

# Councillor Induction Program

Welcoming and Supporting Councillors at Mornington Peninsula Shire Council



STAGE	Welcome 1 <sup>st</sup> day	Connection 1 <sup>st</sup> week	Learning 2 <sup>nd</sup> week	Business 3 <sup>rd</sup> week	Growth 4 <sup>th</sup> week	First 2 - 6 months & Beyond
AIM	Getting to know each other	Working in a collaborative environment	Mandatory training and introduction to local government	Getting to work on decision making	Setting up for Success and Continuous Improvement	Continuing the learning development
DELIVERY	<p>IT access and logistical support set up</p> <p>Introduction to key staff: Executive team, Management team &amp; Councillor Support</p> <p>Induction overview, roles &amp; responsibilities, process of electing a Mayor</p>	<p>Annual Council Meeting and Mayoral election</p> <p>Team building workshop</p> <p>Tour of workplace and key Shire &amp; cultural locations</p> <p>Overview of Council weekly timetable, introduction strategic council briefings</p> <p>Code of Conduct</p>	<p>Directorate days and Director briefings, organisational overview</p> <p>Key Manager Portfolios Overview</p> <p>Training requirements under the Local Government Act 2020</p>	<p>Councillor only time, CEO &amp; Councillor only time</p> <p>Mock Council</p> <p>Council meeting pre-meet</p> <p>First Council Meeting</p> <p>Good governance &amp; LG Act overview</p>	<p>Council Wellbeing Plan &amp; Community Vision Corporate Planning approach</p> <p>Public speaking &amp; presenting</p> <p>Our Policies, Strategies and Procedures:</p> <ul style="list-style-type: none"> <li>• Safety &amp; Wellbeing</li> <li>• Working with Children</li> <li>• Risk and compliance</li> </ul> <p>Advocacy</p>	<p>Project development</p> <p>Site visits &amp; networking</p> <p>Ongoing Events, Training, Conference &amp; Seminars</p> <p>Looking ahead – what will be our Legacy?</p> <p>Refresher sessions</p>