



Australian Government

Department of Education, Employment and Workplace Relations

LGAPLEM405C Provide assistance in carrying out building inspections

Release 2

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Modification History

LGAPLEM405C Release 2: Layout adjusted.

LGAPLEM405C Release 1: Primary release.

Unit Descriptor

This unit specifies the skills and knowledge required to carry out inspection of building works for compliance with building approval documentation, and to follow up inspections under the auspices of relevant authorities within council.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

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 Prepare for building inspections	1.1 Building <i>documentation</i> is reviewed to identify critical aspects of construction requiring <i>inspection</i> . 1.2 Team members and professionals in specialist areas are consulted as required for assistance in planning the building inspection. 1.3 Inspection documentation is prepared to ensure that all required observations are conducted and recorded. 1.4 Building inspection is requested, scheduled and confirmed according to council procedures. 1.5 Equipment required for the building inspection is gathered and checked.
2 Inspect building works during progress and on completion	2.1 On-site works and structures are compared against approval documentation for compliance. 2.2 Consultation with site personnel is undertaken so that technical communications are clear and comprehensive and remedial action is understood. 2.3 Appropriate documentation is completed and forwarded to relevant departments in accordance with council requirements.
3 Report and follow up building inspections	3.1 Inspection reports are prepared according to council requirements and forwarded to <i>relevant authority</i> for consideration. 3.2 Enforcement notices for non-compliance are issued in accordance with statutory requirements and council procedures. 3.3 Inspection outcomes are accurately and promptly recorded on relevant council authority file. 3.4 Work rectified in accordance with non-compliance notification is inspected on request. 3.5 Final inspections are completed and, if appropriate, building certificates issued.

Required Skills and Knowledge

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

Required Skills

- applying inspection techniques
- using inspection equipment
- reading and interpreting plans
- identifying non-compliance and defects
- undertaking field assessments of soil types
- performing bracing, fixing and other relevant calculations
- interpreting structural load-span tables
- verbal and written communication in a multicultural and diverse environment
- negotiation and conflict resolution
- preparing legal briefs
- writing reports
- analytical and interpretative information gathering

Required Knowledge

- Building Code of Australia and relevant Australian standards
- principles of neighbourhood design
- relevant sections of Local Government Act and regulations
- relevant environmental legislation and practices
- council building and development policies, practices and codes
- structural engineering principles
- fire engineering principles
- relevant building and planning application requirements
- building construction practices
- properties of building materials
- topographical classification

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: <ul style="list-style-type: none">• gather information and consult with relevant professionals and team members to prepare for building inspections• undertake inspections in order to maintain quality and compliance of on-site works and structures• provide timely and efficient reporting to inform parties
Context of assessment	Competency is demonstrated by performance of all stated criteria, with particular attention to the critical aspects of evidence and the knowledge and skills elaborated in the Evidence Guide, and within the scope of the range statement. Assessment must take account of the endorsed Assessment Guidelines in the Local Government Training Package. Assessment of the performance requirements in this unit should be undertaken in an actual workplace or simulated environment. Assessment should reinforce the integration of the key competencies for the particular AQF level.
Method of assessment	The following assessment methods are suggested: <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 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 should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
Resource implications	Access to a workplace or simulated case study that provides the following resources:

- relevant legislation
- examples of council policies and codes
- materials and information on building construction and properties of building materials
- real or simulated sites

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.

Documentation may include:

- soil report
- engineers' computations
- specifications title
- planning permit

Inspection may include:

- statutory
- follow-up
- final
- random
- council policy
- change of use
- stage
- sewerage
- drainage
- plumbing
- in response to complaint
- illegal works
- mechanical
- ventilation
- fire services
- environmental controls
- hoarding and site access restrictions

Relevant authorities may include:

- building surveyor
- town planner
- council
- utilities and water authorities

Unit Sector(s)

Planning