



# Councillor Success Guide

## Inducting and supporting new Councillors

Phase	Pre election Candidates	Newly elected Mayor and Councillors	Welcome First Day	Connection First Week	Understanding First Month	Down to business First month and beyond	Develop for Growth Beyond On boarding
Why	Candidate information session: to provide a solid understanding of the roles and responsibilities of a Councillor	Engage the newly-elected Mayor and Councillors	Ensure a memorable and seamless first day for the newly elected Mayor and Councillors	Assist new the Mayor and Councillors to connect and engage with their team and key Council staff	Provide the Mayor and Councillors with the information they need to be effective leaders from the beginning of Council's term	Down to business. Strategic planning and decision-making across a prioritised list of Council matters	Mayor and Councillor Capability Framework and Professional Development Program
How	<ul style="list-style-type: none"> <li>Co-ordinate input from other agencies</li> <li>Candidate Information Portal</li> <li>Roles and responsibilities</li> <li>Legal and ethical responsibilities</li> <li>Skills and knowledge required</li> <li>Support available to the Mayor and Councillors</li> <li>Opportunity to ask questions</li> </ul>	<ul style="list-style-type: none"> <li>Contact new Mayor and Councillors</li> <li>Send out Councillor Starter Pack</li> <li>Plan for the arrival of the new Mayor and Councillors</li> <li>Prepare equipment</li> <li>Start building relationships</li> </ul>	<ul style="list-style-type: none"> <li>Welcome new Mayor/Councillors</li> <li>Provide support, plan for the day and coming weeks, key contacts (start introductions)</li> <li>Details of Councillor Induction Program</li> <li>Incoming Councillor briefs</li> <li>Forms (payroll), security access card and workplace induction</li> <li>IT equipment, phone, office facilities etc.</li> <li>Check in with Mayor and Councillors to see if there are any questions.</li> </ul>	<ul style="list-style-type: none"> <li>Start Councillor Induction. Two core components: <i>Knowledge</i> and <i>Team Building</i></li> <li>Become familiar with how Council works, the rules under which it operates and its complexities</li> <li>Discussion on accepted values and behaviours</li> <li>Early focus on code of conduct, code of meeting practice, Acceptable Request Guidelines, preparation for taking the oath of office</li> </ul>	<ul style="list-style-type: none"> <li>First Council meeting.</li> <li>Continue Councillor Induction Program</li> <li>Roles, responsibilities and legislative obligations</li> <li>What Council does and how it operates</li> <li>Financial management</li> <li>Planning Act</li> <li>Council's organisational structure and services delivered</li> <li>Council policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Embed learning into practise</li> <li>Ordinary Council meetings, committee meetings, briefings in full swing</li> <li>2020/2021 Budget for adoption</li> <li>Consider other high priority reports and decisions that need to be made</li> </ul>	<ul style="list-style-type: none"> <li>Mayor and Councillor Capability Framework</li> <li>Mayor and Councillor Professional Development Program</li> </ul>