



Australian Government

Department of Education, Employment and Workplace Relations

LGAGOVA614B Monitor and maintain quality of asset management system

Revision Number: 2

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Modification History

LGAGOVA614B Release 2: Layout adjusted.

LGAGOVA614B Release 1: Primary release.

Unit Descriptor

This unit covers auditing asset performance, managing assets and benchmarking best practice to enable continuous improvement in asset management strategies and practices. It is appropriate for senior managers and heads of department.

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

- | | |
|---|---|
| <p>1 Develop and implement management control process</p> | <p>1.1 Roles and devolved responsibilities of business units or departments are clarified to ensure effective management of <i>assets</i> in line with corporate objectives and responsibilities.</p> <p>1.2 Specific reporting and monitoring standards required from business units or departments in line with statutory and corporate requirements are determined and complied with.</p> <p>1.3 Information systems that provide the information necessary for effective and efficient asset management for all <i>levels within the organisation</i> are established and maintained.</p> <p>1.4 <i>Regular audits</i> are arranged, where appropriate to the organisation, to establish a continuous improvement cycle.</p> |
| <p>2 Review existing practices, procedures and systems</p> | <p>2.1 Assessments of current status of <i>asset management activities</i> within business units or departments are conducted regularly in accordance with asset management plan.</p> <p>2.2 Milestones and targets are set up and adhered to by the groups responsible.</p> <p>2.3 <i>Areas of difficulty</i> are identified and strategies are developed to overcome these difficulties.</p> <p>2.4 Consistency in approach to asset collection is ensured by implementation of <i>cost-effective checking techniques</i>.</p> |
| <p>3 Review service levels</p> | <p>3.1 Current levels of service provided by asset stock are critically examined.</p> <p>3.2 <i>Areas of possible improvement</i> in the effectiveness and efficiencies of owning and operating assets are identified in consultation with relevant personnel.</p> |
| <p>4 Benchmark performance of asset management</p> | <p>4.1 <i>Organisations offering effective benchmarking opportunities</i> are identified.</p> <p>4.2 Appropriate benchmarking is undertaken to enable continuous improvement in asset management strategies and practices.</p> |

Required Skills and Knowledge

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

Required Skills

- consultation and liaison
- team participation and management
- critical analysis
- lateral thinking

Required Knowledge

- benchmarking practices
- quality management principles and procedures
- environmental and sustainability principles and practices
- organisational and industry functions
- effective management practices
- statutory annual reporting requirements
- information systems
- barriers to effective communication

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:

- develop and implement asset management control processes
- review existing practices, procedures and systems to ensure consistency of reporting and practices in all relevant business units
- review service levels to identify areas of improvement in the effectiveness and efficiencies of owning and operating assets
- benchmark with other organizations to enable continuous improvement strategies to be implemented at unit and management levels.

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
- Levels within the organisation*** may include:
- corporate
 - divisional business units or departments
 - facilities
 - workforce
- Regular audits*** may include:
- internal
 - external
- Asset management activities*** may include:
- introduction of information systems
 - data capture program
 - studies
- Areas of difficulty*** may include:
- weaknesses, problems and pitfalls encountered by staff.
- Cost-effective checking techniques*** may include:
- spot checks
- Areas of possible improvement*** may include:
- number of assets
 - complexity of assets, including their sophistication and issues involved
 - age of the asset base
 - quality of the assets constructed
 - levels of service provided or demanded
- Organisations offering effective benchmarking opportunities*** may
- organisations involved in the delivery of the same infrastructure services
 - infrastructure asset owners who undertake a similar delivery of service to customers

include:

- any organisation that undertakes the delivery of a product by the effective management of assets

Unit Sector(s)

Administration Units