



## **Partnerships in Learning**

### **Introduction to Staff Development, Training and Assessment Services**

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## Local Government Training Institute

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### Our Organisation

Hunter Councils Inc. is an Incorporated Association owned and managed by twelve member councils in the Hunter region that actively seek opportunities for cooperation and resource sharing.

Local Government Training Institute (LGTI) is a Registered Training Organisation, accredited through the NSW Vocational Education and Training Accreditation Board to deliver nationally accredited training.

The core business of the unit is to research, develop and coordinate training for council employees, which is cost-effective and accessible locally.

Many of our courses are also available to public and private sector organisations as well as to industry.

We offer a **wide range of courses**, some of which are outlined below and all of which can be downloaded from our website.

### Short courses

A sample of our “short courses” can be viewed on the LGTI website at [www.lgti.com.au](http://www.lgti.com.au) (go to Training Courses). These include courses specifically developed for local government such as:

- Developing The Town Planner’s Assistant (3 days)
- The A to Z of DAs; DCPs and LEPs (1 day)
- Rates Training modular workshops (in conjunction with the NSW Rating Professionals)

In addition to these types of courses, which were developed to address skills shortages in councils, we provide customised induction programs which can be mapped to competencies from the Local Government Training Package or tailored to address WorkCover requirements.

### VETAB – accredited training

LGTI also delivers a comprehensive range of nationally accredited Certificate programs. These include:

- Certificate II in Local Government (Governance and Administration)
- Certificate III in Local Government (Governance and Administration)
- Certificate IV in Local Government (Governance and Administration)
- Certificate III in Local Government (Operational Works)
- Certificate IV in Local Government (Planning)
- Certificate III in Local Government (Ratings)

- Certificate III in Local Government (Regulatory Services)
- Certificate IV in Training and Assessment
- Certificate II in Business
- Certificate III in Business (Administration)
- Certificate IV in Business (Administration)
- Certificate IV in Business (Frontline Management)
- Diploma in Business (Frontline Management)
- Certificate III in Government (Public Sector)
- Certificate IV in Government (Public Sector)
- Diploma of Government (Public Sector)
- Certificate II in Horticulture
- Certificate III in Horticulture
- Certificate IV in Horticulture
- Diploma in Local Government (Environmental Health and Building)

Some of the VETAB programs mentioned above are available as **New Entrant** or **Existing Worker Traineeships**, which can attract government funded incentive payments to employers. These programs are cost-neutral for Councils.

**Workcover and RTA accredited programs**

LGTI is recognised as a quality provider of a wide range of Occupational Health and Safety and Traffic Control courses including:

- ChemUse (AQF3)
- Confined Spaces
- Crane and Plant Electrical Safety (Overhead Powerlines)
- Work Activity Inductions
- Traffic Control at Roadworks
- Traffic Control with a Stop/Slow Bat
- Traffic Control Worksite Planning
- Design and Audit Traffic Control Plans
- Manual Handling Awareness
- OH&S Consultation
- OH&S General Construction Induction
- OH&S induction for Employees
- Risk Management for Supervisors and Managers



### **Expertise and track record**

LGTI has built a strong reputation in providing training to councils across NSW and industry within the Hunter region. Our regular local government clients include:

- Bland Shire Council
- Cabonne Shire Council
- Cessnock City Council
- Dungog Shire Council
- Fairfield City Council
- Great Lakes Shire Council
- Greater Taree City Council
- Hornsby Shire Council
- Hurstville City Council
- Lake Macquarie City Council
- Leichhardt Municipal Council
- Maitland City Council
- Marrickville City Council
- Muswellbrook Shire Council
- Newcastle City Council
- Parramatta City Council
- Port Stephens Council
- Randwick City Council
- Shoalhaven Shire Council
- Singleton Council
- Upper Hunter Shire Council
- Wyong Shire Council
- + many more

Other regular client organisations include:

- Adecco Industrial
- Agility (AGL)
- Asplundh Tree Services
- Boral
- Central West Region Organisation of Councils
- Department of Local Government
- Hunter Precast Concrete
- Hunter Water
- Mission Australia
- NSW Environment Protection Authority
- NSW Roads and Traffic Authority
- Roads and Traffic Authority NSW
- Ross Navigate
- Salvation Army Employment Plus
- Statewide Traffic Control
- University of Newcastle
- Whiteline Traffic Management
- WorkCover NSW
- Workforce International

### **Demonstrated knowledge of adult education theory and practice**

All LGTI training staff hold as a minimum qualification the Certificate IV in Assessment and Workplace Training. Most also have vocational education and training or higher education qualifications, in addition to extensive local government experience and expertise in their field. There are 10 full time staff (including several staff trainers), however we also have a number of well-qualified contract trainers available that we use constantly.

### **Ability to tailor course content to council requirements**

We have extensive experience in tailoring courses to council needs. Many of the courses we provide are developed particularly for councils. Some examples include:

- Local Government OH&S and Customer Service induction programs for all staff at Randwick City Council (mapped to the Local Government Training Package)
- Developed ChemUse, a one day accreditation for Parks and Gardens staff using pesticides. Other courses in the marketplace are 2 days, and have agricultural focus.
- OHS Risk Management for 110 supervisors/managers at Hurstville City Council
- Code of Conduct Training for councillors and senior staff across NSW
- EEO and Diversity training for all staff at several NSW Councils
- OHS Corporate Induction Programs for all staff at Maitland City Council
- Asbestos Awareness training for landfill staff and plumbers at Upper Hunter Shire Council
- Hazard Tree Assessment training for various member councils
- Code of Conduct training for councillors and managers of Hunter and Mid North Coast councils
- Earth Auger training manuals and training course for Wyong Council
- Conflict Resolution/Dealing with Difficult Customers for several clients
- Armed Holdup Prevention and Management training for frontline staff

### **Knowledge of a range of delivery options**

LGTI has developed and employed a number of flexible delivery strategies to support various ongoing programs, particularly for clients in rural and remote councils.

Examples include:

- Classroom training both in our training centre and onsite at councils
- Distance education learning and assessment materials delivered by post
- LGTI Traineeship website featuring downloadable resources for participants
- Videoconference seminars to support Local Government and Public Services traineeships



- Online delivery for our Leadership & Management in Local Government program
- Small group and one to one coaching
- Self directed training via ANTA toolboxes and Hunter Councils CD-based resources

### **Capacity to incorporate competency assessments into training programs**

As an RTO, we are regularly called upon to incorporate competency assessments into training courses and traineeships. In the past 4 years we have delivered in the vicinity of 300 traineeships from the Local Government, Public Services and Business Services Training Packages, all requiring ongoing competency assessments. In addition we sometimes develop short courses mapped to training packages where the client requests it.

### **Knowledge of the Local Government environment**

LGTI was established as a centralised training unit for our (then) 13 member councils five years ago. In that time we have developed or organised literally hundreds of training courses for council staff across a whole range of job functions. These have ranged from operational staff right through to the executive level.

LGTI's Director is abreast of emerging issues in local government, which are often addressed by training initiatives. Some examples have included training to address new legislation e.g. Privacy and Protection of Personal Information and Code of Conduct.

We also host bi-monthly meetings of a regional HR and Joint Training Team and OH&S Team, which serves to inform the unit about training priorities in the councils. These meetings have directly informed the development of training courses to address skills shortages in member (and other) councils in areas such as Town Planning and Rating.