

	<h1>District Council of Cleve</h1>	Version No:	3.0
		Issued:	13/04/2021
		Next Review:	2024

Policy Name: **9.7 - COUNCIL INDUCTION**

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 District Council of Cleve to a formalised process for inducting the newly elected Council following each election.

2. SCOPE

This policy complements District Council of Cleve Council Member Training and Development policy which deals with Council's overall commitment to the training and professional development of Council Members. This Council 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.

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 community of District Council of Cleve;
- 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 one Elected Member (preferably a first time Councillor) 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 District Council of Cleve 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

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 which is supported by the mandatory Council Member Code of Conduct.

- 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.

- Work Health & Safety

All Council Members will be required to complete Council's Work Health & Safety Induction Checklist within 1 month of election

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.

1. LEGISLATION

[Local Government Act 1999](#) (SA)

2. AVAILABILITY OF THE POLICY

This Policy will be available for inspection at the Council's Offices during ordinary business hours and via the Council's website <http://www.cleve.sa.gov.au>. Electronic versions are the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

3. ADOPTION OF POLICY

This Policy was adopted by the Council at its Ordinary Council meeting on 13th April 2021.



Peter Arnold

Chief Executive Officer

4. DOCUMENT REVIEW

This document will be reviewed prior to each Council election by the District Council of Cleve every (4) four years.

5. REVIEW HISTORY

Version	Issue Date	Author	Reason for Change
3.0	13/04/2021	Jodie B	Minor updates following Council election 2018 Formatting Added legislation, availability of policy, adoption of policy, document review and review history sections.