LGA60104 Advanced Diploma of Local Government (Operational Works)

Release 2

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Modification History

Release	TP version	Comments
2	LGA04 V3	Layout adjusted. Minor editorial changes to packaging rules wording.
1	LGA04 V2.2	First release in TGA.

Description

The Advanced Diploma of Local Government (Operational Works) reflects the role of personnel working in Local Government who perform tasks that are broad, specialised, complex and technical and include strategic areas and initiating activities. They are responsible for the establishment of the site management systems, plans and policies and are required to demonstrate self-directed application of theoretical and technical knowledge and initiate solutions to technical problems or management requirements.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Government Skills Australia

Employability Skills Summary

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	• Consulting with customers, staff and others who may be internal or external to the organisation • Responding to queries and requests for information • Using clear verbal and non-verbal communication • Reading and interpreting a range of information relevant to job/role including plans, maps, instructions, level sheet charts and specifications, regulations, acts, legislation and policies • Writing to suit audience needs which may include issuing final acceptance notifications, preparing appraisal pro-formas, documenting suggested design improvements, preparing reports on works/projects • Presenting information to others at briefings and via other forms of communication • Communicating the need for support • Negotiating effectively • Establishing and maintaining consultative processes • Developing and maintaining effective relations with the community
Teamwork	• Working cohesively with others • Liaising with relevant personnel • Understanding the roles of team members, defining lines of delegation and authority and referring tasks to others where appropriate • Ability to work with people from diverse backgrounds • Engaging and working with specialist advisors • Leading and supervising a team
Problem solving	• 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 • Determining breaches in compliance and rectifying causes • Quantifying the benefits of options and performing calculations to assist in solving problems
Initiative and enterprise	• Identifying the need to refer tasks which fall outside

Employability Skill	Industry/enterprise requirements for this qualification include:
	scope of job/role to others • Thinking and acting proactively to solve problems and generate improved work practices and productivity • Identifying relevant sources of information and using them effectively • Adjusting quickly to changing situations • Identifying opportunities not obvious to others • Contributing to business strategies and planning
Planning and organising	• Participating in continuous improvement and planning processes • Planning and organising own work tasks and those of a team • Planning and organising resources to meet deadlines • Time management • Monitoring works projects including project costs to ensure work is carried out within financial constraints • Establishing works priorities • Determining schedules to ensure work is completed on time • Undertaking testing of works in progress in accordance with legislation, regulations and policy requirements • Coordinating tasks and processes • Undertaking relevant research and evaluation to support work objectives
Self management	• Monitoring own work and adjusting accordingly to meet agreed standards and expectations • Managing own work area • Undertaking self-development opportunities where necessary
Learning	• Attending relevant on and off the job training sessions • Taking responsibility for own learning • Contributing to learning in the workplace • Maintaining up to date knowledge of policies, procedures and legislation which impact council and individual performance • Obtaining feedback to identify ways to improve ongoing activities
Technology	• Using technology relevant to the job/role which may include updating asset management systems, interpreting three-dimensional designs and reading reports

Employability Skill	Industry/enterprise requirements for this qualification include:
	• Adapting to the use of new technology as appropriate

Packaging Rules

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

Choose 12 elective units from the list below, including:

- 4 or more units from Group A
- 3 units from Group B (Specialist Operational Works)
- 5 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 the AQF level of this qualification.

Group A elective units	
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
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
LGAGOVA410B	Monitor council procedures to ensure compliance with relevant legislation
LGACOMP024A	Develop community relations
LGACOMP025A	Manage a local government project
LGACOMP026A	Provide team leadership
Group B (Specialist Operational Works) elective units	
LGAWORK601A	Monitor and finalise works projects
LGAWORK602A	Supervise establishment of works projects
LGAWORK603A	Determine and prioritise a council works program