



Australian Government

Department of Education, Employment and Workplace Relations

LGAGCM701A Govern councils

Revision Number: 2

LGAGCM701A Govern councils

Modification History

LGAGCM701A Release 2: Layout adjusted.

LGAGCM701A Release 1: Primary release.

Unit Descriptor

This unit covers the outcomes required to ensure high levels of governance in a complex environment and includes the management of processes and structures to ensure public accountability, ethical behaviour, high quality performance, transparency and statutory compliance.

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

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations that provide the boundaries for the operation of councils is essential. The unique nature of councils, as a tier of government, directed by elected members and reflecting the needs of local communities must be appropriately reflected.

This unit may also be contextualised to other public or private sectors as long as the essential outcomes of the unit are not changed.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Analyse legal and regulatory requirements affecting council	1.1 Legislative framework within which council operates is identified to ensure compliance. 1.2 Actions or proposed actions which would expose council to issues of non-compliance are identified and appropriate action is taken to avoid non-compliance. 1.3 Provisions of legislation that constrain the behaviour of individuals acting within and on behalf of council are examined and communicated to staff. 1.4 Governance reviews or audits are contributed to, and action is taken with regard to opportunities for policy or process improvement or any reported areas of non-compliance.
2. Research and apply best practice and ethical conduct	2.1 Best practice in local government policies is researched and used to inform council's governance principles and practices. 2.2 Strategies for undertaking regular reviews of council processes, including benchmarking against other councils are developed and implemented. 2.3 Effective and efficient policies and processes which achieve council outcomes are designed and implemented.
3. Manage governance processes	3.1 Roles and responsibilities of elected members and management are defined and communicated. 3.2 Council and councillors are provided with resources necessary to fulfil their governance duties and responsibilities effectively. 3.3 Support structures are developed and implemented to assist council to achieve its objectives and responsibilities. 3.4 Consultative processes are implemented and maintained to ensure information on community needs and expectations is gathered and considered. 3.5 Accountability to the community and within the council is maintained using effective reporting processes. 3.6 Effective and ongoing relationships with other levels of government, regional bodies and other councils are established and maintained.
4. Undertake appropriate reporting within council structures	4.1 Management reports are accurately completed and submitted in accordance with council's statutory requirements. 4.2 Relevant information to support the development of council's statutory business plan is supplied as required. 4.3 Relevant declaration of interests, including potential conflicts of interest, is made as required using standard organisational procedures. 4.4 Relevant data detailing performance against targets is

ELEMENT**PERFORMANCE CRITERIA**

supplied as required for inclusion in regular performance reports presented to council.

4.5 Contribution is made to effective ***information sharing and communication*** between council and the community.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit

Required Skills

- high-level leadership and management skills
- research and analytical skills
- high-level written and oral communication skills
- high-level problem solving skills
- planning and organisational skills
- ability to apply governance models to the operations of a specific council
- self reflection, including the ability and willingness to respond to the level of accountability and responsibility of personal role

Required Knowledge

- detailed and demonstrated knowledge of legislation impacting councils, including Local Government Act
- detailed and demonstrated knowledge of council decision-making practices
- knowledge of governance processes and models

Evidence Guide

Overview of assessment requirements

A person who demonstrates competency in this unit will be able to perform the outcomes described in the elements to the required performance level detailed in the performance criteria. The unit's skill and knowledge requirements must also be demonstrated. The candidate will demonstrate the capacity to provide leadership and good governance within councils and adherence to all legislative requirements.

Critical aspects of evidence to be considered

Demonstrated knowledge and skills in:

- local government governance principles and their application
- ethical business practice
- researching and applying best practice to governance processes
- defining and implementing effective management strategies to support good governance, including reporting and accountability structures

Context of assessment

Assessment of performance requirements in this unit should be undertaken with the context of the Local Government framework. Competency is demonstrated by performance of all stated criteria, including the range of variables applicable to the workplace environment.

Method of assessment

The following assessment methods are suggested:

- preparation of a major workplace project report/portfolio (that may incorporate assessment of related units) as a key form of assessment that enables candidates to integrate the learning and assessment project into their regular work responsibilities, which enables integrated and holistic assessment of the complex skills and knowledge addressed in this unit
- observation of the learner performing a range of workplace tasks over sufficient time to demonstrate his/her handling of a range of contingencies
- written and oral questioning to assess knowledge and understanding
- completion of workplace documentation
- third-party reports from experienced practitioner
- completion of self-paced learning materials, including personal reflection and feedback from trainer, coach or supervisor

Evidence required for demonstration of

Evidence should be gathered over a period of time in a range of actual or simulated management environments.

consistent performance**Resource implications**

Access to a workplace or simulated case study that provides the following resources:

- relevant council documents, such as strategic and operational plans and good governance guides
- relevant local government legislation and regulations
- exemplars of good governance practices and policies

Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

<i>Governance review bodies</i> may include:	- externally sourced panels of experts, community members and industry leaders - board of directors - properly constituted council committees
<i>Best practice research</i> includes reviewing:	- governance policies and practices of other councils in areas, such as: - ethical, accountable and transparent management and operations - occupational health and safety - industrial relations - managing diversity - environmental protection - ecologically sustainable development - risk management - governance policies and programs developed and promoted by local government industry associations - relevant governance policies and practices developed and promoted in other public and private sector organisations locally and overseas
<i>Governance principles</i> and practices include policy and process associated with:	- role relationships between elected members and council officers, including levels of delegation and separation of powers - roles, responsibilities, rights and accountabilities of elected members, including management of conflict of interest - roles, responsibilities, rights and accountabilities of council employees, including reporting and performance monitoring - level of and processes for community consultation and participation in the policy development and program delivery of council - policies and processes for setting strategic directions for council and its community - values, policies and practices put in place to ensure ethical, accountable and transparent operation of the council at all levels
<i>Resources for council</i> may include:	- induction programs for new councillors - training and development - legislation and relevant support documentation

- Information sharing and communication*** may include:
- websites
 - newsletters and bulletins
 - notices in local press
 - annual reports
 - community consultation

Unit Sector(s)

Common