



Australian Government

Department of Education, Employment and Workplace Relations

LGAREGS406A Support programs to enforce compliance

Release 2

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Modification History

LGAREGS406A Release 2: Layout adjusted.

LGAREGS406A Release 1: Primary release.

Unit Descriptor

This unit covers the implementation of programs to enforce compliance with legislation. Licensing, legislative, regulatory or certification requirements may apply to this unit. Requirements vary in different States and Territories.

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 Prepare for the compliance monitoring process	<p>1.1 Council and legislative requirements defining the conditions for compliance are reviewed.</p> <p>1.2 <i>Programs</i> are devised in consultation with team members for investigating suspected breaches and monitoring the implementation of corrective actions.</p>
2 Contribute to detection of breaches	<p>2.1 Information relating to suspected breaches is analysed in consultation with team members.</p> <p>2.2 Questioning of informants is undertaken to clarify details.</p> <p>2.3 Programs for monitoring and investigating suspected breaches are selected in consultation with team members.</p> <p>2.4 Programs are conducted and reported according to council procedures.</p>
3 Monitor premises in breach of legislation	<p>3.1 <i>Documentation</i> relating to premises in <i>breach of legislation</i> is examined to identify the corrective actions recommended to achieve compliance.</p> <p>3.2 Monitoring programs and activities are selected to ensure that all required corrective actions are thoroughly checked.</p> <p>3.3 Monitoring schedule to check implementation of corrective actions is planned in consultation with team members.</p> <p>3.4 Monitoring is conducted and reported according to council procedures.</p>
4 Contribute to the improvement of programs to enforce compliance	<p>4.1 Programs are evaluated and reported according to council procedures.</p> <p>4.2 Opportunities to improve compliance levels and the programs used to monitor compliance are referred to appropriate personnel using standard procedures.</p>

Required Skills and Knowledge

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

Required Skills

- reading, analysing and interpreting a range of information relevant to job/role, which may include legislation and its impact on council operations
- implementing appropriate investigation and monitoring strategies
- demonstrating clear communication and consultation with the community and stakeholders and managing stakeholder relationships using a range of communication techniques to assess their needs and expectations
- achieving effective working relationships that demonstrate an ability to work collaboratively with people from diverse backgrounds
- problem solving and conflict management
- monitoring own work and adjusting to meet agreed standards and expectations
- engaging in activities that promote own ongoing learning requirements, which may include maintaining current knowledge of legislation and common law
- using technology relevant to the job/role, which may include the use of computers and other relevant office technology
- implementing program evaluation strategies
- record keeping

Required Knowledge

- council structure and administrative procedures
- relevant council policies, plans, procedures and legislation
- public health service delivery procedures
- key organisations and individuals
- relevant professional guidelines
- occupational health and safety procedures

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 unit's skill and knowledge requirements 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	<p>The demonstrated ability to:</p> <ul style="list-style-type: none">• devise appropriate programs for monitoring corrective actions required for compliance or for investigation of suspected breaches• investigate suspected breaches using suitable programs and report according to council procedures• monitor implementation of corrective actions required to achieve compliance using suitable programs and report according to council procedures• evaluate programs and identify and report opportunities for improvement to appropriate personnel using standard procedures.
Context of assessment	<ul style="list-style-type: none">• on the job or in a simulated work environment• written or oral test• role-play
Method of assessment	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none">• observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies• written and 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	<p>Access to a workplace or simulated environment with access to:</p> <ul style="list-style-type: none">• compliance issues• legislation

- council procedures

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.

Programs may include:

- test purchasing of tobacco by minors
- inspection
- surveillance

Documentation may include:

- investigation reports
- court reports
- council reports

Breach of legislation may include breaches of:

- Food Acts and regulations
- health legislation
- tobacco legislation
- planning legislation

Unit Sector(s)

Regulatory Services