

# Practical Training: Council Member Post Election Essentials 2018/2019

"Don't do too much too soon", is the message we are hearing over and over from councils about the mandatory training. Accordingly, KellyJones Lawyers has developed an incremental training methodology that provides council members, whether returned or new, with the essential knowledge to commence their 4-year term of office. The focus is to deliver practical, easy to understand and plain English training and development. We will use our experience and expertise to share examples so that participants can relate to and participate in the sessions.

## 1. Council Member Essential Induction

This overview session will provide council members with the essentials to see them through the first few months of office. Council meeting fundamentals, introduction to conflict of interest and risks to council and council members will be addressed, together with other critical '*need to know*' issues.

Duration: 2 hours  
Cost: \$1,750.00 (ex GST)

## 2. Local Government Fundamentals

The three levels of government will be discussed, together with the role and function of councils within the Australian system of government. The governance structure of the council, the role of the governing body and council staff will be addressed, together with the role, function and services provided by councils.

Duration: 1 ½ hours  
Cost: \$1,075.00 (ex GST)

## Registration

To register, please email  
Jane Horlin-Smith at  
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(08) 8113 7100  
[info@kellyjones.com.au](mailto:info@kellyjones.com.au)  
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### 3. Public Integrity Issues

Holding a position of public office brings with it higher level responsibilities, both individually, and for the organisation. This session will address, in detail, conflict of interest, register of interest, the *Code of Conduct for Council Members* and external oversight mechanisms, such as the State Ombudsman, the ICAC, the Minister and the Courts.

Duration: 2 ½ hours

Cost \$1,750.00 (ex GST)

### 4. Risks and Protections

Scrutiny, challenge, social media, handling complaints and repeat requests for information are all integral to understanding council member duties, delegations, available support, resources and the protections that exist for council members. This session will also address the increasing use of social media as a means of communication and the risks that arise including, work, health and safety imperatives and what is (and what is not) defamation.

Duration: 3 hours

Cost: \$2,150.00 (ex GST)

### 5. Understanding Meetings and Gatherings

The 'toolkit' to successfully participate in council and council committee meetings is the focus of this session. The use and purpose of informal gatherings, the requirements of 'designated' informal gatherings, together with public access to documents and meetings will be explored.

Duration: 1 ½ hours

Cost: \$1,075.00 (ex GST)

## Please note:

- \* Unlimited numbers can participate
- \*\* The content of topics 2, 3, 4 and 5 meet the requirements of Modules 1, 2 and 3 of the mandatory Training Standards and more
- \*\*\* We can arrange for an expert provider to deliver Module 4, Financial Management and Reporting, upon request
- \*\*\*\* Regional training with more than 1 council will incur a cost of \$1,450 (ex GST) for each additional participating council
- \*\*\*\*\* Any necessary travel costs are in addition