



Australian Government

Department of Education, Employment and Workplace Relations

LGA40104 Certificate IV in Local Government

Release 2

LGA40104 Certificate IV in Local Government

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 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	- Engaging in discussions with others who may be internal or external to the organisation - Responding to queries from others - Using clear verbal and non-verbal communication - Reading and interpreting a range of information relevant to job/role - Writing to suit audience needs - Sharing knowledge and information with others which may include providing feedback on policy development needs - Participating in consultations with clients and stakeholders - Applying negotiation techniques to defuse and resolve conflicts and negotiating with a range of personnel - Establishing and participating in networks
Teamwork	- 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
Problem solving	- 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	- Identifying the need to refer tasks which fall outside scope of job/role to others - Being proactive - Identifying sources of information and using them effectively - Identifying causes of conflict

Employability Skill	Industry/enterprise requirements for this qualification include:
	• Ability to adjust quickly to changing situations • Identifying opportunities not obvious to others including opportunities for collaborative arrangements • Assisting in business planning

Employability Skill	Industry/enterprise requirements for this qualification include:
Planning and organising	• 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 • Determining performance indicators • Evaluating progress of projects • Undertaking research and evaluation which may include conducting cost-benefit analyses
Self management	• 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
Learning	• Attending relevant on and off the job training sessions • Taking responsibility for own learning • Contributing to learning in the workplace • Maintaining up to date knowledge of policies, procedures and legislation which impacts council and individual performance
Technology	• Using technology relevant to the job/role which may include using computers, various software, accessing and updating databases, internet usage • 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, including:

- 4 or more from the elective units listed below
- choose the remaining units from elsewhere within this Training Package **or** another

endorsed Training Package **or** Accredited Course

NOTE:

- *No more than 4 elective units may be imported.*
 - *No more than 1 elective unit may be drawn from an AQF level below or above the AQF level of this qualification.*
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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
LGAGENE401A	Monitor council's internal controls
LGAGOVA410B	Monitor council procedures to ensure compliance with relevant legislation
BSBSUS301A	Implement and monitor environmentally sustainable work practices

