

2026-27 Training & Professional Development Course Directory

Your Complete Guide for Officer and Elected Member Training



Learn from the experts
WALGA Training (RTO 51992)
walga.asn.au/training

Contact WALGA Training on 9213 2098
or email training@walga.asn.au
for more information.

Message from the WALGA President

Welcome to WALGA's 2026-27 Training and Professional Development Course Directory. WALGA takes pride in providing Member-focused, quality services that support and build capacity across the sector.

Western Australia's Local Government sector continues to evolve, presenting valuable opportunities for growth, innovation, and a strengthened workforce.

Legislative reform continues to reshape the responsibilities of both Elected Members and Local Government Officers, and the need for current, accurate and practical training has never been more important.

WALGA is a Registered Training Organisation (RTO) that caters for everyone, ensuring students feel supported on their professional development journey.

As the authoritative voice and trusted partner for Western Australian Local Government, WALGA's subject matter experts ensure that all courses are relevant and tailored to the unique and evolving needs of the sector.

Preparing the next generation of Local Government leaders and ensuring continuity of capability is also essential. WALGA Training plays a key role in bridging the gap, supporting both emerging and experienced Officers to build the skills needed for the future.

Our training courses are continuously updated to reflect the latest legislative and regulatory requirements, ensuring that Officers and Elected Members have the tools they need to perform their roles effectively.

We engage highly skilled specialists across all disciplines, who draw on their extensive real-world and on-the-job knowledge to provide valuable learning experiences. Additionally, WALGA's Governance and Employee Relations teams contribute valuable input to capture legislative and regulatory changes.

Through our flexible delivery methods, supported by contemporary and functional learning systems and eLearning platforms, we aim to expand participation and eliminate barriers that may restrict access to training and development. We encourage all Members, Elected Members and Officers to take advantage of the opportunities within this directory and to continue prioritising professional development to ensure the Local Government sector remains well-equipped to support the communities you represent.



A handwritten signature in black ink, appearing to read 'M Irwin'.

Mark Irwin AM
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.

About WALGA Training

WALGA Training is a Registered Training Organisation (RTO Code 51992), providing comprehensive training solutions for the Local Government sector. Our dedicated team is committed to delivering timely and effective customer service to support our students throughout their training journey.

Our administration team assists with enrolment enquiries, issues on-site training and eLearning quotes, and addresses any questions that may arise.

Behind the scenes, our product development team works diligently to ensure our training is supported by quality resources, continuously

updated to reflect legislative changes and good governance practices.

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



Officer Courses

	Nationally Recognised Training
	Induction Programs
	Governance
	Communication Skills
	Procurement
	Urban and Regional Planning
	Employee Relations
	Waste Management
	Environment
	Emergency Management
	Health and Safety Representatives Training

Independent Member Courses

	Essential Skills for Independent Audit Risk and Improvement Committee Members
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Elected Member Courses

	Nationally Recognised Training
	Council Member Essentials
	Professional Development
	Urban and Regional Planning
	Emergency Management

eLearning Courses

	Council Member Essentials
	Professional Development
	Induction Programs
	Governance
	Procurement
	Urban and Regional Planning
	Environment

Delivery Methodologies

WALGA Training provides a variety of engaging and interactive methods to cater to individual training and learning needs.



In person Training

WALGA | ONE70, LV1, 170 Railway Parade, West Leederville, WA 6007

In-person training fosters direct interaction and engagement, allowing participants to benefit from immediate feedback and hands-on experience. It also enhances team building and networking opportunities, creating a more collaborative and supportive learning environment.



eLearning

Our eLearning option allows learners to access materials anytime and anywhere, which is ideal for balancing professional development with other commitments. All of our eLearning courses have been designed to cater for different learning styles to support engaging and effective learning.



Virtual Classrooms

via Zoom

Virtual classrooms offer flexibility and convenience, allowing participants to join sessions from anywhere. It can also be more cost-effective by eliminating travel expenses, in particular for those working in regional Local Governments.



On-Site

A specialist trainer can deliver training at your Local Government. This option is perfect if you want to eliminate travel time, and/or invite neighbouring Councils to share the training cost.

Please note that if learner resources need to be customised, an additional fee may apply.

Course Offerings

Where can I find course dates?

Upcoming course dates are available on our website at walga.asn.au/training. Additionally, calendars for Elected Members and Officers can be downloaded as PDF files from our website or emailed directly to you upon request.

How can I register for a course?

1. Visit our website walga.asn.au/training;
2. Select the course you would like to book;
3. Select your preferred course date and click 'register here';
4. Fill in the required fields and submit;
5. WALGA Training will then confirm your registration once a purchase order number is supplied. If you prefer to pay by credit card, please enter 'Pay by CC' in the purchase order number field, and our accounts team will contact you to arrange payment; and
6. Start your journey with WALGA Training.

On-Site Exclusive Courses

The short courses listed below **are available exclusively for on-site delivery**.

- Prevent Sexual Harassment & Psychosocial Hazards in the Workplace (Senior Leaders' Workshop)
- Active Bystanders (Train the Trainer)
- Active Bystanders
- Introduction to Waste and Landfill Management
- Record Keeping Fundamentals (Elected Members)

On-Site Training

Bring WALGA Training directly to your Local Government

If you'd like to experience any WALGA Training course within your own Local Government or region, on-site delivery is a great option. It's ideal for addressing local challenges, reducing travel time, and creating a more convenient learning experience.

A specialised trainer will come to your location and deliver the course in person. Just like our other face-to-face programs, participants benefit from real-time interaction, discussion, and collaboration with colleagues and peers – all in a familiar, local setting.

Servicing all of Western Australia

● Christmas Island

● Cocos (Keeling) Islands



Find a Course

Officer Courses

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New course



Full course details coming soon



This course has been updated with new content



Content has been updated to include 2025 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 Courses

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Nationally Recognised Training



LGA30120
Certificate III in
Local Government



LGA50120
Diploma of Local
Government

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WALGA Training also offers more than 45 short courses designed specifically for Local Government Officers covering a broad range of specialist areas:



Induction
Programs



Governance



Communication
Skills



Procurement



Employee
Relations



Health and Safety
Representatives Training



Emergency
Management



Urban and Regional
Planning



Waste
Management



Environment



City of Busselton Certificate III in Local Government recipient Chloe Veeran

LGA30120

Certificate III in Local Government



Course Overview

The LGA30120 Certificate III in Local Government is a nationally recognised qualification that provides the knowledge and practical skills required to perform a wide range of duties across the Local Government sector.

It is suitable for people entering Local Government, as well as current Officers seeking to build their knowledge and skills. The course is relevant to roles in customer service, finance, records, people and culture, leisure centres, parks and gardens, and other positions with administrative responsibilities.

The qualification explores the functions, responsibilities and services delivered by Local Governments, together with the legislative obligations and workplace expectations relevant to a range of roles.

Developed in accordance with the Local Government Training Package (LGA), the course is approved by the Training Accreditation Council (TAC) and fully contextualised to the Western Australian Local Government sector.

Entry Requirements

Prospective students must have completed Year 10 or equivalent and be employed by a Western Australian Local Government.

Course Duration

Approximately 12 months.

Delivery

This course is delivered over four study terms, each of 10 weeks' duration, with no training scheduled during school holidays.

Students participate in weekly 3.5-hour structured training sessions via Zoom delivered by a qualified Trainer and Assessor.

“

After finishing school, earning my Certificate III was a crucial step that gave me direction, work experience, and valuable practical skills through my traineeship, where I developed strong habits and a solid work ethic with guidance from my trainer and assessor. Now, as a Cadet Building Surveyor working towards an Advanced Diploma, I'm very grateful for the Certificate III's role in shaping my career, introducing me to building surveying, and giving me a clear path I didn't have as a school leaver with no experience.

”

Chloe Veeran – 2025 Trainee Student
City of Busselton | Cadet Building Surveyor

Course Structure

The LGA30120 Certificate III in Local Government is nationally recognised within the Australian Qualification Framework (AQF) and consists of 12 Units of Competency (UoC), 4 core and 8 elective units. WALGA Training offers 2 streams of elective Units of Competency.

- **Option A** – Business administration and document processing
- **Option B** – Financial transactions and accounting processes

Units of Competency

Term 1		Term 2	
LGACOR001	Work in local government	PSPLEG005	Comply with legislation in the public sector
BSBXCM301	Engage in workplace communication	BSBINS302	Organise workplace information
BSBOPS203	Deliver a service to customers	BSBINS309	Maintain business records
Term 3 Option A – Business administration and document processing		Term 3 Option B – Financial transactions and accounting processes	
BSBTEC301	Design and produce business documents	FNSACM311	Process and manage payments
BSBTEC302	Design and produce spreadsheets	BSBFIN301	Process financial transactions
BSBTEC303	Create electronic presentations	BSBFIN302	Maintain financial records
Term 4			
BSBWHS311	Assist with maintaining workplace safety		
BSBSTR301	Contribute to continuous improvement		
BSBCMM411	Make presentations		

Fee-for-Service

The fee-for-service option is available for Officers who have been employed by a Local Government longer than 3 months full time or where a Local Government chooses to self-fund the training as a targeted professional development investment.

Traineeship

This qualification is available as an approved Traineeship for eligible employees and is funded through Jobs and Skills WA (DTWD), either as a New Worker Traineeship or a School-Based Traineeship (SBT) for eligible secondary school students.

Employers may also be eligible for incentive payments. Eligibility and current incentives can be confirmed through a local Apprentice Connect Australia Provider or by contacting WALGA Training.

Course Fees

For detailed information about the course fees, please visit our website:

walga.asn.au/cert-III-in-local-government

How to Enrol

Register your interest via the online registration form on our website or call us on 9213 2098. A WALGA Training team member will then guide you through the enrolment process. Upon enrolment, participants will be issued a Letter of Offer outlining an individualised Training and Assessment Plan.

Note: If you are eligible for a traineeship and funding under Jobs and Skills WA the enrolment process will then be dependent on your situation.

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 course prior to completion of the course, you will be issued a Statement of Attainment for any units where competency has been achieved.

More Information

For further details and to download the course brochure, please visit our website:

walga.asn.au/cert-III-in-local-government



LGA50120

Diploma of Local Government



Course Overview

The LGA50120 Diploma of Local Government is a nationally recognised qualification that supports Local Government Officers, as well as professionals transitioning from other sectors, to develop a clear understanding of how Local Government operates within a legislative and governance framework.

The qualification is suitable for individuals who have built capability through experience or prior study and are seeking to strengthen their understanding of Local Government systems, responsibilities and decision-making in practice. It develops the knowledge, judgement and practical skills required to work across governance, legislation, community consultation, risk management and service delivery.

WALGA Training offers two specialist streams within the qualification:

- **Community Engagement and Consultation**, which supports Officers involved in community engagement activities to strengthen consultation practices aligned to governance and service delivery.
- **Town Planning**, which develops capability to support statutory planning functions, including interpreting planning requirements and undertaking minor development assessment activities within the organisation.

Note: The Town Planning units may also be undertaken as a standalone option.

The qualification is suited to professionals committed to applied learning and ready to demonstrate capability in real Local Government workplace contexts. Developed in accordance with the Local Government Training Package (LGA), the course is approved by the Training Accreditation Council (TAC) and fully contextualised to the Western Australian Local Government sector.

Entry Requirements

Prospective students must have completed Year 12 or equivalent and/or another tertiary qualification and be employed by a Western Australian Local Government.

Course Duration

Approximately 18 months.

Delivery

This course is delivered through weekly 3.5-hour structured training sessions via Zoom, facilitated by a qualified Trainer and Assessor. Study terms vary in duration depending on the number of delivery and support weeks for each unit, with scheduled study-free periods and holiday breaks included.

The Town Planning units commence with a two-day face-to-face workshop at WALGA in West Leederville, followed by weekly Zoom training sessions.

Course Structure

The Diploma of Local Government is nationally recognised within the Australian Qualification Framework (AQF) and consists of 12 Units of Competency (UoC), five (5) core and seven (7) elective units.

Units of Competency

Communication & Customers in Local Government			
BSBXCM501	Lead communication in the workplace	BSBOPS505	Manage organisational customer service
LGAREG003	Manage conflict situations in a regulatory environment		
Understanding Governance in Local Government			
LGACOR001	Work in local government	PSPLEG003	Promote compliance with legislation in the public sector
LGACOR005	Represent council in the community	LGACOR008	Provide advice to council
Managing Sector Specific Risks & WHS			
BSBOPS504	Manage business risk	BSBWHS521	Ensure a safe workplace for a work area

Elective Stream Options

Community Consultation and Engagement			
PSPGEN075	Build and maintain community relationships	LGACOR007	Conduct community consultations
CHCCDE010	Develop and lead community engagement strategies to enhance participation		
Town Planning			
LGAPLA001	Interpret and apply development planning legislation, schemes and instruments	LGAPLA002	Perform minor development assessments
LGAPLA005	Protect heritage and cultural assets		

Fee-for-Service

The fee-for-service option is available for Officers who have been employed by a Local Government longer than 3 months full time or where a Local Government chooses to self-fund the training as a targeted professional development investment.

Traineeship

This qualification is available as an approved Traineeship for eligible employees and is funded through Jobs and Skills WA (DTWD) as a New Worker Traineeship.

Employers may also be eligible for incentive payments. Eligibility and current incentives can be confirmed through a local Apprentice Connect Australia Provider or by contacting WALGA Training.

Course Fees

For detailed information about the course fees, please visit our website: walga.asn.au/diploma-of-local-government

How to Enrol

Register your interest via the online registration form on our website or call us on 9213 2530. A WALGA Training team member will then guide you through the enrolment process. Upon enrolment, participants will be issued a Letter of Offer outlining an individualised Training and Assessment Plan.

Note: If you are eligible for a traineeship and funding under Jobs and Skills WA the enrolment process will then be dependent on your situation.

Certification**LGA50120 Diploma of Local Government**

- 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 LGA50120 Diploma of Local Government.

LGA50120 Diploma of Local Government (Planning)

- 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 LGA50120 Diploma of Local Government (Planning).
- If you opt to enrol into the Town Planning Units only (3 Units of Competency), you will be issued a Statement of Attainment (SoA) for any units where competency has been achieved.

If you choose to exit the course prior to completion, you will be issued a Statement of Attainment for any units where competency has been achieved.

More Information

For further details and to download the course brochure, please visit our website: walga.asn.au/diploma-of-local-government



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 Methods and Cost



In person at WALGA
\$370 (plus GST)



Virtual Classroom via Zoom
\$370 (plus GST)



"A very informative and relevant course with clear explanations, useful templates, and strong opportunities for discussion."

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 Elected 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, helping to reduce misunderstandings 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 Elected Members of expected standards while 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.

Introduction to Local Government

½ Day

Who Should Attend?

Suitable for Officers new to Local Government.

Delivery Methods and Cost



In person at WALGA
\$270 (plus GST)



On-Site at your LG
On Request (½ day course)



Virtual classroom via Zoom
\$270 (plus GST)



eLearning Individual
\$260 (plus GST)

LG Subscription: refer to page 67 or the website

"A highly engaging and knowledgeable facilitator who made complex Local Government concepts clear, practical, and memorable."

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.

[View Dates & Register Online](#)



Learning Outcomes

- Understand the different levels of government and why they exist;
- The separation of powers and duties;
- Your role working in Local Government;
- The role of Mayors, Presidents, Elected Members and Officers;
- The Employee Code of Conduct, authority and accountability;
- The impact Local Governments have on communities;
- How decisions are made about what services to provide; and
- An overview of strategic planning and rates matters in Local Government.

Governance

Working in Local Government brings responsibilities for due diligence, compliance, good governance and supporting good government. WALGA's suite of governance and administration training is tailored specifically for the Western Australian sector.

Guided by our highly experienced specialist trainers, participants will gain an in-depth understanding of the *Local Government Act 1995*, relevant Regulations and other legislative texts. These courses explain how the legislation applies to individual job roles, depending on the course topic.

WALGA's courses are continuously revised to reflect the ongoing and significant legislative reforms affecting the sector. Participants are provided with up-to-date knowledge and importantly, given the tools to prepare for and engage with upcoming reforms.

The learning outcomes are designed to build confidence and enhance the capacity to provide a range of advice, assess compliance with statutory obligations, and understand the functions of Local Government administration and Council decision-making. The workshops are interactive and invite participants to apply their learning to real life examples.

WALGA offers a comprehensive Governance advisory service. All WALGA Training participants from the Local Government sector have access to specialist advice and guidance covering topics included in the governance training courses.

For assistance, the Governance team can be reached at governance@walga.asn.au or by calling 9213 2514.

Ethical Behaviours and Decision-Making in Local Government

½ Day

Who Should Attend?

All Local Government Officers.

Delivery Methods and Cost



In person at WALGA
\$270 (plus GST)



On-Site at your LG
On Request*



Virtual Classroom via Zoom
\$270 (plus GST)



eLearning Individual
\$260 (plus GST)

[View Dates & Register Online](#)



"A fabulous blend of interactive and educational learning. I really valued the opportunity to think critically in a supportive, nonjudgmental environment."

Course Information

This course is designed for all levels of the organisation, reinforcing a culture of ethical behaviour and personal integrity across the Local Government's workforce.

The session will explore the key components of how ethical behaviours are reflected in decision-making and how this relates to the legislative and policy framework. Participants will discuss how the Local Government's Employee Code of Conduct guides day-to-day expectations of behaviour and how to navigate ethical challenges common in Local Government.

Staff may live and work in the community they serve, particularly in regional Local Governments. This training emphasises managing personal relationships ethically and maintaining public trust.

Learning Outcomes

- The purpose and key provisions of the Code of Conduct and relevant legislation.
- Principles of ethical behaviour in the Local Government context.

- How to identify and manage conflicts of interest and the interplay of compliance, ethics and morals especially in a small community.
- The meaning of accountability and integrity in Local Government roles.
- What constitutes misconduct and corruption, the consequences and tips on avoidance.
- When and how to escalate ethical issues to a higher authority.
- The importance of being able to defend decisions while evidencing transparency.
- Practical tips and tools for making ethical choices (including an ethical checklist).

** Highly requested for on-site delivery to all employees.*



Records Management – City of Greater Geraldton

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 Methods and Cost



In person at WALGA
\$650 (plus GST)



On-Site at your LG
On Request



Virtual Classroom via Zoom
\$650 (plus GST)

[View Dates & Register Online](#)



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 and the 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; and
- 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.

“A well-structured and informative session that made record management concepts easy to understand and apply in the workplace.”

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 Methods and Cost



In person at WALGA
\$650 (plus GST)



On-Site at your LG
On Request



Virtual Classroom via Zoom
\$650 (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.

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; and
- Identify opportunities to, schedule and undertake reviews of policies and procedures.

"An engaging and well-organised course with practical examples and clear guidance that can be applied immediately in the workplace."

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 Methods and Cost



In person at WALGA
\$650 (plus GST)



On-Site at your LG
On Request



Virtual Classroom via Zoom
\$650 (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.

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

This course is directed at 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 benefit from attending this course.

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.

"This course went beyond the usual basics of conducting meetings. I came away with a much better understanding of how we can work together to ensure we meet our compliance obligations and provide better outcomes for our Local Government."



Updated
content



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*.

Delivery Methods and Cost

In person at WALGA
\$650 (plus GST)



On-Site at your LG
On Request



Virtual Classroom via Zoom
\$650 (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

- Develop an understanding of the roles and responsibilities in Local Government including Elected Members, the CEO, Senior Employees and Officers;
- Key elements contained in the *Local Government Act 1995*;
- Understand what the *Local Government Act 1995* sets out to achieve; and
- How to read the *Local Government Act 1995*.

“A thorough and highly informative overview of the Act, delivered in a clear and engaging way with plenty of practical examples.”

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 Methods and Cost

In person at WALGA
\$650 (plus GST)



On-Site at your LG
On Request



Virtual Classroom via Zoom
\$650 (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;
- Understanding and interpret Acts, Regulations and Cases;
- Understanding of the General, Legislative and Executive Functions;
- Delegation, Authorisations and Appointments;
- Knowledge of compliance in action;
- Knowledge of Governance and governing;
- Understanding the mechanics of advice to Council and Elected Members; and
- Delegated power under the *Local Government Act 1995*.

“An engaging and well contextualised session that made complex legislative concepts easy to understand through practical examples.”

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 Methods and Cost



In person at WALGA
\$1180 (plus GST)



On-Site at your LG
On Request

[View Dates & Register Online](#)



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; Rates Exemptions; how rates relate to valuations; and how to maintain a roll on Owners and Occupiers, a requirement of Local Government Elections.

Learning Outcomes

- The *Local Government Act 1995* and associated rate-related legislation;
- Responsibilities and basic functions of a Rates Officer;
- Rating and valuations;
- How to resolve any existing problems you may have associated with rating in Local Government;
- Rates rebates or deferments for pensioners and/or seniors;
- Collection of rates;
- Imposing penalty interest;
- Local Government elections – electoral roll.

"Our trainer was great. She delivered so much knowledge and encouraged us all to chat openly from the very start. I found that improved the learning and take-away points. I also really enjoyed meeting Officers from other Local Governments. It's a great course and I feel more comfortable overseeing rates for my shire now."

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 Methods and Cost



In person at WALGA
\$650 (plus GST)



On-Site at your LG
On Request

[View Dates & Register Online](#)



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.

"The level of detail provided was fantastic, very relevant and the trainer was extremely knowledgeable and willing to take the time to explain things to us. I would love more courses like this!"

Report Writing for Informed Decision Making

1 Day

Who Should Attend?

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

Delivery Methods and Cost



In person at WALGA
\$650 (plus GST)



On-Site at your LG
On Request

[View Dates & Register Online](#)

Updated
content

Course Information

This course explains the importance of developing and providing well-written reports to Council that support informed decision-making and contribute to a transparent Local Government. Through practical examples and exercises, Local Government Officers will gain insight into the structure and content of Council reports, refining their plain language and communication skills.

The primary focus is on delivering clear, concise, and effective reports for the benefit of Elected Members and the community.

“I enjoyed the trainer’s knowledge, approachability and allowance for questions. I appreciated the content around Council (what, why, how) as much as the report writing content. Absolutely wonderful, I will be recommending it to colleagues.”

Learning Outcomes

- Understand the role of Council and the importance of informed decision-making;
- Recognise the purpose of agenda, minutes, and reports in contributing to good governance;
- Familiarise themselves with the principles and legislative framework governing reports to Council including requirements for confidentiality, privacy, privilege, ethics, objectivity, and conflicts of interest;
- Develop a practical understanding of the essential components of an effective report;
- Learn to write a comprehensive, balanced, and professional report; and
- Improve planning and writing skills for successful execution.

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 Methods and Cost



In person at WALGA
\$650 (plus GST)



On-Site at your LG
On Request

[View Dates & Register Online](#)


“A very informative and engaging course – the interactive structure and clear explanations made the content easy to understand and apply.”

Learning Outcomes

- Understanding of Local Government decision making frameworks;
- Statutory frameworks for making delegations;
- Statutory frameworks for making authorisations;
- Administrative practices for making and managing delegations and authorisations; and
- Key principles and obligations when using delegations and authorisation to make decisions.

Best Practice Financial Modelling

1 Day

Who Should Attend?

Local Government Officers who use Excel to:

- Prepare budgets, forecasts or long-term financial plans
- Assess projects, business cases or funding proposals
- Support reporting to management or Council
- Maintain or update existing spreadsheets and models

(Basic Excel knowledge is assumed – no advanced modelling experience required.)

Delivery Methods



In person at WALGA



Course Information

In Local Government, financial models often sit behind important decisions, whether it's setting budgets, planning infrastructure, assessing grants, or preparing reports internally and for Council.

When spreadsheets and models aren't set up clearly and consistently, even small issues can quickly create challenges. Updating assumptions becomes time consuming, scenarios are difficult to test, and responding to last-minute requests can put pressure on teams.

Just as importantly, spreadsheets and models that are hard to follow or inconsistent across teams can be difficult to review, share, or rely on. This impacts confidence when presenting information to senior management or Council.

This course focuses on practical, easy-to-apply modelling techniques that help you build spreadsheets that are clear, flexible and reliable.

The goal is simple: save time, reduce risk, and increase confidence in your numbers when it matters most.

Learning Outcomes

- Recognise what makes a clear and well-structured model;
- Build a simple, practical model using a proven template;
- Apply easy-to-follow conventions that reduce errors and improve consistency;
- Update assumptions and test scenarios quickly and confidently;
- Document your work in a way that supports transparency and audit requirements; and
- Review existing spreadsheets and identify risks, gaps and opportunities to improve.

Foundations of Records Management

 eLearning

Who Should Attend?

All Local Government Officers.

Course Information

This training introduces ethical behaviour and integrity in Local Government, showing how they guide decision making and align with documents like the Employee Code of Conduct. It highlights the importance of managing personal relationships appropriately – especially in close knit communities – to maintain professionalism and public trust.

Delivery Methods and Cost



eLearning Individual
\$260 (plus GST)

LG Subscription: refer to
page 67 or the website



Independent Member Course

An Independent Member of a Committee is an individual who does not hold a position as a Council Member and is not employed by the Local Government.

Due to legislative reform, the Audit Committees will become Audit, Risk and Improvement Committees (ARIC). The presiding member and the deputy of the presiding member of these committees must be independent persons.

WALGA Training now offers a dedicated program tailored specifically for independent members, empowering them with the skills and knowledge to excel in their governance roles.

Essential Skills for Independent Audit Risk and Improvement Committee Members

1 Day

Who Should Attend?

Independent Committee Members on Audit, Risk and Improvement Committees (ARICs).

Delivery Methods and Cost



In person at WALGA
\$650 (plus GST)

[View Dates & Register Online](#)

New
course

Course Information

This course provides an essential introduction for independent members of Audit, Risk and Improvement Committees (ARICs). Participants will explore their role and responsibilities and develop the skills and knowledge necessary to contribute effectively to ARIC meetings, including presiding at meetings in accordance with formal meeting procedures.

Learning Outcomes

- The purpose and key provisions of the Code of Conduct and relevant legislation;
- Principles of ethical behaviour in the Local Government context;
- Understand the purpose and functions of Local Government;
- Analyse the role and responsibilities of ARICs;
- Implement ethical decision making through understanding the Code of Conduct and disclosure of interest responsibilities;
- Understanding and application of Meeting Procedures; and
- Develop skills and knowledge required to chair committee meetings.

"The facilitator was fantastic – highly knowledgeable, professional, and incredibly helpful. I gained a great deal from the session."

Communication Skills

Communicating with Confidence and Impact

1 Day

Who Should Attend?

All Local Government Officers

Delivery Methods and Cost



In person at WALGA
\$650 (plus GST)



On-Site at your LG
On Request



Virtual Classroom via
Zoom \$650 (plus GST)



Updated
content

[View Dates & Register Online](#)

Course Information

This practical and interactive workshop is designed to help Local Government professionals build confidence and impact

across a range of workplace communication settings.

Participants will learn how to structure messages, present ideas clearly, use voice and body language effectively, manage nerves, facilitate group discussion and respond to questions or challenging moments with greater confidence.

The course provides practical tools for communicating in presentations, meetings, briefings, workshops and other group settings. Participants will have opportunities throughout the day to practise key techniques and build the self-assurance needed to communicate with clarity, professionalism and influence.

Learning Outcomes

- Manage nerves and communicate with greater confidence in group settings;

- Structure presentations, briefings and messages so they are clear, relevant and memorable;
- Identify key messages and choose language that connects with the audience;
- Use voice, pace, presence and body language more effectively;
- Shift between presenting information and facilitating discussion;
- Apply practical techniques to guide group participation, encourage engagement and keep conversations on track;
- Respond more confidently to questions, interruptions and on-the-spot communication moments; and
- Understand how verbal and non-verbal communication can influence trust, clarity and impact.

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.

Delivery Methods and Cost



In person at WALGA
\$650 (plus GST)



On-Site at your LG
On Request



Virtual Classroom via Zoom
\$650 (plus GST)

[View Dates & Register Online](#)



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 psychosocial 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.

"A highly informative and practical session with strong relevance to real-world customer interactions."

Procurement

WALGA is dedicated to assisting all Local Government Officers with their mandatory procurement requirements and achieving best practice outcomes for the sector.

Procurement is the strategic function responsible for delivering compliant goods, services and construction works through external suppliers.

While the term procurement encompasses all acquisition and sustainment/maintenance activities, purchasing usually refers to lower-risk, lower-value activities, usually below the mandated tenders threshold for open competition or when using 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 provides critical upskilling for key personnel, tailored to the Local Government sector, incorporating mandatory and best practice requirements. Mandatory requirements encompass governance obligations such as legislation, regulations, case law and mandatory policy. The training also includes guidance based on recommendations from the Office of the Auditor General (OAG) in their reports on Local Government Procurement, Contract Extensions and Variations, and Fraud Prevention.

Key Local Government personnel include all Officers involved in procurement activities. These include CEOs, managers, decision making delegates, as well as procurement Officers, governance Officers, finance Officers and administrative staff. Depending on the procurement, it will also be supported by a range of relevant subject matter experts, including project managers, risk managers, work health and safety Officers, asset managers, and those in construction, ICT, infrastructure, fleet, roads, waste, etc. Some procurements, such as buying an Enterprise Resource Planning (ERP) system, may involve or impact everyone in the Local Government and require years of planning.

The procurement training courses are interactive and cover key procurement concepts and methodologies, notably using the contract to manage risk. They're also supported by detailed Learner Guides which can be used for ongoing development and reference.

Local Governments should consider participating in on-site training as a team, especially in preparation for a major procurement activity, to build organisational capability, identify compliance requirements and achieve best practices outcomes.

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.

Introductory Courses

Procurement Foundations in Local Government

Procurement and Contract Essentials

Procurement Life Cycle Practitioner Courses

Procurement Planning and Risk Management

Tenders and Quotations – RFQ/RFT Development

Contract Administration and Management

WALGA provides a comprehensive Procurement Subscription service available to Local Governments.

Once a Local Government has joined the subscription, individual Officers can gain access to specialist procurement advice, a range of online content provided in the Procurement Toolkit, as well Procurement Newsletters and Procurement Network Forums.

For assistance, the Procurement team can be reached at procurementservices@walga.asn.au or by calling 9213 2053.

Who Should Attend?

All Local Government Officers.
Also beneficial for Elected Members who want a greater understanding of Procurement.

Course Information

A high-level overview of the procurement framework covering legislation, governance and policy; the procurement lifecycle; defined roles and responsibilities; effective planning and risk management; and compliance with WA Local Government procurement requirements.

Delivery Methods and Cost



eLearning Individual
\$260 (plus GST)

LG Subscription: refer to page 67 or the website



Procurement and Contract Essentials

1 Day

Who Should Attend?

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

Delivery Methods and Cost



In person at WALGA
\$650 (plus GST)



On-Site at your LG
On Request



Virtual Classroom via Zoom
\$650 (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 1995* and Regulations, and the procurement life cycle processes.

A number of critical Local Government procurement requirements will be introduced, including the *Local Government (Functions and General) 1996 Regulations* and the Purchasing Policy.

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

Learning Outcomes

- Understand how Local Governments operate;
- Define procurement and the role of the procurement life cycle;
- Understand the formal elements that comprise a contract;
- The difference between a contract and a deed;
- Identify key procurement compliance obligations, encompassing legislation, regulations and policy, including record management requirements;
- Understand the importance of best practice procurement principles;
- Understand how to apply risk management principles;
- Understand ethical principles and probity;
- Describe different types of procurement methodologies, their applications and likely outcomes; and
- Where to get further help and assistance.

"A well structured and informative session offering valuable insights into procurement requirements and practical examples."

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
- Practitioner procurement experience.

Valuable as a precursor to the:

- Tenders and Quotations – RFQ/RFT Development
- Contract Administration and Management course

Delivery Methods and Cost



In person at WALGA
\$650 (plus GST)



On-Site at your LG
On Request



Virtual Classroom via Zoom
\$650 (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 sensitive procurements, and will explain how to prepare a range of planning documents.

This course will consider the foundational planning documents that define the need, objectives and scope of the procurement requirement. It will look at the value of a detailed Business Need analysis, demonstrate the critical role of a comprehensive risk assessment, and outline the key components of a Procurement Plan (underpinned by engaging with stakeholders and understanding the available market), consistent with key governance, procurement and planning requirements.

Once the planning has been completed, and various decisions made about choosing the best procurement methodology, the risk controls can be incorporated into 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 requirement and prepare a detailed Business Need;
- Conduct a risk assessment to help identify and manage risks across the procurement life cycle;
- Develop a Procurement Plan tailored for the procurement requirement based on identified inputs;
- Define and develop the procurement objectives and scope with a clear functional procurement methodology;
- Develop whole-of-life costing;
- Undertake stakeholder analysis and management;
- Undertake a market analysis to understand the suppliers and level of competition available;
- Identify and prepare key documentation to manage the procurement process; and
- Where to get help and assistance.

“I enjoyed every part of this course. The Trainer was engaging, passionate and knowledgeable. She was excellent at articulating challenging concepts clearly and in a way to make it easy for participants to follow and understand. The group activities got us thinking and helped us apply learning along the way.”

Tenders and Quotations – RFQ/RFT Development

2 Days

Who Should Attend?

Local Government Officers involved in the planning, development, and execution of a procurement activity, for both quotes and tenders.

Recommended pre-requisites:

- The introductory *Procurement and Contract Essentials* course and/or
- Practitioner procurement experience.

Valuable as a precursor to the:

- Contract Administration and Management course

Course Information

This course is intended to assist learners with understanding and applying best practice in developing Request for Quotations (RFQ) and Request for Tenders (RFT).

This course will outline key Procurement Planning considerations for quotes and tenders, including choosing the best tendering and contracting template, Environment, Social and Governance (ESG) principles, and assist learners to develop their Statement of Requirements and determine the best procurement methodology.

Learning Outcomes

- Develop RFX scope with a clear functional procurement (and assessment) methodology;
- Conduct a risk assessment to help identify and manage risks across the procurement life cycle;
- Develop an overarching evaluation strategy for the Request process;
- Discern between different types of Specifications to ascertain the most appropriate to develop the Request Requirements;
- Develop a procurement compliance checklist;
- Prepare and develop Evaluative (Selection) Criterion;
- Develop objective and enforceable contract management metrics, such as KPIs and SLAs, for assessment and management throughout the contract term;
- Develop and issue recommendation(s) for contract award;
- Prepare for Contract Configuration Management; and
- Contract finalisation and handover to the Contract Management phase.

Delivery Methods and Cost



In person at WALGA
\$1180 (plus GST)



On-Site at your LG
On Request



Virtual Classroom via Zoom
\$1180 (plus GST)

Note: This course is split over 2 weeks.

[View Dates & Register Online](#)



Updated
content



City of Albany North Road Admin – Jenny Feast Photography



Contract Administration and Management

1 Day

Who Should Attend?

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

Recommended pre-requisites:

- Procurement and Contract Essentials;
- Procurement Planning and Risk Management;
- Tenders and Quotations – RFQ/RFT Development; and/or
- Practical work experience.

Delivery Methods and Cost



In person at WALGA
\$650 (plus GST)



On-Site at your LG
On Request



Virtual Classroom via Zoom
\$650 (plus GST)

[View Dates & Register Online](#)



Updated
content

Course Information

This practitioner level course introduces learners to the processes required to effectively undertake the ongoing contract administration, and wider contract management function, in a Local Government context, to deliver the value agreed under the contract.

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, Responsible, Accountable, Consulted, and Informed (RACI) matrix, and a detailed schedule of meetings and reporting requirements. Contract changes that may occur during the contract term are also covered, including contract extension options, contract variations and novation. Issues management, disputes and termination options are also considered.

Critically, contract management needs to occur consistently with the Local Government's mandatory and best practice requirements. It's therefore essential that attendees consult with their Local Government's Purchasing Policy, Contract Management Framework and related 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;
- Implement a risk management plan;
- Schedule all key contractual meetings and reporting requirements;
- Performance manage a contractor;
- Understand the key close out or end of contract cycles;
- Provide analysis on contract performance to inform 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.”

Who Should Attend?

Local Government Procurement Officers and staff involved in:

- Running tenders, RFQs or panel processes;
- Evaluating supplier pricing and submissions;
- Supporting procurement recommendations to management or Council; or
- Working with finance or technical teams to assess value for money.

(Basic Excel knowledge is assumed – no advanced modelling experience required. Ideally participants would have previously completed the Best Practice Financial Modelling.)

Delivery Methods



In person at WALGA



Course Information

Evaluating supplier pricing is a critical part of procurement in local government, whether for contracts, panels, or major projects.

However, pricing submissions often arrive in different formats, with varying levels of detail and unclear assumptions. This can make it difficult to compare bids fairly, identify value for money, or respond quickly to internal stakeholders.

As a result, teams often spend significant time reworking spreadsheets, clarifying supplier responses, and aligning evaluation approaches – while still needing to provide clear, defensible recommendations to management and Council.

This course provides a practical and structured approach to financial evaluation, helping you assess supplier pricing consistently, transparently and with confidence.

The focus is on tools and techniques you can apply immediately to improve the quality, speed and defensibility of your procurement evaluations.

Learning Outcomes

- Design clear and consistent pricing templates that improve supplier responses where appropriate;
- Compare multiple bids using a standardised evaluation model;
- Identify key assumptions and test their impact through simple scenario analysis;
- Apply structured approaches that improve probity, transparency and auditability;
- Reduce time spent reworking supplier data and improve evaluation efficiency; and
- Present pricing outcomes in a way that supports clear, defensible procurement recommendations.



Employee Relations

The WALGA Employee Relations (ER) team 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 composed of specialists with significant IR/HR experience across a range of industries. The team offers Local Government Officer courses, including State Employment Law Essentials, HR Toolkit for Managers, and more.

The WALGA ER team can also deliver bespoke workshops on topics such as position description classifications, bargaining for enterprise agreements, the role of active bystanders, and training on HR policies and procedures.

WALGA Training participants may have access to specialist advice and guidance covering topics included in the ER training courses.

For assistance, the ER team can be reached at employeerelations@walga.asn.au or by calling 1300 366 956.

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 Methods and Cost



In person at WALGA
WALGA Employee Relations Subscribers:
\$1080 (plus GST)
Non-Subscribers:
\$1180 (plus GST)



On-Site at your LG
On Request

[View Dates & Register Online](#)



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

- 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.

“An exceptional facilitator – the real examples and interactive discussions added tremendous value and deepened my understanding of HR processes.”

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 Methods and Cost

In person at WALGA



WALGA Employee Relations Subscribers:

\$650 (plus GST)

Non-Subscribers:

\$750 (plus GST)



On-Site at your LG
On Request

[View Dates & Register Online](#)



“The facilitators were very knowledgeable and engaging. The course was informative, well paced, and highly valuable – I would recommend it to others.”

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), the Industrial Magistrates Court (IMC) and the regulator which enforces the legislation (the Department of Local Government, Commerce, Industry regulation and Safety). 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, 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; and
- Understand the steps you can take in your workplace to ensure compliance with State employment legislation.



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 Methods and Cost



In person at WALGA
\$1180 (plus GST)



On-Site at your LG
On Request

[View Dates & Register Online](#)



Updated
content

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 and 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 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.

“A comprehensive and informative program covering essential supervisory skills – highly recommended for anyone new to leadership roles.”

Prevent Sexual Harassment & Psychosocial Hazards in the Workplace (Senior Leaders' Workshop)

½ Day

Who Should Attend?

Senior leaders, HR Managers, WHS Officers, CEOs of Local Governments.

Delivery Methods



On-Site at your LG
On Request

[Submit Quote Request Online](#)



Course Information

Changes to the *Sex Discrimination Act 1984 (Cth)* and the *Industrial Relations Act 1979 (WA)* imposed on employers, including Local Governments, a positive duty to prevent sexual harassment and sex-based harassment. This legislative change switched the focus from employers reacting to a complaint of harassment to a focus on employers taking proactive steps to prevent discrimination and harassment from occurring in the first place. Combined with work, health and safety obligations on employers to take proactive steps to manage risks arising from psychosocial hazards, senior leaders, managers, HR and safety professionals working in Local Governments will benefit from understanding how they can demonstrate the positive and definitive actions your Local Government has implemented to prevent inappropriate behaviour in the workplace.

Learning Outcomes

- Legal obligations on employers and employees in relation to sexual harassment and sex-based harassment, including the positive duty under the *Sex Discrimination Act 1984 (Cth)* and the *Industrial Relations Act 1979 (WA)*.
- The overlap with the obligations to deal with psychosocial risks under workplace health and safety obligations; and
- Practical ways to educate, inform and empower your employees and your leaders to reduce sexual harassment and inappropriate behaviour in your workplace.



Active Bystanders

½ Day

Who Should Attend?

Any Local Government staff.

Delivery Methods



On-Site at your LG
On Request

[Submit Quote Request Online](#)



Course Information

With the increased obligations on Local Government employers as a result of the changes to the *Sex Discrimination Act 1984 (Cth)* and the *Industrial Relations Act 1979 (WA)* this course will equip staff to be active bystanders. It will equip staff with skills to prevent, intervene and report sexual harassment and inappropriate behaviour will contribute to a positive culture to attract and retain staff, reduce incidents of sexual harassment, discrimination, and bullying.

Learning Outcomes

- What an active bystander is and why they are important;
- Legal obligations on employers and employees in relation to sexual harassment and sex-based harassment;
- What is bullying and the legal implications in your workplace; and
- Different roles active bystanders can play before, during and after an incident of sexual harassment.

Active Bystanders (Train the Trainer)

½ Day

Who Should Attend?

HR staff and Managers.

Delivery Methods



On-Site at your LG
On Request

[Submit Quote Request Online](#)



Course Information

The purpose of this course is to train you and provide you with training materials so that you can deliver training internally at your Local Government.

With the increased obligations on Local Government employers as a result of changes to the *Sex Discrimination Act 1984 (Cth)*, and the *Industrial Relations Act 1979 (WA)* this course will equip managers and HR staff to train their own teams to be active bystanders. It will help you to equip staff with skills to prevent, intervene and report sexual harassment and inappropriate behaviour will contribute to a positive culture to attract and retain staff, reduce incidents of sexual harassment, discrimination, and bullying.

Learning Outcomes

- What an active bystander is and why they are important;
- Legal obligations on employers and employees in relation to sexual harassment and sex-based harassment;
- What is bullying and the legal implications in your workplace; and
- Different roles active bystanders can play before, during and after an incident of sexual harassment.

Health and Safety Representatives 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 fully exercise their powers and perform their functions, Health and Safety Representatives

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

WALGA Training is an approved training provider by the WHSC in accordance with the *WHS Act*.

Health and Safety Representatives (HSR) Training Course

5 Days

Who Should Attend?

Newly 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 Methods and Cost



In person at WALGA
\$1250 (plus GST)



On-Site at your LG
On Request

The person conducting a business or undertaking (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 five 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.

Learning Outcomes

- Interpret the WHS legislative framework and identifying key parties and their legislative obligations and duties;
- Establish representation in the workplace under the *WHS Act*;
- Effective consultation/ participation in issue resolution and monitoring risk controls as an HSR;
- Monitor PCBU's management of work health and safety risks & workplace inspection, recording findings and notifiable incidents; and
- Issue a Provisional Improvement Notice (PIN) and directing the cessation of work.

"An exceptionally interactive and informative course that strengthened my understanding of workplace safety and how to apply legislation in practice."



Health and Safety Representatives Training Course at WALGA

Health and Safety Representatives (HSR) Refresher Training

1 Day

Who Should Attend?

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

Delivery Methods and Cost



In person at WALGA
\$380 (plus GST)



On-Site at your LG
On Request

[View Dates & Register Online](#)



Legislative
changes



Course Information

This course is designed for Health and Safety Representatives (HSRs) 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) Regulations 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; and
- Issue Provisional Improvement Notices (PINs) and direct unsafe work to cease.

“This course was exactly right. It was great to spend our time working on brainstorming the range of topics that are specific and relevant to what is presenting in our workplaces. I highly recommend this as a refresher to all Health and Safety Representatives.”

Emergency Management

Local Governments play a crucial role in emergency management due to their legislative responsibilities and strong community connections.

Effective emergency management is vital for the safety and sustainability of communities, ensuring the efficient operation of Local Governments and their staff.

With the increasing frequency of emergencies affecting communities across all Local Government areas, global recognition of the importance of preparedness has grown. Now more than ever, Local Governments understand the necessity of being well-informed and up-to-date in their emergency management practices on behalf of their communities.

To support Local Governments in this critical task, WALGA offers a range of emergency management training courses, from introductory levels to advanced Community Disaster Recovery.

These courses offer practical guidance and instructions on emergency management planning, risk assessment, resource allocation and management, and leadership skills to guide stakeholders during disastrous situations across various emergencies.

These courses are invaluable as they foster connections and networking opportunities with members of other Local Governments across the State, enhancing information sharing and building capacity.

Why should Local Government Officers undertake Emergency Management training?

Due to their legislated responsibilities, Local Governments play a leading role in all areas of emergency management. These responsibilities recognise Local Government's strong relationships within community networks and extensive knowledge of locally available resources.

Western Australia is experiencing more frequent and unusual emergencies, and the changing environment conditions suggest that more severe and frequent emergencies will likely occur in the future.

It is therefore crucial for Local Government Officers to develop an understanding of the principles that underpin emergency management in WA and to be familiar with all key roles and responsibilities.

Acquiring this knowledge will enable Local Government Officers to support their community before, during and after a disaster.

Storm damage in City of Bunbury



Emergency Management Foundations for Local Government

1 Day

Who Should Attend?

Suitable for Officers, Managers, CEOs and Elected Members who would like to build their understanding of their role in emergency management.

Delivery Methods and Cost



In person at WALGA
\$720 (plus GST)



On-Site at your LG
On Request

[View Dates & Register Online](#)


Updated
content

Legislative
changes

"An engaging and insightful course with strong group interaction and clear, practical applications for Local Government emergency roles."

Course Information

An introduction to contemporary emergency management, this course prepares your Local Government for the role they will play in supporting the community before, during and after an emergency.

Designed specifically for the West Australian context, this course explores all aspects of emergency management, and the legislated responsibilities Local Government has under the *WA Emergency Management Act (2005)*.

Preparing your Local Government, it builds knowledge and awareness of the complex and critical role Officers, Managers and Elected Members, will have before, during and after an emergency.

The course uses discussion-based activities to explore and understand the important role Local Government has in preparing for, responding to and recovering from emergencies.

Learning Outcomes

- Understand the emergency management sector and appreciate the role of Local Government before, during and after emergencies;
- Recognise the vital 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 being prepared for all aspects of emergency management; and
- Explore available resources for local emergency management.

Community Disaster Recovery

1 Day

Who Should Attend?

Suitable for CEOs, Elected Members, Managers and Officers involved in emergency management.

Delivery Methods and Cost



In person at WALGA
\$720 (plus GST)



On-Site at your LG
On Request

[View Dates & Register Online](#)


Updated
content

Legislative
changes

"A highly engaging and informative session with excellent opportunities for insight-sharing across Local Governments."

Course Information

Disasters are affecting communities in WA more than ever before, increasing in severity and complexity. They can impact all aspects of our communities' and Local Government's functioning. Local Governments must be ready to manage their community's recovery after an emergency, according to their legislated role.

Knowledge of effective recovery is constantly developing and evolving. This course will explain the key impacts of emergencies on our communities, demonstrate the value of pre-emergency recovery planning, illustrate recovery principles and highlight the benefits of collaboration and engaging with community before, during and after emergencies.

Interactive activities and discussions will allow attendees to apply their learning to their own context, whilst building confidence to undertake a role in disaster recovery.

Pre-Requisite

Completion of Emergency Management Foundations for Local Government or sound introductory knowledge of/ experience with emergency management, across preparedness, response and recovery.

Learning Outcomes

- Explore the broad range of impacts emergencies have on communities and their functioning;
- Understand what Community Disaster Recovery is and the role of Local Government in the process;
- Recognise the importance of collaboration and the role of community, key agencies and organisations in recovery;
- Identify the requirements for a Local Recovery Plan;
- Know how to establish and coordinate the Local Recovery Coordination Group; and
- Understand the stressors of working in the recovery context and how to prepare for this critical role.

Recovery Coordinators Course for Local Government

2 Days

Who Should Attend?

Suitable for anyone assigned to the role of Recovery Coordinator, or providing support to the Local Recovery Coordinator; CEOs, Elected Members and Officers involved in emergency management.

Delivery Methods and Cost



In person at WALGA
\$1180 (plus GST)



On-Site at your LG
On Request

[View Dates & Register Online](#)



Updated
content

Legislative
changes

Course Information

Disaster Recovery is a challenging context to work in. It is a complex, fast-paced and constantly changing environment, which can impact every aspect of community functioning. Under the Western Australian Emergency Management Framework, managing recovery following a disaster is the responsibility of Local Government. The Local Recovery Coordinator role is critical to the success of managing this task.

This course explores what it means to be a Local Recovery Coordinator, and how to look after yourself and team while performing this demanding role.

Numerous discussion activities and a discussion exercise provides opportunities for you to embed your understanding and apply learnings to your local context.

Pre-Requisite

Completion of Community Disaster Recovery or sound knowledge.

Learning Outcomes

- Prepare, maintain and test the Local Recovery Plan;
- Undertake the critical role of the Local Recovery Coordinator, based on a well-developed understanding of community disaster recovery;
- Develop leadership skills based on understanding 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 with a focus on collaboration and effective representation; and
- Recognise the importance of managing local recovery activities.

"I got so much out of the course, it has completely shown me the value of the Recovery Coordinator and Recovery Plan. The Recovery Plan is such a vital operational document. Not my first course with these dynamic trainers. Great job, thank you so much."

Emergency Management for Local Government Leaders

1 Day

Who Should Attend?

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

Delivery/Cost/Time



In person at WALGA
\$720 (plus GST)



On-Site at your LG
On Request

[View Dates & Register Online](#)



Updated
content

Legislative
changes

Course Information

Local Governments play a fundamental role in emergency management, before, during and after an emergency, 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 during a crisis can be immensely stressful. The performance of leaders is exposed to public scrutiny, adding more pressure to communication and decision-making which can have career defining consequences on individuals.

This course focuses on the importance of effective leadership in emergencies, where there will likely be inadequate information, time pressures and quickly changing conditions.

This training program provides a toolkit, based on past Local Government experiences, to help leaders prepare for, respond to, and assist with community recovery during crises.

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; and
- Information on where to find available resources for Local Governments' emergency management responsibilities.

"A clear and thought provoking overview of emergency management leadership responsibilities, delivered in an engaging style."

Urban and Regional Planning

Town planning affects all communities, and with ever-changing requirements, can often lead to complex and controversial issues for Local Governments to address.

Planning for growth and change must consider the future needs of all residents. While growth brings many social and economic benefits, an increasing population puts pressure on infrastructure and community facilities. With ongoing reforms and significant legislative, regulatory, and policy changes to the planning system in Western Australia, it is more critical than ever for Local Government Officers to be familiar with current processes and ensure effective decision-making for their communities.

The WALGA Planning Essentials and Advanced courses provide insights into the regulatory frameworks for both Regional and Metropolitan WA. These courses cover topics such as the

State and Local Planning Frameworks, key decision-makers, structure and precinct planning, development and subdivision assessment, and condition setting. They also address emerging topics like development contribution plans, tree canopy, and coastal and environmental planning. The practical Residential Design Codes course provides planning or non-planning Officers with the basic skills needed to undertake R-Codes assessments and to make recommendations on proposals.

Through in-depth training by experienced planning professionals, decision-makers will gain a better understanding of their capacity to influence planning processes and advocate for their communities' needs. The WALGA Urban and Regional Planning courses will equip participants with the knowledge to effectively communicate planning decisions to the community by teaching the essentials and fundamentals of town planning in WA.

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.

Delivery Methods and Cost



In person at WALGA
\$650 (plus GST)



On-Site at your LG
On Request



Virtual Classroom via Zoom
\$650 (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 processes 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.

“The facilitator was extremely knowledgeable and engaging, creating a friendly and interactive atmosphere that made complex planning concepts easy to understand.”



Planning Practices – Advanced

1 Day

Who Should Attend?

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

Delivery Methods and Cost



In person at WALGA
\$650 (plus GST)



On-Site at your LG
On Request



Virtual Classroom via Zoom
\$650 (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 course provides a deeper understanding of a range of common planning issues 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.

"A highly informative course enriched by practical examples and clear explanations, making complex planning concepts easy to understand."

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 responsibilities.
- Suitable for recent planning or similar field graduates.

Delivery Methods and Cost

In person at WALGA
\$650 (plus GST)



On-Site at your LG
On Request

[View Dates & Register Online](#)**Updated content****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; and
- Understand the application of discretionary decision making and performance based assessments.

“An excellent course for new planners who want to familiarise themselves with the R-Codes. I wish there was something like this when I got my first planning job.”

Residential Design Codes Volume 2 – Apartments (High Density)**1 Day****Who Should Attend?**

- Suitable for planners and decision-makers (including Elected Members), architects who need to design, assess and determine higher density.

Delivery Methods and Cost

In person at WALGA
\$650 (plus GST)



On-Site at your LG
On Request

[View Dates & Register Online](#)**New course****Course Information**

This training provides an understanding of the nuances of R-Codes Volume 2 - Apartments. High density apartments are emerging as a major form of development near town centres, activity centre precincts and Metronet stations. These forms of development can be complex and challenging. The key focus areas will be on policy intent, the interrelationships between design elements, and the balancing of competing planning objectives. Participants will examine the design review process, the relationship between various built environment disciplines, understand performance based element objective assessment and the use of local planning frameworks to get high density apartments in the right location.

Pre-Requisite

Completion of the Design Review Training.

Learning Outcomes

- Understand and apply the Residential Design Codes Volume 2 - Apartments to deliver high density residential housing;
- Interpret, apply and determine designs and proposals using performance based, outcomes focused assessment criteria; and
- Communicate effectively and participate in design review discussions to balance competing objectives.

Design Review eLearning Courses



Department of Planning,
Lands and Heritage



Partner Collaboration

This resource has been developed by the Local Government Architect Western Australia, with support from the Department of Planning, Lands and Heritage and funding from the Western Australian Planning Commission. It is hosted by WALGA.

It reflects a shared commitment and well-designed planning outcomes for all Western Australians.

Design Review for Panel Members



Who Should Attend?

Suitable for Design Review Panel Members.

Delivery Methods and Cost



eLearning Individual
\$125 (plus GST)

[Register Online](#)

New
course

Course Information

This course is an introduction to design review for current and prospective Panel Members. It explores their role and responsibilities at each stage in the design review process, enabling them to collaborate effectively, and to contribute their expertise with confidence and clarity.

Module 1: Design Review Panel: Policy, process, and history

Module 2: Design Review Panel: Panel Member foundations

Learning Outcomes

- Receive a general introduction to design review and its benefits, including the history and policy foundations of design review;
- Develop familiarity with the design review process and the role of Panel Members within it;
- Understand Panel Members' responsibilities at each stage in the process, including preparing effectively and contributing to the review discussion; and
- Recognise best practice for identifying and declaring conflicts of interest and supporting consistent processes.

Design Review for Panel Chairs



Who Should Attend?

Suitable for Design Review Panel Chairs.

Delivery Methods and Cost



eLearning Individual
\$125 (plus GST)

[Register Online](#)

New
course

Course Information

This course for current and prospective design review panel Chairs explores their role and responsibilities at each stage in the design review process. It provides guidance on how to prepare effectively, lead the process on the day, and ensure clear, accurate reporting.

Module 1: Design Review Panel: Policy, process, and history

Module 2: Design Review Panel: Panel Member foundations

Module 3: Design Review Panel: Chair foundations

Learning Outcomes

- Receive a general introduction to design review and its benefits, including the history and policy foundations of design review;
- Develop familiarity with the design review process and the roles of Panel Members and Chairs within it;
- Recognise that the Chair's role includes both Chair and Panel Member responsibilities and understand when and how to clearly convey these;
- Understand the Chair's responsibilities before, during and after the review, including preparing effectively, guiding the process on the day, managing the review discussion and writing the report; and
- Recognise how to employ good chairing techniques to support a collaborative, consistent and efficient process.

Design Review for Local Government Officers



Who Should Attend?

Suitable for Government Officers, including design review coordinators, planners and administrators.

Delivery Methods and Cost



eLearning Individual
\$125 (plus GST)

[Register Online](#)

New
course

Course Information

This course introduces Government Officers to their roles and responsibilities at each stage in the design review process, ensuring it aligns with local planning objectives and is consistent and transparent. This includes guidance for those coordinating the design review process, as well as those providing planning assessment and recommendations to decision-makers.

The course provides a background on what good design means in the Western Australian planning context and how the 10 Design Principles of State Planning Policy 7.0 Design of the Built Environment operate in practice.

Module 1: Design Review Panel: Policy, process, and history

Module 2: Design Review Panel: Local Government Officer foundations

Module 3: Design Review Panel: Good design

Learning Outcomes

- Receive a general introduction to design review and its benefits, including the history and policy foundations of design review;
- Develop familiarity with the design review process and Government Officers' roles within it;
- Recognise local government design review governance and policy context, including how panels are established, resourced and managed;
- Understand Government Officers' responsibilities before, during and after a review, and how they contribute to effective outcomes;
- Understand best practice for managing conflicts of interest, supporting consistent processes, and preparing effective panel briefings; and
- Gain a broad understanding of good design, particularly its relationship to the 10 Design Principles set out in State Planning Policy 7.0 Design of the Built Environment.

Waste Management

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

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

Waste Management is no longer cheap or easy, with increasingly complex materials entering the waste stream and rising expectations from the community and government.

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

Waste Management Advanced

3 Days

Who Should Attend?

Suitable for Local Government Officers where the role requires them to be directly or indirectly involved in waste management.

Delivery Methods and Cost



In person at WALGA
\$2,400 (plus GST)

[View Dates & Register Online](#)



Course Information

WALGA has developed an Advanced course for Local Governments, providing an in depth exploration of the wide range of waste management services delivered by the sector. This course builds on the knowledge provided in the introductory course but undertaking that course is not a prerequisite.

The course offers a detailed understanding of regulatory requirements, operational practices, identification and segregation of waste streams, education and behaviour change and much more!

Included are more hands-on elements such as site tours that demonstrate how better practice principles are applied in real-world landfill and resource recovery operations, giving participants clear, practical insights they can take back to their organisations.

There is no pre-requisite to enrol in the Waste Management Advanced course.

Site Tours

The course includes site tours to resource recovery facilities including:

- Landfill site;
- Material Recovery Facilities;
- Household Hazardous Waste; and
- Product Stewardship Schemes in practice.

Learning Outcomes

- Demonstrate practical knowledge of landfill operations and management practices;
- Understand relevant licence requirements, legislation and policy frameworks;
- Explain the long term planning, monitoring, and rehabilitation requirements associated with landfill sites;
- Apply practical knowledge of effective waste storage and separation techniques that support resource recovery;
- Develop skills and knowledge of and to support waste education initiatives and promote positive behaviour change; and
- Demonstrate knowledge of waste avoidance strategies, options, and best practice approaches.



Introduction to Waste and Landfill Management

1 Day

Who Should Attend?

This on-site course is suitable for Local Government Officers whose roles directly or indirectly involve waste management. It is designed to build capability and strengthen all aspects of waste management service delivery within Local Government.

Delivery Methods and Cost



On-Site at your LG
On Request

[View Dates & Register Online](#)

New
course



Course Information

Waste management is an essential service provided by, or on behalf of, Local Government. It is a complex and high-cost operation, with many opportunities to improve Local Governments environmental, social and economic outcomes.

WALGA has developed training covering waste identification and separation, waste avoidance, behaviour change and education. This training also covers the regulatory, operational and long-term management requirements for landfill sites.

Learning Outcomes

Waste Management:

- Applied understanding of how to store and separate waste to support effective resource recovery;
- Knowledge of relevant laws, regulations and policy frameworks;
- Capability in delivering waste education and supporting behaviour change initiatives; and
- Awareness of waste avoidance strategies, tools and approaches.

Landfill Management:

- Practical knowledge of landfill management;
- Familiarity with licensing conditions and regulatory requirements; and
- Knowledge of the long-term management needs and future planning considerations for landfills.

Environment

Our Environment courses provide Local Governments with a comprehensive foundation in key areas of responsibility and management, including Climate Change, Biosecurity, Biodiversity, Sustainability and Water Management.

The courses available through WALGA will assist Local Government to meet a range of legislative obligations and requirements, to understand contemporary practice and effectively manage their local environment.

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 Methods and Cost



In person at WALGA
\$650 (plus GST)



On-Site at your LG
On Request



Virtual Classroom via Zoom
\$650 (plus GST)

[View Dates & Register Online](#)

New
course

Course Information

Local Government has an important role to play in responding to and managing the ever-increasing impacts of increasing temperatures, natural disasters and sea level rise.

If ignored, the effects of climate change will have considerable impact on a Council's infrastructure, public health, the natural and built environment, service delivery and legal liability.

The need for Local Governments to respond to and manage the impacts of climate change has never been greater.

With adaptation planning being the most effective at the local level, it aims to reduce the risks associated with climate change.

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, by providing the skills and knowledge required to complete a first pass climate change risk assessment and corporate adaptation action planning.

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

This course integrates with the WALGA Climate Change Action Framework.

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; and
- 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; and
- Manual: designed to support you as the officer coordinating 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.



Environment and Sustainability



Who Should Attend?

Designed for Elected Members and Local Government Officers.

Delivery Methods and Cost



eLearning

All modules –

\$495 (plus GST)

Individual Modules –

\$95 each (plus GST)

LG Subscription: refer to page 67 or the website

Course Information

The Environment and Sustainability eLearning Course is comprised of five modules to provide Local Governments with a comprehensive grounding in the key areas of responsibility and management; climate change, biosecurity, biodiversity, sustainability and water management.

The course provides information on the regulatory framework for each area, explains key concepts and contemporary approaches to environmental management, and highlights Local Government leadership through case studies. The course also highlights how to empower the community to take a leadership role in their local area, and the key policy areas and projects that WALGA and partner organisations lead.

Course Information

Module 1 – Climate Change

Affecting many areas of Local Governments operations and business, it is critical to mitigate local greenhouse gas emissions as well as reduce vulnerability to impacts and capitalise on opportunities.

Module 2 – Biosecurity

Threats are increasing with new pest and disease incursions.

Collaboration between all levels of government is needed to safeguard industries and the environment.

Module 3 – Biodiversity

There are opportunities to protect and manage natural areas with significant biodiversity values during land use planning and infrastructure projects, to help reverse the ongoing environmental decline in Australia.

Module 4 – Corporate and Community Sustainability

A sustainable organisation integrates environmental protection, social advancement and economic prosperity in decision-making processes to ensure current and future needs are met.

Module 5 – Water Management

Western Australia is one of the worst areas in the world, affected by the drying climate – a focus on sustainable water management and alternative water sources is required to sustain healthy ecosystems and communities.

Learning Outcomes

- Provide a grounding in the key environment and sustainability areas that Local Governments are involved in managing, to assist with informed decision making on Council matters;
- Provide information on effective approaches to managing environment and sustainability issues; and
- Raise awareness of participation opportunities in the environmental policy areas and projects that WALGA and partner organisations lead on behalf of the sector.

Register Online





Elected Member Courses

PAGES 52 – 53

Nationally Recognised Training



LGA50220
Diploma of Local
Government –
Elected Member



LGASS00007
Elected Member

PAGES 54 – 65

WALGA Training offers more than 20 courses designed specifically for Elected Members covering key areas:



Council Member
Essentials



Professional
Development



Urban and Regional
Planning



Emergency
Management



2025 Graduates of LGA50220 Diploma of Local Government – Elected Member

LGA50220

Diploma of Local Government – Elected Member



Course Overview

The LGA50220 Diploma of Local Government – Elected Member is a nationally recognised qualification designed to strengthen the governance, leadership and decision-making capability of Elected Members in Western Australian Local Government.

It is suitable for current Elected Members at any stage of their Council journey, including newly elected Councillors seeking to build confidence in the role and Elected Members preparing for additional leadership responsibilities.

The course develops the knowledge and skills required to fulfil statutory responsibilities, interpret complex information, contribute to policy development, read financial reports and budgets, oversee asset and planning frameworks, build community relationships, and participate confidently in high-level strategic decision-making.

Developed in accordance with the Local Government Training Package (LGA), the course is approved by the Training Accreditation Council (TAC) and is fully contextualised to the Western Australian Local Government sector and aligned to the role and responsibilities of Elected Members.

Entry Requirements

Participants must have completed Council Member Essentials training and be currently serving as an Elected Member at a Western Australian Local Government.

Course Duration

Approximately 12-24 months.

Delivery

The Diploma is delivered through nine structured workshops, commencing with a Foundation Workshop that builds on Council Member Essentials and prepares participants for Diploma-level learning.

Workshops are delivered face to face at WALGA in West Leederville, with some workshops delivered via Zoom. Local Governments may also engage WALGA Trainers to deliver workshops on site where suitable.

Each workshop is followed by a one-hour facilitated mentoring session via Zoom to reinforce learning and support assessment preparation.

Course Structure

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:

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

For course fees, further details and to download the course brochure, please visit our website: walga.asn.au/diploma-of-local-government-elected-member

How to Enrol

Register your interest via the online registration form on our website or call us on 9213 2088. A WALGA Training team member will then guide you through the enrolment process. Upon enrolment, participants will be issued a Letter of Offer outlining an individualised Training and Assessment Plan.

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.

If you wish to exit the course prior to completion of the course, you will be issued a Statement of Attainment for any units where competency has been achieved.

More Information

For further details and to download the course brochure, please visit our website: walga.asn.au/diploma-of-local-government-elected-member



WALGA Training has been invaluable in building the confidence and competence needed to serve my community effectively. I highly recommend this course to anyone looking to expand their knowledge and impact as an Elected Member.



Cr Tallan Ames – 2025 Graduate
Town of Bassendean

LGASS00007 Elected Member

The LGASS00007 Elected Member Skill Set provides a focused entry point into nationally recognised training for Elected Members who want to strengthen their understanding of their role before committing to the full Diploma.

The Skill Set includes two targeted workshops: a Foundation Workshop, which builds on Council Member Essentials and prepares participants for Diploma-level learning, and a Finance Committee Workshop, which develops the skills required to read, question and interpret financial reports and budgets to support sound financial decision-making.

For further details including fees, certification, on-site delivery, and to download the Skill Set brochure, please visit our website: walga.asn.au/elected-member-skill-set

The Skill Set consists of three Units of Competency:

- **LGAMEM001** Meet elected member responsibilities
- **LGAMEM002** Perform elected member functions
- **LGACOR011** Analyse financial reports and budgets



Professional Development

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

WALGA has developed a comprehensive suite of professional development training for Elected Members to undertake after completing the minimum statutory training requirements, known as 'Council Member Essentials'.

There are over 20 distinct learning and professional development opportunities including WALGA's nationally recognised program, the LGA50220 Diploma of Local Government – Elected Member.

Participating in WALGA's Professional Development courses, provides Elected Members the opportunity to adhere to their Council's Professional Development Policy. This ensures that they are enhancing their capacity to perform in a manner that reflects the trust communities place in them.

“ Thank you so much for all the Elected Member Training opportunities provided by WALGA. The training is not only informative and enriching for Local Government roles, but also offers incredible experiences, valuable insights, and meaningful connections across other sectors. The facilitators you have are the best. I feel privileged to have access to these amazing opportunities as an Elected Member.

Elected Member Feedback

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 Methods and Cost



In person at WALGA
\$650 (plus GST)



On-Site at your LG
On Request

[View Dates & Register Online](#)



Course Information

The course introduces engagement principles and communications skills required of Elected Members in their role as community leaders and representatives of the Council.

Topics covered in the course include the context and parameters of partnerships between Council and external 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.

“A superb course. It was good to have time to break down real world problems being faced by other Elected Members in the room. The subject was well delivered and informative.”

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;
- Understand and 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; and
- Know the outcomes of building community relationships that are beneficial to the work of Local Government.

Dealing with Conflict

2 Days

Who Should Attend?

Essential for Elected Members who would like to enhance their interpersonal skills, fulfil their role facilitating and maintaining good working relationships, to get the most out of their role in Local Government.

Delivery Methods and Cost



In person at WALGA
\$1180 (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. Elected Members will be able to identify common communication roadblocks, common sources of conflicts within groups and develop techniques for resolving conflict situations. These are essential skills needed with the additional role of Councillors in the *Local Government Act* "facilitating and maintains good working relationships with other Councillors, the Mayor or President and the CEO."

Participants 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.

"This course really dives into providing good techniques and tips for dealing with some tricky topics and issues. I walked away with a great deal of more confidence to face whatever challenges may come up during my term on Council."

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 Methods and Cost



In person at WALGA
\$650 (plus GST)



On-Site at your LG
On Request



Virtual Classroom via Zoom
\$650 (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;
- Know the formulation and implementation of a strategic plan; and
- How to monitor and review high level decision making.

"A very engaging and informative session that provided practical strategies to support better decision making."

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 Methods and Cost



In person at WALGA
\$650 (plus GST)



On-Site at your LG
On Request



Virtual Classroom via Zoom
\$650 (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.

"Great content on how to develop and review policy. I will be going back and looking at some of our Council policy documents with a lens on the framework and with an aim of reviewing areas that may be able to be improved."

Learning Outcomes

- Differentiate between Council policies and operational procedures;
- Explain a model of policy development;
- Ability to understand and be able to 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.

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 Methods and Cost



In person at WALGA
\$650 (plus GST)



On-Site at your LG
On Request



Virtual Classroom via Zoom
\$650 (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; and
- 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.

**"Excellent course!
It was great to have all the dots connected to see how everything links to deliver a fact-based, transparent, and robust asset management process. Thank you very much."**

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 Methods and Cost



In person at WALGA
\$650 (plus GST)



On-Site at your LG
On Request



Virtual Classroom via Zoom
\$650 (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 processes 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.

“The facilitator was extremely knowledgeable and engaging, creating a friendly and interactive atmosphere that made complex planning concepts easy to understand.”

Planning Practices – Advanced

1 Day

Who Should Attend?

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

Delivery Methods and Cost



In person at WALGA
\$650 (plus GST)



On-Site at your LG
On Request



Virtual Classroom via Zoom
\$650 (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 course provides a deeper understanding of a range of common planning issues 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.

“A highly informative course enriched by practical examples and clear explanations, making complex planning concepts easy to understand.”

CEO Performance Review

1 Day

Who Should Attend?

Recommended for all Elected Members as they all participate in determining Chief Executive Officer (CEO) employment matters as part of the Council in its role as the employing authority for the CEO.

Delivery Methods and Cost



In person at WALGA
\$650 (plus GST)



On-Site at your LG
On Request



Virtual Classroom via Zoom
\$650 (plus GST)

[View Dates & Register Online](#)


Updated
content



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 CEO.

"This course should be undertaken by all Councils conducting a CEO Performance Review. I learned so much more about the required procedures for conducting a review."

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.

CEO Recruitment

1 Day

Who Should Attend?

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

Delivery Methods and Cost



In person at WALGA
\$650 (plus GST)



On-Site at your LG
On Request



Virtual Classroom via Zoom
\$650 (plus GST)

[View Dates & Register Online](#)


Updated
content

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 CEO for their Local Government.

The recruitment of a CEO will be one of the most important processes that an Elected Member will be involved in their term of office, so the aim of the course is 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 CEO;
- 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; and
- Understand the importance of the employment contract in relation to the terms of employment and how it pertains to performance expectations i.e. KPIs.

"A very comprehensive and well organised course. It is important to get this process right – I highly recommend this course to all Local Governments."

The Role of Mayors and Presidents

1 Day

Who Should Attend?

Current and aspiring Mayors and Presidents, Deputy Mayors and Deputy Presidents.

Delivery Methods and Cost



In person at WALGA
\$540 (plus GST)

[View Dates & Register Online](#)



Updated
content

Course Information

This course explores the role of Mayors and Presidents and the many attributes, characteristics 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; and
- Being a mentor and building an effective Council.

“A highly relevant and informative session offering valuable peer discussions and practical insights into leadership responsibilities.”

Record Keeping Fundamentals (Elected Members)

 eLearning

Who Should Attend?

Elected Members

Delivery Methods and Cost



On-Site at your LG
On Request



eLearning Individual
\$95 (plus GST)

LG Subscription: refer to
page 67 or the website

[Register Online](#)

New
course

Course Information

Recordkeeping in Local Government is not just a legislative requirement. It is necessary for efficient operations, informed decision-making, accountability, transparency, and preservation of local history. Elected Members have an important responsibility to create and capture records related to the performance of their role. This course introduces Elected Members to Local Government recordkeeping fundamentals, how they apply to Elected Members and how to fulfil their recordkeeping responsibilities.

Learning Outcomes

- Recognise the importance of recordkeeping in Local Government;
- Comprehend the legislative framework and requirements of the *Local Government Act 1995*, *State Records Act 2000* and *Freedom of Information Act 1992*;
- Identify what is a corporate record and what is not;
- Understand your recordkeeping responsibilities, offences and penalties and how to keep appropriate records; and
- Develop familiarity with the ways Local Government records can be accessed.

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

Elected Member Courses

Emergency Management

Prepare, Respond, Recover – Emergency Management and Community Leaders

The occurrence of severe bushfires and unmatched weather events in our State over recent years underscores the increasing complexity and challenges in Emergency Management.

Elected Members are now required to be more knowledgeable and prepared across a broad range of emergency management functions and tasks. The demand for Local Government to assist, guide, and lead the community during emergencies and traumatic events has never been greater.

WALGA, in collaboration with partner hazard managers, has developed Local Government emergency management training to help Local Governments fulfil their responsibilities under the *Emergency Management Act 2005*.

The training is practical and contemporary, incorporating the latest emergency management concepts, processes and community-centric practices. It ensures that training aligns precisely with Western Australian acts, regulations, policies, procedures, and guidelines.

“The ability of a government, whether at the local, state or national level, to manage a crisis depends on the people who have been trained and tasked to do the work.”

Courses suitable for Elected Members

Emergency Management Foundations for Local Government



In person at WALGA
\$720 (plus GST)



On-Site at your LG
On Request

1 day course

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

Emergency Management for Local Government Leaders



In person at WALGA
\$720 (plus GST)



On-Site at your LG
On Request

1 day course

This course will offer solutions to be ready, resourced and provides a better understanding with regard to what is needed to be achieved prior to, during and recovering from a disaster.

Community Disaster Recovery



In person at WALGA
\$720 (plus GST)



On-Site at your LG
On Request

1 day course

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.

Recovery Coordinators Course for Local Government



In person at WALGA
\$1180 (plus GST)



On-Site at your LG
On Request

2 day course

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.

For more detailed course information

Full course overviews and learning outcomes can be found on pages 38 – 40 of this Directory and on our website walga.asn.au/training

[View Dates & Register Online](#)

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 Elected Members in a step-by-step approach, developing a deeper understanding over time. Each module is filled with practical tips and tools to enable Elected 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 potential 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

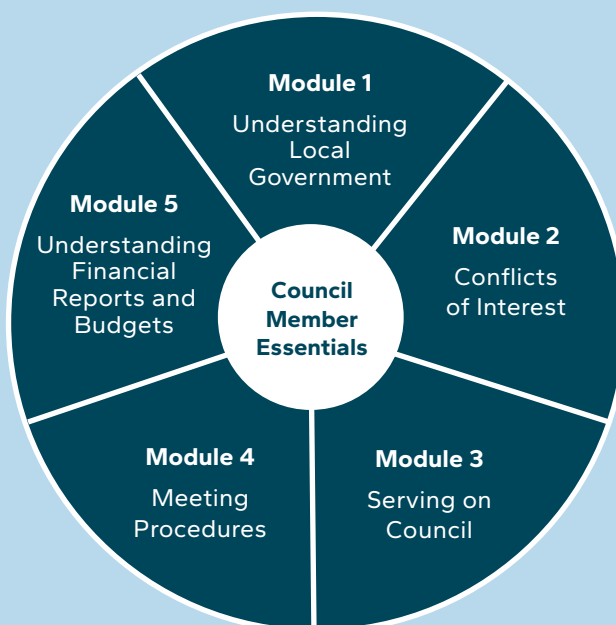
All newly Elected Members are required to complete the five modules within 12 months of being elected.

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 Student Portal. When choosing in-person training, assessments are completed at the end of the day. eLearners 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 continuous reform since 2019, with the most recent reform in the *Local Government Amendment Act 2023* and *Local Government Amendment Act 2024*. All Council Member Essentials modules have been reviewed to incorporate the latest legislative reform at the time of writing, and updates and will be highlighted for any new changes.

Module 1 Understanding Local Government

½ Day*

Who Should Attend?

A mandatory course for new Council Members.

Recommended for returning Council Members to refresh and update their knowledge and understanding of their role within Local Government taking into account recent reforms.

Delivery Methods and Cost



In person at WALGA
\$270 (plus GST)



On-Site at your LG
On Request



Virtual Classroom via Zoom
\$270 (plus GST)



eLearning Individual
\$260 (plus GST)

LG Subscription: refer to
page 67 or the website

[View Dates & Register Online](#)

Course Information

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

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.

“The training was excellent – informative, practical, and very relevant. I thoroughly enjoyed the session.”

Updated
content

Legislative
changes

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

Module 2 Conflicts of Interest

½ Day*

Who Should Attend?

A mandatory course for new Council Members.

Recommended for returning Council Members to refresh and update their knowledge and understanding of their legal and ethical responsibilities in managing and disclosing interests.

Delivery Methods and Cost



In person at WALGA
\$270 (plus GST)



On-Site at your LG
On Request



Virtual Classroom via Zoom
\$270 (plus GST)



eLearning Individual
\$260 (plus GST)

LG Subscription: refer to
page 67 or the website

[View Dates & Register Online](#)

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.

Updated
content

Legislative
changes

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

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.



Module 3 Serving on Council

2 Days*

Who Should Attend?

A mandatory course for new Council Members.

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

Delivery Methods and Cost



In person at WALGA
\$1080 (plus GST)



On-Site at your LG
On Request



eLearning Individual
\$490 (plus GST)

LG Subscription: refer to
page 67 or the website

[View Dates & Register Online](#)

Updated
content

Legislative
changes

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 Elected Members 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.

"A very informative, practical and relatable session. The facilitator kept the content engaging and easy to follow throughout."

* 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

Module 4 Meeting Procedures

1 Day

Who Should Attend?

A mandatory course for new Council Members.

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

Delivery Methods and Cost



In person at WALGA
\$540 (plus GST)



On-Site at your LG
On Request



eLearning Individual
\$390 (plus GST)

LG Subscription: refer to
page 67 or the website

[View Dates & Register Online](#)

Updated
content

Legislative
changes

Course Information

Participating effectively in meetings is a critical aspect of being an Council 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 Council 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.

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 mandatory course for new Council Members.

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

Delivery Methods and Cost



In person at WALGA
\$540 (plus GST)



On-Site at your LG
On Request



eLearning Individual
\$390 (plus GST)



Virtual classroom via Zoom
\$540 (plus GST)

LG Subscription: refer to
page 67 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, Elected Members, the CEO and Audit Committee;
- Apply strategic financial management; and
- Understand the imposition of rates, annual budgets and financial management reporting.

"A very informative course that improved my confidence in understanding financial reports and asking the right questions."

[View Dates & Register Online](#)

Legislative
changes

Updated
content



eLearning

Flexible learning to support capability and growth

WALGA Training supports the Local Government sector with flexible, accessible learning options designed to fit around busy schedules and diverse roles. Our eLearning offering enables participants to build knowledge and capability at their own pace – anytime, anywhere.

Our courses are designed with adult learning principles in mind and cater to a range of learning styles, combining interactive content, real-world scenarios and practical insights to support engaging and effective learning. Whether supporting new starters or enhancing existing skills, eLearning provides a convenient pathway for continuous professional development.

Supporting onboarding across Local Government

Our Officer eLearning suite supports capability development across a range of roles, from foundational knowledge through to role-specific skills.

We are excited to expand this offering with a range of onboarding-focused courses, designed to support consistent and effective induction across the sector. Several of these new courses will be available soon, helping Local Governments build structured onboarding pathways for their teams.

eLearning Courses at a Glance

Officer eLearning Courses

Induction

- Introduction to Local Government
- Introduction to Ethical Behaviour in Local Government – COMING SOON
- Foundations of Records Management – COMING SOON
- Procurement Foundations in Local Government – COMING SOON

Role-specific

- Procurement in Local Government – The Basics
- Environment and Sustainability

Design Review eLearning Courses

- Design Review for Panel Members
- Design Review for Panel Chairs
- Design Review for Local Government Officers

Elected Member eLearning Courses

Council Member Essentials Training

- Module 1 – Understanding Local Government
- Module 2 – Conflicts of Interest
- Module 3 – Serving on Council
- Module 4 – Meeting Procedures
- Module 5 – Understanding Financial Reports and Budgets

Professional Development

- Record Keeping Fundamentals (Elected Members)
- Environment and Sustainability



eLearning Subscriptions

To ensure 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. This service allows Local Governments to enrol up to 50 participants in selected courses over the subscription period.

WALGA's annual subscription period runs from 1 November to 31 October. Entering into a subscription from 31 October up to 1 July, the annual fee applies. 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).

To subscribe to our eLearning course(s), submit an online request via our website:

walga.asn.au/elearning-subscriptions

A member of our team will then be in touch.

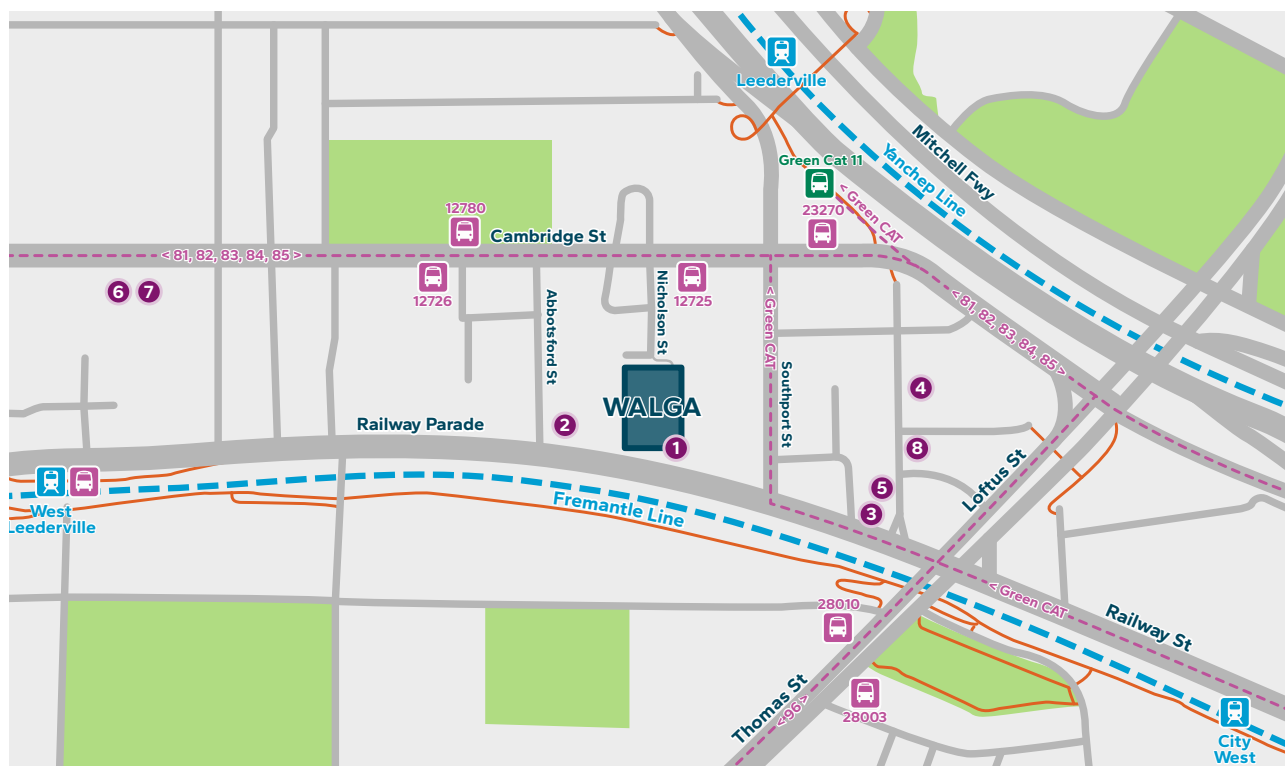
No. of Modules	SAT Band 4	SAT Band 3	SAT Band 2	SAT Band 1
1	\$1,380	\$2,420	\$2,750	\$3,440
2	\$2,420	\$3,790	\$4,820	\$5,500
3	\$3,460	\$5,160	\$6,890	\$7,560
4	\$4,850	\$6,530	\$8,000	\$8,940
5	\$5,540	\$7,900	\$9,110	\$10,320
5+	Contact WALGA Training for a customised quote			
	All prices outlined above are exclusive of GST			

IT Capability

Participants should have basic computer skills and knowledge, including the ability to navigate web browsers. It is the responsibility of the Local Government to ensure that employees or Elected Members who have been provided with IT hardware and software, have the necessary digital skills to use the equipment prior to enrolling in any WALGA Training eLearning course.

Location and Transport

WALGA is located at ONE70, Level 1, 170 Railway Parade in West Leederville.



Train Station	Train Line	28003 Bus Stop Number	1 Ruby Collective Cafe	2 Hylin	3 Dash Coffee	4 Chez Jean-Claude Patisserie
Bus Stop	Bus Route	< 96 > Bus Route Number and Direction	5 Goods Bakery	6 Coles	7 Chemist	8 Lunch Bar Twenty2

To reach ONE70, you can travel by train to either Leederville, City West, or West Leederville Train Stations. From there it is a 5–10-minute walk using the directions provided.

Another convenient option is the Green CAT service, a free public bus that stops near Leederville Station. You can find CAT Bus Timetables on the Transperth website: transperth.wa.gov.au/Timetables/CAT-Timetables

If you are running late for training, please call us at 9213 2098.

Public Transport

Train

ONE70 is centrally located between the Fremantle and Yanchep train lines. Nearby stations include:

- Leederville (370m)
- West Leederville (570m)
- City West (580m)

Each is approximately 4 minutes from Perth or Perth Underground stations

Public Transport Details

Within the Free Transit Zone (which extends west to Thomas St) bus and train services are free of charge.

For Bus and Train Timetables see the Transperth website: transperth.wa.gov.au

Bus

East and west-bound Transperth bus services (Routes 81-85) stop near ONE70 on Cambridge Street.

Route 96 travels from UWA via Thomas Street to Leederville Station.

WALGA is within the Free Transit Zone, which extends west to Thomas Street – bus and train services within this zone are free of charge.

The Green CAT buses run between the Elizabeth Quay Busport and Leederville station.

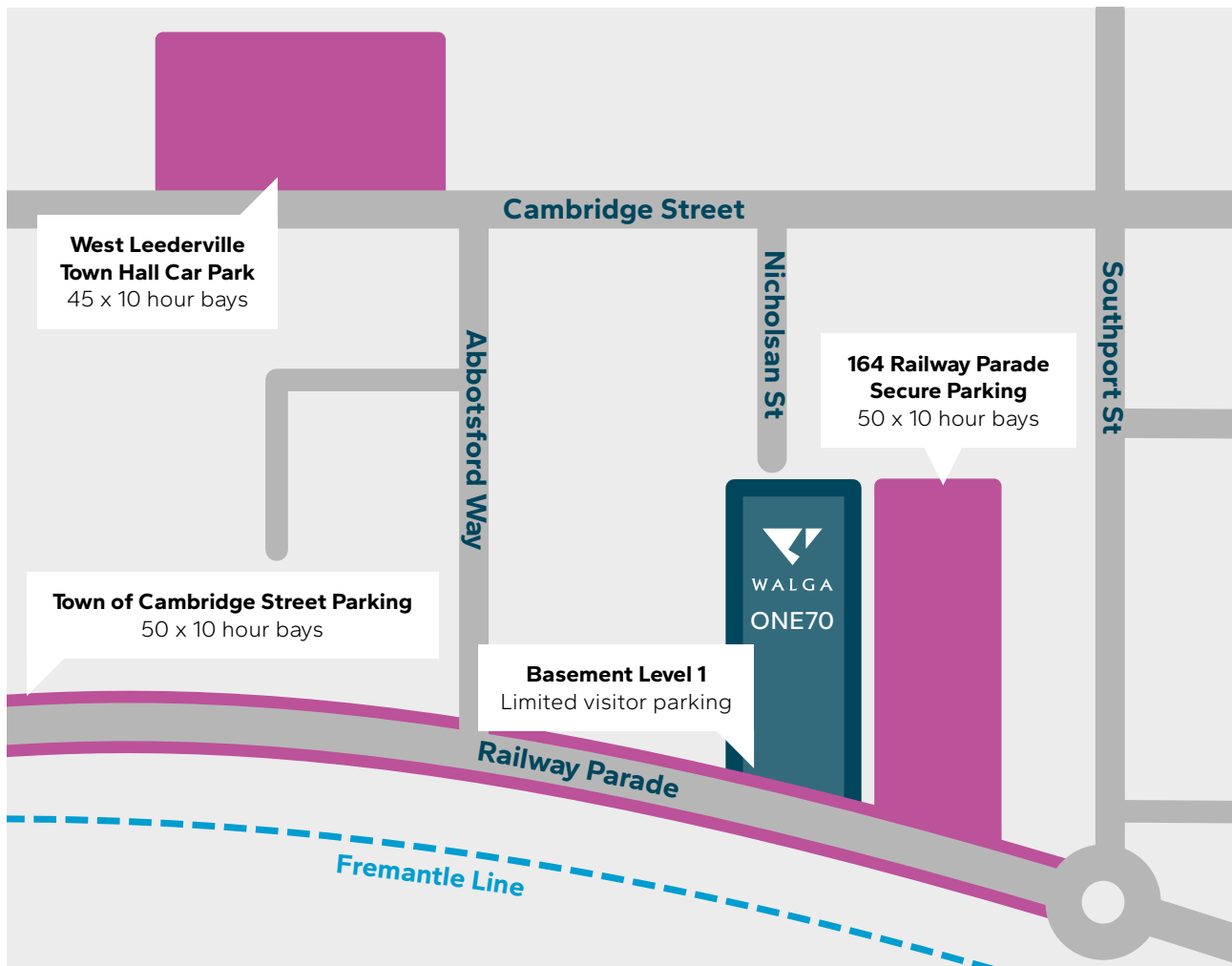
Cycle

Casual visitor bike parking is available at the front entrance, to the right of the café.

To plan your route, visit the Department of Transport's Your Move website, which includes bike maps for the Perth metropolitan area.

WALGA is listed in the Town of Cambridge map.

Visit yourmove.org.au/resources/walk-wheel-ride-maps



How to get here by car

WALGA has limited on-site parking for visitors, accessible off Railway Parade. There is also public paid parking available in the surrounding area – however make sure you park in a 10 hour bay if you are staying for a full day of training, as there are rangers who frequently patrol the area.

Accessibility

Please call ahead to arrange an accessible parking bay.

Wheelchair access is available via the main entrance through the foyer lifts and through the Basement 1 parking.

Accessible restroom located on Level 1.

WALGA Terms and Conditions of Enrolment

Short Courses

Cancellation by a Participant or a Local Government

If you wish to change or cancel your confirmed course, the following Terms and Conditions apply:

- More than five business days prior to course commencement:
 - Full refund for cancellation
 - No charge for one course date transfer
- 5 business days or less, or non-attendance on the day of the course
 - No refund for cancellation
 - No transfer to another date is allowed

All transfer or cancellation requests must be made in writing. Please complete a request form from our website walga.asn.au/terms-and-conditions-of-enrolment or email us at training@walga.asn.au.

On-Site Training at your Local Government

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

Cancellation must be 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.
- Between 10 and 20 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.
- We accept only one date transfer request, submitted in writing more than 10 business days prior to course start date. Any pre-paid travel associated costs will be charged to the Local Government.

Cancellation or Short-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).

Stay up-to-date with WALGA Training

Subscribe to our
monthly newsletter



WALGA Training Short Courses

Recovery Coordinators Course for Local Government (2 days)
Designed for local government officers involved in emergency recovery, this course builds capability in planning, coordinating and delivering effective recovery activities following emergencies and disasters.

Thursday, 25 June - Friday, 26 June 2026
9am-4:30pm
WALGA

[Register now](#)

Dealing with Difficult Customers
Learn practical techniques to confidently manage challenging interactions, de-escalate conflict and communicate professionally with customers in high-pressure situations.

Monday, 6 July 2026
9am-4:30pm
WALGA

[Register now](#)

Effective Supervision (2 days)
Develop practical supervision skills to support staff performance, manage workplace issues and lead teams effectively within a local government environment.

Thursday, 9 July - Friday, 10 July 2026
9am-4:30pm
WALGA



