



Australian Government

Assessment Requirements for LGACOR007 Conduct community consultations

Release: 1

Assessment Requirements for LGACOR007 Conduct community consultations

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- plan, conduct and report on one community consultation that involves:
 - maintaining council's reputation
 - producing information to support informed decision making.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational plans, policies and procedures relevant to conducting community consultations
- legislation relevant to conducting community consultations
- types of consultation issues:
 - strategy
 - policy
 - operations and services
 - projects
 - performance
 - amount required by legislation
- consultation plan structure
- access and equity issues:
 - subject matter
 - manner in which consultations are conducted
 - physical accessibility
 - community profile
 - diverse language needs
 - culture, including Indigenous, youth and non-English speaking background
- consultation processes
- types, strengths and weaknesses of consultation methods:
 - public meetings
 - telephone surveys

- online surveys
- mailed surveys
- focus groups
- council meetings
- interviews
- expert panels
- social media
- methods for collecting, storing, analysing and summarising data:
 - quantitative data
 - qualitative data
- evaluation methods:
 - outcomes
 - process
 - impact on decision making
 - participant satisfaction
- types of community consultation targets:
 - response rate
 - representative sample
 - quality of feedback
 - timing
 - cost
- types of resources and methods for estimating and calculating costs:
 - human
 - financial
 - technical
- types of target groups and methods for identifying and defining:
 - community groups
 - authorities
 - community members
 - emergency authorities including police, fire and ambulance
 - private sector business interests
 - special interest groups
 - experts.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated work environment that reflects workplace conditions in a local government environment.

Assessment must ensure access to:

- computer with access to the internet

- consultation plan template
- target groups relevant to the community consultation issue
- organisational policies and procedures relevant to conducting community consultations.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume Implementation Guide are available in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0388d502-0fc3-49d9-a06e-c95893d7>