



Australian Government

Department of Education, Employment and Workplace Relations

LGA40308 Certificate IV in Local Government (Health and Environment)

Release 2

LGA40308 Certificate IV in Local Government (Health and Environment)

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 (Health and Environment) 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 and requests for information ‣ Using clear verbal and non-verbal communication ‣ Reading and interpreting a range of information at a level which is relevant to the job/role and which may include parts of legislation, policies and procedures ‣ Writing to suit audience needs ‣ 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 ‣ Conducting effective presentations for members of the public and others, which serve to improve community compliance
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 ‣ Engaging and working with specialist advisors
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 and rectifying breaches in compliance

Initiative and enterprise	‣ Identifying need to refer tasks that fall outside scope of job/role to others ‣ Being proactive ‣ Identifying sources of information and using them effectively ‣ Identifying causes of conflict ‣ Adjusting 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 ‣ Selecting appropriate consultation strategies that encourage community involvement
Planning and organising	‣ Planning and organising own work tasks ‣ Planning and coordinating waste collection services ‣ 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	‣ Monitoring own work and adjusting accordingly to meet agreed standards and expectations ‣ Managing own work area ‣ Identifying 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	‣ 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 impact council and individual performance
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Technology	▶ Using technology relevant to the job/role, which may include: • using office computers and software • manipulating graphics and models • using various media in the conduct of presentations ▶ Adapting to the use of new technology as appropriate
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Packaging Rules

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

Choose 12 elective units from the lists below, including:

- 3 units from Group A
- a minimum of 6 and a maximum of 9 units from Group B (Specialist Health and Environment)
- up to 3 remaining elective units, at Certificate IV level, from Group B (Specialist General Elective) units, **or** 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.*
- *Only 3 Group A units used in the packaging of a qualification for a candidate can be used in the packaging of a subsequent and higher level qualification for the candidate. No specialist, general elective or imported elective units used in the packaging of a qualification are to be included in the packaging of subsequent qualifications undertaken by the candidate.*
- *The inclusion of additional electives may need to be considered to meet the specific needs of a State or Territory.*

Group A elective units	
LGACOM411A	Interpret and apply authority to act
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

Group B (Specialist Health and Environment) elective units	
LGAEHRH302B	Undertake water sampling and routine reporting
LGAEHRH403A	Operate waste transfer, collection station or landfill facility
LGAEHRH404A	Coordinate and support the delivery of health services
LGAEHRH405A	Conduct routine inspections of food premises
LGAEHRR301B	Monitor and control standards of accommodation
LGAEHRR302B	Monitor and control standards of public swimming pools
LGAEHRR401A	Conduct routine inspections of non-food premises
LGAEHRR504C	Implement public education programs to improve community compliance
LGAEHRW505B	Implement strategies to minimise the impact of waste on the environment
LGAREGS406A	Support programs to enforce compliance
MSL943002A	Participate in laboratory/field workplace safety
MSL972001A	Conduct routine site measurements
Group C (Specialist General) 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
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
LGAREGS402B	Provide evidence in court
NWP315B	Investigate and report breaches of water industry legislation
NWP429B	Coordinate, implement and report trade waste monitoring procedures
NWP430A	Evaluate, implement and monitor standard low-risk trade waste discharge approvals
NWP431A	Investigate, rectify and report on trade waste incidents