



**Australian Government**

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

# **LGAWORK503A Undertake project investigation**

**Release 2**

## LGAWORK503A Undertake project investigation

### Modification History

LGAWORK503A Release 2: Layout adjusted.  
LGAWORK503A Release 1: Primary release.

### Unit Descriptor

This unit covers undertaking the research of a works project to determine scope and 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>Determine parameters of project</b>	1.1 Preliminary scope of project is confirmed and reviewed to ensure parameters meet current <i>requirements</i> . 1.2 Detailed design parameters are specified to enable a complete design brief to be prepared.
2 <b>Obtain information on existing conditions</b>	2.1 <i>Surveys</i> of existing conditions are undertaken that are relevant to the proposed works and that impact on the design parameters. 2.2 Liaison with <i>relevant statutory authorities</i> and <i>affected parties</i> is undertaken to ensure works can be coordinated. 2.3 The impact of works on existing assets and the environment is assessed through liaison with relevant and affected parties.
3 <b>Prepare existing conditions plan</b>	3.1 An accurate, existing conditions plan is prepared from all collated data to enable a detailed design to proceed. 3.2 An existing conditions plan is produced within regulatory and accepted <i>drafting standards</i> .

## Required Skills and Knowledge

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

### Required Skills

- interpersonal communication techniques
- time management
- risk management
- high level negotiation skills
- presenting plans
- collating data
- research expertise

### Required Knowledge

- assets network
- design and drafting principles
- related government bodies
- contractual requirements
- acts, regulations, standards and codes of practice
- council budget cycle

## 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>	Liaison with council and other customers is undertaken. Design parameters are identified. Impact of project on assets and environment is identified.
<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.

***Requirements*** may include:

- budget
- project scope
- facilities
- regulations
- user group needs
- life cycle costing
- environment management

***Surveys*** may include:

- traffic counts
- topographical survey
- features survey
- historical review
- title boundaries
- local knowledge
- levels survey
- cross-sectional
- people opinion survey
- detailing and locating services such as gas, water, electricity and telecommunications

***Drafting standards*** may include:

- Australian standards code for building and engineering AS1100 - technical drawing
- council requirements
- council policies and standards

***Affected parties*** may include:

- business
- community groups
- residents

***Relevant authorities*** may include:

- roads and traffic authorities
- gas
- electricity
- other utilities

## Unit Sector(s)

Operational Works