



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **LGAGOVA615A Provide information on asset management programs and practices**

**Revision Number: 2**

## **LGAGOVA615A Provide information on asset management programs and practices**

### **Modification History**

LGAGOVA615A Release 2: Layout adjusted.

LGAGOVA615A Release 1: Primary release.

### **Unit Descriptor**

This unit covers promoting new asset management policies and practices and ensuring adequate provision of information and training.

### **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 <b>Promote new asset management practices</b></p> | <p>1.1 Need to adopt and commit to robust asset management strategies is advocated to senior management.</p> <p>1.2 Council's <b><i>asset</i></b> management policy is promoted throughout council to gain support and commitment and to promote ownership.</p> <p>1.3 Benefits and costs are clearly demonstrated by <b><i>promotion</i></b> and steps necessary to attain corporate goals are identified.</p> <p>1.4 Information regarding innovative practices is disseminated to appropriate <b><i>personnel</i></b>.</p> <p>1.5 Strategies are implemented that ensure quick feedback is obtained on all aspects of new practices.</p> <p>1.6 Need for a cultural change program to support innovative strategies and practices is identified and acted on as necessary.</p> |
| <p>2 <b>Coordinate provision of training</b></p>       | <p>2.1 <b><i>Training requirements</i></b> are determined in consultation with relevant personnel.</p> <p>2.2 Structured training programs for all personnel involved in new practices are developed in consultation with relevant personnel.</p> <p>2.3 Current reporting and legislative requirements are addressed by training programs.</p> <p>2.4 Clear definition of roles and responsibilities of trainees and other associated personnel are included in training programs.</p> <p>2.5 Training is implemented in a timely manner in line with council's workplace learning policies.</p> <p>2.6 <b><i>Records of training</i></b> are maintained according to council policies and procedures.</p>   |

## **Required Skills and Knowledge**

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

### **Required Skills**

- liaison with all levels of personnel
- communicating new developments verbally and in writing
- interpreting feedback
- selling ideas and concepts
- advocacy

### **Required Knowledge**

- needs analysis techniques
- change management
- possible impacts of new asset management strategies on employees
- promotional tools
- training and mentoring techniques
- adult learning principles
- council policies relevant to workplace learning

## Evidence Guide

<b>Overview of assessment requirements</b>	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.
<b>Critical aspects of evidence to be considered</b>	Ongoing promotion of asset management throughout council. Ongoing training addressing identified needs. Timely dissemination of information.
<b>Context of assessment</b>	On the job or in a simulated work environment.
<b>Method of assessment</b>	The following assessment methods are suggested: <ul style="list-style-type: none"><li>• observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies</li><li>• written and/or oral questioning to assess knowledge and understanding</li><li>• completion of workplace documentation</li><li>• third-party reports from experienced practitioners</li><li>• completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor.</li></ul>
<b>Evidence required for demonstration of consistent performance</b>	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.
<b>Resource implications</b>	Access to a workplace or simulated case study that provides the following resources: <ul style="list-style-type: none"><li>• copies of council asset management policies</li><li>• real or simulated training programs</li><li>• workshops</li><li>• interviews with relevant personnel</li><li>• training records.</li></ul>

## 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
- Council infrastructure assets*** may include:
- roads
  - bridges
  - water supply systems
  - parks and gardens
  - drainage systems
  - sewerage systems
  - buildings
  - plant and equipment
- Promotion*** may include:
- workshops
  - interviews
- Organisation*** may include:
- executive
  - elected members
  - all departments
  - depot supervisors and team leaders
  - workforce
  - middle management
- Personnel*** may include:
- training officers
  - human resources personnel
  - personnel to receive training
  - management
  - supervisors and team leaders
- Training requirements*** may include:
- software usage
  - data collection
  - data input
  - asset management concepts and principles
  - quality practices
- Records of training*** may include:
- hard copy
  - electronic
  - competency assessment

## **Unit Sector(s)**

Administration Units