



26.04.04 – COUNCIL INDUCTION

Version No:	2.0
Issued:	August 2014
Next Review:	June 2015

Responsibility:	Governance
Minutes reference:	C1003 (2)(4)
Applicable Legislation:	Local Government Act 1999
Related Policies/Procedures:	Code of Conduct – Members Code of Conduct – Employees 28.01.02 – Training; Elected Members
Review Frequency:	12 months prior to Local Government Elections

1. PURPOSE

All positions on an elected Council become vacant at the end of each term of office. The vacant positions are filled at a periodic election and the newly elected Council Members form a new Council.

The process of establishing the new Council, ensuring the Council Members are able to fulfil their roles appropriately and build a positive team relationship with senior staff can be substantially enhanced through a structured induction program.

The intent of this policy is to confirm the commitment of the District Council of Lower Eyre Peninsula to a formalised process for inducting the newly elected Council following each election.

2. SCOPE

This policy complements the District Council of Lower Eyre Peninsula Council Member Training and Development Policy which deals with Council's overall commitment to the training and professional development of Council Members. The Induction Policy by comparison provides a focus for the critical first few months following the elections.

The policy applies to all Council Members and senior staff.

3. DEFINING INDUCTION

For the purposes of this policy *induction* is defined as the work done with the newly elected Council and members of the Council staff over the first six months of the new Council in order to prepare them to capably perform their different roles. Orientation in providing newly elected Council Members with an understanding of the environment they will work within, is one aspect of induction.



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4. PRINCIPLES OF GOOD INDUCTION

Council endorses the following principles as reflecting good induction:

- Each Council Member has a personal responsibility to actively seek development opportunities in order to appropriately fulfil his/her role and better represent constituents and the community of the District Council of Lower Eyre Peninsula;
- All Council Members are expected to actively participate in the Induction Program of the Council; and
- Information provided in Induction sessions will be supported by written materials provided to Council Members electronically, and available in hard copy on request.

5. CONTENT OF THE INDUCTION PROGRAM

An induction program will be designed by the Chief Executive Officer, in consultation with the Mayor and the proposed program presented to the outgoing Council for endorsement.

The program content will include the following elements:

• Relationship Building

Although they have different roles, Council Members and senior staff (led by the Chief Executive Officer) have shared responsibility for the strategies, priorities, efficient resource use and overall performance of services delivered to the community. The development of a strong working relationship is therefore critical. The induction program will focus on building professional working relationships.

• Roles and Responsibilities

Understanding the separate but complementary roles of the Council as a whole, individual Council Members and the Chief Executive Officer is fundamental to achieving outcomes for the District Council of Lower Eyre Peninsula community. The design of the induction program will set a positive tone and establish clear roles and responsibilities between the parties from the outset.

• Conduct of Council Members and Procedure at Meetings

Equally important to decision making is the smooth functioning of the elected Council and co-operation between Council Members. The induction program will provide information and discussion on the law and meeting procedures as well as consideration of the 'Code of Conduct' for Council Members.



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5. CONTENT OF THE INDUCTION PROGRAM cont'd:

• Values and Behaviours

It is desirable that the new Council endorses a set of values and behaviours which will allow it to function in a collaborative and constructive manner. The induction program will provide the opportunity for all Council Members to contribute to the construction of a values statement and the review of the Council Member Code of Conduct.

• Strategic Directions

As an early priority the new Council will review the strategic directions and major projects as agreed by the previous Council and determine whether they will continue to be endorsed. The induction program will include briefings with sufficient detail to ensure that all Council Members have a common understanding of the status of key policy areas and ongoing projects.

• Orientation

It is desirable that all Council Members, including first time elected Members are equipped to participate effectively in the business of the Council from the first meeting after a periodic election. In addition to the above elements induction will include an orientation program for first time Council Members.

The orientation will include a briefing on the organisational structure of Council and the functions of the various departments.

Consideration will also be given to the timing and content of the first and second meetings of Council in order to accommodate time for appropriate levels of training.

6. POLICY REVIEW

This policy may be amended or revoked at any time. It will be reviewed at least twelve months prior to each periodic election.

SIGNED:

CEO

Mayor
DCLEP

Date: 15 / 08 / 2014

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