

## TITLE: COUNCIL MEMBERS' INDUCTION POLICY

REFERENCE NUMBER:	Doc/18/57191
RESPONSIBLE DEPARTMENT:	Chief Executive Officer
APPLICABLE LEGISLATION:	Local Government Act 1999
MOUNT BARKER 2035 – DISTRICT STRATEGIC PLAN:	Governance and Leadership GL 1.2 Ensure the elected body has a comprehensive understanding of its role and responsibilities and is supported and trained to fulfil them effectively.
RELATED POLICIES:	Council Members': <ul style="list-style-type: none"> <li>• Training &amp; Professional Development Policy</li> <li>• Allowances &amp; Benefits Policy</li> <li>• Code of Conduct for Council Members</li> </ul>
SUPPORTING PROCEDURES:	<ul style="list-style-type: none"> <li>• Induction Plan</li> <li>• Training &amp; Professional Development Procedure</li> </ul>
ENDORSED BY COUNCIL:	2 July 2018
NEXT REVIEW DATE:	November 2021

### 1. POLICY STATEMENT

This Policy complements the Mount Barker District Council's "Council Members' Training and Professional 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 of the Mount Barker 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 the Mount Barker District Council to a formalised process for inducting the newly elected Council following each election.

## 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 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.

**Senior Staff** is defined to include the Chief Executive Officer and the General Managers of the Council.

## 4. ROLES & RESPONSIBILITIES

### **Council:**

- To approve the Induction Policy
- To participate in the various aspects of the Induction program

### **Chief Executive Officer:**

- To ensure there is an appropriate Induction program

### **General Managers:**

- To ensure each area of Council is reflected in the induction program
- To participate in the induction program

### **Risk and Governance Officer**

- To consult with the current Council on the proposed induction program

## **5. 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 the Mount Barker 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 supported by written materials provided to Council Members electronically, and available in hard copy on request.

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

An Induction Program will be designed by the Chief Executive Officer, in consultation with the Mayor and Council Members, and the proposed program presented to the outgoing Council for endorsement and included in the nomination kits and candidate information sessions.

The program content will include the following elements:

### **6.1 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.

### **6.2 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 Mount Barker 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.

### **6.3 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.

### **6.4 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 and the review of the Council Member Code of Conduct.

## **6.5 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.

## **6.6 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.

## **7. REVIEW**

This Policy will be reviewed at least 12 months prior to an election or earlier in the event of changes to legislation or related Policies and Procedures or if deemed necessary by the Risk and Governance Officer.

## **8. ACCESS TO THE POLICY**

The Policy is available for public inspection at the Customer Service Centre, at the Local Government Centre, 6 Dutton Road, Mount Barker, South Australia and on the Council's website [www.mountbarker.sa.gov.au](http://www.mountbarker.sa.gov.au) .

## **9. FURTHER INFORMATION**

For further information on this Policy, please contact:

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## TITLE: COUNCIL MEMBERS' INDUCTION PLAN

REFERENCE NUMBER:	
RESPONSIBLE DEPARTMENT:	Chief Executive Officer
APPLICABLE LEGISLATION:	Local Government Act 1999
MOUNT BARKER 2035 – DISTRICT STRATEGIC PLAN:	Governance and Leadership
RELATED POLICIES / OPERATING GUIDELINE:	Council Members': <ul style="list-style-type: none"> <li>• Training &amp; Professional Development Policy</li> <li>• Training &amp; Professional Development Procedure</li> <li>• Induction Policy</li> <li>• Allowances &amp; Benefits Policy</li> <li>• Code of Conduct – Council Members</li> </ul>
SUPPORTING PROCEDURES:	Council Members': <ul style="list-style-type: none"> <li>• Training &amp; Professional Development Procedure</li> <li>• Training &amp; Professional Development Plan</li> </ul>
ADOPTED BY COUNCIL:	2 July 2018
NEXT REVIEW DATE:	November 2021

### 1. PURPOSE

The Induction Plan is prepare pursuant to the Council Members' Induction Policy to formalise the induction process for the newly elected Council following each election.

## **2. 2018 INDUCTION PLAN**

The following provides the activities that will be provided as part of the induction of the newly elected Council. The specific dates and timings provided for in this Plan are subject to change and will be confirmed with successfully elected Council Members following the declaration of Council election results.

### **2.1 Photography Session**

A professional photography session will be held on Monday 19 November 2018. 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.

Members will also have an opportunity to get to learn about each others motivations and aspirations as a Council Member.

### **2.2 Swearing In Ceremony and Welcome Function**

The Swearing In Ceremony will be held at 6.15pm on Monday 19 November 2018 in the Council Chambers of the Local Government Centre at 6 Dutton Road, Mount Barker. 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*.

Family will also be invited to attend this event.

A Welcome Function will be held 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.

### **2.3 Orientation**

An orientation of the Council offices and Chamber will be provided to all Council Members on Monday, 26 November 2018. This session will include a tour of the public areas of the Local Government Centre, and an introduction to key Council staff. Information will also be provided on building access protocols, and procedures to access staff.

### **2.4 First Induction Workshop**

The first Induction Workshop will be held on Monday 26 November 2018. This session will provide an introduction to Local Government. Induction Workshops will be closed to the public.

## **2.5 Information Management Workshop**

Prior to the first Council meeting there will be a workshop on the use of IT equipment, emails, Council Members extranet site and internet access. Additional training is available for using IT equipment.

## **2.6 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 Monday, 3 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.

## **2.7 Ongoing Induction Workshops**

Follow-on Induction Workshops will be held once a week until mid-March and will cover topics that all Council Members need to be fully aware of and understand in order to discharge their roles and responsibilities appropriately.

Sessions will include:

- Legal Responsibilities
- Council and Committee Meetings
- Financial Management and Reporting
- Strategic Management;
- Asset Management;
- Overview of the Development Plan and Development Issues and Council Assessment Panel

## **2.8 Training Needs Analysis**

Upon commencement, all Council Members will be provided with a Training Needs Analysis (“TNA”) (self-assessment tool) to collect information regarding training and development needs of individual Council Members for inclusion in the Training & Development Plan and the collective group for inclusion in the ongoing Induction Workshops.

## **2.9 Regular Informal Gatherings**

Council has an Informal Gatherings Policy which confirms Council’s commitments to openness and transparency and Gatherings will be open or closed to the public as per this Policy.

Council Member Informal Gatherings are likely to be held every Monday from 4.30 – 6.15pm until mid-March with senior staff and are held for the purposes of providing information, discussing important topics. The last 15 minutes of each session will also be dedicated to informal questions of each other, the Mayor and the Chief Executive Officer.

From April onwards the frequency will revert to the 1<sup>st</sup> Monday and possibly the 3<sup>rd</sup> Monday of each month.

## **2.10 Facilities 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.

## **2.11 Buddy**

Newly elected Council Members will be provided with the opportunity to request a Buddy / Mentor for the purposes receiving early support / assistance from a more experienced Council Member or staff member. Experienced Council Members may also nominate to become a Buddy / Mentor for a newly appointed Council Member.

## **3. REVIEW**

This Induction Plan will be reviewed twelve months prior to the general election.

## **4. ACCESS**

The Council Members' Induction Plan is available on the Council Documents page of the Council's website: [www.mountbarker.sa.gov.au](http://www.mountbarker.sa.gov.au)

## **5. FURTHER INFORMATION**

For further information on this Plan, please contact:

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