

Protocols for Council Meetings

Manage meetings and participant conduct

One of the responsibilities of councillors is to participate in council meetings and contribute to decision-making, for the benefit of the local government area.

The Mayor is responsible for leading and managing meetings at which the Mayor is the chairperson, including managing the conduct of the participants at the meeting. This also extends to people in the gallery.

Course Content

- Local Government Act 2009 (Section 12 – Responsibilities of Councillors)
- Local Government Regulation 2012
- Conflict of Interest – Chapter 5B Councillors' conflicts of interest
- Material personal interest
- Code of Conduct
- Closed meetings
- Disorder
- Unsuitable meeting conduct
- Conduct breach
- Misconduct
- Corrupt conduct

Course Details

Delivery:	Inhouse
Structure:	Interactive Workshop
Time:	1 Day
Class Size:	Max 15
Cost:	On request

The Trainer

Donna Neilson brings three decades of working in Local Government to Peak. With a background in law and many years as a councillor, she has an in-depth knowledge of the legislation and workings of councils.

As a former executive on numerous Boards, Donna has a wealth of experience in governance and uses a down to earth approach to help staff understand their responsibilities.

