



## ***Certificate III in Local Government (Regulatory Services) LGA30404***

### **About Em-Four Pty Ltd**

Em-Four Pty Ltd is a Registered Training Organisation that specialises in local government compliance, investigation and enforcement training. We are accredited by the NSW Vocational Training and Education Accreditation Board (VETAB) and Commonwealth *Department of Education, Science and Training (DEST)* to deliver this course nationally. Further details of our nationally accredited training (RTO No. 90936) are available at [www.ntis.gov.au](http://www.ntis.gov.au).

### **About this Course**

***The Certificate III in Local Government (Regulatory Services) is the ideal entry level course for Parking Patrol Officers*** for local councils or similar organisations. It is designed for Local Government Officers whose job involves education, enforcement and compliance for Council parking regulations and is delivered by experts in local government enforcement and compliance training.



Participants develop their skills in parking and local government investigative best practice over the 12 months of this course. It provides participants with a sound foundation on which they can develop their enforcement, compliance and investigative skills for work in local government. The course also has an optional component for Enforcement Officers who have some Animal Management duties in their work.

Enrolment and Induction may be carried out on-line or direct with Em-Four, or through their employer who contracts Em-Four.

What sets this course apart from others in the market place is that it gives its participants the opportunity to practice and apply their knowledge in settings that come as close as possible to the real

world. It provides participants with the tools to investigate parking and other offences in Local Government. Our integrated problem solving approach is used to encourage participants to develop innovative solutions to the challenges that they confront in their work – Parking and Traffic Enforcement, Animal Control, Occupational Health & Safety, Electronic & Manual Infringement Processing. Our approach gives people the skills and knowledge they need to do their job. It is an ideal blend of theory and practice.

### **PROGRAM AREAS**

- Implement Local Government Parking Controls (On Street)
- Professional Ethics & Investigative Process
- Identification, Collection & Preservation of Physical Evidence
- Working with Others in Local Government
- Electronic & Handwritten Infringement Notices (**SEINS**)
- Statement Preparation
- Conflict Management
- Occupational Health & Safety

*Elective Introduction to Animal Control & Management or  
Elective Operate & Maintain Council Parking Facilities (Off-Street)*

*Competency Units may be substituted with others from our scope of training services to meet specific needs of our clients providing they comply with training package requirements.*

### **ACCREDITATION**

**This is a nationally accredited course.**



NSW Vocational  
Education & Training  
Accreditation Board

At the conclusion of the course and successful completion of relevant assessments, participants will be granted a nationally recognised qualification – the *Certificate III in Local Government (Regulatory Services) LGA30404*. This course articulates with the *Certificate IV in Local Government (Regulatory Services) – LGA40504* and the *Certificate IV in Animal Control & Regulation – RUV40104*.



NATIONALLY RECOGNISED  
TRAINING



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### **Traineeships**

Employee participation may attract significant financial incentives to your organisation.

### **Fees – Price on Application**

Our range of courses and placement on various State and Territory Education & Training Department provider lists means that the way we link our courses with traineeships greatly reduces the cost to you for eligible new and experienced staff.. Our courses are available as “Fee for Service” or “Traineeship –Based.” Contact Em-Four to discuss your requirements and pricing and we will arrange a quotation for you. Substantial discounts are available for organisations that are able to provide a suitable venue for delivery of training or able to provide more than five participants per course.

Our fees cover:

- Delivery of the course by specialist facilitators who are VETAB accredited as *Work Place Assessors & Trainers at Certificate IV level or higher.*
- Provision of all Course materials and session notes.
- Participant Support for administration and course assessment
- Assessment and issue of Certificates, Statements of Attainment or Attendance as appropriate



### **Recognition**

Recognition of Prior Learning and Recognition of Current Competency is available for this course. Contact Em-Four for further information.

### **Delivery & Duration**

*The course is broken into two phases over a period of twelve months that may be reduced according to the participant’s rate of progress. It consists of an intensive face-to-face component of five days, followed by a ten month field phase.*

*Ongoing assistance is provided through the field phase using a combination of distance learning, flexible work-based delivery and interactive assessments.*

### **Your Course Facilitators**

**Bruce Magee** – Former Detective Sergeant who has investigated and prosecuted the full spectrum of criminal offences over a distinguished career with the NSW Police. He has continued this work in the private sector, both as investigator and teacher. Director – Em-Four Pty Ltd.

**Gary Matlok** – Former NSW Police Sergeant. His approach to case management and problem solving enables course participants to quickly develop the skills needed to deliver effective investigation briefings and prepare reports that meet and exceed the standards required by employers. Director – Em-Four Pty Ltd.

**Philip Walsh** – Former NSW Police Sergeant, before becoming a Lecturer in Policing & Investigations for Charles Sturt University. Philip has a long history teaching and applying investigative and interviewing best practice in both police and public sector law enforcement. Director – Em-Four Pty Ltd.



**Em-Four Pty Ltd** has access to a broad range of specialists drawn from the fields of public and private law enforcement and investigations. These include currently practicing and former lawyers, magistrates, prosecutors, forensic officers, intelligence officers and investigators.

### **CONTACT DETAILS**

Bruce Magee (0417) 209232

[enquiries@emfour.com.au](mailto:enquiries@emfour.com.au)