



Australian Government

Assessment Requirements for LGACOR001 Work in local government

Release: 1

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Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- work in a local government role that involves each of the following on at least one occasion:
 - meeting code of conduct requirements
 - meeting legal and ethical responsibilities
 - meeting job role responsibilities
 - following organisational policies and procedures
 - working with others
 - discussing work performance and career goals.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures applicable to working in local government and job role
- legislated functions and powers of local government applicable to job role
- local government context:
 - structure of government within Australia
 - local government function, boundaries, services, facilities and activities
 - separation of powers
 - roles and responsibilities of elected members and the election process
 - roles and responsibilities of local government employees
 - local government regulatory and compliance environment
 - community impact of local government
 - local government communication protocols
- legal and ethical responsibilities relevant to job role and consequences of non-compliance
- requirements for communicating and working with elected members
- organisational structure
- job expectations:
 - job role and function

- scope of responsibilities
- communication channels
- community expectations
- limits of delegated authority
- work quality
- customer service
- public responsibility
- resource use
- public safety
- types of professional development opportunities for the role
- types and methods of communication:
 - verbal, non-verbal and written
 - giving and receiving feedback
 - conflict resolution.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated work environment that reflects workplace conditions in a local government environment.

Assessment must ensure access to:

- plain English information about legal and ethical responsibilities applicable to job role
- organisational policies and procedures applicable to job role
- code of conduct applicable to job role.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume Implementation Guide are available in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0388d502-0fc3-49d9-a06e-c95893d7>