



**Australian Government**

# **LGAOPS003 Develop works maintenance schedule**

**Release: 1**

## LGAOPS003 Develop works maintenance schedule

### Modification History

Not applicable.

### Application

This unit describes the performance outcomes, skills and knowledge required to develop works maintenance schedules to meet council asset management program outcomes. It requires the ability to identify works priorities according to visual inspections and customer feedback, and develop work plans to meet council budgetary and asset management requirements.

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

Not applicable.

### Unit Sector

Not applicable.

### Elements and Performance Criteria

#### ELEMENTS

#### PERFORMANCE CRITERIA

*Elements describe the essential outcomes*

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

1. Prioritise works requirements.

1.1. Interpret and analyse information from asset management system, visual inspections and customer feedback to identify works requirements.

1.2. Prioritise works requirements according to organisational policies and procedures.

1.3. Identify and record critical assets for ongoing monitoring and remedial action.

2. Prepare works schedule.

2.1. Analyse works requirements to confirm scope of works.

2.2. Prepare preliminary estimate of resources and scheduling

- according to scope and priorities.
- 2.3. Prepare a feasibility plan to complete the work according to council budget and planning estimate processes.
  - 2.4. Review recently completed works to determine preliminary costs of design and construction.
  - 2.5. Document works schedule according to organisational policies and procedures.
3. Assess works proposals.
    - 3.1. Assess works proposals against council budget allocation.
    - 3.2. Assess works proposals against the asset management program.
    - 3.3. Prioritise proposed maintenance works according to assessment outcomes.
    - 3.4. Allocate resources according to demand and asset management program.
  4. Complete documentation.
    - 4.1. Prepare and submit reports and recommendations according to organisational policies and procedures.
    - 4.2. Update asset management system 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

- |                               |  |
|-------------------------------|--|
| Reading skills to:            | <ul style="list-style-type: none"> <li>• interpret plans, maps, charts, databases, Safe Work Method Statements(SWMS) and specifications.</li> </ul>  |
| Writing skills to:            | <ul style="list-style-type: none"> <li>• correspond with colleagues and customers.</li> </ul>  |
| Oral communication skills to: | <ul style="list-style-type: none"> <li>• clarify information with colleagues and customers</li> <li>• present information and recommendations.</li> </ul>  |
| Numeracy skills to:           | <ul style="list-style-type: none"> <li>• interpret mathematical information in plans, maps, charts, databases and specifications</li> <li>• interpret and analyse financial information in budgets and life-cycle costings associated with works maintenance schedules</li> <li>• sequence and schedule works activities.</li> </ul> |
| Technology skills to:         | <ul style="list-style-type: none"> <li>• use asset management system.</li> </ul>   |

## **Unit Mapping Information**

LGAWORK401A Develop works maintenance schedule.

## **Links**

Companion Volume Implementation Guide are available in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0388d502-0fc3-49d9-a06e-c95893d7>