

Councillor Induction Schedule 2020

Elected Councillors will be required to participate in a full induction program commencing on Saturday, 14 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

Unfortunately, due to the ongoing COVID-19 situation, the ceremony will be restricted to Councillors and essential staff only and closed to family, friends and the public. The ceremony will be livestreamed on Council's website and YouTube page.

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.