



Australian Government

LGACOR001 Work in local government

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to work effectively in a local government context.

This unit applies to individuals working in local government across all job levels.

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.

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes

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

1. Work in a local government environment.

- 1.1. Read, interpret and apply legal and ethical requirements relevant to job role and apply to own work.
- 1.2. Read, interpret and apply code of conduct to own work.
- 1.3. Analyse own work performance to confirm legal, ethical and code of conduct job role responsibilities are met.
- 1.4. Identify and report legal, ethical and code of conduct non-compliances.

2. Manage own work.

- 2.1 Plan, prioritise and perform work tasks according to organisational policies and procedures.
- 2.2 Resolve workplace problems within limit of delegated authority.
- 2.3 Escalate workplace problems outside limit of delegated authority.

3. Work with others.

- 3.1. Develop and maintain working relationships with others relevant to job role.
- 3.2. Seek assistance and assist others to promote cooperation and fulfil work requirements.
- 3.3 Share information and communicate with others according to communication protocols.

- 3.4. Contribute and act on suggestions to improve work outcomes.
4. Manage own performance.
- 4.1. Seek and act on feedback from others and review own work performance to identify areas for improvement.
- 4.2. Review and discuss own work performance and career goals to identify professional development needs.
- 4.3. Participate in professional development activities to improve own work performance and progress career goals.

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:	interpret information related to job responsibilities and organisational policies and procedures.
Oral communications skills to:	- discuss work responsibilities, work tasks, workplace problems and improvement suggestions - use communication styles to suit the audience and the purpose - communicate with people from diverse backgrounds.
Planning and organising skills to:	complete assigned duties in a timely manner according to job role responsibilities.

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>