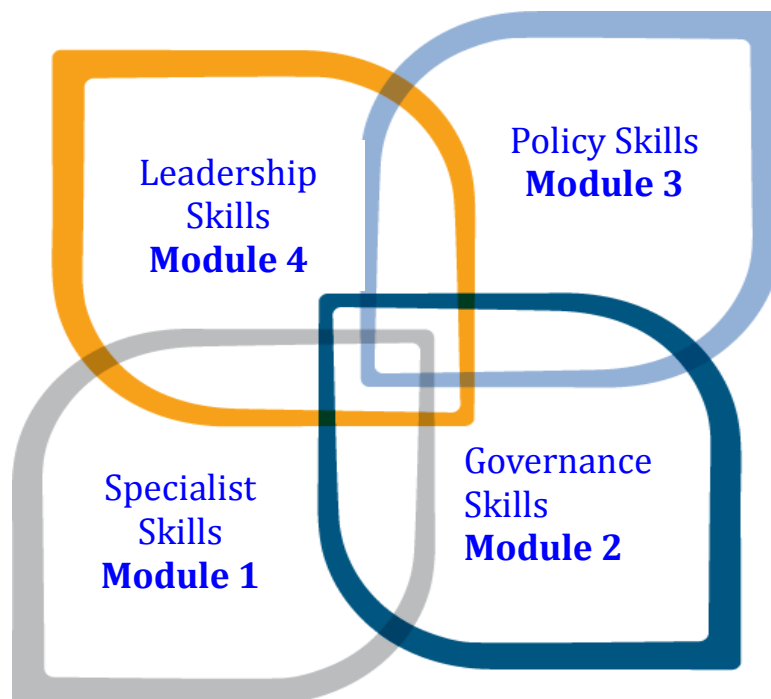




The Diploma of Local Government Administration

The Diploma of Local Government Administration qualifies individuals who apply integrated technical and theoretical concepts in a broad range of contexts to undertake advanced skilled or paraprofessional work and as a pathway for further learning.

Personnel involved in these roles 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 leadership, managerial, coordination, governance, representation and planning skills.





How is the course delivered? –

This program is delivered in three 2-day clusters at set intervals with an interactive on-line component to support learners throughout the training.

***Duration*– Participants will be allowed one month to complete each of the units from the time of delivery.**

Cost-

This course is supported by the NT government and is therefore delivered at no cost to councils.

Participants completing all four modules and assessment will meet the requirements for:

LGA50712 Diploma of Local Government Administration

**For enrolment information please
click [here](#) or email us at
admin@lka.net.au**

**Enrollment
[Information](#)**



MODULE 1 – Specialist Skills

- 1. LGACORE102B Follow defined OHS policies & procedures**
- 2. LGACORE104B Work Effectively in Local Government**
- 3. LGACORE105B Work with Others in Local Government**

This module includes:

General occupational health and safety (OHS) requirements in all local government functional areas. It covers the basic OHS responsibilities all staff members are expected to be able to uphold and maintain

Working effectively in a local government context, including accepting responsibility for own work. It requires an understanding of and support for local government priorities.

The promotion of effective work relationships within local government. The importance of building relationships, fulfilling own tasks and responding to constructive feedback when working within a team setting is recognised.

Module 2 Governance Skills

- 4. LGADMIN525A Undertake business planning**
- 5. LGAGOVA501B Contribute to advice to council on legislation**

This module includes:

Undertaking business planning for a unit or functional area within the organization. The unit specifically looks at research tools that underpin business planning, including the use of statistics. It covers identifying priorities, using different types of planning strategies, identifying



environmental sustainability issues, managing growth and incorporating triple bottom line.

Participating in research and consultation processes that inform the advice provided to council on legislation. The unit is suitable for managers in the organisation responsible for advising council in relation to their specific function or specialist area. It covers the requirements of review, interpretation, analysis, amendment and feedback on draft or existing legislation.

MODULE 3 – Policy Skills

- 6. 1.LGAGOVA606B Develop and maintain a community cultural plan**
- 7. LGADMIN526A Coordinate policy development**

This module includes:

Developing, implementing, monitoring and reviewing the cultural plan of a local government area. It is appropriate for senior managers in the organisation

Participating in research and consultation processes that inform the advice provided to council on legislation. The unit is suitable for managers in the organisation responsible for advising council in relation to their specific function or specialist area. It covers the requirements of review, interpretation, analysis, amendment and feedback on draft or existing legislation.

MODULE 4 – Leadership Skills

- 8. BSBMGT502 Manage People Performance**
“There is only one way to avoid criticism: do nothing, say nothing, and be nothing.”
Aristotle
- 9. 2. LGACOMP026A Provide Team Leadership**



This module includes:

The skills and knowledge required to manage the performance of staff who report to them directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management.

It applies to individuals who manage people. It covers work allocation and the methods to review performance, reward excellence and provide feedback where there is a need for improvement.

The unit makes the link between performance management and performance development, and reinforces both functions as a key requirement for effective managers.

providing leadership to a team within the organisation. The unit includes planning work for the team, monitoring team performance, facilitating change and providing reports. The unit is suitable for team leaders across the organisation.