

Prepare Advice for Council

Clear, confident guidance to support smarter council decisions.

Synopsis

Democratically elected local government councils are responsible for the management of complex organisations that provide many services to the community.

When undertaking its various roles, a council relies heavily on the information and advice prepared by council employees. The way in which this information is collected and assessed should reflect the consultation and accountability processes required of a representative council.

Our workshop will look at how to collect and provide accurate advice

Course Topics:

- Legislative and regulatory requirements
- Following your Code of Conduct
- Communication processes
- Ensure reliability
- Is it factual?
- Impartiality and integrity
- Reports and briefing notes
- Providing advice to Councillors
- Reasonable advice guidelines
- Report layouts
- Local Government Act 2009
- Local Government Regulation 2012
- Recording decisions

Our trainers

Our specialist facilitators bring years of Local Government training experience to guiding and inspiring participants, helping them build confidence and capability across a wide range of disciplines. Join us for this lively, instructor-led, interactive, and practical course designed to enhance skills and support participants in navigating real-world challenges.

Audience

Our courses are specifically designed for Queensland Local Government officers, delivered by experienced facilitators and enriched with practical local government content. Each program has been developed to suit the needs and priorities of your council, ensuring relevance and impact for your chosen audience.

Workshop details

Delivery: In-house or virtual.

Duration: 1 day interactive workshop.

Class size: TBA

Price: On request.