



Australian Government

Department of Education, Employment and Workplace Relations

LGA40204 Certificate IV in Local Government Administration

Release 2

LGA40204 Certificate IV in Local Government Administration

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	<ul style="list-style-type: none">• Engaging in consultations with others who may be internal or external to the organisation• Responding to queries and requests for information• Using clear verbal and non-verbal communication• Reading and interpreting a range of information relevant to job/role which may include interpreting council policies• Writing to suit audience needs which may include report writing• Sharing knowledge and information with others which may include providing feedback and motivating others• Participating in consultations with clients and stakeholders• Communicating the need for support• Identifying and clarifying work requirements and performance expectations with team• Negotiating effectively• Establishing and maintaining consultative processes
Teamwork	<ul style="list-style-type: none">• Leading a team• 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• Engaging and working with specialist advisors
Problem solving	<ul style="list-style-type: none">• 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

Employability Skill	Industry/enterprise requirements for this qualification include:
Initiative and enterprise	<ul style="list-style-type: none"> • Referring tasks which fall outside scope of job/role to others • Being proactive • Identifying sources of information and using them effectively • Identifying causes of conflict • Ability to adjust quickly to changing situations • Identifying opportunities not obvious to others including opportunities for collaborative arrangements • Developing strategies to enhance team performance • Generating a range of options when advising council
Planning and organising	<ul style="list-style-type: none"> • 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 • Reviewing policies • Monitoring, assessing and evaluating trends which impact on council • Monitoring outputs against agreed performance expectations • Undertaking research
Self management	<ul style="list-style-type: none"> • 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 • Undertaking self-development opportunities where necessary
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 • Maintaining up to date knowledge of policies,

Employability Skill	Industry/enterprise requirements for this qualification include:
	procedures and legislation which impacts council and individual performance

Employability Skill	Industry/enterprise requirements for this qualification include:
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

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 units from Group B (Specialist Local Government Administration) units
- up to 3 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	
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 Local Government Administration) elective units	
LGACOM401A	Administer contracts
LGACOM402A	Arrange contracts
LGACOM409A	Prepare tender documentation
LGACOM410A	Prepare response to tenders
LGADMIN417A	Conduct community consultations
LGADMIN419A	Implement and facilitate community development strategies and programs
LGADMIN420A	Contribute to policy development
LGADMIN421A	Participate in negotiations
LGADMIN422A	Develop and maintain supplier relationships
LGADMIN423A	Provide induction and orientation for new employees
LGADMIN424A	Provide staff development programs
LGADMIN425A	Develop a communication plan
LGAGOVA401B	Administer the electoral roll
LGAGOVA402A	Allocate property address

LGAGOVA403A	Arrange and supervise polling places
LGAGOVA404B	Establish purchasing networks to ensure council is resource effective
LGAGOVA405A	Implement debt recovery procedures
LGAGOVA406A	Implement marketing plan
LGAGOVA407A	Implement rehabilitation systems
LGAGOVA408B	Implement systems to promote a safe and healthy environment for the public and employees
LGAGOVA409A	Maintain property rates and records
LGAGOVA411A	Prepare accounts for rates
LGAGOVA412A	Prepare council for legal proceedings
LGAGOVA413B	Promote and maintain positive employee relations
LGAGOVA505B	Prepare rate notice forms