

# Councillor Induction Program

Welcoming and Supporting Councillors at Mornington Peninsula Shire Council



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