	# *Induction for New Council Policy*
Policy Classification	Council Policy
First Issued:	10 September 2014
Next Date of Review:	June 2030
Version Number:	4
Applicable Legislation:	*Local Government Act 1999* *Local Government (General) Regulations 2013*
Related Policies or Documents:	Elected Member Training and Development Policy Elected Member Training and Development Plan
Associated Forms:	NA
Responsible Manager:	Chief Executive Officer
Approved by Council:	10 November 2026
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Induction for New Council Policy

1. Preamble

1.1. 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.

1.2. The process of establishing the new Council, ensuring the Elected Members, including those that are new and those that are returning to Council, 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.

2. Purpose

2.1. The purpose of this policy is to plan for the provision of orientation, induction, training and development activities for Elected Members to assist them in the performance and discharge of their functions and duties.

3. Scope

3.1. This policy applies to all Elected Members and senior staff.

3.2. This policy complements Council's adopted Elected Member Training and Development Policy which deals with Council's overall commitment to the training and professional development of Elected Members.

4. Definitions

4.1. **CEO** means the Chief Executive Officer of the Kangaroo Island Council.

4.2. **Orientation** means guidance for Elected Members in relation to the basic operation of the organisation and facilities.

4.3. **Induction** means provision of detailed training on the context of Local Government decision making and the role of Elected Members.

4.4. **Learning** means the provision of necessary information to both the Elected Member tram and individuals enabling them to gain the required skills.

4.5. **Development** means the process of enhancing the skills of both the Elected Member team and individuals.

4.6. **Good Governance** means adhering to governance practices required by legislation and objectives that are considered to be best practice.

5. Policy Statement

5.1. Principles of Good Induction

5.1.1. Given the breadth of responsibility held by Council members, participation in a formal induction program provides the support and resources to effectively perform in the role.

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5.1.2. Each Elected 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 Kangaroo Island;

5.1.3. All Elected Members are expected to actively participate in the Induction Program, as well as the ongoing Training and Development Program, of the Council; and

5.1.4. Information provided in Induction sessions will be supported by materials provided to Elected Members electronically, and available in hard copy on request.

5.2. **Content of the Induction Program**

5.3. The Chief Executive Officer in consultation with the Mayor will arrange an orientation and induction process for a new Council which complements the completion of the Local Government Mandatory Training.

5.4. The program content will include, (but not limited to) the following elements:

5.4.1. Information on administrative facilities / CEO Support, Council Member allowances and benefits, training and development opportunities in accordance with the Local Government Mandatory Training Standard as outlined in the Elected Member Training and Development Policy

5.4.2. Relationship Building - Although they have different roles; Elected Members and senior staff, led by the CEO, have a 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, in accordance with the Local Government Mandatory Training Standard as outlined in the Elected Member Training and Development Policy

5.4.3. Roles and Responsibilities - Understanding the separate but complementary roles of the Council as a whole, individual Elected Members and the CEO is fundamental to achieving outcomes for the Kangaroo Island Council' community. The design of the induction program will set a positive tone and establish clear roles and responsibilities between the parties from the outset in accordance with the Local Government Mandatory Training Standard as outlined in the Elected Member Training and Development Policy

5.4.4. Conduct of Elected Members and Procedures at Meetings
Equally important to decision making is the smooth functioning of the elected Council through the cooperation of Elected Members.. The induction program will provide training and information regarding the legislated expectations for the conduct of Elected Members and their responsibilities regarding procedures of meetings. The training will also provide opportunities for team building amongst Elected Members, including the endorsement of a set of agreed values and behaviours.

5.4.5. Strategic Directions - Within two years of an election, Council needs to review its Strategic Management Plans, other strategic directions, and major projects agreed by the previous Council and determine whether they will continue to be endorsed. The CEO will schedule a list of briefings on key strategic issues.

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5.4.6. Orientation - The CEO will arrange a tour of the Council area and facilities, information on the organisational and operational structure including, an overview of each of the functions or department; and introduction to key staff.

5.4.7. Council's By-laws, Policies and Procedures - Elected Members have a responsibility to be aware and have some knowledge of all Council By-laws, strategic plans, behavioural standards, policies and other key documents that have been endorsed by Council. A copy or links to all relevant documents will be included within the Elected Member Induction Pack / Handbook.

5.4.8. Council Leadership Workshop – The CEO will arrange a workshop that may include (and not limited to):

a. An opportunity to build connections (between council members and council members with CEO/key staff);
b. Identify shared values and aspirations for delivering outcomes for the community;
c. Provide an overview of existing strategic, plans and strategies of Council;
d. Establish effective working relationships and team culture in the context of defined roles and responsibilities.

5.5. To ensure leadership effectiveness in working to deliver Councils strategic purpose, it is incumbent on all members to be well informed and engage in formation or briefing sessions throughout the term and Council will maintain a public record on its website of training attended by each Elected Member.

5.6. 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. Availability of the Policy

This Policy is available for inspection via Councils website www.kangarooisland.sa.gov.au

Any grievances in relation to this Policy or its application should be forwarded in writing addressed to the Chief Executive Officer, Kangaroo Island Council, PO Box 121, Kingscote SA, 5223

SIGNED:



Chief Executive Officer

Date: 11 November 2026

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History:		
Date Reviewed:	Version:	Reason for Amendment:
August 2014	Version 1	Advent of the new electoral term post the November 2014 General Elections.
September 2014	Version 2	Advent of the new electoral term post the November 2018 General Elections.
8 November 2022	Version 3	New policy template, inclusion of references to the new LGA Mandatory Training Standards
10 November 2026	Version 4	Periodic Review

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