



Australian Government

Department of Education, Employment and Workplace Relations

LGA30208 Certificate III in Local Government (Health and Environment)

Release 2

LGA30208 Certificate III in Local Government (Health and Environment)

Modification History

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

Description

The Certificate III in Local Government (Health and Environment) reflects the role of employees in local government who perform tasks involving a broad range of skilled applications applied in a wide variety of contexts, which may involve application of some discretion and judgement in selecting equipment, services or contingency measures as well as working within known time constraints.

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"> • Engaging in discussions with others who may be internal or external to the organisation • Responding to queries from others • Using clear verbal and non-verbal communication • Reading and interpreting a range of information at a level which is relevant to the job/role and which may include parts of legislation, policies and procedures • Writing to suit audience needs • Sharing knowledge and information with others, which may include providing advice to the public through education programs • Participating in consultations with clients and stakeholders • Applying negotiation techniques to defuse and resolve conflicts
Teamwork	<ul style="list-style-type: none"> • Working cohesively with others • Liaising with relevant personnel • Understanding the roles of team members and referring tasks to others where appropriate • Being able to work with people from different backgrounds
Problem solving	<ul style="list-style-type: none"> • Resolving work-related problems • Establishing contingency plans and responding to contingencies • Forming and testing assumptions in an effort to resolve problems • Implementing conflict resolution strategies • Anticipating and responding to potential sources of conflict • Identifying hazard reduction and cost recovery actions
Initiative and enterprise	<ul style="list-style-type: none"> • Identifying need to refer tasks that fall outside scope of job/role to others • Being proactive
Planning and organising	<ul style="list-style-type: none"> • Planning and organising own work tasks • Time management • Participating in priority and goal setting • Gathering and organising information in order to complete set tasks • Organising schedules to ensure work is completed on

Employability Skill	Industry/enterprise requirements for this qualification include:
	time <ul style="list-style-type: none">• Identifying and accessing required resources• Coordinating tasks and processes• Planning for and conducting inspections at regular intervals

Employability Skill	Industry/enterprise requirements for this qualification include:
Self management	<ul style="list-style-type: none"> • Monitoring own work and adjusting accordingly to meet agreed standards and expectations • Managing own work area • Identifying the need for additional support to enhance own performance
Learning	<ul style="list-style-type: none"> • Attending relevant on and off-the-job training sessions • Taking responsibility for own learning
Technology	<ul style="list-style-type: none"> • Using technology relevant to the job/role, which may include developing spreadsheets, recording information, maintaining databases, performing backups, work processing, using GPS and council mapping systems • Adapting to the use of new technology as appropriate

Packaging Rules

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

- 1 core unit
- 11 elective units

Choose 11 elective units from the lists below, including:

- 3 or more elective units from Group A

NOTE: unit LGACORE104B is RECOMMENDED in the selection if it has not been previously undertaken

- a minimum of 5 and a maximum of 8 units from Group B (Specialist Health and Environment)
- the remaining elective units from Group C (General Electives) **or** from elsewhere within this Training Package **or** any other endorsed Training Package or Accredited Course

NOTE:

- *The 3 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.*
- *No specialist, general elective or imported elective units used in the packaging of a qualification are to be included in the packaging of subsequent qualifications undertaken by the candidate.*
- *Only 3 units from Group A used in the packaging of a qualification for a candidate can be used in the packaging of a subsequent and higher level qualification for the candidate.*

- *The inclusion of additional electives may need to be considered to meet the specific needs of a State or Territory.*
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Core Unit	
LGACORE102B	Follow defined OHS policies and procedures
Group A elective units	
LGACOMP008A	Apply conflict resolution strategies
LGACOMP009A	Implement effective communication techniques
LGACORE101B	Access learning and career development opportunities
LGACORE103B	Provide service to local government customers
LGACORE104B	Work effectively in local government
LGACORE105B	Work with others in local government
Group B (Specialist Health and Environment) elective units	
LGAEHRH302B	Undertake water sampling and routine reporting
LGAEHRH303A	Undertake vector control duties
LGAEHRH304A	Perform weed control duties
LGAEHRH305A	Present environmental health education information
LGAEHRR303B	Monitor areas under council jurisdiction
LGAEHRW201A	Collect waste refuse or recyclables
NWP208A	Perform basic wastewater tests
NWP218B	Perform and record sampling
Group C (General Elective) elective units	
LGACOMP007A	Participate in policy development
LGAGOVA303B	Coordinate production of communication materials
LGAREGS303B	Enforce legislation to achieve compliance
AHCCOM303A	Operate a compost bagging process
BSBCUS301A	Deliver and monitor a service to customers
BSBITU201A	Produce simple word processed documents

BSBITU203A	Communicate electronically
BSBITU301A	Create and use databases
BSBOHS405B	Contribute to the implementation of emergency procedures
BSBWRT301A	Write simple documents
FPIHAR2206B	Operate a mobile chipper/mulcher
HLTFA301C	Apply First Aid