

**Victorian Purchasing Guide for
LGA04 Local Government Training Package
Version No 3**

October 2012





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Victorian Purchasing Guide — Version History

Training Package Version	Date VPG Approved	Comments
LGA04 Local Government Training Package V3	5 October 2012	<ul style="list-style-type: none"> • New Qualification – LGA50712 Diploma of Local Government • New Unit of Competency – LGAGENE503 Perform the role of an elected member • Removed Qualification – LGA50304 Diploma of Local Government (Land Management)
LGA04 Local Government Training Package V2.2	12 December 2011	<ul style="list-style-type: none"> • ISC upgrade to incorporate wording for flexible packaging policy in all qualifications • Minor changes to the required skills, and/or knowledge, and/range statements in 55 units of competency, to reflect sustainability and environmental legislation, policies, procedures and practices. • Addition of three new imported environmental units from the BSB07 package • ISC Upgrade to incorporate wording for flexible packaging policy into 20 High Use qualifications (V1.1)
LGA04 Local Government Training Package V2	12 October 2009	Continuous Improvement updates: <ul style="list-style-type: none"> • Revised qualifications: LGA30208, LGA40308, LGA40708, LGA50208, LGA50508 • New qualification LGA70108
LGA04 Local Government Training Package V1	21 March 2005	Superseded LGA00 Local Government Training Package Purchasing Guide.

LGA04 Local Government Training Package Victorian Purchasing Guide

CONTENTS

INTRODUCTION	5
What is a Victorian Purchasing Guide?	5
Registration	5
QUALIFICATIONS	6
UNITS OF COMPETENCY AND NOMINAL HOURS	7
SAMPLE TRAINING PROGRAMS	16
CONTACTS AND LINKS	38
GLOSSARY	40

INTRODUCTION

What is a Victorian Purchasing Guide?

The Victorian Purchasing Guide provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically the Victorian Purchasing Guide provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

- The nominal hour range (minimum-maximum) available for each qualification.
- Nominal hours for each unit of competency within the Training Package.
- Sample Training Programs

Registration

RTOs must be registered by either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Qualification Authority (ASQA) regulatory body to be eligible to issue qualifications and statements of attainment under the Australian Quality Framework (AQF).

The VRQA is the regulatory authority for Victoria that registers VET training organisations who provide courses to domestic students only and who only offer training in Victoria.

To register to provide training to international students and in other Australian states and territories you will need to apply with ASQA.

QUALIFICATIONS

Code	Title	Qualification Nominal Hour Range	
		Minimum	Maximum
LGA10104	Certificate I in Local Government	240	
LGA10204	Certificate I in Local Government (Operational Works)	260	
LGA20104	Certificate II in Local Government	310	390
LGA20204	Certificate II in Local Government (Operational Works)	360	640
LGA30104	Certificate III in Local Government	440	520
LGA30208	Certificate III in Local Government (Health and Environment)	330	630
LGA30304	Certificate III in Local Government (Operational Works)	640	920
LGA30404	Certificate III in Local Government (Regulatory Services)	430	540
LGA40104	Certificate IV in Local Government	425	640
LGA40204	Certificate IV in Local Government Administration	350	710
LGA40308	Certificate IV in Local Government (Health and Environment)	450	630
LGA40404	Certificate IV in Local Government (Operational Works)	730	1080
LGA40504	Certificate IV in Local Government (Regulatory Services)	475	650
LGA40604	Certificate IV in Local Government (Land Management)	445	600
LGA40708	Certificate IV in Local Government (Planning)	385	710
LGA50104	Diploma of Local Government Administration	365	675
LGA50208	Diploma of Local Government (Health and Environment)	335	605
LGA50404	Diploma of Local Government (Operational Works)	785	1240
LGA50508	Diploma of Local Government (Planning)	305	790
LGA50604	Diploma of Local Government (Regulatory Services)	585	760
LGA50712	Diploma of Local Government	505	795
LGA60104	Advanced Diploma of Local Government (Operational Works)	445	680
LGA70108	Vocational Graduate Certificate in Local Government Management	320	

UNITS OF COMPETENCY AND NOMINAL HOURS

RTOs are advised that there is a mapping inside the Training Package that describes the relationship between new units and superseded or replaced units from the previous version of LGA04 Local Government Training Package. Information regarding transition arrangements can be obtained from the state or national VET Regulating Authority (see Contacts and Links section).

You must be sure that all training and assessment leading to qualifications or Statements of Attainment from the LGA04 Local Government Training Package is conducted against the Training Package units of competency and complies with the requirements in the assessment guidelines.

Listing of the Units of Competency and Nominal Hours

Unit Code	Unit Title	Nominal Hours
LGACOM401A	Administer contracts	60
LGACOM402A	Arrange contracts	20
LGACOM403B	Conduct public educational presentations	40
LGACOM404B	Establish cooperative arrangements with other organisations	15
LGACOM405B	Implement and monitor the organisation's OHS policies, procedures and programs within the work group or section	20
LGACOM406A	Investigate alleged breaches of legislation and prepare documentation	40
LGACOM407B	Manage finances within a budget	40
LGACOM408A	Represent council at legal proceedings	60
LGACOM409A	Prepare tender documentation	60
LGACOM410A	Prepare response to tenders	20
LGACOM411A	Interpret and apply authority to act	40
LGACOM501B	Develop and organise public education programs	50
LGACOM502B	Devise and conduct community consultations	60
LGACOM503B	Prepare a budget	40
LGACOM601A	Acquire and dispose of assets	20
LGACOM602B	Coordinate and facilitate a change process	40
LGACOM603B	Develop, implement and review policies and procedures	60
LGACOMP007A	Participate in policy development	30
LGACOMP008A	Apply conflict resolution strategies	40
LGACOMP009A	Implement effective communication techniques	40

Unit Code	Unit Title	Nominal Hours
LGACOMP024A	Develop community relations	50
LGACOMP025A	Manage a local government project	60
LGACOMP026A	Provide team leadership	40
LGACORE101B	Access learning and career development opportunities	40
LGACORE102B	Follow defined OHS policies and procedures	30
LGACORE103B	Provide service to local government customers	30
LGACORE104B	Work effectively in local government	70
LGACORE105B	Work with others in local government	40
LGACORE501B	Provide quality and timely advice to council	40
LGACORE601B	Develop, implement and review operational plans	40
LGACORE602B	Promote and facilitate organisational performance	60
LGACORE603B	Represent council's role and value in the community	50
LGACPRV501A	Assess crime prevention needs within community groups or geographic areas	90
LGACPRV502A	Design a crime prevention initiative	80
LGACPRV503A	Manage and evaluate crime prevention initiatives	90
LGACPRV504A	Build the capacity of individuals, organisations and communities to support crime prevention	90
LGACPRV505A	Promote evidence-based approaches to support crime prevention initiatives	90
LGACPRV506A	Support the mainstreaming of crime prevention principles and practices	60
LGADMIN417A	Conduct community consultations	40
LGADMIN419A	Implement and facilitate community development strategies and programs	80
LGADMIN420A	Contribute to policy development	50
LGADMIN421A	Participate in negotiations	25
LGADMIN422A	Develop and maintain supplier relationships	30
LGADMIN423A	Provide induction and orientation for new employees	50
LGADMIN424A	Provide staff development programs	60
LGADMIN425A	Develop a communication plan	60

Unit Code	Unit Title	Nominal Hours
LGADMIN525A	Undertake business planning	50
LGADMIN526A	Coordinate policy development	80
LGADMIN527A	Manage policy development	80
LGADMIN528A	Provide advocacy and representation	80
LGADMIN529A	Manage finances	60
LGAEHRH302B	Undertake water sampling and routine reporting	60
LGAEHRH303A	Undertake vector control duties	80
LGAEHRH304A	Perform weed control duties	60
LGAEHRH305A	Present environmental health education information	40
LGAEHRH403A	Operate waste transfer / collection station or landfill facility	30
LGAEHRH404A	Coordinate and support the delivery of health services	40
LGAEHRH405A	Conduct routine inspections of food premises	40
LGAEHRH502B	Implement immunisation programs	40
LGAEHRH506B	Monitor premises to minimise the spread of infectious diseases	60
LGAEHRH510A	Contribute to public health emergency management plan	50
LGAEHRH604B	Develop and implement environmental health education promotion and awareness strategies	40
LGAEHRR202B	Provide animal care and control	50
LGAEHRR203B	Support maintenance of public behaviour in areas under council control	50
LGAEHRR301B	Monitor and control standards of accommodation	40
LGAEHRR302B	Monitor and control standards of public swimming pools	40
LGAEHRR303B	Monitor areas under council jurisdiction	40
LGAEHRR304B	Operate council pound facilities	40
LGAEHRR401A	Conduct routine inspections of non-food premises	50
LGAEHRR402A	Respond to environmental health complaints	55
LGAEHRR501C	Implement council's responsibilities in food safety	40
LGAEHRR504C	Implement public environmental health education programs	40
LGAEHRR509A	Undertake environmental and nuisance controls	60

Unit Code	Unit Title	Nominal Hours
LGAEHRW201A	Collect waste refuse or recyclables	30
LGAEHRW503B	Implement programs for disposal and containment of waste	40
LGAEHRW505B	Implement strategies to minimise the impacts of waste on the environment	40
LGAEHRW507A	Plan and coordinate a waste collection / recycling service	60
LGAEHRW508A	Undertake education programs to achieve reduction, re-use and recycling of waste	40
LGAEHRW601B	Conduct waste management audits and assess needs	60
LGAEHRW603B	Coordinate the implementation of the council's waste management strategy	30
LGAGCM701A	Govern councils	80
LGAGCM702A	Manage the human resources process in local government	80
LGAGCM703A	Lead and develop local government staff	80
LGAGCM704A	Lead the strategic planning process for local government	80
LGAGCM705A	Manage and improve the organisation's processes	80
LGAGCM706A	Develop risk management systems	80
LGAGCM707A	Use financial and economic information for strategic decision making	80
LGAGCM708A	Develop, lead and build community capacity	80
LGAGCM709A	Build business opportunities and community initiatives	80
LGAGCM710A	Manage contracts and contractors	80
LGAGCM711A	Manage complex projects	80
LGAGCM712A	Develop and manage an asset management plan	80
LGAGENE302A	Contribute to effective decision making	40
LGAGENE303A	Contribute to council teams	40
LGAGENE304A	Conduct effective council meetings	40
LGAGENE401A	Monitor council's internal controls	60
LGAGENE501A	Undertake councillor roles and responsibilities	40
LGAGENE502A	Provide leadership within the council and community	60
LGAGENE503	Perform the role of an elected member	40

Unit Code	Unit Title	Nominal Hours
LGAGOVA201B	Issue permits	40
LGAGOVA202B	Process infringement notices	40
LGAGOVA301B	Assist customers with rate enquiries	60
LGAGOVA303B	Coordinate production of communication materials	60
LGAGOVA401B	Administer the electoral roll	30
LGAGOVA402A	Allocate property address	10
LGAGOVA403A	Arrange and supervise polling places	30
LGAGOVA404B	Establish purchasing networks to ensure council is resource effective	30
LGAGOVA405A	Implement debt recovery procedures	25
LGAGOVA406A	Implement marketing plan	50
LGAGOVA407A	Implement rehabilitation systems	40
LGAGOVA408B	Implement systems to promote a safe and healthy environment for the public and employees	50
LGAGOVA409A	Maintain property rates and records	40
LGAGOVA410B	Monitor council procedures to ensure compliance with relevant legislation	60
LGAGOVA411A	Prepare accounts for rates	40
LGAGOVA412A	Prepare council for legal proceedings	60
LGAGOVA413B	Promote and maintain positive employee relations	40
LGAGOVA501B	Contribute to advice to council on legislation	60
LGAGOVA502B	Develop a marketing strategy	40
LGAGOVA503A	Implement recruitment systems	40
LGAGOVA504A	Prepare a council for elections	40
LGAGOVA505B	Prepare rate notice forms	20
LGAGOVA506B	Conduct council elections	40
LGAGOVA507A	Provide advice to council on human resources policies and procedures	40
LGAGOVA508A	Recommend rates and charges	60
LGAGOVA602B	Manage the recording and updating of data on council's assets	60

Unit Code	Unit Title	Nominal Hours
LGAGOVA603B	Develop a risk management strategy for council assets	40
LGAGOVA605A	Develop an asset management strategy for the council	60
LGAGOVA606B	Develop and maintain a community cultural plan	60
LGAGOVA607A	Develop, implement and monitor a programmed maintenance system of council's assets	40
LGAGOVA608A	Establish an annual budget that supports council's management and operational plans	40
LGAGOVA609A	Establish, maintain and evaluate the organisation's OHS system	75
LGAGOVA610B	Implement computerised asset management systems	40
LGAGOVA611B	Implement disciplinary and termination procedures	40
LGAGOVA612B	Implement employee performance management systems	40
LGAGOVA613B	Measure cost of providing and maintaining council's assets	50
LGAGOVA614B	Monitor and maintain quality of asset management system	40
LGAGOVA615A	Provide information on asset management programs and practices	40
LGAGOVA616A	Provide property asset management services	50
LGAGOVA617A	Report on assets in accordance with statutory and public reporting requirements	50
LGAGOVA618A	Resolve valuation and property services disputes	50
LGALAND401A	Apply the principles of ecologically sustainable development to council decisions	60
LGALAND402A	Prepare plans of land management for land in council care, control and management	50
LGALAND403A	Assess applications for the use of land in council care, control and management	40
LGALAND404A	Undertake research of the natural and built environment	30
LGALAND405A	Implement strategies to minimise environmental pollution	40
LGALAND406A	Respond to native title determination applications	30
LGALAND501A	Identify environmental assets and prioritise environmental issues	40
LGALAND502A	Identify native title issues relevant to local government context and functions	60
LGALAND503A	Develop agreements with native title holders / traditional owners	60

Unit Code	Unit Title	Nominal Hours
LGALAND504A	Undertake effective consultation with Indigenous people on matters of cultural heritage	80
LGAPLAN511A	Manage council's development assessment system	60
LGAPLAN512A	Integrate land use and transport planning	50
LGAPLEM401B	Undertake assessments of domestic scale building applications	60
LGAPLEM402B	Assess minor applications for use or development	40
LGAPLEM403A	Attend requests for building and planning information and advice	20
LGAPLEM404A	Prepare and present geographic information systems data	30
LGAPLEM405C	Provide assistance in carrying out building inspections	40
LGAPLEM406B	Analyse the natural and built environment	50
LGAPLEM407A	Read and interpret titles, covenants and the local planning scheme	60
LGAPLEM408A	Process building permits	30
LGAPLEM409A	Draft planning permits and conditions	40
LGAPLEM410A	Provide service and information in preparing a development application	40
LGAPLEM411A	Conduct initial assessments of minor planning applications	50
LGAPLEM412A	Support the planning application, notification and appeals process	80
LGAPLEM413A	Conduct site inspections to check accuracy of plan and application documentation	80
LGAPLEM501A	Achieve an efficient and sustainable use of natural resources	60
LGAPLEM503B	Conserve and re-establish natural systems	60
LGAPLEM504A	Develop strategies and approaches to minimise environmental pollution	60
LGAPLEM506A	Improve community knowledge and skills in environmental management practices	40
LGAPLEM507A	Maintain spatial database	20
LGAPLEM508A	Manipulate and analyse data within geographic information systems	40
LGAPLEM509A	Plan facilities for the users of public transport	60
LGAPLEM510A	Plan for the safe movement of cyclists	40
LGAPLEM511A	Plan for the safe movement of pedestrians	40
LGAPLEM512A	Provide geographic information systems data	25

Unit Code	Unit Title	Nominal Hours
LGAPLEM513A	Conduct planning scheme research	80
LGAPLEM602B	Assist in developing an environmental management system for the organisation	15
LGAPLEM603B	Coordinate information gathering and geographic information systems development in council	60
LGAPLEM606B	Develop ecologically sustainable land management systems	50
LGAPLEM609B	Manage council parking system	40
LGAPLEM610A	Manage data within council's geographic information system	35
LGAPLEM612B	Protect heritage and cultural assets	50
LGAREGS301A	Implement parking controls	20
LGAREGS302A	Operate and maintain council parking facilities	20
LGAREGS303B	Enforce legislation to achieve compliance	40
LGAREGS304A	Apply regulatory powers	50
LGAREGS305A	Undertake animal or reptile control duties	40
LGAREGS402B	Provide evidence in court	50
LGAREGS403A	Monitor public behaviour in council areas	30
LGAREGS404A	Undertake appointed animal control duties and responsibilities	40
LGAREGS406A	Support programs to enforce compliance	40
LGAWORK201A	Control traffic at a work site	12
LGAWORK204A	Plan daily work routines	4
LGAWORK205A	Operate and maintain equipment	16
LGAWORK206A	Measure and calculate civil materials	20
LGAWORK208A	Perform field support duties in the construction and maintenance of water reticulation systems	40
LGAWORK209A	Perform field support duties in the construction and maintenance of sewerage collection systems	60
LGAWORK210A	Perform field support duties in concrete construction	30
LGAWORK211A	Perform field support duties in the construction and maintenance of drainage systems	50
LGAWORK212A	Perform field support duties in a roadwork environment	50
LGAWORK301A	Evaluate works maintenance needs and priorities	40

Unit Code	Unit Title	Nominal Hours
LGAWORK302A	Oversee traffic control plan around a work site	20
LGAWORK303A	Prepare site for new operational works	40
LGAWORK304A	Construct and maintain drainage systems	60
LGAWORK305A	Construct and maintain concrete structures	60
LGAWORK306A	Construct roads and pavements	60
LGAWORK307A	Maintain reticulated services	80
LGAWORK308A	Lead a team	20
LGAWORK309A	Coordinate the work activities of a team	20
LGAWORK310A	Maintain roads and pavements	60
LGAWORK311A	Maintain bridges	60
LGAWORK401A	Develop works maintenance schedule	60
LGAWORK402A	Prepare for operational works	60
LGAWORK403A	Manage civil plant and resources	60
LGAWORK404A	Manage a civil works project	80
LGAWORK405A	Plan and supervise roadworks	80
LGAWORK406A	Supervise concrete works	40
LGAWORK501A	Prepare preliminary design for operational works	60
LGAWORK502A	Prepare detailed works project documentation	180
LGAWORK503A	Undertake project investigation	40
LGAWORK601A	Monitor and finalise works projects	40
LGAWORK602A	Supervise establishment of works projects	60
LGAWORK603A	Determine and prioritise a council works program	40

SAMPLE TRAINING PROGRAMS

A range of Sample Training Plans have been provided to demonstrate the flexibility of qualifications contained in the **LGA04 Local Government Training Package**, but are by no means mandatory.

Occupation / Work Function	Appropriate for a person working as an Administrative Support Officer	
Qualification Title	Certificate I in Local Government	
Qualification Code	LGA10104	
Description	The Certificate I in Local Government prepares a person to work in Local Government to perform a defined range of activities most of which may be routine and predictable.	
Unit Code	Unit Title	Hours
Core units:		
LGACORE101B	Access learning and career development opportunities	40
LGACORE102B	Follow defined OHS policies and procedures	30
LGACORE103B	Provide service to local government customers	30
LGACORE104B	Work effectively in local government	70
LGACORE105B	Work with others in local government	40
Electives from Local Government Training Package or another endorsed training package or accredited course		
BSBWOR202A*	Organise and complete daily work activities	20
BSBADM101A*	Use business equipment and resources	15
Total		245

* BSB07 Business Services Training Package

Occupation/ Work Function	Appropriate for a person starting out as staff member in a Road Services unit	
Qualification Title	Certificate I in Local Government (Operational Works)	
Qualification Code	LGA10204	
Description	The Certificate I in Local Government (Operational Works) prepares a person to work in Local Government to perform a defined range of activities most of which may be routine and predictable.	
Unit Code	Unit Title	Hours
Core units		
LGACORE101B	Access learning and career development opportunities	40
LGACORE102B	Follow defined OHS policies and procedures	30
LGACORE103B	Provide service to local government customers	30
LGACORE104B	Work effectively in local government	70
LGACORE105B	Work with others in local government	40
Specialist Operational Works elective units		
LGAWORK201A	Control traffic at a work site	12
LGAWORK205A	Operate and maintain equipment	16
Electives from Local Government Training Package or from another endorsed training package or accredited course		
AHCSAW201A*	Conduct erosion and sediment control activities	40
Total		278

* AHC10 Agriculture, Horticulture and Conservation and Land Management Training Package

Occupation / Work Function	Local Government Administrative Assistant	
Qualification Title	Certificate II in Local Government	
Qualification Code	LGA20104	
Description	Employees perform general administrative work in a local government organisation.	
Unit Code	Unit Title	Hours
Core unit		
LGACORE102B	Follow defined OHS policies and procedures	30
Elective units		
LGACORE103B	Provide service to local government customers	30
LGACORE104B	Work effectively in local government	70
LGACORE105B	Work with others in local government	40
LGAGOVA303B	Coordinate production of communication materials	60
Elective units from Local Government Training Package or from another endorsed training package or Accredited course		
LGAGOVA301B	Assist customers with rate enquiries	60
BSBWOR204A*	Use business technology	20
BSBITU201A*	Produce simple word processed documents	60
BSBINM202A*	Handle mail	15
Total		385

* BSB07 Business Services Training Package

Occupation / Work Function	Appropriate for a person working as staff member in a Road Services unit	
Qualification Title	Certificate II in Local Government (Operational Works)	
Qualification Code	LGA20204	
Description	Employees perform outdoor duties in a local government organisation.	
Unit Code	Unit Title	Hours
Core unit		
LGACORE101B	Access learning and career development opportunities	40
Group A elective units		
LGACORE102B	Follow defined OHS policies and procedures	30
LGACORE103B	Provide service to local government customers	30
LGACORE104B	Work effectively in local government	70
LGACORE105B	Work with others in local government	40
Group B (Specialist Operational Works) elective units		
LGAWORK201A	Control traffic at a work site	12
LGAWORK204A	Plan daily work routines	4
LGAWORK205A	Operate and maintain equipment	16
LGAWORK206A	Measure and calculate civil materials	20
LGAWORK212A	Perform field support duties in a roadwork environment	50
LGAWORK210A	Perform field support duties in concrete construction	30
Electives from Local Government Training Package or from another endorsed training package or accredited course		
AHCSAW201A*	Conduct erosion and sediment control activities	40
CPCCBC4012A**	Read and interpret plans and specifications	30
CPCCM2006A**	Apply basic levelling procedures	8
Total		420

* AHC10 Agriculture, Horticulture and Conservation and Land Management Training Package

** CPC08 Construction, Plumbing and Services Integrated Framework Training Package

Occupation / Work Function	Local Government Rates Officer	
Qualification Title	Certificate III in Local Government	
Qualification Code	LGA30104	
Description	Employees undertake rates administrative work in a local government organisation requiring that they 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.	
Unit Code	Unit Title	Hours
Core unit		
LGACORE102B	Follow defined OHS policies and procedures	30
Elective units		
LGACORE101B	Access learning and career development opportunities	40
LGACORE103B	Provide service to local government customers	30
LGACORE104B	Work effectively in local government	70
LGACORE105B	Work with others in local government	40
LGAGENE303A	Contribute to council teams	40
Electives from Local Government Training Package or from another endorsed training package or accredited course		
LGAGOVA202B	Process infringement notices	40
LGAGOVA301B	Assist customers with rate enquiries	60
BSBCCO301A*	Use multiple information systems	40
BSBFIA301A*	Maintain financial records	60
FNSACM302A**	Prepare, match and process receipts	10
PSPGOV308B***	Work effectively with diversity	30
Total		490

* BSB07 Business Services Training Package

** FNS10 Financial Services Training Package

*** PSP04 Public Sector Training Package

Occupation / Work Function	Local Government Health and Environment Officer	
Qualification Title	Certificate III in Local Government (Health and Environment)	
Qualification Code	LGA30208	
Description	Employees administer local government health and environmental regulations.	
Unit Code	Unit Title	Hours
Core unit		
LGACORE102B	Follow defined OHS policies and procedures	30
Group A elective units		
LGACORE101B	Access learning and career development opportunities	40
LGACORE103B	Provide service to local government customers	30
LGACORE104B	Work effectively in local government	70
LGACORE105B	Work with others in local government	40
LGACOMP008A	Apply conflict resolution strategies	40
LGACOMP009A	Implement effective communication techniques	40
Group B (Specialist Health and Environment) elective units		
LGAEHRH305A	Present environmental health education information	40
LGAEHRH302B	Undertake water sampling and routine reporting	60
LGAEHRH303A	Undertake vector control duties	80
LGAEHRH304A	Perform weed control duties	60
LGAEHRH303B	Monitor areas under council jurisdiction	40
Total		530

Occupation / Work Function	Local Government Project Administration Officer	
Qualification Title	Certificate IV in Local Government	
Qualification Code	LGA40104	
Description	This qualification is suitable for people undertaking an administration role within local government. This position requires the application of a broad range of skills including the evaluation of current practices and the development of new procedures, as well as providing some leadership and guidance to others.	
Unit Code	Unit Title	Hours
Elective units		
LGACORE104B	Work effectively in local government	70
LGACORE501B	Provide quality and timely advice to council	40
LGACOMP026A	Provide team leadership	40
LGACOMP025A	Manage a local government project	60
Electives units from elsewhere in Local Government Training Package		
LGAGOVA406A	Implement marketing plan	50
LGADMIN421A	Participate in negotiations	25
LGADMIN420A	Contribute to policy development	50
LGAGOVA404B	Establish purchasing networks to ensure council is resource effective	30
LGADMIN425A	Develop a communication plan	60
LGACOM401A	Administer contracts	60
LGAGENE303A	Contribute to council teams	40
LGAGENE401A	Monitor council's internal controls	60
Total		585

Occupation / Work Function	Local Government Business Administration Officer	
Qualification Title	Certificate IV in Local Government Administration	
Qualification Code	LGA40204	
Description	This qualification is suitable for people undertaking an administration role within local government with a focus on operational issues. This position requires the application of a broad range of skills including the evaluation of current practices and the development of new procedures, as well as providing some leadership and guidance to others.	
Unit Code	Unit Title	Hours
Group A elective units		
LGACORE104B	Work effectively in local government	70
LGACORE501B	Provide quality and timely advice to council	40
LGACOMP026A	Provide team leadership	40
LGACOM405B	Implement and monitor the organisation's OHS policies, procedures and programs within the work group or section	20
Group B (Specialist Local Government Administration) elective units		
LGACOM401A	Administer contracts	60
LGACOM409A	Prepare tender documentation	60
LGACOM410A	Prepare response to tenders	20
LGADMIN422A	Develop and maintain supplier relationships	30
LGADMIN421A	Participate in negotiations	25
LGAGOVA404B	Establish purchasing networks to ensure council is resource effective	30
Elective units from elsewhere in Local Government Training Package		
LGAGOVA411A	Prepare accounts for rates	40
LGADMIN420A	Contribute to policy development	50
Total		485

Occupation /Work Function	Local Government Health and Environment Team Leader in a Rural Council	
Qualification Title	Certificate IV in Local Government (Health and Environment)	
Qualification Code	LGA40308	
Description	This qualification is suitable for people administering local government health and environment regulations where the position requires the application of a broad range of skills including the evaluation of current practices and the development of new procedures, as well as providing some leadership and guidance to others.	
Unit Code	Unit Title	Hours
Group A elective units		
LGACOM411A	Interpret and apply authority to act	40
LGACOMP025A	Manage a local government project	60
LGACOMP026A	Provide team leadership	40
Group B (Specialist Health and Environment) elective units		
LGAEHRR301B	Monitor and control standards of accommodation	40
LGAEHRR302B	Monitor and control standards of public swimming pools	40
LGAEHRH403A	Operate waste transfer / collection station or landfill facility	30
LGAEHRR504C	Implement public environmental health education programs	40
PMLTEST200A	Conduct routine site measurements	30
LGAEHRH404A	Coordinate and support the delivery of health services	40
LGAREGS406A	Support programs to enforce compliance	40
LGAEHRR401A	Conduct routine inspections of non-food premises	50
LGAEHRW505B	Implement strategies to minimise the impacts of waste on the environment	40
Total		490

Occupation / Work Function	Appropriate for a Team Leader of an Environmental Services Unit	
Qualification Title	Certificate IV in Local Government (Operational Works)	
Qualification Code	LGA40404	
Description	This qualification is suitable for people coordinating local government outdoor operational works where the position requires the application of a broad range of skills including the evaluation of current practices and the development of new procedures, as well as providing some leadership and guidance to others.	
Unit Code	Unit Title	Hours
Group A elective units		
LGACORE102B	Follow defined OHS policies and procedures	30
LGACORE104B	Work effectively in local government	70
LGACORE105B	Work with others in local government	40
LGACORE602B	Promote and facilitate organisational performance	60
LGACOM407B	Manage finances within a budget	40
LGACOM405B	Implement and monitor the organisation's OHS policies, procedures and programs within the work group or section	20
Group B (Specialist Operational Works) elective units		
LGAWORK401A	Develop works maintenance schedule	60
LGAWORK402A	Prepare for operational works	60
LGAWORK403A	Manage civil plant and resources	60
LGAWORK404A	Manage a civil works project	80
LGACOM401A	Administer contracts	60
LGACOM402A	Arrange contracts	20
LGACOM406A	Investigate alleged breaches of legislation and prepare documentation	40
LGACOM409A	Prepare tender documentation	60

Unit Code	Unit Title	Hours
Elective units from Local Government Training Package or from another endorsed training package or accredited course		
AHCSAW402A*	Supervise on site implementation of conservation works	100
AHCLSC401A*	Supervise landscape project works	80
AHCPGD502A*	Plan the restoration of parks and gardens	120
Total:		950

* AHC10 Agriculture, Horticulture, Conservation and Land Management Training Package

Occupation / Work Function	Local Government Regulatory Officer	
Qualification Title	Certificate IV in Local Government (Regulatory Services)	
Qualification Code	LGA40504	
Description	This qualification is suitable for people administering local government regulations where the position requires the application of a broad range of skills including the evaluation of current practices and the development of new procedures, as well as providing some leadership and guidance to others.	
Unit Code	Unit Title	Hours
Group A electives units		
LGACORE102B	Follow defined OHS policies and procedures	30
LGACORE104B	Work effectively in local government	70
LGACORE501B	Provide quality and timely advice to council	40
LGACOM603B	Develop, implement and review policies and procedures	60
LGACOM403B	Conduct public educational presentations	40
LGACOM404B	Establish cooperative arrangements with other organisations	15
LGACOMP026A	Provide team leadership	40
Group B (Specialist Regulatory) elective units		
LGACOM406A	Investigate alleged breaches of legislation and prepare documentation	40
LGACOM408A	Represent council at legal proceedings	60
LGAEHRR303B	Monitor areas under council jurisdiction	40
LGAREGS402A	Provide evidence in court	50
LGAREGS403A	Monitor public behaviour in council areas	30
Total		515

Occupation / Work Function	Local Government Land Management Officer	
Qualification Title	Certificate IV in Local Government (Land Management)	
Qualification Code	LGA40604	
Description	This qualification is suitable for people administering local government regulations where the position requires the application of a broad range of skills including the evaluation of current practices and the development of new procedures, as well as providing some leadership and guidance to others.	
Unit Code	Unit Title	Hours
Group A elective units		
LGACORE102B	Follow defined OHS policies and procedures	30
LGACORE104B	Work effectively in local government	70
LGACORE501B	Provide quality and timely advice to council	40
LGACOM603B	Develop, implement and review policies and procedures	60
LGAGOVA410B	Monitor council procedures to ensure compliance with relevant legislation	60
LGACOMP024A	Develop community relations	50
LGACOMP026A	Provide team leadership	40
Group B (Specialist Land Management) units		
LGALAND401A	Apply the principles of ecologically sustainable development to council decisions	60
LGALAND402A	Prepare plans of land management for land in council care, control and management	50
LGALAND403A	Assess applications for the use of land in council care, control and management	40
LGALAND404A	Undertake research of the natural and built environment	30
LGALAND405A	Implement strategies to minimise environmental pollution	40
Total		570

Occupation /Work Function	Local Government Planning Officer	
Qualification Title	Certificate IV in Local Government (Planning)	
Qualification Code	LGA40708	
Description	This qualification is suitable for people administering local government planning regulations where the position requires the application of a broad range of skills including the evaluation of current practices and the development of new procedures, as well as providing some leadership and guidance to others.	
Unit Code	Unit Title	Hours
Group A elective units		
LGACORE102B	Follow defined OHS policies and procedures	30
LGACORE104B	Work effectively in local government	70
LGAGOVA410B	Monitor council procedures to ensure compliance with relevant legislation	60
LGACOMP026A	Provide team leadership	40
Group B (Specialist Planning) elective units		
LGAPLEM404A	Prepare and present geographic information systems data	30
LGAPLEM406B	Analyse the natural and built environment	50
LGAPLEM407A	Read and interpret titles, covenants and the local planning scheme	60
LGAPLEM410A	Provide service and information in preparing a developmental application	40
LGAPLEM411A	Conduct initial assessments of minor planning applications	40
LGAPLEM412A	Support the planning application, notification and appeals process	50
Group C (General electives) units		
LGACORE501B	Provide quality and timely advice to council	40
LGACOM603B	Develop, implement and review policies and procedures	60
Total		570

Occupation / Work Function	Local Government Human Resources Manager	
Qualification Title	Diploma of Local Government Administration	
Qualification Code	LGA50104	
Description	This qualification is suitable for people administering local government provisions where the position requires the application of a broad range of skills including the evaluation of current practices and the development of new procedures, as well as providing some leadership and guidance to others.	
Unit Code	Unit Title	Hours
Group A elective units		
LGACOM603B	Develop, implement and review policies and procedures	60
LGACORE601B	Develop, implement and review operational plans	40
LGACOM503B	Prepare a budget	40
LGACOM405B	Implement and monitor the organisation's OHS policies, procedures and programs within the work group or section	20
Group B (Specialist Local Government Administration) elective units		
LGAGOVA507A	Provide advice to council on human resources policies and procedures	40
LGAGOVA503A	Implement recruitment systems	40
LGAGOVA502B	Develop a marketing strategy	40
LGADMIN525A	Undertake business planning	50
Electives from Local Government Training Package or from another endorsed training package or accredited course		
BSBHRM502A*	Manage human resources management information systems	60
BSBWRK509A*	Manage industrial relations	80
Total		470

* BSB07 Business Services Training Package

Occupation / Work Function	Local Government Environmental Health Officer Assistant	
Qualification Title	Diploma of Local Government (Health and Environment)	
Qualification Code	LGA50208	
Description	This qualification is suitable for people administering local government environmental health provisions where the position requires the application of a broad range of skills including the evaluation of current practices and the development of new procedures, as well as providing some leadership and guidance to others.	
Unit Code	Unit Title	Hours
Group A elective units		
LGAGOVA410B	Monitor council procedures to ensure compliance with relevant legislation	60
LGACORE104B	Work effectively in local government	70
LGACOM411A	Interpret and apply authority to act	40
Group B (Specialist Health and Environment) elective units		
LGAEHRR501C	Implement council's responsibilities in food safety	40
LGAEHRH604B	Develop and implement environmental health education promotion and awareness strategies	40
LGAEHRR509A	Undertake environmental and nuisance controls	60
LGAEHRH510A	Contribute to public health emergency management plan	50
LGAEHRR501C	Implement council's responsibilities in food safety	40
Group C (General Elective) units		
LGACOM502B	Devise and conduct community consultations	60
LGACOM501B	Develop and organise public education programs	50
Total		510

Occupation / Work Function	Local Government Land Management Officer	
Qualification Title	Diploma of Local Government	
Qualification Code	LGA50712	
Description	This qualification is suitable for individuals who apply integrated technical and theoretical concepts in a broad range of contexts to undertake advanced skilled or paraprofessional work and as a pathway for further learning. Personnel involved in these roles are required to develop specific practices to ensure the implementation of management systems, plans and policies. They demonstrate the application of a broad range of managerial, coordination, governance, representation and planning skills.	
Unit Code	Unit Title	Hours
Group A Common units		
BSBSUS301A	Implement and monitor environmentally sustainable work practices	40
LGACOMP026A	Provide team leadership	40
LGACORE501B	Provide quality and timely advice to council	40
LGACOMP025A	Manage a local government project	60
Group G: Land Management		
LGAPLEM602B	Assist in developing an environmental management system for the organisation	15
LGACOM403B	Conduct public educational presentations	40
LGACOM602B	Coordinate and facilitate a change process	40
LGALAND501A	Identify environmental assets and prioritise environmental issues	40
LGAPLEM606B	Develop ecologically sustainable land management systems	50
LGAPLEM612B	Protect heritage and cultural assets	50
LGACOM502B	Devise and conduct community consultations	60
LGALAND502A	Identify native title issues relevant to local government context and functions	60
LGALAND503A	Develop agreements with native title holders / traditional owners	60
LGALAND504A	Undertake effective consultation with Indigenous people on matters of cultural heritage	80
Total		675

Occupation / Work Function	Appropriate for a Manager of an Environmental Service Branch	
Qualification Title	Diploma of Local Government (Operational Works)	
Qualification Code	LGA50404	
Description	The Diploma of Local Government (Operational Works) reflects the role of personnel working in Local Government who perform tasks involving a high level of autonomy and requiring the application of significant judgement in planning and determining the selection of equipment/roles/techniques for themselves and others. They are required to develop site specific work instructions and practices to ensure the implementation of the site management systems, plans and policies. They demonstrate the application of a broad range of managerial, coordination and planning skills.	
Unit Code	Unit Title	Hours
Group A elective units		
LGACORE102B	Follow defined OHS policies and procedures	30
LGACORE104B	Work effectively in local government	70
LGACORE501B	Provide quality and timely advice to council	40
LGACOM501B	Develop and organise public education programs	50
LGACOM502B	Devise and conduct community consultations	60
LGACOM503B	Prepare a budget	40
Group B (Specialist Operational Works) elective units		
LGAWORK501A	Prepare preliminary design for operational works	60
LGAWORK502A	Prepare detailed works project documentation	180
LGAWORK503A	Undertake project investigation	40
Electives from Local Government Training Package or from another endorsed training package or accredited course		
AHCPGD503A*	Manage parks and reserves	200
AHCLSC502A *	Manage landscape projects	200
BSBWOR501B**	Manage personal work priorities and professional development	60
BSBWOR502B**	Ensure team effectiveness	60
Total		1090

*AHC10 Agriculture, Horticulture, Conversation and Land Management

Occupation / Work Function	Local Government Planning Assistant	
Qualification Title	Diploma of Local Government (Planning)	
Qualification Code	LGA50508	
Description	This qualification is suitable for people administering local government planning provisions where the position requires the application of a broad range of skills including the evaluation of current practices and the development of new procedures, as well as providing some leadership and guidance to others	
Unit Code	Unit Title	Hours
Group A elective units		
LGAGOVA410B	Monitor council procedures to ensure compliance with relevant legislation	60
LGACOMP026A	Provide team leadership	40
LGACOMP025A	Manage a local government project	60
Group B (Specialist Planning) elective units		
LGAPLEM610A	Manage data within council's geographic information system	35
LGAPLAN512A	Integrate land use and transport planning	50
LGAPLEM506A	Improve community knowledge and skills in environmental management practices	40
LGAPLAN511A	Manage council's development assessment system	60
LGAPLEM507A	Maintain spatial database	20
LGAPLEM603B	Coordinate information gathering and geographic information systems development in council	60
LGAPLEM513A	Conduct planning scheme research	80
Total		505

Occupation / Work Function	Local Government Community Development Officer	
Qualification Title	Diploma of Local Government (Regulatory Services)	
Qualification Code	LGA50604	
Description	This qualification is suitable for people administering local government community planning provisions where the position requires the application of a broad range of skills including the evaluation of current practices and the development of new procedures, as well as providing some leadership and guidance to others.	
Unit Code	Unit Title	Hours
Group A elective units		
LGACOM603B	Develop, implement and review policies and procedures	60
LGACOMP024A	Develop community relations	50
LGACOMP026A	Provide team leadership	40
LGACOM501B	Develop and organise public education programs	50
LGACOM502B	Devise and conduct community consultations	60
Group B (Specialist Regulatory Services) elective units		
LGACPRV504A	Build the capacity of individuals, organisations and communities to support crime prevention	90
LGACPRV501A	Assess crime prevention needs within community groups or geographic areas	90
LGACPRV503A	Manage and evaluate crime prevention initiatives	90
LGACPRV502A	Design a crime prevention initiative	80
LGACPRV505A	Promote evidence-based approaches to support crime prevention initiatives	90
LGACPRV506A	Support the mainstreaming of crime prevention principles and practices	60
Total		760

Occupation / Work Function	Appropriate for a Manager of a Road Service Branch	
Qualification Title	Advanced Diploma of Local Government (Operational Works)	
Qualification Code	LGA60104	
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.	
Unit Code	Unit Title	Hours
Group A elective units		
LGACORE102B	Follow defined OHS policies and procedures	30
LGACORE501B	Provide quality and timely advice to council	40
LGACORE601B	Develop, implement and review operational plans	60
LGACORE602B	Promote and facilitate organisational performance	60
LGACORE603B	Represent council's role and value in the community	60
LGACOM602B	Coordinate and facilitate a change process	40
LGACOM603B	Develop, implement and review policies and procedures	60
Group B (Specialist Operational Works) elective units		
LGAWORK601A	Monitor and finalise works projects	40
LGAWORK602A	Supervise establishment of works projects	60
LGAWORK603A	Determine and prioritise council's works program	40
Electives from Local Government Training Package or from another endorsed training package or accredited course		
PSPPROC602B*	Direct the management of contracts	60
BSBSUS501A**	Develop workplace policy and procedures for sustainability	50
Total		600

* PSP04 Public Sector

** BSB07 Business Services

Occupation / Work Function	Local Government Department Senior Manager	
Qualification Title	Vocational Graduate Certificate in Local Government Management	
Qualification Code	LGA70108	
Description	This qualification is suitable for councils' senior managers responsible for the management and leadership of staff, strategic planning, effective management of processes and operations, and the development and engagement of the community	
Unit Code	Unit Title	Hours
Vocational Graduate Certificate units		
LGAGCM701A	Govern councils	80
LGAGCM704A	Lead the strategic planning process for local government	80
LGAGCM707A	Use financial and economic information for strategic decision making	80
LGAGCM711A	Manage complex projects	80
Total		320

CONTACTS AND LINKS

Industry Skills Council (ISC)		
Government Skills Australia	This ISC is responsible for developing this LGA04 Local Government Training Package and can be contacted for further information. You can also source copies of the Training Package and support material.	Address: Level 11, 147 Pirie Street, Adelaide, SA. 5000. Phone: +61 8 8100 7400 Fax: +61 8 8232 7444 Email: info@governmentskills.com.au Web: http://www.governmentskills.com.au
National Register for VET in Australia		
Training.gov.au (TGA)	TGA is the Australian governments' official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs.	www.training.gov.au/
Australian Government		
The Department of Education, Employment and Workplace Relations (DEEWR)	DEEWR provides a range of services and resources to assist in delivery of Training Packages. Search the DEEWR website for links to a range of relevant resources and publications.	www.deewr.gov.au
State Government		
Department of Education and Early Childhood Development Higher Education and Skills Group	Higher Education and Skills Group is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships.	General information: www.skills.vic.gov.au Approved Training Schemes: http://www.skills.vic.gov.au/corporate/publications/brochures-and-fact-sheets/apprenticeships-and-traineeships-in-victoria-industry-guides
Curriculum Maintenance Manager (CMM)		
Business Industries	The CMM service is provided by Executive Officers located within Victorian TAFE institutes on behalf of Higher Education and Skills Group..	Alan Daniel Address: C/- Chisholm Institute, PO Box 684, Dandenong, VIC 3175 Phone/fax:03 9238 8501/ 03 9238 8504 Email: Alan.Daniel@chisholm.edu.au Web: http://trainingsupport.skills.vic.gov.au
State VET Regulatory Authority		
Victorian Registration and Qualifications Authority (VRQA)	The VRQA is a statutory authority responsible for the registration of education and training providers in Victoria to ensure the delivery of quality education and training.	www.vrqa.vic.gov.au Phone: 03 9637 2806

National VET Regulatory Authority		
<p>Australian Skills Quality Authority (ASQA)</p>	<p>ASQA is the national regulator for Australia's VET sector vocational education and training sector.</p> <p>ASQA regulates courses and training providers to ensure nationally approved quality standards are met.</p>	<p>www.asqa.gov.au</p> <p>Info line: 1300 701 801</p>
WorkSafe		
<p>WorkSafe Victoria</p>	<p>WorkSafe needs to provide written verification before High Risk Work Units can be added to an RTO's scope of registration.</p>	<p>www.worksafe.vic.gov.au</p> <p>Info line: 1800 136 089</p>

GLOSSARY

Code	Nationally endorsed Training Package qualification code.
Title	Nationally endorsed Training Package qualification title.
Unit Code	Nationally endorsed Training Package unit code.
Unit Title	Nationally endorsed Training Package unit title.
Nominal Hours	The anticipated hours of supervised learning or training deemed necessary to conduct training and assessment activities associated with the program of study. These hours are determined by the Victorian State Training Authority. Nominal hours may vary for a qualification depending on the units of competency selected.
Scope of Registration	Scope of registration specifies the AQF qualifications and/or units of competency the training organisation is registered to issue and the industry training and/or assessment services it is registered to provide.