

COUNCILLOR Fundamentals

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Councillor Fundamentals is the Municipal Association of Victoria's induction program for newly elected and re-elected councillors.

It comprises four full-day workshops in regional locations across four months in 2009, each targeting one of the core skills needed to perform the duties of a councillor. The workshops bring you up to date with important legislative changes, introduce you to key tools and link you into state-wide networks for advice and support.

COST (GST inclusive) Price includes all training materials and lunch

\$100 per workshop (or 18 credit points)

\$350 for councillors registering for all four workshops (or 63 credit points)

To register complete and return the registration form.

Be quick, places limited.

CONTACT Andrew Rowe Ph: (03) 9667 5549 Email: arowe@mav.asn.au

GOVERNANCE FUNDAMENTALS

A full-day workshop on governance principles and processes, team work, roles and accountabilities, legislative frameworks, strategic planning, meeting conduct, interest, decision making and working with the CEO and staff.

FINANCE FUNDAMENTALS

A full-day workshop on the financial responsibilities of a councillor, accounting principles in the local government context, how rates are set, statutory requirements, understanding financial reports, developing budgets and understanding asset management.

PLANNING FUNDAMENTALS

A full-day workshop on land-use planning principles, legislative frameworks, statutory procedures and processes for decision making, strategic planning responsibilities and understanding the changing planning environment.

MEDIA AND COMMUNICATION FUNDAMENTALS

A full-day workshop on communicating council decisions, understanding the media and improving your media performance, influencing others and negotiating successfully, dealing with difficult people and speaking in public forums.

2009 PROGRAM TIMETABLE

	GOVERNANCE	FINANCE	PLANNING	MEDIA & COMMUNICATION	LOCATION
ALTONA	Thurs 5 Feb	Thurs 5 Mar	Thurs 2 Apr	Thurs 7 May	Meeting Rooms 3 & 4, Hobsons Bay Civic Centre, 115 Civic Parade, Altona
BALLARAT	Wed 4 Feb	Wed 4 Mar	Wed 1 Apr	Wed 6 May	Trench Room, Ballarat Town Hall, corner Sturt Street and Armstrong Street South, Ballarat
OAKLEIGH	Sun 1 Feb	Sun 1 Mar	Sun 5 Apr	Sun 3 May	Monash Seminar and Training Centre, 1A Atherton Road, Oakleigh
SALE	Mon 2 Feb	Mon 2 Mar	Mon 6 Apr	Mon 4 May	Wellington Room, Port of Sale Civic Centre, 70 Foster Street, Sale
WANGARATTA	Tues 3 Feb	Tues 3 Mar	Tues 7 Apr	Tues 5 May	Wangaratta Government Centre, 62-68 Ovens Street, Wangaratta
WARRNAMBOOL	Fri 6 Feb	Fri 6 Mar	Fri 3 Apr	Fri 1 May	Reception Room, Warrnambool Civic Centre, First Floor 25 Liebig Street, Warrnambool

All workshops will start at 9:30am and finish at 4:30pm.

