

DISHING IT UP:
**THE POST ELECTION
TRAINING MENU FOR
COUNCIL MEMBERS**

Set Menu

(One Day Program - Time required: 6 hours)

Note: This is the 'tasting plate' rather than the 'smorgasboard'!

The Icing on the Cake: Teamwork

- Relationship building with fellow Elected Members and Staff
- Being a Team Player and representing the Community
- Communication Styles and Constructive Debate in the Chamber

A Bit on the Side: The Legal Necessities

- The myths of Local Government
- An overview: Propriety in Public Office; Code of Conduct; Oversight Bodies; Conflict of Interest
- Decision Making: How do you make a good decision?
- Meeting Procedure: How to have a good meeting?

Splitting the Bill: the weird and wonderful language of the financial geeks

- Financial Management: what do you need to know?: Monitoring v Managing, Annual Business Plan and Budget, Understanding Financial Reports and Budget Reviews, Looking after the assets and Long Term Financial Planning
 - Debt: it's a tool not a curse
 - Risk: What keeps you awake at night?

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Price: \$4,900* (excluding GST)

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** Travel costs are in addition but can be shared on a regional basis.*

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A la Carte Menu

The dishes to choose from: Time required 1-2 hrs per topic

LEGAL

Conflicting flavours made simple: Conflicts of Interest for Council Members

- What is an interest? ▪ What to do if I have an interest? ▪ What happens if I do not declare an interest?

When patrons misbehave...Code of Conduct for Council Members

- What is the Code? ▪ How does it apply to me? ▪ What are my responsibilities? ▪ What happens when it's breached?

Interactions at the dinner table: the importance of understanding Meeting Procedures

- What are the 'rules' for the conduct of formal meetings? ▪ How are decisions made? ▪ Moving, seconding, deputations and more - what does all of this mean?

Facilitating polite conversation: Creating an effective and fair Meeting Procedures Code of Practice

- Why have one? ▪ How can this be achieved? ▪ Tips and traps

Building an appetite: the Development Assessment Panel, Meeting Procedures and Minister's Code of Conduct

- What is the Panel and what does it do? ▪ How are meeting procedures and behaviours of Panel members governed? ▪ How may the role and make-up of Panels change after the end of the Planning Review?

Perusing the reviews: Register of Interests - Campaign, Primary and Ordinary Returns

- What is the register and what are returns? ▪ Who can see this information and how? ▪ What do I need to do?

Today's Specials: Oversight Bodies and the Regulatory Regime

- The Ombudsman ▪ The OPI ▪ The ICAC ▪ Who can complain to an oversight body and what can they do? ▪ When I am I required to make a report to an oversight body?

Exotic Tastes? Regulatory Services, from dogs and cats to public health and everything in between

- An overview of the regulatory legislation that Councils are responsible for administering and enforcing ▪ The Council's role in policy including public health planning and animal management plans ▪ The operation of by-laws ▪ Parking and traffic control
 - Enforcement – what's my role? ▪ By-laws

A la Carte Menu (Continued)

Choosing the right dish: Governance and Good Decision Making: We hear about it, but what is it?

- How do I make good decisions? ▪ When and how can decisions be challenged? ▪ How can I act in the best interests of my community?

Surf & Turf: Council Land

- What can the Council do with its land and how? ▪ What are the Council's obligations? ▪ How is land managed by the Council?

Paying the bill: the Council's rating powers

- What are rates and service charges and how can they be imposed? ▪ Discounts, rebates and other flexibility in rating

Our secret blend of herbs and spices: How to handle information as a Council Member

- What is confidential information ▪ Dealing with confidential information ▪ Use of emails and the role of social media ▪ The Council's obligations under the State Records Act ▪ Requests for information by Council Members (section 61)

Searching for the perfect recipe: Access to Information by the Public

- Methods of accessing information ▪ Types of information available ▪ Applications made under the Freedom of Information Act

Eat and run: the criminal element - "Yes, there is one!"

- The relevant criminal provisions applicable to Council Members under the Local Government Act and the Criminal Law Consolidation Act ▪ What is corruption? ▪ What is fraud? ▪ What policies and procedures must be followed when fraud or corruption are suspected?

Too many cooks in the kitchen? Council committees

- How are committees established? ▪ What it takes to be a chair person ▪ Non-Elected Member Committee Member

House Rules: Policies and Procedures

- Mandatory policies ▪ Other key policies and procedures ▪ How policies and procedures work

Front of House: working effectively with the Council's administration

- What is the role of the CEO? ▪ What is the role of Council members? ▪ What is the corporate structure of the Council? ▪ What are delegations and how do they work?

FINANCE

Fine Dining at Café Prices?: Asset Management Plans

- Understanding Council's assets ▪ Maintenance vs Renewal vs upgrade ▪ Levels of service: Technical, Community expectations
▪ Incorporating Asset Management into the Long Term Financial Plan ▪ Financial sustainability

Should we do lunch or dinner?: Strategic Planning

- What does the community want? ▪ How do we find out? ▪ What do we have to do: State Strategic Plans, Legislation ▪ What will it all cost? ▪ Can we afford it? ▪ How do we measure what is done?

I'm only paying for what I ate!: Annual Business Plan and Budget

- Linking all the plans together: Strategic Management Plan, Asset Management Plans, Long Term Financial Plan

Don't sneeze on the salad bar: Risk Management

- Assessing risk ▪ Mitigation strategies ▪ Managing and monitoring risk.

Are you over the limit?: Audit Committee

- Role ▪ Work plan ▪ Risk Management ▪ Internal Financial Controls

A la Carte Menu (Continued)

TEAMWORK

Shared Tasting Platters - Teams

- What defines a successful team? ▪ What are the key roles in a successful team? ▪ What role do I fill?

Dining with strangers - Relationships

- How do I create positive and respectful relationships with colleagues, staff and the community? ▪ How do I handle difficult situations assertively and professionally? ▪ How do I avoid misunderstandings which impact negatively on my workplace relationships? ▪ How does emotional intelligence help build constructive relationships?

Don't speak with your mouth full - Communication

- What is my unique communication style? ▪ How do I understand and appreciate others' communication styles? Why do I need to? ▪ What blind spot?

Polite conversation whilst dining - Conflict

- How do I identify conflict? ▪ Is conflict good or bad? ▪ What strategies can I adopt to resolve conflict? ▪ How do I negotiate win/win solutions to resolve conflict?

Shall we try a different restaurant? - Change management

- Understanding the change environment? ▪ Why is there a need to change? ▪ How can I make a contribution to facilitating change? ▪ How do I know if anything has actually changed?

The role of the host at a dinner party - Leadership

- What skills are needed to be leader? ▪ What skills are needed to enable strategic thinking? ▪ What's my leadership style and will it add value?

Price for 3 topics of your choice: \$4,900 (excluding GST)*

or

Price per dish: \$1,900 (excluding GST) regardless of the number of participants*

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TO PLACE AN ORDER FROM EITHER THE SET MENU OR THE A LA CARTE MENU PLEASE COMPLETE THE FOLLOWING ORDER FORM

DISHING IT UP: THE POST ELECTION TRAINING MENU FOR COUNCIL MEMBERS

ORDER FORM

To place an order please fill in the details below and then email the completed form to Wendy Bozzett at wbozzett@kelledyjones.com.au, if you have any queries please call 8113 7101.

We would like to order from the following menu:

Set Menu

A la Carte Menu

Contact Person:

Council(s):.....

Proposed Dates:

Email:

Telephone:

If ordering from the A la Carte Menu, please advise which dishes you wish to order:

Conflicting flavours made simple

Too many cooks in the kitchen?

When patrons misbehave

House Rules

Interactions at the dinner table

Front of House

Facilitating polite conversation

Fine dining at Café prices?

Building an appetite

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Perusing the reviews

I'm only paying for what I ate!

Today's specials

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Exotic Tastes?

Are you over the limit?

Choosing the right dish

Shared tasting platters

Surf & Turf

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