



Australian Government

Department of Education, Employment and Workplace Relations

LGAGOVA617A Report on assets in accordance with statutory and public reporting requirements

Release: 2

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Modification History

LGAGOVA617A Release 2: Layout adjusted.
LGAGOVA617A Release 1: Primary release.

Unit Descriptor

This unit relates to updating information and completing required statistical and management reports on assets and asset management.

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 Complete statistical reports as required	<p>1.1 Reports are accurately completed in format required and forwarded to <i>relevant agency</i> by the due date.</p> <p>1.2 Documentation of assumptions is included in reports.</p> <p>1.3 Report requirements are clarified where necessary to ensure correct data is provided.</p>
2 Provide financial information for asset register and financial reports	<p>2.1 Decision to categorise work as capital work or maintenance work is made in consultation with audit and finance units and is consistent with predetermined strategy.</p> <p>2.2 Capital costs are tracked and captured in required format to enable entry in <i>asset register</i> against value of asset.</p> <p>2.3 Accurate <i>information</i> required to complete financial reports is provided to finance unit within required time frame.</p>
3 Complete management reports	<p>3.1 Management reports on state of assets are completed in line with council and statutory requirements.</p> <p>3.2 Management reports are completed in consultation with executive management team to reflect the organisational situation accurately.</p> <p>3.3 Information regarding liabilities, benefits and risks associated with assets is accessed and included in reports.</p>
4 Update information in asset database	<p>4.1 <i>Information on asset management activities</i> is recorded and tracked in <i>asset database</i> according to organisational systems and <i>procedures</i>.</p> <p>4.2 The type of valuation required and appropriate <i>valuation methods</i> are determined prior to arranging valuation.</p> <p>4.3 Asset valuations are provided in required format according to standards, regulations and legislative requirements.</p>

Required Skills and Knowledge

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

Required Skills

- accuracy
- attention to detail
- working to deadlines
- liaison and consultation
- working in a team at management level
- organisational

Required Knowledge

- statutory reporting requirements
- structure of council
- depreciation schedules
- valuation requirements
- benefits, risks and financial liabilities associated with various classes of assets
- factors influencing categorisation as capital work versus maintenance work
- relevant software

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	Accurate and comprehensive completion of all reports within required time frame. Timely provision of required information to finance unit. Asset register kept up to date.
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 a workplace or simulated case study that provides the following resources: <ul style="list-style-type: none">• copies of relevant legislation, including state or territory local government legislation• Australian accounting standards• legislation relating to historic buildings• retail tenancy• residential tenancy• building control• occupational health and safety• cultural and recreational land• valuation of land

- subdivision of land
- transfer of land
- planning
- environment
- sale of land
- financial and budget information
- databases

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.

- Relevant agencies*** may include:
- local government department
 - grants commission
 - Australian Bureau of Statistics
 - external auditors
- Asset register*** may include:
- information for finance reporting in accordance with Australian accounting standards relating to value of asset and consumption of service potential
- Information for financial reports*** may include:
- depreciation
 - written-down values
- Information on asset management activities*** may include:
- condition code
 - estimate of life of asset
 - assessment of current and satisfactory levels of service
- Recording procedures*** may include:
- responsibility for recording, which may be centralised or at work team level
- Asset database*** may include:
- information for management reports including condition of assets, expenditure required and asset utilisation and performance
- Valuation methods*** may include:
- internal valuation
 - engaging an external valuer

Unit Sector(s)

Administration Units