

Council Members' Induction Policy

Strategic Reference	Objective 4; Collaborative and respectful relationships amongst community, Elected Members and Council staff. Strategy 4.5; Through leadership and the sharing of knowledge, build the capacity of the community.
File reference	AR18/14377
Responsibility	Office of the Chief Executive Officer
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Applicable Legislation	Local Government Act 1999
Related Policies	Council Members' Training & Development Policy Council Member Code of Conduct Policy
Related Documents	Register of Allowances and Benefits

1. Policy statement

This policy complements Coorong District Council's Council Member Training and Development Policy, which deals with Council's overall commitment to the training and professional development of Council Members.

This Induction Policy by comparison provides a focus for the first few months following an election.

The Policy applies to all Council Members and senior staff of Coorong District Council.

2. Policy objectives

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 held every four (4) years 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 building 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 Coorong District Council to a formalised process for inducting the newly elected Council following each election.

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3. Definitions

Council Members is defined as the duly elected representatives of the community including the Mayor and Councillors.

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 ensuing early term of the new Council in order to prepare them to capably perform their different roles.

Orientation providing new and newly elected Council Members with an understanding of the environment they will work within.

Senior Staff includes the Chief Executive Officers and the Directors of the Council.

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 Coorong District Council.
- All Council Members are expected to actively participate in the Induction Program of the Council; and
- Information provided in Induction sessions will be generally supported by written material, and emailed if appropriate 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 proposed program presented to the outgoing Council for endorsement.

The program content will include the following elements:

5.1 Relationship building

Although they have different roles, Council 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.

5.2 Roles & 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 Coorong District Council community. The design of the induction program will set a positive tone and establish clear roles and responsibilities between the parties from the outset.

5.3 Conduct of Council Members and procedure at meetings

Equally important to decision making is the smooth functioning of the elected Council and the cooperation of Council Members. The induction program will provide for information and discussion of the law and procedure of meetings and sufficient opportunities for team building amongst Council Members.

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5.4 Values & 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.

5.5 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 Council Members have a common understanding of key policy areas and ongoing projects.

5.6 Orientation

It is desirable that all Council Members, including first time Council 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.

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. Council Endorsement

This Policy was adopted by resolution of the Council on 21 August 2018.

7. Further Information

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's website: www.coorong.sa.gov.au.

Coorong Civic Centre

95-101 Railway Terrace
Tailm Bend
Phone: 1300 785 277
Fax: 8572 3822

Meningie Information Hub

49 Princes Highway
Meningie

Tintinara Customer Service Centre

37 Becker Terrace
Tintinara

Copies will be provided to interested parties upon request. Email council@coorong.sa.gov.au.

Any grievances in relation to this code of conduct or its application should be forwarded in writing addressed to the CEO of Council.