Australian Government

Department of Education, Employment and Workplace Relations

LGACORE601B Develop, implement and review operational plans

Release 2

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

LGACORE601B Develop, implement and review operational plans

Modification History

LGACORE601B Release 2:   Layout adjusted.
LGACORE601B Release 1:   Primary release.

Unit Descriptor

This unit covers developing, implementing and reviewing organisational or divisional operational plans. Operational planning encompasses the development of key strategies to meet the strategic goals of council, determining resources required to implement strategies and programs, communicating the operational plans to relevant staff and coordinating and monitoring progress towards the achievement of operational plans.

The unit is appropriate for senior management and those directly involved in operational planning processes within 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. Facilitate the development of operational plans	1.1 **_Key strategies_** are established and incorporated into the operational planning process. 1.2 Legal and community expectations pertaining to the plans are investigated and clarified. 1.3 Research on the trends impacting on the functional area is undertaken. 1.4 Resources available for each program are identified and taken into consideration when formulating operational plans. 1.5 **_Competitive tendering_** options are evaluated in accordance with relevant legislation and council requirements.
2. Link operational plans to council's strategic plan	2.1 Objectives for programs and subprograms are developed. 2.2 Appropriate implementation procedures and performance indicators are established to assist planning and monitoring. 2.3 Operational plans are presented for adoption in accordance with council requirements.
3. Coordinate and monitor the implementation of operational plans	3.1 **_Reporting mechanisms_** are developed to incorporate budget performance and quality assurance outcomes. 3.2 Plans and programs are prioritised and implemented according to council's strategy, availability of funding and levels of resources required. 3.3 Strategies to communicate operational plans and programs to staff and community are established via the appropriate media.
4. Review and evaluate operational plans	4.1 Operational plans are reviewed and remedial action is taken as required.

Required Skills and Knowledge

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

Required Skills

- operationalising strategic and business plans
- high level verbal communication, presentation, negotiation, consultation and liaison
- high level written communication including reports and media releases
- utilising and working with the media
- team building
- operational planning techniques including establishing performance measures and criteria
- cost-benefit analysis

Required Knowledge

- council's political, social, economic and environmental context, including sustainable practices
- council's strategic or business plans, goals, and objectives
- relevant sections of local government act
- council's resource base, including available and potential financial, physical and human resources
- competitive tendering and national competition policy
- outsourcing

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 links between strategic and operational plans and budgets - use resources effectively within organisational and legislative constraints - develop, implement and review operational plan for an area of local government
Context of assessment	May be undertaken 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	Consistent evidence across a range of activities involved in the annual operational planning cycle.
Resource implications	Access to a workplace or simulated case study that includes: - examples of council's strategic, business and operational plans - council policies - real or simulated program budget information

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.

***Competitive tendering* may include:**	• both compulsory and optional • council policies on outsourcing as opposed to using its own internal resources
***Key strategies* may include:**	• strategic and management plans • council's goals, objectives and priorities • operational efficiency and effectiveness
***Reporting mechanisms* may include:**	• software applications • periodic management reports and meetings

Unit Sector(s)

Common