

LGA04 LOCAL GOVERNMENT TRAINING PACKAGE

Version 3

WA NOMINAL HOURS GUIDE

Introduction

This Guide has been generated to enable the stakeholders in this Industry in Western Australia to participate in the managed implementation of the National LGA04 Local Government Training Package.

This Guide is designed to aid Registered Training Organisations (RTOs) to convert from existing Training Package qualifications to new Training Package qualifications within the scope of their training delivery.

The Guide should be read in conjunction with the endorsed components of the Training Package.

Version 3 of the LGA04 Local Government Training Package was released by Training.Gov.Au (TGA) on the 11 September 2012.

Transition Arrangements

Registered Training Organisations (RTOs) are required to deliver Training Package qualifications in accordance with the Standards for RTOs. For further information visit the Training Accreditation Council website www.tac.wa.gov.au.

Nominal Hours

Nominal hours are the hours of training notionally required to achieve the outcomes of units of competency.

Nominal hours are identified for nationally endorsed qualifications. Nominal hours may vary for a qualification depending on the selection of units of competency.

In Western Australia, nominal hours are used as a mechanism for funding allocation.

Contact Details

For Training Package content information, please contact:

Training Curriculum Services

Tel: (08) 6551 5541

Email: trainingpackages@dtwd.wa.gov.au

Qualifications and Nominal Hours

The following table provides a summary of the qualifications and nominal hours in version 3 of the LGA04 Local Government Training Package.

National Code	National Title	Nominal Hours
LGA10104	Certificate I in Local Government	270
LGA10204	Certificate I in Local Government (Operational Works)	320
LGA20104	Certificate II in Local Government	400
LGA20204	Certificate II in Local Government (Operational Works)	500
LGA30104	Certificate III in Local Government	530
LGA30208	Certificate III in Local Government (Health and Environment)	470
LGA30304	Certificate III in Local Government (Operational Works)	630
LGA30404	Certificate III in Local Government (Regulatory Services)	598
LGA40104	Certificate IV in Local Government	510
LGA40204	Certificate IV in Local Government Administration	580
LGA40308	Certificate IV in Local Government (Health and Environment)	610
LGA40404	Certificate IV in Local Government (Operational Works)	770
LGA40504	Certificate IV in Local Government (Regulatory Services)	500
LGA40604	Certificate IV in Local Government (Land Management)	500
LGA40708	Certificate IV in Local Government (Planning)	600
LGA50104	Diploma of Local Government Administration	520
LGA50208	Diploma of Local Government (Health and Environment)	520
LGA50404	Diploma of Local Government (Operational Works)	770
LGA50508	Diploma of Local Government (Planning)	570
LGA50604	Diploma of Local Government (Regulatory Services)	560
LGA50712	Diploma of Local Government	710
LGA60104	Advanced Diploma of Local Government (Operational Works)	640
LGA70108	Vocational Graduate Certificate in Local Government Management	280

Units of Competency and Nominal Hours

The following table provides a summary of the units of competency and nominal hours in version 3 of the LGA04 Local Government Training Package

National Code	National Title	Nominal Hours
LGACOM401A	Administer contracts	60
LGACOM402A	Arrange contracts	20
LGACOM403B	Conduct public educational presentations	20
LGACOM404B	Establish cooperative arrangements with other organisations	20
LGACOM405B	Implement and monitor the Organisation's OHS policies, procedures and programs within the work group or section	40
LGACOM406A	Investigate alleged breaches of legislation and prepare documentation	40
LGACOM407B	Manage finances within a budget	50
LGACOM408A	Represent council at legal proceedings	60
LGACOM409A	Prepare tender documentation	40
LGACOM410A	Prepare response to tenders	40
LGACOM411A	Interpret and apply authority to act	35
LGACOM501B	Develop and organise public education programs	40
LGACOM502B	Devise and conduct community consultations	30
LGACOM503B	Prepare a budget	40
LGACOM601A	Acquire and dispose of assets	40
LGACOM602B	Coordinate and facilitate a change process	20
LGACOM603B	Develop, implement and review policies and procedures	40
LGACOMP007B	Participate in policy development	60
LGACOMP008A	Apply conflict resolution strategies	40
LGACOMP009A	Implement effective communication techniques	30
LGACOMP024A	Develop community relations	50
LGACOMP025A	Manage a local government project	50
LGACOMP026A	Provide team leadership	40
LGACORE101B	Access learning and career development opportunities	20
LGACORE102B	Follow defined OHS policies and procedures	20
LGACORE103B	Provide service to local government customers	40
LGACORE104B	Work effectively in local government	60
LGACORE105B	Work with others in local government	60
LGACORE501B	Provide quality and timely advice to council	60

National Code	National Title	Nominal Hours
LGACORE601B	Develop, implement and review operational plans	40
LGACORE602B	Promote and facilitate organisational performance	50
LGACORE603B	Represent council's role and value in the community	50
LGACPRV501A	Assess crime prevention needs within community groups or geographic areas	60
LGACPRV502A	Design a crime prevention initiative	80
LGACPRV503A	Manage and evaluate crime prevention initiatives	60
LGACPRV504A	Build the capacity of individuals, organisations and communities to support crime prevention	60
LGACPRV505A	Promote evidence-based approaches to support crime prevention initiatives	60
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	50
LGADMIN420A	Contribute to policy development	50
LGADMIN421A	Participate in negotiations	40
LGADMIN422A	Develop and maintain supplier relationships	30
LGADMIN423A	Provide induction and orientation for new employees	40
LGADMIN424A	Provide staff development programs	40
LGADMIN425A	Develop a communication plan	40
LGADMIN525A	Undertake business planning	50
LGADMIN526A	Coordinate policy development	50
LGADMIN527A	Manage policy development	50
LGADMIN528A	Provide advocacy and representation	50
LGADMIN529A	Manage finances	60
LGAEHRH302B	Undertake water sampling and routine reporting	30
LGAEHRH303A	Undertake vector control duties	40
LGAEHRH304A	Perform weed control duties	40
LGAEHRH305A	Present environmental health education information	30
LGAEHRH403A	Operate waste transfer/collection station or landfill facility	80
LGAEHRH404A	Coordinate and support the delivery of health services	35
LGAEHRH405A	Conduct routine inspections of food premises	35
LGAEHRH502B	Implement immunisation programs	40
LGAEHRH506B	Monitor premises to minimise the spread of infectious diseases	50
LGAEHRH510A	Contribute to public health emergency management plan	30
LGAEHRH604B	Develop and implement environmental health education promotion and awareness strategies	40
LGAEHRR202B	Provide animal care and control	60

National Code	National Title	Nominal Hours
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	40
LGAEHRR402A	Respond to environmental health complaints	50
LGAEHRR501C	Implement council's responsibilities in food safety	40
LGAEHRR504C	Implement public environmental health education programs	60
LGAEHRR509A	Undertake environmental and nuisance controls	60
LGAEHRW201A	Collect waste refuse or recyclables	40
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	40
LGAGCM701A	Govern councils	70
LGAGCM702A	Manage the human resources process in local government	70
LGAGCM703A	Lead and develop local government staff	70
LGAGCM704A	Lead the strategic planning process for local government	70
LGAGCM705A	Manage and improve the organisation's processes	70
LGAGCM706A	Develop risk management systems	70
LGAGCM707A	Use financial and economic information for strategic decision making	70
LGAGCM708A	Develop, lead and build community capacity	70
LGAGCM709A	Build business opportunities and community initiatives	70
LGAGCM710A	Manage contracts and contractors	70
LGAGCM711A	Manage complex projects	70
LGAGCM712A	Develop and manage an asset management plan	70
LGAGENE302A	Contribute to effective decision making	40
LGAGENE303A	Contribute to council teams	40
LGAGENE304A	Conduct effective council meetings	50
LGAGENE401A	Monitor council's internal controls	40
LGAGENE501A	Undertake councillor roles and responsibilities	60

National Code	National Title	Nominal Hours
LGAGENE502A	Provide leadership within the council and community	60
LGAGENE503	Perform the role of an elected member	20
LGAGOVA201B	Issue permits	40
LGAGOVA202B	Process infringement notices	40
LGAGOVA301B	Assist customers with rate enquiries	40
LGAGOVA303B	Coordinate production of communication materials	50
LGAGOVA401B	Administer the electoral roll	30
LGAGOVA402A	Allocate property address	30
LGAGOVA403A	Arrange and supervise polling places	40
LGAGOVA404B	Establish purchasing networks to ensure council is resource effective	30
LGAGOVA405A	Implement debt recovery procedures	20
LGAGOVA406A	Implement marketing plan	40
LGAGOVA407A	Implement rehabilitation systems	40
LGAGOVA408B	Implement systems to promote a safe and healthy environment for the public and employees	40
LGAGOVA409A	Maintain property rates and records	40
LGAGOVA410B	Monitor council procedures to ensure compliance with relevant legislation	40
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	50
LGAGOVA502B	Develop a marketing strategy	60
LGAGOVA503A	Implement recruitment systems	40
LGAGOVA504A	Prepare a council for elections	40
LGAGOVA505B	Prepare rate notice forms	20
LGAGOVA506B	Conduct council elections	20
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	40
LGAGOVA603B	Develop a risk management strategy for the council	60
LGAGOVA605A	Develop an asset management strategy for the council	60
LGAGOVA606B	Develop and maintain a community cultural plan	40
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	60
LGAGOVA609A	Establish, maintain and evaluate the organisation's OHS system	60

National Code	National Title	Nominal Hours
LGAGOVA610B	Implement computerised asset management systems	40
LGAGOVA611B	Implement disciplinary and termination procedures	40
LGAGOVA612B	Implement employee performance management systems	50
LGAGOVA613B	Measure cost of providing and maintaining council's assets	40
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	40
LGAGOVA617A	Report on assets in accordance with statutory and public reporting requirements	50
LGAGOVA618A	Resolve valuation and property services disputes	40
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	40
LGALAND403A	Assess applications for the use of land in council care, control and management	30
LGALAND404A	Undertake research of the natural and built environment	20
LGALAND405A	Implement strategies to minimise environmental pollution	40
LGALAND406A	Respond to native title determination applications	30
LGALAND501A	Identify environmental assets and prioritise environmental issues	60
LGALAND502A	Identify native title issues relevant to local government context and functions	20
LGALAND503A	Develop agreements with native title holders/traditional owners	30
LGALAND504A	Undertake effective consultation with Indigenous people on matters of cultural heritage	30
LGAPLAN511A	Manage council's development assessment system	70
LGAPLAN512A	Integrate land use and transport planning	70
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	40
LGAPLEM404A	Prepare and present geographic information systems data	20
LGAPLEM405C	Provide assistance in carrying out building inspections	40
LGAPLEM406B	Analyse the natural and built environment	40
LGAPLEM407A	Read and interpret titles, covenants and the local planning scheme	50
LGAPLEM408A	Process building permits	25
LGAPLEM409A	Draft planning permits and conditions	35
LGAPLEM410A	Provide service and information in preparing a development application	30
LGAPLEM411A	Conduct initial assessments of minor planning applications	45
LGAPLEM412A	Support the planning application, notification and appeals process	

National Code	National Title	Nominal Hours
		70
LGAPLEM413A	Conduct site inspections to check accuracy of plan and application documentation	70
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	30
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	60
LGAPLEM511A	Plan for the safe movement of pedestrians	60
LGAPLEM512A	Provide geographic information systems data	40
LGAPLEM513A	Conduct planning scheme research	70
LGAPLEM602B	Assist in developing an environmental management system for the organisation	40
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	40
LGAPLEM612B	Protect heritage and cultural assets	40
LGAREGS301A	Implement parking controls	40
LGAREGS302A	Operate and maintain council parking facilities	30
LGAREGS303A	Enforce legislation to achieve compliance	40
LGAREGS303B	Enforce legislation to achieve compliance	40
LGAREGS304A	Apply regulatory powers	60
LGAREGS305A	Undertake animal or reptile control duties	80
LGAREGS402B	Provide evidence in court	40
LGAREGS403A	Monitor public behaviour in council areas	40
LGAREGS404A	Undertake appointed animal control duties and responsibilities	60
LGAREGS406A	Support programs to enforce compliance	35
LGAWORK201A	Control traffic at a work site	20
LGAWORK204A	Plan daily work routines	20
LGAWORK205A	Operate and maintain equipment	60
LGAWORK206A	Measure and calculate civil materials	90
LGAWORK208A	Perform field support duties in the construction and maintenance of water reticulation systems	20

National Code	National Title	Nominal Hours
LGAWORK209A	Perform field support duties in the construction and maintenance of sewerage collection systems	20
LGAWORK210A	Perform field support duties in concrete construction	20
LGAWORK211A	Perform field support duties in the construction and maintenance of drainage systems	20
LGAWORK212A	Perform field support duties in a roadwork environment	20
LGAWORK301A	Evaluate works maintenance needs and priorities	30
LGAWORK302A	Oversee traffic control plan around a work site	20
LGAWORK303A	Prepare site for new operational works	30
LGAWORK304A	Construct and maintain drainage systems	50
LGAWORK305A	Construct and maintain concrete structures	30
LGAWORK306A	Construct roads and pavements	80
LGAWORK307A	Maintain reticulated services	30
LGAWORK308A	Lead a team	20
LGAWORK309A	Coordinate the work activities of a team	20
LGAWORK310A	Maintain roads and pavements	20
LGAWORK311A	Maintain bridges	70
LGAWORK401A	Develop works maintenance schedule	20
LGAWORK402A	Prepare for operational works	40
LGAWORK403A	Manage civil plan and resources	70
LGAWORK404A	Manage a civil works project	70
LGAWORK405A	Plan and supervise roadworks	40
LGAWORK406A	Supervise concrete works	20
LGAWORK501A	Prepare preliminary design for operational works	80
LGAWORK502A	Prepare detailed works project documentation	80
LGAWORK503A	Undertake project investigation	60
LGAWORK601A	Monitor and finalise works projects	80
LGAWORK602A	Supervise establishment of works projects	30
LGAWORK603A	Determine and prioritise a council's works program	60

Mapping Qualifications

The following table provides an overview of the qualifications from version 3 which replaces qualifications from the existing version of the LGA04 Local Government Training Package.

Version 2			Version 3		
National Code	National Title	Nominal Hours	National Code	National Title	Nominal Hours
	No previous equivalent		LGA50712	Diploma of Local Government	710
LGA50304	Diploma of Local Government (Land Management)	480		Qualification deleted – Content incorporated into LGA50712	

Mapping Units of Competency

The following table provides an overview of the unit of competency from version 2 which is replaced by the units of competency from version 3 of the LGA04 Local Government Training Package.

Version 2 Current Unit			Version 3 Replacement Unit			
National Code	National Title	Nominal Hours	National ID	National Title	Nominal Hours	E/NE
	No previous equivalent – new unit		LGAGENE503	Perform the role of an elected member	20	-

Traineeships

The following table provides a summary of the traineeships available in the LGA04 Local Government Training Package.

National Code	National Title	Traineeship	Nominal Hours
LGA20104	Certificate II in Local Government	Local Government (Level 2)	320
LGA30104	Certificate III in Local Government	Local Government (Level 3)	270
LGA30404	Certificate III in Local Government (Regulatory Services)	Trainee Community Ranger	598
LGA40204	Certificate IV in Local Government Administration	Local Government Administration (Level 4)	580
LGA40504	Certificate IV in Local Government (Regulatory Services)	Ranger	500
LGA50404	Diploma of Local Government (Operational Works)	Local Government (Operational Works) (Level 5)	770