



Australian Government

Department of Education, Employment and Workplace Relations

LGA40708 Certificate IV in Local Government (Planning)

Release 2

LGA40708 Certificate IV in Local Government (Planning)

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 (Planning) 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 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 relevant to job/role • Writing to suit audience needs, e.g. providing written notification to affected parties • Sharing knowledge and information with 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 • Conducting consultations and interviews with applicants • Explaining rights and responsibilities • Preparing reports • Responding to customer feedback
Teamwork	<ul style="list-style-type: none"> • Working cohesively with others • Liaising with relevant personnel • Understanding the roles of team members and referring applications where necessary • Working 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 • Determining breaches in compliance and rectifying causes • Performing calculations

Employability Skill	Industry/enterprise requirements for this qualification include:
	<ul style="list-style-type: none">• Resolving customer complaints

Employability Skill	Industry/enterprise requirements for this qualification include:
Initiative and enterprise	<ul style="list-style-type: none"> Identifying need to refer tasks that fall outside scope of job/role to others Being proactive 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
Planning and organising	<ul style="list-style-type: none"> Participating in continuous improvement and planning processes 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 Coordinating tasks and processes Analysing information and data to support work objectives Monitoring, assessing and evaluating trends that impact on council Undertaking relevant research and evaluation Analysing documents and drawings for compliance Arranging inspection times and meetings Assisting in site inspections
Self management	<ul style="list-style-type: none"> Monitoring own work and adjusting accordingly to meet agreed standards and expectations Managing own work area 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, procedures and legislation that impact on council and individual performance Obtaining feedback to improve ongoing activities

Employability Skill	Industry/enterprise requirements for this qualification include:
Technology	<ul style="list-style-type: none"> Using technology relevant to the job/role, such as GIS, CAD, desktop publishing, desktop mapping, multimedia, graphic animation, plotters, printers and terminals 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:

- 3 or more units from Group A
- a minimum of 6 and a maximum of 9 units from Group B (Specialist Planning)
- Up to 3 elective units from Group C (General Elective) **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.*
- 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.*
- 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.*
- 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
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
LGAGOVA410B	Monitor council procedures to ensure compliance with relevant legislation
Group B (Specialist Planning) elective units	
LGAPLEM401B	Undertake assessments of domestic scale building applications
LGAPLEM402B	Assess minor applications for use or development
LGAPLEM403B	Attend requests for building and planning information and advice
LGAPLEM404A	Prepare and present geographic information systems data
LGAPLEM405C	Provide assistance in carrying out building inspections
LGAPLEM406B	Analyse the natural and built environment
LGAPLEM407A	Read and interpret titles, covenants and the local planning scheme
LGAPLEM408A	Process building permits
LGAPLEM409A	Draft planning permits and conditions
LGAPLEM410A	Provide service and information in preparing a development application
LGAPLEM411A	Conduct initial assessments of minor planning applications
LGAPLEM412A	Support the planning application, notification and appeals process
LGAPLEM413A	Conduct site inspections to check accuracy of plan and application documentation
LGAREGS303B	Enforce legislation to achieve compliance
LGAREGS402B	Provide evidence in court
CPCCBC4012A	Read and interpret plans and specifications
Group C (General Elective) 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
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
LGALAND401A	Apply the principles of ecologically sustainable development to council decisions
LGALAND403A	Assess applications for the use of land in council care, control and management
LGALAND404A	Undertake research of the natural and built environment