



Australian Government

Department of Education, Employment and Workplace Relations

LGAWORK301A Evaluate works maintenance needs and priorities

Release 2

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Modification History

LGAWORK301A Release 2: Layout adjusted.

LGAWORK301A Release 1: Primary release.

Unit Descriptor

This unit covers identifying and evaluating works conditions to ensure public safety and the preservation of assets.

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 Identify works requirements	1.1 A preventative maintenance strategy is developed and prioritised to meet council's safety standards and asset management program. 1.2 Regular cycle inspections are carried out and assessed in accordance with council requirements. 1.3 User complaints are followed up and assessed in accordance with council procedures. 1.4 Complaints are assessed to identify the need for emergency action to ensure user or public safety. 1.5 Specialist advice is sought on complex or additional technical matters as required.
2 Maintain traffic flow	2.1 Traffic volume is monitored and traffic control systems are maintained as planned.
3 Inspect and report on works condition	3.1 Works are inspected and maintenance requirements are identified and assessed. 3.2 Problems and faults are recorded in accordance with council requirements. 3.3 Reports are prepared that outline rectification details.
4 Prioritise and schedule maintenance and repairs	4.1 Requirements for works maintenance are prioritised to ensure public safety and preservation of assets. 4.2 A decision on appropriate maintenance action is determined.
5 Maintain records	5.1 Asset registers are prepared in accordance with council and legislative requirements. 5.2 Details are recorded clearly, accurately and legibly. 5.3 Records are secured, made accessible and kept up to date.

Required Skills and Knowledge

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

Required Skills

- assessing risks and safety
- technical knowledge specific to works project
- prioritising work in a range of conditions
- problem solving with others in a multicultural environment
- communicating with other employees and the public

Required Knowledge

- council structure and services
- maintenance history of assets
- council asset network
- community needs and expectations

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	Project is safely undertaken and meets relevant standards of public safety and asset preservation. Reports must show evidence of inspections and assessment or evaluation.
Context of assessment	May be assessed: • 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 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

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.

Assessment may include:

- park patrols
- road patrols
- surveys
- pest and weed eradication or control programs
- aerial surveillance
- photography

Asset may include:

- council asset register
- asset network

Council procedures may include:

- customer complaints system
- faults and repair procedures

Unit Sector(s)

Operational Works