



Australian Government

Department of Education, Employment and Workplace Relations

LGAWORK601A Monitor and finalise works projects

Release 2

LGAWORK601A Monitor and finalise works projects

Modification History

LGAWORK601A Release 2: Layout adjusted.

LGAWORK601A Release 1: Primary release.

Unit Descriptor

This unit covers monitoring a works project site and project services to finalise 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. 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 Undertake ongoing works/project supervision	1.1 Regular inspection of works /project is undertaken to ensure compliance with design, specifications and the program for completion. 1.2 Regular planned meetings are held and documented between all works/project personnel to ensure problems are identified and resolved early. 1.3 Testing of works in progress is carried out in accordance with legislation, regulations and policy requirements. 1.4 Measures are taken during works progress to maximise the occupational health and safety (OHS) of site personnel and visitors. 1.5 Consistent and accurate records of works progress are recorded and maintained.
2 Monitor project costs	2.1 Project costs are monitored on a regular basis to ensure that the work is carried out within financial constraints. 2.2 Progressive payments for works completed are authorised after inspection against tender, quotation or submission details.
3 Update working drawings and the assets management system	3.1 Variations between construction and design are progressively identified and official project drawings are updated and filed. 3.2 Authorisations for variations between construction and design are obtained and relevant personnel are notified without delay. 3.3 Project assets are recorded to update the assets management system. 3.4 Ongoing asset maintenance requirements are recorded in the assets register. 3.5 The assets management system is kept up to date.
4 Inspect final works	4.1 Works are certified following inspection as required by legislation, regulations or council policies. 4.2 Works completion is authorised in writing after inspection to confirm works have been completed and constructed to design objectives and specifications. 4.3 Post-defect, maintenance period and final inspections are undertaken. 4.4 Final acceptance notifications are issued. 4.5 Securities and retention bonds are returned where required.
5 Organise a post-construction briefing	5.1 Communication with design and construction staff to evaluate the project works is undertaken. 5.2 Suggested design improvements for future projects are documented.

ELEMENT	PERFORMANCE CRITERIA
6 Prepare report to council	6.1 An appraisal pro-forma is prepared that outlines contractors' compliance with OHS, quality and timing of work, claims for extras and overall management to assist in future evaluation and selection of tenders. 6.2 An accurate and objective report on works/project is prepared for council to enable informed decision making to occur.

Required Skills and Knowledge

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

Required Skills

- calculating formulas
- construction techniques
- financial monitoring
- computer software
- interpreting plans, maps, instructions, level sheets, charts and specifications
- communication and negotiation strategies
- interpreting acts, regulations, policies and procedures
- relevant technical knowledge
- computer skills related to reading reports, data entry and interpreting three-dimensional design
- planning and organising resources to meet deadlines
- preparing and presenting reports

Required Knowledge

- environment, landscape, grounds and structure of work site
- risk factors and potential hazards
- types, intended use, capacity and limitation of equipment
- relevant acts, regulations, standards and codes of practice
- weather/climatic conditions
- contractual agreements

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 full project activities is demonstrated. Resource availability and time frames are adhered to and there is ongoing supervision and inspection of activities. A post-construction briefing is held.
Context of assessment	May be assessed through: • 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: • 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.

- Works*** may include:
- day labour
 - contracts or a combination of hired plant
 - resource sharing
 - subcontractors and day labour
- Project scheduling*** may include:
- time lines
 - critical path analysis

Unit Sector(s)

Operational Works