

Fact sheet:

# Mandatory Mayor, Deputy Mayor, Councillor Induction Training Declarations

**All elected Mayors, Deputy Mayors (if Council has appointed one) and Councillors are required to complete new mandatory training requirements, introduced in 2024.**

There are new mandatory training requirements for Mayors and Deputy Mayors, along with new ongoing professional development throughout the 4-year councillor term.

An induction program is a great chance to start building a strong, collaborative team. It allows the Mayor and Councillors to discuss how they want to work together, set goals, and define their roles and responsibilities, which helps build trust and positive working relationships.

## Mayor and Deputy Mayor training

Section 27a of the *Local Government Act 2020* (the Act) requires a Mayor and Deputy Mayor to complete Mayoral training **within one month of their appointment**.

The Mayor and Deputy Mayor **must** make a written declaration in front of the Chief Executive Officer (CEO) stating they have completed the required training, ensuring it is dated and signed.

A failure to complete the training or to make the declaration may see the **Mayor/Deputy Mayor allowance being withheld** until the Act's requirements are met.

## Mandatory Councillor Induction Training

Section 32 of the Act requires all councillors to complete induction training **within 4 months** of the day they take the oath / affirmation of office.

Every councillor must make a written declaration in front of the CEO stating they have completed the required training, ensuring it is dated and signed.

A failure to complete the training or make the declaration may see the **councillor allowance being withheld** until the Act's requirements are met.

Local Government Victoria (LGV) has published detailed guidance around the training requirements, which can be found here: [Guidance on the mandatory training for Mayors, Deputy Mayors and Councillors](#).

To assist with the making of declarations, Word templates based on LGV's guidance material can be found on the following pages:



© 2025 State of Victoria (Local Government Inspectorate)

**Accessibility:** For an accessible version, contact (03) 7017 8212 or [media.comms@lgi.vic.gov.au](mailto:media.comms@lgi.vic.gov.au)

## Local Government Inspectorate

Encouraging higher standards of integrity, accountability and transparency in local government

Level 27, 1 Spring Street, Melbourne, VIC 3000 | [inspectorate@lgi.vic.gov.au](mailto:inspectorate@lgi.vic.gov.au) | 1800 469 359 | [www.lgi.vic.gov.au](http://www.lgi.vic.gov.au)

## Written declaration of completion – Mayor / Deputy Mayor training

I, Cr (full name) \_\_\_\_\_, declare that I have completed the mandatory Mayor / Deputy Mayor training within one month of being appointed on (date) \_\_\_\_\_.

Attached is a record of training completed by me to demonstrate I have met the requirements of s.27A of the *Local Government Act 2020* and Reg. 4A of the *Local Government (Governance and Integrity) Regulations 2020*.

Signature of councillor	
Date	

I, (full name) \_\_\_\_\_, Chief Executive Officer of (council) \_\_\_\_\_,

Confirm that I have witnessed the making of this declaration.

Signature of CEO	
Date	

**Declaration: Mayor / Deputy Mayor training**

Date you were appointed as Mayor / Deputy Mayor: \_\_\_\_\_

Matter prescribed by the Local Government (Governance and Integrity) Regulations 2020	Date of completion	Name of the training	Training format	Who delivered the training?	Records proving completion of training
<i>Example only:</i>  <i>The role of Mayor / Deputy Mayor</i>	<i>12 December 2024</i>	<i>Understanding your role</i>	<i>In person with a copy of the presentation provided to me</i>	<i>Council's governance lawyers and Council's Director Corporate Services</i>	<i>Email confirming attendance from the trainer</i>
<b>Roles and responsibilities of a Mayor / Deputy Mayor</b> Knowledge about the roles and responsibilities of the Mayor / Deputy Mayor and support for the roles					
<b>Chairing meetings</b> Knowledge and skills related to the Mayor's role as the Chair of council meetings					

<p><b>Engagement and advocacy</b></p> <p>Knowledge and skills related to the role as the principal spokesperson for the council and the leader of civic and ceremonial duties</p>					
<p><b>Leadership</b></p> <p>Knowledge and skills related to the Mayor's role as the leader of the elected body of councillors</p>					
<p><b>Other training relating to the role of the Mayor / Deputy Mayor which the CEO determined should be completed</b></p>					

### Written declaration of completion – Councillor induction training

I, Cr (full name) \_\_\_\_\_, declare that I have completed the mandatory Councillor Mayor training within four months of taking the Oath / Affirmation of Office on (date) \_\_\_\_\_.

Attached is a record of training completed by me to demonstrate I have met the requirements of s.32 of the *Local Government Act 2020* and Reg. 6 of the *Local Government (Governance and Integrity) Regulations 2020*.

Signature of councillor	
Date	

I, (full name) \_\_\_\_\_, Chief Executive Officer of (council) \_\_\_\_\_,

Confirm that I have witnessed the making of this declaration.

Signature of CEO	
Date	

**Declaration: Councillor Induction training**

Date you took Oath / Affirmation of Office: \_\_\_\_\_

<b>Matter prescribed by the Local Government (Governance and Integrity) Regulations 2020</b>	<b>Date of completion</b>	<b>Name of the training</b>	<b>Training format</b>	<b>Who delivered the training?</b>	<b>Records proving completion of training</b>
<i>Example only:</i>  <i>Working together in a Council</i>	<i>12 December 2024</i>	<i>Who are we and what makes us tick?</i>	<i>In person workshop</i>	<i>Team Builders Inc.</i>	<i>Certificate of completion provided by the trainer</i>
<b>Working together in a council</b>  Activities to build relationships, connection and trust to enable the Council to work in a constructive, and respectful environment  Knowledge and skills to support councillors to understand and differentiate between roles of the Council, councillors and council staff					

<p><b>Decision making, integrity and accountability</b></p> <p>Knowledge and skills to build understanding of good governance, how councils make decisions, respectful debating practices, how council meetings work and to support ethical and lawful decision making</p>					
<p><b>Community representation</b></p> <p>Knowledge and skills to support councillors to understand representing their entire municipal community</p>					
<p><b>Strategic planning and financial management</b></p> <p>Knowledge and skills to support councillors to understand their role in setting the strategic direction of the Council and ensuring its long-</p>					

term financial sustainability					
<b>Conduct</b> Knowledge and skills to support councillors to understand the conduct expected of them when performing their councillor role					
<b>Land use planning</b> Knowledge and skills to support councillor understanding of their role in Victoria's Planning System					
<b>Other training relating to the role of a Councillor which the CEO determined should be completed</b>					