



Australian Government

LGACOM404B Establish cooperative arrangements with other organisations

Revision Number: 2

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Modification History

LGACOM404B Release 1: Primary release.

Unit Descriptor

The unit covers identifying, developing, implementing and monitoring cooperative arrangements with other organisations in an effort to improve services provided to the community. The unit is appropriate for staff working in areas of council where community and business development are a major focus.

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. Identify opportunities for cooperative arrangements	<p>1.1. Opportunities for <i>cooperative arrangements</i> are identified through consultation with <i>other organisations</i>.</p> <p>1.2. Opportunities identified are analysed to ensure they will provide an increased level, or at least an equivalent level, of service to the community.</p>
2. Develop and implement cooperative policies and projects with other organisations	<p>2.1. Cooperative policies are agreed upon by all participating organisations and disseminated to all involved staff.</p> <p>2.2. Project objectives and <i>performance indicators</i> are determined and plans are drawn up to facilitate the smooth implementation and conduct of collaborative projects.</p> <p>2.3. Implementation methods are organised and agreed actions and work programs are allocated to relevant staff.</p> <p>2.4. Communications strategies are put in place to enable efficient and coherent implementation and conduct.</p> <p>2.5. Resources are identified and accessed in the most cost-effective manner.</p> <p>2.6. Communities are informed of the changes and benefits in service delivery due to the new collaborative arrangements.</p>
3. Monitor and evaluate the effectiveness of the collaborative venture	<p>3.1. Project progress is evaluated with reference to planned time lines and performance criteria at predetermined intervals to assess effectiveness for council and community.</p> <p>3.2. Project is reviewed and project plan and resource allocations are revised when necessary.</p> <p>3.3. Information gathered from project evaluation is used to provide input to continuous improvement and planning processes.</p> <p>3.4. Problems or contingencies that arise are managed and resolved professionally and promptly in conjunction with relevant personnel.</p>

Required Skills and Knowledge

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

Required Skills

- negotiation with a range of personnel and other agencies
- research and evaluation, including cost-benefit analysis
- written and verbal communication with public and council personnel affected by implementation
- strategic and business planning
- planning and organisational
- time management
- ability to work as part of a team particularly with people from diverse backgrounds
- problem solving
- using appropriate software and technology

Required Knowledge

- relevant council policies and procedures
- sustainable practices
- council operations
- council goals, objectives and strategies
- other organisations potentially interested in cooperative arrangements

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

The demonstrated ability to:

- establish cooperative arrangements with other organisations on behalf of council that create measurable benefits to the organisation, incorporate effective evaluation mechanisms and support corporate direction and strategies
- communicate cooperative arrangements and their benefit effectively throughout the organisation.

Context of assessment

Assessment of performance requirements in this unit should be undertaken within 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:

- 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 depending on council work flow and planning cycle as long as the critical aspects of evidence can be demonstrated.

Resource implications

Access to organisations with whom cooperative arrangements are to be developed or to simulated case studies.

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.

Cooperative arrangements may include:

- joint funding for projects
- shared promotional resources
- joint ventures to build or construct community facilities
- sponsorship arrangements

Other organisations may include:

- other councils within the region, state or nation
- regional organisations of councils
- state or commonwealth agencies
- private or business enterprises
- community groups

Performance indicators may include:

- increases in revenue
- customer satisfaction reports
- increases in service usage
- increased tourism to the region or municipality

Unit Sector(s)

Common.

Competency field

Not applicable.