



Australian Government

Department of Education, Employment and Workplace Relations

LGAWORK403A Manage civil plant and resources

Release 2

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Modification History

LGAWORK403A Release 2: Layout adjusted.

LGAWORK403A Release 1: Primary release.

Unit Descriptor

This unit covers managing civil plant and resources.

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 Manage job for civil construction	1.1 Job is planned in accordance with drawings and specifications to enable completion on budget and within allocated time. 1.2 Operations identified are consistent with the job plan, work activities are integrated and priorities are established consistent with enterprise policies.
2 Select appropriate plant and equipment	2.1 Plant cycles of operation to undertake specific tasks are calculated. 2.2 Plant is selected in relation to its cycle of operation in a primary, secondary or static role. 2.3 Selection of plant and equipment is consistent with work plans, schedules and requirements of the task. 2.4 Availability of existing internal resources is identified. 2.5 Type and availability of external resources are assessed against the demands of the project.
3 Supervise and organise operation of plant and equipment	3.1 Selected plant and equipment are monitored on a regular basis to ensure maximum output is achieved. 3.2 Regular planned meetings are held between plant supervisors and works personnel to ensure plant operations are carried out with maximum efficiency. 3.3 Plant and equipment are organised to meet scheduled requirements. 3.4 Testing of works in progress is carried out to ensure selected plant and equipment are achieving specified standards in an efficient manner. 3.5 Consistent and accurate records of plant and equipment operation and use are recorded and maintained. 3.6 Progressive checks are conducted to ensure both routine and periodic plant and equipment maintenance is being carried out.
4 Maintain records	4.1 Records are kept in accordance with council requirements. 4.2 Details are recorded clearly, accurately and legibly. 4.3 Records are secured, made accessible and kept up to date.

Required Skills and Knowledge

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

Required Skills

- plant and equipment
- operating procedures
- prioritising and scheduling
- organising
- supervising
- estimating
- record keeping

Required Knowledge

- plant and equipment functions
- manufacturers' specifications
- works management
- works methods relating to plant operation
- records maintenance

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	Knowledge of operations and functions of plant and equipment used in civil construction and maintenance is demonstrated. Safety at work site and plant operation is achieved. Relevant council policies and procedures in the operation and maintenance of plant and equipment are adhered to.
Context of assessment	May be assessed through: <ul style="list-style-type: none">• 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: <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	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.

Types of plant may include:

- bulldozers
- graders
- scrapers
- compactors
- excavators
- backhoes
- skid steer
- machines
- cranes
- profilers
- sweepers
- trucks
- tankers
- compaction plant

Records may include:

- manufacturers' data sheet
- maintenance
- time sheets
- plant usage
- fuel
- oils
- spare parts

Unit Sector(s)

Operational Works