



Australian Government

Department of Education, Employment and Workplace Relations

LGA30404 Certificate III in Local Government (Regulatory Services)

Revision Number: 1

LGA30404 Certificate III in Local Government (Regulatory Services)

Modification History

Not applicable.

Description

The Certificate III in Local Government (Regulatory Services) reflects the role of employees in Local Government who perform tasks involving a broad range of skilled applications applied in a wide variety of contexts, which may involve application of some discretion and judgement in selecting equipment, services or contingency measures as well as working within known time constraints.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • Engaging in discussions with others who may be internal or external to the organisation • Responding to queries from others • Using clear verbal and non-verbal communication • Reading and interpreting a range of information at a level which is relevant to the job/role and which may include parts of legislation, policies and procedures • Writing to suit audience needs including the ability to provide factual and clearly expressed information • Sharing knowledge and information with others including explaining options and legislation to offending parties • Establishing and maintaining networks • Maintaining appropriate records which reflect the application of legislation and organisational procedures • Negotiating and mediating effectively with members of the public • Reporting outcomes of actions taken to achieve compliance
Teamwork	<ul style="list-style-type: none"> • Working cohesively with other organisations or departments • Liaising with relevant personnel • Understanding the roles of team members and referring tasks to others where appropriate
Problem solving	<ul style="list-style-type: none"> • Resolving work related problems • Establishing contingency plans and responding to contingencies
Initiative and enterprise	<ul style="list-style-type: none"> • Identifying the need to refer tasks which fall outside scope of job/role to others • Being proactive • Ensuring use of current legislation or regulations • Identifying and applying legislation and precedents which impact on powers
Planning and organising	<ul style="list-style-type: none"> • Planning and organising own work tasks • Time management • Participating in priority and goal setting • Gathering, organising and analysing information in

	order to complete set tasks <ul style="list-style-type: none"> • Organising schedules to ensure work is completed on time • Identifying and accessing required resources • Coordinating tasks and processes
Self management	<ul style="list-style-type: none"> • Monitoring own work and adjusting accordingly to meet agreed standards and expectations • Managing own work area • Identifying the need for additional support to enhance own performance
Learning	<ul style="list-style-type: none"> • Attending relevant on and off the job training sessions • Taking responsibility for own learning • Seeking feedback from staff to improve education procedures • Educating staff in legislative and regulatory requirements • Keeping abreast of changes in legislation
Technology	<ul style="list-style-type: none"> • Using technology relevant to the job/role such as computers and various software, meters/readers, radio communications • Adapting to the use of new technology as appropriate

Packaging Rules

12 units of competency are required for the award of this qualification

1 core unit

11 elective units

Choose 11 elective units from the lists below, including:

- 4 or more elective units from Group A

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

- 4 or more units from Group B (Specialist regulatory services)

- a maximum of 3 units, at Certificate III level, from elsewhere within this Training Package, **or** any other endorsed Training Package **or** Accredited Course

NOTE:

- *The three elective units may be imported*
- *No more than one elective unit may be drawn from an AQF level below or above the AQF level of this qualification*

Core Unit

LGACORE102B

Follow defined OHS policies and procedures

Unit Code**Group A Elective Units**

LGACORE101B

Access learning and career development opportunities

LGACORE103B

Provide service to local government customers

LGACORE104B

Work effectively in local government

LGACORE105B

Work with others in local government

LGAGOVA303B

Coordinate production of communication materials

LGACOMP007A

Participate in policy development

LGACOMP008A

Apply conflict resolution strategies

LGACOMP009A

Implement effective communication techniques

Unit Code**Group B (Specialist Regulatory Services) Elective Units**

LGAREGS304A

Apply regulatory powers

LGAREGS305A

Undertake animal or reptile control duties

LGAREGS301A

Implement parking controls

LGAREGS302A

Operate and maintain council parking facilities

LGAREGS303A

Enforce legislation to achieve compliance

Prerequisite Unit/s

