



Australian Government

Department of Education, Employment and Workplace Relations

LGACOM401A Administer contracts

Release 2

LGACOM401A Administer contracts

Modification History

LGACOM401A Release 2: Layout adjusted.
LGACOM401A Release 1: Primary release.

Unit Descriptor

This unit covers the administration, monitoring and transition of contracts.

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. Establish administration procedures	<p>1.1 Administrative processes for contracts are implemented according to council quality improvement</p> <p>1.2 Contract requirements are confirmed with relevant contract personnel.</p> <p>1.3 Complaint system is established according to council policy and procedures.</p> <p>1.4 Consistent and accurate records of contract progress are maintained.</p>
2. Monitor contract time frame and specifications	<p>2.1 Regular inspections of contract services are undertaken to ensure compliance with specifications and program for completion.</p> <p>2.2 Regular planned progress meetings are held and documented between all contract personnel to ensure problems are identified and resolved early.</p> <p>2.3 Variations between the specified scope of services and the contract are identified and documented, and relevant personnel are notified without delay.</p> <p>2.4 Testing of services in progress is carried out as required by the contract and in accordance with legislation, regulations and council policy.</p>
3. Monitor costs	<p>3.1 Contract costs are monitored on a regular basis to ensure that the service is carried out in accordance with financial and contractual requirements.</p> <p>3.2 Payments for contract services are authorised in accordance with the conditions of contract and delegation of officer.</p> <p>3.3 Transaction costs are monitored through an established system.</p>
4. Resolve contractual disputes	<p>4.1 Disagreements are investigated to identify cause and validity.</p> <p>4.2 Terms of resolution are negotiated and agreed.</p> <p>4.3 Contract provisions for dispute resolution are followed.</p> <p>4.4 Legal and management advice is sought at an early stage of any dispute to ensure that the contractor has a clear understanding of the council's legal position and that the council is not exposed to undue legal risk.</p> <p>4.5 Appropriate legal advice is sought at any stage in order to clarify any technical aspects of a dispute.</p>
5. Implement contract transition	<p>5.1 Contract conditions and responsibilities are reviewed with relevant personnel to ensure satisfactory completion of contract.</p> <p>5.2 Contract completion is authorised in writing to confirm completed services have been undertaken according to contract objectives and specifications.</p>

ELEMENT**PERFORMANCE CRITERIA**

- 5.3 Final statement is reconciled.
- 5.4 Contractor performance and level of service are evaluated against agreed benchmark.
- 5.5 End-of-service or renewed contracts are coordinated to meet council requirements.
- 5.6 Quality of contract documentation is assessed.

Required Skills and Knowledge

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

Required Skills

- negotiation and liaison across a range of internal and external customers
- contingency management
- contract interpretation
- project management
- conflict resolution
- client interaction
- financial and time management

Required Knowledge

- relevant legislation, regulations, codes of practice and policies applicable to the industry and the council, including those relating to environmental/sustainable practice and OHS
- relevant systems and procedures to aid in the achievement of sustainable practice
- contract procedures
- contract law
- knowledge of the contract service
- performance standards and analysis
- complaint procedures
- costing processes

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	<ul style="list-style-type: none"> • Maintenance of files relating to records of meetings, payments, progress reports, file notes and discussions. • Effective communication with the contractor. • Monitoring of industry changes. • Making recommendations covering a range of contracts. • Maintenance of WorkCover, OHS and audit processes and up-to-date insurance files. • Monitoring relevant laws, by laws and regulations or best practice on environmental performance and sustainability
Context of assessment	On the job or in a simulated work environment.
Method of assessment	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> • 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	<p>Access to a workplace or simulated case study that provides such resources as:</p> <ul style="list-style-type: none"> • a range of council contract documentation and records • relevant commercial law texts on contracts • relevant council policies and procedures documents.

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.

- Administrative processes for contracts*** may include:
- supervision
 - management
 - monitoring
 - overseeing
- Records of contract progress*** may include:
- photographs
 - data
 - progress reports
 - customer surveys
 - minutes of meetings
- Services*** may include:
- product
 - maintenance
 - supply
 - cleaning
 - waste
 - research
 - environmental initiatives
 - civil
 - child care
 - other council services
- Testing*** may include:
- samples
 - routine checks
 - audits
 - observations
 - meetings
 - laboratory
- Payments*** may include:
- progressive
 - lump sum
- Conditions of contract*** may include:
- tender documentation
 - maintenance plan
 - compliance with sustainable practice guidelines
 - defects liability
- Contractor performance*** is evaluated in terms of:
- adherence to timelines and estimated costs
 - progress towards objectives
 - adherence to quality standards, environmental and sustainability standards and OHS and EEO practices

Unit Sector(s)

Administration.