



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **LGAWORK402A Prepare for operational works**

**Release 2**

## LGAWORK402A Prepare for operational works

### Modification History

LGAWORK402A Release 2: Layout adjusted.

LGAWORK402A Release 1: Primary release.

### Unit Descriptor

This unit covers preparing a works project plan that is conveyed to relevant stakeholders.

### 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 <b>Prepare a plan to undertake works</b>	1.1 Plans for works tasks are developed within allocated budgets, council policy, relevant management plans and in compliance with relevant structural design standards. 1.2 Plans are communicated to, and understood by, persons responsible for carrying out the works. 1.3 Accurate quantities of resources and materials are assessed to meet the project needs. 1.4 Areas for amenities and/or storage of tools, equipment and materials are identified. 1.5 Works are planned within occupational health and safety requirements. 1.6 Liaison with relevant agencies and authorities is undertaken to identify the location of potential hazards.
2 <b>Assess current conditions and traffic volume</b>	2.1 Relevant <i>authorities</i> and persons <i>affected by the work</i> are informed of traffic control and other necessary measures. 2.2 <i>Traffic</i> control devices and signals are selected in accordance with regulations and standard practice. 2.3 Appropriate traffic control equipment is selected according to the conditions that apply.
3 <b>Inform the general public and relevant authorities</b>	3.1 Instructions and requests to the public and authorities are transmitted concisely and in accordance with council's operating procedures. 3.2 Public enquiries are responded to in accordance with council <i>procedures</i> . 3.3 Information relating to incidents or accidents is reported and recorded clearly and accurately in accordance with council and legal requirements.
4 <b>Procure and confirm required materials and equipment</b>	4.1 Availability of specified resources and materials or alternatives is confirmed. 4.2 Resources and materials are procured in accordance with council policies and procedures.

## **Required Skills and Knowledge**

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

### **Required Skills**

- organisational capability across a range of physical and human resources
- communicating with public, other authorities and council staff
- estimating resources and capacity
- calculating quantities of resources and materials

### **Required Knowledge**

- materials technology
- construction technology
- works methods
- state and local government standards
- relevant environmental legislation
- climatic conditions
- supply networks and council procurement policies
- road and traffic safety regulations

## Evidence Guide

<b>Overview of assessment requirements</b>	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.
<b>Critical aspects of evidence to be considered</b>	Works project information is relayed to relevant staff. Liaison with public and relevant authorities is undertaken. Safety of work site is ensured.
<b>Context of assessment</b>	May be assessed through: <ul style="list-style-type: none"> <li>• on the job</li> <li>• simulated workplace environment</li> <li>• written assignment</li> <li>• short-answer test</li> <li>• oral questioning</li> <li>• observation</li> <li>• or any combination of the above</li> </ul>
<b>Relationship to other units(prerequisite or co-requisite units)</b>	To enable holistic assessment this unit may be assessed with other units that form part of the job role.
<b>Method of assessment</b>	The following assessment methods are suggested: <ul style="list-style-type: none"> <li>• observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies</li> <li>• written and/or oral questioning to assess knowledge and understanding</li> <li>• completion of workplace documentation</li> <li>• third-party reports from experienced practitioners</li> <li>• completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor</li> </ul>
<b>Evidence required for demonstration of consistent performance</b>	Evidence will need to be gathered over time across a range of variables.
<b>Resource implications</b>	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.

***Council programs*** may include:

- council works programs
- departmental works programs
- depot programs
- maintenance programs
- works patrols

***Council procedures*** may include:

- communicating to the public on traffic disruption
- planning
- seeking permission or approval from other agencies
- procuring materials and equipment.

***Specialists*** may include:

- state road and rail authorities
- civil and traffic engineers
- consultants

***Documentation*** may include:

- analysis sheets
- time sheets
- diary entries
- work sheets
- meeting notes
- cost analysis
- planning specifications
- drawing plans

***Authorities*** may include:

- police
- fire
- emergency

***Traffic*** may include:

- vehicular
- aircraft
- locomotive
- pedestrian
- livestock

***Persons affected by the work*** may include:

- utilities
- road traffic authorities
- residents
- businesses
- community groups
- community services
- environmental protection agencies

## **Unit Sector(s)**

Operational Works