

 Adelaide Plains Council	Council Members Induction Policy	
	Adoption by Council: 27 June 2022	
	Resolution Number: 2022/179	
	Current Version: V2	
	Administered by: Chief Executive Officer	Last Review Date: 2022
		Next Review Date: 2026
Document No: D22/21887	Strategic Outcome: Proactive Leadership	

1. Objective

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 that Council members are able to fulfil their roles appropriately and build a positive team relationship with executive staff can be substantially enhanced through a structured induction program.

The purpose of this Policy is to confirm the commitment of Adelaide Plains Council to a formalised process for inducing the newly elected Council following each election.

2. Scope

This Policy applies to all Council Members and complements Council's *Council Member Training and Development Policy* which deals with Council's overall commitment to the training and professional development of Council Members. By comparison, this Induction Policy focuses on the critical first few months following the elections.

Council also recognises the relevance and importance of induction following a supplementary election.

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 Council Members with an understanding of the environment they will work within, is one aspect of induction.

4. Definitions

Chief Executive Officer (CEO) means the appointed Chief Executive Officer of Adelaide Plains Council, the Acting CEO or their delegate.

Council means Adelaide Plains Council.

Council Member refers to a Council Member, elected to Adelaide Plains Council in accordance with the *Local Government Act 1999* (SA).

Executive Management Team means the CEO and the General Managers of Council.

5. Participation in the Induction Program

All Council Members will attend sessions that form part of, and actively participate in, the Induction Program.

6. Principles of Good Induction

Council endorses the following principles as reflecting good induction:

- 6.1 Each Council Member has a personal responsibility to actively seek development opportunities in order to appropriately fulfil his/her role and better represent Council's constituents and community;
- 6.2 All Council Members are expected to actively participate in the Induction Program of the Council; and
- 6.3 Information provided in Induction sessions will be supported by written materials provided to Council Members electronically.

7. Content of the Induction Program

The Chief Executive Officer will facilitate the design of an appropriate Induction Program for an incoming Council.

The Induction Program will include the following elements, in addition to any training that is mandatory under legislation:

7.1 Relationship Building

Although they have different roles, Council Members and the Executive Management Team, led by the CEO, 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.

7.2 Roles and Responsibilities

Understanding the separate but complementary roles of the Council as a whole, individual Council Members and the CEO is fundamental to achieving outcomes for Council's community. The induction program will set a positive tone and establish clear roles and responsibilities between the parties from the outset and will include a focus on Sections 58 – Specific roles of principal member and 59 – Roles of members of councils of the *Local Government Act 1999*.

7.3 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.

7.4 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 to familiarise themselves with the Council Member Code of Conduct/Conduct Management Framework.

7.5 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, including training, and ongoing projects.

7.6 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 and any other 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.

8. Related Documents

Caretaker Policy

Code of Conduct for Council Members

Code of Practice – Access to Council Meetings and Documents

Code of Practice – Meeting Procedures

Complaints Handling Procedure under Council Members Code of Conduct

Council Members Allowances and Benefits Policy

Council Members Communication Policy

Council Members Induction Program

Council Members Records Management Policy

Council Member Training and Development Policy

Gifts and Benefits Policy

Register of Interests Policy

9. Records Management

All documents relating to this Policy will be registered in Council's Electronic Document and Record Management System, and remain confidential where identified.

10. Document Review

This Policy will be reviewed by 30 June 2026, ahead of the Local Government Elections of November 2026 and as otherwise required by legislation.

11. References

Local Government Act 1999 (SA)

Local Government (General) Regulations 2013 (SA)

Local Government (Members Allowances and Benefits) Regulations 2010 (SA)

12. Further Information

Members of the public may inspect this Policy free of charge on Council's website at www.apc.sa.gov.au or at Council's Principal Office at:

2a Wasleys Rd, Mallala SA 5502

On payment of a fee, a copy of this Policy may be obtained.

Any queries in relation to this Policy must be in writing and directed to the General Manager – Governance and Executive Office.