



Australian Government

LGAOPS003 Develop works maintenance schedule

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to develop works maintenance schedules to meet council asset management program outcomes. It requires the ability to identify works priorities according to visual inspections and customer feedback, and develop work plans to meet council budgetary and asset management requirements.

This unit applies to individuals working in local government and undertaking tasks related to the maintenance of council assets.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Competency Field

Not applicable.

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element.

1. Prioritise works requirements.

- 1.1. Interpret and analyse information from asset management system, visual inspections and customer feedback to identify works requirements.
- 1.2. Prioritise works requirements according to organisational policies and procedures.
- 1.3. Identify and record critical assets for ongoing monitoring and remedial action.

2. Prepare works schedule.

- 2.1. Analyse works requirements to confirm scope of works.
- 2.2. Prepare preliminary estimate of resources and scheduling

- according to scope and priorities.
- 2.3. Prepare a feasibility plan to complete the work according to council budget and planning estimate processes.
 - 2.4. Review recently completed works to determine preliminary costs of design and construction.
 - 2.5. Document works schedule according to organisational policies and procedures.
3. Assess works proposals.
 - 3.1. Assess works proposals against council budget allocation.
 - 3.2. Assess works proposals against the asset management program.
 - 3.3. Prioritise proposed maintenance works according to assessment outcomes.
 - 3.4. Allocate resources according to demand and asset management program.
 4. Complete documentation.
 - 4.1. Prepare and submit reports and recommendations according to organisational policies and procedures.
 - 4.2. Update asset management system according to organisational policies and procedures.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed below.

SKILLS	DESCRIPTION
Reading skills to:	interpret plans, maps, charts, databases, Safe Work Method Statements(SWMS) and specifications.
Writing skills to:	correspond with colleagues and customers.
Oral communication skills to:	- clarify information with colleagues and customers - present information and recommendations.
Numeracy skills to:	- interpret mathematical information in plans, maps, charts, databases and specifications - interpret and analyse financial information in budgets and life-cycle costings associated with works maintenance schedules - sequence and schedule works activities.
Technology skills to:	use asset management system.

Unit Mapping Information

LGAWORK401A Develop works maintenance schedule.

Links

Companion Volume Implementation Guide are available in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0388d502-0fc3-49d9-a06e-c95893d7>

Assessment Requirements for LGAOPS003 Develop works maintenance schedule

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- develop one works maintenance schedule that involves:
 - adhering to council budget and planning estimate processes
 - using an assets register
 - allocating resources according to the asset management program
 - reporting information and recommendations
 - communicating with colleagues and customers.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures applicable to developing works maintenance schedules
- legislation applicable to developing works maintenance schedules
- types and availability of works maintenance resources
- council assets network
- maintenance history of assets
- risk assessment process
- purpose and components of Safe Work Method Statements (SWMS)
- research and scope of works projects
- council priorities impacting on works maintenance schedules
- types and components of plans, maps, databases and specifications
- works maintenance schedule, budget and life-cycle costings.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated work environment that reflects workplace conditions in a local government environment.

Assessment must ensure access to:

- organisational policies and procedures applicable to developing works maintenance schedules.

Assessment must ensure use of:

- assets register
- asset management system
- customer requests
- work plans and proposals
- budget and planning estimates
- colleagues and council customers.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

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