



Australian Government

LGAMEM001 Meet elected member responsibilities

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to comply with an individual's responsibilities as an elected member.

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.

Competency Field

Not applicable.

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. Identify elected member responsibilities.

- 1.1. Source, interpret and analyse legislation to identify legal responsibilities relevant to elective member role.
- 1.2. Source, interpret and analyse code of conduct relevant to identify ethical responsibilities relevant to elected member role.
- 1.3. Source, interpret and analyse organisational policies and procedures to identify procedural responsibilities relevant to elected member role.

2. Meet elected member responsibilities.

- 2.1. Comply with legal, ethical and procedural responsibilities relevant to elected member role.
- 2.2. Recognise, report, investigate and manage perceived, potential and actual conflicts of interest according to

- organisational policies and procedures.
- 2.3. Review own performance as an elected member to identify legal, ethical and procedural responsibility compliance risks.
- 2.4. Take action to manage legal, ethical and procedural responsibility compliance risks.

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
Numeracy skills to:	• interpret and discuss financial and statistical data.
Learning skills to:	• undertake independent research to maintain knowledge of elected member responsibilities.
Problem-solving skills to:	• address non-compliance risks.
Technology skills to:	• access legal, ethical and procedural information 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 LGAMEM001 Meet elected member responsibilities

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:

- meet elected member legal, ethical and procedural responsibilities on three occasions.

Knowledge Evidence

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

- organisational policies and procedures applicable to meeting elected member responsibilities
- sources of legal, ethical and procedural information and responsibilities related to the elected member role
- local government context:
 - structure and layers of government within Australia
 - function of local government
 - boundaries of local government
 - separation of powers
 - local government services, facilities and activities
 - election process
 - roles and responsibilities of local government elected members and employees:
 - Chief Executive Officer
 - mayor
 - deputy mayor
 - president
 - deputy president
 - councillor
 - limitations of council and councillors' jurisdiction
 - communication protocols
 - existing programs and links between existing programs
 - compliance risks
- organisational structure
- elected member role expectations and limitations:

- role and scope of responsibilities
- executive powers
- code of conduct
- conflict of interest
- standing orders
- public responsibility
- public safety
- protocols
- strategic planning
- community consultation
- development planning
- asset management
- performance review of Chief Executive Officer
- situations that may result in and strategies to avoid perceived, potential and actual conflicts of interest.

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 relevant to elected members
- elected member code of conduct.

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

Links

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