

## **COUNCILLORS - INDUCTION**

### Objective

To assist with the process of establishing the new Council following an election by ensuring Councillors are sufficiently inducted through a structured induction program to be able to fulfil their roles appropriately and, at the same time, build a positive team relationship with senior staff.

### Scope

This policy applies to all elected members and provides a focus for the introduction and provision of information/training during the first six months following a periodic election.

Note: 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 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 Councillors with an understanding of the environment they will work within, is one aspect of induction.

### Policy

Each Councillor has a personal responsibility to actively seek development opportunities in order to appropriately fulfil his/her role and better represent constituents of the Gilgandra Shire.

All Councillors are expected to actively participate in the Induction Program

Information provided in Induction sessions will be supported by written materials provided to Councillors electronically, and available in hard copy on request

An Induction Program will be designed by the General Manager, 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 Councillors and senior staff (General Manager and Directors)
- **Roles and Responsibilities:** information and opportunities to enhance understanding of the separate, but complementary, roles of the Council as a whole, individual Councillors, the General Manager and Council staff.
- **Conduct of Councillors and Procedure at Meetings:** information and appropriate resource materials on legislative requirements dealing with conduct of Councillors (for example: Code of Conduct and Code of Meeting Practice).

- **Values and Behaviours:** information related to Councillors Code of Conduct, values and behaviours. Will also include information on organisational values and behaviours.
- **Strategic Directions:** information and briefings relating to Council’s strategic directions, key policy areas and ongoing projects.
- **Orientation:** primarily intended for first time Councillors this will provide information on operations of the Council, administrative information relevant to Councillors and other information to assist them with their appointment as an elected member.

*Relevant Legislation*

Local Government Act 1993

*Associated Documents*

Council’s Code of Conduct  
 Council’s Code of Meeting Practice  
 Council’s Elected Members – Training & Development Policy

<b>Responsible Officer:</b>	General Manager		
<b>Date Adopted:</b>	15/11/12	<b>Resolution No:</b>	415/2012
<b>Version:</b>	1	<b>Review Date:</b>	February (annually)