



Australian Government

Department of Education, Employment and Workplace Relations

LGAEHRR301B Monitor and control standards of accommodation

Release 2

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Modification History

LGAEHRR301B Release 2: Layout adjusted.

LGAEHRR301B Release 1: Primary release.

Unit Descriptor

This unit covers the monitoring, inspection and control of accommodation to ensure the health and safety of occupants.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance within councils of varying size and locations. Knowledge of the legislation and regulations within which councils must operate is essential. The role of council staff, elected members and management in protecting and managing the natural and built environment 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. Assess suitability of proposed accommodation	1.1 Written or verbal communication between relevant parties is undertaken in a clear, concise manner. 1.2 Plans are approved by comparing details against legislation, codes of practice and council requirements. 1.3 Premises are inspected for compliance with approved plans. 1.4 Liaison is undertaken with other appropriate council departments and authorities or organisations to ensure relevant approvals are obtained. 1.5 Interpretations, assessments and judgements are made that maximise the functionality of premises within relevant legislative requirements and codes of practice.
2. Process applications for accommodation	2.1 Applications are checked for completeness, accuracy and payment of fees. 2.2 Inspection of premises is undertaken to ensure compliance with relevant legislation, codes of practice and council requirements. 2.3 Certificates of registration are checked prior to issue for accuracy, completeness and inclusion of appropriate conditions.
3. Undertake inspection of accommodation	3.1 Inspection schedules are established by ranking accommodation according to risk factors within legislation, codes of practice and council requirements. 3.2 Inspections are carried out in accordance with legislation, codes of practice and council requirements. 3.3 Accommodation standards are applied to an assessment of prescribed and non-prescribed premises to protect public health within the bounds of legislation and consumer expectations. 3.4 Reports to statutory authorities, council and proprietors of accommodation premises are prepared that show clear requirements to be met and identify works required to be undertaken within a specified time frame.
4. Investigate reports of inadequate dwelling standards	4.1 Accommodation investigations are identified from reports and assessments and prioritised according to risk factors. 4.2 An appropriate form of investigation is determined based on an assessment of the nature of the problem. 4.3 Investigation is carried out efficiently within priorities and regulatory and council requirements. 4.4 Data and information are collected using applicable procedures to determine the problem clearly. 4.5 Action on the accommodation problem is determined and undertaken to minimise the problem and the likelihood of recurrence.

ELEMENT	PERFORMANCE CRITERIA
5. Act to recommend procedures for closure of a public building	4.6 After consultation with senior officers a report is prepared and submitted to the council for information or direction.
	5.1 Breaches of relevant legislation, council policy or standards relating to public building safety that represent an offence or a threat to public health are detected.
	5.2 Information relating to an offence is collated through a review of existing documentation.
	5.3 Additional information is obtained by interview and assessment to assist in substantiation of details of the offence.
	5.4 A recommendation to proceed with prosecution, issue a warning or undertake no further action is forwarded to senior environmental staff and determined according to council resolution.

Required Skills and Knowledge

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

Required Skills

- communicating with public and council
- interpreting building plans
- council administration practices
- inspecting
- report writing

Required Knowledge

- relevant legislation
- Australian standards and codes of practice
- accommodation standards
- communicable infectious diseases
- environmental legislation
- control of diseases
- safety standards

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

Risks to occupational health and safety are identified and resolved.

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
- completing 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

Competency must be demonstrated in all Elements across a range of variables relevant to council's size, location and strategic plan.

Resource implications

Access to a workplace or simulated case study that:

- reflects examples of different accommodation premises and risk situations
- provides information pertaining to relevant legislation, Australian standards, codes of practice and council guidelines and 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.

<i>Communication</i> may include:	• use of interpreter • written • oral
<i>Council requirements</i> may include:	• council policies, procedures and guidelines • strategic, business and management plans • local ordinances, laws and by-laws
<i>Legislative requirements</i> may include:	• federal • state or territory • local government
<i>Inspections</i> may include:	• microwave oven testing • kitchens • air conditioning units • electric wiring • exit point signage
<i>Accommodation</i> may include:	• prescribed • non-prescribed • boarding houses • hotels • hostels • residential dormitories • halls of residence • caravan parks • camping grounds • public places • domestic dwellings • flats • units • rental accommodation
<i>Risk factors</i> may include:	• number of people accommodated • floor area • furniture • bedding • food hygiene • cleanliness • sanitation • facilities • infectious agents

Statutory authorities may
include:

- transmission of illness
- functionality
- repair and maintenance
- lighting
- ventilation
- fire safety
- emergency access and egress
- department of planning
- building control division
- council
- planning authorities

Unit Sector(s)

Health and Environment