



Australian Government

LGAMEM003 Contribute to high level strategic decision making

Release: 1

LGAMEM003 Contribute to high level strategic decision making

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to contribute to high level strategic decision making as an elected member in local government.

This unit applies to individuals who have been elected to office in local government including councillors and mayors.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

Competency Field

Not applicable.

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Prepare for high level strategic decision making.
2. Participate in high level strategic decisions.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Collaborate with other elected members to identify strategic organisational and community issues.
- 1.2. Prioritise organisational and community issues requiring high level strategic decision making within financial and resource limitations.
- 1.3. Source, interpret, discuss, analyse and report on information that informs high level strategic decisions.
- 1.4. Interpret legislation to identify and comply with mandatory requirements for community consultation.
- 2.1. Propose, evaluate and discuss alternative solutions.
- 2.2. Analyse the political, social and economic environment and take into account emerging trends and current and

- possible future goals of the organisation.
- 2.3. Review proposed high level strategic decisions to determine implications for implementation.
 - 2.4. Support high level strategic decisions that represent and promote community interests.
 - 2.5. Collaborate with other elected members to make informed high level strategic decisions.
 - 2.6. Interpret, review and participate in endorsement of council plans.
3. Review high level strategic decisions.
- 3.1. Monitor, discuss, analyse and report on implementation and outcomes of high level strategic decisions.
 - 3.2. Collaborate with other elected members to instigate reviews where high level strategic decision outcomes are not met.
 - 3.3. Identify own contribution to high level strategic decision making to identify and act on opportunities for improvement.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	interpret organisational documents relevant to elected member decision making.
Oral communications skills to:	- negotiate with and influence others - resolve conflict - respect and represent diversity.
Numeracy skills to:	- read, interpret and discuss financial information including financial models and forecasts - read, interpret and discuss statistical information.
Problem-solving skills to:	solve problems in collaboration with others.
Teamwork skills to:	work with other elected members and council staff to contribute to decision making.
Technology skills to:	access organisational documents relevant to elective member decision making from electronic sources.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume Implementation Guide are available in VETNet -

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

Assessment Requirements for LGAMEM003 Contribute to high level strategic decision making

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:

- contribute to making and reviewing three informed high level strategic decisions working with other elected members and council staff.

Knowledge Evidence

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

- organisational policies and procedures applicable to making decisions as an elected member in local government
- federal, state and local government legislation applicable to local government and the elected member decision making
- financial models and forecasts and implications for high level strategic decision making
- high level strategic decisions requiring mandatory community consultation
- requirements for implementation of council decisions
- requirements for and implications of statutory delegation of council decisions
- requirements for matters of privilege and confidentiality
- evaluation criteria:
 - community acceptance and support
 - community values
 - conflict of interest
 - cost
 - council responsibilities
 - ethics
 - feasibility
 - risk
- collaborative decision making.

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:

- local government legislation
- local government policies and procedures applicable to elected members
- elected member code of conduct
- elected members and council staff.

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

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