

FRANKLIN  
HARBOUR



# Induction for New Council's Policy



	<b>INDUCTION FOR NEW COUNCILS POLICY</b>	<b>Version No:</b>	1.0
		<b>Issued:</b>	Nov 2018
		<b>Next Review:</b>	Nov 2022

## 1. **INTRODUCTION**

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 a new Council, ensuring the Council Members are able to fulfil their roles appropriately and build a positive team relationship with senior staff can be substantially enhanced through a structured induction program.

The intent of this policy is to confirm the commitment of District Council of Franklin Harbour to a formalized process for inducting the newly elected Council following each election.

## 2. **SCOPE**

This policy complements District council of Franklin Harbour's Council Member Training and Development Policy which deals with Council's overall commitment to the training and professional development of Council Members. This Induction Policy by comparison provides a focus for the critical first few months following the elections.

The policy applies to all Council Members and senior staff.

## 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 the 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.

## 4. **PRINCIPLES OF GOOD INDUCTION**

Council endorses the following principles as reflecting good induction:

- Each Council Member had a personal responsibility to actively seek development opportunities in order to appropriately fulfil his/her role and better represent constituents in the community of Franklin Harbour;
- All Council 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 Council Members electronically and available in hard copy on request.

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## 5. 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:

- **Relationship Building**

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

- **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 Franklin Harbour community. The design of the induction program will set a positive tone and establish clear roles and responsibilities between the parties from the outset.

- **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.

- **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.

- **Strategic Directions**

As an early priority the new Council needs to review the strategic direction and major projects agreed by the previous Council to 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.

- **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

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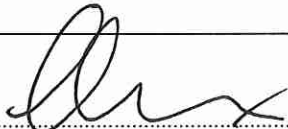
meeting after the periodical election. In addition to the above elements induction will include an orientation program for first time Council Members.

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.

## 6. REVIEW OF POLICY

This Induction for New Councils Policy will be reviewed by the District Council of Franklin Harbour within 12 months after each general election of Council. However, Council has the right to review this policy at any time, if considered desirable.

<b>Adopted by Council</b>	<b>14 November 2018</b>

SIGNED:	 .....
	Responsible Officer
	Date: <u>16 / 11 / 2018</u>