



(Z) Virtual Classroom via ZOOM

March	April	May	June	July	August	September	October	November	December	
6 & 7 - Health & Safety Representatives Training	5 - Policy Development & Procedure Writing	1 - Presenting with Confidence	7 - Rates in Local Government - Debt Collection	1 & 2 - Effective Supervision	6 - Introduction to Managing Business Records in LG	2 & 3 - Rates in Local Government - Clerical	7-18 - Health & Safety Representatives Training - 5 Days	5 - Procurement and Contract Essentials	2 - Introduction to Managing Business Records in LG	
6 - Compliance, Evaluation and Contract Award (Z)	12 - Introduction to Waste Management	6 - Procurement and Contract Essentials	10 - Emergency Management for Local Government Leaders	3 - Health & Safety Representative Refresher - 1 Day	7 - Delegation and Authorisation - Essentials (Z)	10 - Procurement Planning & Risk Management (Z)	10 - Local Government Act - Essentials	6 - Dealing with Difficult Customers		
8 - Planning Practices - Essentials (F2F & Z)	15 & 16 - HR Toolkit for Managers	9 & 10 - Rates in Local Government - Clerical		8 - Local Government Act - Advanced (Z)		16 - Developing Specifications for Excellence (Z)	11 - Introduction to Waste Management	7 - Health & Safety Representative Refresher - 1 Day		
12 - Compliance, Evaluation & Contract Award (Z)	23 - Contract Administration & Management (Z)	13 - Dealing with Difficult Customers	10/11/17/18/19 - Health & Safety Representatives Training - 5 Days	9 - Contract Administration & Management (Z)	20 - Procurement and Contract Essentials (Z)	26 - Compliance, Evaluation & Contract Award (Z)	14 - Contract Administration and Management (Z)	8 - Planning Practices - Essentials (Z)		
14 & 15 - Effective Supervision	29 - Understanding & Applying the LG Industry Award NT	14 - Procurement Developing Specifications for Excellence	11 - Local Government Act - Essentials (Z)	12 - Introduction to Waste Management			Local Government Climart Risk Assessment Training	12 - State Employment Law Essentials		
19 - Emergency Management Foundations for Local Government	Introduction to Managing Business Records in LG	16 & 17 - Recovery Coordinators Course for LG	12 - Procurement Planning & Risk Management (Z)	18 - State Employment Law Essentials			14 & 15 - Recovery Coordinators Course for LG	18 - Emergency Management Foundations for Local Government		
20 - Active Bystanders (Train the Trainer) (Z)	30 - Introduction to Specification Writing (Z)	21 - Meeting Practices for Good Governance Outcomes	21 - Planning Practices - Essentials	22 - Emergency Management Foundations for Local Government			16 & 17 - HR Toolkit for Managers	19 - Community Disaster Recovery		
Health & Safety Representative Refresher - 1 Day		22 - Local Government Climart Risk Assessment Training	24 - Planning Practices - Advanced	23 - Community Disaster Recovery			18 - Rates in Local Government - Debt Collection	21 & 22 - Effective Supervision		
Community Disaster Recovery			25 - Compliance, Evaluation & Contract Award (Z)	Policy Development & Procedure Writing						
					24 - Introduction to Specification Writing (Z)			23 - Understanding & Applying the LG Industry Award WA (Z)		27 - Local Government Act 1995 - Advanced
22 - Planning Practices - Advanced								29 - Emergency Management for Local Government Leaders		28 - Understanding & Applying the LG Industry Award NT (Z)
25 - Local Government Act 1995 - Advanced					29 & 30 - HR Toolkit for Managers			30 - Introduction to Specification Writing (Z)	29 - Planning Practices - Advanced	
26 - Understanding & Applying the LG Industry Award WA								31 - Presenting with Confidence		
Report Writing for Informed Decision Making										
27 - Delegation and Authorisation - Essentials										