

LGA50712 DIPLOMA OF LOCAL GOVERNMENT

The Diploma of Local Government 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 managerial, coordination, governance, representation and planning skills.

PATHWAYS INFORMATION AND ENTRY REQUIREMENTS

Not applicable to this qualification

ELIGIBILITY & PRE REQUISITES

- You will have been employed by your current employer for more than 3 months
- You must be employed full time.
- A Certificate IV in Local Government is recommended

BENEFITS TO THE EMPLOYEE AND EMPLOYER

- Staff can obtain a nationally accredited qualification which is recognised Australia wide
- Staff are gaining quality work skills which then can be applied within the work place
- Employers gain supervisory staff who understand the role of management
- Increased effectiveness of staff who have participated in the training

DURATION OF THE LEARNING

- These programs are competency based, which means they can be completed once all competencies have been achieved and your employer considers that you are competent at this level
- Participants should complete their qualification within 24 months
- Completion of this qualification can include Recognition of Prior Learning
- Assessments are set following the delivery of each unit of competency
- Participants will have a specified time in which they are expected to complete the set assessments. Specific deadlines for completion will be explained in the training agreement at the start of the course. Typically assessments are due between four and six weeks from the date that they are set.

HOW IS THE LEARNING CONDUCTED

- The learning is a combination of both on and off job delivery and assessment.
- Learning is supervised and supported by Supervisors and Managers within your organisation
- Access to phone and email support is available from the facilitator or representative of Municipal Training

- Participants will also communicate with Municipal Training on the Municipal Training MOODLE site on-line where they can access course learning and assessment materials and course information.
- Recognition of prior learning (RPL) is encouraged and we will work with you to determine what RPL may be available to you, prior to the commencement of the course
- 14 units in total are required to obtain this qualification
- You will have access to training support notes and assessment tasks.
- Flexibility in learning will be attained through consultation with the lead facilitators and program managers employed by Municipal Training

ON THE JOB ELEMENT

Between face to face sessions your employer will be involved and will work with you in completing the qualification. Municipal Training encourages the employer to participate in the learning process by allowing each participant to apply their new skill sets to their job roles and use workplace examples as tools for their assessments.

It is a requirement of Municipal Training facilitators and representatives to inform the employer/ supervisor / and or Manager of the organisation on the assessment process and requirements.

RECOGNITION OF PRIOR LEARNING (RPL)

Candidates who have at least one year's experience in working in local government will normally be eligible for RPL in the three local government units indicated in the following list of units of competency.

CAREER PATHWAYS

For further information on career opportunities please visit your local council where you can explore the possibilities.

TRAINING PATHWAYS

Participants who have completed the Diploma of Local Government Planning can then enrol to complete a degree in Planning.

**LGA50712 DIPLOMA OF LOCAL GOVERNMENT
UNITS OF COMPETENCY**

14 units of competency are required for the award of this qualification. This qualification may be undertaken as a general stream or a specialist stream qualification.

**General Stream
COMMON UNITS**

To complete this qualification participants must complete all six Common units from this list

LGACORE102B	FOLLOW DEFINED OHS POLICIES AND PROCEDURES – may be eligible for RPL <i>This unit covers the organisation's Occupational Health and safety (OHS) policies, procedures and programs in the relevant work area to meet legislative requirements. It also covers general OHS requirements in all local government functional areas and the basic OHS responsibilities all staff members are expected to be able to uphold and maintain. It is therefore appropriate for all council staff.</i>
LGACORE104B	WORK EFFECTIVELY IN LOCAL GOVERNMENT – may be eligible for RPL <i>This unit covers 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 unit is appropriate for all council staff particularly those entering local government for the first time.</i>
LGACORE105B	WORK WITH OTHERS IN LOCAL GOVERNMENT – may be eligible for RPL <i>This unit addresses 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. The unit is appropriate for all local government staff.</i>
LGACOMP024A	DEVELOP COMMUNITY RELATIONS <i>This unit covers areas such as community networking, developing strategies, promoting the council and organisation to the community and developing ongoing relationships. The unit is appropriate to employees in all areas of the organisation who need to develop and maintain community relationships.</i>
LGACOMP026A	PROVIDE TEAM LEADERSHIP <i>This unit covers areas such as working with teams and individuals, their standard of conduct and the initiative they take in influencing others. It covers providing leadership to a team within the organisation and includes planning work for the team, monitoring team performance, facilitating change and providing reports. The unit is suitable for team leaders across the organisation.</i>
LGAGOVA410B	MONITOR COUNCIL PROCEDURES TO ENSURE COMPLIANCE WITH RELEVANT LEGISLATION <i>This unit covers the monitoring of council compliance procedures to ensure that they are in line with legislative requirements and based on up-to-date information. The need for staff to be informed of council procedures and be kept up to date at all times with changes to legislation that impact on their roles is recognised. This unit is appropriate for staff at the supervisor or team leader level.</i>

This qualification may be undertaken as a general stream or a specialist stream qualification.

GENERALIST STREAM

To attain a GENERAL qualification all six _ units must be completed

BSBMGT502B	Manage people performance
LGAGOVA612B	Implement employee performance management systems
LGADMIN525A	Undertake Business Planning
LGADMIN527A	Manage policy development
LGAGOVA608A	Establish an annual budget that supports council's management and operational plans
LGAGOVA606B	Develop and maintain a community cultural plan
LGAGOVA501B	Contribute to advice to council on legislation

SPECIALIST STREAMS

**To attain a Specialist stream qualification all Specialist units must be completed
And a total of 14 units must be completed with the balance of units selected from this list**

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SPECIALIST STREAMS

To attain a Specialist stream qualification all Specialist units must be completed

BUILDING SURVEYING SUPPORT

This specialist stream provides an entry point to a career in building and surveying. The resultant Diploma will enable graduates to provide assistance and support to accredited building surveyors in carrying out building inspections.

CPCCSV5001A	ASSESS THE CONSTRUCTION OF DOMESTIC SCALE BUILDINGS
CPCCSV5004A	APPLY LEGISLATION TO URBAN DEVELOPMENT AND BUILDING CONTROLS
CPCCSV5008A	APPLY BUILDING CONTROL LEGISLATION TO BUILDING SURVEYING
CPCCSV5010A	INTERACT WITH CLIENTS IN A REGULATED ENVIRONMENT
CPCCSV5011A	APPLY BUILDING CODES AND STANDARDS TO RESIDENTIAL BUILDINGS
CPCCSV5014A	APPLY BUILDING SURVEYING PROCEDURES TO RESIDENTIAL BUILDINGS
LGAPLEM407A	READ & INTERPRET TITLES, COVENANTS & THE LOCAL PLANNING SCHEME
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

RATES

This specialist stream covers the competencies required for customer service personnel and others in local government who deal with rates enquiries.

LGAGOVA301B	ASSIST CUSTOMERS WITH RATE ENQUIRIES
LGAGOVA405A	IMPLEMENT DEBT RECOVERY PROCEDURES
LGAGOVA409A	MAINTAIN PROPERTY RATES AND RECORDS
LGAGOVA501B	CONTRIBUTE TO ADVICE TO COUNCIL ON LEGISLATION
LGAGOVA505B	PREPARE RATE NOTICE FORMS
LGAGOVA508A	RECOMMEND RATES AND CHARGES
LGAGOVA618A	RESOLVE VALUATION AND PROPERTY SERVICES DISPUTES

MANAGEMENT

This specialist stream covers the competencies required of personnel involved in a range of management roles within Local Government.

BSBMGT502B	MANAGE PEOPLE PERFORMANCE
BSBMGT616A	DEVELOP AND IMPLEMENT STRATEGIC PLANS

LGADMIN525A	UNDERTAKE BUSINESS PLANNING
LGADMIN527A	MANAGE POLICY DEVELOPMENT
LGACOM407B	MANAGE FINANCES WITHIN A BUDGET
LGACOM503B	PREPARE A BUDGET
LGACOM602B	COORDINATE AND FACILITATE A CHANGE PROCESS
LGACOM603B	DEVELOP, IMPLEMENT AND REVIEW POLICIES AND PROCEDURES
LGAGENE304A	CONDUCT EFFECTIVE COUNCIL MEETINGS
LGAGOV410B	MONITOR COUNCIL PROCEDURES TO ENSURE COMPLIANCE WITH RELEVANT LEGISLATION

PROCUREMENT

This specialist stream covers the competencies required for personnel responsible for procurement and contracting activities within Local Government.

PSPPROC505A	MANAGE PROCUREMENT RISK
PSPPROC506A	PLAN TO MANAGE A CONTRACT
PSPPROC507A	PLAN FOR PROCUREMENT OUTCOMES
PSPPROC508A	MAKE PROCUREMENT DECISIONS
PSPPROC509A	PARTICIPATE IN BUDGET AND PROCUREMENT REVIEW PROCESS
PSPPROC510A	CONDUCT AND MANAGE COORDINATED PROCUREMENT