



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **LGA20204 Certificate II in Local Government (Operational Works)**

**Release: 2**

## **LGA20204 Certificate II in Local Government (Operational Works)**

### **Modification History**

<b>Release</b>	<b>TP version</b>	<b>Comments</b>
2	LGA04 V3	Layout adjusted.
1	LGA04 V2.2	First release in TGA.

### **Description**

The Certificate II in Local Government (Operational Works) reflects the role of employees in Local Government who undertake a prescribed range of functions involving known routines and procedures and who take some responsibility for the quality of work outcomes.

### **Pathways Information**

Not applicable.

### **Licensing/Regulatory Information**

Not applicable.

### **Entry Requirements**

Not applicable.

## Employability Skills Summary

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> <li>• Participating in discussions with others, which may involve listening, questioning and paraphrasing to confirm understanding</li> <li>• Responding to queries from others</li> <li>• Sharing knowledge and information with others</li> <li>• Using clear verbal and non-verbal communication</li> <li>• Reading and interpreting a range of information relevant to job/role including plans, specifications, plant and equipment capabilities, manufacturer's recommendations</li> <li>• Writing to suit audience needs including completing documentation and recording information about incidents</li> <li>• Recording information clearly, accurately and legibly, in accordance council and legislative requirements</li> <li>• Clarifying the needs and expectations of others</li> <li>• Using clear signs and symbols to control traffic</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Ability to work cohesively within own work group and others</li> <li>• Ability to develop effective work relationships</li> <li>• Working effectively with different ages, races, genders, religions, political persuasions</li> <li>• Identifying and liaising with relevant personnel</li> <li>• Understanding the roles of team members and referring tasks to others where appropriate</li> <li>• Work reflects an understanding of council's organisational structure and the relationships between roles within council</li> </ul>
Problem solving	<ul style="list-style-type: none"> <li>• Measuring and calculating material quantities</li> <li>• Resolving work related problems</li> <li>• Responding to contingencies</li> <li>• Deciding appropriate action in emergencies</li> <li>• Responding to difficult customer situations using constructive problem solving techniques</li> <li>• Recognising potential conflicts and resolving them</li> </ul>
Initiative and enterprise	<ul style="list-style-type: none"> <li>• Identifying the need to refer tasks which fall outside scope of job/role to others</li> <li>• Identifying own career pathways</li> <li>• Being proactive</li> <li>• Identifying opportunities not obvious to others</li> </ul>

	<ul style="list-style-type: none"><li>• Considering the effect of incidents to others before determining course of action</li><li>• Monitoring traffic volume and controlling traffic to suit changing conditions</li></ul>
--	---

Planning and organising	<ul style="list-style-type: none"> <li>• Planning daily work routines and own work tasks</li> <li>• Planning and preparing equipment, materials, resources, sites and surfaces</li> <li>• Planning for traffic control</li> <li>• Gathering and analysing information</li> <li>• Setting time lines and managing own time</li> <li>• Participating in priority and goal setting</li> <li>• Participating in continuous improvement processes</li> <li>• Identifying and using correct personal protective equipment according to job/role requirements and workplace procedures</li> </ul>
Self management	<ul style="list-style-type: none"> <li>• Conducting a self assessment of own competencies against required job competencies</li> <li>• Monitoring own work and adjusting accordingly to meet agreed standards and expectations</li> <li>• Managing own work area</li> <li>• Identifying the need for additional support to enhance own performance</li> <li>• Seeking feedback on own performance</li> <li>• Taking responsibility</li> </ul>
Learning	<ul style="list-style-type: none"> <li>• Attending relevant on and off the job training sessions</li> <li>• Taking responsibility for own learning</li> <li>• Identifying and undertaking self-directed learning opportunities which may include developing and maintaining familiarity with policies and procedures on an ongoing basis</li> </ul>
Technology	<ul style="list-style-type: none"> <li>• Materials technology</li> <li>• Using technology relevant to the job/role such as environmental protector devices</li> <li>• Adapting to the use of new technology as appropriate</li> </ul>

## Packaging Rules

14 units of competency are required for the award of this qualification:

- 1 core unit
- 13 elective units

Choose 13 elective units from the lists below:

- 4 or more units from Group A

***NOTE: Unit LGACORE104B is RECOMMENDED to be included in the selection if it has***

*not been previously undertaken.*

- 4 or more units from Group B (Specialist Operational Works) elective units
- 5 units from elsewhere within this Training Package, **or** another endorsed Training Package **or** Accredited Course

**NOTE:**

- *No more than three elective units may be imported.*
  - *No more than one elective unit may be drawn from an AQF level below or above the AQF level of this qualification.*
-

<b>Core Unit</b>	
LGACORE101B	Access learning and career development opportunities
<b>Group A elective units</b>	
LGACOMP007A	Participate in policy development
LGACOMP008A	Apply conflict resolution strategies
LGACOMP009A	Implement effective communication techniques
LGACORE102B	Follow defined OHS policies and procedures
LGACORE103B	Provide service to local government customers
LGACORE104B	Work effectively in local government
LGACORE105B	Work with others in local government
LGAGOVA303B	Coordinate production of communication materials
<b>Group B (Specialist Operational Works) elective units</b>	
LGAEHRW201A	Collect waste refuse or recyclables
LGAWORK201A	Control traffic at a work site
LGAWORK204A	Plan daily work routines
LGAWORK205A	Operate and maintain equipment
LGAWORK206A	Measure and calculate civil materials
LGAWORK208A	Perform field support duties in the construction and maintenance of water reticulation systems
LGAWORK209A	Perform field support duties in the construction and maintenance of sewerage collection systems
LGAWORK210A	Perform field support duties in concrete construction
LGAWORK211A	Perform field support duties in the construction and maintenance of drainage systems
LGAWORK212A	Perform field support duties in a roadwork environment