



Australian Government

AHCPER602 Plan community governance and decision-making processes

Release: 1

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Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 9.0.

Application

This unit of competency describes the skills and knowledge required to assess the needs for a community governance and decision-making process, develop options and frameworks for a community governance and decision-making process, and implement a community governance and decision-making process.

The unit applies to individuals who analyse information and exercise judgement to complete a range of advanced skilled activities and demonstrate deep knowledge in a specific technical area. They have accountability for the work of others and analyse, design and communicate solutions to a range of complex problems.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Permaculture (PER)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Assess current community governance and decision-making processes	1.1 Research and define characteristics and social structure of community 1.2 Identify key stakeholders and community groups 1.3 Investigate and define existing community governance and

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	decision-making processes 1.4 Collate information on proposed or existing governance issues and arrangements
2. Develop options for community governance and decision-making processes	2.1 Identify opportunities and constraints for community governance and decision-making process 2.2 Investigate options for community governance and decision-making processes consistent with community characteristics and social structure 2.3 Consult with community on options for governance and decision-making processes 2.4 Evaluate advantages and disadvantages for options in consultation with community 2.5 Analyse reliability, sufficiency and validity of information for each option for community governance and decision-making process 2.6 Select preferred option for implementation according to comparative advantages and analysis
3. Plan community governance and decision-making process	3.1 Determine legal framework under which community governance will take effect 3.2 Ensure preferred option is consistent with legal framework 3.3 Verify preferred option is consistent with community characteristics and social structure 3.4 Identify potential risks to governance and decision-making process and develop strategies to mitigate risk 3.5 Document governance plan and decision-making framework 3.6 Identify and assign responsibilities to key community stakeholders 3.7 Communicate community governance and decision-making process to community for feedback and approval 3.8 Review and rectify community governance and decision-making process according to feedback received
4. Implement and review community governance and decision-making process	4.1 Implement community governance and decision-making processes 4.2 Monitor governance and decision-making activity for compliance with standards specified in process 4.3 Record and report outcomes of process to community stakeholders for comment and feedback

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	4.4 Review feedback and revise community governance and decision-making process

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	Document processes for easy interpretation by diverse range of reading skills of the community
Oral communication	Demonstrate high level communication skills when dealing with community members with diverse cultural and linguistic skills

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCPER602 Plan community governance and decision-making processes	AHCPER512 Plan community governance and decision-making processes	Changed AQF level indicator to level 6 Minor changes to Application Changes to Elements and Performance Criteria for clarity Added missing Element for developing a plan Changes to Performance Evidence, Knowledge Evidence and Assessment Conditions for clarity Addition of Foundation Skills	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Assessment Requirements for AHCPER602 Plan community governance and decision-making processes

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has planned and implemented a community governance and decision-making process and has:

- researched and defined the community characteristics and social structure and identified key stakeholders
- assessed and considered outcomes of current community governance and decision-making process
- developed options for community governance and decision-making process
- planned and documented community governance and decision-making process, which must include:
 - communication and consultation with community
 - determined legal framework
 - documented decision-making framework
 - documented governance framework
- monitored and reported outcomes of community governance and decision-making process
- reviewed and revised process from community feedback.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- community governance and decision-making processes, including:
 - governance of community resources, enterprises and activities
 - meeting facilitation, negotiation and mediation
 - conflict resolution procedures
 - decision-making methodologies
 - consensus processes

- qualified decision-making processes
- protocols
- codes of conduct
- recording and sorting decisions, such as Many Baskets process (Robin Clayfield)
- characteristics and social structures affecting governance, including:
 - community goals
 - institutions and groups
 - existing skills, resources and needs
 - individual members and their roles and responsibilities
 - beliefs
 - communications
 - physical, virtual or psychological boundaries of the community
- strategic planning procedures
- community needs analysis techniques
- opportunities and constraints for community development, including:
 - seeing solutions rather than problems
 - viewing the negative in a positive light
 - modifications or extensions of existing systems to solve inherent problems
 - applying old or simple technology to new or complex problems
 - behaviour change, including organisational change and transformation
 - willingness or unwillingness to participate
 - legal framework requirements
 - vested interests and hidden agendas
- advanced negotiation techniques
- organisational change and development
- group and individual goal setting techniques
- risk management processes and techniques
- action planning methods
- information technology
- legal frameworks obligations and responsibilities.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a community or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - research tools and resources
- specifications:

- community and workplace policies, procedures, processes
- legislation and regulations
- relationships:
 - community members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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