

QUALIFICATION CODE	LGA40120
QUALIFICATION TITLE	Certificate IV in Local Government
QUALIFICATION DESCRIPTION	<p>This qualification reflects the role of individuals who apply the skills and knowledge to work in local government.</p> <p>These individuals work with independence, taking responsibility for their own functions and outputs.</p> <p>The skills in this qualification must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.</p> <p>No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.</p>
ENTRY REQUIREMENTS	There are no entry requirements for this qualification.

PACKAGING RULES	<p>13 units must be completed:</p> <ul style="list-style-type: none"> ■ 9 core units ■ 4 elective units, consisting of: <ul style="list-style-type: none"> ◦ at least 2 units from the electives listed below ◦ up to 2 units from any endorsed Training Package or accredited course – the unit must be relevant to the work outcome. <p>Packaging rules for each specialisation:</p> <ul style="list-style-type: none"> ■ the Group A electives must be selected for award of the Certificate IV in Local Government (Corporate) ■ the Group B electives must be selected for award of the Certificate IV in Local Government (Regulatory and Compliance) ■ the Group C electives must be selected for award of the Certificate IV in Local Government (Public and Local Services) <p>The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification.</p>
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CORE UNITS	<p>Core units</p> <p>BSBINM401 Implement workplace information system</p> <p>BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements</p> <p>FNSORG501 Develop and manage a budget</p> <p>LGALGA006 Implement a local government project</p> <p>LGALGA008 Implement risk management</p> <p>LGALGA012 Contribute to policy development</p> <p>LGALGA081 Implement communication techniques</p> <p>LGALGA084 Implement conflict resolution strategies</p> <p>LGALGA089 Operate in local government</p>
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ELECTIVE UNITS	<p>Elective units</p> <p>Group A: Corporate</p> <p>LGALGA015 Arrange contracts</p> <p>LGALGA019 Contribute to strategic planning</p> <p>LGALGA021 Administer grants</p> <p>LGALGA024 Enforce legislation to achieve compliance</p> <p>LGALGA026 Implement fleet management</p> <p>LGALGA028 Implement property management</p> <p>LGALGA030 Implement governance</p> <p>TAETAS501 Undertake organisational training needs analysis</p> <p>Group B: Regulatory and Compliance</p> <p>BSBSUS402 Implement an environmental management plan</p> <p>LGALGA021 Administer grants</p> <p>LGALGA024 Enforce legislation to achieve compliance</p>
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- LGALGA034 Implement emergency management
- LGALGA037 Investigate alleged breaches of legislation and prepare documentation
- LGALGA039 Undertake animal control duties
- LGALGA040 Inspect areas under council jurisdiction
- LGALGA042 Implement parking controls
- LGALGA044 Implement public event management
- LGALGA046 Implement airport operations

Group C: Public and Local Services

- LGALGA021 Administer grants
- LGALGA024 Enforce legislation to achieve compliance
- LGALGA048 Implement community engagement
- CHCCDE002 Develop and implement community programs

Group D: General electives

- AHCLPW401 Process applications for changes in land use
- BSBADM405 Organise meetings
- BSBCMM401 Make a presentation
- BSBCUS301 Deliver and monitor a service to customers
- BSBHRM405 Support the recruitment, selection and induction of staff
- BSBLDR403 Lead team effectiveness
- BSBLED401 Develop teams and individuals
- BSBMGT402 Implement operational plan
- BSBSUS401 Implement and monitor environmentally sustainable work practices
- BSBSUS402 Implement an environmental management plan
- CHCCDE002 Develop and implement community programs
- CHCEDU008 Share health information
- CHCVOL002 Lead volunteer teams

	<p>LGALGA068 Provide advice to council</p> <p>LGALGA073 Develop works maintenance schedule</p> <p>LGALGA074 Prepare for operational works</p> <p>LGALGA076 Implement asset management</p> <p>LGALGA078 Implement land planning</p> <p>LGALGA092 Conduct community consultations</p> <p>LGALGA094 Establish purchasing networks</p> <p>PSPLND004 Undertake native title assessments</p> <p>PSPREG011 Give evidence</p> <p>RIICWM401D Supervise civil works</p>
QUALIFICATION MAPPING INFORMATION	LGA40104 Certificate IV in Local Government
LINKS	Companion Volume Implementation Guide: