



Australian Government

LGAOPS001 Prepare for operational works

Release: 1

LGAOPS001 Prepare for operational works

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to prepare a works project plan according to pre-determined budgets, council policies and management plans compliant structural design standards. It requires the ability to communicate proposals to internal and external stakeholders.

This unit applies to individuals working in local government and undertaking tasks related to the maintenance of council assets.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

Competency Field

No applicable.

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Plan operational works.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Interpret budgets, council policies, management plans and structural design standards to determine operational works requirements.
- 1.2. Consult with specialists to clarify and confirm operational works requirements.
- 1.3. Analyse operational works requirements to identify required work tasks.
- 1.4. Review work site to select areas for amenities and storage of tools, equipment and materials.
- 1.5. Consult with agencies and authorities to identify location of

- potential hazards.
- 1.6. Identify, assess and control site hazards and risks according to organisational policies and procedures.
- 2. Plan resources.
 - 2.1. Estimate and specify materials, tools and equipment required to meet operational works project needs.
 - 2.2. Check availability of specified materials, tools and equipment.
 - 2.3. Select alternative materials, tools and equipment to address resource deficiencies.
 - 2.4. Procure materials, tools and equipment as required to meet operational works project needs according to organisational policies and procedures.
- 3. Plan traffic control.
 - 3.1. Assess current traffic conditions and traffic volume to identify and assess traffic disruptions and risks.
 - 3.2. Plan traffic controls to address traffic disruptions and risks.
 - 3.3. Inform authorities and persons affected by the work of traffic controls.
 - 3.4. Select and implement traffic control devices and signals according to regulations and organisational policies and procedures.
- 4. Finalise work plan.
 - 4.1. Check planned works against workplace health and safety (WHS) requirements and make adjustments as required to achieve compliance.
 - 4.2. Document operational works project plans according to organisational policies and procedures.
 - 4.3. Communicate operational works project plans to persons responsible for completing works.
- 5. Monitor work site.
 - 5.1. Monitor work site against workplace health and safety (WHS) requirements to confirm compliance.
 - 5.2. Report and record incidents according to organisational policies and procedures and legal requirements.
 - 5.3. Inspect work site to confirm compliance with site safety requirements.
- 6. Inform stakeholders.
 - 6.1. Relay instructions and requests to the public and authorities according to organisational policies and procedures.
 - 6.2. Respond to public enquiries according to organisational policies and procedures.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance

criteria are listed below.

SKILLS	DESCRIPTION
Writing skills to:	• document works project plans in the required detail and format • correspond with the public, authorities and agencies about operational works.
Oral communication skills to:	• communicate with the workers, the public, authorities and agencies about operational works.
Numeracy skills to:	• interpret and discuss mathematical information in budgets, council policies, management plans and structural design standards • calculate and estimate quantities of resources and materials required for operational works • assess risks • use traffic data and understanding of space and shape to plan traffic control • procure resources and materials.
Planning and organising skills to:	• prioritise and sequence work tasks.

Unit Mapping Information

LGAWORK402A Prepare for operational works.

Links

Companion Volume Implementation Guide are available in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0388d502-0fc3-49d9-a06e-c95893d7>

Assessment Requirements for LGAOPS001 Prepare for operational works

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- prepare for one operational works project, including:
 - developing and documenting one operational works plan to meet:
 - budget
 - council policies
 - management plans
 - structural design standards
 - equipment and resources
 - traffic controls
 - communicating with:
 - utilities
 - road traffic authorities
 - residents
 - businesses
 - community groups
 - community services
 - environmental protection agencies
 - authorities relevant to the works
 - monitoring safety of work site.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures applicable to preparing for operational works
- legislative requirements applicable to preparing for operational works
- agencies and authorities for consultation:
 - police
 - fire
 - emergency
- types of operational works:

- council works programs
- departmental works programs
- depot programs
- maintenance programs
- works patrols
- types of persons affected by work:
 - utilities
 - road traffic authorities
 - residents
 - businesses
 - community groups
 - community services
 - environmental protection agencies
- types of specialists:
 - state road and rail authorities
 - civil and traffic engineers
 - consultants
- types of workplace documentation applicable to preparing for operational works:
 - analysis sheets
 - time sheets
 - diary entries
 - work sheets
 - meeting notes
 - cost analysis
 - planning specifications
 - drawing plans
 - budgets
- site safety requirements:
 - personal protective equipment
 - safe use of tools, equipment and plant
 - traffic management
 - risk assessment
 - compliance
- basic materials and construction technology
- types of works methods
- types of traffic:
 - vehicular
 - aircraft
 - locomotive
 - pedestrian

- livestock
- state and local government structural design standards
- climatic and weather conditions and their impact on operational works
- road and traffic safety regulations.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated work environment that reflects workplace conditions in a local government environment.

Assessment must ensure access to:

- organisational policies and procedures applicable to preparing for operational works
- legislative requirements applicable to preparing for operational works.

Assessment must ensure use of:

- budgets, council policies, management plans and structural design standards
- an operational works work site
- people, authorities and agencies with whom the individual can interact.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

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