



Australian Government

Department of Education, Employment and Workplace Relations

LGAWORK404A Manage a civil works project

Release 2

LGAWORK404A Manage a civil works project

Modification History

LGAWORK404A Release 2: Layout adjusted.

LGAWORK404A Release 1: Primary release.

Unit Descriptor

This unit covers managing a civil works project within council areas. The unit addresses all aspects of planning, implementing and monitoring a civil works project through to completion, including the documentation required to support the project.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes and in varying locations. Knowledge of the legislation and regulations that provide the boundaries for the operation of civil works in councils is essential. The unit is particularly appropriate for staff responsible for supervising civil works projects and ensuring project outcomes are met.

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 Evaluate and assess the project	1.1 A site evaluation is organised and undertaken to determine scope of project. 1.2 Work scope, desired outcomes and key dates are identified and recorded according to relevant legislation and standards. 1.3 Required resources are identified and their availability is determined.
2 Plan and document the project	2.1 Tasks associated with the project are identified and documented. 2.2 The preparation of technical specifications is coordinated and managed to completion within the required time frame. 2.3 An overview plan is prepared, distributed and reviewed by key stakeholders. 2.4 Contingency plans are developed to ensure that delays in completing the project are addressed as early as possible. 2.5 Effective and efficient communication strategies are developed and documented to meet the needs of project stakeholders and service providers.
3 Prepare for project implementation	3.1 A workforce with required numbers and skills is established and fully briefed as to job requirements and planned time frame. 3.2 Priorities are organised to ensure agreed time frame is met. 3.3 Resources are ordered and arrangements are initiated to ensure delivery to site in accordance with planned time frame. 3.4 Project plan and schedule are drawn up, reviewed and amended where necessary.
4 Implement the project plan	4.1 A workforce with required numbers and skills is established and fully briefed as to job requirements and planned time frame. 4.2 Priorities are organised to ensure agreed time frame is met. 4.3 Resources are ordered and arrangements are initiated to ensure delivery to site in accordance with planned time frame. 4.4 Project plan and schedule are drawn up, reviewed and amended where necessary.
5 Monitor the project	5.1 Project is regularly reviewed against project plan in relation to safety, quality, resources, time frames, costs and equipment. 5.2 Deviations from the project plan are identified and actions are taken to recover original project program. 5.3 Deviations from original program requirements are reported to the appropriate personnel and direction is

ELEMENT**PERFORMANCE CRITERIA**

sought where necessary.

6 Complete documentation

- 6.1 Quality assurance documents and reports are provided in accordance with statutory, organisation or site requirements.
- 6.2 Plant and maintenance records are maintained in accordance with occupational health and safety (OHS) requirements.
- 6.3 Project completion is reviewed against the established plan and opportunities for future improvement are established and documented.

Required Skills and Knowledge

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

Required Skills

- contingency management
- applying quality assurance and quality control procedures
- identifying sources of errors
- coordinating work scope
- priority management and organisational skills
- leadership and management skills
- communication
- time management
- resource management
- project management
- using construction equipment and materials
- conducting mathematical calculations relevant to civil construction works

Required Knowledge

- relevant OHS regulations
- relevant statutory legislation and codes of practice
- relevant site safety procedures
- environmental awareness and procedures
- location of relevant plant and equipment
- quality assurance and control procedures
- plant and related systems
- contractual procedures
- project management principles and concepts
- work scope coordination and preparation
- human resource management principles
- civil construction knowledge and experience
- survey methodologies
- mathematical calculations relevant to planning and implementing civil works constructions

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

The demonstrated ability to:

- develop, implement and review detailed and thorough project plans in relation to civil works completed for council
- forecast, plan for and manage contingencies to ensure project outcomes are met within agreed time frames
- document accurately all project details according to legislative requirements and council standards
- ensure compliance with all legislative and regulatory requirements including observance of OHS legislation

Context of assessment

Competency is demonstrated by performance of all stated criteria, with particular attention to the critical aspects of evidence and the knowledge and skills elaborated in the Evidence Guide, and within the scope of the Range Statement. Assessment must take account of the endorsed Assessment Guidelines in the Local Government Training Package. Assessment of the performance requirements in this unit should be undertaken in an actual workplace or simulated environment. Assessment should reinforce the integration of the key competencies for the particular AQF level. Refer to the key competency levels at the end of this unit.

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:

- 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 should be collected over a set period of time that is sufficient to include an appropriate range and variety of situations.

Resource implications

The learner and trainer should have access to appropriate documentation and resources normally used in the workplace.

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.

- Relevant legislation and standards*** may include:
- OHS
 - quality assurance, including relevant Australian standards
 - environmental legislation
 - council regulations and by-laws
- Resources*** may include:
- materials
 - plant
 - equipment, including specialist equipment
 - tools
 - finances
 - specialist contractors and personnel
- Contingency plans*** may need to consider:
- weather changes
 - worker injuries or illnesses
 - worker absences
 - supply breakdowns
 - machinery failures
- Documentation*** may include:
- job cards
 - budgets
 - cost centres
 - check sheets
 - safety rule procedures
 - plant records
 - drawings
 - quality assurance procedures and documentation
 - maintenance procedures
 - codes of practice
 - contract specifications
- Communication strategies*** may include:
- regular meetings with clients
 - regular meetings with field staff
- Service providers*** may include:
- internal staff
 - contractors
 - contract specialists
- Project plans*** may be drawn using:
- Gantt charts
 - PERT charts

Unit Sector(s)

Operational Works