



Australian Government

LGACOR008 Provide advice to council

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to monitor, assess and advise council on legislative and other matters that impact on council operations to support council decision making.

It requires the ability to recognise that councils operate within a legislative framework and that there is a strong need to provide councils with quality and timely information so they can best serve the community and its constituents.

This unit applies to individuals who work in local government.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Competency Field

Not applicable.

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Advise on trends and developments.

PERFORMANCE CRITERIA

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

- 1.1. Establish, maintain and use government, community and internal networks to gather information.
- 1.2. Establish, maintain and use constituent and community consultative processes to gather information.
- 1.3. Interpret and assess information gathered to identify trends and developments impacting on council operations and community.
- 1.4. Evaluate impact of trends and developments on council operations and community.
- 1.5. Advise council on impact of trends and developments on council operations and community according to

	communication protocols.
2. Advise on legislative requirements.	2.1. Source and interpret legislation relevant to council operations and community. 2.2. Monitor legislation to identify council responsibilities and analyse implications for council operations and community. 2.3. Advise council on legislative requirements for council operations and community according to communication protocols.
3. Advise on council proposals.	3.1. Interpret and assess council proposals to identify impact on council operations and community. 3.2. Advise council on options for council action in response to council proposals. 3.3. Gather community feedback and report on community satisfaction levels and impact of council proposals.
4. Respond to council and councillors.	4.1. Interpret and confirm council and councillor requests for information. 4.2. Research council and councillor requests to develop informed response. 4.3. Respond to council and councillor requests according to communication protocols.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed below.

SKILLS	DESCRIPTION
Reading skills to:	interpret complex legislation, organisational policies and procedures, and information about government policies and programs and trends and developments.
Writing skills to:	document advice.
Oral communication skills to:	- ask open and closed questions and actively listen - communicate with all levels of the organisation.
Numeracy skills to:	- interpret and report on statistical information - interpret and report on financial information.
Technology skills to:	access the internet to source information.

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 LGACOR008 Provide advice to council

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 job role, and:

- provide advice to council involving:
 - one trend or development impacting council operations or community
 - one legislative requirement impacting council operations or community
 - one council proposal impacting council operations or community
- respond to requests for information from:
 - a council staff member
 - a councillor.

Knowledge Evidence

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

- legislative requirements relevant to providing advice to council
- council operations
- council policies, procedures and practices
- council meeting procedures and practices
- types of trends and developments and impacts on council operations and community and how to interpret:
 - government policies, programs and political changes
 - environmental trends and sustainable practices
 - economic trends and financial implications at local, regional, state, national and international levels
 - social trends and developments
 - political developments
 - local issues
 - internal staffing issues
- types of information sources and how to interpret:
 - government statistics
 - community surveys and questionnaires
 - databases

- specialist advisors in legal matters, risk management and work health and safety
- other councils.

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:

- a computer with access to the internet.

Assessment must ensure use of:

- government, community and internal contacts.

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

Links

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