

Request for Council Member Professional Development Training

Tuesday, 24 September 2024
Council

Strategic Alignment - Our Corporation

Program Contact:

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Governance

Public

Approving Officer:

Anthony Spartalis, Chief
Operating Officer

EXECUTIVE SUMMARY

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

RECOMMENDATION

THAT COUNCIL

1. Considers the payment of course fees to a maximum amount of \$10,000, for Councillor Davis to attend an Australian Institute of Company Director's Course for the purposes of professional development.
 2. Notes that any course fee payable above the amount of \$10,000 and any other associated costs will be the responsibility of Councillor Davis.
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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.
24/25 Budget Allocation	The Council Member Training and Development Budget for 2024/25 is \$30,000. To date, \$12,270 has been spent on the Mid Term Mandatory Training Obligations for Council Members.
Proposed 25/26 Budget Allocation	Not as a result of this report
Life of Project, Service, Initiative or (Expectancy of) Asset	Not as a result of this report
24/25 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

Background

1. The *Local Government Act 1999* (SA) (the Act) requires a Council to prepare and adopt a training and development policy for Council Members.
2. At its meeting on 26 September 2023, Council adopted the Council Member Training and Development Policy (the Policy) ([Link 1](#)).
3. 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.
4. 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.
5. Part 3 of the Policy also sets out that any requests for training and development above the amount of \$5,000 required specific approval by Council. The Council Member must also provide the following information:
 1. How the request aligns to the performance and discharge of their official functions and duties;
 2. How the request contributes to the good governance and the strategic objectives of Council.

Request for Australian Institute of Company Directors (AICD) training from Councillor Davis

6. The Lord Mayor has received a request from Councillor Davis to undertake professional development training delivered by the Australian Institute of Company Directors (AICD).
7. In response to addressing Part 3 of the Policy, Councillor Davis has advised “that the Lord Mayor recommended this course to him and has articulated to the Lord Mayor, that this course will provide him with a better understanding of governance and the course content covered by the AICD Course will lead to better governance and outcomes for the City.”
8. The Lord Mayor recommends that all Council Members should consider professional development opportunities through the AICD.
9. If approval under Part 3 of the Policy is granted, Councillor Davis will be required to provide a report to Council at the completion of the course detailing how he will apply the skills gained. If a Member does not provide a report or fails to complete the course, costs are to be refunded to Council.
10. Councillor Davis has indicated a preference to undertake any training face to face, in Melbourne, with any costs outside of course fees to be payable by Councillor Davis directly.
11. Councillor Davis has requested a contribution of a maximum of \$10,000 to be approved by Council.
12. At the time of finalising this report Councillor Davis was yet to confirm with Administration or the Lord Mayor which course he wished to enrol in.
13. Administration has identified two AICD courses ([Link 2](#)) for which Councillor Davis would be eligible for enrolment. The details of each course are set out below and each is designed for individual enrolment for professional development purposes:
 - 13.1. 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. This 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 \$4,050 (members) or \$5,550 (non-members) for in-person training.
 - 13.2. 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 \$9,300 (members) or \$12,600 (non-members) for in-person training.
14. The report presented to Council on 30 January 2024 regarding requests for Council Member Professional Development Training included detailed information regarding the AICD training courses listed above and the AICD Governance Essentials for Local Government program which is available for groups such as Council Members. That report ([Link 3](#)) recommended that the Governance Essentials for Local Government Program was a more appropriate and cost effective development opportunity for Council Members.

15. The modules in the Governance Essentials for Local Government program are:
 - 15.1. The role of the Council and Councillor – examines the governance role of the council
 - 15.2. 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
 - 15.3. 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
 - 15.4. Introduction to Financial Information for Councillors – provides an introduction to understanding financial reports within the regulatory requirements of local government
16. Should Council Members be interested in this in-house program, Administration will work with AICD to obtain an up-to-date quote and will present this to Council for consideration. The quote provided in January 2024, for all Council Members to undertake this in-house course was \$35,112 (i.e. \$2,926 per Council Member).
17. Administration has considered several council specific courses provided by the Local Government Association of South Australia (LGA SA). It is noted that the content of these trainings is largely incorporated into Council Member Mandatory Training modules.
18. Should Council approve this request, Administration will liaise with Councillor Davis to arrange the course enrolment.
19. Councillor Davis has indicated that he intends to commence this training this year, pending availability.

Other Considerations

20. Council has previously approved an allocation of \$4,500 for Councillor Davis to fund the registration fees for the Young Leadership Dialogue Program paid within the 2023/24 Financial Year. Administration understands that Councillor Davis is still completing this Program.
21. Council Members are currently undertaking the Council Member Mandatory Mid-Term training sessions which include the following modules:
 - 21.1. Leadership Workshop Refresher
 - 21.2. Mid-term Legal Refresher
 - 21.3. Mid-term Council Meetings and Procedures Refresher
 - 21.4. Mid-term Financial Management Refresher.
22. The total costs associated with the Mandatory Mid-Term Training Sessions is \$12,270.
23. At the Council Meeting on 30 January 2024, Council resolved in part that:
 - 23.1. 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.
 - 23.2. 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.'
24. Administration is currently undertaking a review of the Council Member Training and Development Policy and anticipates that we will be in a position to present this to a City Finance and Governance Committee in the foreseeable future.

Budget implications

25. Through the adoption of the 2024/25 Business Plan and Budget, Council approved an allocation of \$30,000 for the purposes of Council Member Training and Development.
26. To date, \$12,270 has been spent, inclusive of the Council Member Mandatory Mid-Term training. This amount does not include any additional sessions that may need to be run for those Council Members who have been unable to attend the mandatory training sessions.
27. Should Council Members approve this request and the full \$10,000 is allocated, a budget of approximately \$7,730 will remain available for the remainder of the 2024/25 Financial Year.

DATA AND SUPPORTING INFORMATION

Link 1 - [Council Member Training and Development Policy](#)

Link 2 - [Australian Institute of Company Directors Courses](#)

Link 3 – [30 January 2024 Council report](#)

ATTACHMENTS

Nil

- END OF REPORT -