



Australian Government

Department of Education, Employment and Workplace Relations

LGA50712 Local Government

Release 1

LGA50712 Diploma of Local Government

Modification History

Release	TP version	Comments
1	LGA04 V3	New qualification.

Description

The Diploma of Local Government qualifies individuals who apply integrated technical and theoretical concepts in a broad range of contexts to undertake advanced skilled or paraprofessional work and as a pathway for further learning.

Personnel involved in these roles 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, governance, representation and planning skills.

Additional qualification advice

This qualification has been designed to allow for maximum flexibility in the choice of elective units for achievement of a number of defined specialist occupational outcomes. The general stream offers free choice of specified electives, or selection of other imported elective units from within the same training package, another endorsed training package or accredited course. Packaging can be customised to meet of a wide range of occupational outcomes within the Local Government sector. Where a specialist stream has been achieved, the resultant testamur can reflect the stream as a field of study in accordance with Australian Qualifications Framework guidelines.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

Employability skills	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 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"> achieving 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 where required
Problem solving	<ul style="list-style-type: none"> problem solving and managing feedback identifying staff needs and obtaining required support
Initiative and enterprise	<ul style="list-style-type: none"> being able 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 being able to undertake business planning for a department or business unit, using strategic thinking and forward planning identifying and investigating opportunities for growth modifying existing systems and processes or introducing new processes to ensure ongoing evaluation of systems and processes
Planning and organising	<ul style="list-style-type: none"> undertaking high level planning activities which may include scoping and developing business plans in conjunction with others undertaking or evaluating 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

Employability skills	Industry/enterprise requirements for this qualification include:
	<p>patterns may be required</p> <ul style="list-style-type: none">• conducting analysis of community needs, legislation and resources where required• establishing measurable key performance indicators and targets with relevant parties, to assist in monitoring and managing departmental performance including customer satisfaction levels• employing effective time management techniques• analysing and evaluating a range of options in terms of their contribution to council objectives• planning, resourcing, managing and evaluating projects where/when required. resource management may include identifying relevant human and financial resources required and engaging in appropriate planning and control processes to achieve required resources

Employability skills	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 work priorities and commitments • undertaking self-development opportunities where necessary
Learning	<ul style="list-style-type: none"> • contributing to the learning community at the workplace through recognition of individual and team learning needs • 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 technology • adapting to the use of new technology as appropriate

Packaging Rules

14 units of competency are required for the award of this qualification. This qualification may be undertaken as a general stream or a specialist stream qualification.

At least 4 units must be LGA coded.

A maximum of 2 imported elective units may be selected from an AQF qualification level above or below this qualification.

All remaining imported elective units must be selected from the same AQF qualification level as this qualification.

Units selected should not duplicate content already covered by other units in this qualification.

General stream:

- Choose a minimum of 3 units from the Group A Common unit selection
- Choose 11 elective units from the electives listed below, or from elsewhere within this training package, or another endorsed training package or accredited course.

Specialist Stream:

When a qualification is linked to a specialist stream outcome as listed below, the resultant testamur can be titled: Diploma of Local Government (Field of study/discipline), e.g.

Diploma of Local Government (Elected Members).

- Choose a minimum of 3 units from Group A Common unit selection
- Choose a minimum of 6 units from one of the specialist stream elective groups listed below:
- Group B: Building surveying support

- Group C: Rates
- Group D: Elected members
- Group E: Management
- Group F: Procurement
- Group G: Land management

Choose the remaining units from elsewhere within this Training Package, **or** another endorsed Training Package **or** Accredited Course.

Group A: Common	
BSBSUS301A	Implement and monitor environmentally sustainable work practices
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
LGACORE603B	Represent council's role and value in the community
LGAGENE503	Perform the role of an elected member
Group B: Building surveying support This specialist stream provides an entry point to a career in building and surveying. The resultant Diploma will enable graduates to provide assistance and support to accredited building surveyors in carrying out building inspections.	
CPCCSV5001A	Assess the construction of domestic scale buildings
CPCCSV5004A	Apply legislation to urban development and building controls
CPCCSV5008A	Apply building control legislation to building surveying
CPCCSV5010A	Interact with clients in a regulated environment
CPCCSV5011A	Apply building codes and standards to residential buildings
CPCCSV5014A	Apply building surveying procedures to residential buildings
LGACOM406A	Investigate alleged breaches of legislation and prepare documentation
LGAPLEM405C	Provide assistance in carrying out building inspections
LGAPLEM410A	Provide service and information in preparing a development application
LGAPLEM411A	Conduct initial assessments of minor planning applications
LGAPLEM412A	Support the planning application, notification and appeals process

LGAREGS303B	Enforce legislation to achieve compliance
Group C: Rates This specialist stream covers the competencies required for customer service personnel and others in local government who deal with rates enquiries.	
LGAGOVA411A	Prepare accounts for rates
LGAGOVA301B	Assist customers with rate enquiries
LGAGOVA401B	Administer the electoral roll
LGAGOVA405A	Implement debt recovery procedures
LGAGOVA409A	Maintain property rates and records
LGAGOVA505B	Prepare rate notice forms
LGAGOVA508A	Recommend rates and charges
LGAGOVA618A	Resolve valuation and property services disputes
Group D: Elected members This specialist stream covers the competencies required of elected members in undertaking councillor roles and responsibilities in Local Government. *LGAGENE501A, LGAGENE502A and LGAGENE303A are recommended for selection if not previously undertaken.	
BSBATSIL503C	Manage conflict
BSBATSIL509B	Manage self as a Board Member
BSBGOV401A	Implement board member responsibilities
BSBGOV403A	Analyse financial reports and budgets
CHCCOM403A	Use targeted communication skills to build relationships
LGACOM404B	Establish cooperative arrangements with other organisations
LGACOMP008A	Apply conflict resolution strategies
LGAGCM701A	Govern councils
LGAGCM708A	Develop, lead and build community capacity
LGAGENE302A	Contribute to effective decision making
LGAGENE303A	Contribute to council teams

LGAGENE501A	Undertake councillor roles and responsibilities
LGAGENE502A	Provide leadership within the council and community
Group E: Management This specialist stream covers the competencies required of personnel involved in a range of management roles within Local Government.	
BSBMGT502B	Manage people performance
BSBMGT616A	Develop and implement strategic plans
LGADMIN525A	Undertake business planning
LGADMIN527A	Manage policy development
LGACOM407B	Manage finances within a budget
LGACOM503B	Prepare a budget
LGACOM602B	Coordinate and facilitate a change process
LGACOM603B	Develop, implement and review policies and procedures
LGAGENE304A	Conduct effective council meetings
LGAGOV410B	Monitor council procedures to ensure compliance with relevant legislation
Group F: Procurement This specialist stream covers the competencies required for personnel responsible for procurement and contracting activities within Local Government.	
BSBPUR504B	Manage a supply chain
LGADMIN421A	Participate in negotiations
LGADMIN422A	Develop and maintain supplier relationships
LGADMIN529A	Manage finances
LGAGOVA404B	Establish purchasing networks to ensure council is resource effective
LGAGOVA410B	Monitor council procedures to ensure compliance with relevant legislation
PSPPROC505A	Manage procurement risk
PSPPROC506A	Plan to manage a contract

PSPPROC507A	Plan for procurement outcomes
PSPPROC508A	Make procurement decisions
PSPPROC509A	Participate in budget and procurement review process
PSPPROC510A	Conduct and manage coordinated procurement
Group G: Land management This specialist stream covers competencies required for personnel dealing with environmental and land management issues within local government.	
LGACOM403B	Conduct public educational presentations
LGACOM501B	Develop and organise public education programs
LGACOM502B	Devise and conduct community consultations
LGACOM602B	Coordinate and facilitate a change process
LGALAND501A	Identify environmental assets and prioritise environmental issues
LGALAND502A	Identify native title issues relevant to local government context and functions
LGALAND503A	Develop agreements with native title holders/traditional owners
LGALAND504A	Undertake effective consultation with Indigenous people on matters of cultural heritage
LGAPLEM602B	Assist in developing an environmental management system for the organisation
LGAPLEM606B	Develop ecologically sustainable land management systems
LGAPLEM609B	Manage council parking system
LGAPLEM612B	Protect heritage and cultural assets

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