



Elected Members Induction Policy

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Function:	9 - Governance	Responsible Officer:	Manager, Governance

A - PREAMBLE

1. All positions on an elected Council become vacant at the end of each four year term of office. The vacant positions are filled at a periodic election and the newly Elected Members form a new Council.
2. The process of establishing the new Council, ensuring Elected 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.

B - SCOPE

1. This policy applies to Elected Members.
2. This policy complements the City of Salisbury's Elected Members Training and Development Policy which deals with Council's overall commitment to the training and professional development of Elected Members and which incorporates the new requirements for Council Members to undertake mandatory training within the first year of election to office, which complies with the *LGA Training Standards* as defined in regulation 8AA of the Local Government (General) Regulations 2013.
3. This Induction Policy provides a focus for the introduction and provision of information and training during the first six months following a periodic election.

C – POLICY PRINCIPLES

1. The following principles reflect 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 City of Salisbury.
 - All Elected 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 Elected Members electronically, and available in hard copy on request.

D - DEFINITIONS

1. For the purpose of this policy **induction** is defined as the work done with the newly elected Council, the individual Members of the Council and staff members of the Council 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.

E - POLICY STATEMENT

1. 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 prior to the general election. The program content will include the following elements:
 - **Relationship Building:** information and opportunities to ensure the development of positive, professional working relationships between Elected Members and senior staff (Chief Executive Officer, General Managers and Divisional Managers)
 - **Roles and Responsibilities:** information and opportunities to enhance understanding of the separate, but complementary, roles of the Council as a whole, individual Elected Members, the Chief Executive Officer and council staff.
 - **Conduct of Elected Members and Procedure at Meetings:** information and appropriate resource materials on legislative requirements dealing with conduct of Elected Members (for example: Conflict of Interest, Registers of Interests and Code of Conduct) and procedure of meetings.
 - **Values and Behaviours:** information related to Elected Members Code of Conduct, values and behaviours. Will also include information on organisational values and behaviours.
 - **Strategic Directions:** information and briefings relating to the City of Salisbury strategic directions, key policy areas and ongoing projects, including details of the City Plan 2020: Sustainable Futures.
 - **Orientation:** primarily intended for first time Elected Members this will provide information on operations of the City of Salisbury, administrative information relevant to Elected Members and other information to assist them with their appointment as an Elected Member.

F - LEGISLATION

1. *Local Government Act 1999* Section 80A: Training and Development

G - REFERENCES

1. Elected Members Training and Development Policy

Document Control

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