



Australian Government

Department of Education, Employment and Workplace Relations

LGACOM603B Develop, implement and review policies and procedures

Release 2

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Modification History

LGACOM603B Release 2: Layout adjusted.

LGACOM603B Release 1: Primary release.

Unit Descriptor

This unit covers establishing the need for, consulting on, developing, implementing and reviewing policies and procedures for council.

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. Establish the need for a policy/procedure	1.1.The need for the <i>policy/procedure</i> is assessed for its contribution to effective and efficient practice in the work area. 1.2.Existing policies are reviewed to maintain relevance and effectiveness. 1.3.The objectives for establishing the policy/procedure are identified.
2. Consult on the development of the policy/procedure	2.1.Terms of reference and guidelines are prepared and provided to key stakeholders. 2.2. <i>Employees</i> directly effected by the process are kept fully informed.
3. Facilitate the preparation of a draft policy/procedure	3.1.Draft is prepared in accordance with Council procedures. 3.2.Draft policy/procedure is consistent with organisational objectives and takes account of resource availability and specifies timeframes for implementation. 3.3.All relevant legislation is complied with. 3.4.The draft policy/procedure incorporates outcomes of the consultative process where appropriate. 3.5.The draft policy/procedure is presented to Council/management for endorsement.
4. Ensure implementation of policy/procedure	4.1.New policy/procedure is integrated into existing policies/procedures/ manuals/ information. 4.2.Employees are informed of new policy/procedure and of their responsibilities. 4.3.Education and training is given to employees where necessary to ensure correct implementation of policy/procedure.
5. Review policy/procedure	5.1.Policy/procedure is evaluated against establishment objectives and workplace impact. 5.2.Timeframes for evaluation process are determined. 5.3.Feedback from employees on implementation issues and outcomes is sought and evaluated. 5.4.Identified problems are resolved. 5.5.Where appropriate, modifications to policy/procedure are recommended and undertaken.

Required Skills and Knowledge

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

Required Skills

- communication
- consultation
- negotiation
- presentation
- report writing
- evaluation
- review
- problem solving
- contingency management

Required Knowledge

- relevant legislation
- relevant council policies and procedures
- understanding of the principles, practices in sustainability management
- relevant systems and procedures to aid in the achievement of sustainability in the workplace
- council operations

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:

- develop, implement and review new policies/procedures and/or changes to existing policies/procedures
- support corporate direction and strategy

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

Resource implications

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

- relevant legislation
- examples of policies/procedures of Councils
- real or simulated consultation process
- real or simulated training of employees

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.

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| <p><i>Policies/procedures</i> may include:</p> | <ul style="list-style-type: none">• equal employment opportunity• occupational health and safety• environmental and resource efficiency• sustainable practice• grievance• performance assessment• training• recruitment |
| <p><i>Employees</i> may be informed:</p> | <ul style="list-style-type: none">• on a one to one basis• by group training• by distribution of hard copies of guidelines or via email messages |

Unit Sector(s)

Common.