



Australian Government

LGAMEM002 Perform elected member functions

Release: 1

LGAMEM002 Perform elected member functions

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to perform elected member functions within council and the wider community.

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. Perform internal functions.

- 1.1. Oversee governance processes to ensure compliance.
- 1.2. Participate in council meetings according to formal meeting procedures.
- 1.3. Cooperate with other selected members and delegated council staff to support council operations, uphold council governance and set policy.

2. Engage community members and council stakeholders.

- 2.1. Develop and maintain strategic relationships with community members and council stakeholders.
- 2.2. Engage with community members and council stakeholders on matters of community interest.
- 2.3. Consult with community members, council stakeholders and council staff to identify and clarify community

expectations and requirements.

- 2.4. Represent council and the community at formal and informal functions and events.
- 2.5. Prepare and present information to community members and council stakeholders.
- 2.6. Represent, respect and advocate on behalf of the community.

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:	research and interpret information relevant to elected member functions.
Writing skills to:	- correspond with other elected members, council staff community members and council stakeholders - prepare reports.
Oral communications skills to:	- negotiate with and influence others - resolve conflict - speak publicly - network with other elected members, council staff, community members and council stakeholders.
Numeracy skills to:	read, interpret, analyse and discuss financial and statistical information.
Problem-solving skills to:	solve problems in collaboration with others.
Teamwork skills to:	work with other elected members and liaise with operational staff.
Technology skills to:	- access organisational documents relevant to elective member functions from electronic sources - interact with community members and council stakeholders online including social media.

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 LGAMEM002 Perform elected member functions

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:

- perform three different elected member functions that involve:
 - working with other elected members and delegated council staff
 - engaging community members face to face and online on an issue of community interest
 - building and maintaining a strategic relationship with a council stakeholder
 - delivering one face to face community presentation.

Knowledge Evidence

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

- organisational policies and procedures applicable to performing elected member functions
- federal, state and local government legislation applicable to performing elected member functions
- compliance responsibilities
- Chief Executive Officer (CEO) recruitment process
- principles of public communication:
 - roles of committees
 - establishment of policies and precedents
 - use of language and forms of address
- peer support network
- strategies for motivating self and influencing others
- types and methods of communication:
 - verbal, non-verbal and written
 - giving and receiving feedback
 - conflict resolution
 - negotiation
 - online
- evolving nature of social media communications
- leadership styles

- team building strategies
- group dynamics.

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, council staff, community members and council stakeholders.

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

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