



Australian Government

Department of Education, Employment and Workplace Relations

LGAGENE303A Contribute to council teams

Release 2

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Modification History

LGAGENE303A Release 2: Layout adjusted.

LGAGENE303A Release 1: Primary release.

Unit Descriptor

This unit covers councillor participation as part of a team. Its application may include contribution to council as a whole or to other group activities.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in remote and Indigenous communities and councils. Knowledge of the legislation and regulations within which councils must operate is essential. The role of elected members and senior management in leading and supporting their communities, and the identification of processes and solutions to meet the specific needs of 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 Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Contribute to team development	1.1 Identity and membership of team are clarified. 1.2 Other team members are treated with integrity, respect and empathy. 1.3 <i>Council's social, ethical and business standards</i> are respected and used to develop and maintain positive relationships. 1.4 Trust and confidence of colleagues are gained and maintained through effective performance. 1.5 Interpersonal styles and methods are adjusted to the prevailing social and cultural environment. 1.6 Contribution and positive commitment to team values are recognised. 1.7 Agreement is reached to support the processes adopted from consultation and to respect group decisions.
2. Plan the work of the team	2.1 The structure and rules of behaviour of the team are negotiated and agreed on by team members and managers. 2.2 The purpose, goals, objectives and accountabilities of team members and managers are established and aligned with those of the council. 2.3 Planning is implemented through effective research and application of resources.
3. Contribute to team performance	3.1 Work of the team is contributed to in accordance with agreed processes to achieve goals and objectives. 3.2 Diverse concepts and solutions are welcomed and conflict is negotiated objectively while maintaining personal respect. 3.3 Responsibilities are clarified through discussion and assigned. 3.4 Positive interpersonal relationships are maintained to promote a positive image within and outside the team. 3.5 Opportunities for development and mentoring to assist productivity of the team are identified and actioned.
4. Conduct performance monitoring and feedback	4.1 Results and alterations to strategy are shared with the group to promote continuous improvement. 4.2 Improvements and alterations to processes are documented to assist future planning.

Required Skills and Knowledge

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

Required Skills

- management
- strategic planning
- setting team objectives
- resolving conflict
- effective interpersonal communication

Required Knowledge

- legislation governing council operations
- meeting procedures
- ethical practice in council, community and personal dealings
- team organisation, dynamics and accountabilities
- roles of team leaders
- quality assurance issues
- continuous improvement processes

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

This unit requires demonstration of:

- personal behaviours that contribute to team work
- attributes of teams appropriate to effective council outcomes
- willingness to allow all to contribute to council activities
- expression of individual views whilst in a team
- capacity to respect and represent diversity in ethnic background, culture, customs, language and communication styles.

Context of assessment

In the workplace or a simulated work environment, possibly supported by classroom delivery, including remote or online. Assessment may encompass multiple elements in the workplace and utilise:

- role-plays
- oral questioning
- case studies
- short exercises, including multiple choice, practical demonstrations and group activities in simulated environments

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

Evidence will need to be gathered over time across a range of variables.

consistent performance**Resource implications**

Access to a workplace, simulated environment or case studies including:

- legislation and standards of practice
- protocols, policies and procedures
- meetings and committee proceedings
- representative issues and incidents reflecting council responsibility.
- Assessment and training may need to be conducted out of standard business hours

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.

Council's social, ethical and business standards
may include:

- legislation
- local laws
- meeting procedures
- business and accounting standards
- operating policies and procedures
- strategic and operational plans
- communications protocols

Unit Sector(s)

General Elective