

Council Members – Induction for New Council Policy

First Approved	8 September 2018
Review Frequency	Policy lapses at next general election
Status	Statutory
Last Reviewed	17 April 2023 (resolution Reference C23161)
Next Review Due	April 2027
File Number	18.63.001 / PL2023163
Responsible Division	Office of the CEO
Related Documents	Model Behavioural Management Policy Council Members Code of Conduct – Complaints Handling Procedure Council Members Information Management Policy Council Members – Training and Development Policy and Plan IT Systems Usage Guidelines Alexandrina Council Code of Practice – Council Meeting Procedures
Applicable Legislation	<i>Local Government Act 1999 (SA)</i> <i>Local Government (General) Regulations 2013</i> <i>Independent Commissioner Against Corruption (ICAC) Act 2013</i>

1. Purpose

All positions on Council become vacant at the end of each term of office. The vacant positions are filled at a periodic election and the newly elected 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 Alexandrina Council to a formalised process for inducting the newly elected Council following each election, or supplementary election.

2. Objective and Scope

This policy complements Alexandrina 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 critical first few months following the elections. The policy applies to all Council Members and senior staff.

3. Definition

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. Orientation, providing new and newly 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 Council Member has a personal responsibility to actively seek development opportunities in order to appropriately fulfil their role and better represent constituents and the community of Alexandrina Council
- All Council Members are expected to actively participate in the Induction Program of the Council
- 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:

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 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 Alexandrina 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 *Council's By-laws, Policies and Procedures*

Council Members have a responsibility to be aware and have some knowledge of all Council By-laws, strategic plans, codes of conduct, policies, procedures and other key documents that have been endorsed by Council.

5.4 *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.

5.5 *Values and Behaviours*

It is appropriate 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 Members Behavioural Management Policy.

5.6 Strategic Directions

Within two years of an election, Councils need to review Strategic Management Plans, other strategic directions, and major projects that have been 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. Changes to Council policies and procedures may need to occur in conjunction with any strategic change.

5.7 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.

5.8 Training and Development

Council Members are required to undertake mandatory training within the first year of election to office in line with section 80A of the *Local Government Act 1999* and Regulation 8AA of the *Local Government (General) Regulations 2013*. This training will be outlined in Alexandrina Council's "*Council Member Training and Development Policy*."

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. Policy Review

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

7. Availability of Policy

This Policy will be available for inspection on the Council's website www.alexandrina.sa.gov.au. Copies can also be provided upon payment of a fee in accordance with Council's Schedule of Fees and Charges.