![Australian Government]

LGAMEM001 Meet elected member responsibilities

Release: 1

LGAMEM001 Meet elected member responsibilities

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to comply with an individual's responsibilities as an elected member.

This unit applies to individuals who have been elected to office in local government including councillors and mayors.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Competency Field

Not applicable.

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify elected member responsibilities.	1.1. Source, interpret and analyse legislation to identify legal responsibilities relevant to elective member role.
	1.2. Source, interpret and analyse code of conduct relevant to identify ethical responsibilities relevant to elected member role.
	1.3. Source, interpret and analyse organisational policies and procedures to identify procedural responsibilities relevant to elected member role.
2. Meet elected member responsibilities.	2.1. Comply with legal, ethical and procedural responsibilities relevant to elected member role.
	2.2. Recognise, report, investigate and manage perceived, potential and actual conflicts of interest according to

organisational policies and procedures.

2.3. Review own performance as an elected member to identify legal, ethical and procedural responsibility compliance risks.

2.4. Take action to manage legal, ethical and procedural responsibility compliance risks.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Numeracy skills to:	• interpret and discuss financial and statistical data.
Learning skills to:	• undertake independent research to maintain knowledge of elected member responsibilities.
Problem-solving skills to:	• address non-compliance risks.
Technology skills to:	• access legal, ethical and procedural information from electronic sources.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume Implementation Guide are available in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0388d502-0fc3-49d9-a06e-c95893d7