



## Councillor Induction Training

Application	Councillors
Responsible Officer	General Manager
File No	CM:POL:CWP
Authorised by	Council
Effective Date	16 October 2018
Distribution	Internet / Intranet

### Purpose

Councillors can better assist and represent their constituents and community if they have a well balanced understanding of the Local Government environment and their responsibilities and obligations.

### Definitions

Council: Carrathool Shire Council

Councillor: elected members of the Carrathool Shire Council

### Reference

This policy complements other legislation and where it is silent on matters referred to in the following legislation such matters must be followed in accordance with the legislation.

*Local Government Act 1993*

### Policy statements

This policy aims to prescribe the information and training that Carrathool Shire Council will provide to its Councillors as part of an induction program. The topics as described below, should be presented to all newly elected Councillors and should be supported by written materials that the Councillor can retain as a resource.

### Topics:

#### 1. Understanding the Legal and Political Context of Local Government

This topic should define the relationships between the three tiers of government, the local government charter and the balancing of representative duties with decision-making responsibilities.

#### 2. The Roles and Responsibilities of Councillors and Staff

This topic should include the Local Government Act and the provisions that relate to Councillors, the Mayor, the General Manager and the delegation process. How Councillors guide the direction of Council and Council staff are responsible for implementing the decisions of Council should also be addressed.

Councillor responsibility for overseeing the performance of the General Manager and interaction between councillors and staff should also be covered during this session.

#### 3. Organisational Overview: Staffing and Major Policy Documents

This session should include a review of Council's organisation structure and should provide information on key strategic and policy documents including the Delivery Program, the budget and key policies.

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### 4. Legal and Ethical Responsibilities

This session should provide Councillors with information as to their key areas of accountability, compliance and disclosure.

This should include: Council's Code of Conduct, Pecuniary Interests, Conflicts of Interest, Gifts and Benefits, Use of Resources and Use of Information. This topic should also cover Council's Councillor Expenses and Facilities policy and Councillor entitlements.

### 5. Customer Service and Complaints Handling

This topic should cover the concept of customer service and the development of processes and mechanisms for both Councillors and staff that complement each other.

### 6. Teamwork, Communication and Conflict in Local Government

Councillors need to develop skills to enable them to effectively perform their duties. These would include:

- Teamwork skills
- Conflict resolution

### 7. Strategic Planning

Council's strategic direction (and those documents outlining that direction, such as the Community Strategic Plan & Delivery Program) requires significant input from Council's elected members. Councillors should be made aware of the process including community consultation in the process.

### 8. Decision Making

This session should cover Council's Code of Meeting Practice, the meeting provisions of the Act and Local Government Regulation. General meeting procedures should be introduced, including: closed meetings, business papers and councillor access to information.

### 9. The Relationship between Financial Processes and Other Planning Processes

Councillors should be made aware of their responsibilities in regards to the financial management of Council. Councillors will also require guidance to the use of a range of basic tools to understand, interpret and develop the financial resources of council.

### 10. Key Functional Areas of Council Operations

Councillors should be given information relating to the key areas of Council's activities including:

- Planning and other regulatory functions
- Infrastructure
- Community Services
- Governance

### 11. How will this Training be funded?

Council's training budget is to accommodate the training requirements as outlined within this document.

#### Revision Table

Minute /Date	Amendment Summary	Reason or Reference
1411 / 16.01.2007		
0625 / 18.03.2014		Reviewed and Reformatted
0741 / 16.10.2018		Review



### **Associated Documents**

- Operational Plan
- Code of Conduct
- Pecuniary Interests
- Gifts and Benefits
- Code of Meeting Practice
- Community Strategic Plan
- Delivery Program
- Resourcing Strategy
- Councillor Expenses and Facilities policy

### **Review**

This policy may be amended from time to time and will be reviewed within four years of its adoption (or latest amendment) with reference to any relevant legislation and best practice guides.