

# LGA50220

## DIPLOMA OF LOCAL GOVERNMENT – ELECTED MEMBER

### COURSE INFORMATION

Contact WALGA Training on (08) 9213 2088  
or email [training@walga.asn.au](mailto:training@walga.asn.au) for more  
information.

[walga.asn.au/training](http://walga.asn.au/training)

WALGA Training (RTO 51992)



**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 land use and 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 assessments 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.

### Training and Assessment Plan

Upon receiving a completed enrolment form, the WALGA Training team will email applicants a Letter of Offer with an individual Training and Assessment Plan. The proposed training schedule will take into consideration your time commitments (work, family and Council duties), your location, our workshop schedule and your availability to travel and attend training at WALGA.

The training for each Unit of Competency (UoC) includes 7 topic specific intensive workshops followed by mentoring sessions via ZOOM to deepen your understanding and to prepare you for each individual assessment task.

Each UoC has a set of individual assessment tasks, requiring approximately 15 hours of reading, research and completing each task. Assessments must be submitted at the listed due date in the Training and Assessment Plan, generally within four (4) weeks of completing the relevant face to face workshop.

### Training and Assessment Methods

Typically, the training methods used will include presentations, discussions, demonstrations, individual and group activities, case studies and simulated scenarios or research activities. Assessment methods to be used include knowledge assessments, project work, scenarios, case studies, reports and research tasks.

Most assessments tasks relate directly to your Local Government, and you will require access to policies and procedures, meeting minutes and informing strategies. It is recommended to seek support from your CEO.



*“For anyone considering completing the Diploma, I highly recommend it. Not only will you gain a greater understanding of your role in Local Government, but also enjoy networking and forming friendships with Elected Members from across WA.”*

**Chontelle Stone – 2021 Graduate**  
City of Cockburn Councillor



## Training and Assessment Overview for each Unit of Competency



## Training Program Outline

Unit of Competency (UoC)		
LGAMEM001	Meet elected member responsibilities*	<i>Units labelled with * are foundation units and must be completed prior to attempting any other UoC</i>  <i>Individuals who have completed the Council Member Essentials Training must also complete virtual training and relevant Assessment tasks for each UoC.</i>
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	

Training Program Cost			
<b>LGA50220 Diploma of Local Government - Elected Member</b>  <i>Please note that nationally recognised training is GST exempt.</i>	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	\$ 1200.00

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

### How to enrol

Complete the WALGA enrolment form and submit to [training@walga.asn.au](mailto: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.



ONE70  
Level 1, 170 Railway Parade  
West Leederville WA 6007

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training@walga.asn.au  
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