

List of Mayor and Councillors

An up-to-date list showing full contact details is held on Council's website.

Website Home > About Us > Councillors

Council Briefing Sessions (CBS)

Held Monday weekly to ensure Councillors are fully informed on matters that they may be required to make formal decisions on, or that directly affect them in their role as an elected member. For a CBS all relevant documentation must be with Governance by 12 noon the Thursday prior.

[The Source > Governance Information > Councillor Briefing Schedule](#)

Council Reports

All reports are required at noon on the Thursday 2 weeks prior to the next Council Meeting. You can access the reporting deadlines from Webstar. Training is provided by Governance to assist staff write a Council report. For assistance, contact Governance on 8571 5235.

[The Source > Governance Information](#)

Council Meetings

Meetings are held every second Monday unless otherwise advised. For meeting dates, please refer to Webstar.

- Annual Statutory Meeting dates are shown on the meeting list.
- All ordinary meetings are web cast live.

[Website Home > About Us > Council Meetings](#)

Councillors Weekly Information Summary (INFOSUM)

Governance coordinates the weekly INFOSUM and distributes it to Councillors on the Wednesday of each week. The due date for all items is 12noon Tuesday for collation on Tuesday afternoon. Executives, PA's and staff supply electronic copies of all memos, correspondence, letters, updates and attachments to zzINFOSUM@cgd.vic.gov.au for inclusion in INFOSUM. Directors' approval is required on all items prior to them being published.

[The Source > Governance Information > Councillors Weekly Information Summary \(INFOSUM\)](#)

Council Reports and Plans

The current Council Plan is available on Council's website. All Corporate Policies, Procedures, Codes and Plans are available on The Source.

[The Source > Governance Information > Corporate Policies, Procedures and Codes](#)

Performance Development and Planning (PDP) Process

It is a requirement that every employee has an annual PDP carried out using PULSE.

[The Source > Working Here > Employee Benefits > Performance Development and Planning \(PDP\)](#)

Corporate Publication Timelines

- Stakeholder – Quarterly publication.
- The City – End of each month.
- The Source Daily Alerts. Time sensitive updates can be published into The Source Daily alerts. For publication, email news@cgd.vic.gov.au with your content.
- The Source Weekly Enews is published every Monday. The deadline for submission of articles is Thursday at 4pm. Instructions for placing articles in The Source Weekly Enews is available on The Source [The Source > Media & Communications > Internal Communications](#)

Midday Report

A lunchtime meeting for Executive, Managers, Team leaders and invitees, held at various locations on the first Friday of every 3 months.

Management Group Forum

Meeting held Thursday, 3.00 – 5.00pm. Dates can alter.

Corporate Training

All corporate courses are advertised in The Source, The Source Enewsletters and in PULSE. [The Source > Working Here > Employee Benefits > Corporate Training](#)

Use PULSE to apply for internal training (may also be referred to as corporate training).

Applications for all other training, including professional development, seminars, courses offered through external providers and paid for through the local budget, are made through:

[The Source > Working Here > Employee Benefits > Corporate Training > How do I apply for external training?](#)

Council Functions

- Mayoral Ball – Date to be advised
- Annual Management Retreat
- Councillors' Annual Retreat

For further information, please contact Nicole Josef, Team Leader Organisational Development on 8571 5228 or Nicole.Josef@cgd.vic.gov.au.