



Australian Government

Department of Education, Employment and Workplace Relations

LGA30304 Certificate III in Local Government (Operational Works)

Release 2

LGA30304 Certificate III 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 III in Local Government (Operational Works) 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	- 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 relevant to job/role including plans, drawings, specifications and plant and equipment capabilities - Writing to suit audience needs which may include completing documentation and maintaining records clearly, accurately and legibly - Sharing knowledge and information with others
Teamwork	- Working cohesively with others - Liaising with relevant personnel - Understanding the roles of team members and referring tasks to others where appropriate
Problem solving	- Resolving work related problems - Establishing contingency plans and responding to contingencies - Performing relevant calculations and measurements
Initiative and enterprise	- Identifying the need to refer tasks which fall outside scope of job/role to others - Being proactive
Planning and organising	- 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 time - Identifying and accessing required resources - Coordinating tasks and processes
Self management	- Monitoring own work and adjusting accordingly to meet agreed standards and expectations - Managing own work area which includes ensuring a clean and orderly site is maintained during and after work is conducted - Identifying the need for additional support to enhance own performance
Learning	Attending relevant on and off the job training sessions

Employability Skill	Industry/enterprise requirements for this qualification include:
	• Taking responsibility for own learning

Employability Skill	Industry/enterprise requirements for this qualification include:
Technology	- Using technology relevant to the job/role - Adapting to the use of new technology as appropriate

Packaging Rules

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

- 1 core unit
- 16 elective units

Select 16 elective units from the lists below, including:

- 4 or more units from Group A

NOTE: Unit LGACORE104B is RECOMMENDED to be included in the selection if it has not already been previously undertaken.

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

NOTE:

- 8 of the elective units may be imported.*
- No more than 1 elective unit may be drawn from an AQF level below or above the AQF level of this qualification.*

Core Units	
LGACORE102B	Follow defined OHS policies and procedures
Group A elective units	
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
LGAGOVA303B	Coordinate production of communication materials
LGACOMP007A	Participate in policy development

LGACOMP008A	Apply conflict resolution strategies
LGACOMP009A	Implement effective communication techniques
Group B (Specialist Operational Works) elective units	
LGAWORK301A	Evaluate works maintenance needs and priorities
LGAWORK302A	Oversee traffic control plan around a work site
LGAWORK303A	Prepare site for new operational works
LGAWORK304A	Construct and maintain drainage systems
LGAWORK305A	Construct and maintain concrete structures
LGAWORK306A	Construct roads and pavements
LGAWORK307A	Maintain reticulated services
LGAWORK308A	Lead a team
LGAWORK309A	Coordinate the work activities of a team
LGAWORK310A	Maintain roads and pavements
LGAWORK311A	Maintain bridges