



**Australian Government**

# **LGA50120 Diploma of Local Government**

**Release 1**

# LGA50120 Diploma of Local Government

## Modification History

Not applicable.

## Qualification Description

This qualification reflects the role of individuals who apply the skills and knowledge to work in local government.

These individuals work relatively autonomously and coordinate and supervise others. The work involves the self-directed application of knowledge and skills, and the provision of leadership and support to others.

Possible job titles include:

- Local Laws Inspector
- Para Planner
- Property Officer
- Rates Coordinator
- Technical Officer.

The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

## Entry Requirements

There are no entry requirements for this qualification.

## Packaging Rules

12 units must be completed:

- 5 core units
- 7 elective units, consisting of:
  - at least 4 units from the electives listed below
  - up to 3 units from any endorsed Training Package or accredited course – the units must be relevant to the work outcome.

Specialisations

Packaging Rules for each specialisation:

- 3 Group A electives must be selected for award of the Diploma of Local Government (Corporate Services)

- 4 Group B electives must be selected for award of the Diploma of Local Government (Environmental Health)
- 3 Group C electives must be selected for award of the Diploma of Local Government (Planning)
- 4 Group D electives must be selected for award of the Diploma of Local Government (Property Management)
- 1 Group E elective must be selected for award of the Diploma of Local Government (Rates)
- 3 Group F electives must be selected for award of the Diploma of Local Government (Regulatory Services).

Where two specialisations are completed award of the qualification would read Diploma of Local Government (Corporate Services, Rates).

The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification.

#### Core units

BSBOPS505	Manage organisational customers
BSBOPS504	Manage business risk
BSBWHS521	Ensure a safe workplace for a work area
BSBXCM501	Lead communication in the workplace
LGACOR001	Work in local government

#### Elective units

##### **Group A: Corporate Services**

CHCCDE010	Develop and lead community engagement strategies to enhance participation
LGACOR007	Conduct community consultations
PSPGEN075	Build and maintain community relationships

##### **Group B: Environmental Health**

CHCEDU008	Share health information
CPPWMT4006	Monitor waste landfill sites
CPPWMT4009	Conduct waste audits
HLTPOP020	Work with the community to identify health

	needs
HLTPOP023	Build capacity to promote health
HLTPOP024	Develop a disaster plan
HLTPOP033	Identify pest control strategies
MSS024018	Perform sampling and testing of water
MSS025008	Monitor and evaluate noise
NWPGEN002	Ensure compliance with water industry standards, guidelines and legislation
PMAOMIR512	Establish incident response preparedness and response systems
PSPREG013	Undertake inspections and monitoring
PUAEMR007	Develop emergency management plans
SISCAQU001	Test pool water quality

### **Group C: Planning**

CPPSSI5040	Source, collate and interpret spatial data
LGAPLA001	Interpret and apply development planning legislation, schemes and instruments
LGAPLA002	Perform minor development assessments
LGAPLA004	Identify native title issues relevant to local government
LGAPLA005	Protect heritage and cultural assets

### **Group D: Property Management**

BSBCNV511	Take instructions in relation to a conveyancing transaction
BSBCNV611	Interpret a legal document and provide advice in a conveyancing transaction
BSBCNV612	Identify and apply legal requirements for a conveyancing transaction
BSBCNV613	Prepare legal documents for a conveyancing

	transaction
BSBCNV512	Finalise the conveyancing transaction
BSBCNV615	Interpret search results for a conveyancing transaction
CPPDSM4028	Identify and analyse risks and opportunities in the property industry
CPPDSM4031	Arrange lease of space
CPPDSM4047	Implement and monitor procurement process
CPPDSM5027	Provide facilities and amenities for property users
LGAPLA004	Identify native title issues relevant to local government
LGAPRO001	Interpret and apply property management legislation
LGAPRO002	Administer property
LGAPRO003	Administer and apply road legislation

### **Group E: Rates**

LGACOR004	Review rates
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### **Group F: Regulatory Services**

LGAREG002	Provide evidence in court
PSPREG021	Coordinate investigation processes
PSPREG026	Review and evaluate investigations

### **Group G: General**

AHCLPW506	Develop a management plan for a designated area
BSBLDR522	Manage people performance
BSBLDR601	Lead and manage organisational change
BSBOPS502	Manage business operational plan
BSBPEF502	Develop and use emotional intelligence

BSBPMG430	Undertake project work
BSBSTR501	Establish innovative work environments
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBTWK503	Manage meetings
CHCMGT004	Secure and manage funding
FNSORG501	Develop and manage a budget
FSKNUM026	Read, interpret and use detailed plans, drawings and diagrams for work
HLTPOP013	Contribute to the implementation of a disaster plan
HLTPOP018	Develop a plan of action to address land care issues in the community
HLTPOP019	Apply a population health framework
LGACOR005	Represent council in the community
LGACOR006	Provide public education
LGACOR008	Provide advice to council
LGACOR009	Manage grants
LGAREG003	Manage conflict situations in a regulatory environment
PSPGEN049	Undertake negotiations
PSPGEN050	Manage conflict
PSPLEG003	Promote compliance with legislation in the public sector
PSPPCM001	Carry out basic procurement
PSPPCM007	Manage contracts
PSPPCY002	Assist with specialist policy development
PUACOM008	Develop and organise public safety awareness programs

TLIP5037            Develop workplace policy and procedures

## **Qualification Mapping Information**

LGA50712 Diploma of Local Government.

### **Links**

Companion Volume Implementation Guide are available in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0388d502-0fc3-49d9-a06e-c95893d7>