

Complete	Primary Column	Assigned To	Start Date	Due Date	Cost / WO	Comments
<b>Councillor Induction Task List</b>						
<b>Immediately prior to election:</b>						
	Vehicle stickers for Councillor carpark			23/10/20		
	Book meetings for return of assets on afternoon of Friday 23 October			23/10/20		
	Disable document access on i-pads for Councillors at 5pm Friday 23 October			23/10/20		
	Change passwords to Councillor email accounts at 6am Saturday 24 October			24/10/20		
<b>Induction Preparation:</b>						
	Book speakers					
	Council's solicitors					
	Values and behaviours consultant			25/09/20		
	Catering bookings					
	Councillor dinner					
	Catering for entire induction program					
	Induction Room Bookings					
<b>Election of Mayor and Deputy Mayor</b>						
	Calling of "Special" Council Meeting		14/11/20	14/11/20		
	"Special" Council Meeting notice provided to local paper		14/11/20	14/11/20		
	Prepare Special Council meeting reports		09/11/20	13/11/20		
	Issue Special Council meeting agenda (48 hours notice)		16/11/20	16/11/20		
<b>CEO's office</b>						
	Welcome letter and preliminary information to Councillors from CEO			23/10/20		
	- Induction timetable					
	- Choice of Oath or Affirmation					
	- Primary Interest Return					
	- Security passes and building entry					
	- Dietary requirements					
	- Website profile					
	- Vehicle registration and distribute stickers					
	- Conflict of interest declaration					
	- Gift declaration					
	- Expenses form					
	- Councillor Code of Conduct					
	- Campaign donations					
	- Personal information: Partner, partner's contact details, address, emergency means of communication					
	Councillor Induction Book			23/10/20		
	IT handbook					
	Councillor welcome pack					
	Compendium / iPad satchel					
	Pen					
	Business Cards & Name Tag		18/11/20			
	Name plates		16/11/20			
	Notebook/Notepad					
	Relabel Councillor pigeon holes		16/11/20	16/11/20		
	Update Honour Board		19/11/20	16/12/20		
	Prepare confidential contact details of Councillors for limited staff use		19/11/20	19/11/20		
	Letter from CEO to Minister with copies of returns			04/12/20		
	Public Register of Returns on website			04/12/20		
<b>Fleet</b>						
	Mayors vehicle					
	Return		N/A	N/A		
	Return fuel cards from current Mayor		N/A	N/A		
	Detail vehicle		N/A	N/A		
	Issue vehicle and fuel card to new Mayor			18/11/20		
<b>Information Technology / Access</b>						
	Collect current equipment from Councillors and update register		23/10/20	23/10/20		
	Cancel old swipe cards at 5pm		23/10/20	23/10/20		
	Issue new IT equipment to Councillors		14/11/20	14/11/20		
	Issue new swipe cards following declaration of results		16/11/20	16/11/20		
<b>Governance</b>						
	Create/Update electronic forms:					
	Declarations of Conflict of Interest - Councillors					
	Declarations of Conflict of Interest - Employees					
	Gift Declaration					
	Travel Expense Claims					
	General Expenses Form					
	Assembly of Councillors - Form for Committee attendance					
	Assembly of Councillors equivalent - For OCM agenda inclusion					
	Update agenda/minutes templates					
	Update Assembly of Councillors report template (as per Governance Rules)					
	Update Council meeting minutes record sheet					
	Rebuild folder structure in document distribution app					
	Review Councillor Library in document distribution app					
<b>Other</b>						
	Submit Returning Officer's report for the CEO to Council					