



**Australian Government**

**Assessment Requirements for  
LGAMEM001 Meet elected member  
responsibilities**

**Release: 1**

## Assessment Requirements for LGAMEM001 Meet elected member responsibilities

### 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:

- meet elected member legal, ethical and procedural responsibilities on three occasions.

### Knowledge Evidence

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

- organisational policies and procedures applicable to meeting elected member responsibilities
- sources of legal, ethical and procedural information and responsibilities related to the elected member role
- local government context:
  - structure and layers of government within Australia
  - function of local government
  - boundaries of local government
  - separation of powers
  - local government services, facilities and activities
  - election process
  - roles and responsibilities of local government elected members and employees:
    - Chief Executive Officer
    - mayor
    - deputy mayor
    - president
    - deputy president
    - councillor
  - limitations of council and councillors' jurisdiction
  - communication protocols
  - existing programs and links between existing programs
  - compliance risks
- organisational structure
- elected member role expectations and limitations:

- role and scope of responsibilities
- executive powers
- code of conduct
- conflict of interest
- standing orders
- public responsibility
- public safety
- protocols
- strategic planning
- community consultation
- development planning
- asset management
- performance review of Chief Executive Officer
- situations that may result in and strategies to avoid perceived, potential and actual conflicts of interest.

## **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:

- local government legislation
- local government policies and procedures relevant to elected members
- elected member code of conduct.

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>