



Australian Government

Department of Education, Employment and Workplace Relations

LGACOM411A Interpret and apply authority to act

Release 2

LGACOM411A Interpret and apply authority to act

Modification History

LGACOM411A Release 2: Layout adjusted. No changes to content.
LGACOM411A Release 1: Primary release.

Unit Descriptor

This unit covers the outcomes required to interpret and apply the specified level of personal authority to implement or support activities in planning or environmental health. 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. It particularly applies to technical staff assisting professional practitioners in planning or environmental health activities, where the scope of work and delegated level of responsibility are specified by deed of council. 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. Identify and confirm the designated level of authority	1.1. Key responsibility areas for the job role are identified. 1.2. Scope of activities under each key responsibility area is confirmed in relation to the activities of other team members. 1.3. Extent of personal authority delegated for each type of activity is confirmed. 1.4. Responsibilities and authority of other team members are confirmed. 1.5. Situations in which personal judgement can be exercised are identified and the extent of authority is confirmed with reference to the scope of responsibility of other team members. 1.6. Situations and activities that fall outside the individual's remit are identified.
2. Assess and accept work responsibilities within remit	2.1. Work activities are assessed to confirm that they fall within the individual's remit. 2.2. Level of authority to be exercised in performing each work activity is identified. 2.3. Work activities are planned and scheduled with appropriate supervisory provisions.
3. Refer complex work activities to professional senior officers	3.1. Work activities that fall outside the individual's remit are referred to senior officers according to council policies and procedures. 3.2. Appropriate advice is sought if contingencies arise requiring a higher level of authority. 3.3. Requirements for referral to a senior officer are explained to relevant stakeholders.
4. Contribute to the team to improve processes and outcomes	4.1. Information is shared with team members to ensure that team goals are achieved. 4.2. Strategies and opportunities for improvement of teamwork and performance are identified, planned and implemented with team members. 4.3. Practical suggestions and contributions are made to the team to assist in resolving work-related problems or contingencies.

Required Skills and Knowledge

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

Required Skills

- reading and interpreting a range of information relevant to job/role, which may include legislation and its impact on council operations
- communicating and liaising with internal professional practitioners and external consultants
- demonstrating clear, open communication and consultation with the community and stakeholders and managing stakeholder relationships using a range of communication techniques to assess their needs and expectations, which may involve participation in and facilitation of committees
- achieving effective working relationships that demonstrate an ability to work collaboratively with people from diverse backgrounds and all sections of the organisation
- problem solving and conflict management
- analysing and evaluating a range of options in terms of their contribution to council objectives
- 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

Required Knowledge

- deed of authority for job role
- council and department structure and services
- relevant legislation and controls
- relevant administration procedures
- occupational health and safety procedures
- risk assessment
- work flow
- strategies, policies and procedures on sustainable practice

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

The demonstrated ability to:

- correctly identify and apply extent of authority for different work activities
- understand responsibilities of other team members
- arrange appropriate levels of supervision as required
- refer work activities falling outside remit to senior officers
- seek advice of higher authority when required
- identify, plan and implement teamwork and team performance improvement opportunities
- observe relevant environmental procedures
- adhere to sustainable practices

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 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

The learner and trainer should have access to appropriate documentation and resources normally used in the workplace.

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.

Key responsibility areas may include:

- environmental health:
 - registration of premises
 - immunisation
 - complaints
 - environment protection
 - sustainability
 - health promotion
 - tobacco
- planning:
 - pre-application advice
 - processing permits for minor applications
 - post-application administration

Extent of personal authority may vary from activity to activity and include:

- power of entry
- applying legislation and standards
- advising the public on legal requirements and limitations
- acting without direct supervision
- using personal judgement
- obtaining evidence
- decision-making

Council policies and procedures may include:

- environmental health policies and procedures
- planning policies and procedures

Unit Sector(s)

Administration.

Competency field

Not applicable.