



Australian Government

Department of Education, Employment and Workplace Relations

LGAWORK401A Develop works maintenance schedule

Release: 1

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Modification History

Not applicable.

Unit Descriptor

Unit Descriptor This unit covers developing a works maintenance schedule to meet the outcomes of a council asset management program.

Application of the Unit

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

Prerequisite Unit/s

Employability Skills Information

Employability Skills 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 Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. **Prioritise works requirements**

- 1.1. Work priorities are identified from council works requirements.
- 1.2. Information from visual inspections and customer reports or requests is considered in accordance with council procedures .

2. **Prepare works schedule**

- 2.1. Scope of work is confirmed to enable a preliminary estimate of resources and scheduling.
- 2.2. A feasibility plan is prepared to complete the work.
- 2.3. Recently completed works are reviewed to determine preliminary costs of design and construction.

3. **Assess works proposals against budget and asset management program**

- 3.1. Works proposals are assessed against council budget allocation.
- 3.2. Proposed maintenance works are prioritised and resources are allocated according to demand and the asset management program.

4. **Complete documentation**

- 4.1. Clear, concise reports are prepared and submitted as required.
- 4.2. An assets management system is updated in line with council procedures.

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Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required Skills

- project management in an engineering, civil construction or maintenance area
- interpreting plans, maps, charts, databases and specifications
- analysing data
- budgeting and life-cycle costing
- preparing feasibility plans under supervision.

Required Knowledge

- relevant council policies and procedures
- relevant environmental legislation, policies and procedures
- range of services required and availability
- council's assets network
- maintenance history of assets
- research and scope of works project
- other relevant council priorities.

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Evidence Guide

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 must be demonstrated.

Critical aspects of evidence to be considered

Assets register is used effectively.
Council budget and planning estimate processes are adhered to.
Information is presented clearly and concisely along with recommendations.
Effective communication strategies for use with council personnel and council customers are developed and implemented.

Context of assessment

May be assessed through:

- on the job
- simulated workplace environment
- written assignment
- short-answer test
- oral questioning
- observation
- or any combination of the above.

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 GUIDE

Evidence required for demonstration of consistent performance

Evidence will need to be gathered over time across a range of variables.

Resource implications

In accordance with a range of variable requirements.

Range Statement

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.

Source of funding may include:

- commonwealth, state and local government
- other public tenders
- council loans
- infrastructure bonds.

Assets may include:

- as determined by the council assets register.

Customers may include:

- residents
- rate payers
- businesses
- elected members
- other personnel.

Council procedures may include:

- assets management system
- customer requests
- work plans
- budget and planning estimates.

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Unit Sector(s)

Unit Sector

Operational Works

Hidden text

Competency field

Competency Field

co-requisite unit/s

Co-requisite Unit/s