

	<b>Function:</b> Governance	<b>Adopted:</b> 3 <sup>RD</sup> NOVEMBER 2010
	<b>Policy Number:</b> GOV016	<b>Resolution No.:</b> C500:10
	<b>Version Number:</b> 3	<b>Last Review:</b> 5 <sup>TH</sup> SEPTEMBER 2018
	<b>Frequency of Review:</b> As Required	<b>Resolution No.:</b> C179:0918
<b>Next Review:</b> NOVEMBER 2021		
<b>COUNCIL INDUCTION POLICY</b>		

### 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 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 Copper Coast Council to a formalised process for inducting the newly elected Council following each election.

### 2. **Scope:**

This policy compliments the Copper Coast 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. **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. Orientation, providing new and newly elected Council Members with an understanding of the environment they will work within, is one aspect of induction.

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#### 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 Copper Coast community;
- All Council 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 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:

- 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.
- 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 Copper Coast 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 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.



- Values and Behaviours

The new Council Members must be provided with an opportunity to understand their obligations under the Code of Conduct for Council Members. This will enable them to understand the behaviours which will allow council to function in a collaborative and constructive manner.

- 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.

- Orientation

It is desirable that all Council 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 Council Members.

- Mandatory Training

The Chief Executive Officer must coordinate the mandatory training as required by the legislation.

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 prior to each periodic election.

**7. Availability:**

Members of the public may inspect this Policy on Council's website [www.coppercoast.sa.gov.au](http://www.coppercoast.sa.gov.au) and at the principal office of the Copper Coast Council at 51 Taylor Street, Kadina 8828 1200 or by email [info@coppercoast.sa.gov.au](mailto:info@coppercoast.sa.gov.au) .

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On payment of a fee, a copy of this Policy may be obtained from the Council, or otherwise may be downloaded for free from the Council's website.

Any queries in relation to this Policy should be directed to the CEO, on 8828 1200 or via email [info@coppercoast.sa.gov.au](mailto:info@coppercoast.sa.gov.au) .

**Signed** -----  
*Mayor*

**Signed** -----  
*Chief Executive Officer*

Date: ...../...../.....

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**ELECTED MEMBER INDUCTION PROGRAM**

**November 2018**

- 10<sup>th</sup> Election  
13<sup>th</sup> 72 Hour Recount period expires  
16<sup>th</sup> Election Concludes

(Program subject to change)

**Elected Member Training Program**

**November 2018**

- 19<sup>th</sup> Swearing in Ceremony - 6.00 pm @ Kadina Library  
During this ceremony, each Council Member will make an undertaking to discharge the member's duties conscientiously and to the best of their ability, as required by Section 60 of the Local Government Act 1999. (JP required to witness)  
Family will also be invited to attend this event.

Welcome Function

Following the Swearing In Ceremony to welcome the newly elected Council and their immediate families. This function provides the opportunity for Council Members and their families to mingle, get to know each other and also acknowledges the importance of the family in the Council Members' ability to discharge their duties as Council Members.

- 20<sup>th</sup> Orientation – (10.00 am) - Closed Informal Gathering  
An orientation of the Council Offices and Chamber - This session will include a tour of the Kadina administration office and an introduction to key Council staff. Also a tour of the Council Chambers.

Induction Training (11.00 – 12 noon) – Closed Informal Gathering

IT Equipment etc

- Provision of and basic use of IT Equipment
- Web training
- Emails
- Council Members cloud services and internet access

Use of Social Media - A discussion on the use of social media. How Council staff utilise social media and how its use could assist Elected Members in the discharge of their duties

Lunch (12 – 1.00 pm)

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Induction cont. (1pm – 5pm)

This session will provide an introduction to Local Government and a briefing from **senior staff** about the functions and services of each Department.

- Roles
- Relationship with Staff
- Timetables
- Allowances
- Skills

21<sup>st</sup>

Community Tour – (meet at Council office for commencement of tour)

A tour of strategic sites and facilities will be scheduled. The tour will include an opportunity to visit some of Council's facilities, assets, services and current projects.

22<sup>nd</sup>

Induction cont – (10.00 am – 5.00 pm Council Chambers) Closed Informal Gathering

- Governance Requirements
  - Register of Interest Forms (Primary and Ordinary)
  - Policies
  - Plans/Reports
  - Delegations
  - Workplace Health and Safety Obligations
- Budgets and Financial Statements

Lunch break (12 noon – 1.00 pm)

- Brief overview of meeting procedures, including a mock meeting.

26<sup>th</sup> – 30<sup>th</sup> One on one meetings with the CEO, as required – (EA to arrange meetings).

**December 2018**

5<sup>th</sup>

Photography Session

A professional photography session will be held at 5.30 pm. During this session Council Members will have the opportunity to have individual headshot taken for display on the Council website and other promotional materials and an official group photo will also be taken for display on the Council's website and Council Chamber.

First Council Meeting

The first Council Meeting will be called by the Chief Executive Officer and is scheduled to be held at 7:00pm on Wednesday, 5 December 2018. During this meeting, members will be required to resolve on a number of matters including the frequency, meeting time and place for future Council meetings.

**Optional Individual/ Small Group Training Sessions – booked as required**

Finance

- understanding Audited Financial Statements and Quarterly Reports

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## Use of Social Media

- A discussion on the use of social media. How Council staff utilise social media and how its use could assist Elected Members in the discharge of their duties. Also includes setting up member's own individual Councillor page.

## **2019**

### Mandatory Training – (Possibly as a joint session with Barunga West and YP Councils (Feb/Mar))

- Introduction to Local Government
- Legal Responsibilities
- Council and Committee Meetings
- Financial Management and reporting

### Other Training – (may be programmed with adjoining Councils) – As scheduled

- Register of Interest Forms
- Strategic Management
- Asset Management
- Overview of the Development Plan and Development Issues and Council Assessment Panel
- Record Management
- Customer Service Requests
- CEO Performance Appraisal (3 months before CEO Review process starts)
- Waste/Recycling

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