



**Australian Government**

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

# **LGAGOVA602B Manage the recording and updating of data on council's assets**

**Revision Number: 1**

## **LGAGOVA602B Manage the recording and updating of data on council's assets**

### **Modification History**

Not applicable.

### **Unit Descriptor**

**Unit Descriptor** This unit covers designing the methodology for the collection of data to meet financial reporting and operational requirements and coordinating the capture and update of the data in accordance with council's asset management strategy.

### **Application of the Unit**

**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**

**Prerequisite Unit/s**

### **Employability Skills Information**

**Employability Skills** 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 Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. <b>Determine data required to achieve objectives</b>	1.1. Information requirements and features, broadly defined by council's asset management goals and objectives, are determined. 1.2. Asset register/inventory is divided into appropriate classifications and subclassifications. 1.3. Level of data entry for asset components is determined based on quality of available data and end use. 1.4. Check is made that each item of information is necessary to achieve objectives.
2. <b>Determine data capture methodology</b>	2.1. Sources and availability of data are determined. 2.2. Options for automated or computerised data collection are investigated in detail. 2.3. Cost-effective data capture methodologies are determined for each asset group based on cost-benefit analysis of options. 2.4. Pro forma and processes for recording data are prepared that facilitate consistent and accurate data collection. 2.5. Data recording pro forma and processes are simple and user friendly. 2.6. Format for data recording and storage is developed that provides for easy retrieval, review, analysis and reporting.
3. <b>Maintain integrity of information</b>	3.1. Required level of accuracy is determined and verification processes and updating activities for correcting false data are determined. 3.2. Degree of confidence is identified.
4. <b>Program data collection</b>	4.1. Program for data collection is determined to reflect criticality or value of data. 4.2. Procedures are developed to ensure new data is captured as it occurs. 4.3. Where assets are transferred to council, arrangements are made where possible for data capture in a form suitable to the organisation. 4.4. Processes are implemented that respond quickly to false data and ensure database is corrected quickly and accurately. 4.5. Assets are recorded in accordance with financial reporting and operational requirements.
5. <b>Determine valuation and depreciation methods</b>	5.1. Valuation methods for various asset classes are determined. 5.2. Accounting requirements in respect of valuation methods are addressed.

**ELEMENT****PERFORMANCE CRITERIA****6. Coordinate update of data and review progress**

- 5.3. Methods of validating and verifying asset valuation are determined.
- 5.4. Depreciation methods for various asset classes are determined taking into account useful life of assets.
- 6.1. Database updating requirements are determined.
- 6.2. Responsibility for data collection, input and monitoring is allocated.
- 6.3. Unique numbers are created in line with guidelines.
- 6.4. Multiple purposes of data are recognised to maximise effectiveness of collection and avoid duplication.
- 6.5. Guidelines and procedures are produced to ensure assets are recorded in accordance with council policies, and financial reporting and other relevant legislative requirements.
- 6.6. Feedback is encouraged and procedures for data collection and input are reviewed and amended as appropriate.

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## **Required Skills and Knowledge**

### **REQUIRED SKILLS AND KNOWLEDGE**

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

#### **Required Skills**

- supervisory/coordination
- writing guidelines and procedures.

#### **Required Knowledge**

- relevant Australian accounting standards
- relevant state or territory legislative requirements
- data capture methodologies
- verification techniques
- technological options for data capture
- options for level of data entry and determining factors
- options for data storage formats
- potential uses and outputs of data collection
- relevant council policies and procedures
- confidentiality requirements
- software.

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## Evidence Guide

### 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 are also required to be demonstrated.

#### Critical aspects of evidence to be considered

The demonstrated ability to:

- determine the data required to meet council's asset management goals and objectives
- determine cost-effective data capture methodologies
- develop simple, user friendly, workable pro forma and processes to facilitate consistent and accurate data collection
- maintain the integrity of information
- implement appropriate systems for collecting and recording data on assets in accordance with financial reporting and operational requirements
- determine valuation and depreciation methods for various asset classes
- determine database updating requirements and produce guidelines and procedures to ensure assets are recorded in accordance with financial reporting and operational requirements.

#### Context of assessment

Competency is demonstrated by performance of all stated criteria, with particular attention to the critical aspects 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 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.

## EVIDENCE GUIDE

### 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 dealings with 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

### 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.

**Asset register/inventory may include:**

- hard copy spreadsheet
- electronic spreadsheet.

**Procedures for recording data may include:**

- geographic information systems
- hard copy forms
- photography
- electronic recording
- microfiche.

**New data may include:**

- acquisitions and disposals.

**Council's assets may include:**

- roads
- footpaths and kerbs
- road furniture
- bridges
- water supply systems
- parks, gardens, sporting grounds and playgrounds
- drainage systems
- sewerage systems
- land and buildings
- plant and equipment
- office furniture and equipment
- library books
- artwork and heritage assets.

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## Unit Sector(s)

**Unit Sector**

Administration Units

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## **Competency field**

**Competency Field**

## **co-requisite unit/s**

**Co-requisite Unit/s**