



Australian Government

Department of Education, Employment and Workplace Relations

LGAWORK204A Plan daily work routines

Release 2

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Modification History

LGAWORK204A Release 2: Layout adjusted.

LGAWORK204A Release 1: Primary release.

Unit Descriptor

This unit covers the planning of daily work routines associated with council works.

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 Interpret work schedules	1.1 Daily work activities are clearly defined, integrated and prioritised to meet council work schedules.
2 Organise materials and equipment	2.1 Materials and equipment are checked for availability. 2.2 Materials and equipment are organised to meet the schedule and requirements of the task.
3 Respond to problems as they arise	3.1 Response takes into account council responsibilities and constraints . 3.2 Response maintains a quality outcome, minimises impact on work schedules and reflects accurately knowledge of products and processes used by the council. 3.3 Response is consistent with council priorities and policies.

Required Skills and Knowledge

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

Required Skills

- written and verbal communication

Required Knowledge

- resource allocation
- acceptance of accountability and judgment
- relevant occupational health and safety requirements
- council procedures and requirements related to work routines

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 must be demonstrated.
Critical aspects of evidence to be considered	Products and processes used in the local government enterprise, including works schedules, time sheets, logbooks and equipment maintenance records. Evidence must show prioritising, organising and interpreting skills.
Context of assessment	May be assessed: • on the job • simulated workplace environment • written assignment • short-answer test • oral questioning • observation • or any combination of the above
Relationship to other units(prerequisite or co-requisite units)	To enable holistic assessment this unit may be assessed with other units that form part of the job role.
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	In accordance with a range of variable requirements.

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.

Work activities may include:

- daily routines
- periodic routines
- ad hoc activities

Constraints may include:

- weather
- human
- financial

Unit Sector(s)

Operational Works