



**Australian Government**

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

# **LGAGOVA501B Contribute to advice to council on legislation**

**Release 2**

## **LGAGOVA501B Contribute to advice to council on legislation**

### **Modification History**

LGAGOVA501B Release 2: Layout adjusted.

LGAGOVA501B Release 1: Primary release.

### **Unit Descriptor**

This unit covers participating in research and consultation processes that inform the advice provided to council on legislation. The unit is suitable for managers in the organisation responsible for advising council in relation to their specific function or specialist area. It covers the requirements of review, interpretation, analysis, amendment and feedback on draft or existing legislation.

### **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
1 <b>Review draft or existing legislation</b>	<p>1.1 Information on <b><i>legislation and draft legislation</i></b> is identified and organised in a format suitable for analysis, interpretation and dissemination in accordance with organisational requirements.</p> <p>1.2 Procedures are implemented to ensure consistency in interpretation of legislation.</p> <p>1.3 Interpretations are prepared as required in a format appropriate to the audience, purpose and context.</p> <p>1.4 Reasoned argument and evidence are incorporated into the interpretation.</p> <p>1.5 Legal opinion is sought for clarification, where appropriate.</p> <p>1.6 Legislation or draft legislation is circulated to relevant personnel.</p> <p>1.7 <b><i>Clients and other stakeholders</i></b> are consulted about their views on draft legislation or existing legislation.</p> <p>1.8 Effect of legislation on relevant parties and council is identified.</p>
2 <b>Contribute to amendments of draft or existing legislation</b>	<p>2.1 Effect of legislation is assessed and amendments are developed.</p> <p>2.2 Objectives of amendments are clearly defined and consistent with organisational requirements.</p> <p>2.3 Amendments are supported by evidence and incorporated into reports.</p>
3 <b>Provide advice and feedback on appropriate action</b>	<p>3.1 Reviews of legislation or draft legislation are documented and presented in accordance with organisational requirements .</p> <p>3.2 Council's view is developed through consultation with relevant parties.</p> <p>3.3 Lobbying channels are activated where appropriate.</p> <p>3.4. Council's adopted position is documented and forwarded to the relevant body.</p>

## Required Skills and Knowledge

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

### Required Skills

- analytical and research
- decision making
- evaluation
- communication and consultation
- ethics and accountability
- networking
- literacy
- proofreading and editing
- writing
- problem solving
- interpretive
- comparative analysis
- planning and organising activities

### Required Knowledge

- local government processes, policies and priorities
- state or federal government processes, policies and priorities
- organisational processes, policies and priorities
- contexts for policies, people and the organisation
- qualitative and quantitative processes
- information management systems and methods
- research processes and strategies
- interpretation of legislation
- drafting legislation

## 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:

- review legislation or draft legislation for effectiveness and relevancy to the organisation's current and future operations
- consult with relevant parties
- analyse and interpret legislation and suggest amendments
- prepare a reasoned interpretation of legislation, including the identification of implications

### Context of assessment

Competency is demonstrated by performance of all stated criteria, with particular attention to the critical aspects and the knowledge and skills elaborated in the Evidence Guide, and within the scope of the Range Statement. Assessment must take account of the endorsed Assessment Guidelines in the Local Government Training Package. Assessment of performance requirements in this unit should be undertaken in an actual workplace or simulated environment. Assessment should reinforce the integration of the key competencies for the particular AQF level. Refer to the key competency levels at the end of this unit.

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

To enable holistic assessment this unit may be assessed with other units that form part of the job role.

### 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 should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.

**Resource implications**

The learner and trainer should have access to appropriate documentation and resources normally used in the workplace.

## 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.

***Legislation and draft legislation*** may include:

- local government act
- equal opportunity
- industrial relations
- awards
- occupational health and safety
- environmental
- state planning laws
- state health laws
- community services

***Clients and other stakeholders*** may include:

- rate payers
- staff
- elected members
- community groups and representatives
- local businesses
- government agencies

***Research and consultation strategies*** may include:

- group and individual structured, semi-structured or unstructured interview
- conversation by phone or face to face
- observation and listening
- attendance at workshops, meetings and forums
- documentation reviews
- interviewing colleagues and clients
- focus groups
- data analysis

## **Unit Sector(s)**

Administration Units