# POLICY 2.23
## Governance
## New Council Induction
**Version: 4 | Next Review:** November 2030

DISTRICT COUNCIL of TUMBY BAY

### 1. INTRODUCTION

All positions on an elected Council become vacant at the conclusion of each term of office. Vacancies are filled at a periodic election, and the elected individuals form a new Council.

The establishment of a new Council, and the ability of Council Members to efficiently perform their civic duties, is significantly enhanced through a structured and well planned induction program. A robust induction process also supports the development of productive working relationships between Council Members and Council Staff.

### 2. POLICY OBJECTIVE

The purpose of this New Council Induction Policy (the Policy) is to confirm the District Council of Tumby Bay's (the Council) commitment to implementing a structured and comprehensive induction program following each periodic election.

This Policy should be read in conjunction with the Elected Members Training and Development Policy which outlines Council's broader commitment to ongoing learning and development of Council Members. This Policy focuses specifically on the critical initial period following the election of a new Council.

This Policy applies to all Elected Members and senior council staff.

### 3. LEGISLATIVE REQUIREMENTS

This Policy is developed in accordance with relevant legislative and governance requirements, including but not limited to:

The *Local Government Act 1999* defines the roles and responsibilities of key governance positions, including the Council (section 62), individual Council Members (section 63), the Principal Member (Mayor) (section 64), and Chief Executive Officer (CEO) (sections 99-102). Together, these provisions establish the framework for effective local government by clearly delineating governance, leadership and administrative responsibilities within a Council.

While the *Local Government Act 1999* does not explicitly require a formal induction program, Section 80A of the Act and Regulation 8AA of the *Local Government (General) Regulations 2013* establish mandatory training and development requirements for Council Members. In practice, these requirements are primarily delivered through a structured induction program following a periodic election.

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

## 5. PRINCIPLES OF GOOD INDUCTION

Council endorses the following principles as reflecting good induction:

5.1 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 the District Council of Tumby Bay,

5.2 All Council Members are expected to actively participate in the Induction Program of the Council, and

**5.3** Information provided in Induction sessions will be supported by written materials provided to Council Members.

## 6. CONTENT OF THE INDUCTION PROGRAM

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:

*6.1 Relationship Building*

Although they have different roles Council Members and senior staff, led by the Chief Executive Officer, has 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.

*6.2 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 Tumby Bay community. The design of the induction program will set a positive tone and establish clear roles and responsibilities between the parties from the outset.

*6.3 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.

*6.4 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 the review of the Council Member Code of Conduct.

*6.5 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 and ongoing projects.

*6.6 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.

*6.7 Work Health & Safety*

All Council Members will be required to complete Council's Work Health & Safety Induction Checklist within one (1) month of the 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.

## 7. POLICY REVIEW

This Policy will be reviewed every four (4) years, prior to each Council election. The Council has the right to review this policy at any time, if considered desirable.

## 8. AVAILABILITY OF POLICY

This Policy will be available for inspection at the Council's Office during ordinary business hours and via the Council's website, www.tumbybay.sa.gov.au. Copies will also be provided to the public upon request and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.

## 9. FURTHER INFORMATION

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| Applicable Legislation | *Local Government Act 1999*<br>*Local Government (General) Regulations 2013*<br>*Local Government Association (LGA) Training Standards for Elected Members*<br>*Code of Conduct for Council Members* |
| Related Policies | Policy 2.12 - Elected Members Training & Development<br>Policy 2.29 – Behavioural Management<br>Policy 2.30 – Elected Member Behaviour Support |
| Related Procedures | Elected Member Behavioural Management Procedure |

**AUTHORITY:**

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| Adopted by Council: | 10/10/2011 | {Motion 19c/102011} |
| Reviewed by Council: | 10/11/2015 | {Motion 7c/112015} |
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**SIGNED:**



Responsible Officer

**DATED:** 14/07/2026