



Australian Government

LGAMEM002 Perform elected member functions

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to perform elected member functions within council and the wider community.

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

Elements describe the essential outcomes

1. Perform internal functions.
2. Engage community members and council stakeholders.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Oversee governance processes to ensure compliance.
- 1.2. Participate in council meetings according to formal meeting procedures.
- 1.3. Cooperate with other selected members and delegated council staff to support council operations, uphold council governance and set policy.
- 2.1. Develop and maintain strategic relationships with community members and council stakeholders.
- 2.2. Engage with community members and council stakeholders on matters of community interest.
- 2.3. Consult with community members, council stakeholders and council staff to identify and clarify community

- expectations and requirements.
- 2.4. Represent council and the community at formal and informal functions and events.
 - 2.5. Prepare and present information to community members and council stakeholders.
 - 2.6. Represent, respect and advocate on behalf of the community.

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
Reading skills to:	<ul style="list-style-type: none"> • research and interpret information relevant to elected member functions.
Writing skills to:	<ul style="list-style-type: none"> • correspond with other elected members, council staff community members and council stakeholders • prepare reports.
Oral communications skills to:	<ul style="list-style-type: none"> • negotiate with and influence others • resolve conflict • speak publicly • network with other elected members, council staff, community members and council stakeholders.
Numeracy skills to:	<ul style="list-style-type: none"> • read, interpret, analyse and discuss financial and statistical information.
Problem-solving skills to:	<ul style="list-style-type: none"> • solve problems in collaboration with others.
Teamwork skills to:	<ul style="list-style-type: none"> • work with other elected members and liaise with operational staff.
Technology skills to:	<ul style="list-style-type: none"> • access organisational documents relevant to elective member functions from electronic sources • interact with community members and council stakeholders online including social media.

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>