

## LGA40120 Certificate IV in Local Government

**Course code: LGA40120**

With the significant changes made to a range of qualifications and training packages by the Australian Skills Quality Authority, Norman Waterhouse, in partnership with the College of Public Employment (RTO 40390), is pleased to offer the repackaged and newly developed accredited Certificate IV courses, specifically tailored for Local Government officers.

### Course Overview

The repackaged qualification has a more streamlined structure with all participants being enrolled in the Certificate IV in Local Government course, but with the option to focus their learning in any of the below specialisations:

- Certificate IV in Local Government (Regulatory Control)
- Certificate IV in Local Government (Rates)
- Certificate IV in Local Government (Corporate Services)

The qualification is suitable for all local government employees who are, or strive to be, in the following roles:

- Authorised officers
- Administration officer
- Parking Inspector
- Ranger
- Rates Officer
- Regulatory officer

### Entry Requirements

There are no entry requirements for this qualification.

### Duration

Participants will always be supported in their studies where assistance is required. Upon commencement of course, participants have 12 months to complete the course.

However, if required, a further 6-to-12-month extension may be provided to participants subject to application with valid reasons and subject to approval.

## Cost

The Certificate IV in Local Government (LGA40120) is priced at **\$4,500**.

## Commencement Dates

Elective Units for all specialisations will commence and be delivered on **Wednesday, 10 December 2025 to Monday, 15 December 2025** (Please note there is no requirement to sit the Core Units before the Elective Units).

Core Units will commence and be delivered between **June and July 2026**.

## Course Details

Each unit comprises of core units and electives, delivered jointly by Norman Waterhouse specialist practitioners and the College of Public Employment.

Core units will be delivered via webinar. We strongly encourage participants to be engaged and participate in these sessions in order to get a more comprehensive learning experience.

Electives will be delivered across 3 – 4 days and will require participants to attend several full days of workshops. The electives will be delivered via webinar also. We strongly encourage participants to ask questions and complete relevant assessment requirements during the workshops. These units will be scheduled, where possible, on consecutive days with the core units in order to minimise the disruption to the participant's attendance at work. Participants will work with Norman Waterhouse practitioners to learn the subject content and will complete theory assessments during the workshop.

Details for each of the specialisations are provided below

#### Certificate IV in Local Government (Regulatory Control)

Core Units	Description	Delivery Method
LGACORE001	Work in local government	Delivered via webinar in 2026.
BSBOPS403	Apply business risk management processes	
BSBWHS411	Implement and monitor WHS policies, procedures and programs	
BSBXCM401	Apply communication strategies in the workplace	
BSBOPS304	Deliver and monitor a service to customers	
Electives	Description	Delivery Method
BSBCMM511	Communicate with influence	Delivered via webinar on <b>Wednesday, 10 December 2025 to Monday, 15 December 2025.</b>
PSPLEG006	Encourage compliance with legislation in the public sector	
PSPINV001	Plan and initiate an investigation	
PSPINV004	Conduct an investigation	
PSPINV003	Finalise an investigation	
PSPETH007	Uphold and support the values and principles of public service	
LGAREG002	Provide evidence in court	

#### Certificate IV in Local Government (Rates)

Core Units	Description	Delivery Method
LGACORE001	Work in local government	Delivered via webinar in 2026.
BSBOPS403	Apply business risk management processes	
BSBWHS411	Implement and monitor WHS policies, procedures and programs	
BSBXCM401	Apply communication strategies in the workplace	
BSBOPS304	Deliver and monitor a service to customers	
Electives	Description	Delivery Method
PSPINV001	Plan and initiate an investigation	Delivered via webinar on <b>Wednesday, 10 December 2025 to Monday, 15 December 2025.</b>
PSPINV004	Conduct an investigation	
BSBCMM511	Communicate with influence	
PSPLEG006	Encourage compliance with legislation in the public sector	
PSPETH007	Uphold and support the values and principles of public service	
BSBPMG430	Undertake project work	
LGACOR002	Administer Rates	

### Certificate IV in Local Government (Corporate Services)

Core Units	Description	Delivery Method
LGACORE001	Work in local government	Delivered via webinar in 2026.
BSBOPS403	Apply business risk management processes	
BSBWHS411	Implement and monitor WHS policies, procedures and programs	
BSBXCM401	Apply communication strategies in the workplace	
BSBOPS304	Deliver and monitor a service to customers	
Electives	Description	Delivery Method
BSBCMM511	Communicate with influence	Delivered via webinar on <b>Wednesday, 10 December 2025 to Monday, 15 December 2025.</b>
CHCCDE027	Implement community development strategies	
CHCCDE018	Develop and implement community programs	
PSPINV001	Plan and initiate an investigation	
PSPLEG006	Encourage compliance with legislation in the public sector	
PSPETH007	Uphold and support the values and principles of public service	
BSBPMG430	Undertake project work	

\*Please note that the electives for the above courses may be subject to change, if required, to comply with Australian Skills Quality Authority requirements. Should this occur, participants will be informed as soon as practicable. It will not impact on the dates of delivery.

## Assessment Criteria

In addition to the theoretical component of the accreditation, there are also practical elements involved for each subject which will be assessed based on the participant's day to day work at the Council. The assessment will need to either be signed off by the participant's line manager, or by an assessor from the College of Public Employment.

Details of the assessment criteria for each particular unit will be provided upon commencement.

## Enrol / Contact Us

If you wish to proceed, please complete the attached enrolment form and send it to [mtenquiries@normans.com.au](mailto:mtenquiries@normans.com.au).

If you have any further questions about the course, please contact us at 8210 1200 or [mtenquiries@normans.com.au](mailto:mtenquiries@normans.com.au)