

Council Members Training and Development Plan

Strategic Alignment - Our Corporation

Public

Tuesday, 15 April 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 endorsement of the draft Council Member Training Plan.

At the meeting of the City Finance and Governance Committee on 18 March 2025, the vote on the report recommendation to endorse the plan was lost.

Administration is again presenting the Council Member Training Plan to Committee for endorsement as the Council Member Training and Development Policy requires Council to have a Training Plan.

On 4 February 2025, a survey was distributed to Council Members to gauge Council Member interest in Local Government aligned training and development opportunities, including further training on the Mandatory Training subjects set by the Local Government Association SA Training Standards for Council Members.

Responses to the survey indicated training in relation to the following topics would be beneficial:

- Council Meetings and Procedures Refresher
- Legal Refresher
- Strategic Thinking
- Understanding Sustainable Debt (LGFA)
- Effective Community Engagement (IAP2)

A draft Council Member Training Plan informed by the survey responses has been prepared for the remainder of the Council term. Its delivery is subject to allocations for the 2025/26 Council Member Training and Development Budget.

RECOMMENDATION

The following recommendation will be presented to Council on 22 April 2025 for consideration

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

1. Notes the draft 2025/26 Council Member Training Plan as contained in Attachment A to Item 7.5 on the Agenda for the meeting of the City Finance and Governance Committee held on 15 April 2025.
 2. Notes that finalisation of the draft 2025/26 Council Member Training Plan as contained in Attachment A to Item 7.5 on the Agenda for the meeting of the City Finance and Governance Committee held on 15 April 2025, is dependent on the adoption of the 2025/26 Business Plan and Budget.
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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
24/25 Budget Allocation	The 24/25 budget allocation for Council Member Training and Development is \$30,000. To date, \$23,654.29 has been spent, leaving a remaining allocation of \$6,345.71 for the 24/25 Financial Year.
Proposed 25/26 Budget Allocation	The 25/26 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
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

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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 4 February 2025, a survey was distributed to Council Members to assist Administration in preparing the 2025/26 Council Member Training Plan, gauging areas of interest and self-identifying any knowledge gaps.
3. The survey requested that Council Members indicate whether further training on the Mandatory Training subjects, as determined by the Local Government Association SA (LGA), would be beneficial, including:
 - 3.1. Leadership Refresher
 - 3.2. Legal Refresher
 - 3.3. Council Meetings and Procedures Refresher
 - 3.4. Financial Management Refresher
4. The survey also provided an opportunity for Council Members to indicate their interest in optional training subjects in alignment with the LGA training framework, including:
 - 4.1. Media Training for Council Members
 - 4.2. Disability Access and Inclusion Awareness Training
 - 4.3. Diversity and Inclusion
 - 4.4. Reconciliation – Kurna Cultural Learning
 - 4.5. Effective Community Engagement (IAP2)
 - 4.6. Ethics in Leadership
 - 4.7. Strategic Thinking
 - 4.8. Understanding Sustainable Debt (LGFA)

Survey Results

5. Responses received indicated a preference for the following topics:
 - 5.1. Council Meetings and Procedures Refresher
 - 5.2. Legal Refresher
 - 5.3. Strategic Thinking
 - 5.4. Understanding Sustainable Debt (LGFA)
 - 5.5. Effective Community Engagement (IAP2)

Training Plan Development

6. The draft 2025/26 Council Member Training Plan has been informed by the survey and is broken down below to frame forward budget allocations.
 - 6.1. **Council Meetings and Procedures Refresher** – to assist Council Members in their comprehension of 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.
 - 6.1.1 Delivery method: In-house
 - 6.1.2 Proposed Provider: Norman Waterhouse Lawyers
 - 6.1.3 Proposed timing: February 2026 (note – to be combined with Legal Refresher, 6.2 below)
 - 6.2. **Legal Refresher** – to assist Council Members in their comprehension of their legal obligations under the Local Government Act 1999 (SA) and other relevant legislation, including but not limited to Conflicts of Interest, confidentiality, registers and returns, legal protections and oversight and behavioural standards.
 - 6.2.1 Delivery method: In-house
 - 6.2.2 Proposed Provider: Norman Waterhouse Lawyers

6.2.3 Proposed timing: February 2026 (note – to be combined with Council Meetings and Procedures Refresher, 6.1 above)

- 6.3. **Strategic Thinking** – the Australian Institute of Management provides a short course option ‘Applying Strategic Thinking’. This course can be a tailored in-house session, working with a facilitator to align the course with the City of Adelaide’s strategic objectives and desired outcomes. The standard two-day course can be attended in person at their Adelaide campus.

6.3.1 Delivery options:

6.3.1.1 Inhouse (Tailored)

6.3.1.2 In person – Adelaide Campus

6.3.2 Proposed provider: Australian Institute of Management

6.3.3 Proposed timing: Inhouse/In person – September 2025

- 6.4. **Understanding Sustainable Debt** – tailored session to provide Council Members an in depth understanding regarding the responsible use of debt by the South Australian Local Government sector.

6.4.1 Delivery method: In-house

6.4.2 Proposed provider: Local Government Finance Authority

6.4.3 Proposed timing: July/August 2025 (*in alignment with LTFP considerations*)

- 6.5. **Effective Community Engagement (IAP2)** – a tailored session facilitated by the International Association for Public Participation in relation to effective community engagement.

6.5.1 Delivery method: In-house

6.5.2 Proposed provider: IAP2

6.5.3 Proposed timing: Mark/April 2026

Cost Sharing

7. To increase opportunities and assist in minimising costs to Council in relation to inhouse training options, Administration can where appropriate engage with metropolitan Councils to gauge their respective Council Members’ interest in participating in larger group training sessions.

Other Considerations

8. Council Member Training and Development opportunities are undertaken in addition to the Council Member’s standard commitments.
9. Administration received survey feedback suggesting subjects which may be beneficial to Council Members, including:
- 9.1. Conflict Resolution and Negotiation
 - 9.2. Crisis Management and Emergency Response
 - 9.3. The Mechanics of Governments
 - 9.4. Policy Analysis and Development
 - 9.5. Technology and Digital Transformation
10. If Council Members are interested in these subjects, Administration will investigate potential providers and options, update the draft 2025/26 Council Member Training Plan and report back to Council with updated costing information and timelines.

Next Steps

11. Once Council has adopted the 2025/26 Council Member Training and Development Budget Allocation through the annual Business Plan and Budget Process, Administration will present an updated 2025/26 Council Member Training Plan to Council for approval, including costs.
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ATTACHMENTS

Attachment A – Draft Council Member Training Plan

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