



Australian Government

Department of Education, Employment and Workplace Relations

LGAGOVA607A Develop, implement and monitor a programmed maintenance system of council's assets

Release: 2

LGAGOVA607A Develop, implement and monitor a programmed maintenance system of council's assets

Modification History

LGAGOVA607A Release 2: Layout adjusted.
LGAGOVA607A Release 1: Primary release.

Unit Descriptor

This unit covers the ongoing development and implementation of systems and procedures to ensure effective maintenance of council's assets.

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 Define and review level of service targets	<p>1.1 Detailed <i>service targets</i> are set within defined service parameters.</p> <p>1.2 Service targets are monitored and reviewed to ensure relevance and cost effectiveness, and are included in business <i>strategies</i>.</p>
2 Optimise maintenance management	<p>2.1 Objectives of maintenance are clearly defined and are based on strategic objectives of asset.</p> <p>2.2 Appropriate <i>maintenance mechanisms</i> to achieve target levels of service are determined for each category of asset.</p> <p>2.3 Preventative maintenance tasks are forecast, scheduled and matched to resources to ensure work is done on time and within cost.</p> <p>2.4 Optimal cost balance between preventative and corrective maintenance activities is determined.</p> <p>2.5 A priority system for preventative and corrective maintenance is developed based on criticality analysis.</p> <p>2.6 <i>Maintenance practices</i> are regularly reviewed to ensure efficiency, reliability and comparative cost effectiveness.</p>
3 Monitor condition of assets	<p>3.1 <i>Condition monitoring schedules</i> are developed and implemented for each asset class.</p> <p>3.2 Standards-based assessment systems are developed to ensure <i>assessment of condition</i> is based on appropriate measurements and standards.</p> <p>3.3 <i>Ranking systems</i> suitable to the <i>assets</i> and the organisation are developed to enable effective ranking of condition problems.</p>
4 Monitor performance of assets	<p>4.1 <i>Performance monitoring</i> programs are developed and implemented to ensure assets are utilised efficiently and effectively to meet service targets and <i>regulatory and legislative requirements</i>.</p> <p>4.2 Systems are implemented that encourage field personnel to report on condition of assets.</p> <p>4.3 Information from customers and personnel is used to update information on assets.</p> <p>4.4 Performance information is fed back into the acquisition function.</p> <p>4.5 Data is analysed to fine tune maintenance programs and conduct micro-assessments of individual critical assets.</p>
5 Develop and maintain operations manuals	<p>5.1 Operation manuals are developed and <i>structured</i> to promote easy updating.</p> <p>5.2 Manuals are updated and modified as required to match the current facility <i>operations</i>.</p> <p>5.3 Personnel are encouraged to continually review and update</p>

ELEMENT

PERFORMANCE CRITERIA

- the manuals and to expand all sections that may benefit future staff and future operations.
- 6 Develop and maintain records systems**
- 6.1 Instructions are developed that clearly identify record-keeping requirements and procedures.
 - 6.2 Plan register is developed in which all plans are numbered, referenced and cross-indexed to operations manuals.
 - 6.3 Master set of plans is clearly identified and updated on a regular basis according to record-keeping policy.
 - 6.4 Records are isolated, secured and protected according to council policy and procedures.

Required Skills and Knowledge

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

Required Skills

- documenting information
- scheduling
- forecasting
- decision making
- analysing current practices

Required Knowledge

- customer survey tools and techniques
- financial, political, social and technical impacts of service levels
- maintenance mechanisms
- role of assets in achieving strategic objectives
- criticality analysis techniques
- asset maintenance recording systems
- impacts of premature asset failure
- condition assessment techniques and ranking systems
- record keeping
- instructional design techniques

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	Target levels of service are met. Preventative and corrective maintenance strategies are in place. Condition and performance monitoring systems are in place. Operations manuals are developed. Records system is maintained.
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: <ul style="list-style-type: none">• a workplace or simulated case studies of council assets to identify maintenance requirements• relevant legislation• real or simulated records 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.

- Service targets*** may include:
- failure rates and availability of service
 - reliability performance
 - capacity and quality of service
 - safety, risk and security
- Strategies*** may include:
- customer surveys
 - needs analysis
- Maintenance mechanisms*** may include:
- breakdown
 - established schedule
 - on a needs basis
- Maintenance practices*** may include:
- in-house
 - contract
- Condition monitoring schedules*** may include:
- periodic inspection of all assets in class
 - periodic inspection of a sample of assets in class
 - no periodic inspection
 - visual condition monitoring
- Assessment of condition*** may include:
- effective life
 - location in life cycle
 - when constructed, rehabilitated or replaced
 - actual or estimated residual life
 - previous inspection date and process
 - prediction of deterioration or failure
 - effect of planned maintenance
 - possibility, cost and impact on level of service of rehabilitation
 - commercial or technical obsolescence
- Ranking systems*** may include:
- condition rating
 - multifaceted systems
 - pavement management systems
 - gravity pipeline conduits rating systems
 - condition decay curves (Iowa curves)
- Assets*** may include:
- all non-current structures or items of plant or equipment that provide service potential or future economic benefit
- Performance monitoring*** may include:
- reliability
 - demands and capacity
 - user needs
 - current utilisation compared to total capacity

- achievement of levels of service
 - risk and consequence of failure
 - occupational health and safety regulations
 - public safety requirements
 - environmental requirements
- Regulatory and legislative requirements*** may include:
- Structure of manuals*** may include:
- format
 - inclusion of graphics
 - line diagrams
 - isometric diagrams
 - photographs
 - videos
 - use of word processing facilities
 - use of operations manual software
- Operations*** may relate to:
- day to day running and upkeep of short-lived dynamic assets (mobile and fixed plant)
 - passive assets
- Council infrastructure assets*** may include:
- roads
 - bridges
 - water supply systems
 - parks and gardens
 - drainage systems
 - sewerage systems
 - buildings
 - plant and equipment
- Costs of failing to meet targets*** may include:
- litigation and associated costs
 - loss of revenue
 - cost of repairs
 - loss of public image
 - degradation of customer confidence
- Predicted performance*** may include:
- commissioning tests

Unit Sector(s)

Administration Units