



Australian Government

Department of Education, Employment and Workplace Relations

LGA50104 Diploma of Local Government Administration

Release 2

LGA50104 Diploma of Local Government Administration

Modification History

Release	TP version	Comments
2	LGA04 V3	Layout adjusted.
1	LGA04 V2.2	First release 2.2

Description

The Diploma of Local Government Administration reflects the role of personnel working in Local Government who perform tasks involving a high level of autonomy and requiring the application of significant judgement in planning and determining the selection of resources/roles/techniques for themselves and others. They are required to develop specific practices to ensure the implementation of management systems, plans and policies. They demonstrate the application of a broad range of managerial, coordination and planning 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"> • Demonstrating clear open communication and consultation with the community and stakeholders and managing stakeholder relationships using a range of communication techniques to assess their needs and expectations. Consultation may involve participation in and facilitation of committees • Writing to suit audience needs which may include report writing and documenting marketing strategies in an acceptable format • Engaging in a range of high level communications which may include providing timely advice to council and staff • Networking within council to ensure dissemination of information and advice regarding changes to employment legislation • Reading and interpreting a range of information relevant to job/role which may include legislation and its impacts on council operations • Developing agreements with others in council to ensure consistency in interpretation and application of legislation • Presenting information to wide range of audiences and so being able to modify language to suit audience needs
Teamwork	<ul style="list-style-type: none"> • Achievement of effective working relationships which demonstrate an ability to work collaboratively with people from diverse backgrounds and across all sections of the organisation • Liaising with and deferring to specialists from outside the organisation as appropriate. These may include associations, consultants and other levels of government • Providing team leadership, monitoring and supervising the performance of a team
Problem solving	<ul style="list-style-type: none"> • Problem solving and conflict management • Identifying staff needs and obtaining required support
Initiative and enterprise	<ul style="list-style-type: none"> • The ability to think and operate strategically including the ability to develop strategies which reflect business objectives and which are in line with council or departmental strategies • The ability to undertake business planning for a department or business unit, using strategic thinking and forward planning

Employability Skill	Industry/enterprise requirements for this qualification include:
	<ul style="list-style-type: none">• Identifying and investigating opportunities for growth• Modifying existing systems and processes or introducing new processes to ensure ongoing evaluation of systems and processes

Employability Skill	Industry/enterprise requirements for this qualification include:
Planning and organising	<ul style="list-style-type: none"> • Undertaking high level planning activities including scoping and developing departmental business plans • Undertaking research and analysis using a range of techniques, to support the development of business plans. The ability to source, collate and analyse statistical data, trends and patterns may be required • Conducting analysis of community needs, legislation and resources as part of the business planning process • Establishing measurable key performance indicators and targets with relevant parties, to assist in monitoring and managing departmental performance including customer satisfaction levels • Time management which involves ensuring planned marketing activities are scheduled within appropriate time frames and that schedules for implementing change are determined and amended as necessary • Analysing and evaluating a range of options in terms of their contribution to council objectives • Planning, resourcing, managing and evaluating projects. Resource management may include identifying relevant human and financial resources required and engaging in appropriate planning and control processes to achieve required resources
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 where necessary
Learning	<ul style="list-style-type: none"> • Contributing to the learning community at the workplace by ensuring that relevant information on departmental activities and performance are made available for future planning and that appropriate training for staff is provided in a timely manner • Engaging in activities which promote own on-going learning requirements which may include maintaining current knowledge of legislation and common law • Undertaking formal training when required • Accessing appropriate forms of informal training and development including attending relevant seminars, reading appropriate newsletters and participating in committees
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

Employability Skill	Industry/enterprise requirements for this qualification include:
	technology <ul style="list-style-type: none"> • Adapting to the use of new technology as appropriate

Packaging Rules

10 units of competency are required for the award of this qualification.

Choose 10 elective units from the lists below, including:

- 4 or more units from Group A
- 4 or more units from Group B (Specialist Local Government Administration)
- Up to 2 elective units from elsewhere within this Training Package, **or** another endorsed Training Package **or** Accredited Course

NOTE: No more than 1 elective unit may be drawn from an AQF level below or above the AQF level of this qualification.

Group A elective units	
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
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
LGAGOVA410B	Monitor council procedures to ensure compliance with relevant legislation
LGACOMP024A	Develop community relations
LGACOMP025A	Manage a local government project
LGACOMP026A	Provide team leadership
Group B (Specialist Local Government Administration) elective units	
LGACOM601A	Acquire and dispose of assets
LGADMIN525A	Undertake business planning
LGADMIN526A	Coordinate policy development
LGADMIN527A	Manage policy development
LGADMIN528A	Provide advocacy and representation
LGADMIN529A	Manage finances
LGAGOVA501B	Contribute to advice to council on legislation
LGAGOVA502B	Develop a marketing strategy
LGAGOVA503A	Implement recruitment systems
LGAGOVA504A	Prepare a council for elections
LGAGOVA506B	Conduct council elections
LGAGOVA507A	Provide advice to council on human resources policies and procedures
LGAGOVA508A	Recommend rates and charges
LGAGOVA602B	Manage the recording and updating of data on council's

	assets
LGAGOVA603B	Develop a risk management strategy for council assets
LGAGOVA605A	Develop an asset management strategy for the council
LGAGOVA606B	Develop and maintain a community cultural plan
LGAGOVA607A	Develop, implement and monitor a programmed maintenance system of council's assets
LGAGOVA608A	Establish an annual budget that supports council's management and operational plans
LGAGOVA609A	Establish, maintain and evaluate the organisation's OHS system
LGAGOVA610B	Implement computerised asset management systems
LGAGOVA611B	Implement disciplinary and termination procedures
LGAGOVA612B	Implement employee performance management systems
LGAGOVA613B	Measure cost of providing and maintaining council's assets
LGAGOVA614B	Monitor and maintain quality of asset management system
LGAGOVA615A	Provide information on asset management programs and practices
LGAGOVA616A	Provide property asset management services
LGAGOVA617A	Report on assets in accordance with statutory and public reporting requirements
LGAGOVA618A	Resolve valuation and property services disputes
BSBSUS501A	Develop workplace policy and procedures for sustainability