



Australian Government

LGAOPS004 Evaluate works maintenance needs and priorities

Release: 1

LGAOPS004 Evaluate works maintenance needs and priorities

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to identify and evaluate works conditions to ensure public safety and the preservation of assets.

It requires the ability to identify the works maintenance requirements, prioritise work, record problems and report on maintenance action.

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

Elements describe the essential outcomes

1. Identify works maintenance requirements.

PERFORMANCE CRITERIA

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

- 1.1. Develop and prioritise preventative maintenance strategies to meet organisational safety and asset management requirements.
- 1.2. Assess user complaints to identify public safety risks.
- 1.3. Assess public safety risks to identify the need for emergency action to ensure user and public safety.
- 1.4. Respond to user complaints relating to works maintenance according to organisational policies and procedures.
- 1.5. Seek specialist advice on technical matters outside scope of own job role.

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| 2. Plan works maintenance. | 2.1. Conduct works maintenance inspections to identify and record maintenance problems and faults according to organisational requirements. |
| | 2.2. Assess maintenance problems and faults to identify public safety risks. |
| | 2.3. Assess public safety risks to identify works maintenance priorities. |
| | 2.4. Prioritise works maintenance activities to ensure public safety and preservation of assets. |
| | 2.5. Schedule works maintenance activities according to priorities and organisational policies and procedures. |
| | 2.6. Determine and report on works maintenance plans and activities according to organisational requirements. |
| 3. Maintain records. | 3.1. Prepare asset registers according to organisational and legislative requirements. |
| | 3.2. Secure and update asset records according to organisational and legislative requirements. |

Foundation Skills

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

SKILLS	DESCRIPTION
Writing skills to:	record asset register details clearly, accurately and legibly.
Oral communication skills to:	communicate with colleagues and the public to determine the maintenance works requirements and ensure public safety and preservation of assets.
Numeracy skills to:	- prioritise, sequence and schedule maintenance works - assess risks.

Unit Mapping Information

LGAWORK301A Evaluate works maintenance needs and priorities.

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 LGAOPS004 Evaluate works maintenance needs and priorities

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:

- on one occasion evaluate works maintenance needs and priorities involving:
 - one of the following methods to identify required work:
 - park patrols
 - road patrols
 - surveys
 - pest and weed eradication or control programs
 - aerial surveillance
 - photography
 - responding to a customer complaint
 - reporting on identified maintenance requirements and recommending rectifications
 - deciding on and prioritising appropriate maintenance actions
 - meeting public safety and asset preservation requirements
 - maintaining accurate asset register records.

Knowledge Evidence

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

- organisational policies and procedures applicable to evaluating works maintenance needs and priorities
- council structure and services in relation to maintenance works
- maintenance history of assets
- risk associated with the works and controls required to mitigate
- council asset network
- community needs and expectations in relation to maintenance needs and priorities
- faults and repair procedures
- asset life cycle:
 - life of an asset
 - treatments to extend life
 - value of asset

- replacement value
- asset disposal and renewal
- customer complaints system.

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 evaluating works maintenance needs and priorities
- council asset register
- asset network
- customer complaints system.

Assessment must ensure use of:

- customers with a complaint related to works maintenance.

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

Links

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