



Australian Government

Department of Education, Employment and Workplace Relations

LGAGOVA202B Process infringement notices

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit Descriptor	This unit covers the processing of infringement notices for various offences under council jurisdiction.
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Application of the Unit

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.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite Unit/s

Employability Skills Information

Employability Skills	This unit contains employability skills.
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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. **Maintain records of infringement notices**

- 1.1. Information is recorded in accordance with council and legislative requirements.
- 1.2. Details are recorded clearly, accurately and legibly.
- 1.3. Records are secured, accessible and up to date.

2. **Locate and retrieve information on infringement notices**

- 2.1. Information on infringement notices is located and retrieved from council records and worksheets.
- 2.2. Information on infringement notices is printed or copied onto appropriate storage media.

3. **Action infringement notices**

- 3.1. Infringement notices are checked for accuracy.
- 3.2. Infringement notices are assessed and appropriate action is determined in accordance with council policies, guidelines and legislative requirements.
- 3.3. Infringement notices are calculated and batched in accordance with council procedures and systems.

4. **Produce correspondence related to infringement notices**

- 4.1. Information to be included in the correspondence is established and collated and is based on regulatory requirements, cost effectiveness and identified council policies and procedures.
- 4.2. Correspondence is written in clear and concise language in accordance with council guidelines.
- 4.3. Correspondence is dispatched in accordance with specified time lines and council procedures.
- 4.4. Legal proceedings are initiated when settlement of local laws is not received within the set time frames.

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Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required Skills

- appropriate and logically structured written language
- filing
- word processing
- locating and selecting relevant information in council policies
- locating and selecting relevant information from relevant legislation.

Required Knowledge

- council structure and services
- administrative systems
- filing systems
- types of infringements
- legislative procedures.

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Evidence Guide

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

Register of infringement notices.
Register of correspondence.
Security of documentation.
Action on infringement notices is in accordance with council policies and legislative requirements.

Context of assessment

On the job or in a simulated work environment.

Relationship to other units(prerequisite or co-requisite units)

Prerequisite units: nil.
Co-requisite units: nil.

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 gathered over time across a range of variables.

Resource implications

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

- copies of relevant legislation
- council policies and procedures
- records systems and registers

EVIDENCE GUIDE

- reports of other services, agencies or specialists
- media
- word processing software.

Range Statement

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.

Infringements may include:

- litter
- vehicular advertising
- dog litter
- overhanging branches
- parking
- offences in public places
- environmental
- poisons
- noise
- animal cruelty
- water
- swimming pools
- meat industry
- prohibited plants
- bushfire
- chemical handling and storage
- recreational vehicles
- apiaries
- food
- fisheries
- tree preservation
- building
- rural land
- crime
- animal nuisance.

Information may include:

- written and oral records
- reports
- instructions
- directions from supervisor/management
- formal and informal interviews
- team meetings
- reports from other services, agencies, specialists or experts
- media.

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Unit Sector(s)

Unit Sector General Elective

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Competency field

Competency Field

co-requisite unit/s

Co-requisite Unit/s