



## **AGENDA**

### **FOR GOVERNANCE AND COMPLIANCE COMMITTEE MEETING TO BE HELD ON**

**15 JULY 2024 AT THE CONCLUSION OF THE FINANCE AND CORPORATE  
SERVICES COMMITTEE**

**IN WITTBER & DR RUBY DAVY ROOMS, SALISBURY COMMUNITY HUB,  
34 CHURCH STREET, SALISBURY**

#### **MEMBERS**

Cr P Jensen (Chairman)  
Mayor G Aldridge (ex officio)  
Cr L Brug  
Cr J Chewparsad  
Cr K Grenfell  
Cr D Hood (Deputy Chairman)  
Cr S McKell

#### **REQUIRED STAFF**

Chief Executive Officer, Mr J Harry  
Deputy Chief Executive Officer, Mr C Mansueto  
General Manager City Infrastructure, Mr J Devine  
General Manager Community Development, Mrs A Pokoney Cramey  
General Manager City Development, Ms M English  
Manager Governance, Mr R Deco  
Team Leader Council Governance, Ms J O'Keefe-Craig

#### **APOLOGIES**

#### **LEAVE OF ABSENCE**

#### **PRESENTATION OF MINUTES**

Presentation of the Minutes of the Governance and Compliance Committee Meeting held on 17 June 2024.

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## REPORTS

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## QUESTIONS ON NOTICE

*There are no Questions on Notice.*

## MOTIONS ON NOTICE

*There are no Motions on Notice.*

## OTHER BUSINESS

*(Questions Without Notice, Motions Without Notice, CEO Update)*

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## ORDERS TO EXCLUDE THE PUBLIC

### 3.4.1 Appointment of Independent Members on the Council Assessment Panel Recommendation

Pursuant to section 83(5) of the *Local Government Act 1999* the Chief Executive Officer has indicated that, if the Committee so determines, this matter may be considered in confidence under Part 3 of the *Local Government Act 1999* on grounds that:

1. *Pursuant to Section 90(2) and (3)(a) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:*
  - *it relates to information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).*
2. *In weighing up the factors related to disclosure,*
  - *disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations*
  - *Information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person.*

*On that basis the public's interest is best served by not disclosing the **Appointment of Independent Members on the Council Assessment Panel** item and discussion at this point in time.*

3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.*

CLOSE







**MINUTES OF GOVERNANCE AND COMPLIANCE COMMITTEE MEETING HELD IN  
WITTBER & DR RUBY DAVY ROOMS, SALISBURY COMMUNITY HUB,**

**34 CHURCH STREET, SALISBURY ON**

**17 JUNE 2024**

**MEMBERS PRESENT**

Mayor G Aldridge (ex officio)  
Cr L Brug  
Cr J Chewparsad  
Cr K Grenfell  
Cr D Hood (Deputy Chairman) (*Cr D Hood as Deputy Chair presided over the meeting as Cr P Jensen was an apology*)  
Cr S McKell

**STAFF**

Deputy Chief Executive Officer, Mr C Mansueto  
General Manager City Development, Ms M English  
Team Leader Governance, Ms J O'Keefe-Craig  
Governance Administration Officer, Ms K Hernen

The meeting commenced at 6:52pm.

The Chairman welcomed the Elected Members, members of the public and staff to the meeting.

**APOLOGIES**

An apology has been received from Cr P Jensen.

**LEAVE OF ABSENCE**

Nil.

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## PRESENTATION OF MINUTES

Moved Cr K Grenfell  
Seconded Cr S McKell

The Minutes of the Governance and Compliance Committee Meeting held on 20 May 2024, be taken as read and confirmed.

**CARRIED**

## REPORTS

### *Administration*

#### **3.0.1 Future Reports for the Governance and Compliance Committee**

Moved Cr J Chewparsad  
Seconded Mayor G Aldridge

That Council:

1. Notes the report.

**CARRIED**

### *For Decision*

#### **3.1.1 Dog and Cat Management (Breeder Reforms) Amendment Bill 2024**

Moved Cr L Brug  
Seconded Cr S McKell

That Council:

1. Endorses the draft submission on the *Dog and Cat Management (Breeder Reforms) Amendment Bill 2024* as presented in Attachment 1 to this report (Item No. 3.1.1, Governance and Compliance Committee 17 June 2024.)
2. Authorises the Administration to lodge the submission on the *Dog and Cat Management (Breeder Reforms) Amendment Bill 2024* in Attachment 1 to this report (Item No. 3.1.1, Governance and Compliance Committee 17 June 2024).
3. Notes that the *Dog and Cat Management (Breeder Reforms) Amendment Bill 2024* does not address any significant changes in cat management.

4. Authorises the draft letter to the Minister for Climate, Environment and Water; the Dog and Cat Management Board and the Local Government Association of South Australia to advocate for amendments to the *Dog and Cat Management Act 1995* in Attachment 4 to this report (Item No. 3.1.1, Governance and Compliance Committee 17 June 2024). that will provide for consistent application of laws relating to cats to support consistency in cat management across the State and metropolitan areas.

**CARRIED**

#### **QUESTIONS ON NOTICE**

*There were no Questions on Notice.*

#### **MOTIONS ON NOTICE**

*There were no Motions on Notice.*

#### **OTHER BUSINESS**

*(Questions Without Notice, Motions Without Notice, CEO Update)*

*There were no Other Business Items.*

The meeting closed at 6:55pm.

CHAIRMAN.....

DATE.....



<b>ITEM</b>	3.0.1
	<b>GOVERNANCE AND COMPLIANCE COMMITTEE</b>
<b>DATE</b>	15 July 2024
<b>HEADING</b>	Future Reports for the Governance and Compliance Committee
<b>AUTHOR</b>	Joy O’Keefe-Craig, Team Leader Council Governance, CEO and Governance
<b>CITY PLAN LINKS</b>	4.2 We deliver quality outcomes that meet the needs of our community
<b>SUMMARY</b>	This item details reports to be presented to the Governance and Compliance Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral.

**RECOMMENDATION**That Council:

1. Notes the report.

**ATTACHMENTS**

There are no attachments to this report.

**1. BACKGROUND**

- 1.1 A list of resolutions requiring a future report to Council are presented to each committee for noting.

**2. EXTERNAL CONSULTATION / COMMUNICATION**

- 2.1 No external consultation was required in the development of this report.

**3. REPORT**

- 3.1 The following table outlines the reports to be presented to the Governance and Compliance Committee as a result of a Council resolution:

Meeting Item	- Heading and Resolution	Officer
27/06/2022	<b>Community Compliance Resources</b>	John Darzanos
3.2.1	2. Approves a report on the Community Compliance resources and outcomes be presented to Council by 30 November 2023 to enable consideration of required resource demands without the impacts of COVID-19 on both staff and the community.  Due: May 2024 Deferred: August 2024 Reason: Staff are undertaking a review of resource impacts across the Community Compliance team resulting from recent legislative changes and operational changes associated with <i>Local Nuisance and Litter Control Act 2016</i> , and the operational requirements at the Pooraka Pound and intend to provide a report addressing these combined impacts. Due to the preliminary identified potential resource requirements and associated budget impacts affecting the Community Compliance service area it is intended to present findings and options to correlate with the 2024/25 first quarter budget review process for Council consideration.	
23/10/2023	<b>Consideration of Adoption of Employee Behavioural Standards</b>	Kia Logan
3.1.4	2. Gives further consideration to the adoption of additional behavioural standards in 12 months time.  Due: October 2024	

#### 4. CONCLUSION / PROPOSAL

- 4.1 Future reports for the Governance and Compliance Committee have been reviewed and are presented for noting.

<b>ITEM</b>	3.1.1
	<b>GOVERNANCE AND COMPLIANCE COMMITTEE</b>
<b>DATE</b>	15 July 2024
<b>HEADING</b>	2024 Local Government Association Annual General Meeting - Proposed Items of Business
<b>AUTHOR</b>	Michelle Woods, Governance Officer, CEO and Governance
<b>CITY PLAN LINKS</b>	4.4 We plan effectively to address community needs and identify new opportunities
<b>SUMMARY</b>	This report presents information with respect to the Annual General Meeting (AGM) of the Local Government Association (LGA) to be held on Friday 22 November 2024 and to consider proposed items of business for the meeting.

## **RECOMMENDATION**

### That Council:

1. Notes the information relating to the Friday 22 November 2024 Local Government Association Ordinary General Meeting.

## **ATTACHMENTS**

This document should be read in conjunction with the following attachments:

1. Guidelines and Frequently Asked Questions

### **1. BACKGROUND**

- 1.1 The LGA AGM will be held on Friday 22 November 2024.
- 1.2 The AGM is held to consider items of strategic importance to local government and the LGA as recommended by the South Australian Regional Organisation of Councils (SAROC), Greater Adelaide Regional Organisation of Councils (GAROC) or the LGA Board of Directors. The City of Salisbury is a member of GAROC.
- 1.3 When a draft program for this event is released, it will be made available to all Elected Members to review and determine if they wish to attend.

### **2. EXTERNAL CONSULTATION / COMMUNICATION**

- 2.1 No external consultation was required in the preparation of this report.

### **3. DISCUSSION**

#### **Process for Submission of Proposed Items of Business**

- 3.1 Member councils may at any time throughout the year propose an item of business for a General Meeting.

- 3.2 Proposals should be accompanied by sufficient supporting information to assist SAROC, GAROC and the Board of Directors to make informed decisions and recommendations. Councils are encouraged to discuss proposed items of business with the LGA Secretariat prior to being submitted.
- 3.3 It is at the discretion of councils whether to refer an item to their relevant Regional Organisation of Councils (SAROC or GAROC) or the Board of Directors.
- 3.4 Guidelines and Frequently Asked Questions on how proposed items of business are submitted and considered are attached for reference. All items of business should comply with these guidelines.
- 3.5 In order for items of business to be considered for the 22 November 2024 AGM, proposals must be received by the LGA no later than Friday \*\* August 2024.
- 3.6 Proposals received after this date will not be considered for the 2024 AGM, but will be held for the LGA Ordinary General Meeting (OGM) in April 2025.
- 3.7 All proposed items will be considered by either SAROC, GAROC or the Board of Directors and must be approved by them for inclusion in the agenda for the AGM.
- 3.8 The LGA will supply the AGM agenda to Councils at least 30 days prior to the meeting.
- 3.9 If there are issues Council considers appropriate to be submitted as an item of business for the LGA AGM, a resolution will need to be made.

#### **Voting Delegates**

- 3.10 In November 2022, Council resolved Deputy Mayor, Cr Chad Buchanan be appointed as voting delegate for the LGA and Cr Peter Jensen as deputy voting delegate.
- 3.11 Under the LGA Constitution the AGM agenda is due to be distributed at least 30 days before the meeting.
- 3.12 A summary of the matters being considered at LGA General Meetings (Annual and Ordinary) are presented to Council for information and to provide an opportunity to put forward a position on any item as it sees fit.
- 3.13 The Chief Executive Officer (CEO) then provides a recommended voting position where relevant.
- 3.14 A report will be presented to the October Governance and Compliance Committee, which will include advice from the Chief Executive Officer in relation to each item of business, allowing Members to provide direction to the voting delegate if deemed relevant.

#### **4. CONCLUSION**

- 4.1 Council is asked to consider items of business they would like to submit for the LGA AGM to be held on 22 November 2024.
- 4.2 A further report providing the items of business to be considered at the October AGM will be presented to allow Council the opportunity to provide direction to the voting delegate.



## Items of business for LGA General Meetings

**Frequently Asked  
Questions**

June 2023

## Items of business for LGA General Meetings

### Introduction

The Local Government Association of South Australia (LGA) schedules two General Meetings each year:

- the Ordinary General Meeting (OGM) is held annually in April or May; and
- the Annual General Meeting (AGM) is held annually in October or November.

A key purpose of the AGM/OGM is to bring together member councils to consider 'items of business' that are of strategic importance to local government.

Proposing and voting on items of business for a General Meeting is one of the important ways that member councils participate in the development of policy and strategy on issues and influence the advocacy agenda for local government in matters affecting councils and their communities.

This FAQ provides helpful guidance to councils about how to successfully participate in this process.

### General overview of process

Items of business can be submitted by member councils to either SAROC, GAROC or the LGA Board of Directors for approval to be placed on the agenda of a General Meeting.

It is at the discretion of councils whether to refer an item to SAROC (regional councils), GAROC (metro councils) or the LGA Board of Directors. As a general guide, all policy and advocacy matters should be referred to SAROC or GAROC, and matters related to the operations of the LGA should be referred to the LGA Board.

Items of business can be submitted at any time during the year. Councils do not need to wait for the call for items from the LGA. However, to enable all items to be assessed by the relevant body and for reports to be prepared and included in the Agenda, a closing date is determined for each General Meeting. This closing date will typically be around 8-10 weeks prior to each General Meeting. If you miss the deadline, you can still submit your item, but it will be held until the following General Meeting.

Councils must submit their items by completing and submitting the LGA General Meeting - Proposed Item of Business form.

Proposals should be accompanied by enough supporting information to make informed decisions and recommendations. Councils are encouraged to discuss proposed items of business with the LGA Secretariat before they are submitted for advice on LGA policy, current activities and the type of supporting evidence or documentation that may be required.

SAROC, GAROC, or the LGA Board of Directors may decide to approve an item of business for inclusion on the agenda of a General Meeting. If appropriate, they may determine another course of action, including approving with amendments, requesting further information, referring the matter back to the council, or resolving that the matter be dealt with by the LGA/SAROC/GAROC without progressing to an OGM/AGM.

Once an item of business has been recommended for inclusion on the agenda for a General Meeting, and subsequently carried by member councils by a majority vote, the LGA will use its best endeavors to achieve the outcomes sought by member councils based on available resources.

Before proposing an item of business, member councils are encouraged to carefully consider the following *Frequently Asked Questions* and to refer to the *Guidelines on Considering Proposed Items of Business for LGA General Meetings*<sup>1</sup>.

### **Frequently Asked Questions**

- Why should I consider an item of business for an LGA general meeting?
- What is a 'strategically important' issue?
- What supporting evidence does the LGA need to consider my item of business?
- When should I submit a proposed item of business to the LGA?
- I have read the agenda for the next General Meeting and think an issue needs to be on there. Can I submit a late item of business?
- How do I submit a proposed item of business?
- Can I write a letter to the LGA President or CEO to submit a proposed item of business?
- Who makes the decision on my proposed item of business / where should I refer my item of business to?
- Why might the LGA decide not to allow my proposed item of business to go to a General Meeting?
- Can I get help to prepare a proposed item of business?

### **Why should I consider an item of business for an LGA general meeting?**

- Member councils should consider submitting a proposed item of business if they believe there is an opportunity for the LGA to take the lead on an issue that is strategically important to local government and will benefit the sector as a whole.
- There is significant value and impact in local government speaking with one voice through the LGA to influence State and Federal Government setting the policy, legislation and funding arrangements that support the delivery of council services and operations. Similarly, the LGA can bring councils together to assist with capacity building and knowledge sharing within local government.

### **What is a 'strategically important' issue?**

- The policies and activities that are resolved at the LGA General Meetings are important in guiding the priorities and work plans of the LGA, and it is important that the Association's resources are focussed on the issues that will be of the greatest benefit to councils and communities.
- Generally, an item may be deemed to strategically important if:
  - it has direct relevance to the role of local government, or council services and operations
  - it will benefit the local government sector as a whole
  - there is alignment with LGA/SAROC/GAROC strategic and business plans
  - there is alignment with the LGA Policy Manual.

<sup>1</sup> [https://www.lga.sa.gov.au/\\_data/assets/pdf\\_file/0032/467744/ECM\\_670949\\_v6\\_Guidelines-Considering-Proposed-Items-of-Business-for-LGA-General-Meetings-2.pdf](https://www.lga.sa.gov.au/_data/assets/pdf_file/0032/467744/ECM_670949_v6_Guidelines-Considering-Proposed-Items-of-Business-for-LGA-General-Meetings-2.pdf)

### ***What supporting evidence does the LGA need to consider my item of business?***

- Good public policy positions need to be supported by solid evidence so that the issues are well understood and that the proposed course of action provides the most efficient and effective solution.
- A strong evidence base is critical to successful advocacy, particularly when trying to change government policy, influence public opinion or attract additional funding.
- To support SAROC, GAROC and the LGA Board of Directors in determining whether an item of business should be recommended to an LGA General Meeting, all submissions should provide a summary of the issue, a clear definition of the problem and its impact on local government or council services and operations. Information should be provided on any relevant legislation, policy settings and relevant research reports and papers.
- If sufficient supporting evidence is not provided, SAROC, GAROC or the LGA Board of Directors may refer an item back to the submitting council with a request for further information.
- In many cases the evidence needed to support a position might not be readily available. In these circumstances it is best for a motion to seek further investigation of an issue and/or further consultation with councils, rather than seeking endorsement of a specific policy position or action.

### ***When should I submit a proposed item of business to the LGA?***

- Items of business for LGA General Meetings can be submitted at any time throughout the year.
- A proposed item of business will be referred to SAROC, GAROC or the LGA Board of Directors at their next available meeting, along with a report with recommendations from the LGA Secretariat.
- The LGA will advise member councils of the final date for submitting proposed items of business for the next available General Meeting. This 'closing date' is required to ensure that the LGA Secretariat can engage with the submitting councils and make recommendations to SAROC, GAROC or the LGA Board of Directors at their meeting prior to preparation of the General Meeting Agenda.
- Generally, proposed items of business for the Annual General Meeting (October/November) need to be with the LGA in August and proposed items of business for the Ordinary General Meeting (April/May) need to be with the LGA in February.
- The 'closing date' for each General Meeting is communicated to councils via LGA Latest News, typically five months in advance.

### ***I have read the agenda for the next General Meeting and think an issue needs to be on there. Can I submit a late item of business?***

- No. Once the Agenda has been finalised for a General Meeting, no further items of business will be accepted for that Meeting. The Agenda is provided to councils at least 30 days prior to a General Meeting to enable each council to discuss and determine a position on the items of business.
- Any items that are received after the closing date will be held until the following General Meeting.



- The LGA Board of Directors, SAROC and GAROC may decide to progress an issue that is strategically important to local government if there is a level of urgency required to deal with the issue outside of the scheduling for the LGA General Meetings.

#### ***How do I submit a proposed item of business?***

- To submit a proposal please complete the *LGA General Meeting - Proposed Item of Business* form. This form requires councils to identify:
  - Which body the proposed item of business is being referred to ie SAROC, GAROC or the LGA Board of Directors.
  - The subject of the proposed item of business - a short title is preferred.
  - The proposed motion for the General Meeting – a succinct and clear motion ie that the Annual / Ordinary General Meeting requests the LGA to....
  - Supporting information - attachments are permitted to ensure adequate supporting information is provided.
  - Alignment to the LGA Policy Manual - consider if this item requires a change to the LGA Policy Manual (new policy or amendment to existing policy)?
  - Alignment to LGA Strategic Plan reference - identify links to one key initiative and one strategy.
  - A Council Contact Officer responsible for submitting form - the LGA may wish to liaise with the proposing council to request additional information or consult on potential amendments to the motion.
  - Council Meeting minute reference and date of meeting - all proposed items of business must be appropriately considered by the submitting council before being sent to the LGA.

#### ***Can I write a letter to the LGA President or CEO to submit a proposed item of business?***

- No. To ensure that all the required information is provided and that proposed items of business are handled correctly by the LGA Secretariat, please use the LGA General Meeting - Proposed Item of Business form and submit it to [lgasa@lga.sa.gov.au](mailto:lgasa@lga.sa.gov.au)

#### ***Who makes the decision on my proposed item of business / where should I refer my item of business to?***

- It is at the discretion of councils whether to refer an item to SAROC, GAROC or the LGA Board of Directors.
- The Guidelines on Considering Proposed Items of Business for LGA General Meetings, suggests that items should be referred to SAROC (from regional member councils) or GAROC (from metropolitan member councils) if they relate to the development of LGA policy and strategy, advocacy issues, the LGA Policy Manual, and operational matters related to SAROC or GAROC.
- Otherwise items should be referred to the LGA Board of Directors if related to:
  - the LGA Constitution or Ancillary Documents
  - a subsidiary of the LGA

- a commercial service provided (or proposed to be provided) by the LGA
- an activity requiring the allocation of significant resources by the LGA
- any LGA operational matter

Regional councils may choose to refer their proposed items of business to their Regional LGA prior to submitting with the LGA. This is not required, but it often assists councils with refining the proposed actions and may help to inform and build support for the proposed item of business in their region.

### ***Why might the LGA decide not to allow my proposed item of business to go to a General Meeting?***

An item may not be recommended for consideration at a General Meeting:

- If it is not considered to be 'strategically important' to local government; for example, it is not an issue that is within the scope of local government to address or influence.
- If progressing the item would impact negatively on the reputation of local government in South Australia.
- If an issue is only relevant to a particular group of councils it may be referred back to a council or Regional LGA, or resolved that the matter be dealt with by SAROC (for regional issues) or GAROC (for metropolitan issues) without progressing to a General Meeting.
- If there is insufficient supporting evidence provided in support of the policy position or course of action being sought. In some instances, an item may be referred back to the submitting council with a request for further information.
- In circumstances where the evidence needed to support a position might not be readily available, it would be appropriate for a proposed item of business to request that the LGA seeks further investigation and/or further consultation with councils, rather than seeking endorsement of a specific policy position or action.
- If the LGA already has a supportive policy position in relation to the proposed item, further consideration by members at a General Meeting may not be required.
- If there are a lack of resources available to the LGA to progress the proposed item of business. In some cases, the items of business put forward by members require significant resources to be allocated in order to achieve the desired outcome. Resources may not be available through the LGA to tackle every issue. The Board, SAROC and GAROC may determine not to proceed with (or defer) an item of business if the resourcing required would detract from the achievement of outcomes of greater priority for members.
- The submitting council will be advised of the outcome and reasons if not referred to a General Meeting.

### ***Can I get help to prepare a proposed item of business?***

- Yes. All member councils are encouraged to contact the LGA Secretariat early in the process to discuss the development of their proposed items of business.

Please email: [lgasa@lga.sa.gov.au](mailto:lgasa@lga.sa.gov.au) or telephone: 08 8224 2000.

<b>ITEM</b>	3.1.2
	<b>GOVERNANCE AND COMPLIANCE COMMITTEE</b>
<b>DATE</b>	15 July 2024
<b>HEADING</b>	Nominations Sought for the Greater Adelaide Regional Organisation of Councils (GAROC)
<b>AUTHOR</b>	Michelle Woods, Governance Officer, CEO and Governance
<b>CITY PLAN LINKS</b>	4.4 We plan effectively to address community needs and identify new opportunities
<b>SUMMARY</b>	The Local Government Association (LGA) has called for nominations to fill the two (2) positions allocated to each Regional Grouping of councils on the Greater Adelaide Regional Organisation of Councils (GAROC) to commence office from the conclusion of the 2024 LGA Annual General Meeting (AGM) and to remain in office until the conclusion of the 2026 AGM.

**RECOMMENDATION**That Council:

1. Approves \_\_\_\_\_ (*insert name*) from (*insert name of Council*) being nominated as a member of the Greater Adelaide Regional Organisation of Councils (GAROC), representing the North Region.

**ATTACHMENTS**

This document should be read in conjunction with the following attachments:

1. GAROC Regional Groupings
2. GAROC Terms of Reference

**1. BACKGROUND**

- 1.1 On 19 June 2024, the Chief Executive Officer of the LGA, Clinton Jury, wrote to the City of Salisbury inviting nominations to fill the two (2) positions allocated to each Regional Grouping of Councils on GAROC to commence office from the conclusion of the 2024 LGA Annual General Meeting and to remain in office until the conclusion of the 2026 Annual General Meeting.
- 1.2 Nominations must be lodged at the LGA no later than 5:00pm Friday 16 August 2024.

**2. EXTERNAL CONSULTATION / COMMUNICATION**

- 2.1 Local Government Association.

### 3. DISCUSSION

- 3.1 The role of GAROC is regional advocacy, policy initiation and review, leadership, engagement and capacity building in the GAROC Region.
- 3.2 Mayor Gillian Aldridge OAM is a current member of GAROC representing the North Region, alongside Councillor Lucas Jones of the City of Tea Tree Gully.
- 3.3 The terms of the current members of GAROC expire at the 2024 LGA Annual General Meeting (AGM).
- 3.4 The LGA is currently calling for nominations to fill the two (2) positions allocated to each Regional Grouping of Councils on GAROC (eight positions in total) to commence office from the conclusion of the 2024 LGA AGM and to remain in office until the conclusion of the 2026 AGM.
- 3.5 Nominations must be received by the LGA no later than 5:00pm Friday 16 August 2024. Late nominations will not be accepted.
- 3.6 At the 2019 LGA AGM, members endorsed the establishment of four (4) GAROC Regional Groupings to take effect from the 2020 GAROC elections, with membership of GAROC to comprise two eligible members elected by a majority vote of the councils within each Regional Grouping, provided that each person elected for that Regional Grouping is from a different council.
- 3.7 Additionally, the Lord Mayor of the City of Adelaide will be a standing member of GAROC.
- 3.8 As a Member council in the Metropolitan North Regional Grouping, the LGA is inviting one (1) nomination from the City of Salisbury for a position on the North Regional Grouping of GAROC.
- 3.9 A list of the GAROC Regional Groupings is attached to this report.
- 3.10 A nomination is made by resolution of the Council. The nomination form must be signed by the candidate nominated to indicate their willingness to stand for election.
- 3.11 Each Member of the GAROC Regional Grouping may nominate a candidate for membership of GAROC, provided that:
  - (a) a person nominated as a member of GAROC must be a representative of a member on the relevant Regional Grouping of Members; and
  - (b) only a Council Member can be nominated to GAROC.

#### Voting

- 3.12 The GAROC Terms of Reference (TOR) (extract attached) outlines the process as to how an election will occur.
- 3.13 The Returning Officer (LGA CEO) is required to conduct a ballot if the number of nominations for each GAROC Regional Grouping exceeds the number of positions required.
- 3.14 If a ballot is required, the distribution of ballot papers to councils will include any information provided on the candidate information sheet.
- 3.15 Key (indicative) timings and GAROC Terms of Reference provisions are outlined in the following table:



Indicative Timing	Headline	GAROC Terms of Reference Provision
	Returning Officer	Returning Officer for all LGA electoral matters is the Chief Executive Officer.
19 June 2024	Nominations Called	CEO to write to members of GAROC Regional Groupings calling for nomination for position of members of GAROC at least 3 months before AGM.
16 August 2024	Nominations Close	Nominations must be received by the CEO no later than 5pm on the day specified for the close of nominations.
	Nominations equal to vacancies	If the number of nominations received equals the number of vacant positions for the Regional Grouping each candidate is elected and takes office at the conclusion of the AGM.
3 September 2024	Ballot papers prepared and posted	In the event of an election being required the CEO shall deliver ballot papers to each member of the relevant Regional Grouping at least 6 weeks before AGM GAROC.
1 November 2024	Voting closes	The CEO shall nominate the date, time and place for the counting of votes and shall invite each candidate and a person nominated as the candidate's scrutineer to be present.
TBC – week commencing 4 November 2024	Counting of votes	The CEO shall nominate the date, time and place for the counting of votes.
22 November 2024	Final declaration of result	CEO shall declare the candidate with the most votes elected at the AGM.
22 November 2024	Takes office	GAROC members take office at the conclusion of the AGM.
22 November 2024	Voting for Board Members	GAROC should meet at the conclusion of the AGM to elect 3 of its members (plus its Chair) to the Board of Directors who's term of office commences after the AGM.

### Impacts of the LGA Constitution Review (as advised by the LGA)

*3.16 The LGA Constitution provides for the election of LGA President, SAROC and GAROC members, and the LGA Board to take effect from the LGA's AGM, every other year. This enables the outgoing President to deliver their annual report and finance statements for the preceding year, before handing over to the incoming President.*

- 3.17 *In 2023, the LGA initiated a review of its Constitution with the term length for the LGA President, Board Directors, and GAROC and SAROC Members being considered.*
- 3.18 *Additional matters discussed include whether membership to GAROC or SAROC should be limited exclusively to mayors, and whether the current committee structures best serve members.*
- 3.19 *Preferred outcomes are yet to be finalised. It is anticipated that any revisions to the LGA Constitution and GAROC/SAROC Terms of Reference will be presented to Members for consideration at the AGM on 22 November 2024.*
- 3.20 *The LGA Constitution may be altered only by resolution passed by at least 75% of the votes cast by Members at a General Meeting and with approval of the Minister for Local Government.*
- 3.21 *The 2024 LGA Election will proceed under the current provisions. Any changes arising that impact term length or committee structure will be managed through transitional provisions and will be communicated to member council, Board Directors and Committee Members accordingly.*

**LGA Board Appointments (as advised by the LGA)**

- 3.16 *Under the LGA Constitution and the GAROC TOR, once members are elected to GAROC, these members will then elect a Chair and three GAROC members to form the LGA Board of Directors. These GAROC LGA Board Directors will be accompanied by their equivalent from SAROC, as well as the President and Immediate Past President, to form the ten (10) member LGA Board of Directors.*

**4. FINANCIAL OVERVIEW**

- 4.1 There are no financial implications for Council as a result of this report.

**5. CONCLUSION**

- 5.1 Council is asked to determine if a nomination is to be made for the Greater Adelaide Regional Organisation of Councils (GAROC) to represent the Northern Region of Councils (Gawler, Playford, Salisbury and Tea Tree Gully).

## Greater Adelaide Regional Organisation of Councils (GAROC)

### Regional Groupings

GAROC Regional Grouping	Members
<b>Adelaide</b>	Adelaide City
<b>North</b>	Gawler Playford Salisbury Tea Tree Gully
<b>West</b>	Charles Sturt Holdfast Bay Port Adelaide Enfield West Torrens
<b>South</b>	Marion Mitcham Onkaparinga
<b>East</b>	Adelaide Hills Burnside Campbelltown Norwood Payneham & St Peters Prospect Unley Walkerville



## Extract – GAROC Terms of Reference

### Clause 4 – GAROC

#### 4.1. Role

The role of GAROC is regional advocacy, policy initiation and review, leadership, engagement and capacity building in the GAROC Region.

#### 4.2. Membership

- 4.2.1. Each Regional Grouping of Members listed in the schedule to these Terms of Reference will elect in accordance with clause 4.3 and 4.4 from the Members of the Regional Grouping of Members, 2 Council Members of Members in the Regional Grouping of Members as members of GAROC provided that each person elected is from a different Member.
- 4.2.2. In addition to the members of GAROC elected in accordance with clause 4.2.1, the Lord Mayor of the City of Adelaide will be a standing member of GAROC.

#### 4.3. Nominations for election to GAROC

- 4.3.1. The members of GAROC will be elected biennially.
- 4.3.2. In the year in which GAROC members will be elected, and at least 3 months before the Annual General Meeting, the Chief Executive shall write to all Members of the GAROC Regional Grouping as listed in the schedule calling for nominations for the membership of GAROC.
- 4.3.3. Each Member of the GAROC Regional Grouping may nominate a candidate for membership of GAROC, provided that:
  - (a) a person nominated as a member of GAROC must be a representative of a member on the relevant Regional Grouping of Members; and
  - (b) only a Council Member can be nominated to GAROC.
- 4.3.4. A nomination of a person as a member of GAROC must be by resolution of the Member received by the Chief Executive not later than 5 pm on the day specified for the closure of nominations (Close of Nominations). A nomination must be signed by the candidate indicating his or her willingness to stand for election and be in the form determined by the Chief Executive.

#### 4.4. Election to GAROC

- 4.4.1. The Chief Executive shall be the returning officer for any election of members to GAROC.
- 4.4.2. After the Close of Nominations, the Chief Executive will notify Members of each Regional Grouping of Members of the candidates for membership of GAROC nominated by the Regional Grouping of Members.
- 4.4.3. If the only nominations received from a Regional Grouping of Members by the Close of Nominations match the membership positions described in clause 4.2.1, then the Chief Executive will declare those persons duly elected to those membership positions.
- 4.4.4. If the number of persons nominated by the Close of Nominations by a Regional Grouping of Members exceeds the number of membership positions described in

- clause 4.2.1, then an election for the purpose of clause 4.2.1 must be held in accordance with this clause.
- 4.4.5. In the event of an election being required, the Chief Executive shall conduct the election as follows:
- (a) at least six weeks before the Annual General Meeting, the Chief Executive shall deliver ballot papers to each Member of the Regional Grouping of Members;
  - (b) the ballot papers shall:
    - (i) list the candidates for election;
    - (ii) specify the day of closure of the election;
    - (iii) be accompanied by an envelope marked "Ballot Paper" and a second envelope marked "Returning Officer";
  - (c) each Member shall determine by resolution the candidate or candidates (as relevant) it wishes to elect;
  - (d) the chair of the meeting for that Member shall mark the ballot paper with an "X" next to the candidate or candidates (as relevant) that the Member wishes elected and seal the ballot paper in the envelope marked "Ballot Paper" inside the envelope marked "Returning Officer". Before sealing the second envelope the chair must indicate the Member's name on the inside flap of the envelope. The envelope may then be sealed and delivered to the Returning Officer;
  - (e) on receipt of the envelopes the Chief Executive must:
    - (i) open the outer envelope addressed to the "Returning Officer" and record the name of the Member which appears on the inside flap of the envelope on the roll of Member's eligible to vote; and
    - (ii) place the envelope marked "Ballot Paper" unopened into the ballot box;
  - (f) the Chief Executive shall nominate the date, time and place for the counting of votes and shall invite each candidate and a person nominated as the candidate's scrutineer to be present;
  - (g) at the counting of the votes the Chief Executive shall produce unopened envelopes marked "Ballot Paper" and if satisfied that all votes are valid, count the number of votes received by each candidate;
  - (h) in respect of an election for the purposes of clause 4.2.1, the 2 candidates from a Regional Grouping of Members with the most votes shall be deemed elected in respect of that Regional Grouping of Members and the Chief Executive shall declare the candidates elected at the Annual General Meeting; and
  - (i) in the case of candidates for membership positions described in clause 4.2.1 from a Regional Grouping of Members receiving the same number of votes, the Chief Executive shall draw lots at the counting of the votes to determine which candidate is elected.
- 4.4.6. The Chief Executive may, in his or her discretion, appoint a deputy returning officer and delegate any of his or her powers, functions or duties to that person who shall act accordingly.
- 4.4.7. The Chief Executive may, in his or her discretion, delegate any of his or her powers, functions or duties to an Executive Officer of a Regional Grouping of Members who shall act accordingly for the conduct of elections for the purpose of clause 4.2.1 in respect of the Regional Grouping of Members relevant to that Executive Officer.

<b>ITEM</b>	3.1.3
	<b>GOVERNANCE AND COMPLIANCE COMMITTEE</b>
<b>DATE</b>	15 July 2024
<b>HEADING</b>	Nominations Sought for Local Government Association President
<b>AUTHOR</b>	Michelle Woods, Governance Officer, CEO and Governance
<b>CITY PLAN LINKS</b>	4.4 We plan effectively to address community needs and identify new opportunities
<b>SUMMARY</b>	The Local Government Association (LGA) has called for nominations for the position of LGA President to commence from the conclusion of the 2024 Annual General Meeting (AGM) and to remain in office until the conclusion of the 2026 AGM.

**RECOMMENDATION**That Council:

1. Approves for [.....insert name] from the [.....insert Council name, referring to paragraph 3.8 from the report], being nominated for the position of Local Government Association President.

**ATTACHMENTS**

This document should be read in conjunction with the following attachments:

1. LGA President Fact Sheet
2. LGA President Position Description

**1. BACKGROUND**

- 1.1 The Local Government Association (LGA) has called for nominations for the position of LGA President to commence from the conclusion of the 2024 LGA Annual General Meeting (AGM) and to remain in office until the conclusion of the 2026 LGA AGM.
- 1.2 For this election, nominations are sought from a Council that is part of the Greater Adelaide Regional Organisation of Councils (GAROC).

**2. EXTERNAL CONSULTATION / COMMUNICATION**

- 2.1 No external consultation was required in the development of this report.



### 3. DISCUSSION

- 3.1 The LGA Constitution specifies that the office of President must be occupied on a rotational basis between a council member from a council in the South Australian Regional Organisation of Councils (SAROC) and a council member from a council in the Greater Adelaide Regional Organisation of Councils (GAROC).
- 3.2 For this election, nominations are for council members within GAROC.
- 3.3 To be eligible for nomination, a person must be a council member, be a current member of the GAROC Committee and have been in that role for at least one year.
- 3.4 An eligible candidate needs to be nominated by a member council but does not need to be nominated by their own council.
- 3.5 Please refer to the attached Fact Sheet and Position Description for further information on eligibility and role responsibilities.
- 3.6 Nominations must be received by the LGA no later than 5:00pm Friday 16 August 2024.
- 3.7 Key (indicative) timings and relevant LGA Constitution provisions are outlined in the table below.

Indicative Timing	Headline	LGA Constitution Provision
	Returning Officer	Returning Officer for all LGA electoral matters is the Chief Executive Officer.
19 Jun 2024	Nominations Called	CEO to write to members calling for nomination for position of President at least 3 months before AGM.
16 Aug 2024	Nominations Close	Nominations, in the form of a resolution of a member Council, must be received by the CEO no later than 5pm on the day specified for the close of nominations.
	Nominations equal to vacancies	If only one nomination is received for President, the Chief Executive shall declare such person duly elected. If the number of persons nominated for the office of President exceeds one person then an election must be held.
3 Sep 2024	Ballot papers prepared and posted	CEO shall deliver ballot papers to each member at least 6 weeks before AGM.
1 Nov 2024	Voting closes	The CEO as returning officer will determine when voting closes, being 17 October 2022.
TBC – week commencing 4 Nov 2024	Counting of votes	The CEO shall nominate the date, time and place for the counting of votes.
22 Nov 2024	Final declaration of result	CEO shall declare the candidate with the most votes elected at the AGM.
22 Nov 2024	President takes office	President takes office at the conclusion of the AGM.



3.8 The following members of GAROC are eligible to be nominated (subject to their willingness to stand) for election to the position of President:

- Mayor Gillian ALDRIDGE OAM (City of Salisbury – North Adelaide Region)
- Mayor Claire BOAN (City of Port Adelaide Enfield – West Adelaide Region)
- Mayor Michael COXON (City of West Torrens – West Adelaide Region)
- Mayor Kris HANNA (City of Marion – South Adelaide Region)
- Mayor Dr Heather HOLMES-ROSS (City of Mitcham – South Adelaide Region)
- Councillor Lucas JONES (City of Tea Tree Gully – North Adelaide Region)
- Councillor Anna LEOMBRUNO (Campbelltown City Council – East Adelaide Region)
- Lord Mayor Jane LOMAX-SMITH AM (City of Adelaide)
- Councillor Don PALMER (City of Unley – East Adelaide Region)

#### **Timing of the LGA Election (as advised by the LGA)**

3.10 *The LGA Constitution provides for the election of LGA President, SAROC and GAROC members, and the LGA Board to take effect from the LGA's AGM, every other year. This enables the outgoing President to deliver their annual report and finance statements for the preceding year, before handing over to the incoming President.*

3.11 *In 2023, the LGA initiated a review of its Constitution with the term length for the LGA President, Board Directors, and GAROC and SAROC Members being considered.*

3.12 *Additional matters discussed include whether membership to GAROC or SAROC should be limited exclusively to mayors, and whether the current committee structures best serve members.*

3.13 *Preferred outcomes are yet to be finalised. It is anticipated that any revisions to the LGA Constitution and GAROC/SAROC Terms of Reference will be presented to Members for consideration at the AGM on 22 November 2024.*

3.15 *The 2024 LGA Election will proceed under the current provisions. Any changes arising that impact term length or committee structure will be managed through transitional provisions and will be communicated to member council, Board Directors and Committee Members accordingly.*

## **4. FINANCIAL OVERVIEW**

4.1 There are no financial implications for Council as a result of this report.

## **5. CONCLUSION**

5.1 Council is asked to determine if a nomination is to be made for LGA President.



## LGA President Election Fact Sheet

### 1. Who can nominate a person?

All LGA member councils (Members) are entitled to nominate an eligible person to the office of President.

### 2. Who can be nominated?

To be eligible for nomination as a candidate in the 2024 President Election, a person must be a Council Member, and must be a current member of the GAROC Committee who has undertaken that role for a period of not less than 1 year.

### 3. How is a nomination made?

A person is nominated by resolution of a Member. The LGA President Nomination Form must be signed by both the candidate indicating their willingness to stand for election and by the Chief Executive of the nominating Member and must be received by the LGA CEO no later than 5:00pm on Friday 16 August 2024.

### 4. What is the election process?

If only one eligible person is nominated, the CEO will declare such person duly elected. If the number of eligible persons nominated exceeds one person, then an election will be held. The CEO is the Returning Officer for any election for the office of President. The CEO will notify all Members of the nominated candidates and will conduct the election as follows (timings are indicative only):

1. The CEO will deliver ballot papers to each Member at least six weeks prior to the Annual General Meeting.
2. The ballot papers will list the candidates for election, specify the date of closure of the election as 1 November 2024, and be accompanied by an envelope marked "Ballot Paper" and a second envelope marked "Returning Officer".
3. Each Member then determines by resolution the candidate it wishes to vote for, marks the ballot paper accordingly, and places it in a sealed envelope for delivery to the LGA CEO.
4. The CEO will nominate the date, time, and place for the counting of votes and will invite each candidate and a person nominated as the candidate's scrutineer to be present.
5. At the counting of the votes the CEO will produce unopened envelopes marked "Ballot Paper" and if satisfied that all votes are valid, count the number of votes.
6. The candidate with the most votes will be deemed elected and the CEO will declare the candidate elected at the Annual General Meeting.
7. If candidates receive the same number of votes, the CEO will draw lots at the counting of the votes and the lot drawn will be the candidate elected.



## LGA President Position Description

LGA President	
<b>Position Title:</b>	LGA President
<b>Position Status:</b>	Elected for two-year term
<b>Reporting Arrangements:</b>	This position reports to the LGA Board of Directors
<b>Location:</b>	Local Government House, 148 Frome Street, Adelaide
<b>Special Conditions:</b>	Some intra/interstate travel with overnight stays is required. Out of hours work required.

LGA Values and Behaviours				
				
<b>WE COLLABORATE</b>	<b>WE LEAD</b>	<b>WE RESPECT</b>	<b>WE CARE</b>	<b>WE CELEBRATE</b>
We support each other to unlock our potential.	We are courageous and own our actions.	We are open, honest and fair.	We treat others with kindness and empathy.	We highlight success and have fun.

Position
<p>The Board of Directors is the governing entity of the LGA.</p> <p>The Board of Directors consists of:</p> <ul style="list-style-type: none"> <li>the President;</li> <li>the Immediate Past President;</li> <li>the chairperson of SAROC and the chairperson of GAROC; and</li> <li>6 additional persons (each of which must be a Council Member) with relevant business and governance experience elected in equal proportions from the Council Members of SAROC (3 persons) and the Council Members of GAROC (3 persons).</li> </ul> <p>Each Director must:</p> <ul style="list-style-type: none"> <li>undertake his or her role as a Director honestly and act with reasonable care and diligence in the performance and discharge of functions and duties;</li> <li>not make improper use of information acquired by virtue of his or her position as a Director to gain, directly or indirectly, an advantage for himself or herself or for another person or to cause detriment to the LGA;</li> <li>not make improper use of his or her position as a Director to gain, directly or indirectly, an advantage for himself or herself or for another person or to cause detriment to the LGA; and</li> <li>not act in any matter where the Director has a conflict of interest (provided that an interest shared in common with all or a substantial proportion of the Directors will not be an interest giving rise to a conflict of interest).</li> </ul>
Functions, Duties and Powers
<p>1. Chair and lead the LGA Board of Directors who have the following roles, functions and duties:</p> <ul style="list-style-type: none"> <li>The role of the Board of Directors is to oversee corporate governance of the LGA and provide strategic direction and leadership. The Directors do not represent SAROC, GAROC or a specific Member or Members.</li> <li>The functions of the Board of Directors include: <ul style="list-style-type: none"> <li>appointing a Chief Executive and superintending his or her performance;</li> <li>holding the Chief Executive accountable for the performance of the LGA Office;</li> <li>advocating for the LGA, the Members and the local government community;</li> <li>superintending the activities of the LGA;</li> <li>determining matters which may be placed on the agenda of a General Meeting; and</li> <li>undertaking such other functions as may be provided for, or envisioned by, this Constitution.</li> </ul> </li> <li>The Board of Directors must ensure that: <ul style="list-style-type: none"> <li>the LGA acts in accordance with applicable laws and the Constitution;</li> <li>the LGA acts ethically and with integrity, respecting diversity and striving for gender balance participation in all activities;</li> <li>the activities of the LGA are conducted efficiently and effectively and that the assets of the LGA are properly managed and maintained;</li> <li>subject to any overriding fiduciary or other duty to maintain confidentiality, the affairs of the LGA are undertaken in an open and transparent manner; and</li> <li>the LGA performs to its business plan and achieves or better the financial outcomes projected in its budget.</li> </ul> </li> </ul>



## 2. The President shall:

- preside at all General Meetings and meetings of the Board of Directors, but in his or her absence a member of the Board of Directors chosen by the Board of Directors shall preside at the meeting.
- act as the principal spokesperson of the LGA.
- exercise other functions of the LGA as the LGA Board of Directors determines.
- represent the LGA to government, stakeholders and events.

**The key responsibilities of the LGA President**

The President acts as an important link between the Board and the organisation's management via the CEO. The President is responsible for leadership of the Board including:

- Facilitating proper information flow to the Board.
- Facilitating the effective functioning of the Board including managing the conduct, frequency and length of Board meetings.
- Communicating the views of the Board, in conjunction with the CEO, to the LGA's members, State and Federal Government, broader stakeholders and to the public.
- Facilitating open and constructive communication amongst Board members and encouraging their contribution to Board deliberations.
- Overseeing and facilitating Board, committee and Board member evaluation reviews and succession planning.
- Liaising and interfacing with the CEO as the primary contact between the Board and management.
- Liaising with and counselling, as appropriate, board members.

Inside the boardroom, the President is responsible for the following:

- Acting as an important link between the Board and management but without necessarily preventing direct access of fellow directors.
- Establishing and maintaining an effective working relationship with the CEO.
- Setting the tone for the Board, including the establishment of a common purpose.
- Chairing Board meetings efficiently and shaping the agenda in relation to goals, strategy, budget and executive performance.
- Obtaining appropriate information to present to the Board.
- Encouraging contributions by all Board members and seeking consensus when making decisions.
- Motivating Board members and where appropriate dealing with underperformance.
- Overseeing the process for appraising the Board as a whole.
- Overseeing negotiations for the CEO's employment and evaluating the CEO's performance.
- Planning for CEO succession.
- Assisting with the selection of Board and Committee members.

#### Eligibility Criteria

As per clause 28 of the LGA Constitution:

- To be eligible for nomination as a candidate for the position of President, a person must be a Council Member.
- To be eligible for the position of President, a person must also be a current member of SAROC or GAROC who has undertaken that role for a period of not less than 1 year.
- The eligibility for office of President shall rotate each term between a person who is a Council Member of a Member within Regional Groupings of Members in SAROC and a Council Member of a Member within Regional Groupings of Members in GAROC.
- A nomination of a person for the office of President shall be by resolution of a Member and must be received by the Chief Executive not later than 5 pm on the day specified for the closure of nominations. A nomination must be signed by the candidate indicating his or her willingness to stand for election and be in the form determined by the Chief Executive.

#### Performance/Accountability

The Board of Directors will conduct an annual performance review to assess its performance as a Board and in meeting the LGA's objectives and strategies. This may include a review of individual Directors including the President.

#### Remuneration

The remuneration of the President is outlined in the LGA policy – GP02 Board and Committee Member Allowances and Expenses (ECM 83590).



**INFORMATION  
ONLY  
ITEM**

3.2.1

**GOVERNANCE AND COMPLIANCE COMMITTEE**

**DATE**

15 July 2024

**HEADING**

Summary of Elected Member Training and Development  
Expenditure

**AUTHOR**

Michelle Woods, Governance Officer, CEO and Governance

**CITY PLAN LINKS**

4.4 We plan effectively to address community needs and identify  
new opportunities

**SUMMARY**

The Elected Member Training and Development Policy requires Administration to report on progress against the expenditure of the Elected Member Training and Development budget on an annual basis. This report presents information in relation to the expenditure for the 2023/2024 financial year.

**RECOMMENDATION**

That Council:

1. Notes the report.

**ATTACHMENTS**

This document should be read in conjunction with the following attachments:

1. Summary of Elected Member Training and Development Expenditure for 2023/24
2. Elected Member Training and Development (Individual Allocation) Carry Forwards to 2024/25

**1. BACKGROUND**

- 1.1 An allocation for Elected Member Training and Development activities is made each year as part of the budget process. For 2023/24 the amount allocated was \$51,500. Consistent with the categories specified in the Elected Member Training and Development Policy, the budget allocation was split as follows:

Whole of Council training and development	\$12,800
Council delegate activities	\$6,200
Individual Elected Member development	\$32,500 / 15 Elected Members = \$2,166 per member/per annum
	\$51,500
Additional funds to provide \$5k for each Elected Member for individual training and development per annum (as per Resolution 0440/2023 in Aug 2023, effective end Nov 2023)	\$42,510 / 15 Elected Members = \$2,834 per member/per annum
<b>Total</b>	<b>\$94,010</b>

**2. EXTERNAL CONSULTATION / COMMUNICATION**

- 2.1 No external consultation was required in relation to this report.

**3. DISCUSSION**

**Training and Development Expenditure**

- 3.1 A summary of training and development activities attended by Elected Members during 2023/24, including details of expenditure is provided in attachment 1 to this report.
- 3.2 Activities listed in Attachment 1 are in addition to the mandatory Elected Member training after an election.
- 3.3 Of the \$94,010 allocated for Elected Member Training and Development, \$15,478 was spent in 2023/24.
- 3.4 Clause 5.13(c) of the Elected Member Training and Development Policy specifies that any unspent allocations for individual Elected Member development may be carried forward for one year.
- 3.5 A summary of individual Elected Member training and development funds, detailing 2023/24 expenditure and allocation of new funds for 2024/25 is provided in attachment 2.

**Attendance Summary Reports**

- 3.6 Clause 5.22 of the Elected Member Training and Development Policy requires Administration to report annually details of overdue Elected Member training and development summary reports.
- 3.7 At the time of writing this report, there are no attendance reports that are overdue.

**4. FINANCIAL OVERVIEW**

- 4.1 There are no financial implications for Council as a result of this report.

**5. CONCLUSION**

- 5.1 This report presents an update on Elected Member Training and Development activities and expenditure for noting.

**Elected Member Training and Development Budget  
2023/24 Summary of Expenditure**

Elected Member Training & Development Policy		Mayor Aldridge	Vacant	Cr B Brug	Cr L Brug	Cr Buchanan	Vacant	Cr Chewparsad	Cr Graham	Sub Totals
	<b>Whole of Council Training &amp; Development</b>	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
	4/7/23 - Mandatory Training: Council Leadership (inhouse) + Behaviour (Moir Jenkins) + Values, Ethics & Behaviour (Moir Jenkins) + Communication Skills (Moir Jenkins) + Leadership Skills: Strategic Thinking & Change Management (Moir Jenkins) + Leadership Skills: Resilience (Moir Jenkins)			4/7/23 - Mandatory Training: Council Leadership (inhouse) + Behaviour (Moir Jenkins) + Values, Ethics & Behaviour (Moir Jenkins) + Communication Skills (Moir Jenkins) + Leadership Skills: Strategic Thinking & Change Management (Moir Jenkins) + Leadership Skills: Resilience (Moir Jenkins)	4/7/23 - Mandatory Training: Council Leadership (inhouse) + Behaviour (Moir Jenkins) + Values, Ethics & Behaviour (Moir Jenkins) + Communication Skills (Moir Jenkins) + Leadership Skills: Strategic Thinking & Change Management (Moir Jenkins) + Leadership Skills: Resilience (Moir Jenkins)	4/7/23 - Mandatory Training: Council Leadership (inhouse) + Behaviour (Moir Jenkins) + Values, Ethics & Behaviour (Moir Jenkins) + Communication Skills (Moir Jenkins) + Leadership Skills: Strategic Thinking & Change Management (Moir Jenkins) + Leadership Skills: Resilience (Moir Jenkins)		4-7-23 - Mandatory Training: Council Leadership (inhouse) + Behaviour (Moir Jenkins) + Values, Ethics & Behaviour (Moir Jenkins) + Communication Skills (Moir Jenkins) + Leadership Skills: Strategic Thinking & Change Management (Moir Jenkins) + Leadership Skills: Resilience (Moir Jenkins)	4/7/23 - Mandatory Training: Council Leadership (inhouse) + Behaviour (Moir Jenkins) + Values, Ethics & Behaviour (Moir Jenkins) + Communication Skills (Moir Jenkins) + Leadership Skills: Strategic Thinking & Change Management (Moir Jenkins) + Leadership Skills: Resilience (Moir Jenkins)	
	(details & date provided)	\$ 99.35		\$ 99.35	\$ 99.35	\$ 99.35		\$ 99.35	\$ 99.35	\$ 596.10
	9/9/23 - Elected Member Bus Tour of the City (bus hire, lunch and incidentals)			9/9/23 - Elected Member Bus Tour of the City (bus hire, lunch and incidentals)	9/9/23 - Elected Member Bus Tour of the City (bus hire, lunch and incidentals)	9/9/23 - Elected Member Bus Tour of the City (bus hire, lunch and incidentals)		9/9/23 - Elected Member Bus Tour of the City (bus hire, lunch and incidentals)	9/9/23 - Elected Member Bus Tour of the City (bus hire, lunch and incidentals)	
	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
	17/2/24 - EM Weekend Workshop			17/2/24 - EM Weekend Workshop		17/2/24 - EM Weekend Workshop		17/2/24 - EM Weekend Workshop	3/1/23 - Mandatory Training: Council Leadership + Behaviour + Values, Ethics & Behaviour + Communication Skills + Leadership Skills: Strategic Thinking & Change Management + Leadership Skills: Resilience (watched online)	
	<b>Council Delegate Activities</b>									\$ -
	(details & date attended)									
	<b>Individual Elected Member Development</b>	\$ 260.00				\$ 95.66		\$ 7,600.00	\$ 5,200.00	\$ 13,155.66
	6/7/23 - Barossa Novotel accom x 1 to attend Mayor & CEO Forum					31/5/23 - Reimbursement for dinner while attending LG Professionals Conference		1/12/23 - Payment for undertaking Leadership and Management Essentials: Program thorough UniSA	Advanced Diploma in Leadership and Management (Australian Institute of Management)	
	(includes activity, accommodation & travel)	\$ 305.00								\$ 305.00
	(details & date attended)	7/7/23 - Mayor & CEO Forum (LGA - Barossa)								
	\$ 275.00									\$ 275.00
	26/10/23 - LGA Conference + AGM									
		\$ 939.35	\$ -	\$ 99.35	\$ 99.35	\$ 195.01	\$ -	\$ 7,699.35	\$ 5,299.35	\$ 14,331.76

**Elected Member Training and Development Budget  
2023/24 Summary of Expenditure**

Elected Member Training & Development Policy		Cr Grenfell	Cr Hood	Cr Jensen	Cr Mazzeo	Cr McKell	Cr Ouk	Cr Reardon		
	<b>Whole of Council Training &amp; Development</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	(details & date provided)	4/7/23 - Mandatory Training: Council Leadership (inhouse) + Behaviour (Moir Jenkins) + Values, Ethics & Behaviour (Moir Jenkins) + Communication Skills (Moir Jenkins) + Leadership Skills: Strategic Thinking & Change Management (Moir Jenkins) + Leadership Skills: Resilience (Moir Jenkins)	4/7/23 - Mandatory Training: Council Leadership (inhouse) + Behaviour (Moir Jenkins) + Values, Ethics & Behaviour (Moir Jenkins) + Communication Skills (Moir Jenkins) + Leadership Skills: Strategic Thinking & Change Management (Moir Jenkins) + Leadership Skills: Resilience (Moir Jenkins)	4/7/23 - Mandatory Training: Council Leadership (inhouse) + Behaviour (Moir Jenkins) + Values, Ethics & Behaviour (Moir Jenkins) + Communication Skills (Moir Jenkins) + Leadership Skills: Strategic Thinking & Change Management (Moir Jenkins) + Leadership Skills: Resilience (Moir Jenkins)	4/7/23 - Mandatory Training: Council Leadership (inhouse) + Behaviour (Moir Jenkins) + Values, Ethics & Behaviour (Moir Jenkins) + Communication Skills (Moir Jenkins) + Leadership Skills: Strategic Thinking & Change Management (Moir Jenkins) + Leadership Skills: Resilience (Moir Jenkins)	4/7/23 - Mandatory Training: Council Leadership (inhouse) + Behaviour (Moir Jenkins) + Values, Ethics & Behaviour (Moir Jenkins) + Communication Skills (Moir Jenkins) + Leadership Skills: Strategic Thinking & Change Management (Moir Jenkins) + Leadership Skills: Resilience (Moir Jenkins)	4/7/23 - Mandatory Training: Council Leadership (inhouse) + Behaviour (Moir Jenkins) + Values, Ethics & Behaviour (Moir Jenkins) + Communication Skills (Moir Jenkins) + Leadership Skills: Strategic Thinking & Change Management (Moir Jenkins) + Leadership Skills: Resilience (Moir Jenkins)	4/7/23 - Mandatory Training: Council Leadership (inhouse) + Behaviour (Moir Jenkins) + Values, Ethics & Behaviour (Moir Jenkins) + Communication Skills (Moir Jenkins) + Leadership Skills: Strategic Thinking & Change Management (Moir Jenkins) + Leadership Skills: Resilience (Moir Jenkins)		
		\$ 99.35	\$ 99.35	\$ 99.35	\$ 99.35	\$ 99.35	\$ -	\$ 99.35		\$ 596.10
		9/9/23 - Elected Member Bus Tour of the City (bus hire, lunch and incidentals)	9/9/23 - Elected Member Bus Tour of the City (bus hire, lunch and incidentals)	9/9/23 - Elected Member Bus Tour of the City (bus hire, lunch and incidentals)	9/9/23 - Elected Member Bus Tour of the City (bus hire, lunch and incidentals)	9/9/23 - Elected Member Bus Tour of the City (bus hire, lunch and incidentals)	17/2/24 - EM Weekend Workshop	9/9/23 - Elected Member Bus Tour of the City (bus hire, lunch and incidentals)		
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -
		17/2/24 - EM Weekend Workshop	17/2/24 - EM Weekend Workshop	17/2/24 - EM Weekend Workshop	17/2/24 - EM Weekend Workshop	17/2/24 - EM Weekend Workshop		17/2/24 - EM Weekend Workshop		
	<b>Council Delegate Activities</b>			\$ 275.00						\$ 275.00
	(details & date attended)			26/10/23 - LGA AGM Voting Delegate						\$ 275.00
				24/5/24 - LGA AGM Voting Delegate						
	<b>Individual Elected Member Development</b> (includes activity, accommodation & travel) (details & date attended)									\$ -
		\$ 99.35	\$ 99.35	\$ 649.35	\$ 99.35	\$ 99.35	\$ -	\$ 99.35		\$ 1,146.10
									<b>2023/24 expenditure</b>	<b>\$ 15,477.86</b>

**Elected Member Training and Development Budget**  
**Summary of Individual Allocations including Carry Forwards to 2024/25**

	Mayor Aldridge	VACANT 1	Cr B Brug	Cr L Brug	Cr Buchanan	VACANT 2	Cr Chewparsad	Cr Graham
22/23 funds carried fwd to 23/24	\$ 2,166.00	\$ -	\$ 2,166.00	\$ 3,500.00	\$ 2,120.00	\$ -	\$ -	\$ -
spent in 23/24	\$ 840.00	\$ -	\$ -	\$ -	\$ 95.66	\$ -	\$ 7,600.00	\$ 5,200.00
balance from 22/23 funds carried forward is lost	\$ 1,326.00	\$ -	\$ 2,166.00	\$ 3,500.00	\$ 2,024.34	\$ -	-\$ 7,600.00	-\$ 5,200.00
23/24 allocation	\$ 2,166.00	\$ -	\$ 2,166.00	\$ 2,166.00	\$ 2,166.00	\$ -	\$ 2,166.00	\$ 2,166.00
Increase to \$5k per EM per annum as per Council Resolution 0440/2023; Aug 2023, effective end Nov 2023	\$ 2,834.00	\$ -	\$ 2,834.00	\$ 2,834.00	\$ 2,834.00	\$ -	\$ 2,834.00	\$ 2,834.00
debit balance carried fwd to 23/24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-\$ 7,600.00	-\$ 5,200.00
23/24 funds to be carried fwd to 24/25	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	-\$ 2,600.00	\$ 429.78
24/25 allocation	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00
<b>24/25 available balance</b>	<b>\$ 10,000.00</b>	<b>\$ -</b>	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ -</b>	<b>\$ 2,400.00</b>	<b>\$ 5,429.78</b>

	Cr Grenfell	Cr Hood	Cr Jensen	Cr Mazzeo	Cr McKell	Cr Ouk	Cr Reardon
22/23 funds carried fwd to 23/24	\$ 2,120.00	\$ 2,120.00	\$ 2,120.00	\$ 1,040.01	\$ 3,500.00	\$ 2,120.00	\$ 2,120.00
spent in 23/24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
balance from 22/23 funds carried forward is lost	\$ 2,120.00	\$ 2,120.00	\$ 2,120.00	\$ 1,040.01	\$ 3,500.00	\$ 2,120.00	\$ 2,120.00
23/24 allocation	\$ 2,166.00	\$ 2,166.00	\$ 2,166.00	\$ 2,166.00	\$ 2,166.00	\$ 2,166.00	\$ 2,166.00
Increase to \$5k per EM per annum as per Council Resolution 0440/2023; Aug 2023, effective end Nov 2023	\$ 2,834.00	\$ 2,834.00	\$ 2,834.00	\$ 2,834.00	\$ 2,834.00	\$ 2,834.00	\$ 2,834.00
debit balance carried fwd to 23/24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23/24 funds to be carried fwd to 24/25	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
24/25 allocation	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
<b>24/25 available balance</b>	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>

Total to be carried forward to the 2024/25 budget

\$ 52,829.78