



Peak Services delivers deep expertise in the local government sector. We understand the business of councils. Challenge us.

ELECTED MEMBER CALENDAR 2020

PARTICIPANT

Name: _____
 Title: _____
 Organisation: _____
 Address: _____
 Phone: _____ Fax: _____
 Email: _____

Peak Services can provide in-house Elected Member training for your council.

Please contact Peak Training directly to discuss on (07) 3000 2148 or email training@wearepeak.com.au

Alternatively, complete the INHOUSE TRAINING REQUEST section on page 2 and one of our team will be in contact to discuss.

One day courses are priced at \$530 GST free per person, except for Land Use Planning \$880 GST free. Assessments are charged at \$220 per course.

NAME	CODE	UNIT OF COMPETENCY	LOCATION	2020												
				FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN 2021	
LGASS00002 Elected member skill set	LGAGENE503	Perform the role of an elected member	BRISBANE				14-15	4-5	23-24					12-13		
	LGAGENE501A	Undertake councillor roles and responsibilities	2020 LGAQ ANNUAL CONFERENCE GOLD COAST										Sun 18 Mon 19			
	LGAGENE302A	Contribute to effective decision making														
Understanding Local Government for Elected Members	LGACORE104B	Work effectively in local government	BRISBANE									20				
	LGACORE105B	Work with others in local government														
Effective Community Leadership for Elected Members	LGACOM404B	Establish cooperative arrangements with other organisations	BRISBANE								21					
Governing Councils for Elected Members	LGAGENE502A	Provide leadership within the council and community	BRISBANE									10				
Manage Conflict for Elected Members	BSBATSIL503	Manage conflict	BRISBANE			29							8			
Change Management for Elected Members	LGACOM602B	Coordinate and facilitate a change process	BRISBANE			28							9			
Sustainable Asset Management for Elected Members	LGAGOVA605A	Develop an asset management strategy for council	BRISBANE	21											3	
Financial Reports and Budgets Elected Members	BSBG0V403A	Analyse financial reports and budgets	BRISBANE	20											4	
Rates and Charges for Elected Members	LGAGOVA508A	Recommend rates and charges	BRISBANE													28
Strategic Planning for Elected Members	LGADMIN52A	Undertake business planning	BRISBANE									11				
Land Use Planning for Elected Members	LGAPLAN511A	Manage council's development assessment systems	BRISBANE													29



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Tick if you wish to undertake assessment

ALTERNATIVE CONTACT

Contact Name: _____
Title: _____
Organisation: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

AUTHORISING MANAGER

Contact Name: _____ Title: _____
Phone: _____ Email: _____

ACCOUNTS PAYABLE

Contact Name: _____ Title: _____
Phone: _____ Email: _____

TERMS AND CONDITIONS

I accept the terms and conditions contained in this document (below)

Authorising Signature: _____
Date: _____ PO#: _____

IN-HOUSE TRAINING REQUEST

Course(s): _____ Preferred Date(s): _____
Preferred Location(s): _____ Number of attendees: _____

Please add additional detail in an email if required to training@wearepeak.com.au *Please note that all PEAK courses and programs are subject to confirmation.



PLEASE SELECT ONE:

- Purchased under Local Buy Arrangement
 Purchased under another valid procurement process



TERMS AND CONDITIONS

- 1. Agreement: The Purchaser agrees to purchase the courses or consulting services scheduled for the dates and times as specified in the Booking Form.
2. General: Peak reserves the right to change course schedules, course pricing, discontinue courses, modify course content, limit class size or cancel courses prior to course confirmation.
3. Course Confirmation: All courses or consulting services delivered at the Purchaser's nominated venue or at Peak's nominated venue will be confirmed by email by Peak approximately 10 working days prior to commencement.
4. Scheduling Courses: Peak will specify the dates of publicly scheduled or onsite training events.
5. Cancellation and Transfer: a. Prior to course confirmation, cancellations may occur at any time
6. Registration Changes: All changes to registration details must be made in writing or via email.
7. Course Fees: Peak will invoice for any training events post training delivery.
8. Course Prerequisites: Participants must comply with published course prerequisites.
9. Authorisation: The Purchaser hereby certifies that all Participants are employed by, or are under contract to the Purchaser and undertakes to bring these Terms and Conditions to the attention of Participants.
10. Copyright: The copyright of all course material and publicity material is invested, except where stated and may not be reproduced in whole or in part, recorded, loaned, broadcast, stored in a retrieval system or displayed publicly without prior permission.