

Community Leadership Program

Frequently Asked Questions (FAQ's)

About the Program:

- » **What is the Community Leadership program all about?**
The Community Leadership Program (CLP) has been designed to help new, emerging and existing community leaders develop their personal leadership skills, create professional networks and learn about local government.
- » **What are the key elements of experience or knowledge that I may need to be considered?**
Successful applicants will need to be involved with or contribute to the local community, whether this be through volunteering, community groups, business or local programs.
- » **Do I have to live in the City of Casey to be eligible?**
Yes.
- » **How many people will be included in the program and is this being repeated each year with new candidates?**
There will be 25 participants each year for four years (total 100 graduates).
- » **Are there any fees or costs involved?**
No – this program is entirely funded and supported by the City of Casey.
- » **How do I apply?**
Expression of Interest (EOI) forms can be found on Casey Conversations ([link](#)). Applications will open on 9 March and close on 31 March 2021. All successful candidates will be notified by 28 April 2021.

Benefits of the Program:

- » **What can the Community Leadership Program offer me?**
A free opportunity to develop your leadership skills and build upon existing ones to incorporate into your personal and professional life. It will also provide you with the opportunity to learn more about local Council and governance.

- » **What areas of leadership will the Program focus on?**
Communication skills, presentation and networking, inclusive leadership, good governance, decision making skills, project management and planning, Council role and services, cultural inclusion, conflict management and understanding stakeholders to name but a few.
- » **Why are City of Casey investing in this program?**
The City of Casey values the great work community leaders undertake and want the opportunity to support those leaders to thrive, improve their skills, learn more about how Council operates, make decisions and consult with the community.
- » **What benefits will it bring to the City of Casey?**
A more informed community, stronger capacity to deliver local businesses, run community groups and projects. Also, a better understanding by the community of governance and the services Council deliver and awareness of our diverse communities.
- » **Will the program assist me in gaining employment with City of Casey or others?**
Not directly, but the skills participants will gain will be useful in the employment market.

Program Requirements

- » **What is the minimum level of education or qualifications I require to be considered?**
No previous qualifications are required- only a passion about your community and a willingness to get involved and make a difference.
- » **Do I need to have experience in the community services sector?**
Successful applicants will ideally have some experience participating in the local community. Examples of such experience include: volunteering, being a member of a cultural, faith or sporting group, running a local business, being on a school parent committee, or sitting on a committee of management etc.
- » **Is there a selection process or interview panel that will assess my application?**
All applicants will be invited to an informal chat with Casey staff to find out more about them and their community interests. Applicants will need to give the names of community groups they are part of, but no formal referees will be required.
- » **Can I apply if I am a business person?**
Yes.

Program Support:

- » **Will you offer support for people living with a disability and/or those with families?**
Yes, we are hoping for a diverse range of applicants who successfully represent our local community. Should you require additional assistance and support, please let us know.
- » **Can I still apply if English is my second language?**
Yes. If you speak and understand some English but feel you need a little extra support to participate, we will arrange an interpreter.
- » **Do I have to have access to a computer or laptop?**
Ideally yes – however if this is difficult for some participants, a loan device can be arranged.

- » **Is the access to the venue suitable for wheelchairs or walkers?**
Yes – all venues will be fully accessible.
- » **Will parking be available?**
Yes - There will be sufficient parking at all the community venues we use.
- » **What happens if COVID restrictions impact the classes – how will the program be made COVID Safe?**
We will follow the most current COVID requirements to ensure your safety and that of our officers. Should it be required, there will be a back-up plan to continue the program on-line.
- » **What happens if I cannot complete the program for any reason or I miss a class?**
If you foresee an issue with completing the program, let us know when applying. We will be running other programs. However, we do understand that life happens, if you are unable to attend a class unexpectedly, please contact us as soon as possible.
- » **Do I have to purchase books or resources to support my participation?**
No. All required resources and material will be supplied.
- » **Will there be homework or assignments set that require additional hours?**
There may be some work you are asked to do between sessions at your own pace, with some optional activities.

Application and Program Details:

- » **How is the program structured – what will be the commitment I need to make?**
There will be ten sessions over five months (roughly one every two weeks) these will include three sessions on a Saturday 10.00am – 4.00pm and seven sessions on a Tuesday evening 6.00pm – 9.00pm
- » **What are the start date and end dates for the program?**
The first session is the Induction to be held on Saturday 15 May 2021, the last date is yet to be finalised but will be in September.
- » **How can I apply and when will I receive any response about my success as a candidate?**
Applications will be an 'Expression of Interest' (EOI) via the Casey Conversations webpage. They will open on 9 March and close on 31 March 2021. All successful candidates will be notified by 28 April 2021.
- » **Is there any graduation or celebration planned for completion of the program?**
Yes – a graduation ceremony to celebrate your achievements, where you can invite guests and be presented with your certificate by the Chair of Administrators.
- » **What happens after “graduation” - is there a clear pathway for further networking with the City of Casey**
Yes – all graduates will be invited to continue meeting after the program finishes to continue their learning and to undertake a mini community project (with a grant provided by Council). Graduates can also get involved in community consultations as much or as little as they prefer.

» **What topics will be covered?**

Please see below for the program dates and a summary of the topics covered.

| SESSION | DATE | TIME | LOCATION |
|---|------------------------------------|---------|---|
| Workshop 1- Orientation: Our Casey community | Saturday 15 th May | 10.00am | Bunjil Place, Narre Warren |
| Workshop 2- Leadership | Tuesday 25 th May | 6.00pm | Manna Gum Community Centre, Clyde North |
| Workshop 3- Working across cultures | Tuesday 8 th June | 6.00pm | Autumn Place, Doveton |
| Workshop 4- Council roles, decision making, services and budgets | Tuesday 22 nd June | 6.00pm | Selandra Community Hub, Clyde North |
| Workshop 5- Communication & presentation skills, project management | Saturday 10 th July | 10.00am | Bunjil Place, Narre Warren |
| Workshop 6- Governance, community engagement | Tuesday 27 th July | 6.00pm | The Hunt Club, Cranbourne East |
| Workshop 7- Managing conflict. strategic planning, influencing & negotiation | Tuesday 10 th August | 6.00pm | Manna Gum Community Centre, Clyde North |
| Workshop 8- Group determined program | Saturday 28 th August | 10.00am | Bunjil Place, Narre Warren |
| Workshop 9- Administrator and CEO masterclass | Tuesday 21 st September | 6.00pm | Bunjil Place, Narre Warren |
| Graduation Celebration | TBC October 2021 | TBC | TBC |
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Contact City of Casey

03 9705 5200

NRS: 133 677 (for the deaf, hearing or speech impaired)

TIS: 131 450 (Translating and Interpreting Service)

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Customer Service Centres

Narre Warren

Bunjil Place,
Patrick Northeast Drive

Cranbourne

Cranbourne Park
Shopping Centre