

## Councillor Induction Schedule 2020

Elected Councillors will be required to participate in a full induction program commencing on Monday, 16 November. Taking on the role of Councillor can be challenging and this induction program aims to equip Councillors with the information and tools necessary to best represent and contribute to the Golden Plains Community.

### Official Ceremony – Taking the Oath or Affirmation of Office

Following election, successful candidates will be required to take an oath of office to carry out the role of Councillor impartially, to the best of their ability, and in the best interests of the municipality.

**Date:** Saturday, 14 November 2020  
**Time:** 10.00am – 1.30pm  
**Location:** Golden Plains Civic Centre  
 2 Pope Street, Bannockburn

10.00am – Welcome and Introductions  
 10.30am – Taking the Oath or Affirmation of Office  
 11.30am – Official Photographs  
 12.30pm – Lunch

Family and friends are invited to attend this celebratory occasion, unless prevented by COVID-19 restrictions.

### Induction Schedule

#### Saturday, 14 November

##### Welcome, Introductions and Getting Started Induction Session 1

1.15pm – 1.30pm Overview of Induction Program  
 1.30pm – 1.45pm Process for the Election of Mayor and Deputy Mayor  
 1.45pm – 3.00pm IT Equipment Handover and Initial Training  
 3.00pm – 5.00pm Initial Team Building and Relationships Session\* presented by Jane Sadler – Hello Consulting Group

*\*This session will be followed by a series of other sessions (dates TBC) over a 6 month period.*

#### Tuesday, 17 November

##### Induction Session 2

10.00am – 4.00pm Governance Briefing presented by Terry Bramham – Macquarie Local Government Lawyers  
 4.30pm Nomination Deadline for Position of Mayor and Deputy Mayor  
 5.00pm – 5.30pm Preparation for Statutory Council Meeting

##### Statutory Council Meeting

6.00pm – end Meeting to Elect the Mayor and Deputy Mayor

### Wednesday, 18 November

#### Mayoral Induction

TBC with Mayor            Mayors Office  
                                     Roles and Responsibilities  
                                     Mayors Vehicle Handover

#### Completion of Councillor Blurbs and Profiles for Website

TBC with each            30 minutes for each Councillor (via phone or in person)  
Councillor

### Thursday, 19 November

#### Regular Monthly Councillor Briefing

9.00am – 9:45am        Quick Directorate Overviews  
9.45am – 1.00pm        Council Reports  
1.00pm – 1.30pm        Lunch with Management Group

#### Induction Session 3

1.30pm – 4.30pm        Governance Rules and Meeting Procedures Session presented by Cheryl Bromfield – CMB & Associates

### Tuesday, 24 November

#### Induction Session 4

10.00am – 4.00pm        Statutory Planning Session presented by Tony Raunic and Andrew Gunter - Hunt and Hunt

#### Preparation for Council Meeting Session

4.00pm – 5.00pm        Dry Run of Meeting

#### First Regular Council Meeting (Bannockburn)

6.00pm - end            Meeting

### Saturday, 28 November

#### Shire Tour

9.00am – 5.00pm        Guided Shire Tour (includes lunch)

## Tuesday, 01 December

### Induction Session 5

- 10.00am – 3.00pm Finance, Budget and Rating Strategy Session presented by Mark Davies – FP Solutions
- 3.00pm – 5.00pm Legislative Planning and Corporate Planning Framework Session presented by Ben Jordan – Manager Community and Council Planning (Golden Plains Shire)

## Tuesday, 08 December

### Regular Monthly Councillor Briefing

### Induction Session 6

- 9.00am – 1.00pm Working Together to Deliver Session presented by Ruth McGowan – Ruth McGowan Pty Ltd
- 1.00pm – 5.00pm Councillor Briefing Session

## Tuesday, 15 December

### Regular Monthly Council Meeting (Bannockburn)

- 6.00pm - end Council Meeting

### Failure to complete Councillor Induction Training

Under the *Local Government Act 2020*, sections 32(1) and 32(3), if a Councillor fails to complete the Councillor induction training and make a written declaration before the Chief Executive Officer upon completion, then the Councillor's allowance will be withheld until such time the Councillor completes the training and makes the written declaration.