



Australian Government

Department of Education, Employment and Workplace Relations

LGAPLEM413A Conduct site inspections to check accuracy of plan and application documentation

Release: 2

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Modification History

LGAPLEM413A Release 2: Layout adjusted.
LGAPLEM413A Release 1: Primary release.

Unit Descriptor

This unit covers the skills and knowledge required to conduct site inspections to check the accuracy of plan and application documentation. Work is carried out under the auspices of more senior authorities, including council planners and building surveyors. 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 Review documentation | 1.1. <i>Plan and application documentation</i> is examined to identify or confirm details to be checked on site.
1.2 History of site is investigated to identify traditional styles and heritage features of local buildings or landscape.
1.3 Position and capacity of existing infrastructure are researched to determine compatibility with the proposal.
1.4 Contour maps are interpreted to identify drainage, fill and flood issues. |
| 2 Prepare for site inspection | 2.1 Team members and professionals in specialist areas are consulted as required for assistance in planning site inspection.
2.2 Inspection documentation is prepared to ensure that all required observations are conducted and recorded.
2.3 Site inspection is scheduled and confirmed according to council procedures.
2.4 <i>Equipment</i> required for site visit is gathered and checked. |
| 3 Conduct site inspection | 3.1 Occupational health and safety (OHS) requirements of site are reviewed and applied.
3.2 Site is inspected with reference to inspection documentation.
3.3 Observations are recorded according to council procedures. |
| 4 Report on site inspection | 4.1 Records of site inspection are processed according to council procedures.
4.2 Outcomes of site inspection are reported and communicated according to council procedures. |

Required Skills and Knowledge

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

Required Skills

- inspection techniques
- reading and interpreting plans
- verbal and written communication in a multicultural/diverse environment
- identifying non-compliance and defects
- field assessment of soil types
- negotiation and conflict resolution with individuals and groups
- calculations
- writing reports
- interpreting structural load-span tables
- analytical and interpretative information gathering

Required Knowledge

- Building Code of Australia and relevant Australian standards
- building Acts and regulations
- relevant sections of Local Government Act and regulations
- council building and development policies, practices and codes
- structural engineering principles
- equipment required for site inspections
- site OHS requirements
- relevant environmental legislation and practices
- fire engineering principles
- relevant building and planning application requirements
- building construction practices
- properties of building materials
- topographical classification
- building approval process
- material properties and suitability
- structural engineering principles
- domestic building construction
- principles of neighbourhood design

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 and interpret application documentation and research relevant additional information• develop appropriate documentation and prepare equipment for site inspections• conduct site inspections safely, record observations and report according to council procedures
Context of assessment	Assessment of performance requirements in this unit should be undertaken within the context of the local government framework. Competency is demonstrated by performance of all stated criteria applicable to the workplace environment, within the scope of the range statement.
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 gathered over a period of time in a range of actual or simulated management environments.
Resource implications	Access to building sites is essential as well as to a workplace or a simulated case study that provides relevant resources, including copies of: <ul style="list-style-type: none">• essential documentation, such as the Building Code of Australia (Volumes I and II)• relevant Australian standards• local laws

- planning schemes
- examples of council policies
- architect plans and drawings
- technical reports
- relevant certificates and authorities
- real or mock resident submissions
- reports from other services
- agencies and specialists

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.

Plan and application documentation may include:

- site plan
- contour plan
- layout
- elevations
- dimensional drawings
- soil condition reports
- photographs
- application forms
- specifications
- technical reports
- structural computations
- referral authority reports
- endorsed authority plans
- certificates of title
- home warranty insurance certificates
- working drawings
- property information certificates
- flooding certificates
- resident submissions

Equipment may include:

- OHS equipment
- measuring equipment
- soil testing equipment
- sample containers
- camera
- surveying equipment

Unit Sector(s)

Planning