



**Australian Government**

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

# **LGA40404 Certificate IV in Local Government (Operational Works)**

**Release 2**

## LGA40404 Certificate IV in Local Government (Operational Works)

### Modification History

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

### Description

The Certificate IV in Local Government (Operational Works) reflects the role of employees in Local Government who perform tasks involving a broad range of varied activities most of which are complex and non-routine. They are responsible for applying work instructions and practices to ensure the quantity and quality of the output of others and contribute to the development of technical solutions to non-routine problems.

### 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>• Engaging in discussions with others who may be internal or external to the organisation</li> <li>• Responding to queries and requests for information</li> <li>• Using clear verbal and non-verbal communication</li> <li>• Reading and interpreting a range of information relevant to job/role which may include interpreting plans, charts, maps, databases and specifications</li> <li>• Writing to suit audience needs which includes preparing tender documentation, reports and other relevant documentation to support works projects</li> <li>• Maintaining records which are clear, accurate and legible</li> <li>• Sharing knowledge with and information to others</li> <li>• Participating in consultations with clients and stakeholders</li> <li>• Communicating the need for support</li> <li>• Negotiating effectively</li> <li>• Establishing and maintaining consultative processes</li> <li>• Developing and maintaining effective relations with the community</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Establishing a workforce with required numbers and skills</li> <li>• Working cohesively with others</li> <li>• Liaising with relevant personnel and relevant agencies</li> <li>• Understanding the roles of team members and referring tasks to others where appropriate</li> <li>• Ability to work with people from diverse backgrounds</li> <li>• Engaging and working with specialist advisors</li> <li>• Supervising and leading a team performing roadworks</li> </ul>
Problem solving	<ul style="list-style-type: none"> <li>• Resolving work related problems</li> <li>• Establishing contingency plans and responding to contingencies to ensure delays in completing projects are responded to as early as possible</li> <li>• Forming and testing assumptions in an effort to resolve problems</li> <li>• Implementing conflict resolution strategies</li> <li>• Anticipating and responding to potential sources of conflict</li> <li>• Determining breaches in compliance and rectifying causes</li> </ul>

	• Calculating quantities of materials and resources
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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>• Being proactive</li> <li>• Identifying sources of information and using them effectively</li> <li>• Adjusting quickly to changing situations</li> <li>• Identifying opportunities not obvious to others</li> <li>• Developing strategies to enhance effective community relations</li> <li>• Generating a range of options when advising council</li> <li>• Ability to work under pressure and within time constraints</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>• Preparing feasibility plans under supervision</li> <li>• Participating in continuous improvement and planning processes</li> <li>• Planning and organising own work tasks and works maintenance schedules</li> <li>• Developing plans for works that are within allocated budgets, council policy, relevant management plans and which comply with structural design standards</li> <li>• Planning roadworks</li> <li>• Time management</li> <li>• Participating in priority and goal setting</li> <li>• Gathering and organising information, resources and materials in order to complete set tasks</li> <li>• Organising schedules to ensure work is completed on time</li> <li>• Coordinating tasks and processes</li> <li>• Analysing information and data to support work objectives</li> <li>• Reviewing policies</li> <li>• Monitoring, assessing and evaluating trends which impact on council</li> <li>• Undertaking relevant research and evaluation</li> </ul>
Self management	<ul style="list-style-type: none"> <li>• Monitoring own work and adjusting accordingly to meet agreed standards and expectations</li> <li>• Managing own work area</li> <li>• Undertaking self-development opportunities where necessary</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>• Contributing to learning in the workplace</li> <li>• Maintaining up to date knowledge of policies, procedures and legislation which impact council and individual performance</li> <li>• Obtaining feedback to identify ways to improve ongoing activities</li> </ul>
Technology	<ul style="list-style-type: none"> <li>• Using technology relevant to the job/role which may include using office technology to update asset management system, drawing up project plans using Gantt charts and PERT charts</li> <li>• Adapting to the use of new technology as appropriate</li> </ul>

## Packaging Rules

17 units of competency are required for the award of this qualification.

Choose 17 elective units from the lists below, including:

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

*NOTE: No more than 1 elective unit may be drawn from an AQF level below or above the AQF level of this qualification.*

<b>Group A elective units</b>	
LGACOM403B	Conduct public educational presentations
LGACOM404B	Establish cooperative arrangements with other organisations
LGACOM405B	Implement and monitor the organisation's OHS policies, procedures and programs within the work group or section
LGACOM407B	Manage finances within a budget
LGACOM501B	Develop and organise public education programs
LGACOM502B	Devise and conduct community consultations

LGACOM503B	Prepare a budget
LGACOM602B	Coordinate and facilitate a change process
LGACOM603B	Develop, implement and review policies and procedures
LGACOMP024A	Develop community relations
LGACOMP025A	Manage a local government project
LGACOMP026A	Provide team leadership
LGACORE102B	Follow defined OHS policies and procedures
LGACORE104B	Work effectively in local government
LGACORE105B	Work with others in local government
LGACORE501B	Provide quality and timely advice to council
LGACORE601B	Develop, implement and review operational plans
LGACORE602B	Promote and facilitate organisational performance
LGACORE603B	Represent council's role and value in the community
LGAGOVA410B	Monitor council procedures to ensure compliance with relevant legislation
<b>Group B (Specialist Operational Works) elective units</b>	
LGACOM401A	Administer contracts
LGACOM402A	Arrange contracts
LGACOM406A	Investigate alleged breaches of legislation and prepare documentation
LGACOM409A	Prepare tender documentation
LGAWORK401A	Develop works maintenance schedule
LGAWORK402A	Prepare for operational works
LGAWORK403A	Manage civil plant and resources
LGAWORK404A	Manage a civil works project
LGAWORK405A	Plan and supervise roadworks

LGAWORK406A	Supervise concrete works
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