



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **LGAGOVA504A Prepare a council for elections**

**Release 2**

## LGAGOVA504A Prepare a council for elections

### Modification History

LGAGOVA504A Release 2: Layout adjusted.

LGAGOVA504A Release 1: Primary release.

### Unit Descriptor

This unit covers setting up processes required for council elections.

### Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local 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
<b>1 Call for nominations</b>	<p>1.1 Notice of elections is given according to statutory requirements.</p> <p>1.2 Nomination forms are produced and distributed within required time frames.</p> <p>1.3 Candidates are advised of eligibility.</p> <p>1.4 Nomination forms are received and processed and the candidates are declared.</p> <p>1.5 Accurate information is provided to the media in line with council procedures.</p>
<b>2 Advise candidates</b>	<p>2.1 Candidates are advised of the electoral process and relevant statutory requirements.</p> <p>2.2 Candidates how to vote cards are processed in accordance with statutory requirements.</p>

## Required Skills and Knowledge

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

### Required Skills

- working to tight deadlines
- organisational
- adjusting written communication to address purpose, social context and audience

### Required Knowledge

- council procedures regarding media liaison
- statutory requirements relating to elections
- eligibility criteria for candidates

## Evidence Guide

<b>Overview of assessment requirements</b>	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.
<b>Critical aspects of evidence to be considered</b>	Statutory requirements are met. Time lines are met. Candidates are advised of process and requirements.
<b>Context of assessment</b>	On the job or in a simulated work environment.
<b>Method of assessment</b>	The following assessment methods are suggested: <ul style="list-style-type: none"><li>• observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies</li><li>• written and/or oral questioning to assess knowledge and understanding</li><li>• completion of workplace documentation</li><li>• third-party reports from experienced practitioners</li><li>• completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor</li></ul>
<b>Evidence required for demonstration of consistent performance</b>	Evidence will need to be gathered over time across a range of variables depending on council work flow and planning cycle, as long as the critical aspects of evidence can be demonstrated.
<b>Resource implications</b>	Access to a workplace or simulated case study that provides the following resources: <ul style="list-style-type: none"><li>• copies of relevant legislation</li><li>• council policies and procedures governing elections</li><li>• real or simulated candidates and local media</li></ul>

## 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.

## **Unit Sector(s)**

Administration Units