



Australian Government

Department of Education, Employment and Workplace Relations

LGAGOVA507A Provide advice to council on human resources policies and procedures

Revision Number: 2

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Modification History

LGAGOVA507A Release 2: Layout adjusted.

LGAGOVA507A Release 1: Primary release.

Unit Descriptor

This unit covers giving council and staff timely advice to ensure that there is compliance in employment issues and that risks are assessed.

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 within which councils must operate 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.

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 Maintain current knowledge of relevant legislation and common law	1.1 <i>Sources of information</i> are identified and accessed. 1.2 Internal council networks are maintained to ensure appropriate internal personnel are advised of changes to employment <i>legislation</i>.
2 Interpret legislation and advise on appropriate action	2.1 Implications to council of legislation are correctly interpreted. 2.2 Discussions are held with relevant managers and employees to ensure understanding of legislation. 2.3 Agreement is reached within the council to ensure consistency in interpretation and application of legislation. 2.4 Legal opinion is sought for clarification, where necessary.
3 Monitor council systems to ensure compliance	3.1 Actions based on procedures are examined to ensure compliance. 3.2 Required changes to procedures are identified. 3.3 Relevant people and departments are consulted about required changes. 3.4 Appropriate training is undertaken.

Required Skills and Knowledge

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

Required Skills

- research
- interpreting legislation
- preparing reports
- filing and managing information
- effective conduct of meetings
- interviewing and questioning
- assessing options
- identifying changes and their causes

Required Knowledge

- acts:
 - federal and state industrial relations
 - anti-discrimination
 - welfare
 - OHS
- workers compensation and rehabilitation
- public safety
- common law of employment principles
- record-handling procedures.

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 Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated.
Critical aspects of evidence to be considered	Risk management principles are included in all human resources policies and procedures. Extensive range of sources of information is accessed. Legislation is appropriately interpreted and disseminated. Relevant training is provided. Procedures are monitored and amended as necessary.
Context of assessment	On the job or in a simulated work environment.
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 • completion of workplace documentation • third-party reports from experienced practitioners • completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor
Evidence required for demonstration of consistent performance	Evidence will need to be gathered over time across a range of variables.
Resource implications	Access to a workplace or case study that provides the following resources: • copies of relevant legislation • council policies and procedures specifically including industrial relations legislation (state and federal), OHS legislation, workers rehabilitation and compensation legislation, equal employment opportunity legislation (state and federal) and local government acts • personnel records and computer systems • a real or simulated consultation process

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.

Sources of information may include:

- professional human resources associations
- local government associations
- conferences and seminars
- newsletters
- consultants

Legislation may include:

- federal and state legislation
- local government by-laws and awards
- acts:
 - workers compensation and common law of employment principles
 - enterprise agreements
- federal and state industrial relations
- local government
- anti-discrimination
- welfare
- occupational health and safety (OHS)

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Unit Sector(s)

Administration Units