



Australian Government

Department of Education, Employment and Workplace Relations

LGAGOVA404B Establish purchasing networks to ensure council is resource effective

Release: 2

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Modification History

LGAGOVA404B Release 2: Layout adjusted.

LGAGOVA404B Release 1: Primary release.

Unit Descriptor

This unit covers developing and participating in purchasing networks to optimise buying opportunities for the council. Networks include other councils, agencies and suppliers. This unit is suitable for those responsible for purchasing goods and services within the organisation.

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 Evaluate opportunities for networking

- 1.1 Major purchasing requirements of council are identified.
- 1.2 The service level of ***suppliers*** is researched and assessed to establish their ***capability***.
- 1.3 The benefits of networking with other councils, organisations and agencies are researched taking into account all aspects of best value for mutual benefit.

2 Develop and maintain purchasing networks

- 2.1 The case for possible collaboration is supported by evidence, analysed for risks and is consistent with the plans and future directions for council.
- 2.2 Network opportunities are identified to maximise a range of business contacts.
- 2.3 Links are established with ***other government departments*** for improving purchasing power.
- 2.4 ***Supply markets*** are monitored and opportunities are taken to influence key opinion formers and decision makers to change, encourage and nurture supply market capability
- 2.5 Networks with relevant sections of private enterprise are developed and maintained.
- 2.6 ***Council purchasing networks*** are maintained for information flow and combined purchasing power.

3 Participate in purchasing networks

- 3.1 Business relationships are developed and maintained to promote benefits consistent with council requirements.
- 3.2 Information is provided to evaluate services of suppliers.
- 3.3 Opportunities are identified for expansion of the network.
- 3.4 The outcomes of the network are measured and the savings made are reported in accordance with council procedure.

Required Skills and Knowledge

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

Required Skills

- Data collection
- networking with external personnel
- negotiating with suppliers
- forecasting supply needs
- interpersonal, group and organisational communication
- research
- evaluation skills for assessing outcomes
- problem solving skills to manage contingencies
- negotiation skills to achieve mutually acceptable outcomes
- networking skills to participate with other groups, agencies and suppliers
- conflict resolution
- using technology
- customer service
- verbal communication
- literacy

Required Knowledge

- supply techniques
- government supply networks
- council policies relating to supply
- local industry
- strategic planning processes
- procurement management processes
- legal requirements of council contracting
- principles of communication
- organisational policies, plans and procedures
- techniques for building relationships of trust
- knowledge of related organisations and agencies, suppliers and networks
- understanding of the principles and operations of networks

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: • analyse current practices to identify opportunities for better buying • establish and maintain relevant networks • participate in a purchasing network and make savings for council
Context of assessment	• Competency is demonstrated by performance of all stated criteria, with particular attention to the critical aspects and the knowledge and skills elaborated in the Evidence Guide, and within the scope of the Range Statement. • Assessment must take account of the endorsed Assessment Guidelines in the Local Government Training Package. • Assessment of the performance requirements in this unit should be undertaken in an actual workplace or simulated environment. • Assessment should reinforce the integration of the key competencies for the particular AQF level. Refer to the key competency levels at the end of this unit.
Relationship to other units(prerequisite or co-requisite units)	To enable holistic assessment this unit may be assessed with other units that form part of the job role.
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

Evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations

Resource implications

Access to a workplace or simulated case study that provides the following resources:

- government networks and suppliers

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.

Suppliers may include:

- federal and state governments
- local government associations
- professional groups
- inter-council groups

Council capability may include:

- future purchasing interests and activities
- supply market
- collaborators
- other organisations

Other government departments may include:

- municipal authorities purchasing scheme
- state government supply groups
- administrative service department

Supply market analysis may include:

- capabilities
- financial standings
- past performance
- existing and potential suppliers
- emerging and predicted trends plans
- specifications

Council purchasing networks may include:

- formal or informal networks
- circulation lists
- email address books
- association memberships
- maintaining regular contact
- distributing materials
- attending seminars

Unit Sector(s)

Administration Units.