



Australian Centre of Excellence for Local Government

SIXTEENTH BOARD MEETING

**Draft Minutes of the Meeting held at the Department of
Regional Australia, Local Government, Arts and Sport,
on Friday 22 March 2013**

PRESENT

- Hon Margaret Reynolds, Chairperson
- Penny Holloway, LGMA
- Paul Di Iulio, IPWEA
- Peter Allen, ANZSOG
- Prof Frances Shannon, UC
- Adrian Beresford-Wylie, ALGA (representing Mayor Felicity-ann Lewis)
- Jeffrey Francis, UTS (representing Prof Attila Brungs)
- Richard Eccles, DRALGAS (for part of the meeting)

IN ATTENDANCE

- Prof Atique Islam, ECU
- John Ravlic, LGMA
- Chris Champion, IPWEA
- Rolf Fenner, ALGA
- Roberta Ryan, Director ACELG
- Melissa Gibbs, Assistant Director ACELG

ITEM 1: WELCOME AND APOLOGIES

Apologies were received from:

- Prof Attila Brungs, UTS
- Mayor Felicity-ann Lewis, ALGA
- Prof Ian Thynne, CDU

The Chairperson extended a special welcome to Richard Eccles, Deputy Secretary of DRALGAS, who has joined the Board.

ITEM 2: MINUTES OF THE BOARD MEETING HELD ON 17 DECEMBER 2012

The Board resolved:

To adopt as a correct record the draft minutes of the meeting held on 17 December 2012, as amended.

ITEM 3: MATTERS ARISING

Penny Holloway inquired about the progress made in pursuing trans-Tasman opportunities. The Director advised that the matter will be progressed in the near future. Peter Allen advised he has made recent contact with local government organisations in New Zealand wishing to build bridges with local government in Australia, and undertook to provide contact details to the Director.

Adrian Beresford-Wylie inquired about progress in organising a regional governance forum with the Regional Australia Institute (RAI), and again extended the offer to hold the forum in conjunction with the ALGA National General Assembly. The Director advised that she has met with senior officials of the RAI to discuss opportunities to work together, and the regional governance forum is one opportunity under consideration.

ITEM 4: CHAIRPERSON'S UPDATE

The Chairperson advised the Board of recent meetings held in Canberra, including a very productive meeting with officers from DRALGAS, where budget issues in relation to the current Review of ACELG were discussed and resolved.

Meetings were also held with the CEO and Chairperson of the RAI; (then) Minister Crean's local government adviser; and the Director of Policy in Mr Abbott's office. In key meetings, the importance of local government workforce development and local government financing were emphasised and briefing notes will be provided on ACELG's work in these areas.

The Board resolved:

That the Chairperson write to former Minister Crean and his former adviser, Gabrielle Cusack, expressing ACELG's appreciation of the support provided during Mr Crean's term as Minister for Local Government.

ITEM 5: SECRETARIAT UPDATE

Item 5.1 Programs Committee

The Director advised that a Programs Committee had not been held before the Board meeting, pending a review of the operation of the Committee.

The Board resolved:

To note the intention to convene a Programs Committee meeting shortly after the Board meeting.

Item 5.2 Office move

The Director advised the Board that the ACELG office is now located in level 8 of building 10 at UTS.

The Board resolved:

To note the report on the office move.

Item 5.3 Staffing

The Board resolved:

To note the report on staffing.

Item 5.4 Innovation and Knowledge Exchange Network (IKEN)

The Assistant Director advised that the secretariat has commenced a scoping and stocktake exercise to assist in determining the future direction of IKEN. The Assistant Director will circulate a report to the board out of session for feedback on recommendations. In the meantime, IKEN is continuing to operate. Existing case studies from ACELG publications have been uploaded, as well as updates to the awards pages.

The Board resolved:

To note the report on the review of IKEN.

Item 5.5 Australian Local Government Workforce and Employment Census

Penny Holloway acknowledged the tremendous effort undertaken by Karen Purser in co-ordinating the survey, but expressed disappointment that not all jurisdictions supported the survey. It was noted that the census was an initiative of state/NT and federal local government ministers and interest has waned with the dissolution of the Local Government Ministerial Forum.

The Board resolved:

1. To note the report on the Australian Local Government Workforce and Employment Census

2. To thank Karen Purser for her leadership in co-ordinating the census
3. To clearly state the use, value and purpose of the data collection exercise in ACELG's reporting of the survey results.

Item 5.6 Advancing Leadership Program

The Director outlined the background to this initiative. She advised that she requested the preparation of the report wrapping up the program, as it had largely achieved its objectives. The Director suggested that all concluding programs end with a similar wrap up report outlining the key achievements and program highlights and any recommendations for next steps or implications for ACELG programs. Penny Holloway noted the report was useful in documenting what has been achieved under the program, noting there has been some good progress.

The Board resolved:

That, at this stage, targeted ACELG activity be suspended within the Advancing Leadership Initiative given the following areas for consideration:

1. **The initiative has created foundations for a national network of best practice innovators in local government leadership development, focused on aspiring leaders and emerging talent. ACELG can continue to play a role in advocating this network nationally and providing a platform for leadership discourse through its ongoing research forums and IKEN**
2. **Existing localised partnerships between associations, providers, university and councils are now established with program content being developed regionally**
3. **ACELG can provide any new interested regions with other national partnership examples through its existing Advancing Leadership papers**
4. **The Graduate Certificate in Local Government Leadership is firmly established as a model for Universities to incorporate into their own programs. As a program partner of ACELG, The Centre for Local Government at UTS can continue to offer support and advice on the Graduate Certificate structure and program content to other universities subject to their enquiry**
5. **The Advancing Leadership Framework is available to Local Government as a national guideline tool for Leadership development program development and can be downloaded from the ACELG website**
6. **Outcomes from the Advancing Leadership Forum with a research focus can be explored through ACELG's research program or may be taken up by participants and partners within their own research and consultancy areas. Further areas of innovation included on-line learning and collaborative tools that can be explored through the IKEN portal.**

ITEM 6: REPORT OF THE BUDGET SUB-COMMITTEE

The Director outlined the background to the meeting of the budget sub-committee. Documents were prepared for the budget sub-committee meeting outlining the current state of play with deliverables from 2009 – 2012, and the budget summary for 2013 – 2014. She advised that DRALGAS has requested an amended reporting template using a “traffic lights” system. The Director foreshadowed further amendments to the reporting template to bring together projects with similar themes that are currently spread over several program areas.

Penny Holloway pointed out the value of bringing together the historical record of outcomes, and noted the usefulness of examining program progress in terms of income, expenditure and deliverables.

A number of board members commented favourably on the new traffic lights report. Prof Shannon said she was happy to work through with the Director the outstanding items under the Innovation and Best Practice Program.

Prof Shannon inquired how ACELG can capture the additional outcomes achieved, as the traffic lights report records program plan deliverables only. The Director advised that she is working on some impact measures which will be used from now on, and this will be submitted to DRALGAS as part of the review process.

The Board resolved:

- 1. To note the report on the budget sub-committee**
- 2. To adopt the traffic light report as the new reporting structure for the Board and DRALGAS.**

ITEM 7: 2013 PROGRAM PLANS AND BUDGETS

The Director presented the draft budget for 2013. She brought a number of matters to the Board's attention:

- There may be further consolidation of programs across themes
- The research budget has been increased due to the re-allocation of a number of projects to the research stream which will benefit from the input of the Research Advisory Committee and its robust review process
- There has been a reduction in the Advancing Leadership program (as agreed in Item 5.6)
- The research budget includes a new research project which will be researching the importance of local government in Australia
- The research budget also includes some additional funds to respond to the Board request to undertake some research which will consolidate/pull together findings from the existing research work strands
- There have been a renaming of some projects in the Capacity Building and Leadership programs to better reflect the intended aims of the projects.

The Director will provide a document which outlines the changes from the draft budget in the Board papers of December 2012 to the working budget for 2013.

Adrian Beresford-Wylie advised that the ALGA/ACELG roads partnership is due for completion in the 2013-2014 financial year, but may be accelerated to conclude by the end of the calendar year. He also advised that regional development ministers are meeting on 4th and 5th of April on Hobart. This meeting will be followed by a meeting of local government ministers to discuss constitutional arrangements.

Adrian Beresford-Wylie also raised the possibility of ACELG's support in undertaking a literature review and guidance paper on making sister city relationships work. Board members expressed support for this.

The Board resolved:

1. To note the report on 2013 program plans and budgets
2. To approve in principle the planned activities for 2013
3. To receive final project plans once verified by program co-ordinators
4. To adopt the traffic light report as the new reporting structure for the Board and DRALGAS
5. To work with ALGA and DRALGAS on a literature review and guidance paper on making sister city relationships work.

ITEM 8: CONFIDENTIAL ITEM

The Board resolved:

To note the confidential report.

ITEM 9: RESEARCH PROGRAM UPDATE

The Director spoke to the Research Program report. She advised that Prof Lawrence Pratchett is the new Chair of the Research Advisory Committee and spoke about a number of the research projects nearing completion.

The Board resolved:

1. To note the research program update
2. To thank Prof Mark Evans for his role as Chairperson of the Research Advisory Committee and support for the research outputs of ACELG.

ITEM 10: PROPOSED NEW RESEARCH PROJECT

The Director outlined the proposed new research project into the importance of local government in Australia.

The Board resolved:

To proceed to the scoping stage for the research proposal.

ITEM 11: MID-TERM REVIEW

The Director highlighted ACELG's intention to undertake further work in measuring impact of program deliverables. Board discussed the high-level survey results, and noted the value of the survey findings to ACELG's forward planning.

The Board resolved:

To note the report on the mid-term review.

ITEM 12: GENERAL BUSINESS

12.1 Excellence in Local Government Leadership Program (ELGLP)

Peter Allen advised that the program is currently being run at the ANU, with 44 local government leaders and leading international academics. The mood is extremely positive, with evaluations (conducted every day for every session) exceeding expectations.

12.2 ALGA National General Assembly

Adrian Beresford-Wylie again offered ACELG a display booth at the ALGA National General Assembly. The Chairperson gratefully accepted the offer.

The Board resolved:

- 1. To note the report on the Excellence in Local Government Leadership Program**
- 2. To thank the ALGA for again offering ACELG a complimentary booth at the 2013 National General Assembly.**

ITEM 13: NEXT MEETING

The Board agreed to hold the next meeting on Friday 7 June 2013, in Adelaide, following the Local Government Research Forum.