



Australian Government

LGA30120 Certificate III in Local Government

Release 1

LGA30120 Certificate III in Local Government

Modification History

Not applicable.

Qualification Description

This qualification reflects the role of individuals who apply the skills and knowledge to work in multiskilled operational roles in local government.

These individuals possess a range of well-developed skills where discretion and judgement are required and are responsible for their own outputs.

Possible job title includes:

- Business Support Officer
- Maintenance Crew Member.

The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

12 units must be completed:

- 4 core units
- 8 elective units, consisting of:
 - at least 4 units from the electives listed below
 - up to 4 units from any endorsed Training Package or accredited course – the units must be relevant to the work outcome.

The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification.

Core Units

BSBOPS203 Deliver a service to customers

BSBWHS311 Assist with maintaining workplace safety

BSBXCM301	Engage in workplace communication
LGACOR001	Work in local government
Elective Units	
AHCARB316	Perform pruning operations
AHCCHM304	Transport and store chemicals
AHCCHM307	Prepare and apply chemicals to control pest, weeds and diseases
AHCMOM213	Operate and maintain chainsaws
AHCPGD201	Plant trees and shrubs
AHCPGD305	Conduct operational inspection of park facilities
AHCPMG301	Control weeds
BSBINS302	Organise workplace information
BSBINS309	Maintain business records
BSBSTR301	Contribute to continuous improvement
BSBTEC301	Design and produce business documents
BSBTEC302	Design and produce spreadsheets
BSBTEC303	Create electronic presentations
BSBWRT301	Write simple documents
BSBXTW301	Work in a team
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry
CPPWMT3001	Identify and segregate waste
CPPWMT3002	Conduct waste resource recovery
CPPWMT3009	Place, compact and cover waste at landfill sites
CPPWMT3010	Maintain waste landfill sites

CPPWMT4006	Monitor waste landfill sites
FNSACM311	Process and manage payments
LGAOPS002	Prepare site for new operational works
MSMPMC321	Batch mix concrete
PSPGEN021	Contribute to conflict management
RIICBM301E	Maintain concrete bridges
RIICBS317	Conduct road maintenance operations
RIICCM201E	Carry out measurements and calculations
RIICCM202E	Identify, locate and protect underground services
RIICCM209E	Carry out concrete work
RIICRC203E	Install sub-soil drainage
RIICRC301E	Maintain drainage systems
RIICTB201E	Maintain timber bridges
RIIRTM202E	Position, set-up and operate portable traffic signals
RIISAM204E	Operate small plant and equipment
RIIWHS205E	Control traffic with stop-slow bat
SITXCOM002	Show social and cultural sensitivity

Qualification Mapping Information

LGA30104 Certificate III in Local Government.

Links

Companion Volume Implementation Guide are available in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0388d502-0fc3-49d9-a06e-c95893d7>