

Post Election Training Essentials  
for Council Members

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# Raising the Bar

**Kelley Jones**

**Partnering with:**



Jeff Tate Consulting



**DeanNewbery**

**ball.**  
public relations

# Raising the Bar Program

*Raising the bar.* That is our promise in delivering our tailored program. Our program is practical, achievable and compliant, and delivers the learning outcomes under the LGA Training Standards for Council Members.

Following the 2022 periodic elections, our team of diverse and experienced trainers will be delivering optimal standards of education to each newly elected council.

Our training will equip Council Members with the necessary knowledge for their 4-year term of office. Given there is **12 months to complete the mandatory training**, we believe in a measured and contemplative approach. We **recommend** the training commences in 2022 with the initial Induction Session, and the substantive training to be undertaken in 2023.

In *Raising the Bar*, our approach is not limited to the mandatory requirements. We offer an additional module focussed solely on social media. We will also be providing additional support with further topics of interest to follow.

On completion of each mandatory module, participants will receive certification they have met all aspects of the mandatory training requirements under the LGA Training Standards.

The LGA has released a framework of training standards, outlined below:

## **BEHAVIOUR\***

To identify attributes and develop skills that uphold the Behavioural Standards and principles of good governance.

## **CIVIC\***

To develop knowledge of the Australian system of government and how councils fulfil the objectives of the Local Government Act to deliver reputable community outcomes.

## **LEGAL\***

To develop the knowledge and skills required to meet the legal responsibilities of a Council Member.

## **STRATEGY AND FINANCE\***

To develop the knowledge of integrated strategic and annual business planning and the skill to manage public funds appropriately.

\*LGA Training Standard for Council Members

# Modules

### Induction Program\*\*\*

#### 2 hours

CEOs are required to arrange an Induction Program for Council Members, by way of overview of roles and responsibilities, what it means upon taking public office and, at a high level, the 'legal essentials' for Council Members.

For maximum benefit of the Council Members, we recommend each council considers scheduling this Induction Program shortly after the conclusion of the elections.

Council Members are required to complete the mandatory Training Modules, to meet this requirement we provide as below.

**Presenter: Kelledy Jones**

### Module 1 - Behaviour\*\*\*

#### 3 hours

Values, Ethics and Behaviour

- Understanding Values and Ethics
- Behavioural Standards for Council Members
- WHS Bullying and Harassment

Communication Skills

- Effective Communication
- Negotiating and Influencing

Leadership Skills

- Strategic Thinking
- Change Management
- Building Resilience

**Presenters: Kelledy Jones and Wendy Campana or Jeff Tate**

### Module 2 - Civic\*\*

#### 3 hours

Effective Council Meetings

- Preparation, Responsibilities Structure and Purpose
- Information or Briefing Sessions

Council Meeting Procedures

- Public Access and Meeting Procedures
- Role of the Principal Member
- Moving Motions, Speaking to Motions, and Voting
- Effective Presentation and Constructive Debate
- Minutes and Upholding Decisions of Council

Representing Council Decisions

- The Role of Mayor as Council Spokesperson
- Effective Use of Media Channels

**Presenter: Kelledy Jones**

### Module 3 - Legal\*\*

#### 3 hours

Role of a Council Member

- General Duties
- Conflict of Interest
- Gifts and Benefits

Registers, Returns and Resources

- Register of Interests
- Primary and Ordinary Returns
- Allowances and Benefits

Legal Protections and External Oversight

- Anti-Corruption, Misconduct and Maladministration

**Presenter: Kelledy Jones**

\*LGA Training Standard for Council Members

\*\*Mandatory component

# Modules

### Module 4 - Strategy and Finance\*\*

3 hours

Strategic Management Planning and Performance

- Purpose of Strategic, Long-Term Financial and Asset Management Planning
- Annual Business Planning and Budgeting
- Community Engagement and Performance Reporting

Strategic Risk Management and Oversight

- Strategic Risk Management in Decision Making
- Role of Audit and Risk Committee
- ESCOSA Oversight

Financial Management

- Managing Public Funds
- Rating, Revenue Sources and Funding Plan
- Understanding Financial Reports, Budgets and Strategic Plans
- Financial Reporting Framework
- External versus Internal Audit
- Accounting for Subsidiaries

**Presenters: Jeff Tate and John Jovicevic**

### Principal Member Leadership Program\*\*\*

2 hours

Section 58 of the *Local Government Act 1999* prescribes specific responsibilities for the Principal Member, in providing leadership and guidance for the Council. For this purpose, the Mandatory Training framework now includes an additional session for the Mayor.

Our session will be specifically tailored for the Mayor, and will address the following topics:

- Effective Leadership
- Public Speaking and Media
- Meeting Procedures
- Effective Meetings (Chairing Skills)

**Presenter: Kelledy Jones**

### Media Interactions and Social Media Utilisation : How, when and if to engage

1.5 hours

Our additional session (not mandatory) will address media engagement and social media utilisation in a clear, informative way. Social media is a common platform used for sharing ideas, community engagement and staying connected. As community leaders, Council Members have a responsibility to ensure what is posted on social media is appropriate.

This session will educate Council Members on the importance of appropriate social media use, their duties and the risks that social media poses. Our objective is to ensure Council Members are fully equipped with the knowledge and understanding of an increasingly technological world.

**Presenter: Ball Public Relations**

### Delivery Mechanisms

- in person
- by Zoom/Microsoft Teams
- a recording

### Tailored to Your Needs

We would be pleased to tailor each Module to meet Councils' individual needs and in addition, discuss any offerings further to those set out above that the Council may wish to incorporate.

The training will be delivered in a down-to-earth manner. Our approach is holistic, practical, engaging and interactive. Our series will instil confidence in Council Members.

\*LGA Training Standard for Council Members

\*\*Mandatory component

## Pricing

### Induction Session

2 hours

\$2,250 + GST

### Modules 1-4

3 hours

\$2,110 + GST (per module)

or

\$7,600 + GST (all 4 modules)

### Principal Member Leadership Program

2 hours

\$2,250 + GST

### Media Interactions and Social Media Utilisation

1.5 hours

\$2,100 + GST

### Disbursements

Any disbursements (i.e travel or accommodation costs)  
will be discussed with the council as required

# Trainers

We are proud to offer a recognised team of high calibre professionals to deliver this training to the newly elected Council Members. It is the unique understanding of the needs of councils, and the breadth and depth of knowledge and experience in the local government sector that makes this team highly skilled to deliver the training. This team consists of the following experts who are recognised leaders in local government:

**Michael Kelledy**

Director, Kelledy Jones

**Natasha Jones**

Director, Kelledy Jones

**Tracy Riddle**

Associate Director, Kelledy Jones

**Cimon Burke**

Senior Lawyer, Kelledy Jones

**Wendy Campana**

Director, Wendy Campana Consulting

**Jeff Tate**

Director, Jeff Tate Consulting

**John Jovicevic**

Partner, Dean Newbery

**Rob Ball**

Director, Ball Public Relations

**Amanda Bachmann**

Media Trainer, Ball Public Relations

# Trainers

### About Us

At Kelledy Jones, we believe in empowering Council Members and staff, to provide them with the knowledge and understanding they need to succeed.

We are dedicated to the provision of specialist legal services to local government.

We are recognised as being at the forefront of local government legal practice. Our dedication to the local government sector speaks for itself. Our practitioners are focussed on local government clients' interests and do not compete with the interests of private-sector clients.

We have a sophisticated understanding of the complex legal requirements and risk frameworks that apply to councils. We also understand the community expectations, financial and political considerations, oversight and review processes, that impact councils and their operations.



**Michael Kelledy**

Director



**Natasha Jones**

Director



**Tracy Riddle**

Associate Director



**Cimon Burke**

Senior Lawyer



# Trainers



## Wendy Campana

Director, Wendy Campana Consulting

Wendy Campana possesses in depth skills, knowledge and experience in the local government sector. She is a past CEO of the LGA and is currently consulting to councils on Council Member behavioural management, governance, organisational development and intergovernmental relations and has a background in training, industrial and human resource management.

Wendy is a trained mediator. Wendy has been a leading advisor on local government reform and has managed (while with the LGA) comprehensive reviews of the Local Government Act. She has also lobbied Parliament on behalf of councils.

Wendy was previously the Commissioner for Kangaroo Island where she assisted the community and businesses to engage with governments to address social, environmental and economic development challenges on the Island. She is practical and engaging in her work with councils, quickly identifying strengths and areas for development or enhancement.



## Jeff Tate

Director, Jeff Tate Consulting

Jeff Tate was Chief Executive Officer of the City of Onkaparinga from 1997, when it was formed through the amalgamation of three former Councils, to 2011. Under Jeff's leadership Onkaparinga achieved a national reputation for innovation in meeting the current and emerging needs of its communities.

Jeff's second career since 2011 has been as Director of Jeff Tate Consulting Pty Ltd in which time he has undertaken and managed over 130 projects in South Australia, New South Wales, Queensland, Tasmania, and Victoria. The consultancy specialises in strategy development, review and implementation; organisational alignment; partnering and relationships; governance; problem solving; leadership mentoring and coaching; facilitation and negotiation.

Jeff also chairs several boards so understands issues from both Council Members and staff perspectives.

# Trainers



## John Jovicevic

Partner, Dean Newbery

John joined Dean Newbery in 2005 and has been a Partner since 2010. He oversees Dean Newbery's assurance and Local Government advisory services. John provides a wide range of services to the Local Government sector including external audit, internal audit, prudential management, independent probity and project management assistance, financial reporting (including technical advice on the application of accounting standards), risk management and overall accounting support services.

John's particular areas of interest are within strategic financial reporting (long-term strategic and financial reporting), asset accounting practices and waste management services. He is a member of the South Australian Local Government Financial Management Group (SALGFMG) and the South Australian Local Government Auditor's Group (SALGAG).

Outside of the work he provides to the Local Government sector, John also provides assurance, taxation and advisory services to a number of clients operating in various industries including aged care, professional services firms, waste management, sporting and community associations, real estate and private investment firms.



## Rob Ball

Director, Ball Public Relations

With more than 45 years in the media, Rob is an experienced media trainer, public relations practitioner and counsellor, a former senior journalist and a former senior policy and strategy adviser to a State Premier. He counsels clients in the private and public sectors, health, the environment, professions and local government.

Rob has on three occasions won Australia's top national public relations awards with projects for the South Australian Government Project Delivery Task Force (Glenelg-West Beach Project), the Port Adelaide Football Club's AFL bid and a successful government relations campaign for the City of Unley.



## **Amanda Bachmann**

Media Trainer, Ball Public Relations

Amanda has more than 25 years of experience as a journalist, television reporter and producer, radio reporter and media trainer.

She has worked in Austin, Texas, in Hong Kong, where she covered the hand back of British rule to China, and in Taiwan and the UK. Since returning to live in Adelaide, Amanda has freelanced for every national network, including SBS, ABC and the Adelaide edition of Channel Nine's A Current Affair. Most recently, she was for 12 years the Adelaide correspondent and senior national producer for Channel Seven's Sunrise and a regular guest on ABC Radio Adelaide (891).

Amanda's awards in journalism include a South Australian Press Club prize for best television news report and a United Nations of Australia Media Peace Award.

**Kelley Jones**



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