 12 months, and once participants have completed the three topics and an assessment, they receive a Foundations of Directorship certificate. The cost of this program starts at \$3,100 (members) or \$4,350 (non-members) for in-person training.

11. The **Company Directorship** course is recommended for those participants who have already completed the Foundations of Directorship course or have equivalent professional experience. The cost of this program starts at \$8,800 (members) or \$11,900 (non-members) for in-person training
12. In addition to the above two professional development opportunities and following the Administration liaising directly with AICD, the administration has been advised there is a course choice tailored for Local Government. The **Governance Essentials for Local Government** program consists of four half-day courses generally completed as two full days.
13. It is recommended that the Governance Essentials for Local Government program is an appropriate training and development option for Council members. The course outline is at Attachment A.
14. The modules in the Governance Essentials for Local Government program are:
 - 14.1. The role of the Council and Councillor – examines the governance role of the council
 - 14.2. Leadership: The Councillor's Role – provides an understanding of a councillor's leadership style and that of others, leading to a more effective, high-performing council
 - 14.3. Risk: Issues for Councillors – introduces the councillor's role in risk oversight and monitoring, including the impact on councillors at a personal and organisational level
 - 14.4. Introduction to Financial Information for Councillors – provides an introduction to understanding financial reports within the regulatory requirements of local government
15. The cost to do the full two days of specialised Local Government content in-house for twelve participants would be \$35,112 (ie. \$2,926 per Council Member).
16. Further information on the Governance Essentials for Local Government program can be found in **Link Two**.

Individual Professional Development Request from Councillor Davis

17. Councillor Davis advised the Administration late last year that he has been successful in being accepted into the Young Leadership Dialogue Program (the Program) and has requested that Council fund the registration fee of \$4,500.
18. In making this request, Councillor Davis noted that this Program relates to his role as a Councillor as it has a "heavy emphasis on leadership development".
19. The Program is a two-year bilateral program that brings together young leaders from Australia and the United States to discuss areas of mutual interest and strategic importance, advancing understanding and cooperation between the two nations.
20. The participants in the program are known to excel in their respective fields of academia, business, government, defence, space, media and civic society.
21. The Program has been globally recognised as a tier-one leadership program, providing delegates with a unique opportunity to engage with a broad peer group to broaden and strengthen the Australian–American relationship. Participants have been selected into the Program through a merit-based selection process, and successful participants are:
 - 21.1. Expected to engage in debate and discussion on the Australian-American relationship at various events (virtually and in person) throughout the two-year program; and
 - 21.2. Participants are responsible for self-funding their participation and, where applicable, securing employer support.
22. The Policy requires discussing professional development opportunities between the Councillor and the Lord Mayor.
23. The Policy stipulates that any requests over \$5,000 require specific approval from the Council, with the Council Member required to:
 - 23.1. Provide how the request aligns with the performance and discharge of their official functions and duties; and;
 - 23.2. How the request contributes to good governance and Council's strategic objectives.
24. If Council approves the request from Councillor Davis, the Policy also requires the Council Member to provide a report to the Council at the completion of the Program detailing how they have applied the skills gained. If this is not actioned or Councillor Davis fails to complete the course, costs are to be refunded to Council.

25. While the cost of the Program is under the \$5,000 limit which requires specific Council approval and may be approved under delegation by the Chief Executive Officer, it is noted:
- 25.1. That the aggregate requests for training and development support from Councillor Davis exceed \$5,000;
- 25.2. That any requests for Councillors to attend Interstate Conferences require a Council decision (part four of the Policy);
- 25.3. While the Policy is silent on overseas travel approval for Council Members, it is noted that the Lord Mayor requires Council approval before any international travel is arranged.
- 25.4. Given this stipulation within the Policy for the Lord Mayor's international travel, it is also appropriate that Council approves any such requests for Council Members.
26. It is noted that Councillor Davis has indicated his commitment to pay in full any costs associated with travel (flights) and accommodation and is only requesting for Council to fund the registration fee for the Program.
27. Under the Policy when considering this request, the Council must consider the number of attendances the individual member has had in that year.
28. Since the beginning of this Council term, Councillor Davis has only undertaken mandatory training and development or training organised for all Council Members.
29. Councillor Davis has also indicated his willingness to attend and complete the Australian Institute of Company Directors (AICD) course.

Budget Implications

30. Any approvals of professional development for Council Members beyond the balance of the remaining budget allocation (\$6,543) will require Council to consider a budget adjustment at the next quarterly budget review.
31. Alternatively, Council could consider some of the professional development training proposed as part of the annual business plan and budget process. That is likely to require Council to consider an increase to the proposed 2024/25 budget allocation, from the current budget of \$10,000 to \$45,000
32. As per the Policy, any training and development courses undertaken by any members of Council will be recorded on the Council Allowances and Benefits Register the Training and Development Register and be included in the Annual Report.

DATA AND SUPPORTING INFORMATION

Link 1 – Council Member Training and Development Policy

Link 2 - [Young Leadership Dialogue Program Prospective](#)

ATTACHMENTS

Attachment A – Outline of Governance Essentials for Local Government course

- END OF REPORT -