

8.1 NOTICE OF MOTION- REIMBURSEMENT OF EXPENSES- CR LUO

Submitting Councillor/s:	Cr Nicky Luo
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RECOMMENDATION

That Council approves a reimbursement to Councillor Nicky Luo of \$3,500 for her enrolment in a Diploma of Governance.

INTRODUCTION

Councillor reimbursements are governed by the Policy for Reimbursement of Expenses to Councillors and Members of Delegated Committees and Resources and Facilities for Councillors (the Policy). Where a reimbursement exceeds \$500, the Councillor may bring it to Council via a Notice of Motion for a resolution.

BACKGROUND

Councillor Nicky Luo has enrolled in a Diploma of Governance, offered by the Institute of Community Directors Australia. The Institute of Community Directors Australia states the following in relation to the Diploma of Governance:

The Institute of Community Directors Australia (ICDA) is offering a Diploma of Governance designed for the board members of Australian not-for-profit boards and committees, and the CEOs and other senior staff who work alongside them.

ICDA is an enterprise of Our Community, which has been delivering high-quality, practical governance training and support for the Australian not-for-profit sector for more than two decades.

The training materials and assessments for this qualification have been developed by the Institute of Community Directors Australia, which also completes all training and assessments. Upon successful completion of this course, students will be issued with a certificate of completion from ICDA.

Both prospective and current members of boards are eligible for enrolment. Deep knowledge of a not-for-profit organisation is highly desirable.

Course participants receive:

- *18-month membership of the Institute of Community Directors Australia*
- *A quality learning environment that provides practical outcomes*
- *Relevant and challenging case studies drawn from the not-for-profit environment*
- *Exposure to a diverse range of views and approaches to governance, recognising that one size does not fit all*
- *A program that provides value for all participants regardless of whether they are completely new to a board or have had longer-term involvement and experience*
- *Ongoing trainer contact and interaction to assist progression with assessment over the 12 months*

- *Support beyond the Diploma program through supporting materials, resources and networking opportunities Post nominals:*
- *Students who successfully complete the requirements of the Diploma of Governance will be eligible to use the post-nominals: Dip. Gov., FICDA (Fellow of the Institute of Community Directors Australia)*

The course content consists of 12 units

- *Undertake the roles and responsibilities of a board member*
- *Review and apply the organisation's constitution*
- *Maintain and protect cultural values in the organisation*
- *Communicate with community stakeholders*
- *Conduct organisational strategic planning*
- *Monitor organisational finances*
- *Seek and apply for funding opportunities*
- *Lead and manage organisational change*
- *Manage recruitment, selection and induction processes,*
- *Communicate with influence*
- *Manage board or committee and organisational conflict*
- *Undertake negotiations*

This nationally recognised program is designed specifically for board members and senior leaders in the not-for-profit sector, closely aligning with the governance responsibilities of elected councillors. The course provides practical, real-world skills across a range of areas—from financial oversight and community engagement to strategic planning, cultural awareness, and conflict resolution.

The benefits to the City of Monash are clear: Councillor Luo will be better equipped to navigate complex governance matters, ask the right questions, and contribute meaningfully to informed, transparent decision-making. The training supports stronger governance, improved policy outcomes, and more effective community engagement—delivering greater value to ratepayers.

Importantly, this course is sector-funded and available to all councillors. It reflects a best-practice approach to public leadership and demonstrates a commitment to continuous improvement and service to the community.


ISSUES AND DISCUSSION

The Policy provides at clause 5.2 that:

“It is acknowledged that the scope of all expenses which could be deemed ‘bona fide out-of-pocket expenses incurred while performing the duties as a Councillor or member of a delegated committee cannot be fully defined.

In the case of an expense above \$500, or where a claim has not been approved by the Administration, a Councillor can request that the claim be considered by the Council at the next Council meeting, via a Notice of Motion from the Councillor.”

Further, the Policy also provides at clause 5.4 that:



"Council will meet the costs of registration, meals, travel and accommodation associated with attendance at Council-approved conferences, seminars and training."

CONCLUSION

The course has enabled Cr Luo to build her governance knowledge and capacity, which ultimately strengthens council's ability to serve the people of Monash effectively and responsibly.

Council's Policy allows for the consideration by Council of reimbursements that exceed \$500. Councillor Nicky Luo is seeking a reimbursement of \$3,500 for expenses incurred in enrolling in a Diploma of Governance with the Institute of Community Directors Australia.

ATTACHMENT LIST

1. Officers Response to NOM **[8.1.1 - 1 page]**

OFFICER'S REPORT

REIMBURSEMENT OF EXPENSES

Submitting Councillor: Cr Nicky Luo

MOTION

That Council approves a reimbursement to Councillor Nicky Luo of \$3,500 for her enrolment in a Diploma of Governance.

BUDGET IMPLICATIONS

Council allocates funding for Councillors to undertake training and development. This reimbursement should not have budget implications as it falls within the pre-approved training budget.

IMPACT ON INTERNAL RESOURCES

Passing this Notice of Motion should not have any impact on internal resources. The administrative process for reimbursement is straightforward and can be managed within existing workflows without requiring additional staff time or resources.

COUNCIL PLAN AND COUNCIL POLICIES

This Diploma aligns with the role of the Councillor and will assist the Councillor to better perform her role. It supports the Council's commitment to continuous improvement and professional development as outlined in the Council Plan. By enhancing the skills of Councillors, the Council can better achieve its strategic objectives and deliver high-quality services to the community.

RELEVANCE TO WORK ALREADY UNDERTAKEN BY OFFICERS OR COMMITTEES

This Notice of Motion relates to ongoing efforts by officers to promote professional development among Councillors. Previous initiatives have included Councillor Induction Program, workshops, seminars, and other training programs aimed at building governance capacity. The Diploma of Governance is a continuation of these efforts, providing a formal and comprehensive educational opportunity.

FURTHER CONSIDERATIONS

Other important points to note include that this training could boost public confidence in the Council's governance, and Councillor Luo might share what she learns with other Councillors. The Diploma aligns with the Council's broader goals, and feedback from past training programs can help improve future initiatives.