



Australian Government

Department of Education, Employment and Workplace Relations

LGA50304 Diploma of Local Government (Land Management)

Revision Number: 1

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Modification History

Not applicable.

Description

The Diploma of Local Government (Land Management) reflects the role of personnel working in Local Government who perform tasks involving a high level of autonomy and requiring the application of significant judgement in planning and determining the selection of resources/roles/techniques for themselves and others. They are required to develop specific practices to ensure the implementation of management systems, plans and policies. They demonstrate the application of a broad range of managerial, coordination and planning 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	• Developing agreements with native title holders/traditional owners • Negotiating effectively • Responding to queries and concerns • Sharing a range of information with others, for example when communicating policies to team members and when informing staff of legal ramifications of operations • Reading and interpreting a range of information including legislation, policies and procedures • Providing feedback, coaching and mentoring • Devising and conducting community consultations
Teamwork	• Providing team leadership • Working effectively with people from diverse backgrounds and demographics • Working collaboratively with other organisations
Problem solving	• Managing problems or contingencies ethically, professionally and in conjunction with relevant personnel
Initiative and enterprise	• Supporting corporate direction and strategy • Ensuring implementation of policies and procedures • Contributing to development of strategy • Identifying alternative strategies to achieve team tasks • Identifying strategies to retain group interest in presentations
Planning and organising	• Planning and allocating team roles and responsibilities • Establishing standards of performance required by team and individuals • Allocating duties, rosters in accordance with work requirements • Monitoring work outputs against agreed performance expectations • Reviewing existing policies to determine relevance and effectiveness • Establishing timeframes for evaluation • Managing own time and priorities effectively

Self management	• Self-evaluating own performance of team leader responsibilities • Undertaking self-development opportunities where necessary which may include training, mentoring or networking
Learning	• Undertaking ongoing learning and leadership skills training • Undertaking relevant on or off-the-job training and development • Supporting the education and training of staff where necessary
Technology	• The ability to use a range of office technology • The ability to adapt to changes in technology

Packaging Rules

10 Units of competency are required for the award of this qualification

- Choose 10 elective units from the lists below, including:
- 4 or more units from Group A
- 4 or more units from Group B (Specialist Land Management)
- Up to 2 units, at Diploma level, from elsewhere within this Training Package, or from 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 of this qualification

Unit Code

Group A Elective Units

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
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
LGAGOVA410B	Monitor council procedures to ensure compliance with relevant legislation
LGACOMP024A	Develop community relations
LGACOMP025A	Manage a local government project
LGACOMP026A	Provide team leadership
Unit Code	Group B (Specialist Land Management) Elective Units
LGALAND501A	Identify environmental assets and prioritise environmental issues
LGALAND502A	Identify native title issues relevant to local government context and functions
LGALAND503A	Develop agreements with native title holders/traditional

	owners
LGALAND504A	Undertake effective consultation with Indigenous people on matters of cultural heritage
LGAPLEM602B	Assist in developing an environmental management system for the organisation
LGAPLEM606B	Develop ecologically sustainable land management systems
LGAPLEM609B	Manage council parking system
LGAPLEM612B	Protect heritage and cultural assets
Prerequisite Unit/s	
