

Nationally Recognised Training for WA Local Government Officers

The pathway to career advancement in Local Government



LGA30120 Certificate III in Local Government
LGA50120 Diploma of Local Government



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

Empower Local Government talents

from entry-level to leadership

Whether you're bringing in new staff or supporting current team members to step up, WALGA Training helps you build internal capability. Our nationally recognised qualifications equip Officers with the skills and confidence to thrive in WA's Local Government sector.

ENTRY-LEVEL ROLES

LGA30120

Certificate III in Local Government

For new starters in Local Government, this qualification provides strong foundations and supports future growth.

MID-LEVEL ROLES

LGA50120

Diploma of Local Government

For Officers looking to step up into leadership and more strategic roles.

TOWN PLANNING SPECIALISATION

LGA50120

Diploma of Local Government (Planning)

Created to meet WA's growing planning needs, this specialisation provides formal recognition and the expertise to confidently step into supporting planning roles.

Benefits of Nationally Recognised Training

- Gain formal qualification and sector recognition
- Developed by WALGA experts
- Specifically designed for WA Local Government
- Delivered by renowned professionals with industry insight
- Easy access for metro and regional Officers.



LGA30120 Certificate III in Local Government



The first step towards a successful career in Local Government

The foundation to support administrative and community-facing roles in Local Government.

WHO SHOULD ATTEND?

Ideal for new or entry-level staff working in areas such as customer service, finance, people and culture, parks and gardens, or other Local Government administrative functions.

COURSE OVERVIEW

The Certificate III in Local Government offers practical, hands-on training in customer service, communication, Local Government legislation, and operational best practices.

Participants will develop the practical capabilities needed to support the daily functions of Local Government in Western Australia, while building a strong understanding of the sector's diverse services and key legislative responsibilities.

LEARNING OUTCOMES

Graduates will gain:

- Understanding of Local Government frameworks
- Practical communication and customer service techniques

- Core administrative skills, including records management and finance systems
- Teamwork and problem-solving confidence.

COURSE DETAILS



Entry Requirements

Completion of Year 10 or equivalent



Course Duration

Approx. 12 months



Delivery Method

Virtual Class via Zoom

SPECIALISATION

Participants can tailor their qualification by selecting one of two Specialisation streams:

1. Business Administration and Document Processing
2. Financial Transactions and Accounting Processes

COURSE OUTLINE

The 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.

TERM 1

LGACOR001 Work in Local Government

BSBXC301 Engage in workplace communication

BSBOPS203 Deliver a service to customers

TERM 2

PSPLEG005 Comply with legislation in the public sector

BSBINS302 Organise workplace information

BSBINS309 Maintain business records

TERM 3

Option A
Business administration and document processing

BSBTEC301 Design and produce business documents

BSBTEC302 Design and produce spreadsheets

BSBTEC303 Create electronic presentations

Option B
Financial transactions and accounting processes

FNSACM311 Process and manage payments

BSBFIN301 Process financial records

BSBFIN302 Maintain financial records

TERM 4

BSBWHS311 Assist with maintaining workplace safety

BSBST301 Contribute to continuous improvement

BSBCMM411 Make presentations

FEE FOR SERVICE

Professional development, your way

Our Fee for Service option is available for individuals or Local Governments who wish to upskill staff outside of a traineeship arrangement.



TRAINEESHIP

Traineeship opportunities for new Local Government officers

Traineeships offer an ideal solution for new employees in Local Government, combining practical skills, formal learning, and innovative ideas to enhance your workplace.

WHY CHOOSE A TRAINEESHIP?

- Invest in your future workforce - new employees quickly build job-ready skills tailored to Local Government.
- Fosters community prosperity by retaining motivated local talents who value career development.
- Enjoy dedicated support for both employers and trainees through our trainers and Apprentice Connect Australia Provider.
- Access nationally recognised training at significantly reduced costs for eligible trainees.



Ready to upskill your team?

Scan to learn more or to register your interest.



LGA50120 Diploma of Local Government



Support the next leaders of the sector

Developed through extensive consultation with the Local Government sector, this nationally recognised qualification is fully contextualised for Western Australia. It equips Officers and Managers with the skills and tools to step confidently into strategic and operational leadership roles.

WHO SHOULD ATTEND?

Designed for Local Government Officers, Team Leaders and Managers looking to step up into leadership and more strategic roles. Ideal for Certificate III graduates or those working in administrative, professional, operational, compliance or technical roles seeking a sector-specific qualification and career progression.

COURSE OVERVIEW

The Diploma of Local Government offers practical skills, expert-led learning, and real-world application in governance, leadership, legislation, strategic and operations, tailored to the WA sector.

Participants will learn to navigate the complex structure of Local Government frameworks and contribute to high-level decision-making across departments.

LEARNING OUTCOMES

Graduates will gain:

- A sound understanding of Local Government legislation
- The ability to interpret compliance requirements and manage operational plans
- Skills to develop policy and procedures
- Confidence to apply governance across teams and departments
- The capability to identify and manage risks in a Local Government context
- Effective communication with the community and stakeholders.

COURSE DETAILS



Entry Requirements

Completion of Year 12 or equivalent



Course Duration

Approx. 18 months



Delivery Method

Virtual Class via Zoom

COURSE OUTLINE

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

Foundation Unit

LGACOR001 Work in Local Government (Core)

Communication & Customers in Local Government

BSBXC501 Lead communication in the workplace (Core)

BSBOPS505 Manage organisational customer service (Core)

LGAREG003 Manage conflict situations in a regulatory environment

Understanding Governance 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 (Core)

BSBWHS521 Ensure a safe workplace for a work area (Core)

Specialisations

Option A – Community Consultation and Engagement

PSPGEN075 Build and maintain community relationships

LGACOR007 Conduct community consultations

CHCCDE010 Develop and lead community engagement strategies to enhance participation

Option B – Town Planning Units*

LGAPLA001 Interpret and apply development planning legislation, schemes and instruments

LGAPLA002 Perform minor development assessments

LGAPLA005 Protect heritage and cultural assets

* Initial in-person workshop at WALGA

SPECIALISATIONS

Town Planning Stream

Town Planners are in high demand across WA. That's why WALGA Training offers a Town Planning specialisation with the LGA50120 Diploma of Local Government (Planning).

Designed for WA's growing needs, this gives Officers formal recognition and the practical knowledge to confidently step into support planning roles.

With the Town Planning Stream, Officers will:

- Learn to carry out minor planning assessments and conduct site inspections
- Build knowledge of planning schemes and instruments
- Confidently navigate WA's Local Government complex planning legislation
- Understand heritage and cultural asset management
- Gain the learning outcomes from the Diploma of Local Government.



Ready to take the next step?

Scan to learn more or
to register your interest



WE'RE HERE TO HELP

From enrolment to completion, WALGA's Training Team will support you every step of the way.

Contact our team on (08) 9213 2098
or email training@walga.asn.au.

WALGA Training Designed for WA Local Government

All our training is designed specifically for WA
and is delivered by renowned experts in the sector



Images left to right: WALGA building; Shire of Wagin; Shire of Ravensthorpe; Certificate III in Local Government virtual graduation; Shire of West Arthur; Town of Cottesloe; Town Planning Training at WALGA



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