

## LGA40204 CERTIFICATE IV IN LOCAL GOVERNMENT ADMINISTRATION

Employees in Local Government perform a broad range of skilled applications applied in a wide variety of contexts. This qualification, therefore, 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 AND ENTRY REQUIREMENTS**

Not applicable to this qualification

### **BENEFITS TO THE EMPLOYEE AND EMPLOYER**

- Staff can obtain a nationally accredited qualification which is recognised Australia wide
- Staff are gaining valuable 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

- 12 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)**

Participants 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 Certificate IV in Local Government Administration can enrol in the Diploma of Local Government.

**LGA40204 CERTIFICATE IV IN LOCAL GOVERNMENT (ADMINISTRATION)  
UNITS OF COMPETENCY**

**COMMON UNITS**

*To complete this qualification the participant must complete all 6 Common units*

<b>LGACORE102B</b>	<p><b>FOLLOW DEFINED OHS POLICIES AND PROCEDURES – <i>may be eligible for RPL</i></b></p> <p><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></p>
<b>LGACORE104B</b>	<p><b>WORK EFFECTIVELY IN LOCAL GOVERNMENT – <i>may be eligible for RPL</i></b></p> <p><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></p>
<b>LGACORE105B</b>	<p><b>WORK WITH OTHERS IN LOCAL GOVERNMENT– <i>may be eligible for RPL</i></b></p> <p><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></p>
<b>LGACOMP024A</b>	<p><b>DEVELOP COMMUNITY RELATIONS</b></p> <p><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></p>
<b>LGAGOVA410B</b>	<p><b>MONITOR COUNCIL PROCEDURES TO ENSURE COMPLIANCE WITH RELEVANT LEGISLATION</b></p> <p><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></p>
<b>LGACOMP026A</b>	<p><b>PROVIDE TEAM LEADERSHIP</b></p> <p><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></p>

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UNITS OF COMPETENCY**

**SPECIALIST UNITS**

*To complete this qualification the participant must complete all 6 Specialist units*

<b>LGAGOVA412A</b>	<b>PREPARE COUNCIL FOR LEGAL PROCEEDINGS</b> <i>This unit supports the knowledge of the legislation and regulation within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, is appropriately reflected.</i>
<b>LGADMIN417A</b>	<b>CONDUCT COMMUNITY CONSULTATION</b> <i>This unit covers conducting community consultation on behalf of Local Government in line with its strategic vision and program development.</i>
<b>LGACOM409A</b>	<b>PREPARE TENDER DOCUMENTATION</b> <i>This unit covers the scoping of contract services, the preparation of tender documentation and the calling for tenders.</i>
<b>LGACOM410A</b>	<b>PREPARE RESPONSE TO TENDERS</b> <i>This unit covers responding to tenders by preparing a tender bid or submission.</i>
<b>LGACOM401A</b>	<b>ADMINISTER CONTRACTS</b> <i>This unit covers the administration, monitoring and transition of contracts</i>
<b>LGACOM402A</b>	<b>ARRANGE CONTRACTS</b> <i>This unit covers receiving and evaluating tenders, preparing recommendations and notifying tenders of the outcome.</i>