



## Elected Members Induction Policy

Strategic Reference	Provide leadership, good governance, and efficient, effective and responsive Council services
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Responsibility	Chief Executive Officer
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Applicable Legislation	Local Government Act 1999 Local Government (General) Regulations 2013 Independent Commissioner Against Corruption (ICAC) Act 2013
Related Policies	Model Behavioural Management Policy Elected Members Information Management Policy Elected Members Training and Development Policy Code of Practice – Council Meeting Procedures

### 1. Purpose

All positions on Council become vacant at the end of each term of office. The vacant positions are filled at a periodic election and the newly elected Members form a new Council. The process of establishing the new Council, ensuring the Elected 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. The intent of this policy is to confirm the commitment of the District Council of Yankalilla to a formalised process for inducting the newly elected Council following each election, or supplementary election.

### 2. Objective and Scope

This policy complements the District Council of Yankalilla's Elected Member - Training and Development Policy which deals with Council's overall commitment to the training and professional development of Elected Members. This Induction Policy, by comparison, provides a focus for the critical first few months following the elections. The policy applies to all Elected Members and senior staff.

### 3. Definition

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 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 Elected 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 District Council of Yankalilla.
- All Elected Members are expected to actively participate in the Induction Program of the Council; and
- Information provided in Induction sessions will be generally supported by written materials, provided to Elected Members electronically, and available in hard copy on request.

### 5. Policy

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:

#### 5.1 Relationship building

Although they have different roles Elected 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 Roles and responsibilities

Understanding the separate but complementary roles of the Council as a whole, individual Elected Members and the Chief Executive Officer is fundamental to achieving outcomes for the District Council of Yankalilla community. The design of the Induction Program will set a positive tone and establish clear roles and responsibilities between the parties from the outset.

#### 5.3. Council's By-laws, Policies and Procedures

Elected Members have a responsibility to be aware and have some knowledge of all Council By-laws, Strategic Plans, Code of Conduct, Policies, Procedures and other key documents that have been endorsed by Council.

5.4. Conduct of Elected Members and Procedure at Meetings

Equally important to decision making is the smooth functioning of the elected Council and the cooperation of Elected Members. The Induction Program will provide for information and discussion of the law and procedure of meetings and sufficient opportunities for team building amongst Elected Members.

5.5. Values and Behaviours

It is appropriate 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 Elected Members to contribute to the construction of a values statement and review of the Elected Members Behavioural Management Policy.

5.6. 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 Elected Members have a common understanding of key policy areas and ongoing projects.

5.7. Orientation

It is desirable that all Elected Members, including first time elected Members, are equipped to participate effectively in the business of Council from the first meeting after a period election. In addition to the above elements, it is proposed to include in the induction process and departmental orientation program.

5.8. Training and Development

Elected Members are required to undertake mandatory training within the first year of election of office in the line with Section 80A of the Local Government Act 1999 and Regulation 8AA of the Local Government (General) Regulations 2013. This training will be outlined in District Council of Yankalilla's 'Elected Member Training and Development Policy.'

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. Further Information

This policy will be available for inspection at the Council office listed below during ordinary business hours and provided to interested parties as per Council's Fees and Charges Register. Copies are available to be downloaded, free of charge, from Council's website:

[www.yankalilla.sa.gov.au/policies](http://www.yankalilla.sa.gov.au/policies)

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Office hours: Monday to Friday, 9.00am to 5.00pm (except public holidays)

## 7. Grievances

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer of Council.

## 8. Review Cycle

In line with Council Elections.

## 9. Document History

Date	Version	Council Resolution No.	Description of changes
July 2014	1.0	C	Adoption of Policy
June 2023	2.0	C23110	Review of Policy