



Australian Government

Department of Education, Employment and Workplace Relations

LGA40504 Certificate IV in Local Government (Regulatory Services)

Release 2

LGA40504 Certificate IV in Local Government (Regulatory Services)

Modification History

Release	TP version	Comments
2	LGA04 V3	Layout adjusted.
1	LGA04 V2.2	First release in TGA.

Description

The Certificate IV in Local Government (Regulatory Services) 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"> • Conducting presentations • Negotiating with a range of personnel • Writing to suit audience needs • Reading and interpreting a range of information relevant to the job/role • Responding to queries and concerns from others including members of the public • Interpreting instructions • Engaging in consultations with clients, stakeholders and members of the public • Providing a range of information of varying complexity, to others • Providing advice to council
Teamwork	<ul style="list-style-type: none"> • Working cohesively with others • Liaising with relevant personnel • Planning and understanding the team roles and allocating work in relation to resource parameters • Ability to work with people from diverse backgrounds • Leading a team • Team goal setting • Responding to team dynamics
Problem solving	<ul style="list-style-type: none"> • Resolving work related problems • Implementing conflict resolution strategies • Anticipating and responding to potential sources of conflict
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 • Ability to adjust quickly to changing situations • Identifying opportunities not obvious to others • Assisting in business planning • Developing alternative strategies to improve team performance
Planning and organising	<ul style="list-style-type: none"> • Planning and organising own work tasks, team roles and responsibilities • Participating in continuous improvement and planning processes • Time management • Participating in priority and goal setting

Employability Skill	Industry/enterprise requirements for this qualification include:
	<ul style="list-style-type: none">• 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• Determining performance indicators• Evaluating progress of projects and revising project plans where necessary• Undertaking research and evaluation which may include conducting cost-benefit analyses

Employability Skill	Industry/enterprise requirements for this qualification include:
Self management	<ul style="list-style-type: none"> • Monitoring own work and adjusting accordingly to meet agreed standards and expectations • Managing own work area • Undertaking self-development opportunities as necessary • Undertaking self-reflection
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 • Contributing to the development of education strategies • Maintaining up to date knowledge of policies, procedures and legislation which impact council and individual performance • Supporting the education and training of employees where necessary to ensure correct implementation of policies and procedures
Technology	<ul style="list-style-type: none"> • Using technology relevant to the job/role • 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
- 5 or more electives from Group B (Specialist Regulatory Services) units
- Up to 3 units 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

LGACOM403B	Conduct public educational presentations
LGACOM404B	Establish cooperative arrangements with other organisations
LGACOM405B	Implement and monitor the organisation's OHS policies, procedures and programs within the work group or section

LGACOM407B	Manage finances within a budget
LGACOM501B	Develop and organise public education programs
LGACOM502B	Devise and conduct community consultations
LGACOM503B	Prepare a budget
LGACOM602B	Coordinate and facilitate a change process
LGACOM603B	Develop, implement and review policies and procedures
LGACOMP024A	Develop community relations
LGACOMP025A	Manage a local government project
LGACOMP026A	Provide team leadership
LGACORE102B	Follow defined OHS policies and procedures
LGACORE104B	Work effectively in local government
LGACORE105B	Work with others in local government
LGACORE501B	Provide quality and timely advice to council
LGACORE601B	Develop, implement and review operational plans
LGACORE602B	Promote and facilitate organisational performance
LGACORE603B	Represent council's role and value in the community
LGAGOVA410B	Monitor council procedures to ensure compliance with relevant legislation
Group B (Specialist Regulatory Services) elective units	
LGACOM406A	Investigate alleged breaches of legislation and prepare documentation
LGACOM408A	Represent council at legal proceedings
LGAEHRR303B	Monitor areas under council jurisdiction
LGAEHRR304B	Operate council pound facilities
LGAREGS402B	Provide evidence in court
LGAREGS403A	Monitor public behaviour in council areas

LGAREGS404A	Undertake appointed animal control duties and responsibilities
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