

Bayside City Council – General Elections

Commencement Date: Saturday 27 October 2012

Councillor Induction Program 2012

Updated 5 September 2012

Date and Time	Function	Action	Location
Saturday 27 October	Election Day Counting Centre	Extract of Ballot Papers take place.	VEC Office
Monday 29 October – 6.00pm	Declaration of Election Notification of election results	<p>It is anticipated that the VEC will declare the election on Monday 29 October at 6pm at the Corporate Centre.</p> <p>The VEC</p> <ul style="list-style-type: none"> • Notifies the Minister of the election results • Arranges publication of line advertisements in the Age and Leader; • Provides Council with pdf of advertisement <p>Bayside City Council</p> <ul style="list-style-type: none"> • Arranges for elections results and new elected Councillors' profiles to be published on the website. 	Corporate Centre, Sandringham
Monday 29 October –	Following the declaration of the election	<p>Following the declaration of elections:</p> <ul style="list-style-type: none"> • The CEO to invite Councillors elect to meet informally in the Hightt Room. • Councillors elect to meet and greet each other and CEO and Directors. • Councillors elect to receive Induction Manual, Draft Annual Meeting Agenda, Meeting cycle options paper • Complete a number of administrative forms • Provide iphones to Councillors 	Bayside Room, Corporate Centre Sandringham

Date and Time	Function	Action	Responsible Officer and Comment
Tuesday 30 October	Councillor Induction Session No: 1	<p>Councillor Induction Session No: 1 Divisional Overview of the organisation Powerpoint presentation by each Director on their Division.</p> <ul style="list-style-type: none"> • 6.00pm – 6.30pm Dinner • 6.30pm – 6.40pm Director Community Services • 6.40pm – 6.50pm Director Corporate Services • 6.50 pm – 7.00pm Director Infrastructure Services • 7.00pm – 7.10pm Director City Strategy • 7.10 pm -7.20pm Exec Manager Communications and Customer Service • 7.20pm – 7.30pm – Exec Manager Organisational Development • 7.30pm CEO to discuss the following: <ul style="list-style-type: none"> • Organisational Strategy / Organisational Excellence program • Establishing the Relationship • Discussing the proposed ‘ Personal styles’ instrument to be undertaken • Annual Meeting Procedure Session including meeting cycle and provide opportunity to discuss mayoralty. 	Bayside room Corporate Centre Sandringham
Wednesday 31 October	IT Equipment allocation	<p>IPads and Laptops to be provided to Councillors</p> <p>Make arrangements with Councillors to install printer.</p> <p>Provide training on Lotus Notes, Email, Diary and Calendar</p>	Corporate Centre Sandringham
Thursday 1 November	Councillors only get together	<p>This evening has been set aside to allow Councillors to have further discussion on the mayoralty and other related annual meeting discussions and advice.</p> <p>Establishing Relationships with each other and the organisation.</p>	Bayside Room, corporate Centre Sandringham
Tuesday 6 November	Public Holiday – Cup Day		

Date and Time	Function	Action	Location
Wednesday 7 November	Annual Meeting of Council	Swearing in of new Councillors 5.30pm - Councillor portraits and group photograph to be taken 6.00pm – Dinner 7.00pm – Annual Meeting commences <ul style="list-style-type: none"> • Councillors to take Oath of Office before Chief Executive Officer • Presentations to former Mayor and Retiring and defeated Councillors • Annual Meeting appointments • Reception to take place in the mezzanine area <ul style="list-style-type: none"> • Invitations to be forwarded one week prior to local state and federal MP's and former Mayor's of Bayside to attend Annual Meeting. 	Council Chambers, Boxshall Street Brighton
Thursday 8 – Thursday 15 November	One-on-one meetings with the Chief Executive Officer	Arrange one-on-one meetings with individual Councillors to meet with the CEO during the week commencing 8 to 15 November (1 hour discussions) time convenient for Councillors To provide an opportunity for the Chief Executive Officer to chat one on one with Councillors and reflect on the information provided to Councillors so far and provide further clarification of issues.	CEO's office or a mutually agreed location.

Date and Time	Function	Action	Location
Monday 12 November	Councillor Information Session No: 2	<p>Councillor Information Session No: 2 If Councillors are available a walkthrough of the Corporate Centre will be offered from 5.30pm</p> <p>6.00pm to 6.pm – Dinner – Highett Room</p> <p>6.30pm to 8.30pm – Bayside Room General Induction Session to discuss</p> <ul style="list-style-type: none"> • Legal Framework (presenter Mark Hayes – Maddocks) • Councillor Role and Responsibilities • Governance Issues – Conflict of Interest provisions • Meeting Procedure Local Law <p>Understanding the Council Meeting cycle – CEO to present</p>	Bayside Room, Corporate Centre Sandringham
Tuesday 13 November	Councillor Briefing	Reserved for a Councillor Briefing to commence the next meeting cycle Including an item relating to Understanding Council’s financial position.	Bayside Room, Corporate Centre Sandringham
Thursday 15 November	Councillor Information Session No: 3.	<p>Councillor Information Session No: 3. 6.00pm to 6.30pm – Dinner – Highett Room</p> <p>6.30 pm – 8.30pm – Bayside Room</p> <ul style="list-style-type: none"> • Land Use Planning – (presenter Terry Montabello - Maddocks) • Reading and understanding Planning Agendas, Reports, Planning Procedures - presenter Shiran Wickramasinghe) • Mock meeting of Planning Committee to be conducted to assist Councillors. 	Bayside Room, Corporate Centre Sandringham
Friday 16 November	“Personal Styles and the Impact on working together”	<p>On-line access to Personal Styles instrument Councillors to commence the completion of the on-line Instrument. To be completed by Wednesday 21 November</p>	Online

Date and Time	Function	Action	Location
Tuesday 20 November	Planning Committee	Council Chambers 6.00pm – Dinner 7.00 pm – Planning Committee	Council Chambers, Boxshall Street Brighton
Friday 23 -Saturday 24 November	Victorian Local Governance Associate - Essential Councillor Weekend	All day Friday and Saturday session This induction conducted by the Victorian Local Governance Association provides an excellent opportunity for new Councillors to get to know each other and for re-elected Councillors to refresh some of the dynamics of the role. The weekend has a number of expert-led practical workshops and networking opportunities pertinent to the first year of the Council term focussing on: <ul style="list-style-type: none"> • Governing in the first year of Council’s term; • Community expectations after elections; • Role of social media for the Councillor. 	Torquay arranged by Victorian Local Governance Association
Tuesday 27 November	Ordinary Meeting of Council	Council Chambers 6.00pm – Dinner 7.00pm Ordinary Meeting of Council	Council Chambers, Boxshall Street Brighton
Thursday 29 November	Councillor Information Session No: 4	Councillor Information Session No: 4 PART 2. – Expectations of the Group - “Working Together – Exploring Options” Commence discussions and development of a Councillor Code of Conduct.	Bayside Room, Corporate Centre Sandringham
Saturday 1 December 8.30am to 1.00pm 1.30pm to 5.00pm	Council and Community Plan Context Personal Styles and Working together with Larry Holmes	All day Saturday Council plan context and Community Plan Context. (Morning 1-2 hours) Councillor Conversation Session No:1 (Morning 1- 2 hours) PART 1. Feedback from Councillor self assessment ‘Personal Styles instrument	Venue to be determined

Date and Time	Function	Action	Location
Tuesday 4 December	Councillor Briefing	5.30pm - Councillor Only meeting with CEO 6.00pm – Dinner (Highett Room) 6.30pm – Councillor Briefing	Bayside Room, Corporate Centre, Sandringham
Thursday 6 December	Follow- up meetings with Councillors and CEO	Follow-up meetings with Individual Councillor meetings with the Chief Executive Officer To provide a further opportunity for the Chief Executive Officer to chat one on one with Councillors and reflect on the information provided to Councillors so far and provide further clarification of issues. One hour meetings.	CEO's office or mutually agreed location.
Monday 10 December	Planning Committee	Council Chambers 6.00pm – Dinner 7.00 pm – Planning Committee	Council Chambers, Boxshall Street Brighton
Tuesday 11 December	Christmas Carols in the Park	First public appearance of the Councillors	Dendy Park
Thursday 13 December	Councillor Conversations	Councillor Conversations No: 2.	Bayside Room Corporate Centre Sandringham
Tuesday 18 December	Ordinary Meeting of Council	Council Chambers 6.00pm – Dinner 7.00pm Ordinary Meeting of Council	Council Chambers, Boxshall Street Sandringham
25 December to 22 January	Christmas Break	No meetings to be scheduled from 25 December to 22 January	

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Date and Time	Function	Action	Location
Thursday 17 – Saturday 19 January	VLGA - Essential Mayors Weekend	Essential Mayors Weekend An important opportunity for all Mayor’s to come together to discuss some of the challenges ahead. There are also opportunities for mayoral mentoring from experienced Mayor’s across Victoria.	Morningside Peninsula – arranged by the Victorian Local Governance Association
Tuesday 22 January	Planning Committee	Council Chambers 6.00pm – Dinner 7.00 pm – Planning Committee	Council chambers, Boxshall Street Brighton
Thursday 24 January	Councillor Information Session No: 5	Councillor Information Session No: 5 Understanding the financial capacity of the Council (2 ½ hours duration) <ul style="list-style-type: none"> • Detailed financial analysis • Review of the Long Term Financial Plan 	Bayside Room, Corporate Centre Sandringham
Saturday 26 January	Australia Day Celebrations	Mayor and Councillors to attend <ul style="list-style-type: none"> • Flag raising ceremony • Citizenship ceremony • Announcement of the Citizen, Young Citizen and Community Event Awards. 	To be determined by the Mayor of the Day.
Tuesday 29 January	Councillor Briefing	5.30pm - Councillor Only meeting with CEO 6.00pm – Dinner (Highett Room) 6.30pm – Councillor Briefing	Bayside Room, Corporate Centre Sandringham
Friday 1 – Sunday 3 February	Councillor Strategic Workshop	Councillor Strategic Planning Weekend <ul style="list-style-type: none"> • Council Plan development • Code of Conduct discussion • Budget Parameters • Long Term Financial Plan 	Venue to be determined

Date and Time	Function	Action	Location
Tuesday 5 February	Councillor Briefing	5.30pm - Councillor Only meeting with CEO 6.00pm – Dinner (Highett Room) 6.30pm – Councillor Briefing	Bayside Room Corporate Centre Sandringham
Thursday 7 February	Councillor Information Session No: 6	Councillor Information Session No: 6 Divisional Briefing – Community Services Divisional Briefing – City Strategy Division Briefing – Communications & Customer Services Presentation to include:- <ul style="list-style-type: none"> • Role and scope of Division • Key responsibilities • Key current issues 	Bayside Room Corporate Centre Sandringham
Tuesday 12 February	Planning Committee	Council Chambers 6.00pm – Dinner 7.00 pm – Planning Committee	Council Chambers, Boxshall Street Brighton
Thursday 14 February	Councillor Information Session No: 7	Councillor Information Session No: 7 Divisional Briefing – Infrastructure Services Divisional Briefing – Corporate Services Divisional Briefing – Organisational Development Presentation to include:- <ul style="list-style-type: none"> • Role and scope of Division • Key responsibilities • Key current issues 	Bayside Room, Corporate Centre Sandringham
Tuesday 19 February	Ordinary Meeting of Council	Council Chambers 6.00pm – Dinner 7.00pm Ordinary Meeting of Council	Council Chambers, Boxshall Street Brighton

Date and Time	Function	Action	Location
Thursday 21 February	Councillor Information Session No: 8	Councillor Information Session No: 8 PART 3. – Reflection on Parts 1 and 2. Focussing on relationship development.	Bayside Room, Corporate Centre Sandringham
Saturday 16 March	Tour of Municipality	Tour of the municipality outlining Council’s assets and key issues within the municipality. 9.00am Depart Corporate Centre 3.00pm Arrive back at Corporate Centre	Commence at Corporate Centre
March 2013	Induction Process Review	Review of Induction process – feedback from Councillors and evaluation	

Summary of Program

Proposed Meeting Schedule		Councillor Induction Sessions	
Date	Activity	Date	Activity
Wednesday 7 November	Annual Meeting	Monday 29 October	Declaration of the Election
Tuesday 13 November	Councillor Briefing	Tuesday 30 October	Councillor Induction Session No: 1 (Overview of organisation)
Tuesday 20 November	Planning Committee	Thursday 1 November	Councillor only discussion (Mayoralty discussion)
Tuesday 27 November	Ordinary Meeting of Council	Monday 12 November	Councillor Induction Session No: 2 (Legal Framework and Conflict of Interests)
Tuesday 4 December	Councillor Briefing	Thursday 15 November	Councillor Induction Session No:3 (Land Use Planning and understanding Planning Committee reports)
Wednesday 10 December	Planning Committee	Friday 23 & Sat 24 November	VLGA Essential Councillor Weekend
Tuesday 18 December	Ordinary Meeting of Council	Thursday 29 November	Councillor Induction Session No: 4 (Establishing a Team Environment Part 1)
Tuesday 22 January	Planning Committee	Saturday 1 December	Community and Council Plan Context Councillor Conversations No:1
Tuesday 29 January	Councillor Briefing	Thursday 13 December	Councillor Conversations No: 2.
Tuesday 5 February	Councillor Workshop	Thursday 24 January	Councillor Induction Session No: 5 (Understanding the financial capacity of the City)
Tuesday 12 February	Planning Committee	Friday 1 – Sunday 3 February	Councillor Strategic Workshop
Tuesday 19 February	Ordinary Meeting of Council	Thursday 7 February	Councillor Induction Session no: 6 (Divisional Presentations)
		Thursday 14 February	Councillors Induction Session No: 7 (Establishing a Team Environment Part 2)
		Thursday 21 February	Councillors Induction Session No: 8 (Focussing on relationship development)
		Saturday 16 March	Tour of municipality

Statutory Requirements

Act / Section	Activity	Requirement	Programmed
Local Government Act – Section 64	Failure to take oath of office	A person elected must undertake oath of office within 3 months	Declaration of office scheduled to take place on 7 November
Local Government Act - Section 71	Election of Mayor	Must be elected after the fourth Saturday in October but not later than 30 November	Election of Mayor scheduled for 7 November
Local Government Act – Section 74	Councillor and Mayoral Allowances	Council must review and determine the level of the Councillor and Mayoral allowance with the period of 7 months after a general election	Programmed for Council to consider in February 2013.
Local Government Act – Section 76C	Councillor Code of Conduct	Council must review the Councillor Code of Conduct within the period of 12 months after a general election	Commence review and development of Code of Conduct in February 2013
Local Government Act - Section 81	Register of Interests	Councillors must lodge a primary return within 30 days after election day	Form to be distributed to Councillors on 30 October
Local Government Act – Section 84A	First meeting after a general election	The CEO may summon a special meeting of Council within 14 days after the declaration of the election results	The CEO to call a Special Meeting for the Annual Meeting scheduled on 7 November
Local Government Act – Section 98(6)	Delegations	Council must review delegations within the period of 12 months after a general election all delegations.	Programmed to commence review in April 2013 and report submitted to Council in July 2013.
Local Government Act – Section 125	Council Plan	Council must prepare and approve a Council Plan within the period of 6 months after each general election or by 30 June.	Programmed to commence the development process in February, Council report in March.
Local Government Act – Section 126	Strategic Resource Plan	Council must review and adopt the Strategic Resource Plan not later than 30 June each year.	Programmed to be completed by May 2013 as part of the Budget process.
Local Government Act – Section 127	Council must prepare a budget	Council must adopt the budget by 31 August each year and forward a copy of the budget to the Minister by 31 August	Programmed to be completed in early May to commence the statutory process.
Local Government Act – Section 131	Annual Report	Council must submit an annual report to the Minister within 3 months of the end of the financial year	To be submitted to Council in September 2013 then to Minister by 30 September
Local Government Act – Section 134	Meeting to consider annual report	Council must consider the annual report at a meeting of the Council.	Special Meeting to be held in late October 2013

Local Government Act – Section 138	Quarterly Statements	At least every 3 months the CEO must ensure that a statement comparing the budget revenue and expenditure for the financial year is presented to Council at a Council meeting.	
Local Government Act – Section 139	Audit Committee	Council must establish an Audit Committee	Programmed to be re-established at the Annual Meeting – 7 November
Local Government Act - Section 158	Declaring Rates and charges	Council must at least once in respect of each financial year declare by 31 August the rates and charges.	To be completed by 30 June 2013
Local Government Act – Section 186A	Procurement Policy	Council must review the current procurement policy once every financial year	