WITH THIS OPPORTUNITY COMES RESPONSIBILITY.

This workshop will help you understand your responsibilities as a councillor, so you can hit the ground running.

Being a councillor is an important role that carries with it significant responsibilities to the community. Councillors owe it to their community to take personal responsibility for their learning and to equip themselves with the skills and knowledge necessary to perform their role effectively.

Whether you’re a new or returning councillor, the workshop will help you develop and update your skills and knowledge. New councillors will also benefit from the learnings shared by those with experience.

The workshops are free of charge. The cost of any travel or accommodation is the responsibility of attendees and their council.

WHY SHOULD I ATTEND?

» Understand your roles and responsibilities, and council processes
» Learn how to manage limited resources to achieve the best for your community
» Meet other councillors and strengthen your networks
» Update your knowledge and share your experiences with new councillors.

HOW CAN I BOOK?

The general manager at your council will coordinate workshop registrations. You simply need to advise the general manager which workshop you’d like to attend and whether you have any dietary requirements or special access needs.

Once your registration has been processed, you’ll receive a confirmation email and further workshop details.

WHAT CAN I EXPECT ON THE DAY?

» Presentations on must-know topics
» Opportunities to ask questions
» Interactive sessions where you can share experiences with, or learn from, other councillors
» Networking opportunities with other councillors, OLG staff and general managers.

The workshops are free of charge.
### Workshop Schedule

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>DATE</th>
<th>VENUE</th>
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<tbody>
<tr>
<td>Shellharbour</td>
<td>Wed 11 October  2017</td>
<td>Shellharbour Council Chambers, Lamerton House Lamerton Crescent, Shellharbour</td>
</tr>
<tr>
<td>Queanbeyan</td>
<td>Thu 12 October 2017</td>
<td>Queanbeyan-Palerang Regional Council Chambers, 253 Crawford Street, Queanbeyan</td>
</tr>
<tr>
<td>Armidale</td>
<td>Tue 17 October 2017</td>
<td>Activities Room, Kent House 139 Faulkner Street, Armidale</td>
</tr>
<tr>
<td>Strathfield</td>
<td>Wed 18 October 2017</td>
<td>Ironbark Room, Strathfield Library 65-67 Rochester Street, Homebush</td>
</tr>
<tr>
<td>Thornton</td>
<td>Wed 18 October 2017</td>
<td>Training Room 1, Local Government Training Institute 4 Sandringham Avenue, Thornton</td>
</tr>
<tr>
<td>Sydney CBD 1</td>
<td>Thu 19 October 2017</td>
<td>Portside Room, The Portside Centre Level 5, 207 Kent Street, Sydney</td>
</tr>
<tr>
<td>Parramatta</td>
<td>Thu 19 October 2017</td>
<td>Linden Room, Parramatta RSL Club Cnr O'Connell &amp; Macquarie Streets, Parramatta</td>
</tr>
<tr>
<td>Bankstown</td>
<td>Wed 25 October 2017</td>
<td>Community Room 1, Bryan Brown Function Centre Cnr Rickard &amp; Chapel Roads, Bankstown</td>
</tr>
<tr>
<td>Jerilderie</td>
<td>Tue 31 October 2017</td>
<td>Ian Gilbert Room, Jerilderie Civic Hall 33 Jerilderie Street, Jerilderie</td>
</tr>
<tr>
<td>Gundagai</td>
<td>Wed 1 November 2017</td>
<td>Function Room 1, Gundagai District Services Club 254 Sheridan Street, Gundagai</td>
</tr>
<tr>
<td>Blayney</td>
<td>Thu 2 November 2017</td>
<td>Blayney Community Centre 41 Church Street, Blayney</td>
</tr>
<tr>
<td>Sydney CBD 2</td>
<td>Sat 4 November 2017</td>
<td>Portside Room, The Portside Centre Level 5, 207 Kent Street, Sydney</td>
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</table>

**Note**

It may be necessary for reasons beyond the control of the Office of Local Government to change the content, timing or venue of your chosen workshop. We will make every effort to notify you of any change as soon as possible. However, the Office of Local Government cannot be held responsible for any travel or accommodation costs incurred should the workshop need to be postponed or cancelled.

“These workshops are a valuable opportunity for councillors to build networks and share their experiences.”

Tim Hurst,
Acting Chief Executive of the Office of Local Government
## Workshop Overview

<table>
<thead>
<tr>
<th>TIME</th>
<th>TOPIC</th>
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</thead>
<tbody>
<tr>
<td>8.30-9.00am</td>
<td>Registration, with tea and coffee on arrival</td>
</tr>
<tr>
<td>9.00-9.05am</td>
<td>Welcome and introduction</td>
</tr>
<tr>
<td>9.05-9.35am</td>
<td><strong>Program overview – Achieving outcomes for your community</strong></td>
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<tr>
<td></td>
<td>Understand the five key things all councillors need to know to achieve positive community outcomes and the context in which local government is operating</td>
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<tr>
<td>9.35-10.30am</td>
<td><strong>Achieving outcomes through civic leadership</strong></td>
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<tr>
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<td>Understand your council’s role in the local community, the different roles of a councillor and how to manage the challenges involved</td>
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<tr>
<td>10.30am-10.40pm</td>
<td>Morning tea</td>
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<tr>
<td>10.40am-11.35pm</td>
<td><strong>Achieving outcomes by making the most of meetings</strong></td>
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<tr>
<td></td>
<td>Understand the purpose, process and expectations for council meetings and how to maximise their benefits</td>
</tr>
<tr>
<td>11.35-12.30pm</td>
<td><strong>Achieving outcomes through planning and managing resources</strong></td>
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<td></td>
<td>Understand how to engage with your community, set the long term direction of council and ensure that money and other resources are used effectively through the Integrated Planning and Reporting planning tool</td>
</tr>
<tr>
<td>12.30-1.15pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>1.15-2.20pm</td>
<td><strong>Achieving outcomes through appropriate conduct and ethical decision making</strong></td>
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<tr>
<td></td>
<td>Be updated about the Model Code of Conduct and how to protect and enhance your own, and your council’s, credibility and reputation</td>
</tr>
<tr>
<td>2.20-2.45pm</td>
<td><strong>Achieving outcomes through continued learning and professional development</strong></td>
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<td></td>
<td>Learn from an experienced councillor what it takes to be successful in the role</td>
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<td></td>
<td>Consider your own training and support requirements and how you can undertake further professional development during your time as a councillor</td>
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<tr>
<td>2.45-3.00pm</td>
<td><strong>Achieving outcomes – summary</strong></td>
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