

## Elected Councillor Commitments Schedule of Indicative Dates – Plan A

Following the election there will be a number of commitments for elected Councillors to attend. Dates and times for informal meetings are flexible. Meeting dates and times for formal meetings, including Council meetings and briefings are set annually in advance.

Election Period
Required attendance by elected Councillors
Optional attendance by elected Councillors
Tentative scheduling (subject to change)

Thursday 22 October 2020			
Time	Event	Location	Description
By 3.00pm	Fleet	At Mayor's home	Pick up Mayoral car
By 5.00pm	Property Services	Remotely	Disable security pass
			<b>Contact</b> Legal & Governance Team Facilities
Friday 23 October 2020			
By 5.00pm	Disable Councillor IT Equipment	Remotely	Disable laptops, tablets and phones
6.00pm	Close of Voting		IT Project Team VEC
			<b>Contact</b> VEC
Saturday 24 October 2020			
Time	Event	Location	Description
	Election Day		
			<b>Contact</b> VEC

Friday 13 November 2020				
Time	Event	Location	Description	Contact
10.00am	Declaration of election result	TBA	The Returning Officer will declare the results of the election.	VEC/CEO
11.00am	Swearing in brief	Via a phone call from Governance	Appointment made for taking the Oath or Affirmation Councillors to advise preference of Oath or Affirmation	Mgr Legal & Governance
11.00am	Councillor IT brief	Via a phone call from Governance	Councillors to advise on preferred phone; iPhone or Samsung	Mgr Legal & Governance
5.00pm to 7.00pm	Swearing in of new Council	Council Chambers Melton Civic Centre	Signing of the Oath or Affirmation of Office – in front of CEO individually between 5pm and 7pm.  Nomination Forms distributed to all Councillors. Nominations to be made at the Meeting 19 November to Elect the Mayor and Deputy Mayor.  Councillor Code of Conduct distributed to all Councillors. Councillors must abide by the existing Code until new Code adopted.  Councillor Photos  Councillors to be briefed on Councillor access to facilities, including the Councillor office area. Issue access cards to Councillors.	CEO  Mgr Legal & Governance  Mgr Legal & Governance  Comms  Facilities or Governance
Week commencing Monday 16 November 2020				
Time	Event	Location	Description	Contact
10.00am – 8.00pm	IT Equipment	At Councillors home – by appointment	For Councillors not re-elected - All Council equipment to be collected including but not limited to security pass, laptops, tablets, headphones, printers and phones to be picked up.	IT Project Team

Monday 16 November 2020 & Tuesday 17 November 2020				
Time	Event	Location	Description	Contact
10.00am-8.00pm	IT Equipment Deployment	At Councillors homes – by appointment	Deployment of laptops and mobile phones to all Councillors. Devices to be set up and ready to go on issue. Councillors provided with instruction on operation. Councillors to advise on printer requirements.	IT Project Team
10.00am-8.00pm	Portal training	At Councillors homes – by appointment	Operation of Portal; for agendas and minutes Council	Governance team
Thursday 19 November 2020				
Time	Event	Location	Description	Contact
2.00pm	Mock Council Meeting - election of the Mayor & Deputy Mayor	Via Zoom	Run through the Governance Rules for election of Mayor & Deputy Mayor ready for tonight's Council meeting.	CEO/Executive Legal & Governance
7.00pm	Council meeting - election of the Mayor & Deputy Mayor	Via Zoom	Council meeting to elect the Mayor and Deputy Mayor. (Nominations to be in writing on the form prescribed and emailed to the CEO)	CEO/Executive Legal & Governance
Friday 20 November 2020				
Time	Event	Location	Description	Contact
10.00am - 5.00pm	Councillor Induction Program	Via Zoom	Council Induction Program* * Attendance is mandatory otherwise Councillor allowance is withheld until the induction has been attended and the declaration referred to below is completed.	CEO/Executive Legal & Governance EA to Mayor and Councillors
5.00pm	Written declaration as to completion of Councillor induction training		Section 32 provides that a Councillor must make a written declaration before the Chief Executive Officer after completing Councillor induction training that— (a) states that the Councillor has completed the Councillor induction training; and (b) is dated and signed. There is a 6 month maximum for completion.	CEO/Executive Legal & Governance EA to Mayor and Councillors

<b>Monday 23 November 2020</b>			
<b>Time</b>	<b>Event</b>	<b>Location</b>	<b>Description</b>
6.15pm	Committee Representation Nominations Advisory Committee (CRNAC)	Via Zoom	Recommendations for Councillor delegates to Council committees for the 1 <sup>st</sup> year of this term of Council and to consider Council meeting dates for 2020-21
7.30pm	Pre-Council Briefing	Via Zoom	Briefing on the agenda for the Council meeting to be held 30 November.
			<b>Contact</b> Executive Legal & Governance
			<b>Contact</b> Executive
<b>Thursday 26 November 2020</b>			
<b>Time</b>	<b>Event</b>	<b>Location</b>	<b>Description</b>
9.00am - 5.00pm	One on One meetings by appointment with the CEO	Conference Room or via Zoom	One on one meetings with CEO
	Councillor Support	Mayor and Councillors Office or via Zoom	Forms – contact forms and banking details
9.00am - 5.00pm	Legal and Governance available to answer any questions.	TBA	One on one meetings with Legal and Governance to answer any general governance questions
6.15pm	Mock Council Meeting	Via Zoom	Mock Council Meeting ready for Meeting on 30 November
			<b>Contact</b> For appointments contact Melissa Huell. Phone:9747 7211
			<b>Contact</b> EA to Mayor & Councillors
			<b>Contact</b> For appointments email Rebecca Bartlett rebeccab@melto.n.vic.gov.au
			<b>Contact</b> CEO Legal & Governance
<b>Friday 27 November 2020</b>			
<b>Time</b>	<b>Event</b>	<b>Location</b>	<b>Description</b>
TBA	MAV Councillor Induction Day	TBA	This workshop will give incoming Councillors an insight into the challenges and experience of being a Councillor. Depending on the restrictions, the event may be held online.
			<b>Contact</b> Councillors

Monday 30 November 2020			
Time	Event	Location	Description
6.15pm - 9.00pm	Council Meeting	Via Zoom	Pre-meeting discussion from 6.15pm Meeting from 7.00pm
			Contact Executive
Monday 7 December 2020			
Time	Event	Location	Description
6.15pm to 9.00pm	Councillor Briefing	Via Zoom	Briefing Session
			Contact Executive
Monday 14 December 2020			
Time	Event	Location	Description
6.15pm to 9.00pm	Pre-Council Briefing	Via Zoom	Briefing on the agenda for the Council meeting to be held 21 December.
			Contact Executive
Friday 18 December 2020			
Time	Event	Location	Description
TBA	MAV Mayor Induction Day	TBA	Workshop to provide real world examples of what it is like being in the role. Participants will also have the chance to ask specific questions relating to the role. Depending on the restrictions, the event may be held online.
			Contact Mayor & Deputy Mayor
Monday 21 December 2020			
Time	Event	Location	Description
6.15pm - 9.00pm	Council Meeting	Via Zoom	Pre-meeting discussion from 6.15pm Meeting from 7.00pm
			Contact Executive
**November 2020 – February 2021 (Exact dates TBA)			
Time	Event	Location	Description
	Mayor photos	Melton Civic Centre	Photos sometime soon after Mayoral election
	Managers	Via Zoom??	Meet & greet with Council Managers
			Contact Comms Legal & Governance CEO/Executive Legal & Governance