LGA50208 Diploma of Local Government (Health and Environment) /
LGA50104Diploma of Local Government Administration

- The Diploma of Local Government Administration and the Diploma of Local Government (Health and Environment) reflect 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 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
- 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.
- 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 a rich variety of course learning and assessment materials and general 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
- 10 units in total are required to obtain each of these qualifications. However, up to 7 units are potentially common to both of the qualifications. Therefore it may only be necessary to complete 13 units to obtain a dual qualification.
- Flexibility in learning will be attained through consultation with the lead facilitators and program managers employed by Municipal Training.

ON THE JOB ELEMENT

Between our highly interactive workshop sessions you will have access to lectures, guidance notes and all of the assessment materials on line. Wherever possible 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.

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 some of the 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 Diploma in Local Government Administration might like to consider undertaking a degree on-line with Flinders University who offer a credit amounting to half of the course requirements for the Bachelor of Government and Public Management - 1.5 years of credit.

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LGACOMP026A	**Provide team leadership** This unit covers 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.
LGACORE104B	**Work effectively in local government** 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.
LGACORE105B	**Work with others in local government** 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.
LGAGOVA501B	**Contribute to advice to council on legislation** This unit covers 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.
LGAGOVA410B	**. Monitor council procedures to ensure compliance with relevant legislation** 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.
LGAGOVA606B	**Develop and maintain a community cultural plan** This unit covers developing, implementing, monitoring and reviewing the cultural plan of a local government area. It is appropriate for senior managers in the organisation.
LGADMIN525A	**Undertake business planning** This unit covers 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.
BSBSUS501A	**Develop workplace policy and procedures for sustainability** This unit describes the performance outcomes, skills and knowledge required to develop and implement a workplace sustainability policy, including the modification of the policy to suit changed circumstances. This unit requires the ability to access industry information, applicable legislative and occupational health and safety (OHS) guidelines.

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	While no licensing, legislative, regulatory or certification requirements apply holistically to this unit at the time of publication, relevant national, state and territory legislation, regulations and codes of practice impact upon this unit.
LGACOMP024A	**Develop community relations** This unit covers developing relationships with the community and liaising effectively with individuals and the community. The unit covers areas such as community networking, developing strategies, promoting the council and organization 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.
LGACORE102B	**Follow defined OHS Policies & Procedures** This unit covers 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 and is therefore appropriate for all council staff.
LGADMIN526A	**Coordinate policy development** This unit covers coordinating policy development processes including monitoring existing organisational policies, managing policy evaluations and providing policy advice. The unit is suitable for managers within the organisation.
PSPGOV517A	**Coordinate risk management** This unit covers coordination of risk management in the business unit/organisation. It includes maintaining infrastructure and processes, supporting staff to manage risk, facilitating risk recovery, and monitoring and reviewing risk management. In practice, coordinating risk management may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing client service, leading a group, developing policy etc.
LGAEHRW507A	**Plan and coordinate a waste collection or recycling service** This unit covers the identification of needs, markets and service options and the implementation, evaluation and review of waste collection or recycling services.
LGAEHRW508A	**Undertake education programs to achieve reduction, reuse and recycling of waste** This unit covers providing education programs to the public on issues of reduction, reuse and recycling of waste. The high public profile of council, and the unique role councils can play in educating the public on environmental matters, is recognised. The unit is appropriate for those responsible for developing public education programs.

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LGAEHRR509A	**Undertake environmental and nuisance controls** This unit covers the investigation of nuisances and the development and implementation of a control plan for complaints and notifications.
PUAEMR008A	**Contribute to an emergency risk management process** This unit covers the competency required to participate in the consideration of risks to local/regional community safety that require whole-of-community or multi-organisation attention. The emergency risk management process used will be developed in close cooperation with the community and consistent with the Australian Standard AS/NZS 4360. This unit covers the competency required to participate in the consideration of risks to local/regional community safety that require whole-of-community or multi-organisation attention. The emergency risk management process used will be developed in close cooperation with the community and consistent with the Australian Standard AS/NZS 4360.