

1. Purpose and Intent

This Policy demonstrates Council's commitment to ensuring newly elected and returning Councillors are provided with a comprehensive induction program and any associated support, to fulfil their roles and responsibilities as elected members and to provide good governance to the municipality.

2. Scope

This Policy applies to all newly elected and returning Councillors at Frankston City Council.

3. Definitions

Act: means Local Government Act 2020

Council's: means Frankston City Council

Councillor: means the individuals holding the office of a member of Frankston City Council

4. Authorisation

This Policy is managed by the Governance and Information Department, and is approved by Frankston City's Mayor and Council's Chief Executive Officer (CEO):

Mayor, Frankston City

CEO, Frankston City Council

in accordance with Frankston City Council resolution at its Ordinary Council Meeting of xxxx.

5. Policy

5.1 Councillor Induction Training

5.1.1 A person elected to be a Councillor must complete Councillor Induction Training within 6 months after the day the Councillor takes the oath or affirmation of office, in accordance with s32 of the Local Government Act 2020.

5.1.2 A Councillor must make a written declaration before the Chief Executive Officer after completing Councillor Induction Training, which must be dated and signed by both the Chief Executive Officer and Councillor.

5.1.3 Failure to take Councillor Induction Training will result in the Councillor's allowance to be withheld until the training has been completed, in accordance with s33(1) of the Local Government Act 2020.

5.1.4 Failure to complete a written declaration statement, will result in the Councillor's allowance to be withheld, until the declaration has been dated and signed by both the Chief Executive Officer and Councillor, in accordance with s33(1) of the Local Government Act 2020.

5.2 Notice of Councillor Induction Program

5.2.1 Any person wanting to run for Council will be provided with sufficient notice of the proposed Councillor Induction Program, to ensure they fully understand the expectations and commitment of a Councillor during the first few months and throughout their entire term of Council.

5.2.2 An outline of the Councillor Induction Program will be highlighted at the Councillor Information Session scheduled by Council and a copy will be made available on the Council website for all prospective candidates in the lead up to the Council Election.

5.3 Professional development for Councillors

5.3.1 Professional development for each Councillor will follow the 70/20/10 principle:

- a. 70% learning from experience i.e. on the job learning, self-directed learning, experience and practice;
- b. 20% learning through others i.e. professional training (i.e. Councillor Development Weekend), coaching, mentoring, feedback from others and annual performance review; and
- c. 10% learning through a structured program i.e. in-house workshops, seminars or webinars, e-learning and professional development opportunities. It should be noted that professional development opportunities are paid for by an individual Councillor from their respective training budgets in accordance with the Councillor Professional Development Policy.

5.3.2 At the end of the Councillor Induction Program, it is expected that each Councillor will have the working knowledge and understanding of areas in order to perform their role effectively.

5.4 Topics to be covered in the Councillor Induction Program

5.4.1 The following areas will be included as part of the Councillor Induction Program:

- a. Orientation to Council facilities within the municipality;
- b. Introduction to Council, establishing an agreed way of working, getting to know and understand Councillors and their individual aims and aspirations over the next four years;
- c. Overview of the key issues and tasks for the new Council, including workshops on integrated planning and reporting or any other topics where a Councillor may want to obtain a better understanding;
- d. The legislation, rules, principles and political context under which Council operates, which will include a refresher**;

- e. Media training and understanding social media**;
- f. OH&S obligations, which will include a refresher**;
- g. [Fraud and Corruption prevention, which will include a refresher**](#);
- h. Roles and responsibilities of a Councillor and Mayor**;
- i. Council's organisational structure, including the roles and responsibilities of the [Chief Executive Officer](#) and each area within Council;
- j. Relevant Council policies and procedures a Councillor must comply with, including Councillor Code of Conduct, which will include a refresher**;
- k. [Councillor Conduct process, including internal arbitration, misconduct, serious misconduct and gross misconduct, which will include a refresher**](#);
- l. Role of a Councillor and Mayor during Council meetings and Councillor Briefings and how to participate effectively in them;
- m. Role of the Local Government Inspectorate**;
- n. Statutory Planning requirements**;
- o. [Engagement and reconciliation with the traditional owners of land in the municipal district**](#);
- p. [Gender equality, diversity and inclusiveness**](#);
- q. Process for taking the oath and election of the Mayor and Deputy Mayor;
- r. Support available to Mayor and Councillors and where they can go for information or assistance;
- s. Councillor Information Manual and information that is contained within the document;
- t. Team Building session with the incoming Council to build relationships and understand priorities for the term**;
- u. Ongoing relationship building to ensure a cohesive and collaborative team**; and
- v. Role of the Mayor, how they chair meetings, their responsibilities and civic/ceremonial duties.

** Mandatory topics. Further details on other prescribed matters to be included in the program to be provided, once the amended Local Government Act Regulations are available.

5.4.2 All sessions will be scheduled as either a workshop or e-Learning module over the 6 month period.

5.4.3 Relationship building and workshop discussions may be held on a weekend.

5.4.4 Refresher sessions will be undertaken either annually or bi-annually and may be scheduled as a workshop during a Councillor Briefing Session or e-learning module.

5.4.5 Additional sessions can be scheduled in consultation with the incoming Council.

6. Roles and responsibilities

- Each Councillor must attend each session that is offered as part of the Councillor Induction Program during their term of Council.
- Each Manager, Director and the Chief Executive Officer is responsible for providing support, where required, to a Councillor during their term of Council.
- The Manager Governance and Information is responsible for planning, scheduling and facilitating the induction for Councillors, in consultation with the Chief Executive Officer.

7. Policy non-compliance

Non-compliance with the Councillor Induction Program will result in a Councillor’s allowance being withheld until the training has been completed.

8. Related documents

The following will need to be read in conjunction with this Policy:

- Councillor Code of Conduct;
- Councillor and Staff Interaction Policy;
- Councillor Professional Development Policy;
- Local Government Act 1989 and 2020 ;and
- [Local Government \(Governance and Integrity\) Regulations 2020](#).

9. Implementation of the Policy

This Policy (in conjunction with other Related Documents) will be implemented upon the commencement of the newly elected Council in November 2020.

10. Document History

Date approved	Change Type	Version	Next Review Date
	New	2	July 2024