

ELECTED MEMBER INDUCTION

Policy Type:	Council Policy
Responsible Department:	People & Governance
Responsible Officer:	General Manager People & Governance
Related Policies and Procedures	Elected Member Training and Development Code of Conduct for Council Members
Date Adopted:	27 June 2011 (C168/11)
Last Council review:	28 July 2014 (C1198/14)
Next review date:	July 2018
ECM Doc Set ID:	1732310

1. POLICY STATEMENT

The City of Unley is committed to ensuring that all Elected Members are provided with the information required to succeed and quickly develop in their roles whilst building a positive team relationship with other Elected Members and senior staff via a structured Induction Program.

2. COMMUNITY GOAL

O5.3 Good governance and legislative framework.

3. POLICY OBJECTIVES

The objective of this policy is to provide guidance and clarity for the production of a timely and relevant Elected Member Induction Program for information and training during the first six months following a periodic election.

4. PRINCIPLES

This policy is based upon the following principles:

- (i) It is acknowledged that all Elected Members come to Council with varied skills and experience.

- (ii) Every Elected Member has a significant contribution to make to the City of Unley.
- (iii) All Elected Members have a personal responsibility to actively seek development opportunities in order to appropriately undertake their role and better represent constituents and the community.
- (iv) All Elected Members are expected to actively participate in the induction program of the Council.

5. POLICY

5.1 The Induction Program will include information on the following (but not limited to):

PART ONE: FORMALITIES:

- (i) Swearing in formalities
- (ii) Photographs for use in Council publications (individual and group)
- (iii) Orientation – Civic Centre facilities and satellite sites.

PART TWO: LOCAL GOVERNMENT IN SOUTH AUSTRALIA

Local Government Legislation

The Roles and Functions of Local Government

The Role, Functions and Objectives of a Council
 Services provided by Councils
 The Composition, Structure and Operation of Councils
 The Role of the Principal Member
 Terms of Office of Council Members

The Local Government Association of South Australia

Key Functions of the LGA
 The LGA State and Senior Executive Committees
 The LGA Secretariat

PART THREE: COUNCIL MEMBER ROLES AND RESPONSIBILITIES

The Role of a Council Member

Council and Committee Meetings
 Subsidiaries
 Informal Gatherings
 Civic Duties
 Effective Relationships (eg. interaction with residents).
 Conduct of Members
 Representation
 Advocacy
 Time Commitment (ie. Ward briefings, EM briefings, Committees, Reference Groups)

Council Meetings

- Preparation for Meetings
- Liability
- Meeting Procedures
- Voting at Meetings
- Calling Meetings
- Special Meetings of Council
- Quorum
- Public Access to Council and Committee Meetings
- Minutes of the Meeting
- Public Access to Minutes of Meetings
- Internal Review of Council Decisions

Policy Making and Strategic Management Planning

- Policy Decisions
- Strategic Management Planning

Communication between the Community and the Council

- Public Consultation Policy (ie. Community engagement policy)
- Media (Corporate communication, personal blogs etc)
- Use of Information
- Representation and Communication

The Legal Responsibilities of a Council Member

- Code of Conduct for Council Members
- Conflict of Interest
- Register of Interests
- Allowances and Expenses
- Confidentiality
- Record keeping / State Records Act
- Independent Commissioner Against Corruption
- Ombudsman
- Freedom Of Information

PART FOUR: KEY FUNCTIONS OF COUNCILS

The General Management of the Council

- The Role of the Chief Executive Officer
- Delegations
- Nominated delegates
- Organisation structure

Financial Governance

- Local Government Act 1999* and Regulations
- Strategic Management Plans
- The Annual Business Plan
- The Budget
- Rates
- Other Sources of Funds

Efficient and Effective Service Provision

Contracts and Tenders Policies

Planning and Development

What is 'Development'?

The Statutory Framework

The *Development Act 1993* and Regulations

The Development Plan

Development Assessment Panel

The Building Rules

PART FIVE: MISCELLANEOUS

Current projects and issues

Administrative matters (eg. swipe cards, security, car parking, Elected Members' Room, pigeon holes)

Information technology

Relationship building, social events, ward briefings

Various forms to be returned asap.

Additional Elected Member Training Sessions and LGA courses.

Tour of the Council area.

5.2 The Policy will be made available at Candidate Briefing Sessions.

5.3 The Manager Governance and Risk, or General Manager People and Governance, who has responsibility for the creation and implementation of the Induction program, will make contact with each Elected Member for the City of Unley and will be the first point of contact for all newly Elected Members.

5.4 The induction program will be formally endorsed by Council prior to the impending election and will be administered by the Manager Governance and Risk.

6. DEFINITIONS

Nil applicable.

7. LEGISLATION / REFERENCES

Local Government Act 1999

8. POLICY DELEGATIONS

Nil applicable.

9. ROLES / RESPONSIBILITIES

The Manager Governance and Risk will oversee the Elected Member Induction Program.

10. AVAILABILITY

The policy is available for public inspection during normal office hours from;

Civic Centre
181 Unley Road
Unley SA 5061

A copy may be purchased for a fee as determined annually by Council.

It is also available for viewing, download and printing free of charge from the Council's website, www.unley.sa.gov.au

11. DOCUMENT HISTORY

Date:	Council / Committee	Comment:
20 June 2011	City Strategy & Policy Committee item 40	
27 June 2011	Council item 168	
14 May 2012	City Strategy & Policy Committee item 108	
28 May 2012	Council item 420	
28 July 2014	Council item 1198	Previous number COU 20