

# Council Member Mid-Term Training and Development

Tuesday, 18 June 2024  
City Finance and Governance  
Committee

Strategic Alignment - Our Corporation

**Program Contact:**  
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Public

**Approving Officer:**  
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## EXECUTIVE SUMMARY

At the Council meeting on 30 January 2024, Council resolved in part:

That Council:

1. *Requests administration prepare a report to be presented at the City Finance and Governance Committee regarding the LG aligned Professional Development, taking into account previous mandatory training and Mandatory Mid-term Council Leadership Refresher which includes costs associated.*

This report asks Council to note the information presented regarding the mandatory mid-term refresher training and the associated costs.

Following Council's noting, Administration will make the necessary arrangements for the mandatory mid-term refresher training to be scheduled.

Once the mandatory mid-term refresher training has been completed, Council Members will have a budget remaining of approximately \$20,000 to facilitate further professional development and training opportunities throughout the 2024/25 financial year.

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## RECOMMENDATION

The following recommendation will be presented to Council on 25 June 2024 for consideration

THAT THE CITY FINANCE AND GOVERNANCE COMMITTEE RECOMMENDS TO COUNCIL

THAT COUNCIL

1. Notes the Training and Development update provided in this report, Item 7.2, Council Member Mid-Term Training and Development presented to the City Finance and Governance Committee on 18 June 2024.
2. Notes that Administration will finalise the mid-term refresher mandatory training sessions which include the following modules:
  - 2.1. Leadership Workshop Refresher
  - 2.2. Mid-term Legal Refresher
  - 2.3. Mid-term Council Meetings and Procedures Refresher
  - 2.4. Mid-term Financial Management Refresher

## IMPLICATIONS AND FINANCIALS

City of Adelaide 2024-2028 Strategic Plan	<b>Our Corporation</b> 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 as a result of this report
Resource	Not as a result of this report
Risk / Legal / Legislative	The <i>Local Government Act 1999 (SA)</i> (the Act), 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 \$10,000, and to date \$8,387 has been spent.
Proposed 24/25 Budget Allocation	The Training and Development Budget proposed for the upcoming financial year is \$30,000. Required funding associated with this report is subject to the 24/25 budget being approved. The budget should be considered in the context of, the prioritisation of projects, initiatives and service enhancements, and within the parameters of the LTFP to ensure long-term financial sustainability.
Life of Project, Service, Initiative or (Expectancy of) Asset	Not as a result of this report
23/24 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. The *Local Government Act 1999* (SA) (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. At the Council meeting on 30 January 2024, Council resolved in part:
  1. *Requests administration prepare a report to be presented at the City Finance and Governance Committee regarding LG-aligned Professional Development, taking into account previous mandatory training and the Mandatory Mid-term Council Leadership Refresher, which includes associated costs.*
3. It is noted that all Council Members are up to date with their mandatory training.
4. Since the commencement of the 2022 Council term, the sum of \$41,957 has been invested in Council Member training (a breakdown is listed below):

<b>Council Member Training &amp; Development</b>	
General councillors training & development	\$1,098.48
Jude Munro & Associates	\$2,448.86
<b>Sub-Total</b>	<b>\$3,547.34</b>

<b>Council Member Induction</b>	
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
<b>Sub-Total</b>	<b>\$36,760.27</b>

<b>Ongoing Council Member Training</b>	
Meeting Procedure training for Lord Mayor and Deputy Lord Mayor	\$1,650.00
<b>Sub-Total</b>	<b>\$1,650.00</b>

5. The Local Government Association (LGA) Training Standards requires all Council Members to complete a mid-term refresher training. This includes but is not limited to:
  - 5.1. A mid-term council workshop in the maintenance of effective working relationships amongst Council Members and with CEO/key staff;
  - 5.2. Refresher sessions on legal and financial responsibilities; and
  - 5.3. Refresher sessions on effective council meetings and procedures

## Training Provider

6. While a number of facilitators are currently available to deliver the mandatory mid-term training modules, the LGA has put together a panel of training experts and facilitators who will look to deliver the mandatory training through an engaging program.

## **Mandatory Mid-Term Training Modules**

### **7. Leadership Workshop Refresher**

- 7.1. This refresher module has a duration of approximately three hours and is delivered to Council Members face to face. This facilitated workshop meets the LGA Training Standard mid-term Council Leadership refresher requirements.
- 7.2. Skilled facilitators will support a highly interactive session in unpacking the strengths and effectiveness of Council's leadership. Understanding the value and differences in leadership styles, roles, and responsibilities and how best to work together.
- 7.3. This is an opportunity to 'check-in' mid-term, re-set as a Council leadership team and ensure Council is on track to deliver good outcomes for the remainder of the term.
- 7.4. Key learnings from this refresher module will be:
  - 7.4.1. Explore and check-in on Council's leadership purpose
  - 7.4.2. Heighten Council's capability to lead through shared conversations and learning
  - 7.4.3. Unpack the collective leadership behaviours
  - 7.4.4. Build and strengthen Council and CEO/Executive team culture
  - 7.4.5. Leverage leadership momentum for Council's success
- 7.5. The LGA has engaged a number of facilitators to assist in the delivery of this module.

### **8. Mid-term legal refresher**

- 8.1. This workshop has a duration of approximately two hours and will provide Council Members with a refresher on their key legal responsibilities under the Act and will focus in particular on integrity provisions including conflict of interest, gifts and benefits, duties and the Behavioural Standards for Council Members.
- 8.2. Key learnings from this refresher module will be:
  - 8.2.1. Identify the integrity provisions of the Act
  - 8.2.2. Identify the requirements and obligations for Council Members that constitute integrity provisions and the methods for complying with those provisions, and
  - 8.2.3. Identify the behavioural requirements that apply to Council Members and the behavioural management framework generally.
- 8.3. The facilitator for this module will be Norman Waterhouse.

### **9. Mid-term council meetings and procedures refresher**

- 9.1. This workshop has a duration of approximately two hours and will consist of a refresher on the requirements that apply to the holding and conduct of council and committee meetings. The role and purpose of information or briefing sessions will also be discussed.
- 9.2. Key learnings from this refresher module will be:
  - 9.2.1. Identify and apply meeting procedures that apply to council and committee meetings, and
  - 9.2.2. Identify methods for being an effective Council Member at council and committee meetings.
- 9.3. The facilitator for this module will be Norman Waterhouse.

### **10. Mid-term financial management refresher**

- 10.1. This refresher has a duration of approximately three hours and the training consists of two parts. The first part "Financial Management – Part A" has a focus on the annual business plan and budget.
- 10.2. Key learnings from Part A are:
  - 10.2.1. An understanding of the appropriate methods for managing public funds and raising revenue from rating and other sources
  - 10.2.2. An understanding of the process for developing the annual business plan and budget and, updating the financial plan, and
  - 10.2.3. The ability to read and understand the key financial planning documents.

- 10.3. The second part of this module “Financial Management – Part B” focuses on the quarterly budget review and audited financial reports.
  - 10.4. Key learnings from Part B are:
    - 10.4.1. An understanding of financial management terminology
    - 10.4.2. An understanding of the process for developing the quarterly budget review and audited financial report, and
    - 10.4.3. Increased ability to read and understand key financial reporting documents.
  11. The cost of this mid-term refresher program through the LGA is \$9,500 (for the bundled package) including GST.
  12. This would leave a remaining budget of approximately \$20K for the training and development of Council Members during the 24/25 financial year, noting the 24/25 annual business plan and budget is yet to be approved by Council.
  13. The pre-covid budget allocation for training and development for Council Members was \$20k.
  14. At the Council Meeting on 30 January 2024, Council also resolved in part:  
*“That Council:*
    2. *Requests administration undertake a review of the Council Member Training and Development Policy, including further clarification on Councillor training entitlement, budget and process and for the review to be presented at the City Finance and Governance Committee.”*
  15. A detailed review of the Council Member Training and Development Policy (the Policy) will be undertaken and presented to a future City Finance and Governance Committee.
  16. Along with the legislated provisions around mandatory training requirements, the Policy currently allows for Council Members to receive training and development in:
    - 16.1. technology
    - 16.2. seminars (online or in person)
    - 16.3. purchasing of training booklets and discussion papers
    - 16.4. professional development to enhance skills and knowledge required to perform official duties, and
    - 16.5. interstate conferences.
  17. As part of the commitment to reviewing the Policy, Administration will work with Council Members to review the Training Plan for the 24/25 period to ensure it remains relevant and optimal for Council Members to perform their duties.
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## ATTACHMENTS

Nil

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- END OF REPORT -