



Local Government Training Package delivered in Tasmania by the College of Public Employment

LGA30120 - Certificate III in Local Government

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.*

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

Business Support

- 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

Operational Works – Parks & Gardens

- AHCARB316 Perform pruning operations
- CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry
- 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
- LGAOPS002 Prepare site for new operational works



Operational Works – Road Crew

- LGAOPS002 Prepare site for new operational works
- RIISAM204E Operate small plant and equipment
- PSPGEN021 Contribute to conflict management
- RIICRC203E Install sub-soil drainage
- RIICBS317 Conduct road maintenance operations
- RIICCM201E Carry out measurements and calculations
- RIICCM202E Identify, locate and protect underground services
- CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry

Operational Works – Waste Management

- 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





LGA40120 - Certificate IV in Local Government

This qualification reflects the role of individuals who apply the skills and knowledge to work in local government. These individuals work with independence, taking responsibility for their own functions and outputs.

Possible job titles include:

- *Local Laws Officer*
- *Maintenance Team Leader*
- *Operational Works Supervisor*
- *Parking Inspector*
- *Ranger*
- *Rates Officer*

Packaging Rules

12 units must be completed:

5 core units

7 elective units, consisting of:

at least 4 units from the electives listed below

up to 3 units from any endorsed Training Package or accredited course – the units must be relevant to the work outcome.

Packaging Rules for each specialisation:

3 Group A electives must be selected for award of the Certificate IV in Local Government (Corporate Services)

4 Group B electives must be selected for award of the Certificate IV in Local Government (Operational Works)

4 Group C electives must be selected for award of the Certificate IV in Local Government (Parking Control)

1 Group D electives must be selected for award of the Certificate IV in Local Government (Rates)

4 Group E electives must be selected for award of the Certificate IV in Local Government (Regulatory Control).

Core Units

- BSBOPS304 Deliver and monitor a service to customers
- BSBOPS403 Apply business risk management processes
- BSBWHS411 Implement and monitor WHS policies, procedures and programs
- BSBXCM401 Apply communication strategies in the workplace
- LGACOR001 Work in local government

Group A: Corporate Services

- BSBCMM511 Communicate with influence
- CHCCDE002 Develop and implement community programs
- CHCCDE011 Implement community development strategies

Group B: Operational Works

- LGAOPS001 Prepare for operational works
- LGAOPS003 Develop works maintenance schedule
- LGAOPS004 Evaluate works maintenance needs and priorities
- LGAOPS005 Manage civil plant and resources
- RIICWM401E Supervise civil works
- RIIWHS302E Implement traffic management plans
- RIIWHS303 Position, set up and program portable traffic control devices

**Group C: Parking Control**

- LGAREG001 Implement parking controls
- LGAREG003 Manage conflict situations in a regulatory environment
- PSPREG003 Apply regulatory powers
- PSPREG008 Act on non-compliance

Group D: Rates

- LGACOR002 Administer rates

Group E: Regulatory Control

- LGAREG002 Provide evidence in court
- PSPINV001 Plan and initiate an investigation
- PSPINV002 Conduct an investigation
- PSPINV003 Finalise an investigation
- PSPREG003 Apply regulatory powers
- PSPREG008 Act on non-compliance
- PSPREG013 Undertake inspections and monitoring

Group F: General

- AHCBUS408 Operate within a budget framework
- BSBCMM411 Make presentations
- BSBDAT501 Analyse data
- BSBFIN401 Report on financial activity
- BSBLDR413 Lead effective workplace relationships
- BSBLDR414 Lead team effectiveness
- BSBOPS405 Organise business meetings
- BSBPMG430 Undertake project work
- BSBSTR401 Promote innovation in team environments
- BSBSUS411 Implement and monitor environmentally sustainable work practices
- CHCEDU002 Plan health promotion and community intervention
- CHCMGT004 Secure and manage funding
- CPPDSM4055 Maintain asset management system
- CPPWMT3010 Maintain waste landfill sites
- CPPWMT4003 Implement waste management plans
- HLTPOP006 Contribute to working with the community to identify health needs
- HLTPOP013 Contribute to the implementation of a disaster plan
- HLTPOP028 Monitor and maintain rubbish collection and disposal systems
- LGACOR006 Provide public education
- LGACOR009 Manage grants
- LGAREG003 Manage conflict situations in a regulatory environment
- PSPGEN032 Deal with conflict
- PSPLEG001 Comply with legislation in the public sector
- PSPPCY001 Contribute to policy development
- SITXCOM002 Show social and cultural sensitivity
- TAEDL404 Mentor in the workplace



LGA50120 - Diploma of Local Government

This qualification reflects the role of individuals who apply the skills and knowledge to work in local government. These individuals work relatively autonomously and coordinate and supervise others. The work involves the self-directed application of knowledge and skills, and the provision of leadership and support to others.

Possible job titles include:

- Local Laws Inspector
- Para Planner
- Property Officer
- Rates Coordinator
- Technical Officer

Packaging Rules

12 units must be completed:

- 5 core units
- 7 elective units, consisting of:
 - at least 4 units from the electives listed below
 - up to 3 units from any endorsed Training Package or accredited course – the units must be relevant to the work outcome.

Specialisations

Packaging Rules for each specialisation:

- 3 Group A electives must be selected for award of the Diploma of Local Government (Corporate Services)
- 4 Group B electives must be selected for award of the Diploma of Local Government (Environmental Health)
- 3 Group C electives must be selected for award of the Diploma of Local Government (Planning)
- 4 Group D electives must be selected for award of the Diploma of Local Government (Property Management)
- 1 Group E elective must be selected for award of the Diploma of Local Government (Rates)
- 3 Group F electives must be selected for award of the Diploma of Local Government (Regulatory Services).

Where two specialisations are completed award of the qualification would read Diploma of Local Government (Corporate Services, Rates).

Core units

- BSBOP505 Manage organisational customers
- BSBOP504 Manage business risk
- BSBWHS521 Ensure a safe workplace for a work area
- BSBXCM501 Lead communication in the workplace
- LGACOR001 Work in local government

Group A: Corporate Services

- CHCCDE010 Develop and lead community engagement strategies to enhance participation
- LGACOR007 Conduct community consultations
- PSPGEN075 Build and maintain community relationships



Group B: Environmental Health

- CHCEDU008 Share health information
- CPPWMT4006 Monitor waste landfill sites
- CPPWMT4009 Conduct waste audits
- HLTPOP020 Work with the community to identify health needs
- HLTPOP023 Build capacity to promote health
- HLTPOP024 Develop a disaster plan
- HLTPOP033 Identify pest control strategies
- MSS024018 Perform sampling and testing of water
- MSS025008 Monitor and evaluate noise
- NWPGEN002 Ensure compliance with water industry standards, guidelines and legislation
- PMAOMIR512 Establish incident response preparedness and response systems
- PSPREG013 Undertake inspections and monitoring
- PUAEMR007 Develop emergency management plans
- SISCAQU001 Test pool water quality

Group C: Planning

- CPPSSI5040 Source, collate and interpret spatial data
- LGAPLA001 Interpret and apply development planning legislation, schemes and instruments
- LGAPLA002 Perform minor development assessments
- LGAPLA004 Identify native title issues relevant to local government
- LGAPLA005 Protect heritage and cultural assets

Group D: Property Management

- BSBCNV511 Take instructions in relation to a conveyancing transaction
- BSBCNV611 Interpret a legal document and provide advice in a conveyancing transaction
- BSBCNV612 Identify and apply legal requirements for a conveyancing transaction
- BSBCNV613 Prepare legal documents for a conveyancing transaction
- BSBCNV512 Finalise the conveyancing transaction
- BSBCNV615 Interpret search results for a conveyancing transaction
- CPPDSM4028 Identify and analyse risks and opportunities in the property industry
- CPPDSM4031 Arrange lease of space
- CPPDSM4047 Implement and monitor procurement process
- CPPDSM5027 Provide facilities and amenities for property users
- LGAPLA004 Identify native title issues relevant to local government
- LGAPRO001 Interpret and apply property management legislation
- LGAPRO002 Administer property
- LGAPRO003 Administer and apply road legislation

Group E: Rates

- LGACOR004 Review rates

Group F: Regulatory Services

- LGAREG002 Provide evidence in court
- PSPREG021 Coordinate investigation processes
- PSPREG026 Review and evaluate investigations



Group G: General

- AHCLPW506 Develop a management plan for a designated area
- BSBLDR522 Manage people performance
- BSBLDR601 Lead and manage organisational change
- BSBOPS502 Manage business operational plan
- BSBPEF502 Develop and use emotional intelligence
- BSBPMG430 Undertake project work
- BSBSTR501 Establish innovative work environments
- BSBSUS511 Develop workplace policies and procedures for sustainability
- BSBTWK503 Manage meetings
- CHCMGT004 Secure and manage funding
- FNSORG501 Develop and manage a budget
- FSKNUM026 Read, interpret and use detailed plans, drawings and diagrams for work
- HLTPOP013 Contribute to the implementation of a disaster plan
- HLTPOP018 Develop a plan of action to address land care issues in the community
- HLTPOP019 Apply a population health framework
- LGACOR005 Represent council in the community
- LGACOR006 Provide public education
- LGACOR008 Provide advice to council
- LGACOR009 Manage grants
- LGAREG003 Manage conflict situations in a regulatory environment
- PSPGEN049 Undertake negotiations
- PSPGEN050 Manage conflict
- PSPLEG003 Promote compliance with legislation in the public sector
- PSPPCM001 Carry out basic procurement
- PSPPCM007 Manage contracts
- PSPPCY002 Assist with specialist policy development
- PUACOM008 Develop and organise public safety awareness programs
- TLIP5037 Develop workplace policy and procedures



ENTRY REQUIREMENTS

Students are required to have a unique email address and a USI – unique student identifier. To succeed in this course, you should have an education level of at least year 11 and access to a workplace, be technologically literate with the ability to use word processing applications and the internet, be proficient in English – if English is not your first language, receive a satisfactory assessment in core LLN skills assessment.

PATHWAYS INFORMATION AND ENTRY REQUIREMENTS

These courses offer pathways to career progression within Local Government.

BENEFITS TO THE EMPLOYEE AND EMPLOYER

- Staff can obtain a nationally accredited qualification which is recognised Australia wide
- Staff are gaining valuable work skills which then can be applied within the workplace
- Increased effectiveness of staff who have participated in the training

DURATION OF THE LEARNING

- These programs are competency based, which means they can be completed once all competencies have been achieved and your employer considers that you are competent at this level.
- Participants should complete their qualification within 12 months, however, the standard volume of learning for a Diploma is 18 months.
- Completion of this qualification can include Recognition of Prior Learning
- Assessments are set following the delivery of each unit of competency
- Participants will have a specified time in which they are expected to complete the set assessments. Specific deadlines for completion will be explained in the training agreement at the start of the course.

HOW IS THE LEARNING CONDUCTED

- The learning is a combination of both on and off job delivery and assessment.
- Access to phone and email support is available from the facilitator or representative of College of Public Employment
- Participants will also communicate with College of Public Employment on the College of Public Employment MOODLE site on-line where they can access a rich variety of course learning and assessment materials and general course information.
- Recognition of prior learning (RPL) is encouraged and we will work with you to determine what RPL may be available to you, prior to the commencement of the course
- 12 units in total are required to obtain each of these qualifications.



- Flexibility in learning will be attained through consultation with the lead facilitators and program managers employed by College of Public Employment.

ON THE JOB ELEMENT

Between our highly interactive workshop sessions you will have access to lectures, guidance notes and all of the assessment materials on-line. Wherever possible College of Public Employment encourages the employer to participate in the learning process by allowing each participant to apply their new skill sets to their job roles and use workplace examples as tools for their assessments.

RECOGNITION OF PRIOR LEARNING (RPL)

Students must apply for RPL or Credit Transfer prior to formal enrolment and also prior to the commencement of the delivery of the relevant unit(s). Any RPL's granted must be accepted and signed off by the student. COPEs *Student Advice and Selection Policy* outlines in detail a process to be followed for granting Recognition of Prior Learning and Credit Transfer.

COST

The College of Public Employment provides training and assessment of employees employed within Government or Community Services. To enroll in our Course, you must have the support of your Employer. Each unit of competency is \$600 although it is our approach that this cost be borne by the Employer and/or subject to Government subsidies dependent on eligibility. On commencement of the unit, your employer will be invoiced for that unit with payment due within 14 days.

CAREER OUTCOMES

Potential career pathways for graduates of this qualification include roles within Local Government in a variety of professions.

For further information please call Rob Wallace on 0430816665 or by email admin@lka.net.au