

## Elected Councillor Commitments Schedule of Indicative Dates

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)

Friday 23 October 2020		
Time	Event	Description
By 3.00pm	IT Equipment	All Council equipment to be collected including but not limited to security pass, laptops, tablets, headphones, printers and phones to be picked up by this day and time. (Personal mobile phone numbers to be recorded by this date).
6.00pm	Close of Voting	VEC

Saturday 24 October 2020		
Time	Event	Description
	Election Day	VEC

Monday 9 November 2020 - if results are known.		
<i>*The Last day for declaration of the Poll is Friday 13 November 2020. The below is predicated on the result being known by Monday 9 November 2020. If not, the swearing in will take place on the same date as the election of the Mayor and the issue of IT will be pushed back.</i>		
Time	Event	Description
*10.00am	Declaration of election result	The Returning Officer will declare the results of the election.
*10.30am	Swearing in brief	Councillors to advise preference of Oath or Affirmation
*10.45am	Councillor IT brief	Councillors to advise on preferred phone; iPhone or Samsung.

**Monday 9 November 2020 - if results are known.**

*\*The Last day for declaration of the Poll is Friday 13 November 2020. The below is predicated on the result being known by Monday 9 November 2020. If not, the swearing in will take place on the same date as the election of the Mayor and the issue of IT will be pushed back.*

*7.00pm	Swearing in of new Council	Council Chamber Melton Civic Centre	Signing of the Oath or Affirmation of Office Nomination Forms distributed to all Councillors. Nominations to be made at the Meeting 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.	CEO
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**Wednesday 11 November 2020 (attendance as Councillors dependent upon whether swearing in has taken place)**

Time	Event	Location	Description	Contact
11.00am	Remembrance Day	Melton Cenotaph	RSL Melton Sub branch Remembrance Day commemorations	EA to Mayor & Councillors

**Monday 16 November 2020**

*Items marked above will be incorporated into this date if the result is NOT known by Monday 9 November 2020. The last date the result can be declared is Friday 13 November 2020.*

Time	Event	Location	Description	Contact
3.30pm-5.00pm	IT Equipment issue	Civic Room 2 Melton Civic Centre	*Issue of laptops and mobile phones to all Councillors provided declaration of result by 9 November 2020. (Devices to be set up and ready to go on issue.)  Make arrangements for IT training.	Service Desk  Service Desk & Legal & Governance
5.00pm - 7.00pm	Election of Mayor Council Meeting preparation	Civic Room 2 Melton Civic Centre	Councillors to be briefed on Councillor access to facilities, including the Councillor office area. Issue access cards to Councillors.  Councillor Photos and meeting preparations	Facilities Support  CEO/Executive

7.00pm	Council meeting- election of the Mayor & Deputy Mayor	Council Chamber Melton Civic Centre	Council meeting to elect the Mayor and Deputy Mayor.	Legal & Governance
Afterwards		Civic Centre Foyer Melton Civic Centre	Post Statutory Meeting Function – finger food and refreshments (Covid19 restrictions permitting)	EA to Mayor and Councillors
<b>Tuesday 17 November 2020</b>				
	<b>Event</b>	<b>Location</b>	<b>Description</b>	<b>Contact</b>
9.00am	Staff Introductions	Council Chamber Melton Civic Centre	New Council introduction to staff. Mayor, Deputy Mayor and other available Councillors	CEO/Executive
10.00am - 5.00pm	Councillor Induction Program	Western BACE Ferris Rd, Melton South or Melton Library and Learning Hub Ballam Ballam Room	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. There is a 6 month maximum for completion.  Meet and greet network opportunity with Managers over lunch	CEO/Executive Legal & Governance EA to Mayor and Councillors
* The content of the Councillor induction is not yet settled as it is unclear what the prescribed information (if any) required by section 32(5) will be. If one day is not sufficient, a further day will be added.				
5.00pm	Written declaration as to completion of Councillor induction training	Western BACE Ferris Rd, Melton South or Melton Library and Learning Hub Ballam Ballam Room	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.	CEO/Executive Legal & Governance EA to Mayor and Councillors
<b>Wednesday 18 November 2020</b>				
	<b>Event</b>	<b>Location</b>	<b>Description</b>	<b>Contact</b>
9.00am - 5.00pm	One on One meetings with the CEO	Conference Room	One on one meetings with CEO and tour of the Melton Civic Centre – Hosted by CEO	For appointments contact Melissa Huell. Phone:9747 7211
	Councillor Support	Mayor and Councillors Office	Forms – contact forms and banking details	EA to Mayor & Councillors

	Legal and Governance available to answer any questions.	TBA	One on one meetings with Legal and Governance to answer any general governance questions	For appointments email Rebecca Bartlett rebeccab@melton.vic.gov.au
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Monday 23 November 2020				
Time	Event	Location	Description	Contact
5.45pm	Dinner	Civic Room 2 Melton Civic Centre		EA to Mayor and Councillors
6.15pm	Committee Representation Nominations Advisory Committee (CRNAC)	Civic Room 2 Melton Civic Centre	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	Executive Legal & Governance
7.30pm	Pre-Council Briefing	Civic Room 2 Melton Civic Centre	Briefing on the agenda for the Council meeting to be held 30 November. (If COVID-19 restrictions still in place, also hold a mock online Council meeting at this time)	Executive

Monday 30 November 2020				
Time	Event	Location	Description	Contact
5.45pm - 9.00pm	Council Meeting	Council Chambers Melton Civic Centre	Dinner from 5.45pm Pre-meeting discussion from 6.15pm Meeting from 7.00pm	Executive

Monday 7 December 2020				
Time	Event	Location	Description	Contact
5.45pm to 9.00pm	Councillor Briefing	Civic Room 2 Melton Civic Centre	Dinner from 5.45pm From 6.15pm - Briefing Session	Executive

Monday 14 December 2020				
Time	Event	Location	Description	Contact
5.45pm to 9.00pm	Pre-Council Briefing	Civic Room 2 Melton Civic Centre	Dinner from 5.45pm From 6.15pm - Briefing on the agenda for the Council meeting to be held 21 December.	Executive

Friday 18 December 2020			
Time	Event	Location	Description
5.00pm – 11.00pm	Staff Christmas Party	Melton Community Hall	Annual staff Christmas party (subject to Covid-19 restrictions)
			<b>Contact</b> EA to Mayor and Councillors

  

Monday 21 December 2020			
Time	Event	Location	Description
5.45pm - 9.00pm	Council Meeting	Council Chambers Melton Civic Centre	Dinner from 5.45pm Pre-meeting discussion from 6.15pm Meeting from 7.00pm
			<b>Contact</b> Executive

  

**Nov-Feb			
Time	Event	Location	Description
			**Other Councillor induction opportunities will be explored including from VLGA, MAV etc
			<b>Contact</b>