



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **LGAGENE501A Undertake councillor roles and responsibilities**

**Revision Number: 1**

## **LGAGENE501A Undertake councillor roles and responsibilities**

### **Modification History**

Not applicable.

### **Unit Descriptor**

**Unit Descriptor** This unit covers the behaviours and actions required of councillors in meeting their roles and responsibilities as elected representatives.

### **Application of the Unit**

**Application of the Unit** This unit supports the attainment of skills and knowledge required for competent workplace performance in remote and Indigenous communities and councils. Knowledge of the legislation and regulations within which councils must operate is essential. The role of elected members and senior management in leading and supporting their communities, and the identification of processes and solutions to meet the specific needs of communities, must be appropriately reflected.

### **Licensing/Regulatory Information**

Not applicable.

### **Pre-Requisites**

**Prerequisite Unit/s**

## Employability Skills Information

**Employability Skills**      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 Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

## Elements and Performance Criteria

### ELEMENT

### PERFORMANCE CRITERIA

<p>1. <b>Demonstrate awareness of roles and responsibilities in the performance of council activities</b></p>	<p>1.1. Roles and responsibilities of councillors, and their difference to those of council employees, are clarified and observed.</p> <p>1.2. Protocols that meet council and legislative requirements are observed.</p> <p>1.3. Limitations on council and councillors' jurisdiction are specified and clarified.</p>
<p>2. <b>Conduct productive meetings in line with compliance requirements</b></p>	<p>2.1. Meeting procedures are followed and proceedings are recorded clearly.</p> <p>2.2. Decision making is undertaken in accordance with agreed and accepted practices.</p> <p>2.3. Situations that may result in conflicts of interest are identified.</p> <p>2.4. Strategies to avoid conflicts of interest are implemented.</p> <p>2.5. The requirement to act in accordance with legislation and the binding nature of council decisions are identified and observed.</p> <p>2.6. Public communication is adapted to accommodate language and cultural differences.</p>
<p>3. <b>Uphold council's legislative responsibilities</b></p>	<p>3.1. External influences are identified and standards are complied with.</p> <p>3.2. Issues of potential or apparent conflict with other bodies are identified and investigated.</p> <p>3.3. Procedures to support and action council decisions are adopted through delegation to council's administrative and specialist employees.</p>

Hidden text

## **Required Skills and Knowledge**

### **REQUIRED SKILLS AND KNOWLEDGE**

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

#### **Required Skills**

- decision making
- problem solving
- conflict resolution
- communication
- networking
- leadership and management
- presentation and public speaking

#### **Required Knowledge**

- state or territory legislation affecting councils and influencing bodies
- councillor, executive, administrative and specialist roles within council structure
- policies and protocols governing effective legal and ethical operation of council.

Hidden text

# Evidence Guide

## 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

Review and analysis of issues through understanding council's policies, decision-making processes and legislative responsibilities.

Capacity to manage the separation of responsibilities between councillors and employed staff.

Capacity to demonstrate respect for and represent the diversity of people's ethnic background, culture, customs, language and communication styles.

### Context of assessment

In the workplace or a simulated work environment, possibly supported by classroom delivery, including remote or online.

Assessment may encompass multiple elements in the workplace and utilise:

- role-plays
- oral questioning
- case studies
- short exercises, including multiple choice, practical demonstrations and group activities in simulated environments.
- It is anticipated that a complete assessment would involve observation of performance in the role of councillor.

### Relationship to other units(prerequisite or co-requisite units)

Prerequisite units: nil.

Co-requisite units: nil.

### 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

## EVIDENCE GUIDE

### Evidence required for demonstration of consistent performance

- third-party reports from experienced practitioners
- completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor.

Evidence will need to be gathered over time across a range of variables.

### Resource implications

Access to a workplace, simulated environment or case studies including:

- legislation and standards of practice
- protocols, policies and procedures
- meetings and committee proceedings
- representative issues and incidents reflecting council responsibilities.
- Assessment and training may need to be conducted out of standard business hours.

## Range Statement

### 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.

**Councillor's roles and responsibilities may include:**

- limitations and the application of executive powers
- extent of administrative and specialist staff responsibilities
- external, legislative and community influences on council and their impact on councillors
- conflicts of interest
- protocols outlining expected councillor behaviour.

**Public communication may include:**

- roles of committees
- establishment of policies and precedents
- appropriate language and forms of address.

**External influences may include:**

- ethical standards bodies
- access and equity
- anti-discrimination legislation and practices
- audit office requirements and practices, including internal and external audit issues
- relevant employment and industrial relations legislation
- public safety, risk management and emergency response
- electoral propriety
- enabling legislation.

Hidden text

## Unit Sector(s)

**Unit Sector**

General Elective

Hidden text

## Competency field

**Competency Field**



## **co-requisite unit/s**

### **Co-requisite Unit/s**