



Australian Government

Department of Education, Employment and Workplace Relations

LGAGENE304A Conduct effective council meetings

Release 2

LGAGENE304A Conduct effective council meetings

Modification History

LGAGENE304A Release 2: Layout adjusted.

LGAGENE304A Release 1: Primary release.

Unit Descriptor

This unit covers running effective council meetings. It is appropriate for those responsible for conducting subgroups or committee meetings. It recognises the importance of ensuring that clear and well-planned objectives are set for meetings and that proceedings are conducted in accordance with accepted protocols.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in remote and Indigenous communities and councils. Knowledge of the legislation and regulations within which councils must operate is essential. The role of elected members and senior management in leading and supporting their communities, and the identification of processes and solutions to meet the specific needs of communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. Plan the meeting

- 1.1 Reason for the *meeting* is identified and communicated to interested parties.
- 1.2 *Logistics of the meeting* are identified and arranged.
- 1.3 An appropriate and competent person is identified and requested to take minutes of the meeting.
- 1.4 An agenda is prepared in consultation with *relevant personnel*, published and circulated to affected and interested parties.
- 1.5 Meeting papers and background or supporting information are circulated in time to allow sufficient preparation before the meeting and any statutory periods of notice are observed.
- 1.6 Copies of council meeting rules, procedures and relevant legislation are available for use at or prior to the meeting.

2. Conduct the meeting

- 2.1 The meeting begins on time or as soon thereafter as a quorum is present.
- 2.2 *Minutes of the meeting* are recorded.
- 2.3 *Meeting rules and protocols* adopted by the council are followed, including deference to cultural or traditional issues.
- 2.4 The agenda and suggested or adopted time frames for speech are followed.
- 2.5 Participants and others recognised by the meeting are allowed the opportunity to address, listen and question when formulating and expressing their views.
- 2.6 Issues of difficulty or conflict are moderated by the mayor/chair or delegated office bearers.
- 2.7 Decisions that reflect agreed views are made in accordance with the rules and procedures of council.
- 2.8 Minutes are approved by the mayor/chair, circulated and stored according to council or authority regulations.

3. Maintain confidentiality

- 3.1 Councillors identify or are advised when *confidentiality* is to be observed in accordance with council procedures.
- 3.2 Real or potential conflicts of interest are declared in accordance with council procedures and practices.

4. Follow up decisions and resolutions

- 4.1 Decisions are monitored by delegated or appropriate officers and progress is reported to subsequent meetings according to agreed time frames to ensure accountability.
- 4.2 Deficiencies or non-compliance relating to decisions are identified and reported according to council or authority regulations or agreed strategies.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit

Required Skills

- oral and written communication
- interpersonal skills, including courtesy and respect for diversity
- presentation skills
- research capacity
- negotiation and debating
- management
- self-discipline

Required Knowledge

- meeting procedures
- council or authority regulations
- protocols and codes of conduct
- community or locality knowledge, including history and current events, traditions, customs and social issues
- current communications technology

Evidence Guide

Overview of assessment requirements

A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated.

Critical aspects of evidence to be considered

This unit requires demonstration of having planned and conducted council meetings effectively. It includes demonstration of:

- accessing and providing meeting procedures, including reference to appropriate regulations, codes of conduct and procedures governing the council or authority
- ensuring clear, accountable decision-making processes are documented
- ensuring conflicts of interest are identified and handled appropriately
- ensuring accurate meeting minutes are recorded and kept as a record of proceedings
- ensuring decisions and resolutions are followed up and stakeholders and the community are informed of events

Context of assessment

In the workplace or a simulated work environment, possibly supported by classroom delivery, including remote or online. Assessment may encompass multiple elements in the workplace and utilise:

- role-plays
- oral questioning
- case studies
- short exercises, including multiple choice, practical demonstrations and group activities in simulated environments.
- It is anticipated that a complete assessment would involve observation of performance in the role of councillor or a similar representative role

Method of assessment

The following assessment methods are suggested:

- observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies
- written and/or oral questioning to assess knowledge and understanding

Evidence required for demonstration of consistent performance

- completion of workplace documentation
- third-party reports from experienced practitioners
- completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor.

Evidence will need to be gathered over time across a range of variables.

Resource implications

Access to a workplace, simulated environment or case studies including:

- legislation and standards of practice
- protocols, policies and procedures
- meetings and committee proceedings
- representative issues and incidents reflecting council responsibility
- Assessment and training may need to be conducted out of standard business hours

Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

<i>Meetings</i> may include:	<ul style="list-style-type: none"> • council • authority • community • subcommittee • other meetings convened on a programmed or ad hoc basis that constitute official assemblies of whole or part of the elected body • format of business, including contributions from other officers, guests or invited specialist speakers
<i>Logistics of the meeting</i> may include:	<ul style="list-style-type: none"> • venue • start and finish time • catering requirements • transport or travel • equipment
<i>Relevant personnel</i> may include:	<ul style="list-style-type: none"> • mayor • chair of the council • chief executive officer • councillors • management
<i>Minutes of the meeting</i> include details such as:	<ul style="list-style-type: none"> • attendance • apologies • discussion on motions • actions and initiatives, including accountability and time frames
<i>Council meeting rules and procedures</i> may include:	<ul style="list-style-type: none"> • reference to standard rules of meeting procedures to inform or support adopted formal rules governing council/authority meetings • codes of conduct • deference to cultural or traditional issues • courtesy and respect • address by normal or special arrangement • matters heard in closed chamber • provision for suspension of business before resolving some matters
<i>Confidentiality issues</i> may include:	<ul style="list-style-type: none"> • binding decisions • minority or dissenting points of view • confidentiality of individual views

- voting
- establishing precedent
- reaching understanding

Unit Sector(s)

General