



WALGA

WORKING FOR LOCAL GOVERNMENT

Council Member Essentials

Developed specifically for WA Elected Members



Training for Elected Members

walga.asn.au/training

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

Council Member Essentials

Overview

The Department of Local Government, Sport and Cultural Industries (DLGSC) has selected WALGA as an Approved Training Provider for the development, delivery and management of the Council Member Essentials program for Elected Members.

This training program consists of all five of WALGA's Stage One training courses that all newly Elected Members will be required to complete within 12 months of being elected.

Structure and Recommended Pathway

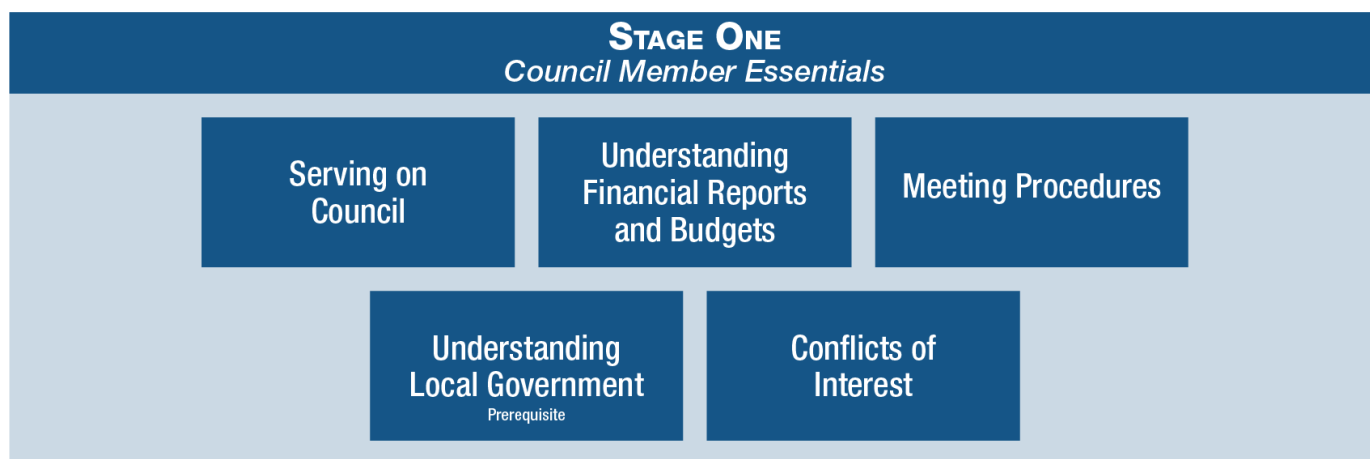
- Understanding Local Government
- Conflicts of Interest
- Serving on Council
- Meeting Procedures
- Understanding Financial Reports and Budgets

What is Required to Complete the Council Member Essentials

Participants will receive a Certificate of Achievement after successfully completing each course and assessment within Stage One. Assessments for each individual training course will be released upon course completion.

Enrolment Information

Download and complete the Council Member Essentials Application Form via the WALGA website and submit to training@walga.asn.au. This can be found in the Training area of the website or simply search for Council Member Essentials.



Continuing Professional Development

With a wide range of training and development opportunities to choose from, including a nationally accredited Elected Member Skill Set and Diploma qualification, WALGA are here to assist Elected Members to maintain and develop their professional capabilities.

WALGA's Learning and Development Pathway has been specifically developed to deliver the essential skills and knowledge required by an Elected Member to perform their role as defined in the *Local Government Act 1995*.

To view the Elected Member Learning and Development Pathway, visit walga.asn.au/training.

Understanding Local Government

Program Overview:

Understanding Local Government is an introductory course designed to provide newly Elected Members with relevant information that will assist them in their transition from private citizen to Councillor. It also serves as a refresher course for those Councillors wanting to update their skills and knowledge.

This course provides an overview of the roles and responsibilities of Elected Members, the Local Government environment and protocols and procedures affecting the way Local Governments operate.

Prerequisite:

None

Learning Outcomes:

As a result of completing this program, participants should be able to:

- ✓ know how Local Government fits into the structure of government in Australia;
- ✓ 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
- ✓ participate confidently in Council and committee meetings.

Delivery:

- Face-to-Face (half day)
- Online (approx. two hours)
- Subscription

Conflicts of Interest

Program Overview:

Conflicts of Interest is designed to provide Elected Members with an understanding of financial, indirect-financial, proximity and impartiality interest; disclosure of interests at meetings; and the association between gifts and conflicts of interests.

This course provides an overview of the statutory environment relating to declarations of interest and clarifies, through case studies, the personal responsibilities of Elected Members to comply with their obligations.

Prerequisite:

Understanding Local Government

Learning Outcomes:

As a result of completing this program, participants should be able to:

- ✓ distinguish and differentiate between various conflicts of interest;
- ✓ describe how a conflict of interest affects an Elected Member's roles and responsibilities;
- ✓ understand and refer to the legislative environment for conflicts of interest; and
- ✓ effectively participate as an Elected Member with a reduced risk of non-compliance with conflict of interest provisions.

Delivery:

- Face-to-Face (half day)
- Online (approx. two hours)
- Subscription

Serving on Council

Program Overview:

Serving on Council is designed to give Elected Members the confidence to perform their role on Council. This course has been specifically developed to address the unique needs of Elected Members in leading and supporting their communities whilst acting within the processes and procedures imposed on Local Government in general and, more specifically, at the governing body level.

The course provides an overview of the roles and responsibilities of Elected Members, the Local Government environment and Council operating procedures. It recognises both internal and external influences on Councillors and the necessity for them to perform their role in a due diligence environment.

Prerequisite:

Understanding Local Government

Learning Outcomes:

On completion of this program, participants should be able to understand the:

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

Delivery:

- Face-to-Face (two days)
- Online (approx. four hours)
- Subscription

Please see website for dates.

Meeting Procedures

Program Overview:

Meeting Procedures is specifically designed for both experienced and newly Elected Members who wish to enhance their meeting skills.

Concentrating on knowledge of meeting procedures and high level debating techniques, this course is a practical tool kit for those who attend Council and committee meetings as Members or Presiding Members.

Prerequisite:

Understanding Local Government

Learning Outcomes:

As a result of completing this program, participants should be able to:

- critically read the Agenda and evaluate Officer reports;
- correctly use procedural motions and effectively raise 'points of order';
- demonstrate chairmanship skills within legal and ethical requirements;
- recognise the value of checking and confirming the minutes; and
- use knowledge of meeting procedures to move, second or foreshadow motions, use correct amendment rules where appropriate and take the right of reply.

Delivery:

- Face-to-Face (full day)
- Online (approx. 2 hours)
- Subscription

Please see website for dates.

Understanding Financial Reports and Budgets

Program Overview:

Understanding Financial Reports and Budgets uses existing legislation as its basis to explore the way in which Local Governments are required to plan for the future, develop an annual budget and monitor, review and interpret financial reports.

The course outlines the linkage between Integrated Strategic Planning, asset management planning and long term financial planning so participants gain an understanding of the benefits of undertaking financial forecasting and the impacts key decision making may have on the organisation's financial bottom line.

Prerequisite:

Understanding Local Government

Learning Outcomes:

As a result of completing this program, participants should be able to understand:

- ✓ basic accounting principles and concepts;
- ✓ the roles and responsibilities of Council, Councillors and the CEO;
- ✓ financial management and the strategic linkages;
- ✓ annual budgets; and
- ✓ financial management and reporting.

Delivery:

- Face-to-Face (full day)
- Online (approx. two hours)
- Subscription

Please see website for dates.

Regional / On-Site Training

WALGA Training recognise that our Members are located all over the State and we are constantly thinking of better ways that we can serve your training needs. One way we do this is by offering all of our scheduled training courses on-site. This means that we 'bring the training to you', saving you time and money.



To view upcoming Regional Training please visit the Our Services page on walga.asn.au/training or for more information contact training@walga.asn.au or call (08) 9213 2088.

Why Have On-Site Training?

Save Time

Whether your Local Government is located in the metropolitan area or out in the regions you can eliminate the need for your Elected Members and Officers to travel to us by hosting your own training.

Save Money

On-site training allows your Local Government to save money on travel costs, accommodation, allowances and loss of productivity. You can also collaborate with other Local Governments to boost numbers and save even more.

Flexibility

On-site training allows for flexibility in your choice of location, course format and choice of date. This allows for training to be scheduled at a time and location that is most convenient to your Elected Members and Officers.

Training Delivery Modes

Description	Fees				
Understanding Local Government	Face-to-Face:	\$240			
	eLearning:	\$195			
	Subscription:	SAT Band 4	SAT Band 3	SAT Band 2	SAT Band 1
		\$750	\$1,750	\$2,000	\$2,500
Conflicts of Interest	Face-to-Face:	\$240			
	eLearning:	\$195			
	Subscription:	SAT Band 4	SAT Band 3	SAT Band 2	SAT Band 1
		\$750	\$1,750	\$2,000	\$2,500
Serving on Council	Face-to-Face:	\$900			
	eLearning:	\$195			
	Subscription:	SAT Band 4	SAT Band 3	SAT Band 2	SAT Band 1
		\$750	\$1,750	\$2,000	\$2,500
Understanding Financial Reports and Budgets	Face-to-Face:	\$475			
	eLearning:	\$195			
	Subscription:	SAT Band 4	SAT Band 3	SAT Band 2	SAT Band 1
		\$750	\$1,750	\$2,000	\$2,500
Meeting Procedures	Face-to-Face:	\$475			
	eLearning:	\$195			
	Subscription:	SAT Band 4	SAT Band 3	SAT Band 2	SAT Band 1
		\$750	\$1,750	\$2,000	\$2,500
Combination Training Packages					
3 Face-to-Face courses and 2 eLearning courses		\$2,240 per Elected Member			
All 5 eLearning courses		\$975 per Elected Member			
All 5 Face-to-Face courses		\$2,330 per Elected Member			
Regional Onsite Delivery (Face-to-Face)					
Understanding Local Government		\$2,000 (half day)			
Conflicts of Interest		\$2,000 (half day)			
Serving on Council		\$7,900 (two days)			
Understanding Financial Reports and Budgets		\$4,000 (full day)			
Meeting Procedures		\$4,000 (full day)			

eLearning Subscriptions

An eLearning Subscription empowers your Local Government to deliver WALGA eLearning courses to an unlimited number of participants within your yearly subscription period. How you deliver this content is up to you.

SAT Band Pricing Structure				
No. of Courses	SAT Band 4	SAT Band 3	SAT Band 2	SAT Band 1
1	\$750	\$1,750	\$2,000	\$2,500
2	\$1,750	\$2,750	\$3,500	\$4,000
3	\$2,500	\$3,500	\$4,500	\$5,250
4	\$3,250	\$4,250	\$5,250	\$6,500
5	\$4,000	\$5,000	\$6,000	\$7,000
5+	Contact WALGA for a customised Quote			

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ph: (08) 9213 2088
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web: walga.asn.au/training