Assessment Requirements for LGAMEM002 Perform elected member functions

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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:

- perform three different elected member functions that involve:
    - working with other elected members and delegated council staff
    - engaging community members face to face and online on an issue of community interest
    - building and maintaining a strategic relationship with a council stakeholder
    - delivering one face to face community presentation.

Knowledge Evidence

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

- organisational policies and procedures applicable to performing elected member functions
- federal, state and local government legislation applicable to performing elected member functions
- compliance responsibilities
- Chief Executive Officer (CEO) recruitment process
- principles of public communication:
    - roles of committees
    - establishment of policies and precedents
    - use of language and forms of address
- peer support network
- strategies for motivating self and influencing others
- types and methods of communication:
    - verbal, non-verbal and written
    - giving and receiving feedback
    - conflict resolution
    - negotiation
    - online
- evolving nature of social media communications
- leadership styles

- team building strategies
- group dynamics.

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 applicable to elected members
- elected member code of conduct
- elected members, council staff, community members and council stakeholders.

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