



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **LGAGOVA410B Monitor council procedures to ensure compliance with relevant legislation**

Release: 2

## **LGAGOVA410B Monitor council procedures to ensure compliance with relevant legislation**

### **Modification History**

LGAGOVA410B Release 2: Layout adjusted.  
LGAGOVA4010B Release 1: Primary release.

### **Unit Descriptor**

This unit covers the monitoring of council compliance procedures to ensure that they are in line with legislative requirements and based on up-to-date information. The need for staff to be informed of council procedures and be kept up to date at all times with changes to legislation that impact on their roles is recognised. This unit is appropriate for staff at the supervisor or team leader level.

### **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 <b>Ensure council procedures comply with relevant legislation</b>	1.1 Council procedures are documented in line with legislative requirements. 1.2 Council procedures are updated to reflect changes in <b><i>legislation</i></b> as necessary.
2 <b>Maintain up-to-date knowledge of relevant legislation</b>	2.1 <b><i>Sources of information</i></b> on relevant legislation are identified and accessed. 2.2 Strategies are established to ensure dissemination of information on legislation to relevant staff. 2.3 Knowledge of legislation that is significant to local government is always up to date.
3 <b>Monitor procedures to ensure compliance</b>	3.1 <b><i>Procedures</i></b> are regularly examined to ensure ongoing compliance with relevant legislation. 3.2 Required changes to procedures are identified and actioned accordingly. 3.3 Changes to procedures are approved, documented and communicated to relevant personnel.
4 <b>Identify and rectify breaches in compliance</b>	4.1 Audits or random checks are conducted to determine the extent to which procedures are implemented in accordance with legislative requirements. 4.2 Breaches in compliance are noted and addressed immediately. 4.3 <b><i>Causes of any breaches</i></b> in compliance are identified and addressed immediately.

## **Required Skills and Knowledge**

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

### **Required Skills**

- interpretation of the impact of legislative changes on council procedures
- maintenance of internal communication channels
- analytical skills in order to read and critically interpret structurally intricate information
- clear and comprehensive reporting of analysis of information

### **Required Knowledge**

- council procedures for compliance
- relevant legislation
- council's internal communication channels
- local government structure
- staff roles and responsibilities

## Evidence Guide

<b>Overview of assessment requirements</b>	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.
<b>Critical aspects of evidence to be considered</b>	<p>This unit requires the demonstrated ability to monitor council procedures for compliance with relevant legislation. This includes:</p> <ul style="list-style-type: none"><li>• determining and implementing strategies for ensuring staff members have current information</li><li>• identifying procedures to be reviewed for compliance</li><li>• updating procedures as necessary</li><li>• determining breaches and rectifying causes of breaches</li></ul>
<b>Context of assessment</b>	Assessment of performance requirements in this unit should be undertaken within the context of the local government framework. Competency is demonstrated by performance of all stated criteria, including the Range of Variables applicable to the workplace environment.
<b>Method of assessment</b>	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"><li>• observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies</li><li>• written and/or oral questioning to assess knowledge and understanding</li><li>• completion of workplace documentation</li><li>• third-party reports from experienced practitioners</li><li>• completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor</li></ul>
<b>Evidence required for demonstration of consistent performance</b>	Evidence should be gathered over a period of time in a range of actual or simulated management environments.
<b>Resource implications</b>	Access to a workplace or simulated case study that enables access to council meetings and other relevant resources where council procedures are discussed or developed.

## 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.

***Legislation*** may relate to:

- federal
- state
- local government by-laws
- employment
- occupational health and safety
- environmental and sustainability
- privacy and confidentiality

***Sources of information*** may include:

- Australian government publishing service
- state or territory parliaments
- managers and internal staff in specialist areas
- other external agencies and departments
- internal or external committees
- advisory groups or associations

***Procedures*** may include:

- operating procedures
- policy implementation

***Causes of breaches*** may be the result of:

- inadequate training of staff
- failed communication to relevant staff of procedural changes
- use of outdated stationery or documentation

## Unit Sector(s)

Common Units