



# 2023 ELECTED MEMBER INDUCTION PROGRAM



## 2023 ELECTED MEMBER INDUCTION PROGRAM

| DATE                  | TIME              | TOPIC   |
|-----------------------|-------------------|---|
| Saturday 21 October   | 6:00pm            | Shire of Merredin Local Government Elections Vote Count   |
| Tuesday 24 October    | 5:30pm            | Induction Session 1: Legal Responsibilities of Elected Members with Neil Douglas, McLeods Lawyers<br>- Via Zoom |
| Tuesday 24 October    | 4:00pm to 5:30pm  | Swearing-In Ceremony and Ordinary Council Meeting – Election of Shire President and appointment to Committees   |
| Wednesday 1 November  | 10:00am to 4:00pm | Induction Session 2: Garry Hunt Consulting Group  |
| Wednesday 15 November | 5:30pm – 7:30pm   | Induction Session 3: Council Meetings and Effectively Elected Representation with Paige McNeil                  |
| Tuesday 28 November   | 2:00pm – 4:00pm   | Induction Session 4: Organisation Briefing  |

**INDUCTION SESSION 1: LEGAL RESPONSIBILITIES OF ELECTED MEMBERS, SWEARING-IN CEREMONY & ORDINARY COUNCIL MEETING**

**TUESDAY 24 OCTOBER 2023**

| <b>TIME</b> | <b>TOPIC</b>   | <b>SPEAKERS</b>                | <b>LOCATION</b>  | <b>SUGGESTED ATTENDEES</b>                                     |
|-------------|--|--------------------------------|--|--|
| 3:30pm      | Councillor Photos  |                                | Council Chambers – Photos to be taken in Roy Little Park | Councillors-elect, Councillors, CEO and all Executive Managers |
| 4:00pm      | Swearing-In Ceremony and Ordinary Council Meeting<br><ul style="list-style-type: none"> <li>- Election of Shire President</li> <li>- Appointment of representatives to Committees</li> </ul> | CEO – Lisa Clack to officiate. | Council Chambers   | Councillors-elect, Councillors, CEO and all Executive Managers |
| 5:30pm      | Induction Session 1 – Elected Members legal responsibilities   | Neil Douglas                   | Council Chambers   | Councillors-elect, Councillors, CEO and all Executive Managers |

**INDUCTION SESSION 2: GARRY HUNT CONSULTING GROUP**  
**WEDNESDAY 1 NOVEMBER 2023**

| <b>TIME</b> | <b>TOPIC</b>  | <b>SPEAKERS</b> | <b>LOCATION</b>  | <b>SUGGESTED ATTENDEES</b>   |
|-------------|---|-----------------|------------------|--|
| 10:00am     | Welcome and Overview<br>Purpose of an Induction Program   | Garry Hunt      | Council Chambers | Councillors-elect,<br>Councillors, CEO and all<br>Executive Managers |
| 10:30am     | <ul style="list-style-type: none"> <li>• Roles and Responsibilities</li> <li>• Meeting Procedures</li> <li>• Legislation impacts on Council activities</li> <li>• Council Structure</li> <li>• Financial Management</li> <li>• Land Use and Planning – Council Role</li> <li>• Planning and Reporting Framework</li> <li>• Town Planning Act and Local Scheme</li> <li>• Contact with Staff</li> <li>• Councillor Training and Conferences</li> </ul> | Garry Hunt      | Council Chambers | Councillors-elect,<br>Councillors, CEO and all<br>Executive Managers |

## INDUCTION SESSION 3: COUNCIL MEETINGS AND EFFECTIVELY ELECTED REPRESENTATION

WEDNESDAY 15 NOVEMBER 2023

| TIME   | TOPIC  | SPEAKERS     | LOCATION         | SUGGESTED ATTENDEES  |
|--------|--|--------------|------------------|--|
| 5:30pm | What being a good Councillor entails.<br>Things to have front of mind/priorities as they carry out their role. | Paige McNeil | Council Chambers | Councillors-elect,<br>Councillors, CEO and all<br>Executive Managers |
| 6:30pm | Mock Council Meeting   | Paige McNeil | Council Chambers | Councillors-elect,<br>Councillors, CEO and all<br>Executive Managers |

## INDUCTION SESSION 4: ORGANISATION BRIEFING

TUESDAY 28 NOVEMBER 2023

| TIME   | TOPIC   | SPEAKERS                    | LOCATION         | SUGGESTED ATTENDEES  |
|--------|---|-----------------------------|------------------|--|
| 2:00pm | Organisation Briefing including service levels and key projects | Lisa Clack, CEO             | Council Chambers | Councillors-elect, Councillors, CEO and all Executive Managers |
| 3:00pm | Financial Overview  | Leah Boehme, EMCS           | Council Chambers | Councillors-elect, Councillors, CEO and all Executive Managers |
| 4:00pm | Ordinary Council Meeting (if needed)                            |                             | Council Chambers | Councillors-elect, Councillors, CEO and all Executive Managers |
| 5:00pm | MRCLC Briefing  | Codi Brindley-Mullen, EMS&C | Council Chambers | Councillors-elect, Councillors, CEO and all Executive Managers |
| 5:00pm | Local Planning Scheme & Strategy Briefing                       | Peter Zenni, EMDS           | Council Chambers | Councillors-elect, Councillors, CEO and all Executive Managers |
| 5:30pm | Roads & Projects Briefing                                       | Amer Tawfik, EMES           | Council Chambers | Councillors-elect, Councillors, CEO and all Executive Managers |