

Policy Number:	3.8
Policy Name:	Induction for Council Members
Classification:	Public – Council Policy
Adopted:	12 July 2016 (Corporate and Community Services Committee)
Frequency of Review:	Biennial
Last Review:	July 2016
Next Review Due:	July 2018
Responsible Officer(s):	Chief Executive Officer
Policy and Code of Practice Manual File Ref:	CC10/2601
Council File Reference:	CR16/32079
Legislation Authority:	Local Government Act 1999 S80A
Related Policies and Codes:	Training and Development for Council Members Policy
Related Procedures:	N/A

1. PURPOSE

- 1.1 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.
- 1.2 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.
- 1.3 The intent of this policy is to confirm the commitment of the Town of Gawler to a formalised process for inducting the newly elected Council following each election.

2. SCOPE

- 2.1 This policy complements the Town of Gawler Training and Development for Council Members 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.

2.2 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, the individual Members of the Council and members of the Council staff over the first six (6) months 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, is one aspect of induction.

4. PRINCIPLES OF GOOD INDUCTION

4.1 Council endorses the following principles as reflecting good induction:

4.1.1 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 Town of Gawler.

4.1.2 All Council Members are expected to attend mandatory elements of the Induction Program and actively participate in other elements of the Induction Program of the Council.

4.1.3 Information provided in induction sessions will be supported by written materials provided to Council Members electronically, and available in hard copy on request.

4.1.4 An annual refresher program for Council Members will be provided.

5. CONTENT OF THE INDUCTION PROGRAM

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

5.2 The program content will include the following elements:

5.2.1 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.

5.2.2 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 Town of Gawler community. The design of the induction program will set a positive tone and establish clear roles and responsibilities between the parties from the outset.

5.2.3 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 procedures of meetings and sufficient opportunities for team building amongst Council Members.

5.2.4 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.

5.2.5 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.

5.2.6 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.

- 5.3** 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 AND EVALUATION

The effectiveness of this Policy will be reviewed on a biennial basis.

The Chief Executive Officer will report to Council on the outcome of the evaluation and if relevant make recommendations for amendments, alteration or substitution of a new Policy.

The Policy will not be altered or substituted so as to affect a process already commenced.

The Policy will be reviewed prior to each general election of Council.

7. FURTHER INFORMATION

Further information about this Policy can be obtained by:-

Telephone: 8522 9211
Fax: 8522 9212
Email: council@gawler.sa.gov.au
Appointment: Town Hall, 89 – 91 Murray Street, Gawler
Letter: PO Box 130, Gawler SA 5118

8. AVAILABILITY OF POLICY

The Policy is available for inspection during ordinary business hours at the Council principal office, Gawler Town Hall or Library Council Offices, 89 – 91 Murray Street, Gawler or is available on the Council website at www.gawler.sa.gov.au.

A copy of this Policy will be provided to interested parties upon request, for a fee as contained in the Register of Fees and Charges.