



## POLICY DOCUMENT

9.63.18

<b>Policy Name</b>	<b>Council Members' Induction Policy</b>
<b>Policy No</b>	<b>9.63.18</b>
<b>Reviewed By</b>	Lynne Jolley Manager Corporate Governance
<b>CEO Authorisation</b>	Rob Donaldson CEO
<b>Review Details</b>	Date Adopted: 7 August 2017 Date Reviewed: 1 May 2017 Next Review Date: August 2021

### 1. PURPOSE

All positions on the 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 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 the City of Port Lincoln to a formalised process for inducting the newly elected Council Members following each election.

### 2. SCOPE

This policy complements 9.63.12 Council Members - 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 training and development activities the critical first few months following the election of Council Members.

This policy applies to all Council Members and senior staff.

### 3. DEFINITIONS

*Council Members* means the elected Mayor and Councillors of the City of Port Lincoln

*Induction* means the activities undertaken collectively by 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 to enable them to capably perform their respective roles.

*Orientation* means providing elected Council Members with an understanding of the environment in which they will work, and is one aspect of induction.

#### 4. **PRINCIPLES OF GOOD INDUCTION**

The following principles will guide the successful induction of Council Members:

- Each Council Member has a personal responsibility to actively seek and engage in development opportunities in order to appropriately fulfil his/her role and best represent constituents and the community of the City of Port Lincoln;
- All Council Members are expected to actively participate in the induction program of the Council; and
- The induction program will prepare and support Council Members in fulfilling the roles of Mayor, Councillor and Council (as a corporate body) as and when applicable in the course of Council activities.

#### 5. **CONTENT OF THE INDUCTION PROGRAM**

An induction program will be designed by the Chief Executive Officer, in consultation with the Mayor and Manager Corporate Governance, and the proposed program presented to the outgoing Council for endorsement. The mandatory training modules set out in the LGA Training Standards for Council Members pursuant to Regulation 8AA of the Local Government (General) Regulations 2013 will be incorporated into the induction program.

The program content will also 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, respectful and productive 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 the best outcomes for the City of Port Lincoln community. The design of the induction program will set a positive tone and establish clear roles and responsibilities for all of 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.

##### **5.4. *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 that is consistent with and will add value to the Code of Conduct for Council Members.

### **5.5. Strategic Directions Plan**

As an early priority the new Council must review the Strategic Directions Plan and Sustainable Projects Delivery Plan and adopt updated plans following the appropriate investigation, engagement, planning and decision-making. Recognising that the review and engagement process is likely to take many months, the induction program will include briefings with sufficient detail to ensure that all Council Members have a common understanding of key policy areas, current priorities and ongoing projects. Council Members will also have the opportunity to share initial views about the issues and priorities for the new Council, which may later be reflected in an updated Strategic Directions Plan.

### **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 of the new Council in order to accommodate time for appropriate levels of training.

## **6. REVIEW**

This policy shall be reviewed by the City of Port Lincoln *in the twelve months prior* to each periodic election year, or on significant change to legislation or aspects included within this policy.

## **7. RELEVANT DELEGATED POWERS AND DUTIES**

Any actions or decisions made regarding this policy will be undertaken pursuant to Council's Delegations Register.

## **8. REFERENCES**

- 9.63.12 Council Members - Training and Development Policy
- 9.63.3 Code of Conduct for Council Members
- 18.80.1.1 Strategic Directions Plan