



WALGA

WALGA Training (RTO 51992)
walga.asn.au/training

2023-2024 TRAINING COURSE DIRECTORY

Your **Essential resource** for Elected Member and Officer Training



MESSAGE FROM THE WALGA CEO AND PRESIDENT

Welcome to WALGA's 2023 – 2024 Training and Professional Development Course Directory.

WALGA Training is proud of our long-term commitment to deliver member-centric quality services that support and build capacity across the sector.

The Training Team have been busy developing new courses and updating existing course content to ensure we continue to offer relevant, up to date and engaging training.

We have extended our Nationally Accredited Training offerings to now include the LGA30120 Certificate III in Local Government. This recently introduced program, which is available as Traineeship or fee for service has already been receiving positive feedback.

We readily understand the obligations and ever-increasing pressure placed on Elected Members and Local Government Officers; both of whom have to navigate a range of issues associated with their respective roles whilst aiming to meet growing community expectations.

With that in mind, we engage highly skilled specialists across all disciplines, who draw upon their wealth of real-world and on the job knowledge to provide useful learning experiences. Valuable input is also provided by WALGA's Governance team and Employee Relations team to capture legislative and regulatory changes.

Through our flexible delivery methods, supported by contemporary and functional learning systems and eLearning platforms, we continue to expand participation and aim to break down barriers that may restrict access to training and development for Regional and Remote Communities.

We encourage you all to undertake regular professional development with WALGA Training to keep-up-to-date in this ever-changing environment.

Importantly, our courses provide an excellent chance for Elected Members and Local Government Officers to take advantage of the networking opportunities that training brings, and to share best practice.

Please do not hesitate to contact our friendly and helpful WALGA Training team who are always happy to assist and receive your feedback.



Nick Sloan
Nick Sloan
Chief Executive Officer



Karen Chappel
Cr Karen Chappel AM JP
WALGA President



Acknowledgement of Traditional Owners

WALGA acknowledges the continuing connection of Aboriginal people to Country, culture and community. We embrace the vast Aboriginal cultural diversity throughout Western Australia, including Boorloo (Perth), on the land of the Whadjuk Noongar People, where WALGA is located and we acknowledge and pay respect to Elders past and present. WALGA is committed to supporting the efforts of WA Local Governments to foster respectful partnerships and strengthen relationships with local Aboriginal communities.

Pictured: Artwork by Michelle 'Willura' Kickett, Noorn Boodjah

ABOUT WALGA TRAINING

WALGA Training is a Registered Training Organisation (RTO Code 51992), offering comprehensive training solutions for the Local Government sector. We are committed to providing timely, friendly and efficient customer service to assist our clients on their journey.

Our approachable team is here to help you with booking requests, On-Site training or eLearning quotes, and assisting you with any questions that may arise.

Behind the scenes, our product development team is busy at work to ensure that your training is supported by quality resources, which are continuously updated to capture legislative changes and good governance practices.

Our group of carefully selected trainers are subject matter experts in their field of expertise. They are eager to share their extensive knowledge in a safe and engaging environment, encouraging participants to expand their knowledge and practicing skills to further develop their own capacity.



COURSE OFFERINGS



On-Site training at Shire of Gingin

ON-SITE TRAINING

Face to Face Training at your Local Government (On-Site)

Similar to the training delivered at WALGA, a specialist trainer will come to your Local Government. This option is excellent if you want to contextualise* the training to your region, discuss local challenges or simply to cut down travel time. You can also invite neighbouring Councils to share the training cost. Contact WALGA Training for a quotation.

* If the learner resources require contextualising, an additional fee may be incurred.



FIND A COURSE

Elected Member

Nationally Recognised Training

LGA50220 Diploma of Local Government – Elected Member 20-21







Council Member Essentials

Understanding Local Government 9
 Conflicts of Interest 9
 Serving on Council 10
 Meeting Procedures 11
 Understanding Financial Reports and Budgets 11

Professional Development

Effective Community Leadership 12
 Dealing with Conflict 13
 Strategic Decision Making (IPR) 13
 Strategic Policy Development 14
 Oversee Asset Management Strategy 14
 Planning Practices – Essentials 15
 Planning Practices – Advanced 15
 CEO Performance Review 16
 CEO Recruitment 16
 Speaking Professionally as an Elected Member 18
 Record Keeping Awareness for Local Government Elected Members 18
 The Role of Mayors and Presidents 19

Symbols to look out for

					
New course	This course has been updated with new content .	Content has been updated to include 2023 legislative amendments .	This is a popular course. Classes book quickly.	This course forms part of the Diploma course.	This course includes highly technical content .

Officer

Nationally Recognised Training

LGA30120 Certificate III in Local Government 22-23

Induction Programs

24

Governance

Report Writing for Informed Decision Writing 26
 Introduction to Managing Business Records in Local Government 27
 Policy Development and Procedure Writing 28
 Meeting Practices for Good Governance Outcomes 28
Local Government Act 1995 – Essentials 29
Local Government Act 1995 – Advanced 29
 Rates in Local Government – Clerical 30
 Rates in Local Government – Debt Collection 30
 Delegation and Authorisation - Essentials 31

Communication Skills

Presenting with Confidence 32
 Dealing with Difficult Customers 32

Procurement

Procurement in Local Government – The Basics – eLearning 34
 Procurement and Contract Essentials 34
 Procurement Planning and Risk Management 35
 Compliance, Evaluation and Contract Award 36
 Contract Administration and Management 37
 Introduction to Specification Writing 38
 Procurement Developing Specifications for Excellence 39

Employee Relations

HR Toolkit for Managers 40
 Effective Supervision 41
 State Employment Law Essentials 42
 Understanding and Applying the Local Government Industry Award 2020 (WA) 43
 Understanding and Applying the Local Government Industry Award 2020 (NT) 43

Health and Safety Training

44-45

Emergency Management

Emergency Management Fundamentals – eLearning 47
 Emergency Management Foundations for Local Government 47
 Community Disaster Recovery 48
 Recovery Coordinators Course for Local Government 48
 Emergency Management for Local Government Leaders 49

Urban and Regional Planning

Residential Design Codes (R-Codes) 50
 Planning Practices – Essentials 51
 Planning Practices – Advanced 51
 Introduction to Planning – eLearning 52

Waste Management

Introduction to Waste Management 53

Environment and Sustainability

Local Government Climate Risk Assessment Training 55

COUNCIL MEMBER ESSENTIALS

The Council Member Essentials training is delivered in five individual course modules. Each module focuses on a different topic, building the knowledge and skills required of Council Members in a step-by-step approach, developing a deeper understanding over time. Each module is filled with practical tips and tools to enable Council Members to perform their role and fulfil their responsibilities as defined in the *Local Government Act 1995*.

Training is targeted at newly Elected Members, returning Elected Members and/or Elected Members who wish to run for election and are yet to complete the required training.

- Understanding Local Government
- Conflicts of Interest
- Serving on Council
- Meeting Procedures
- Understanding Financial Reports and Budgets

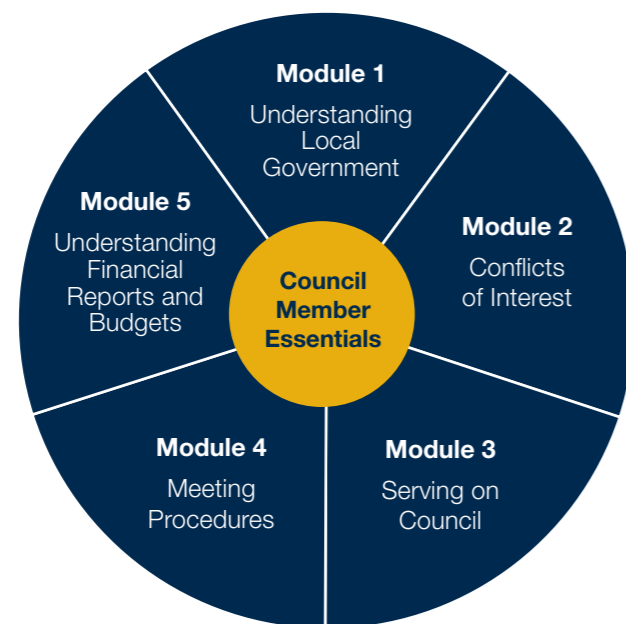
All newly Elected Members are required to complete the five modules within 12 months of being elected.

ASSESSMENT

Each participant is required to complete a quiz/assessment at the end of each module. Depending on the delivery methodology and the learner preference or need, assessments are completed on WALGA's eLearning hub (MOODLE). When choosing Face-to-face training, assessments are completed at the end of the day. E-learners will complete their assessment at the end of the module.

Please note: WALGA must report individual training and assessment activities to the State Government. After completing each module and successfully undertaking the assessment, a Certificate of Achievement will be issued.

To gain the most value from the modules it is recommended that the training is undertaken in the following logical sequence:



The *Local Government Act 1995* has undergone a continuous reform since 2019. All Council Member Essentials modules have been reviewed to incorporate the latest legislative reform updates and will highlight any expected changes.

Module 1 Understanding Local Government

½ Day*

Who should attend?

A necessary course for newly Elected Members.
Recommended for returning Elected Members to refresh and update their knowledge and understanding of their role within Local Government.

Course Information

In this important foundation course, we will assist you in your transition from private citizen to Councillor.

You will gain valuable information and a greater understanding of your role and responsibilities, and Local Government protocols and procedures to help you fulfil your duties competently.

Importantly, you will gain an overview of how the *Local Government Act 1995* frames the systems and processes involved in the function of Local Government.

Learning Outcomes

- Identify how Local Government fits into the structure of Government in Australia;
- Understand the role of Elected Members;
- Distinguish between the strategic role of the Council and the day to day role of the Administration;
- Understand the legislative environment of Local Governments; and
- Raise awareness on how to participate confidently in Council and committee meetings.

Delivery/Cost/Time

- 📍 Face-to-face at WALGA \$240 (plus GST)
 - 📍 On-Site at your LG On Request
 - 🖥️ Virtual Classroom via Zoom \$240 (plus GST)
 - 📖 eLearning Individual \$220 (plus GST)
- LG Subscription: refer to page 57 or the website

[View Dates & Register Online](#)



* These courses can be combined into a 1 Day Course when delivered at your Local Government

Module 2 Conflicts of Interest

½ Day*

Who should attend?

A necessary course for newly Elected Members.
Recommended for returning Elected Members to refresh and update their knowledge and understanding of their legal and ethical responsibilities in managing and disclosing interests.

Course Information

As an elected community representative and leader, Elected Members are required to make objective, unbiased decisions on matters affecting the whole community. Elected Members have a statutory obligation to declare any actual or perceived interests that may influence those decisions.

This course outlines financial, indirect financial, proximity and impartiality interests; disclosure of interests at meetings; the importance of closely associated persons; and the link between gifts and conflicts of interest.

Learning Outcomes

- Identify the types of interest that exist;
- Understand how an Elected Member can have an interest in a Council or committee matter;
- Evaluate the implications of different types of interest;
- Identify the critical people when considering interests; and
- Confidently locate helpful information.

Delivery/Cost/Time

- 📍 Face-to-face at WALGA \$240 (plus GST)
 - 📍 On-Site at your LG On Request
 - 🖥️ Virtual Classroom via Zoom \$240 (plus GST)
 - 📖 eLearning Individual \$220 (plus GST)
- LG Subscription: refer to page 57 or the website

[View Dates & Register Online](#)



* These courses can be combined into a 1 Day Course when delivered at your Local Government



Face-to-face Elected Member training at WALGA

Module 4 Meeting Procedures




1 Day

Who should attend?

A necessary course for newly Elected Members.

Recommended for returning Elected Members to refresh and update their knowledge and understanding of their role within Local Government.

Delivery/Cost/Time

-  Face-to-face at WALGA \$495 (plus GST)
 -  On-Site at your LG On Request
 -  eLearning Individual \$350 (plus GST)
- LG Subscription: refer to page 57 or the website

[View Dates & Register Online](#)


Course Information

Participating effectively in meetings is a critical aspect of being an Elected Member. Meetings are the fundamental component of your role and your opportunity to deliver outcomes for your community.

You will learn to prepare for meetings by analysing and interpreting information and collaborating with other Elected Members enabling you to make informed strategic decisions during the meeting.

This course will provide you with the tools to participate effectively in meetings by developing an understanding of meeting procedures and high-level debating techniques.

"I am a newly Elected Member. So I came in not knowing much about the procedures of a meeting. I am now leaving with a lot of knowledge and confidence."

Learning Outcomes

- Critically read agendas and evaluate Local Government officer reports
- Understand and be able to correctly use procedural motions and effectively raise 'points of order'
- Demonstrate skills as a chair within legal and ethical requirements
- Understand the importance of checking and confirming the minutes
- Use knowledge of meeting procedures to move, second or foreshadow motions, use correct amendment rules where appropriate and take the right of reply; and
- Participate confidently and effectively in Council and committee meetings.

Module 5 Understanding Financial Reports and Budgets





1 Day

Who should attend?

A necessary course for newly Elected Members.

Recommended for returning Elected Members to refresh and update their knowledge and understanding of financial reports and budgets within Local Government.

Delivery/Cost/Time

-  Face-to-face at WALGA \$495 (plus GST)
 -  On-Site at your LG On Request
 -  Virtual Classroom via Zoom \$495 (plus GST)
 -  eLearning Individual \$350 (plus GST)
- LG Subscription: refer to page 57 or the website

Course Information

Elected Members encounter ongoing pressure to be fully across their Council's financial decisions and responsibilities.

Often Elected Members will be urged to reduce rates, while keeping services to a high level and at the same time keep spending down!

This course provides a practical understanding on how to review and interpret financial reports and budgets, as well as monitor revenue and expenditure. You will gain an understanding and discuss the benefits of financial forecasting; and realise the impact that key decision making has on the organisation's financial health.

Course material will outline the linkage between Strategic Planning, Asset Management Planning and Long Term Financial Planning.

Learning Outcomes

- Understand basic accounting principles and concepts;
- Analyse the roles and responsibilities of Council, Councillors, the CEO and Audit Committee;
- Apply strategic financial management;
- Understand the imposition of rates, annual budgets and financial management reporting.

"Excellent presentation and real examples along the way."

[View Dates & Register Online](#)


Module 3 Serving on Council




2 Days*

Who should attend?

A necessary course for newly Elected Members.

Recommended for returning Elected Members to refresh and update their knowledge and understanding of their role within Local Government.

Delivery/Cost/Time

-  Face-to-face at WALGA \$990 (plus GST)
 -  On-Site at your LG On Request
 -  eLearning Individual \$450 (plus GST)
- LG Subscription: refer to page 57 or the website

[View Dates & Register Online](#)


Course Information

This comprehensive 2 day course is specifically developed to address the unique skills and knowledge required by Elected Members and will develop the knowledge and skills required to effectively serve on Council.

Building on the information from the first few modules, this course delves deeper into what is involved in serving your community in a Local Government environment and performing as a competent and capable team member on Council.

It recognises both internal and external influences on Elected Members, how to develop and maintain strategic relationships, the necessity to perform your role in a due diligence framework and how to contribute effectively to high level strategic decision making.

Learning Outcomes

- Understand and apply legislation and regulations within which Councils must operate;
- Identify the role of Elected Members and senior management in leading and supporting their communities;
- Recognise expectations on Councillors to act in a 'Board-like' manner as the governing body;
- Apply processes involved in contributing successfully to Council and committee meetings; and
- Implement ethical decision making.

"Excellent Training. Very useful and great opportunity to engage with others, ask questions and take part in discussions."

** The 2 Day Face to Face course at WALGA or at your Local Government provides in-depth content supported with practical and hands-on learning activities

Elected Member Courses

PROFESSIONAL DEVELOPMENT

The role of the Elected Member as the decision-making representative of their community places an increasing responsibility on democratically elected individuals to be well informed of the statutory framework relevant to the Local Government sector, and to continuously improve skills to meet future challenges.

WALGA has developed a comprehensive suite of professional development training for Elected Members to undertake, after they have completed the minimum statutory training requirements 'Council Members Essentials'. There are over 20 distinct learning and continuous professional development opportunities including WALGA's nationally accredited program, the LGA50220 Diploma of Local Government for Elected Members.

Participation in WALGA's training opportunities will align with your Council's Professional Development Policy, providing reassurance that participants are building their capacity to perform to a level that reflects the trust communities place in their elected representatives.

"Thank you all so much for all the Elected Member Training opportunities that WALGA provides. It is not only fantastic training and incredible experiences with better learnings and education for roles with local government but provides experiences, learnings and numerous opportunities with, for and networking of other sectors too. The facilitators you have are the best. Feel absolutely privileged to have these amazing opportunities as an Elected Member. Thank you all."

Councillor Feedback


Dealing with Conflict

2 Days

Who should attend?

Elected Members who would like to enhance their interpersonal skills, improve relationships with colleagues and get the most out of their role in Local Government.

Delivery/Cost/Time

 Face-to-face at WALGA
\$990 (plus GST)

 On-Site at your LG
On Request

[View Dates & Register Online](#)



Course Information

Elected Members face unique challenges in dealing with community criticism and engaging in effective debate and collective decision making with their fellow Elected Members. A specialised skillset for dealing with conflict allows Elected Members to safeguard their personal wellbeing, contribute to positive cultures and perform their roles effectively.

This course develops the skills to manage conflict within the Council and between the Local Government and the community. This course will enable Elected Members to identify common communication roadblocks, common sources of conflicts within groups and develop techniques for resolving conflict situations.

The program will examine communication strategies, interpersonal skills and emotional intelligence and how to navigate through confronting and challenging situations.

Learning Outcomes

- Different leadership roles;
- The importance of thinking strategically;
- How to motivate self and others;
- Communicate with the Council and community;
- The importance of ethics in a leadership role;
- How to identify and deal with conflict; and
- How to read others through increasing your emotional intelligence.

"Thank you so much for today. This course is invaluable for Elected Members (new and experienced) and should be a part of the CME training as the first course we do – and be conducted at each LG Council shortly after elections every two years."


Effective Community Leadership


1 Day


Who should attend?

Recommended for Elected Members looking to increase their knowledge and understanding of their leadership role in Local Government and the broader community.

Delivery/Cost/Time

 Face-to-face at WALGA
\$530 (plus GST)

 On-Site at your LG
On Request

 Virtual Classroom via Zoom
\$530 (plus GST)

[View Dates & Register Online](#)



Course Information

The course introduces engagement principles and communicating levels of information required of Council Members in their role as community leaders and representatives of the Council.

Topics will cover the context and parameters of partnerships between Council and outside organisations, how to interact within the community, skills needed to build community engagement, barriers to community engagement, leadership within community and determining capacity of the community.

"The training did what I hoped and that it refreshed my knowledge and made me understand where I had become jaded."

Learning Outcomes

- Knowledge of leadership styles;
- Develop strategic thinking skills and the ability to articulate strategic vision;
- Understanding the different modes of community engagement and how that impacts the Elected Member as a Leader;
- Distinguish between the strategic role of the Council and the Administration in community engagement;
- Build a toolkit of communication skills to effectively connect with Council and community;
- Know the outcomes of building community relationships that are beneficial to the work of Local Government.


Strategic Decision Making (IPR)

1 Day


Who should attend?

An absolute must for all Elected Members as it provides an introduction to integrating community priorities into strategic planning and budgeting processes.

Delivery/Cost/Time

 Face-to-face at WALGA
\$530 (plus GST)

 On-Site at your LG
On Request

 Virtual Classroom via Zoom
\$530 (plus GST)

[View Dates & Register Online](#)



Course Information

This course uses existing legislation as a basis to explore the way in which Local Governments are required to plan for the future.

Exploring the links between planning, policy development and major strategy documents such as asset management and infrastructure plans, this course will build your capacity to contribute to high level strategic decision making.

Topics covered within the course include putting strategic planning in perspective; the integrated Planning and Reporting (IPR) framework; the analysis and consultation process; and formulation and implementation of a strategic plan.

This course will be updated as legislative reforms are implemented to transition to Council Plans.

Learning Outcomes

- Know and understand the strategic planning process and how to plan for the future;
- Know and understand the Integrated Planning and Reporting framework;
- Know about analysis and consultation;
- The formulation and implementation of a strategic plan; and
- How to monitor and review high level decision making.

"I enjoyed everything – the communication, knowledge, trainer, the content and resources provided."




Strategic Policy Development

1 Day

Who should attend?

All Elected Members as it provides critical information about developing policy to support strategic decision making.

Delivery/Cost/Time

-  Face-to-face at WALGA \$530 (plus GST)
-  On-Site at your LG On Request
-  Virtual Classroom via Zoom \$530 (plus GST)

[View Dates & Register Online](#)


Course Information

Effective policy making is central to good governance. In this course, participants will gain a greater understanding of matters associated with strategic decision making as major issues impacting on policy are analysed, interpreted and integrated through the development phase.

Topics covered include the need for policy and its development to meet Council's statutory responsibility; and how to improve ineffective policy for better governance and outcomes. The course explores the development of consultative processes needed to be undertaken with consideration to state and federal legislation.

Learning Outcomes

- Differentiate between Council policies and operational procedures;
- Explain a model of policy development;
- Explain the relationship between policies and procedural justice;
- Understand the links between policy making and strategic planning;
- The desirability of including a consultation component in policy development; and
- Identify how Elected Members can influence strategic direction through policy.

"I most enjoyed the greater understanding and how to implement ideas plus hearing others Councillors views."



Planning Practices – Essentials

1 Day

Who should attend?

- Suitable for Elected Members wanting to gain an introductory understanding of Town Planning practices.
- Suitable for all Local Government Officers and recent planning or similar field graduates, community members and representatives.

Delivery/Cost/Time

-  Face-to-face at WALGA \$580 (plus GST)
-  On-Site at your LG On Request
-  Virtual Classroom via Zoom \$580 (plus GST)

[View Dates & Register Online](#)


Course Information

Planning matters are often complex, generate a great deal of interest in the community and can also be controversial.

It is therefore critical that decision makers i.e. Elected Members, and planning Officers, have a thorough understanding of planning processes, decision making process and implications of decisions to appropriately assess applications.

Topics include types of Land Use Planning, Roles and Responsibilities in Planning, Council and the Administration, Legislative Framework, State Planning Framework, Local Planning Framework; Decision Making Process, State Administrative Tribunal, Development Assessment, Enforcement and Compliance.

Learning Outcomes

- Recognise and interpret legislation relevant to planning decision making;
- Understand the role and responsibilities of Council and the Administration as it relates to planning decisions;
- Recognise, understand and apply State and local planning frameworks;
- Interpret and apply planning frameworks to planning and development applications; and
- Understand the social and financial implications associated with Local Government planning decision making.

"Great course – should be compulsory!"




Oversee Asset Management Strategy

1 Day

Who should attend?

All Elected Members wishing to increase their knowledge of managing community assets and the long-term impact during its life cycle.

Delivery/Cost/Time

-  Face-to-face at WALGA \$530 (plus GST)
-  On-Site at your LG On Request
-  Virtual Classroom via Zoom \$530 (plus GST)

[View Dates & Register Online](#)


Course Information

A key to your Council's financial wellbeing is to ensure you are managing assets successfully and sustainably.

Infrastructure assets such as roads, drainage and buildings represent a significant capital cost to Local Governments, making it critical that all assets are maintained throughout their life cycle and eventually replaced or decommissioned.

It is essential that Elected Members understand the meaning of sustainable service delivery and the term 'efficient and effective'. Sustainable asset management will address:

- level of service to the community;
- user costs;
- maintenance costs;
- risk exposure and liability claims

Learning Outcomes

- Identify the risks associated with the management of infrastructure assets;
- Understand the life cycle costs of infrastructure assets;
- Identify the revenue gap; and
- Develop a plan for financial sustainability.

"I developed a much better understanding of asset management processes in conjunction with community expectations."




Planning Practices – Advanced

1 Day

Who should attend?

Targeted at Elected Members with at least 2 years' experience or those who have previously attended Planning Practices – Essentials.

Delivery/Cost/Time

-  Face-to-face at WALGA \$580 (plus GST)
-  On-Site at your LG On Request
-  Virtual Classroom via Zoom \$580 (plus GST)

[View Dates & Register Online](#)


Course Information

Whilst practitioners and decision-makers in the planning space may have a broad understanding of planning matters, lack of exposure to certain items or an in-depth understanding of the particular planning topic can lead to poor decisions or inappropriate outcomes. The Planning Practices - Advanced course provides a deeper understanding of a range of common planning topics that arise, to provide a more comprehensive knowledge base for decision-makers.

Topics covered include Structure Planning, Bushfire Prone Areas, Development Contribution Plans, Coastal and Flood Risk, Rights of Way and Pedestrian Access Ways, Tree retention and provision, Heritage, Public Open Space and Encumbrances used in Planning, and Monitoring and Review.

Learning Outcomes

- Understand and implement State and local planning frameworks;
- Evaluate the effectiveness of strategic planning frameworks;
- Identify current issues and trends in the planning system in Western Australia
- Apply and implement planning frameworks to address planning related issues in a Local Government decision making setting; and
- Assess the effectiveness of the local planning framework and develop and integrate methods for Local Government planning reform.

"Content and the course was extremely valuable."



CEO Performance Review

1 Day

Who should attend?

All Elected Members who are required to participate in determining CEO employment matters as part of the Council in its role as the employing authority for the CEO.

Delivery/Cost/Time

-  Face-to-face at WALGA
\$530 (plus GST)
-  On-Site at your LG
On Request
-  Virtual Classroom via Zoom
\$530 (plus GST)

[View Dates & Register Online](#)


Course Information

The course covers the legal responsibility of Elected Members to review the annual performance of their CEO, the planning and processes involved with the annual appraisal, assessing achievements and setting goals.

This course addresses the processes, knowledge, skills and attributes required for Elected Members to contribute effectively to their Council's annual appraisal of its Chief Executive Officer.

Learning Outcomes

- Ability to explain the importance and benefits of the CEO Performance Review;
- Ability to explain the review process;
- Decide who will conduct the review, establish aims for the review and decide what to assess;
- Design documentation tailored to the needs of the Local Government to facilitate the review process;
- Describe techniques associated with appropriate feedback; and
- Explain discussion points for an evaluation of the appraisal process and outcomes.

"All Councillors should attend so they learn as a collective."




CEO Recruitment

1 Day

Who should attend?

Elected Members who are preparing to undertake a Chief Executive Officer (CEO) recruitment process on behalf of their Local Government.

Delivery/Cost/Time

-  Face-to-face at WALGA
\$530 (plus GST)
-  On-Site at your LG
On Request
-  Virtual Classroom via Zoom
\$530 (plus GST)

[View Dates & Register Online](#)


Course Information

Recruitment of employees at any level within an organisation is a complex, time consuming and, at times, difficult task even when undertaken by experienced human resource management professionals.

The task can be more challenging for Local Government Elected Members, who most likely would have had little or no experience in the area of general recruitment let alone the critically important function of recruiting a Chief Executive Officer (CEO) for their Local Government.

The recruitment of a CEO will be one of the most important processes that a Council Member will be involved within their term of office, so the aim of the course will be to provide Elected Members with the necessary skills and knowledge to effectively participate in and contribute to the process.

Learning Outcomes

- Understand and acknowledge the challenges and complexity of the process of recruiting a Chief Executive Officer;
- Understand the legislative framework that prescribes the recruitment process and the policies and procedures necessary to afford good governance and proper outcomes;
- Understand the importance of designing a position description and selection criteria that clearly outlines the skills required to undertake the position of CEO for your Local Government;
- Confidently and actively contribute to the process in a reasonable, considered, and objective manner;
- Understand the importance of the employment contract in relations to the terms of employment and how it pertains to performance expectations i.e. KPIs.

"Very informative. A well balanced course. Thank you."



CEO Recruitment training at WALGA




Speaking Professionally as an Elected Member

1 Day

Who should attend?

Elected Members who wish to extend their public speaking skills in a relaxed and supportive environment.

Delivery Methods and Cost

-  Face-to-face at WALGA \$530 (plus GST)
-  On-Site at your LG On Request
-  Virtual Classroom via Zoom \$530 (plus GST)

[View Dates & Register Online](#)


Course Information

As an Elected Member you are required to participate in a variety of face to face settings, be it Council or committee meetings, formal presentations, speech nights or informal local community get-togethers. Speaking professionally means that you communicate with clarity and confidence, putting listeners at ease while also informing and or persuading them.

If you're looking for ways to improve at getting your point of view or message across, then this course provides you with the skills, tips and knowledge to communicate effectively, respectfully and succinctly. Learn how you can prepare yourself and stay calm, confident and in control.

Learning Outcomes

- Obtain essential skills, knowledge and attitude to handle public speaking opportunities in a calm, prepared and professional way;
- How to use vocal warm ups, preparation and delivery techniques to ensure you are calm and confident when speaking publicly;
- Refine your delivery style to ensure you can reach your audience meaningfully, and provide you with a toolkit to improve on how to communicate effectively and with influence.

"Great course for Elected Members. I was thrilled to see how detailed and helpful the training is."



Mayors and Presidents forum at WALGA


Record Keeping Awareness for Local Government Elected Members

1.5 hours

Who should attend?

A must for all Elected Members.

Delivery and Cost

-  Virtual Classroom via Zoom 1x1.5hrs \$240 (plus GST)

[View Dates & Register Online](#)


Course Information

This course will provide you with essential information about your responsibilities under the *State Records Act 2000*, what type of records you must keep and how to store them appropriately and when and how you can dispose of them.

This course will provide participants with:

- A list of records required to be captured;
- Tips for managing social media posts; and
- Links to additional information resources.

Learning Outcomes

- Understand why recordkeeping is an important function within Local Government;
- Understand your recordkeeping responsibilities under the *State Records Act 2000*;
- Identify what is a corporate record;
- Identify when to create and capture a record; and
- Identify when and how to dispose of records.

"I got a much clearer understanding on what records I must keep and why – every Councillor should do this course."


The Role of Mayors and Presidents

1 Day

Who should attend?

Current and aspiring Mayors and Presidents.

Delivery Methods and Cost

-  Face-to-face at WALGA \$395 (plus GST)

[View Dates & Register Online](#)


Course Information

This course explores the role of Mayors and Presidents and the many attributes, characteristic and qualities required to be a purposeful leader that contributes to the short and long term wellbeing of the community.

You will learn more about speaking confidently on behalf of the Council, using effective communication styles, presiding at meetings and the importance of mentoring other Elected Members. During the day you have the opportunity to meet other Mayors and Presidents from across WA and exchange ideas and experiences.

Learning Outcomes

- Becoming a purposeful leader serving your community;
- Understand the role and responsibilities of a Mayor/President;
- Presiding at meetings;
- The role of WALGA – Advocacy and Local Government representation;
- Economic challenges – WA snapshot;
- Get an update on legislative reforms and economic challenges impacting your communities;
- The art of professional speaking;
- Being a mentor and building an effective Council.

"I most enjoyed the practical examples, purposeful leadership content and the networking was fantastic."



Elected Member Training

LGA50220

DIPLOMA OF LOCAL GOVERNMENT – ELECTED MEMBER



COURSE OVERVIEW

This qualification will give individuals the opportunity to expand their skills and knowledge through developing a deeper understanding of legislative and regulatory requirements and how they apply to the roles and responsibilities of an Elected Member.

The Diploma explores a wide range of topics such as financial reports and budgets, dealing with conflict, community leadership and advocacy, strategic decision making, policy development, asset management and understanding urban and town local planning schemes.

The training program will enable Elected Members to increase their competency in order to be a strong leader for their local community and to confidently contribute to informed decision making.

The qualification has been developed according to the requirements of the Local Government Training Package (LGA) and has been approved for delivery by the Training Accreditation Council (TAC).

The Diploma of Local Government – Elected Member is nationally recognised within the Australian Qualification Framework (AQF) and consists of 10 Units of Competency (UoC), six (6) core and four (4) elective units.

The training program is delivered in practical Face to Face workshops at WALGA's premises in West Leederville.

To make training more accessible for regional areas, some workshops are available via ZOOM or in some instances, individual organisations may engage a WALGA Trainer to deliver a workshop at your Local Government.

Each participant will be provided with an individualised Training and Assessment Plan outlining all training and assessment requirements for each Unit of Competency.

Entry Requirement

- Completion of the Council Member Essentials Training
- A current or aspiring Elected Member for a Local Government in WA.

Pre-Requisite


Nil

Course Duration

The recommended time frame to complete the Diploma course is a duration of 12 months. Learners can opt to extend this duration to 18 months or fast track the course to complete earlier.

More Information


To learn more about this course including fees, please visit our website www.walga.asn.au/training.



"The Diploma has increased my knowledge on Council processes and I have gained a deeper understanding of legislative requirements and my role and responsibility of Councillor. I would encourage all Councillors new and old to do this Diploma course."

Robert Schmidt – Current Diploma student
City of Rockingham Councillor

"I would encourage others to do the course; it is so worthwhile. You get great engagement with other Elected Members, lessons you can use to better yourself not only for your own Local Government but the sector, and of course you join a group of incredible individuals by doing the Diploma."



Melissa Northcott – 2023 Graduate
City of Armadale Councillor

Training and Assessment Overview for each Unit of Competency



Training Program Outline

LGAMEM001	Meet elected member responsibilities*
LGAMEM002	Perform elected member functions*
LGACOR011	Analyse financial reports and budgets*
PSPGEN075	Build and maintain community relationships
LGAMEM003	Contribute to high level strategic decision making
PSPPCY001	Contribute to policy development
PSPGEN032	Deal with conflict
BSBPEF502	Develop and use emotional intelligence
LGACOR010	Oversee asset management strategy
LGAPLA003	Assess development applications and implement planning scheme

*Units labelled with * are foundation units and must be completed prior to attempting any other UoC.*

Individuals who have completed the Council Member Essentials Training must also undertake virtual training and relevant Assessment tasks for each UoC.

Training Program Cost			
LGA50220 Diploma of Local Government – Elected Member <small>Please note that nationally recognised training is GST exempt.</small>	Option 1	Total cost if you have completed the Council Member Essentials Training and would like to complete the Diploma Course.	\$ 10,170.00
	Option 2	Cost per individual Unit of Competency	\$ 1,200.00

The cost of the Diploma program includes all face-to-face workshops including refreshments, lunches, printed training resources, virtual training via ZOOM, individual student support and assessment fees.

How to enrol

Complete the WALGA enrolment form and submit to training@walga.asn.au with a Purchase Order from your Local Government or complete payment via a Credit Card.

Certification

On successful completion of this course and if you have been found to be competent in relation to each of the Units of Competency you will be issued with an AQF Qualification LGA50220 Diploma of Local Government – Elected Member.

CERTIFICATE III IN LOCAL GOVERNMENT

Shire of Dumbleyung, Certificate III in Local Government student Dylan Fryer

Officer Courses

LGA30120

CERTIFICATE III IN LOCAL GOVERNMENT**COURSE OVERVIEW**

The Certificate III in Local Government program (LGA30120) is aimed at new or existing employees working in an administrative role at a Local Government.

The program covers the skills and knowledge on how to perform a variety of administration or operational duties, working as part of a team, using effective communication techniques and how to offer a quality service to residents or other people from both inside and outside your Local Government.

The qualification has been developed according to the requirements of the Local Government Training Package (LGA) and has been approved for delivery by the Training Accreditation Council (TAC).

The Certificate III in Local Government is nationally recognised within the Australian Qualification Framework (AQF) and consists of 12 Units of Competency (UoC), four (4) core and eight (8) elective units.

All learning resources have been specifically developed and contextualised for Local Governments in Western Australia.

Entry Requirement

- Completion of Year 10 or equivalent
- Employed in an administrative role at a Local Government in WA.

Pre-Requisite

Nil

Duration

- The recommended time frame to complete the Certificate III course is a duration of 12 months.
- Learners can opt to extend this duration to 18 months or fast track the course to complete earlier.

Delivery Location

Virtual Classroom via ZOOM

Delivery Mode

This course is delivered through a blended delivery mode over four (4) study terms of 10 weeks each. There is no training during School Holidays.

Certification

On successful completion of this course and if you have been found to be competent in relation to each of the Units of Competency you will be issued with an AQF Qualification LGA30120 - Certificate III in Local Government. If you wish to exit the program prior to completion of the course you will be issued a Statement of Attainment for successfully completed UoC.

How to apply

- The first step is to complete the Enrolment Application form. This form can be downloaded from the WALGA website or email training@walga.asn.au for a copy.
- The enrolment process will then be dependent on your situation. For example, if you are eligible for a traineeship and have access to funding under Jobs and Skills WA or if you are an existing worker.

**Traineeship**

This program is available as a Traineeship for eligible employees. Employers are able to access employer incentive payments. Participants are required to attend weekly virtual classroom sessions of 3 hours.

Participants will practice and apply their learning in their daily work and need to allow for 2-3 hours per week for self-directed studies.

Fee for Service

If you are not eligible for a Traineeship and have been working in Local Government for more than 3 months full time and would like to gain a formal qualification, you can undertake the Certificate III in Local Government on a Fee for Service basis.

Comprehensive Industry Program For existing employees

Existing employees who have less than 5 years of Local Government experience will benefit greatly from this program. It requires participants to attend weekly virtual classroom sessions of 3 hours. The learning builds on theoretical foundations including Local Government related Acts and Regulations.

Fast Track Program**For existing experienced employees**

This program is recommended for participants who have 5-10 years of experience working in Local Government. Participants will attend weekly virtual 1 hour classroom sessions during the study term, and have access to regular mentoring and support from a trainer/assessor to ensure successful completion.

COURSE FEES

To learn more about this course including fees, please visit our website www.walga.asn.au/training.

Program Outline

Term 1	
LGACOR001	Work in local government
BSBXC301	Engage in workplace communication
BSBOPS203	Deliver a service to customers
Term 2	
PSPLEG005	Comply with legislation in the public sector
BSBINS302	Organise workplace information
BSBINS309	Maintain business records
Term 3 Option A	
BSBTEC301	Design and produce business documents
BSBTEC302	Design and produce spreadsheets
BSBTEC303	Create electronic presentations
Term 3 Option B	
FNSACM311	Process and manage payments
BSBFIN301	Process financial records
BSBFIN302	Maintain financial records
Term 4	
BSBWHS311	Assist with maintaining workplace safety
BSBSTR301	Contribute to continuous improvement
BSBCM411	Make presentations

More information?

You can download a course brochure from our website www.walga.asn.au/training. For further information, please contact the WALGA Training team via training@walga.asn.au or ring us on 08 9213 2088.

"Studying towards my Certificate III in Local Government through WALGA has exceeded my expectations in many regards, in particular the level of WA specific Local Government content and the access to industry experts. WALGA has put together a well thought out program from student onboarding to the high quality of training materials and online resources provided for students."

Dylan Fryer – Current Certificate III student
Shire of Dumbleyung | Records/Administration Officer

INDUCTION PROGRAMS



Preparation Program to Induct Newly Elected Members

½ Day

Who should attend?

A crucial course for Local Government CEOs, Directors and Governance Managers.

Delivery/Cost/Time

-  Face-to-face at WALGA \$295 (plus GST)
-  Virtual Classroom via Zoom \$295 (plus GST)

[View Dates & Register Online](#)

Course Information

For a CEO and senior staff members, the first months after an election is a period of considerable upheaval.

To ensure that all Council Members are sufficiently or appropriately prepared for their roles and responsibilities; and knowing how and when they are able to have input into the decision making process of the Council will help reduce misunderstanding and potential non-compliance.

This course includes an Induction Manual template (e-version), allowing individual Councils to contextualise and brand their own resources whilst offering a structured induction program. It will assist the CEO to inform all Council Members of expected standards and emphasising their role as community leaders.

Learning Outcomes

- Understand key aspects of the roles and responsibilities of Elected Members;
- Understand the significant legislative requirements; and
- Obtain an Induction Manual template (e-version) to contextualise your own resources and offer a structured induction program at your Local Government.



Shire of Exmouth, Ningaloo Visitor Centre



Shire of Kulin



Introduction to Local Government

 eLearning

Who should attend?

Suitable for Officers new to Local Government.

Delivery/Cost/Time

-  eLearning Individual \$220 (plus GST)
LG Subscription: refer to page 57 or the website
-  On-Site at your LG
On Request (½ day course)

[Register Online](#)

Course Information

This course provides an overview to Local Government and the important role it plays. The course provides underpinning knowledge about the way Local Governments are constituted, the separation of roles between the Council and the Administration, and the responsibilities of working in a compliance environment.

This program would be an ideal inclusion to a Local Government's induction program.

Learning Outcomes

- Understand the different levels of government and why they exist;
- The separation of powers and duties;
- The role of Mayors, Presidents, Councillors and Officers;
- The impact Local Governments have on communities;
- How decisions are made on what services to provide; and
- Rates and money matters in Local Government.



City of Perth, Kings Park



Shire of Bridgetown

GOVERNANCE

Working in Local Government means you have responsibilities for due diligence, compliance, good governance and supporting good government. WALGA's suite of governance and administration training has been developed specifically for the Western Australian sector.

Under the guidance of our highly experienced specialist trainers, participants will gain an in-depth understanding of the *Local Government Act 1995*, relevant *Regulations* and other legislative text, explaining how it applies to an individual job role, depending on the course topic.

Learning outcomes will build your confidence and improve your capacity to provide a range of advice, make assessments for compliance with statutory obligations, gain an understanding of the functions of Local Government administration and Council decision making. Workshops are hands on and provide you with invaluable resources to take home.



City of Albany, Jenny Feast Photography



Report Writing for Informed Decision Making

1 Day

Who should attend?

Local Government Officers seeking to develop report writing capabilities in preparing comprehensive, balance and professional reports and recommendations that underpin informed decision making at Council and Committee meetings.

Delivery/Cost/Time

-  Face-to-face at WALGA \$580 (plus GST)
-  On-Site at your LG On Request

[View Dates & Register Online](#)

Course Information

This course explains the importance of well-written reports to Council in supporting informed decision-making and contributing to a transparent and accountable Local Government.

Local Government Officers will develop an understanding of the typical report structure and information to be included, as well as building their plain English communication skills to deliver clear, concise and effective reports for the benefit of Council Members and the community.

Learning Outcomes

- Develop an in depth understanding of the principles and legislative framework that applies to preparing comprehensive reports to Council or a committee;
- Gain an understanding of the role of Council, the purpose of Agenda, Minutes and Reports and confidentiality, privacy, privilege, ethics, objectivity and Conflicts of Interest requirements;
- Understand the required components of an effective report and how to structure them;
- Learn to write a comprehensive, balanced and professional report; and
- Increase your research and planning skill for successful execution.

WALGA provides a free and comprehensive Governance and Procurement advisory service for all Member Local Governments. This means that all participants in WALGA's suite of training modules have access to specialist advice and guidance, by phone or email, which encompasses the scope of subject matter covered in the governance training modules.

The Governance team can be contacted at governance@walga.asn.au or call (08) 9213 2514.




Introduction to Managing Business Records in Local Government

1 Day

Who should attend?

Records Officers or Records Managers new to Local Government, or Officers who are required to relieve in a Records Officer position.

Delivery/Cost/Time

-  Face-to-face at WALGA \$580 (plus GST)
-  On-Site at your LG On Request
-  Virtual Classroom via Zoom \$580 (plus GST)

Course Information

Records Management is core to the effective function of Western Australian government business. Information is a corporate asset which allows a Local Government to make informed decisions, provide evidence of actions taken and be accountable to the community for its operations.

One of the most important components is ensuring that a record keeping system is compliant with the *State Records Act 2000* (the Act) together with the core principles from the State Records Office. This course will introduce participants to best practice procedures and provide an understanding of the core regulatory documents including the Act AS ISO Standard 15489 Records Management and standards developed by the State Records Office.

The Act requires all agencies to develop a recordkeeping plan (RKP) outlining how they will comply with the standards and principles. Practical tips on how to manage Local Government records in line with these documents will be provided together with the concepts of the records lifecycle. Participants will be provided with the concepts in managing records from creation to destruction or permanent archive.

Participants are required to bring the following documents with them:

- Recordkeeping Policy
- Recordkeeping Plan
- Keywords for Council or Subject list
- General Disposal Authority for Local Government (DA 2015-001/01)

Learning Outcomes

- Understand why recordkeeping is an essential business function within Local Government;
- Recognise key Recordkeeping resources
- Identify the elements of a recordkeeping program
- Understand the importance of a Recordkeeping Plan
- Discover and understand the Classification Scheme – Keyword for Councils
- Develop skills and knowledge to establish and complete a disposal program for your organisation to ensure compliance with the General Disposal Authority for Local Government

[View Dates & Register Online](#)



"This course has given me clarity on record management structure, and a starting point to grow from. The trainer spoke in understandable, and accommodating terms. Very worthwhile course."




Policy Development and Procedure Writing

1 Day

Who should attend?

Local Government Officers wishing to further develop their skills in developing and writing policy and procedure documents.

Delivery/Cost/Time

-  Face-to-face at WALGA \$580 (plus GST)
-  On-Site at your LG On Request
-  Virtual Classroom via Zoom \$580 (plus GST)

[View Dates & Register Online](#)

Course Information

This course focuses on the benefits of sound policy development, and the factors and skills involved in implementing and reviewing policies and procedures. Course content includes the need for consulting on, developing, implementing and reviewing procedures for Council.

It also examines the development of policy through discussions, policy structure and its changing nature.

“Enjoyed the quality of the trainer and the practical experience they brought to the training – I have learnt a lot today.”

Learning Outcomes

- Identify future directions in policy development;
- Contribute to policy development;
- Monitor, evaluate and promote policy development;
- Use enhanced skills to participate in establishing the need for a written procedure;
- Gather information and data to produce a procedures manual;
- Consult and communicate with staff at the development and implementation stages;
- Identify opportunities to, schedule and undertake reviews of policies and procedures.



Meeting Practices for Good Governance Outcomes

1 Day

Who should attend?

Senior Officers, including CEOs responsible for oversight of the preparation of reports, minutes and agendas; and for providing advice during Council and Committee meetings. The course is of most value when delivered at your Local Government.

Delivery/Cost/Time

-  Face-to-face at WALGA \$580 (plus GST)
-  On-Site at your LG On Request
-  Virtual Classroom via Zoom \$580 (plus GST)

[View Dates & Register Online](#)

Course Information

This course goes beyond the basics of preparing agendas and minutes, aiming to support better decision making, running efficient and effective meetings and good governance.

Learners will develop both a sophisticated understanding of the compliance requirements and the skills to develop systems and procedures, to ensure that these requirements are met.

This course is directed to senior Officers including CEOs who supervise the organisation of Council and committee meetings, contribute to the conduct of meetings, and manage the development and distribution of meeting-related documentation. All Officers who prepare reports, attend Council meetings, or are involved in the agenda and minutes preparation process, will also gain benefit from attending this course.

“I enjoyed the practical examples and detailed look at each component of Governance behind meetings.”

Learning Outcomes

- Understand the purpose of, and governance applicable to, different types of Local Government meetings;
- Identify the governance functions and requirements of reports and agendas;
- Understand how to establish agenda preparation and settlement systems that support good governance and good government;
- Understand the roles and responsibilities that contribute to well-run meetings, and the associated compliance obligations;
- Implement practices to support preparation, distribution and publication of minutes;
- Develop systems to monitor and report on decision implementation; and
- Understand how to revoke or change decisions if necessary.


Local Government Act 1995 – Essentials

1 Day

Who should attend?

All Managers and Officers whose role and responsibilities requires them to comply with the *Local Government Act 1995*. Elected Members may also benefit from this training.

Delivery/Cost/Time

-  Face-to-face at WALGA \$580 (plus GST)
-  On-Site at your LG On Request
-  Virtual Classroom via Zoom \$580 (plus GST)

[View Dates & Register Online](#)

Course Information

This course familiarises participants with the content of the *Local Government Act 1995* and its objectives, as well as assisting Managers and Officers to ensure that they fulfil their role as professional advisers under the *Local Government Act 1995*.

Learning Outcomes

- The roles and responsibilities in Local Government including Elected Members, the CEO, Senior Employees and Officers;
- What the *Local Government Act 1995* contains;
- What the *Local Government Act 1995* sets out to achieve; and
- How to read the *Local Government Act 1995*.



“Very thorough. It was very informative, and I felt that I learned a lot.”




Local Government Act 1995 – Advanced

1 Day

Who should attend?

All Managers and Officers whose role and responsibilities requires them to comply with the *Local Government Act 1995*.

Delivery/Cost/Time

-  Face-to-face at WALGA \$580 (plus GST)
-  On-Site at your LG On Request
-  Virtual Classroom via Zoom \$580 (plus GST)

[View Dates & Register Online](#)

Course Information

The course discusses our legal system, how to understand and interpret statutes and how to relate this specifically to the *Local Government Act 1995*. Other relevant Acts and Regulations are referred to throughout the course.

Participants will apply research skills to monitor and assess compliance and the impact of legislation on administrative action and Council decisions. Participants will increase their knowledge and skills in order to respond to questions or provide information to Council and Elected Members.

Learning Outcomes

- Introduction to our legal system;
- Acts, Regulations and Cases;
- Understanding the General, Legislative and Executive Functions; Delegation, Authorisations and Appointments;
- Compliance in action;
- Governance and governing;
- The mechanics of advice to Council and Elected Members; and
- Delegated power under the *Local Government Act 1995*.



“Highly valuable information delivered by a trainer with exceptional practical understanding.”



Rates in Local Government - Clerical

2 Days

Who should attend?

Rates Officers
Customer Service Officers
Senior Finance Officer*
**or other Officers who supervise the Rates Officer*

Delivery/Cost/Time

-  Face-to-face at WALGA \$990 (plus GST)
-  On-Site at your LG On Request

[View Dates & Register Online](#)



"The course was very in-depth and thorough. The trainer was sensational – engaging and honest. Very knowledgeable."

Course Information

To properly execute your role, Rates Officers must be acquainted with several Acts of Parliament. During this course participants will learn how this legislation may dictate the way in which rates, and other property-related fees and charges, are imposed and collected; Rates rebates, concessions and eligibility, Local Government's role in levying and collecting the Emergency Services Levy on behalf of the WA Government; fees and charges; Rates Exemptions; how rates relate to valuations; and the requirements to maintain a roll of Owners and Occupiers, a requirement of Local Government Elections.

Learning Outcomes

- The roles and responsibilities of a Rates Officer;
- The *Local Government Act 1995*;
- *Local Government (Financial Management) Regulations 1996*;
- *Rates and Charges (Rebates and Deferments) Act 1992*;
- Other rates-related legislation;
- Applying Valuations assessed by Landgate;
- How to resolve any existing problems you may have associated with levying or collection of rates and/or other property-related fees and charges;
- Eligibility to enrol on your Local Government's Electoral Roll; and
- *Local Government (Elections) Regulations 1997*.




Delegation and Authorisation - Essentials

1 Day

Who should attend?

Local Government CEOs, senior managers and officers who are responsible for making, using and managing delegations and authorisations.

Delivery/Cost/Time

-  Face-to-face at WALGA \$580 (plus GST)
-  On-Site at your LG On Request
-  Virtual Classroom via Zoom \$580 (plus GST)

[View Dates & Register Online](#)



Course Information

This course introduces learners to statutory provisions that underpin instruments of delegation and authorisation and explains key principles that apply when using delegation or authorisation to make decisions in Local Government.

Learning Outcomes

- Local Government decision making frameworks;
- Statutory frameworks for making delegations;
- Statutory frameworks for making authorisations;
- Administrative practices for making and managing delegations and authorisations;
- Key principles and obligations when using delegations and authorisation to make decisions;
- Accessing WALGA's help and assistance.

"I most enjoyed the interaction with other Officers. This particular course was a very good initiation for most Officers."



Rates in Local Government - Debt Collection

1 Day

Who should attend?

Rates Officers
Senior Finance Officer *
**or other Officers who supervise the Rates Officer*

Delivery/Cost/Time

-  Face-to-face at WALGA \$580 (plus GST)
-  On-Site at your LG On Request

[View Dates & Register Online](#)



"The whole course was very informative and had many practical examples."

Course Information

Participants will study the various options, as outlined in the *Local Government Act 1995*, which can be used to recover outstanding rates debts including, but not limited to, legal action; and the solicitor's role in providing legal opinions (e.g. eligibility for rates exemption), or assisting in more complex debt recovery actions. Participants will have the opportunity to discuss and apply knowledge gained to practical scenarios; to resolve common problems associated with the collection of overdue debts; and to meet and share ideas with other Local Government Rates Officers.

Learning Outcomes

- How to properly record overdue rates accounts;
- Liaising with tenants of rental properties;
- Using rent payments to clear the landlord's rates debt when commencing legal action through the court system with a claim;
- Continuing legal action if the claim is served, but remains unsatisfied;
- Lodging caveats;
- How to find ratepayers who do not respond to requests for payment; and
- Ascertaining the best course of action for debt recovery, especially when the ratepayer has left the last known address.

COMMUNICATION SKILLS

Presenting with Confidence

1 Day

Who should attend?

All Local Government Officers who want to develop skills in communicating and presenting to large or small groups.

Course Information

Having to present or speak in front of groups of people, small or large, can be daunting. Nerves can get the better of you, leaving you feeling anxious and uneasy, preventing you from getting important points across to your audience.

This course aims to help you tap into your self-confidence as well as tame anxiety and nerves. A relaxed, interactive workshop style, prepared with a Local Government focus, this course is designed to take the panic or dread out of public speaking situations – whether you are speaking to a group of three or 30.

You'll learn how to organise a presentation, how to make it memorable, and how to communicate clearly and professionally. Throughout the day you'll have several opportunities to demonstrate the presentation skills that you learn, helping you gain the experience and self-assurance you need when speaking.

Learning Outcomes

- Control your nerves;
- How to organise a presentation and how to make it memorable;
- Use your voice effectively;
- Identify key messages you are trying to communicate; and choose the right words to 'hit the mark' every time;
- Acquire basic facilitation skills;
- Understand your body language and what it portrays to others.

Delivery/Cost/Time

- Face-to-face at WALGA \$580 (plus GST)
- On-Site at your LG On Request
- Virtual Classroom via Zoom \$580 (plus GST)

"A fantastic course today that I really enjoyed and will definitely use in the workplace. I learned how to best prepare myself and methods to manage my nerves."

Dealing with Difficult Customers

1 Day

Who should attend?

This course is ideal for all Officers working at the frontline of customer service or Officers who provide an internal customer support role.

Course Information

This course explores how communicating and engaging well with customers can benefit both the employee and the customer.

Effective customer service can change a Local Government's reputation for the better and through this workshop, participants will gain a new perspective on how to react to negative customers and leave the customer satisfied and happy.

Although many customers can appear to be difficult, with the right training, skills and knowledge, any difficult customer can be handled properly and effectively. Other topics will include psychological hazards, an update of the new WHS laws and how to deal with aggression and verbal abuse.

Learning Outcomes

- Manage internal and external stress;
- Develop the ability to listen actively and empathise;
- Build rapport with customers in person and over the phone;
- Understand the diverse challenges posed by customers;
- Develop strategies to adapt to challenging circumstances; and;
- Cultivate a positive attitude.

"I enjoyed the whole course, learned useful skills and gained great ideas on how I can apply to this my LG work. Very relevant training specific to the Local Government sector."

Delivery/Cost/Time

- Face-to-face at WALGA \$580 (plus GST)
- On-Site at your LG On Request

[View Dates & Register Online](#)

PROCUREMENT

WALGA is committed to assist all Local Government Officers with their mandatory procurement requirements and to achieve best practice outcomes for the sector.

The Local Government procurement function is responsible for delivering compliant value for money goods, services and construction works through external suppliers.

While the term procurement relates to all acquisition and sustainment/maintenance activities, the term purchasing usually refers to lower risk, lower value activities, usually below the mandated threshold for open competition or from an existing panel. Generally, the more complex the procurement, the more strategic, relational and collaborative the engagement is with the supplier.

WALGA's procurement training will provide 'best practice' upskilling of key personnel, tailored to the Local Government sector, factoring in mandatory and best practice requirements. This includes practitioner focused guidance relating to Office of the Auditor General (OAG) recommendations in their reports on Local Government Procurement, Contract Extensions and Variations, and Fraud Prevention.

Key personnel includes all Officers involved in procurement activities, such as: CEOs, managers, delegates, procurement officers, governance officers, project managers, risk managers, administrative support staff and subject matter experts (those involved in asset management, construction, ICT, infrastructure, fleet, roads, waste, etc).

Training courses are interactive and cover key procurement concepts and methodologies. They are also supported by detailed Learner Guides which can be used for ongoing development and as a tool for reference.

The training materials refer to online content provided in the WALGA Procurement Subscription Toolkit. A Procurement Subscription provides access to regular Procurement Newsletters and Procurement Network Forums.

Local Governments should consider participating in On-Site training as a team, especially in preparation for a major procurement activity to build organisational capacity, establish best practice and confidently meet compliance requirements.

WALGA Training provides a suite of training courses, encompassing:

- Introductory Courses for Officers starting their procurement journey;
- Procurement Life Cycle Practitioner Courses for more experienced practitioners and
- Specification Writing courses to learn how to develop detailed specification requirements.

Introductory Courses

[Procurement in Local Government - The Basics \(eLearning\)](#)

[Procurement and Contract Essentials](#)

Procurement Life Cycle Practitioner Courses

[Procurement Planning and Risk Management](#)

[Compliance, Evaluation and Contract Award](#)

[Contract Administration and Management](#)

Specification Writing

[Introduction to Specification Writing](#)

[Developing Specifications for Excellence](#)

Procurement in Local Government – The Basics



Who should attend?

Local Government Officers involved in basic procurement activities.

Also beneficial for Elected Members who want a greater understanding of Procurement.

Delivery/Cost/Time

- eLearning
Individual \$220 (plus GST)
LG Subscription: refer to page 57 or the website

[Register Online](#)

Course Information

This is an introductory eLearning course designed for individuals who are new to, or requiring an update in, procurement requirements for Local Government in WA.

Learning Outcomes

- The legislative, governance and policy framework related to procurement;
- An overview of the procurement life cycle process (planning, sourcing and contract management) including developing request documentation;
- The roles and responsibilities in managing procurement activities;
- Effective procurement planning and risk management;
- The effective use of the WALGA Procurement Toolkit, resources and guidance.

Procurement and Contract Essentials

1 Day

Who should attend?

Local Government Officers who are required to be involved in procurement activities.

Delivery/Cost/Time

- Face-to-face at WALGA
\$580 (plus GST)
- On-Site at your LG
On Request
- Virtual Classroom via Zoom
\$580 (plus GST)

[View Dates & Register Online](#)



Course Information

This course introduces Officers to procurement principles and practices in a Local Government environment across the procurement life cycle.

Learners will be introduced to obligations under the *Local Government Act and Regulations* and the processes and structures through which a procurement process must pass.

A number of critical Local Government governance and process requirements will be introduced, including procurement delegations and authorisations, and the Purchasing Policy.

This is a highly practical introductory course to procurement that will have relevant and useful information for all Local Government operational areas.

Learning Outcomes

- Identify the legislative, governance and policy framework related to procurement;
- Be familiar with the Local Government procurement thresholds and relevant procurement methods;
- Understand the role of Elected Members and Officers in procurement and where the relevant authorisations, delegations and approval apply;
- Describe different types of procurement processes, their applications and likely outcomes;
- Understand what comprises ethical procurement practice and the probity for strong governance;
- Understand the elements that comprise a contract;
- Understand record keeping requirements; and
- Where to get help and assistance.

"I enjoyed relating my current scope of work to what was brought up during the training session. This course was so valuable."

Procurement Planning and Risk Management

1 Day

Who should attend?

Local Government Officers involved in a procurement activity.

Recommended pre-requisites:

- Procurement & Contract Essentials and/or
- Some practitioner procurement experience.

Valuable as a precursor to the:

- Compliance, Evaluation and Contract Award course
- Contract Administration and Management course
- Any of the Specification Writing courses

Delivery/Cost/Time

- Face-to-face at WALGA
\$580 (plus GST)
- On-Site at your LG
On Request
- Virtual Classroom via Zoom
\$580 (plus GST)

[View Dates & Register Online](#)



Course Information

This practitioner level course is intended to assist learners with understanding the concepts and considerations of higher risk, complex or potentially contentious procurements and will explain how to prepare planning documents accordingly.

The Business Case and Procurement Plan are introduced as foundational planning documents to define the need, objectives and scope of the procurement requirement.

These are underpinned by engaging with stakeholders, understanding the available market and conducting a comprehensive risk assessment.

This course will explain the need for a robust Business Case, outline the key components of a Procurement Plan consistent with key governance, procurement and planning principles and demonstrate the critical role of a comprehensive risk assessment, and how to manage and control identified risks through the draft request documents.

The knowledge and skills provided in this course are tailored to the Local Government legislative and policy environment. It's therefore essential that you review your Local Government's respective policies and procedures, your Purchasing Policy and Delegations Register, in conjunction with the learning material provided.

Learning Outcomes

- Assess the need and prepare a Business Case;
- Define and develop the procurement objectives and scope with a clear functional procurement methodology;
- Undertake stakeholder analysis and management;
- Conduct a risk assessment to help identify and manage risks across the procurement life cycle;
- Undertake a market analysis to understand the suppliers and level of competition available;
- Develop a Procurement Plan tailored for the procurement requirement based on identified inputs;
- Identify and prepare key documentation to manage the procurement process;
- Develop whole-of-life costing; and
- Where to get help and assistance.

"I enjoyed the content and examples given and knowledge from other Local Governments. The information given has left me with a better understanding about procurement in my role of purchasing at our operations."

Compliance, Evaluation and Contract Award

1 Day

Who should attend?

Local Government Officers involved in a procurement activity, especially those involved in determining selection criteria and evaluation, developing a performance management regime and contract management.


Recommended pre-requisites:

- Procurement & Contract Essentials;
- Procurement Planning and Risk Management course and/or
- Some practitioner procurement experience

Valuable as a precursor to the:

- Contract Administration and Management course
- Any of the Specification Writing courses

Delivery/Cost/Time

-  Face-to-face at WALGA \$580 (plus GST)
-  On-Site at your LG On Request
-  Virtual Classroom via Zoom \$580 (plus GST)

[View Dates & Register Online](#)



Course Information

This practitioner level course provides the knowledge, skills and practices required to undertake this phase of the procurement life cycle.

Topics covered will ensure you can develop an evaluation strategy and use it to recommend a quote or preferred tenderer.

It will also cover different evaluation and scoring methodologies appropriate to different types of procurement activities, how the weighting of criteria can impact the recommendation, different contract establishment processes, and the parameters on how and when negotiation can occur before entering into a contract.

The knowledge and skills provided in this course are tailored to the Local Government legislative and policy environment. It's therefore essential that you review your Local Government's respective policies and procedures, in particular your Purchasing Policy and Delegations Register, in conjunction with the learning material provided.

Learning Outcomes

- Develop an overarching evaluation strategy for the request process inclusive of the evaluation plan, probity requirements, communication strategy, procurement schedule/milestones and approval requirements;
- Establish an evaluation panel appropriate to the needs and value of the procurement activity;
- Develop a procurement compliance checklist for request assessment and reference in the evaluation process;
- Develop a register to identify and manage clarifications, issues, and possible negotiation areas (consistent with Regulations);
- Develop and issue recommendation(s) for contract award;
- Identify and understand the key elements that form a contract;
- Where to get help and assistance.

"Learned lots, very practical and informative. I found the training very engaging and easy to understand."

"Firstly, thank you very much for your engaging facilitation of the course. I found the content extremely relevant to my role and the ability for participants to still interact with yourself/each other and break out over ZOOM was beneficial. I will definitely be enrolling in the future WALGA courses around the Procurement lifecycle as well as those relating to Governance to further grow my knowledge and skill set."

Contract Administration and Management

1 Day




Who should attend?

Local Government Officers involved in a procurement activity, especially those involved in planning for, developing draft contract documentation (including the performance management regime) and contract management activities.

Recommended pre-requisites:

- Procurement and Contract Essentials course.
- Procurement Planning and Risk Management course.
- Compliance, Evaluation and Contract Award course and/or
- Practical work experience

Delivery/Cost/Time

-  Face-to-face at WALGA \$580 (plus GST)
-  On-Site at your LG On Request
-  Virtual Classroom via Zoom \$580 (plus GST)

[View Dates & Register Online](#)



Course Information

This intermediate level course introduces learners to the practices and processes required to effectively undertake the contract administration or management function in a Local Government context.

This course will cover the development of a contract management plan and its key inclusions. These include the preparation of a risk management matrix, risk review schedule, RACI matrix, and a detailed schedule of meetings and reporting requirements derived from the scope of the RFx. Other contract changes that may occur during the contract term are also covered, such as dispute resolution, requests for variation or novation.

Critically, the skills and knowledge provided in this unit need to be applied within the Local Government legislative, regulatory and policy environment in which they are carried out. It's essential therefore, that you consult with your Local Government's respective policies in conjunction with the learning material provided.

Learning Outcomes

- Establish and maintain contract management arrangements within a Local Government context;
- Prepare and draft a contract management plan for RFx;
- Implement a risk management plan for RFx;
- Schedule all key contractual meetings and reporting requirements for the contract term;
- Performance manage a contractor;
- Understand the key close out or end of contract cycles;
- Provide analysis on contract performance to Local Government to inform development of future similar contracts;
- Understand your record keeping requirements; and
- Where to get help and assistance.

"Honestly, the most valuable training course I've ever had, informative, practical and very relative to my role."



City of Bunbury, Koombana Bridges

Introduction to Specification Writing

1 Day

Who should attend?

Local Government Officers involved in a procurement activity required to plan for, develop, evaluate or manage contractual request specifications.

Recommended pre-requisites:

- Procurement and Contract Essentials; and/or
- Some practitioner procurement experience.

It is also valuable to have completed the:

- Procurement Planning and Risk Management course.
- Compliance, Evaluation and Contract Award course.
- Contract Administration and Management course.

Valuable as a precursor to the:

- Procurement Developing Specifications for Excellence.

Delivery/Cost/Time

-  Face-to-face at WALGA \$580 (plus GST)
-  On-Site at your LG On Request
-  Virtual Classroom via Zoom \$580 (plus GST)

[View Dates & Register Online](#)

Course Information

Well written and clearly articulated specifications are key to receiving quality tender responses.

Whether preparing a Scope of Works, a Statement of Requirements, or detailed Technical Specifications, an understanding of the purpose, form and type of requirement is needed to best maximise the opportunity of receiving a fit for purpose quality tender submission.

This course will:

- Undertake activities and reviews to help identify and develop specification writing skills.
- Assess the procurement requirements, consider the mandatory 'must have' vs the desirable 'nice to have's' and review whole-of-life costing models.
- Provide an overview of the types, forms, purpose, and applications of the different types of specifications and other considerations that may be required within a particular request document.

Learning Outcomes

- Develop and/or translate request objectives and scope into a contractual specification or Statement of Requirements;
- Have increased awareness and understanding of what represents a fair and equitable request process that it is achievable by potential suppliers;
- Understand the basis for selecting the appropriate types of specification to include into a particular request approach;
- Develop metrics and scope assessment criteria that could be applied as part of the evaluation criteria;
- Understand how to apportion quality attributes and develop Key Performance Indicators;
- Prepare a basic specification document; and
- Where to get help and assistance.

"I feel that it was a good course, well facilitated and exceeded my expectations."

Procurement Developing Specifications for Excellence

1 Day

Who should attend?

Local Government Officers involved in a procurement activity required to develop, evaluate or manage contractual request specifications.



Recommended pre-requisites:

- Procurement and Contract Essentials
- Introduction to Specification Writing and/or
- Some practitioner procurement experience.

But also valuable to have completed the following courses:

- Procurement Planning and Risk Management
- Compliance, Evaluation and Contract Award
- Contract Administration and Management

Delivery/Cost/Time

-  Face-to-face at WALGA \$690 (plus GST)
-  On-Site at your LG On Request

[View Dates & Register Online](#)

Course Information

This one day course is designed to assist Local Government Officers tasked with the responsibility of capturing and documenting the requirements associated with a procurement activity, to support evaluation and contract management activities.

The course will:

- Demonstrate a systemised, practical step-by-step process to developing a fit for purpose Statement of Requirement for any procurement.
- Clarify the roles and responsibilities of different people involved in developing a Statement of Requirement.
- Share practical experiences amongst the members of the group through participation, discussion and group problem solving.
- Progress an actual live request Statement of Requirements to a point where the participant is confident they can complete it quickly, efficiently and effectively.

Learning Outcomes

- Determine what needs to be provided in a Statement of Requirement;
- What is involved in defining a procurement outcome so that it is fair to, and objectively achievable by, potential suppliers;
- The different specification types, and when to use them;
- How to develop and document offer evaluation plans;
- How to establish contract arrangements, standards of performance and codes of practice, incentives, disincentives and performance measures;
- How to prepare key performance indicators in a way that is achievable and delivers value;
- How to manage probity in the context of the evaluation process, and
- Where to get help and assistance.

"A very useful course, which is practical and will help create better documents."

City of Busseton



City of Stirling



EMPLOYEE RELATIONS

WALGA Employee Relations (ER) provides a professional industrial relations (IR) and human resource (HR) advisory, industrial advocacy and consultancy service to Local Governments, Regional Councils and Associate Members in Western Australia and the Northern Territory through an annual subscription. The WALGA ER team is comprised of nine IR specialists with significant IR/HR experience across a range of industries.

The WALGA ER team offers Local Government Officer courses including State Employment Law Essentials, Understanding and Applying the Local Government Industry Award, the HR Toolkit for Managers and Leading with Influence course. The WALGA ER team can also deliver bespoke workshops in areas including position description classifications, bargaining for enterprise agreements, the role of active bystanders and training on HR policies and procedures. If you are interested in a bespoke workshop, please contact WALGA Employee Relations on employeerelations@walga.asn.au or call 1300 366 956.



City of Kwinana, Kwinana Recquatic

HR Toolkit for Managers

2 Days

Who should attend?

New (and not so new supervisors, team leaders and managers) of Local Government teams who want to develop and improve their people management skills.

Delivery/Cost/Time

Face-to-face at WALGA

WALGA Employee Relations Subscribers: \$990 (plus GST)

Non-Subscribers: \$1090 (plus GST)

On-Site at your LG
On Request

[View Dates & Register Online](#)

NEW!

Course Information

Are you a new (or not so new) Local Government manager, supervisor or team leader who wants to maximise your own potential and that of your team?

This interactive two-day program is specifically designed to equip people leaders working in Local Government with the essential human resources knowledge and skills as well as practical tips to effectively manage, motivate, and improve the performance and behaviours of their team. This will include managing recruitment, onboarding, and probation, managing people performance, developing a diverse and inclusive team, dealing with sexual harassment, bullying and managing misconduct disciplinary processes and termination of employment.

Learn what you need to access from your HR Toolkit to upskill from hiring to firing. You will also explore how to work effectively with your HR team and when to hand over or seek advice to ensure best practice is followed.

Learning Outcomes

On completion of this course, you should be able to:

- Understand your legal obligations around key employment matters;
- Identify when human resources issues arise or have potential to arise;
- Apply appropriate measures to prevent inappropriate behaviours;
- Manage and improve performance;
- Understand how to deal with misconduct and poor performance; and
- Create an inclusive team environment.

Effective Supervision

2 Days

Who should attend?

New or potential Supervisors who need to develop a sound understanding of the primary elements of their role.

Delivery/Cost/Time

Face-to-face at WALGA
\$990 (plus GST)

On-Site at your LG
On Request

[View Dates & Register Online](#)



Course Information

Transitioning to Supervisor is not only one of the most difficult leadership transitions, but also a big step in your career. When accepting this leadership role, you rise out of the peer group to become the group supervisor... your peers may see you differently, particularly as you are now responsible for overseeing their work.

This interactive two-day program is specifically designed to equip new or potential supervisors with the essential skills they need to tackle their role confidently and with enthusiasm. Focusing on a range of practical topics that will ensure you maximise your own potential and that of your team, the program includes key aspects of effective supervision and is designed to ensure that you leave the course with practical ideas that you can implement in the workplace.

Learning Outcomes

- Understand and employ the fundamental skills of motivation and communication;
- Identify the human elements affecting the role of a supervisor;
- Apply appropriate leadership skills to situations;
- Manage and resolve interpersonal and intergroup conflict;
- Understand how to allocate, delegate and empower to achieve a desired result; and
- Create a team environment of trust and respect.

State Employment Law Essentials

1 Day

Who should attend?


HR and IR professionals, and managers with an interest in HR/IR. Please note this course is technical in nature and will suit attendees that have at least a foundational understanding of HR and IR issues and/or employment legislation (either Federal or State) in the workplace.

Delivery/Cost/Time

 Face-to-face at WALGA


WALGA Employee Relations Subscribers: \$580 (plus GST)

Non-Subscribers: \$680 (plus GST)

 Virtual Classroom via Zoom

WALGA Employee Relations Subscribers: \$580 (plus GST)

Non-Subscribers: \$680 (plus GST)

 On-Site at your LG
On Request

[View Dates & Register Online](#)



"Very well presented course, lots of example and the trainers were very knowledgeable and willing to impart knowledge. Looking forward to the rest of our team attending and hearing their takeaways."

Course Information

With the transition of Local Government to the State industrial relations system, it has become increasingly important for Local Governments to gain a better understanding of State employment legislation and what steps Local Governments need to take to practically comply with this legislation. To assist Local Governments, WALGA has developed a full day State Employment Law Essentials course for human resources (HR) and industrial relations (IR) professionals and managers to improve their knowledge of State employment legislation, including the *Industrial Relations Act 1979* (WA), the *Minimum Conditions of Employment Act 1993* (WA) and other State legislation relevant to employment.

In addition to helping you navigate the legislation, this course will cover the roles and powers of the relevant employment tribunals and courts the Western Australia Industrial Relations Commission (WAIRC) and the Industrial Magistrates Court (IMC), the regulator which enforces the legislation (the Department of Mines, Industry Regulation and Safety) and other key topics such as minimum leave entitlements, agreement making, right of entry and industrial action. In relation to industrial claims such as unfair dismissal, denial of contractual benefits and damaging action claims, this course will cover when employees are eligible to bring a claim, the WAIRC and IMC processes that occur when a claim is made, key remedies that may be awarded, and the steps your Local Government can take to mitigate the risk of these claims.

You will leave this course with a stronger understanding of relevant State employment legislation and processes, and knowledge of the practical steps your Local Government can take to ensure compliance with the State Employment Law Framework.

Learning Outcomes

- Improve your understanding of minimum conditions of employment as set out in the *Minimum Conditions of Employment Act 1993* (WA) and General Orders including annual leave, personal leave, bereavement leave, parental leave, public holidays, notice of termination and redundancy provisions;
- Build on your knowledge of the *Industrial Relations Act 1979* (WA) and the *Employment Dispute Resolution Act 2009* (WA), including the different types of industrial claims that can be made by employees, the powers of the WAIRC and IMC, and how the WAIRC assists with mediating and conciliating employment disputes;
- Develop your understanding of key IR topics such as agreement making, industrial claims, right of entry and industrial action;
- Understand the steps you can take in your workplace to ensure compliance with State employment legislation.


Understanding & Applying the Local Government Industry Award 2020 – Western Australia


1 Day


Who should attend?

Specifically developed for Local Government HR and payroll professionals who are responsible for ensuring the Local Government complies with the terms of the Federal *Local Government Industry Award 2020* (Award).

Delivery/Cost/Time

 Face-to-face at WALGA
\$580 (plus GST)

 Virtual Classroom via Zoom
\$580 (plus GST)

 On-Site at your LG
On Request

[View Dates & Register Online](#)

Course Information

Understanding the terms of the Award and how it interacts with other employment legislation can be challenging due to the complex language used in these documents.

This course aims to explain the terms of the Award in a clear and concise way to ensure Local Governments are complying with employment legislation and providing employees with the correct employment entitlements.

Participants will undertake practical exercises throughout the course to assist them to apply the knowledge gained in the workplace, and provide information on the Award to employees and management.

Learning Outcomes

- Interpret and calculate pay and entitlements contained within the Local Government Industry Award 2020 as a State Instrument;
- Understand how the *Minimum Conditions of Employment Act 1993* (MCE Act), and the *Industrial Relations Act 1979* (IR Act), interact with Local Government Industry Award 2020; and
- Understand how employee entitlements to annual leave, personal / carer's leave, long service leave, parental leave, bereavement leave, community service leave and public holidays accrue and are paid.


Understanding & Applying the Local Government Industry Award 2020 – Northern Territory


1 Day

Who should attend?

Specifically developed for Local Government HR and payroll professionals who are responsible for ensuring the Local Government complies with the terms of the Federal *Local Government Industry Award 2020* (Award).

Delivery/Cost/Time

 Face-to-face at WALGA
\$580 (plus GST)

 Virtual Classroom via Zoom
\$580 (plus GST)

 On-Site at your LG
On Request

[View Dates & Register Online](#)

Course Information

Understanding the terms of the Award and how it interacts with other employment legislation can be challenging due to the complex language used in these documents.

This course aims to explain the terms of the Award in a clear and concise way to ensure Local Governments are complying with employment legislation and providing employees with the correct employment entitlements.

Participants will undertake practical exercises throughout the course to assist them to apply the knowledge gained in the workplace, and provide information on the Award to employees and management.

Learning Outcomes

- Interpret and calculate pay and entitlements contained within the Award;
- Understand and comply with the Local Government's obligations under the Award;
- Understand how the *Fair Work Act 2009* (Cth) and other legislation interacts with the Award; and
- Understand employee entitlements to annual leave, personal / carer's leave, long service leave, parental leave, compassionate leave, community service leave and public holidays.

HEALTH AND SAFETY TRAINING

A Health and Safety Representative (HSR) is elected by their work group to represent workers in Work Health and Safety (WHS) matters. HSRs have powers under the *Work Health and Safety Act 2020* (WHS Act).

To exercise all their powers and perform all their functions, a Health and Safety Representative

(HSR) and deputies must attend a five-day initial training course approved by the Work Health and Safety Commission.

WALGA Training is a WorkSafe WA approved provider of these required courses, which are compliant under the WHS Act.



City of Albany, Works depot

Health and Safety Representatives Training Course

5 Days



Who should attend?

New elected HSRs or deputy HSRs under the WHS Act.

Entry Requirements

Sufficient language, literacy, and numeracy skills to read and comprehend legislative text and participate in practical activities.

Delivery/Cost/Time

-  Face-to-face at WALGA \$950.00 (plus GST)
-  On-Site at your LG On Request

The PCBU must allow an HSR to attend this course and pay course fees and other reasonable costs. The HSR is entitled to their usual pay while they attend the course.

[View Dates & Register Online](#)



Course Information

This five-day course provides elected Health and Safety Representatives in WA with the required information and skills to assist them to exercise all their powers and perform all their functions to effectively carry out their role as “representatives” of employees under the WHS Act.

Participants must attend all 5 days of the course. There are no formal assessments but active participation in discussions, questions and practical activities is required to confirm the understanding of the skills and knowledge covered in this course.

On successful completion, a Certificate of Attendance will be issued.

* LGIS members of the Regional Risk Coordination Program (RRC) will receive a 20% discount on their course fees.

Learning Outcomes

- Interpreting the WHS legislative framework and identifying key parties and their legislative obligations and duties;
- Establishing representation in the workplace under the WHS Act;
- Effective consultation/ participation in issue resolution and monitoring risk controls as an HSR;
- Monitoring PCBU's management of work health and safety risks & workplace inspection, recording findings and notifiable incidents;
- Issuing a provisional improvement notice (PIN) and directing the cessation of work;

“The training was great. The instructor was very knowledgeable and there was comprehensive content and relevant activities. I feel confident I can now identify and address workplace hazards, consultation and concerns. I have greatly enhanced my WHS skills base.”

“WALGA's HSR training is a must for HSRs in the workplace. The sessions are engaging and well structured including real life examples. Highly recommend this course to equip your HSRs with essential skills.”



Health and Safety Representatives Refresher Training

1 Day

Who should attend?

Health and Safety Representatives (HSR) who have previously completed their five-day HSR Training course and are required to undertake their refresher training every 12 months.

Delivery/Cost/Time

-  Face-to-face at WALGA \$350.00 (plus GST)
-  On-Site at your LG On Request

[View Dates & Register Online](#)



Course Information

This course is designed for Health and Safety Representatives (HSR) who have previously completed their initial five-day HSR Training course and wish to renew their knowledge and skills.

HSRs in Western Australia are entitled to attend this one day refresher course every twelve months, commencing one year after the initial five day course has been completed (as per the *Work Health and Safety (General) Regulation 2022*).

WALGA Training is a WorkSafe WA approved provider of this course, which is compliant under the *Work Health and Safety Act 2020*.

Learning Outcomes

- Review your understanding of the WHS legislative framework and how this applies in the workplace;
- Update your knowledge of the existing and new provision of the WHS Act;
- Understand requirements and mechanisms for consultation in the workplace and effectively represent employees on safety and health issues;
- Resolve WHS issues through effective negotiation and conflict resolution
- Identify, minimise or eliminate hazards;
- Issue Provisional Improvement Notices (PINs) and direct unsafe work to cease.

EMERGENCY MANAGEMENT

Local Governments have an essential role in Emergency Management due to their legislated responsibilities and links to the community.

The way emergencies are managed is critical to the safety and sustainability of communities, ensuring the effective functioning of the Local Government and their staff.

With an increase in emergencies impacting communities across all Local Government areas, it is appreciated globally that being prepared is fundamental. Now more than ever, Local Governments have acknowledged the necessity to be well informed and up to date in how they perform in the field of Emergency Management on behalf of their community.

To assist Local Governments in this critically important task, WALGA offer Emergency Management training courses ranging from introductory, progressing to Community Disaster Recovery.

All courses offer practical guidance and instructions in Emergency Management planning, risk, resource allocation and management, through to developing leadership skills to guide stakeholders in disaster situations across the broad range of emergencies which our communities face.

All of these courses are valuable in that they build connections and networks with members of other Local Governments across the State, further enhancing information sharing and learning opportunities.

Why should Local Government Officers and Elected Members undertake Emergency Management training?

Western Australia is experiencing more frequent and unprecedented emergency events, and the changing risk environment means more severe and frequent emergencies will occur in the future.

Due to their legislated responsibilities, Local Governments play an essential leading role in all areas of Emergency Management. Having developed strong relationships with local community networks and with a vast knowledge of locally available resources, it is important to also develop an understanding of the principles that underpin Emergency Management in WA and be familiar with all required key roles and responsibilities.

Gaining this knowledge will assist you to support your community before, during and after a disaster.

Recovery Coordinators Course for Local Government training at WALGA



Emergency Management Fundamentals



Who should attend?

CEOs, Elected Members, Managers and Officers who would like to enhance their role in Emergency Management and/or learn more about the requirements for Local Government under the *Emergency Management Act 2005*.

Course Information

This course introduces Emergency Management concepts and principles within Australia, with the main focus on Western Australia.

This course provides the foundation to increase Local Government's knowledge of their responsibilities under the *Emergency Management Act 2005*, including all relevant concepts, legislation, policies and procedures, which will assist with Emergency Management planning and decision making.

Learning Outcomes

- Confirm organisational Emergency Management requirements;
- Contribute to stakeholder awareness in Emergency Management; and
- Support organisational/community Emergency Management planning and decision making.

Delivery/Cost/Time

- eLearning
Individual \$220 (plus GST)
LG Subscription: refer to page 57 or the website

[View Dates & Register Online](#)

Emergency Management Foundations for Local Government

1 Day

Who should attend?

Suitable for CEOs, Elected Members, Managers and Officers who would like to enhance their role in Emergency Management.

Course Information

This foundation course explores contemporary Emergency Management concepts and how these apply to your Local Government, within the West Australian context.

We will explore in detail the principles of preparedness, prevention, response and recovery (PPRR), Local Government responsibilities under the current *WA Emergency Management Act (2005)* and other State doctrine, along with an applied understanding of the most practical ways to manage those obligations.

More importantly we will explore the key role of Officers and Elected Members, in establishing sound organisational skills, knowledge and capability prior to an emergency.

Prior planning, training and readiness, supports and encourage sound leadership when the community needs it during an emergency.

Learning Outcomes

- Understand the Emergency Management sector and appreciate the role of Local Government in the process;
- Recognise the important role of the Local Emergency Management Committee in Emergency Management;
- Understand the requirements for Local Emergency Management Arrangements, including the Local Recovery Plan;
- Learn the basics of exercise management and the value exercises bring to testing and evaluating Local Emergency Management Arrangements;
- Explore available resources for local Emergency Management.

Delivery/Cost/Time

- Face-to-face at WALGA
\$690 (plus GST)
- On-Site at your LG
On Request

[View Dates & Register Online](#)





Community Disaster Recovery

1 Day

Who should attend?

Suitable for CEOs, Elected Members, Managers and Officers involved in Emergency Management.

Delivery/Cost/Time

-  Face-to-face at WALGA \$690 (plus GST)
-  On-Site at your LG On Request

[View Dates & Register Online](#)



"Most enjoyed the interaction and sharing of knowledge. For our Shire, it was great knowing there is support out there."

Course Information

Community Disaster Recovery is an extremely sensitive, time critical and complex task. It is important that prior planning is undertaken to prepare your Local Government to guide your community's recovery after an emergency.

It is essential for Local Governments to confidently understand and undertake the legislative responsibility to best serve their communities. A thorough understanding of recovery principles provides a solid framework to support a resilient community during post-event recovery.

This course will demonstrate recovery group management, pre-event recovery planning processes, the benefit of engaging with your community in preparedness and resilience building activities, and an understanding of the resources available to you.

Learning Outcomes

- Understand what Community Disaster Recovery is and the role of Local Government in the process;
- Understand the role of key agencies, organisations and the community in recovery
- Identify the requirements for a Local Recovery Plan;
- Know how to establish and co-ordinate activities of a local recovery team;
- Understand the key requirements to perform the Local Recovery Coordinator role
- Navigate where to find available resources for Community Disaster Recovery;
- Understand the importance of managing the wellbeing of a local recovery team, including Officers, recovery agencies, volunteers and community leaders whilst working in recovery.



Recovery Coordinators Course for Local Government

2 Days

Who should attend?

Suitable for anyone in charge of this responsibility, or providing support to the Local Recovery Coordinator; CEOs, Elected Members and Officers involved in Emergency Management.

Delivery/Cost/Time

-  Face-to-face at WALGA \$990 (plus GST)
-  On-Site at your LG On Request

[View Dates & Register Online](#)



Course Information

Under the Western Australian Emergency Management Framework, recovery following a natural disaster is the responsibility of Local Government.

This course explores what it means to be a local Recovery Coordinator, including pre-event planning which is critical in the establishment of contemporary and established systems and processes and required for your Local Government to confidently and proficiently manage this critical function.

This course will focus on and build from the National Disaster Recovery Principles and explore ways to apply sound leadership and guidance to impacted communities.

Learning Outcomes

- Prepare, maintain and test the Local Recovery Plan;
- Undertake the role of the Local Recovery Coordinator, including ensuring ongoing continuous improvement and redundancy to the position;
- Understand the psychological stressors inherent in recovery work and the importance of managing wellbeing amongst recovery workers;
- Coordinate the establishment and activities of a Local Recovery Coordination Group (LRCG); and
- Coordinate local recovery activities following a particular event, as directed by the Local Government, adhering to Disaster Recovery principles and values.



Emergency Management for Local Government Leaders

½ Day

Who should attend?

Local Government CEOs, Directors, Managers, Mayors/Presidents and Elected Members.

Delivery/Cost/Time

-  Face-to-face at WALGA \$295 (plus GST)
-  On-Site at your LG On Request

[View Dates & Register Online](#)

Course Information

Local Governments play a fundamental role in Emergency Management due to their legislated responsibilities, strong relationship with the local community networks and knowledge of locally available resources.

To be at the apex of leadership, guiding the Local Government and the community in crisis times can be immensely stressful, as well as career defining.

How leaders perform in crisis could have a huge impact on the success of a CEO/Executive's career.

Leaders will be judged as to how they perform in a crisis: by their organisation; by the Elected Members; and, importantly, the community they serve. This can change significantly depending on the size and complexity of the disaster and how much media attention the event attracts.

It is acknowledged by all professions, crisis impacts the way we react, manage and lead, while under incredible stresses. In fact, how leaders perform in crisis could have a huge bearing on the success of a CEO/Executive's career.

The stakes are simply too high, professionally and morally, to not appreciate the importance of effective leadership in emergencies and then to not be prepared to apply effective leadership to Local Government and the community during a crisis.

This course will offer solutions to be ready, resourced and will provide a better understanding regarding what we need to achieve, prior to, during and recovering from a disaster.

Learning Outcomes

- To enhance understanding of the elements of, and the capacity to, lead Local Government and communities during a crisis;
- Understand the comprehensive framework of Emergency Management in WA;
- Increase your awareness of requirements for Local Governments implied through the *WA Emergency Management Act* and other legislation and policies;
- Appreciate the role of the Local Emergency Management Committee (LEMC) and the value of practical emergency planning;
- Understand the responsibilities of Local Governments in Community Disaster Recovery;
- Information on where to find available resources for Local Governments' Emergency Management responsibilities.



"The training has been invaluable for me, to raise broad awareness of the role of Elected Members, plans, roles, building capacity relationships and how important this is. Lots of shared experiences and lessons learned."



City of Swan

URBAN AND REGIONAL PLANNING

Planning is an area that impacts all communities, and with ever changing requirements, can often result in complex and controversial issues for Local Governments to consider.

Planning for growth and change needs to consider the future needs of all residents. Whilst there are many social and economic benefits to growth, additional population places pressure on infrastructure and community facilities. With ongoing reform and major legislative, regulatory and policy changes to the planning system in Western Australia, it is more critical than ever that Elected Members and Local Government Officers alike are familiar with current processes to ensure effective decision making for their communities.

The WALGA Planning Essentials and Advanced Courses offer an insight into the regulatory frameworks for both Regional and Metropolitan WA, covering topics such as the State and Local Planning Frameworks, key decision makers, structure and precinct planning, development and subdivision assessment and condition setting.

It also covers topics of emerging relevance, such as development contribution plans, tree canopy and coastal and environmental planning.

With in-depth training by experienced planning professionals, decision makers will be able to better understand their capacity to influence planning process, as well as advocate for the needs of their communities. The WALGA Planning Courses will ensure you have the ability to effectively convey planning decisions to the community by learning the essentials and fundamentals of planning in the Western Australian context.

To overcome and assist with the current shortage of qualified planners, from late 2023, WALGA will introduce a fundamentals course on the Residential Design Codes. This practical course will provide new graduates or non-planning Officers with the basic skills needed to undertake R-Code assessments and to make recommendations on proposals. WALGA is also investigating other training solutions to address this known skills gap.

Planning Practices – Essentials

1 Day

Who should attend?

Suitable for all Local Government Officers and Elected Members wanting to gain an introductory understanding of Town Planning practices. Suitable for recent planning or similar field graduates, community members or representatives.

Course Information

Decision makers in the planning space are required to not only understand the planning framework in Western Australia, but also the decision making process and implications of decisions.




Planning matters are often complex, generate a great deal of interest in the community and can also be controversial. It is therefore critical that decision makers have a thorough understanding of planning processes to appropriately assess applications.

Topics include types of Land Use Planning, Roles and Responsibilities in Planning, Council and the Administration, Legislative Framework, State Planning Framework, Local Planning Framework; Decision Making Process, State Administrative Tribunal, Development Assessment, Enforcement and Compliance.

Learning Outcomes

- Recognise and interpret legislation relevant to planning decision making;
- Understand the role and responsibilities of Council and the Administration as it relates to planning decisions;
- Recognise, understand and apply State and Local Planning Frameworks;
- Interpret and apply planning frameworks to planning and development applications; and
- Understand the social and financial implications associated with Local Government planning decision making.

Delivery/Cost/Time

-  Face-to-face at WALGA \$580 (plus GST)
-  On-Site at your LG On Request
-  Virtual Classroom via Zoom \$580 (plus GST)

[View Dates & Register Online](#)



Residential Design Codes (R-Codes)

1 Day

Who should attend?

- Suitable for all Local Government Officers, particularly Building Surveyors and those undertaking planning and building.
- Suitable for recent planning or similar field graduates.

Course Information

Local Government planners are required to understand and apply State Planning Policy 7.3 - Residential Design Codes in the assessment of all applications for residential development in Western Australia.




There are various volumes and parts to the R-Codes, each with varying requirements based on the type of residential development being assessed. It is therefore critical that assessors have a thorough understanding of the R-Codes to appropriately assess applications.

This hands-on course, designed by highly experienced Local Government planners, covers a range of topics including an overview of the R-Codes, R-Code values, an introduction to the various volumes and parts and how they relate to the Local Planning Framework, as well as worked examples of assessments.

Learning Outcomes

- Understand the Residential Design Codes and how they are applied;
- Interpret, understand and apply the appropriate volume and part of the Residential Design Codes;
- Understand the application of discretionary decision making and performance based assessments.

Delivery/Cost/Time

-  Face-to-face at WALGA \$580 (plus GST)
-  On-Site at your LG On Request
-  Virtual Classroom via Zoom \$580 (plus GST)

[View Dates & Register Online](#)



Planning Practices – Advanced

1 Day

Who should attend?

Targeted at Elected Members with at least 2 year's experience, Local Government industry professionals or those who have completed Planning Essentials.

Course Information




Whilst practitioners and decision-makers in the planning space may have a broad understanding of planning matters, lack of exposure to certain items or an in-depth understanding of the particular planning topic can lead to poor decisions or inappropriate outcomes. The Planning Practices – Advanced course provides a deeper understanding of a range of common planning topics that arise, to provide a more comprehensive knowledge base for decision-makers.

Topics covered include Structure Planning, Bushfire Prone Areas, Development Contribution Plans, Coastal and Flood Risk, Rights of Way and Pedestrian Access Ways, Tree Retention and Provision, Heritage, Public Open Space and Encumbrances used in Planning, and Monitoring and Review.

Learning Outcomes

- Understand and implement State and local planning frameworks;
- Evaluate the effectiveness of strategic planning frameworks;
- Identify current issues and trends in the planning system in Western Australia;
- Apply and implement planning frameworks to address planning related issues in a Local Government decision making setting; and
- Assess the effectiveness of the Local Planning Framework and develop and integrate methods for Local Government planning reform.

Delivery/Cost/Time

-  Face-to-face at WALGA \$580 (plus GST)
-  On-Site at your LG On Request
-  Virtual Classroom via Zoom \$580 (plus GST)

[View Dates & Register Online](#)



City view from the Town of Victoria Park



WASTE MANAGEMENT

Waste Management is an essential service that is provided by, or on behalf of Local Government, to the community across Western Australia.

Waste Management options vary depending on the needs of the community. To effectively deliver these services, specialised skill sets are required including operational knowledge, expertise in communications and behaviour change, understanding of current legislation, policy changes and building good industry networks.

Waste Management is no longer cheap or easy, with more and more complex materials becoming part of the waste stream and increasing expectations from the Community and Government.

WALGA's training will assist those working in Local Government to manage waste effectively to achieve the best environmental, social and economic outcomes for their communities.



Containers for Change Depot, City of Swan

Introduction to Planning



Who should attend?

Suitable for all Local Government Officers and Elected Members wanting to gain an introductory understanding of Town Planning practices.

Delivery/Cost/Time

eLearning
Individual \$220 (plus GST)
LG Subscription: refer to page 57 or the website

[Register Online](#)

Course Information

This eLearning course introduces the concepts of Town Planning as a core function of Local Government. It also explores how planning has evolved over time and why the Local Government planning framework is important for the development of your local community.

After completing this eLearning course, WALGA offers further training options to develop specialised skills of key planning concepts and legislation, and how to make good planning decisions.

Learning Outcomes

- How planning has evolved over time; and
- Why planning is important for Local Government and the local community.

Introduction to Waste Management

1 Day

Who should attend?

Suitable for Local Government Officers where the role requires them to be directly or indirectly involved in Waste Management or Officers wanting to work in the waste industry.

Delivery/Cost/Time

- Face-to-face at WALGA \$580 (plus GST)
- On-Site at your LG On Request

[View Dates & Register Online](#)



Course Information

Waste Management is an essential service provided by, or on behalf of, Local Government for households. It is a complex area, with many opportunities to improve Local Governments environmental, social and economic performance.

WALGA has developed training to cover the identification and segregation of waste and recoverable materials, waste avoidance and education, and behaviour change in relation to waste management.

Learning Outcomes

- Practical knowledge of waste storage and separation to facilitate resource recovery;
- Understanding of relevant legislation and policy;
- Skills relating to waste education and behaviour change; and
- Knowledge relating to waste avoidance options and approaches.

"The course was engaging and it was good to hear from others who are in the same field."

ENVIRONMENT AND SUSTAINABILITY

The Environment and Sustainability courses provide Local Governments with a comprehensive grounding in the key areas of responsibility and management; Climate Change, Biosecurity, Biodiversity, Sustainability and Water Management.

As the closest tier of government to the community, Local Governments are in a unique position of being able to improve environment and sustainability at a local level, internally and across the community, and contribute to global benefits. The courses assist Local Governments to meet their legislative obligations under section 1.3 (3) of the *Local Government Act 1995*, which requires that Local Government, in carrying out its functions, “is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.”

Elected Members play an important role in Council leadership and strategic direction, and it is important that environment and sustainability impacts are considered in all decision-making processes. Climate change affects many areas of Local Government operations.

Therefore it is critical to mitigate local greenhouse gas emissions, as well as reduce vulnerability to impacts and capitalise on opportunities. Biosecurity threats are increasing with new pest and disease incursions, and the range of many existing declared pests is expanding. Western Australia is one of the worst areas affected by the drying climate in the world, and a focus on sustainable water management and alternative water sources is required to sustain healthy ecosystems and communities. There are many opportunities to protect and manage natural areas with significant biodiversity values to help reverse the ongoing environmental decline in Australia.

Local Government Officers will also benefit from these courses by learning about contemporary and innovative approaches to common issues, demonstrated by leading examples from within the sector. Specifically designed for Local Government Officers, the Climate Risk Assessment Training course will equip Officers with the knowledge and skills required to facilitate the assessment process within their organisation.

Local Government Climate Risk Assessment Training




1 Day

Who should attend?

This course is designed for Local Government Officers who are responsible for coordinating Council’s corporate adaptation action planning, which includes climate risk assessments, in their own organisations, or appointing/ managing consultants that complete the work.

The course is ideal for Local Governments that are commencing their climate action journey, and those that are well progressed and are strengthening their approach.

Delivery/Cost/Time

-  Face-to-face at WALGA
\$580 (plus GST)
-  On-Site at your LG
On Request
-  Virtual Classroom via Zoom
\$580 (plus GST)

This course integrates with the WALGA Climate Change Action Framework.



[View Dates & Register Online](#)

Course Information

Councils need to adapt to climate change, with adaptation planning being the most effective at the local level, reducing their vulnerability whilst capitalising on any opportunities. If ignored, the effects of climate change are likely to have considerable impact on a Council’s performance to asset management, service delivery and legal liability.

A key step in developing a Corporate Adaptation Plan is conducting a Climate Change Risk Assessment. This one-day course has been designed for Local Government Officers involved in responding to climate change to provide the skills and knowledge required to complete a first pass climate change risk assessment and corporate adaptation action planning.

Participants will have the opportunity to complete steps of a climate risk assessment during the training, using case study information from their own organisations or regions to enhance the learning outcomes and confidence to replicate this in real world scenarios.

Learning Outcomes

- Understand local climate change risks and the concept of climate change adaptation across all areas of Council decision-making;
- Identify and assess risks that climate change poses to Local Government operations;
- Prioritise risks that require further action as a basis for decision-making and planning;
- Identify actions that respond to these risks;
- Be confident in running a first pass climate risk assessment and/or managing consultants to complete the assessment.

Additional Training Resources

- E-learning module: designed to give a basic introduction to climate change and the concept of climate risk assessments contextualised in broader corporate adaptation planning. This is designed to be given to people within your organisation to prepare them to participate in your climate risk assessment.
- Manual: designed to support you as the officer co-ordinating the climate risk assessment as a deeper dive into the framework and process for climate risk assessments with tips and tricks for running successful workshops, building your team and pull out resources to help you set up for a successful process. Additional case studies and further information on adaptation planning is also provided.

“The training was really good to rethink and reinforce how we could start the conversation on climate adaptation and mitigation within the Council.”

DELIVERY METHODOLOGIES

WALGA courses are available in a variety of different delivery methodologies to make training more accessible and flexible.



Face to Face Training at WALGA

9.00am-4.30pm | Registration from 8.45am

Enjoy a day away from your desk and learn in a structured interactive environment, networking with others, all under the guidance of a Local Government subject specialist trainer who will facilitate the training, encouraging dialogue and best practices for Local Government in Western Australia.



eLearning

WALGA has developed a range of courses available as interactive eLearning courses. Most of these courses are available on our eLearning subscription or as a single course. Elected Members and Officers have the freedom to learn at their own convenience and at a pace that is right for them. This is especially convenient for regional participants to learn in their own time.



Virtual Classroom via ZOOM

This methodology is also an excellent option for regional Councils. This is ideal if you are time poor or you just can't come to Perth to attend Face to Face training.



Where can I find course dates?

Upcoming course dates are listed on our website www.walga.asn.au/training. We also have 2023-2024 Elected Member and Officer Calendars available. You can download a PDF copy via our website or we can email them directly to you.

HOW TO REGISTER FOR A COURSE

1. Visit our website <https://walga.asn.au/training>
2. Select the course you would like to book
3. Click 'register now'
4. Fill in the required fields and click submit
5. WALGA Training will then confirm your registration as soon as a purchase order number is supplied. Alternatively, if you wish to pay by credit card, please enter 'Pay by CC' in the purchase order number field and we will arrange for our accounts team to contact you.
6. Start your journey with WALGA Training

Late Registration information:

In the case of a late registration, it is the responsibility of the participant to confirm course details, dietary requirements and login information.

eLEARNING

eLearning Subscriptions

To ensure that our members have access to high quality, tailor-made training at all times and regardless of location, WALGA Training is proud to offer a subscription service which allows your Local Government to enrol an unlimited number of learners to undertake selected course(s) over the subscription period.

WALGA's annual subscription period commences on 1 November through to 31 October.

IMPORTANT: After 1 July, a subscription will be calculated up to 31 October the following year i.e. your subscription costs will cover a period of 15 months (Annual + Pro-Rata Fee).

How do I purchase an eLearning subscription?

Please contact the WALGA Training team via email training@walga.asn.au.

IT Capability

Learners should be computer literate and have basic computer skills and knowledge, including the ability to navigate web browsers. Alternatively, speak to WALGA Training to discuss other delivery methods available.

It is the responsibility of the Local Government to ensure that students who have been provided with IT hardware and software have the necessary basic skills to use the equipment provided to them, prior to enrolling in any WALGA Training online learning. This includes, but is not limited to, eLearning, webinars, virtual classrooms and online assessments.

Cost

No. of Modules	SAT Band 4	SAT Band 3	SAT Band 2	SAT Band 1
1	\$1,260	\$2,208	\$2,520	\$3,150
2	\$2,208	\$3,468	\$4,410	\$5,040
3	\$2,718	\$4,410	\$5,670	\$6,624
4	\$4,104	\$5,358	\$6,624	\$8,190
5	\$5,040	\$6,300	\$7,560	\$8,820
5+	Contact WALGA Training for a customised quote			
All prices outlined above are exclusive of GST				

What SAT Band is my Local Government?

The Salaries and Allowances Tribunal determines the SAT Band level of each Local Government each financial year. For the latest information please visit the website <https://www.wa.gov.au/government/publications/local-government-chief-executive-officers-and-elected-members-determination-no-1-of-2022> or contact us.

WALGA TERMS AND CONDITIONS OF ENROLMENT

Course Transfer and Cancellation Policy

WALGA Training recognises that plans can change. Unfortunately, there will be times when transfers or cancellation will attract a cost. This policy explains the Terms and Conditions as outlined below.

Cancellation by a Participant or a Local Government

All transfer or cancellation requests must be made in writing. Please email training@walga.asn.au.

Training at WALGA

If you wish to change or cancel your confirmed course the following applies:

- More than 10 business days prior to course commencement – no charge for either a cancellation or change request.
- Cancellation request between 10 – 6 business days – 50% refund on pre-payment.
- Less than 5 business days, no refund for cancellation and no transfer to another date allowed.
- Non-Attendance – there is no refund or transfer.

You must submit a written cancellation request via email with supporting documentation to apply for a refund, should your cancellation be due to the following COVID situations:

You are required to self-isolate due to:

- being a confirmed case of COVID; or
- having a close contact with a confirmed case of COVID in your household;

You have COVID symptoms or have been tested for COVID and awaiting test results (and the course falls within the period of awaiting test results).

On-Site Training at your Local Government

A confirmed booking will attract a cancellation fee as outlined below.

Cancellation is received by WALGA Training via email to training@walga.asn.au.

- More than 20 business days prior to course start – pre-paid costs such as travel will be charged to the Local Government.
- 20 – 10 business days, 50% of the training course cost plus pre-paid costs such as travel will be charged to the Local Government.
- Less than 10 business days, 100% of the training course cost plus pre-paid costs such as travel will be charged to the Local Government.

Cancellation or Course Change by WALGA Training

Training scheduled at WALGA:

In the rare event that WALGA Training has to change or cancel a course less than 10 business days prior to course start, WALGA Training will provide a full refund on prepaid course fees. This will not include any travel cost incurred by participant/s.

In case there are mandated restrictions announced relating to COVID, training will be delivered via ZOOM with no additional cost to any party. However cancellation penalties apply as outlined above.

LOCATION AND TRANSPORT

The WA Local Government Association is located at ONE70, 170 Railway Parade, West Leederville.

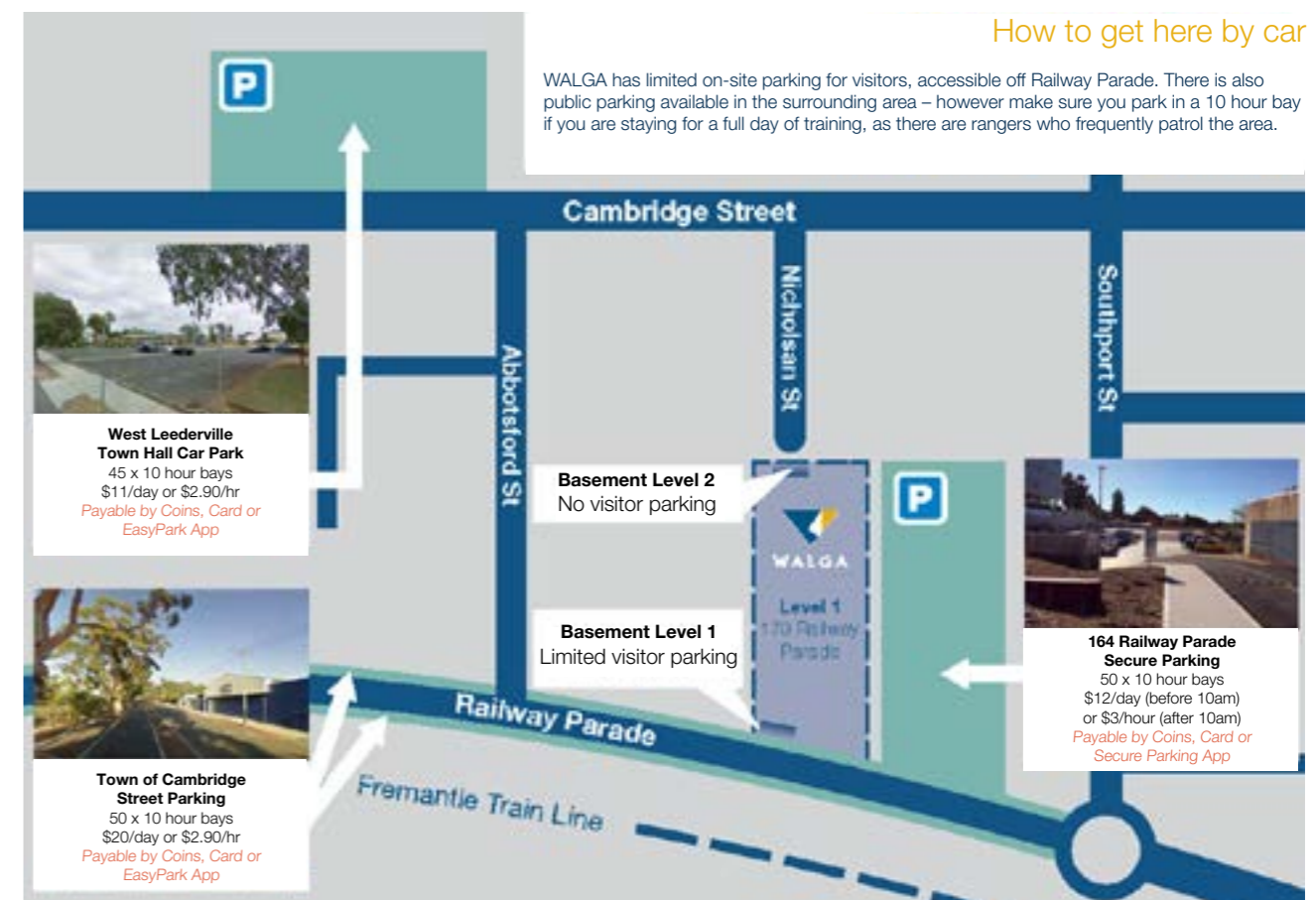
Public Transport



You can get to ONE70 by catching the train to either City West or Leederville Trains Stations and walk 5-10 minutes using the directions above. The Green CAT service is a free public bus that stops near Leederville Train Station. This is an easy way to get to ONE70. If you are running late for training please call us on (08) 9213 2088.

CAT Bus Timetables can be found on the Transperth website transperth.wa.gov.au/Timetables/CAT-Timetables.

How to get here by car





WALGA

ONE70
Level 1, 170 Railway Parade
West Leederville WA 6007

08 9213 2088
training@walga.asn.au
walga.asn.au