

Training Package

LGA00 Local Government

Qualifications

LGA50100 Diploma of Local Government
(Governance and Administration)

Competencies

- BSXFM1502A Provide leadership in the workplace
- BSXFM1504A Participate in, lead & facilitate work teams
- BSXFM1505A Manage operations to achieve planned outcomes
- LGACOM501A Develop & organise Public Education programmes
- LGACOM502A Devise & conduct community consultations
- LGACOM503A Prepare a budget (or BSAFIN502B)
- LGACORE102A Follow defined OHS policies & procedures
- LGACORE104A Work effectively in local government context
- LGACORE501A Provide quality & timely advice to Council
- LGAGOVA501A Assist in advising Council on Legislation
- LGAGOVA502A Develop a marketing strategy
- LGAGOVA503A Implement recruitment solutions
- LGAGOVA504A Prepare for Council elections
- LGAGOVA505A Prepare Rate Notice forms
- LGAGOVA506A Process results of Council elections
- LGAGOVA507A Provide advice on HR policies and procedures
- LGAGOVA508A Recommend rates and charges



Description

The Local Government Industry Training Package Toolbox offers learning opportunities to a range of Local Government employees and elected members.

In this Toolbox, 17 units of competency are addressed through three streams:

- the Community stream - containing scenarios which are primarily related to issues affecting the general public
- the Administration stream - containing scenarios which are mainly to do with the administration of the Council
- the Governance stream - containing scenarios which are related to issues affecting the elected members of the Council.

Learners select a scenario then complete activities within that scenario by exploring resources, using the Guide, and referring to readings and web sites in the Library.

Toolbox Website

For further information, online previews, support and purchasing, visit:
<http://www.flexiblelearning.net.au/toolbox>