



Australian Government

Department of Education, Employment and Workplace Relations

LGA40204 Certificate IV in Local Government Administration

Revision Number: 1

LGA40204 Certificate IV in Local Government Administration

Modification History

Not applicable.

Description

The Certificate IV in Local Government reflects the role of employees in Local Government who perform a broad range of skilled applications including the requirement to evaluate and analyse current practices, develop new criteria and procedures for performing current practices and provide some leadership and guidance to others in the application and planning of the skills

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 consultations with others who may be internal or external to the organisation • Responding to queries and requests for information • Using clear verbal and non-verbal communication • Reading and interpreting a range of information relevant to job/role which may include interpreting council policies • Writing to suit audience needs which may include report writing • Sharing knowledge and information with others which may include providing feedback and motivating others • Participating in consultations with clients and stakeholders • Communicating the need for support • Identifying and clarifying work requirements and performance expectations with team • Negotiating effectively • Establishing and maintaining consultative processes
Teamwork	<ul style="list-style-type: none"> • Leading a team • Working cohesively with others • Liaising with relevant personnel • Understanding the roles of team members and referring tasks to others where appropriate • Ability to work with people from diverse backgrounds • Establishing links with other organisations to enhance council performance • Engaging and working with specialist advisors
Problem solving	<ul style="list-style-type: none"> • Resolving work related problems • Establishing contingency plans and responding to contingencies • Forming and testing assumptions in an effort to resolve problems • Implementing conflict resolution strategies • Anticipating and responding to potential sources of conflict • Identifying and responding to deviations in budgeted figures • Determining breaches in compliance and rectifying

	breaches
Initiative and enterprise	<ul style="list-style-type: none"> • Referring tasks which fall outside scope of job/role to others • Being proactive • Identifying sources of information and using them effectively • Identifying causes of conflict • Ability to adjust quickly to changing situations • Identifying opportunities not obvious to others including opportunities for collaborative arrangements • Developing strategies to enhance team performance • Generating a range of options when advising council
Planning and organising	<ul style="list-style-type: none"> • Planning and organising own work tasks • Time management • Participating in priority and goal setting • Gathering and organising information in order to complete set tasks • Organising schedules to ensure work is completed on time • Identifying and accessing required resources • Coordinating tasks and processes • Analysing information and data to support work objectives • Reviewing policies • Monitoring, assessing and evaluating trends which impact on council • Monitoring outputs against agreed performance expectations • Undertaking research
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 • Evaluating own response to situations of conflict and managing own emotions • Undertaking self-development opportunities where necessary
Learning	<ul style="list-style-type: none"> • Attending relevant on and off the job training sessions • Taking responsibility for own learning • Contributing to learning in the workplace

	<ul style="list-style-type: none"> Maintaining up to date knowledge of policies, procedures and legislation which impacts council and individual performance
Technology	<ul style="list-style-type: none"> Using technology relevant to the job/role which may include the use of computers and other relevant office technology Adapting to the use of new technology as appropriate

Packaging Rules

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

Choose 12 elective units from the lists below, including:

- 4 or more units from Group A
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- 5 or more units from Group B (Specialist Local Government Administration) units
- up to 3 units, at Certificate IV level, from elsewhere within this Training Package **or** another endorsed Training Package **or** Accredited Course

NOTE: No more than one elective unit may be drawn from an AQF level below or above the AQF level of this qualification

Group A Elective Units

Follow defined OHS policies and procedures

Work effectively in local government

Work with others in local government

Provide quality and timely advice to council

Develop, implement and review operational plans

Promote and facilitate organisational performance

Represent council's role and value in the community

Conduct public educational presentations

Establish cooperative arrangements with other organisations

Implement and monitor the organisation's OHS policies, procedures and programs within the work group or section

Manage finances within a budget

Develop and organise public education programs

Devise and conduct community consultations

Prepare a budget

Coordinate and facilitate a change process

Develop, implement and review policies and procedures

Monitor council procedures to ensure compliance with relevant legislation

Develop community relations

Manage a local government project

Provide team leadership

Group B

(Specialist Local Government Administration) Elective Units

Administer contracts

Arrange contracts

Prepare tender documentation

Prepare response to tenders

Administer the electoral roll

Allocate property address

Arrange and supervise polling places

Establish purchasing networks to ensure council is resource effective

Implement debt recovery procedures

Implement marketing plan

Implement rehabilitation systems

Implement systems to promote a safe and healthy environment for the public and employees

Maintain property rates and records

Prepare accounts for rates

Prepare council for legal proceedings

Promote and maintain positive employee relations

Prepare rate notice forms

Conduct community consultations

Implement and facilitate community development strategies and programs

Contribute to policy development

Participate in negotiations

Develop and maintain supplier relationships

Provide induction and orientation for new employees

Provide staff development programs

Develop a communication plan

Prerequisite Unit/s
