LGA50604 Diploma of Local Government (Regulatory Services)

Release 2

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Modification History

Release	TP version	Comments
2	LGA04 V3	Layout adjusted.
1	LGA04 V2.2	First release 2.2

Description

The Diploma of Local Government (Regulatory Services) 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	• Demonstrating clear open communication and consultation with the community and stakeholders in culturally appropriate ways. • Managing stakeholder relationships using a range of communication techniques to assess their needs and expectations. Consultation may involve participation in and facilitation of committees and aims to promote inclusion of all groups • Writing to suit audience needs which may include report writing • Engaging in a range of high level communications which may include providing timely advice to council and staff • Reading and interpreting a range of information relevant to job/role which may include legislation and its impacts on council operations • Developing agreements with others in council to ensure consistency in interpretation and application of legislation • Presenting information to wide range of audiences and modifying language to suit audience needs
Teamwork	• Achievement of effective working relationships which demonstrate an ability to work collaboratively with people from diverse backgrounds and across all sections of the organisation and the community • Working in a manner which is inclusive of all perspectives and which respects cultural and other differences • Liaising with and deferring to specialists from outside the organisation as appropriate. These may include associations, consultants and other levels of government • Providing team leadership, monitoring and supervising the performance of a team
Problem solving	• Problem solving and conflict management • Identifying staff needs and obtaining required support •
Initiative and enterprise	• The ability to formulate a range of potential options that may act as a basis for the development of crime prevention initiatives within community groups and geographic areas • The ability to develop innovative responses to complex

Employability Skill	Industry/enterprise requirements for this qualification include:
	issues • The ability to foresee the need for and implement control measures that reduce risk • The ability to think and operate strategically including the ability to develop strategies which reflect business objectives and which are in line with council or departmental strategies • The ability to undertake business planning for a department or business unit, using strategic thinking and forward planning • Identifying and investigating opportunities for growth • Modifying existing systems and processes or introducing new processes to ensure ongoing evaluation of systems and processes • The ability to engage in critical and analytical thinking at a high level

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Employability Skill	Industry/enterprise requirements for this qualification include:
Planning and organising	• Undertaking high level planning activities including developing departmental budgets • Undertaking relevant research and analysis using a range of techniques, to support the development of budgets and the development of crime prevention initiatives. The ability to collect, collate, analyse and synthesise relevant statistical data, trends and patterns is required • Conducting analysis of crime and public safety issues in order to establish their scope and parameters • Establishing measurable key performance indicators and targets with relevant parties, to assist in monitoring and managing departmental performance • Time management which involves ensuring planned marketing activities are scheduled within appropriate time frames and that schedules for implementing change are determined and amended as necessary • Analysing and evaluating a range of options in terms of their contribution to council objectives • Planning, resourcing, managing and evaluating projects. Resource management may include identifying relevant human and financial resources required and engaging in appropriate planning and control processes to achieve required resources
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	• Contributing to the learning community at the workplace by ensuring that relevant information on departmental activities and performance are made available for future planning and that appropriate training for staff is provided in a timely manner • Engaging in activities which promote own on-going learning requirements which may include maintaining current knowledge of legislation and common law • Undertaking formal training when required • Accessing appropriate forms of informal training and development including attending relevant seminars, reading appropriate newsletters and participating in committees
Technology	• Using technology relevant to the job/role which may

Employability Skill	Industry/enterprise requirements for this qualification include:
	include the use of computers and other relevant office technology • Adapting to the use of new technology as appropriate

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 Regulatory Services) that support community-based crime prevention
- up to 2 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	
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
Group B (**Specialist Regulatory Services**) **elective units**	
LGACPRV501A	Assess crime prevention needs within community groups or geographic areas
LGACPRV502A	Design a crime prevention initiative
LGACPRV503A	Manage and evaluate crime prevention initiatives
LGACPRV504A	Build the capacity of individuals, organisations and communities to support crime prevention
LGACPRV505A	Promote evidence-based approaches to support crime prevention initiatives
LGACPRV506A	Support the mainstreaming of crime prevention principles and practices