



Australian Government

LGACOR003 Determine rates and charges

Release: 1

LGACOR003 Determine rates and charges

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to determine rates and charges as an elected member in local government.

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.

Unit Sector

Not applicable.

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. Prepare for determining rates and charges.

- 1.1. Read and interpret legislation to determine rates and charges requirements relevant to elected members.
- 1.2. Collaborate with other elected members to identify rates and charges issues.
- 1.3. Source, interpret, discuss, analyse and report on information that informs rates and charges determination decisions.

2. Adopt rates and charges.

- 2.1. Propose, evaluate and discuss alternative rates and charges determination solutions.
- 2.2. Review proposed rates and charges determination decisions to determine implications for implementation.
- 2.3. Support rates and charges determination decisions that represent and promote community interests.
- 2.4. Collaborate with other elected members to make informed rates and charges determination decisions.
- 2.5. Interpret, review and adopt long term financial strategy,

- annual budget and revenue policy to ensure financial sustainability of the council.
- 2.6. Levy rates and charges by resolution at annual budget meeting.
3. Review rates and charges decisions.
- 3.1. Monitor, discuss, analyse and report on implementation and outcomes of rates and charges determination decisions.
- 3.2. Collaborate with other elected members to instigate reviews where rates and charges determination decision outcomes are not met.
- 3.3. Analyse own contribution to rates and charges determination decision making to identify and act on opportunities for improvement.

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
Oral communications skills to:	• negotiate with and influence others • resolve conflict • respect and represent diversity.
Numeracy skills to:	• read, interpret and discuss financial information including financial principles, models, forecasts and ratios • read, interpret and discuss statistical information.
Problem-solving skills to:	• solve problems in collaboration with others.
Teamwork skills to:	• work with other elected members and council staff to contribute to rates and charges determination decisions.
Technology skills to:	• access organisational documents relevant to rates and charges determination from electronic sources.

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>

Assessment Requirements for LGACOR003 Determine rates and charges

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the elected member, and:

- adopt one long term financial strategy
- adopt one annual budget
- adopt one revenue policy
- levy rates and charges by resolution at an annual budget meeting.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures applicable to rates and charges determinations as an elected member in local government
- federal, state and local government legislation applicable to rates and charges determinations
- financial models and forecasts and implications for rates and charges determinations
- rates and charges determination decisions requiring mandatory community consultation
- requirements for implementation of rates and charges determination decisions
- requirements for and implications of statutory delegation of council decisions
- requirements for matters of privilege and confidentiality
- decision making criteria in relation to rates:
 - community acceptance and support
 - community values
 - conflict of interest
 - cost
 - council responsibilities
 - ethics
 - feasibility
 - risk
- collaborative decision making.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated work environment that reflects workplace conditions in a local government environment.

Assessment must ensure access to:

- local government legislation
- local government policies and procedures applicable to elected members
- elected member code of conduct
- elected members and council staff.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

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