



Australian Government

Department of Education, Employment and Workplace Relations

LGAGOVA613B Measure cost of providing and maintaining council's assets

Release 2

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Modification History

LGAGOVA613B Release 2: Layout adjusted.

LGAGOVA613B Release 1: Primary release.

Unit Descriptor

This unit covers developing, reviewing and implementing systems to measure the life cycle cost of providing⁰ and maintaining existing council assets. The unit is appropriate for managers and other staff responsible for the financial maintenance of a 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 Measure life cycle costs of asset	1.1 All costs attributable to each phase in <i>asset's</i> life cycle are established. 1.2 Asset alternatives are compared to costs applicable to allow effective planning. 1.3 Optimum cost to maintain and operate asset is established. 1.4 Annual costs within the asset's life cycle are compared to funding levels available or needed to provide agreed level of service or maintenance of asset. 1.5 Depreciation or asset consumption is measured.
2 Set up systems to measure costs	2.1 Measurement criteria for managing assets are determined for labour, plant and materials. 2.2 Appropriate unit rates are developed for asset classes to enable comparison of service level costs. 2.3 Cost reporting activity codes are established.
3 Measure cost of service provision and asset maintenance	3.1 Relevant information is accessed from general ledger or other systems. 3.2 <i>Service level options</i> are identified within council requirements and assessed against costs of provision to determine best option. 3.3 Cost of scheduled maintenance is monitored and compared against projected cost and reasons for discrepancies are identified and addressed in future planning.
4 Collect information to inform maintenance scheduling	4.1 Possible <i>uses of information</i> are defined to ensure effective information gathering and analysis, and responsibility for provision of information is assigned. 4.2 Current information is used in programming maintenance work and issuing instructions.
5 Use information to improve service delivery	5.1 Information is analysed to identify possible improvements in <i>service delivery methods</i> . 5.2 Results of analysis and implications are discussed with personnel responsible for the work and improved practices are identified where possible. 5.3 Improvements in service delivery are recommended and implemented within level of authority in line with council policies and procedures.

Required Skills and Knowledge

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

Required Skills

- writing recommendations
- negotiating with personnel
- analysing information

Required Knowledge

- basic knowledge of general ledger
- chart of accounts
- service levels
- range of measurement criteria for managing assets

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:

- measure the life cycle costs of an asset
- establish systems to measure costs
- measure the cost of service provision and asset maintenance
- monitor the cost of scheduled maintenance against projected cost
- use current information to determine existing service levels and cost structures to inform maintenance scheduling
- improve service delivery

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 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

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.

Council's assets may include:

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

Service level options may include:

- response times
- frequency of maintenance
- quality of maintenance

Uses of information may include:

- improvements
- benchmarking
- reviewing delivery methods
- reviewing cost efficiency
- reviewing performance
- market testing
- comparison with other service providers or contractors

Methods of service delivery may include:

- contractor
- day labour
- gang

Unit Sector(s)

Administration Units