



Australian Government

Department of Education, Employment and Workplace Relations

LGAGOVA605A Develop an asset management strategy for the council

Release 2

LGAGOVA605A Develop an asset management strategy for the council

Modification History

LGAGOVA605A Release 2: Layout adjusted.

LGAGOVA605A Release 1: Primary release.

Unit Descriptor

This unit covers coordinating the implementation of improved asset management practices in council.

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 Coordinate an asset management team	<p>1.1 Multidisciplinary team or liaison structure is established as appropriate to develop and review corporate policy, specific objectives and guidelines for asset management.</p> <p>1.2 Membership of team or structure acknowledges requirements for technical, financial, economic, social and political impacts of asset management strategies.</p> <p>1.3 Membership of team or structure is regularly reviewed to ensure that it remains appropriate to current requirements.</p> <p>1.4 Regular communication is maintained through meetings or other appropriate media to ensure two-way flow of information and ideas.</p>
2 Evaluate current status of asset management activities	<p>2.1 Current asset management activities are ascertained and assessed against best practice options to identify strengths and weaknesses.</p> <p>2.2 Current information systems supporting strategic planning and maintenance of operating functions are assessed to determine support systems necessary for future requirements and the effort required to upgrade systems.</p> <p>2.3 Output required to achieve organisational asset management objectives for different asset groups is determined.</p>
3 Determine asset management strategy in consultation with team	<p>3.1 Asset management strategy is developed to meet council's specific objectives for management of assets.</p> <p>3.2 Asset management strategy is linked to corporate plan to reflect corporate goals.</p> <p>3.3 Asset management strategy is documented and distributed to chief executive officer/council for endorsement.</p> <p>3.4 Justifiable resourcing requirements are determined and availability is confirmed to ensure adequate resourcing.</p> <p>3.5 Clear sets of objectives and achievable goals are defined that are compatible with the level of commitment and support of the organisation.</p> <p>3.6 Plans are developed that enable council to know immediate, medium and long-term strategies for infrastructure and service delivery to meet customers' present and likely future requirements.</p> <p>3.7 Corporate obligations and business unit responsibilities are fully considered in developing plans, to ensure asset management team does not infringe unduly on the autonomy of independent business units.</p>
4 Develop policies and guidelines	<p>4.1 Clear policies and guidelines are produced that outline the framework within which the various organisational units operate.</p>

ELEMENT**PERFORMANCE CRITERIA**

- 4.2 Policies and guidelines are produced to guide the effective implementation and maintenance of records systems.
- 4.3 Reporting requirements are set.
- 5 **Prioritise implementation program**
- 5.1 A plan for the introduction of asset management program or system is developed in line with statutory requirements to ensure logical and structured implementation.
- 5.2 Selection of outside consultants to assist in ensuring effectiveness of asset management program is based on predetermined selection criteria.
- 5.3 Program priorities based on need and cost/benefits, are set or specific objectives are established against a time frame.
- 6 **Determine asset classification and identification**
- 6.1 Format for asset register is determined based on expected immediate and future objectives.
- 6.2 Materiality thresholds are determined.
- 6.3. A classification system is selected that reflects asset accounting and asset management needs of the organisation.
- 6.4 Classification system selected is compatible with existing or proposed computer system and is capable of integration with other corporate systems.
- 6.5 Numbering system is selected that suits the users.
- 6.6 Rules and guidelines for unique number creation are established and data entry fields are set up for each data type.

Required Skills and Knowledge

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

Required Skills

- conducting and reporting on meetings
- communicating issues and decisions verbally and in writing
- evaluating
- management and coordination

Required Knowledge

- benefits of asset management
- costs of implementing asset management systems
- council structure
- relevant legislation
- meeting protocol
- best practice asset management
- variety of asset management systems
- formats for asset registers
- criteria for selection of consultants
- asset classification and identification systems
- hierarchical structures
- audit processes
- life cycle management processes
- data capture methods
- budgeting
- needs analysis

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	Effective coordination of team. Development of strategy to meet objectives. Prioritisation within available resources. Development of clear objectives, policies and guidelines. Development of appropriate classification system.
Context of assessment	On the job or in a simulated work environment.
Method of assessment	The following assessment methods are suggested: <ul style="list-style-type: none"> • 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 depending on council work flow and planning cycle as long as the critical aspects of evidence can be demonstrated.
Resource implications	Access to operational asset management systems or case study/simulated systems.

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.

- Assets*** may include:
- all non-current structures or items of plant or equipment that provide service potential or future economic benefit
- Asset management*** may include:
- asset strategies
 - asset creation and acquisition
 - information and support systems
 - accounting and cost accounting
 - operations
 - asset maintenance
 - condition and performance monitoring
 - renewal
 - disposal
 - audit and management reviews
- Infrastructure*** may include:
- roads
 - bridges
 - water supply systems
 - parks and gardens
 - drainage systems
 - sewerage systems
 - buildings
 - plant and equipment
- Reporting requirements*** may include:
- method
 - frequency

Unit Sector(s)

Administration Units