



Australian Government

Department of Education, Employment and Workplace Relations

LGACORE501B Provide quality and timely advice to council

Release 2

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Modification History

LGACORE501B Release 2: Layout adjusted.

LGACORE501B Release 1: Primary release.

Unit Descriptor

This unit covers monitoring and assessing legislative and other factors impacting on council. It recognises that councils operate within a legislative framework and that, as the third tier of government, there is a strong need for council to be provided with quality and timely information in order to best serve the community and its constituents.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

<p>1. Monitor and assess trends and developments that impact on council</p>	<p>1.1 Government policies and programs are monitored and their impact on council is evaluated and reported.</p> <p>1.2 The implications of other <i>trends and developments</i> are assessed and evaluated and council is advised in a timely manner.</p> <p>1.3 Relevant community and government contacts and networks are fostered to ensure that up to date information is gathered.</p> <p>1.4 Consultative processes are established and maintained with constituents and community to ensure needs and expectations are identified.</p>
<p>2. Advise council of current legislative requirements</p>	<p>2.1 Legislative requirements pertaining to all operations of council are regularly monitored and their implications are analysed.</p> <p>2.2 Council is formally advised of its legislative responsibilities and obligations in a timely manner.</p>
<p>3. Assess impact of council proposals</p>	<p>3.1 Council proposals are assessed to identify the impact on particular council operations and on the community or particular sections of the community.</p> <p>3.2 The range of options available for council action is indicated in the assessment.</p> <p>3.3 Community feedback is sourced to determine satisfaction levels and impact of council proposals.</p>
<p>4. Respond to questions or requests for information from council and councillors</p>	<p>4.1 Response is researched and provided to council in a timely manner according to communication protocols.</p> <p>4.2 Adequate and timely <i>research</i> is conducted to provide quality responses to council.</p>

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit

Required Skills

- research and evaluation
- policy interpretation
- exceptional written and verbal communication skills, including negotiation, presentation and report writing

Required Knowledge

- legislative requirements, including local government act
- council operations
- council policies, procedures and practices
- council meeting procedures and practices

Evidence Guide

Overview of assessment requirements

A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated.

Critical aspects of evidence to be considered

The demonstrated ability to:

- communicate information effectively to all levels of staff
- conduct sufficient research in order to advise and enhance council's decision making
- provide advice that includes the impact on council policies, procedures and practices where relevant

Context of assessment

On the job or in a simulated work environment

Method of assessment

The following assessment methods are suggested:

- observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies
- written and/or oral questioning to assess knowledge and understanding
- completion of workplace documentation
- third-party reports from experienced practitioners
- completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor

Evidence required for demonstration of consistent performance

Evidence will need to be gathered over time across a range of variables depending on council work flow and planning cycle as long as the critical aspects of evidence can be demonstrated.

Resource implications

Access to a workplace or simulated case study that provides the following resources:

- copies of legislation
- council policies and programs
- external data, research and reports relevant to council responsibilities

Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

Trends and developments
may include:

- government policies, programs and political changes
- environmental trends and sustainable practices
- economic trends at a local, regional, state, national or international level
- social trends and developments
- political developments
- local issues
- internal staffing issues

Research may include:

- accessing government statistics and other relevant sources of information
- community surveys and questionnaires
- databases
- engaging specialist advisors or consultants in such areas as legal matters, risk management or occupational health and safety
- communicating or consulting with other councils

Unit Sector(s)

Common.