



## Induction for New Council Policy

<b>Policy Type</b>	Governance		
<b>Responsible Department</b>	Office of the Chief Executive Officer		
<b>Responsible Officer</b>	Chief Executive Officer		
<b>Related legislation</b>	Elected Member Training & Development Policy Elected Member Code of Conduct Policy		
<b>Date adopted</b>	19 July 2022	<b>Minute Number</b>	<b>2022.114</b>
<b>Version</b>	2		
<b>Review</b>	26 Jun 2018 Minute #2018.100, June 2022		
<b>Next Review date</b>	June 2026		

### 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 appointed Elected Members form a new Council.

The process of establishing the new Council, ensuring the Elected 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 Elliston to a formalised process for inducting the newly elected Council following each election.

### 2 Scope

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

The policy applies to all Elected 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, the individual Members of the 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.



## Induction for New Council Policy

Orientation, providing new and newly appointed Elected Members with an understanding of the environment they will work within, is one aspect of induction.

### 4 Principles of Good Induction

Council endorses the following principles as reflecting good induction:

- Each Elected 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 Elliston;
- All Elected 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 Elected 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 Elected Members and senior staff, led by the Chief Executive Officer, have shared responsibility for the strategy, 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 Elected Members and the Chief Executive Officer is fundamental to achieving outcomes for the District Council of Elliston 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 Elected Members and Procedure at Meetings**

Equally important to decision making is the smooth functioning of the elected Council and the cooperation of Elected Members. The induction program will provide for



## Induction for New Council Policy

information and discussion of the law and procedure of meetings and sufficient opportunities for team building amongst Elected Members.

- **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 Elected Members to contribute to the construction of a values statement and the review of the Elected Member Code of Conduct.

- **Strategic Directions**

As an early priority the new Council needs to review the strategic directions and major projects 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 Elected Members have a common understanding of key policy areas and ongoing projects.

- **Orientation**

It is desirable that all Elected 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 Elected Members.

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

## 6 Review

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

## 7 Further information

This policy will be available for inspection at the Council office, Beach Terrace, Elliston during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: [www.elliston.sa.gov.au](http://www.elliston.sa.gov.au)

Copies will be provided to interested parties upon request. Email [council@elliston.sa.gov.au](mailto:council@elliston.sa.gov.au)



## Induction for New Council Policy

### Version Control

Version no.	Date adopted by Council	Synergy Record	Amendments Made	Prepared by:
1	26 June 2018			Manager Corporate and Governance
2	19 July 2022	NGR223942 9.63.1/2	Responsible Officer and Department updated. Alignment with Council's policy template	Executive Assistant