



Australian Government

Department of Education, Employment and Workplace Relations

LGA40604 Certificate IV in Local Government (Land Management)

Release 2

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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 (Land Management) 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	• Consulting with others who may be internal or external to the organisation including state and federal agencies, members of the public, • 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 • Writing to suit audience needs including writing reports on land capabilities and notifying affected parties of proposed land developments • Sharing knowledge with and information to others • Participating in consultations with clients and stakeholders • Communicating the need for support • Negotiating effectively • Establishing and maintaining consultative processes • Developing and maintaining effective relations with the community
Teamwork	• Working cohesively with others • Liaising with relevant personnel • Understanding the roles of team members and referring tasks to others including other agencies, 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 • Determining breaches in compliance and rectifying causes
Initiative and enterprise	• Identifying the need to refer tasks which fall outside scope of job/role to others • Being proactive

Employability Skill	Industry/enterprise requirements for this qualification include:
	• Identifying sources of information and using them effectively • Adjusting quickly to changing situations • Identifying opportunities not obvious to others • Developing strategies to enhance effective community relations • Generating a range of options when advising council • Implementing strategies • Identifying ways in which economically sustainable development practices can be incorporated into council's decision making processes • Developing a framework for measuring council's commitment to integrated decision making

Employability Skill	Industry/enterprise requirements for this qualification include:
Planning and organising	• Participating in continuous improvement and planning processes • Preparing plans for land management • Planning and organising own work tasks • Developing timetables for preparation of plans • Developing action plans to implement strategies • Time management • Identifying and securing resources • Participating in priority and goal setting • Gathering and organising information in order to complete set tasks including undertaking data collection and analysis • Organising schedules to ensure work is completed on time • Coordinating tasks and processes • Analysing information and data to support work objectives • Reviewing policies • Monitoring, assessing and evaluating trends which impact on council • Undertaking relevant research and evaluation
Self management	• Monitoring own work and adjusting accordingly to meet agreed standards and expectations • Managing own work area • 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 • Obtaining feedback to identify ways to improve ongoing activities
Technology	• Using technology relevant to the job/role • 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 Land Management)
- Up to 3 units from elsewhere within this Training Package, **or** another endorsed Training Package **or** Accredited Course

NOTE: No more than one elective unit may be drawn from an AQF level below or above the AQF level for 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 Land Management) elective units	
LGALAND401A	Apply the principles of ecologically sustainable development to council decisions
LGALAND402A	Prepare plans of land management for land in council care, control and management
LGALAND403A	Assess applications for the use of land in council care, control and management
LGALAND404A	Undertake research of the natural and built environment
LGALAND405A	Implement strategies to minimise environmental pollution
LGALAND406A	Respond to native title determination applications