



Australian Government

Department of Education, Employment and Workplace Relations

LGAGENE503 Perform the role of an elected member

Release 1

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Modification History

LGAGENE503 Release 1: Primary release.

Unit Descriptor

This unit covers the competencies required to undertake the functions of an elected member in Local Government.

Application of the Unit

This unit is suitable for both newly elected and returning members and provides a basic overview of the roles and responsibilities of elected members, the local government environment and Council operating procedures.

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 Identify the role and working environment of elected members	1.1 Determine the function and scope of elected members. 1.2 Identify relevant federal and local law, policies and procedures as applied to member's roles. 1.3 Demonstrate awareness of the Australian political structure and the role of Local Government within that environment. 1.4 Demonstrate awareness and understanding of relevant federal, state and local government legislation 1.5 Define the roles of others and self within the council environment. 1.6 Distinguish between the function of council and its administration.
2 Provide support to council as an elected member	2.1 Participate in meetings according to standing orders. 2.2 Apply relevant legislation to personal conduct within Local Government. 2.3 Participate in policy decision making processes. 2.4 Participate in strategic planning and financial reporting processes. 2.5 Oversee asset and financial management processes.
3 Function effectively as an elected member	3.1 Contribute to the community consultation process. 3.2 Work effectively with other elected members to resolve problems. 3.3 Seek assistance from peers, support agencies and other levels of government where required. 3.4 Advocate on behalf of, and represent, community.

Required Skills and Knowledge

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

Required skills

- teamwork to work effectively with elected members
- oral and written communication skills for:
 - interacting with the community during consultation
- contributing to discussions on complex issues:
 - negotiating and influencing others
 - debating and solving problems in collaboration with other elected members
- numeracy and financial literacy skills for budgeting, asset management, strategic planning, financial planning and reporting

Required knowledge

- relevant state/territory Local Government Acts and amendments
- code of conduct and relevant policies and procedures
- separation of powers of council and administration
- rights and responsibilities of elected members
- WH&S responsibilities pertaining to elected member operating environment
- meeting standing orders
- peer support network, including external organisations
- Australian constitution

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 knowledge and skill requirements described in the Required Skills and Knowledge must also be demonstrated. For example, knowledge of the Local Government Act is required.

Critical aspects of evidence to be considered

The demonstrated ability to:

- act according to rules and code of conduct
- identify the separate roles of council and administration
- communicate effectively with elected members and the public
- read and interpret financial statements
- contribute to the strategic planning process

Context of assessment

Competency is demonstrated by performance of all stated criteria, with particular attention to the critical aspects of evidence and the knowledge and skills elaborated in the Evidence Guide, and within

the scope of the Range Statement.

Assessment must take account of the endorsed Assessment Guidelines in the Local Government Training Package.

Assessment of performance requirements in this unit should be undertaken in an actual workplace or simulated environment.

Assessment should reinforce the integration of the key competencies for the particular AQF level. Refer to the key competency levels at the end of this unit.

Method of assessment The following assessment methods are suggested:

- observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies
- written and/or oral questioning to assess knowledge and understanding
- third-party reports
- completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor

Evidence required for demonstration of consistent performance Evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.

Resource implications The learner and trainer should have access to appropriate documentation and resources normally used in the workplace that may include:

- Local Government Act and amendments
- code of conduct
- rules of conduct
- legislation governing the role of elected members
- relevant policies and procedures

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.

- Roles*** may include:
- CEO
 - mayor
 - deputy mayor
 - president
 - deputy president
 - councillor
- Meetings*** may include:
- committee meeting
 - council meeting
 - special meetings of the council
 - electors' general meeting
 - special electors' meeting

Unit Sector(s)

General