Australian Government

Department of Education, Employment and Workplace Relations

LGAGOVA610B Implement computerised asset management systems

Release 2

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

LGAGOVA610B Implement computerised asset management systems

Modification History

LGAGOVA610B Release 2: Layout adjusted.
LGAGOVA610B Release 1: Primary release.

Unit Descriptor

This unit covers establishing and/or updating information systems to assist in strategic planning and management of asset maintenance in consultation with expert internal or external personnel.

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 **Determine appropriate information systems to support the asset management strategy**	1.1 The requirements of the asset maintenance system are established with ***key stakeholders.***
	1.2 ***Asset maintenance*** strategy is developed consistent with legal and council requirements.
	1.3 ***Information and communication strategy*** is developed.
	1.4 Future need for integration of system modules to cater for finance, administration and technical management aspects is identified.
	1.5 Migration strategy is determined in accordance with the degree of system complexity to enable modification or updating of existing systems to suit the organisation's needs.
	1.6 Migration strategy includes detailed action plan and implementation program prioritised on cost/benefit and addresses ***implementation and maintenance parameters.***
2 **Assess software in consultation with relevant personnel**	2.1 Needs analysis of current and future activities is undertaken to determine essential and desirable outputs of system.
	2.2 Comparison system for evaluating software packages is developed to reflect requirements of asset management system.
	2.3 Software packages are investigated and evaluated against functionality requirements in consultation with ***relevant personnel.***
	2.4 Specific enhancements required to tailor software packages to council needs are determined and discussed with software providers.
	2.5 Software packages are compared and demonstrations are arranged to allow the most informed decision.
	2.6 Optimum software is selected based on the ability to deliver ***identified functionalities.***

Required Skills and Knowledge

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

Required Skills

- evaluation
- liaison
- assessing products

Required Knowledge

- asset management principles
- council structure and functions
- relevant environmental and sustainability policies and practices
- relationship between financial, technical and administration aspects of asset management
- potential outputs of asset management systems

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: • consult with stakeholders to determine requirements for an asset maintenance strategy • develop functionality requirements • prepare an asset management strategy • evaluate software packages against criteria.
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.
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	Evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and

consistent performance	variety of situations.
Resource implications	The learner and trainer should have access to appropriate documentation and resources normally used in the workplace including access to a workplace or simulated case study that encompasses resources such as appropriate computer hardware and software.

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.

Key stakeholders may include:	• a cross-section of departments that have roles in asset maintenance including engineering, finance and property services
Asset maintenance may include:	• all non-current structures or items of plant or equipment that provide service potential or future economic benefit • roads, bridges, water supply systems, parks and gardens, drainage systems, sewerage systems, buildings, plant and equipment
Information and communication strategy may include:	• Internet/Intranet transfer • moving databases between divisions • local area network
Implementation and maintenance parameters may include:	• hardware and software requirements • data capture • staff training • systems operation and maintenance
Relevant personnel may include:	• internal • asset management consultants • finance and engineering professionals • information technology professionals
Identified functionalities may include:	• asset identification (register) • strategic planning (life cycle) • asset accounting and economics • system integration capability • reporting functions • system support and upgrade • implementation effectiveness

Unit Sector(s)

Administration Units