



Australian Government

LGA40120 Certificate IV in Local Government

Release 1

LGA40120 Certificate IV 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 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

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:

- 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 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).

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

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.

Electives which appear in *italics* have prerequisite units of competency.

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

Elective units

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

- ACMAIM201 Contribute to safety at incidents involving large animals
- ACMAIM202 *Participate in an incident involving large animals*
- ACMAIM303 Move large animals to new locations

ACMCAS304	Capture, handle and transport companion animals
ACMINF303	Implement infection control in the handling and care of native wildlife
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
NWPGEN032	Ensure compliance with water industry standards, guidelines and legislation
NWPGEN017	Apply the risk management principles of the water industry standards, guidelines and legislation
PSPGEN032	Deal with conflict
PSPLEG001	Comply with legislation in the public sector
PSPPCY001	Contribute to policy development
SITXCOM002	Show social and cultural sensitivity
TAEDEL404	Mentor in the workplace

Qualification Mapping Information

LGA40104 Certificate IV 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>