



Australian Government

Department of Education, Employment and Workplace Relations

LGAEHRR303B Monitor areas under council jurisdiction

Release 2

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Modification History

LGAEHRR303B Release 2: Layout adjusted.

LGAEHRR303B Release 1: Primary release.

Unit Descriptor

This unit covers monitoring areas under council jurisdiction to ensure compliance with local laws.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of varying size and locations. Knowledge of the legislation and regulations within which councils must operate is essential. The role of councils, as the third tier of government, in managing the application of a broad range of by-laws and regulations 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. Inspect designated areas	1.1 Designated <i>areas</i> to be inspected are identified and defined. 1.2 Routine inspections of identified and defined areas are carried out in accordance with council requirements. 1.3 Non-routine inspections are carried out in accordance with council requirements. 1.4 Applications for approval, licences or permits are assessed in accordance with local laws and other appropriate legislation.
2. Identify, assess and act on areas of risk to the public and the environment	2.1 <i>Risks</i> to the public and environment are identified and level of risk is determined. 2.2 <i>Appropriate action</i> is taken and reported in accordance with legislation and council requirements. 2.3 Evidence of offence is gathered and documented in accordance with council procedures.
3. Respond to complaints regarding risks to public health and safety or possible breaches of legislation	3.1 Complete details of complaint are obtained and assessed for further action. 3.2 Complainant is advised of proposed action in accordance with council procedures. 3.3 Evidence is gathered and documented in accordance with council procedures and guidelines. 3.4 Diaries or reports of incidents are fully completed in accordance with council standards.
4. Maintain records	4.1 Information is recorded in accordance with council and legislative requirements. 4.2 Details are recorded clearly, legibly and accurately. 4.3 Records are secure, accessible and up to date.
5. Assist with the preparation and delivery of community education and promotional matters associated with local laws	5.1 Prepared information is accurate and comprehensive and targeted to the likely audience. 5.2 Input is sought from appropriate specialist sources to assist prior and during preparation, and in subsequent follow up in response to questions.

Required Skills and Knowledge

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

Required Skills

- verbal communication with the public appropriate to cultural and language background of the individual or group
- record keeping
- writing reports, including keeping events in sequence and report administration

Required Knowledge

- council structure and services
- council area and zonings
- council policies and procedures regarding risks to public health and safety and relevant legislation
- environmental legislation, policies and practices
- community needs and expectations
- inspection techniques
- risk identification

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

Routine and non-routine inspection.
Risk assessment.
Response to complaints.
Appropriate utilisation of on-the-spot penalties.
Collection and maintenance of records.
Completion of incident reports in accordance with council standards.

Context of assessment

On the job or in a simulated work environment.

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

Resource implications

Access to a workplace or simulated case studies encompassing a range of council areas of responsibility and associated risks.

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.

Areas may include:

- beaches
- foreshores
- parklands
- reserves
- waterways
- illegal landfills
- parking
- building sites
- fairs and shows
- pedestrian precincts and malls
- backyards pools
- any other areas under council jurisdiction

Risks may include:

- irate motorists
- congested traffic
- building sites
- used syringes
- intoxicated persons
- overhanging foliage
- chemicals
- bushfires
- parking
- animals
- noxious weeds
- jet skis
- toxins
- noxious odours
- noise
- air quality
- cooling towers or systems
- street signage
- outdoor dining issues
- unattended litter
- foreshore, littoral or aquatic reserve threat to environment
- dangerous dogs
- manual handling practices

Appropriate action may include:

- issuing on-the-spot fines in relation to certain offences
- requiring work or activity to cease

- making site safe
- advising offending party and complainants of council policies and procedures and proposed next action
- monitoring compliance with conditions of any approval, licence or permit issued including appropriate defining of approved areas where applicable

Unit Sector(s)

Regulatory Services