

# Council Member Training and Development Policy Review

Strategic Alignment - Our Corporation

Public

Tuesday, 19 November 2024  
City Finance and Governance Committee

**Program Contact:**  
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Governance

**Approving Officer:**  
Anthony Spartalis, Chief  
Operating Officer

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## EXECUTIVE SUMMARY

At its meeting on 30 January 2024, Council requested Administration to review the Council Member Training and Development Policy (the Policy) to provide clarity on Council Member Training and Development entitlements. The review of the Policy is aligned to its annual review, has now been undertaken with minor improvements to the Policy identified and proposed.

The Policy sets out that Council will adopt a training and development plan, which shapes the training and development opportunities provided to Council Members. As the mandatory mid-term training has now been substantially completed, Administration will conduct a survey and gap analysis to identify topics for which Council Members believe that further training would be beneficial and will present a draft training plan for the remainder of the municipal term to Council in February 2025, taking into consideration potential budget implications and appropriate delivery methods.

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## RECOMMENDATION

The following recommendation will be presented to Council on 26 November 2024 for consideration

THAT THE CITY FINANCE AND GOVERNANCE COMMITTEE RECOMMENDS TO COUNCIL

THAT COUNCIL

1. Notes that a Council Member Training and Development Plan will be presented to Council for consideration in February 2025.
  2. Notes that a survey will be distributed to Council Members which will inform the content of the Council Member Training and Development Plan.
  3. Adopts the revised Council Member Training and Development Policy as contained in Attachment A to Item 7.8 on the Agenda of the City Finance and Governance Committee held on 19 November 2024.
  4. Authorises the Chief Executive Officer to make any typographical or syntactical updates as required to finalise the Council Member Training and Development Policy as contained in Attachment A to Item 7.8 on the Agenda of the City Finance and Governance Committee held on 19 November 2024.
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## IMPLICATIONS AND FINANCIALS

City of Adelaide 2024-2028 Strategic Plan	<b>Strategic Alignment – Our Corporation</b> Enable effective governance, risk management, accountability and transparency at all times in decision making
Policy	Council Member Training and Development Policy ( <a href="#">Link 1</a> )
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>
Opportunities	Not as a result of this report
24/25 Budget Allocation	The 24/25 budget for Council Member Training and Development is \$30,000, with \$11,134 currently spent, exclusive of expected expenses yet to be reconciled.
Proposed 25/26 Budget Allocation	The 25/26 budget allocation for Council Member Training and Development will be determined through the 25/26 Business Plan and Budget process and will inform the training provided throughout the 25/26 financial year.
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. Under section 80A of the *Local Government Act 1999* (SA), Council must adopt a Training and Development Policy in accordance with regulation 8AA of the *Local Government (General) Regulations 2013* and the *Local Government Association Standards* (LGA Standards).
2. On 26 September 2023 Council adopted the Council Member Training and Development Policy (the Policy) with the annual review of the Policy now due.
3. At its meeting on 30 January 2024, Council requested that Administration review the Policy and bring it back to a future meeting of the City Finance and Governance Committee meeting for consideration, resolving 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.*
  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.*
4. In response to the Council Decision above, and as the Mandatory Council Member mid-term training has now been substantially completed, a survey and knowledge gap analysis will be distributed to Council Members which will inform the training plan to be presented to Council in February 2025.
5. Administration has completed a comprehensive review of the Policy in alignment with its annual review requirement and the request from Council to clarify Council Member Training and Development entitlements. Several points of improvement have been identified and are detailed in the table below. A tracked changes version of the complete document is available at [Link 2](#):

Current Policy	Proposed amendment
Whole document	<ul style="list-style-type: none"> <li>• Minor editorial amendments</li> <li>• Alignment of format to the standard City of Adelaide policy template.</li> </ul>
Part 1 - Training and Development Plan	<ul style="list-style-type: none"> <li>• Updated to reflect mandatory mid-term refresher training requirements and inclusion of references to LGA Training Standards.</li> </ul>
Part 2 - Council Member Training Requests	<ul style="list-style-type: none"> <li>• Insertion of title</li> <li>• Updated for clarity and delineation between requests for Council Member Training and Council Member Professional Development Requests</li> <li>• Amended for consistency in approvals processes with Council Member Development Requests</li> <li>• Inclusion - all requests are subject to budgetary considerations.</li> </ul>
Part 3 - Council Member Professional Development Requests	<ul style="list-style-type: none"> <li>• Insertion of title</li> <li>• Updated for clarity and delineation between requests for Council Member Training and Council Member Professional Development Requests</li> <li>• Inclusion - all requests are subject to budgetary considerations.</li> <li>• Alignment of Lord Mayor and Elected Member Travel to the Council Member Allowances and Benefits Policy.</li> </ul>

Part 5 – Training Plan	<ul style="list-style-type: none"> <li>• Inclusion - reference to mandatory mid-term refresher training.</li> </ul>
Annual Budget Allocation	<ul style="list-style-type: none"> <li>• Updated to reflect that the budget is set by Council during the business plan and budget process.</li> </ul>

**Next Steps**

6. Administration is currently updating the Council Member Training Plan and will distribute a survey to Council Members, the responses of which will assist in shaping the Council Member Training Plan for the remainder of the Council term, to be presented to Council in February 2025.

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## DATA AND SUPPORTING INFORMATION

**Link 1** – Current Council Member Training and Development Policy

**Link 2** – Revised Council Member Training and Development Policy with tracked changes

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## ATTACHMENTS

**Attachment A** – Revised Council Member Training and Development Policy

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