

# Council Members' Induction Policy

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**Purpose** Council Members are provided with opportunities to undertake the mandatory training requirements, induction activities and other training and professional development activities relevant to their roles at the commencement of their term of office.

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**Policy Statement**

## 1. Introduction

- 1.1 The City of Burnside is committed to providing induction, orientation activities and team building for its Council Members, including the mandatory training requirements and the undertaking of an induction following the election of Council Members at a General or Supplementary Election.
- 1.2 Section 80A of the Local Government Act 1999 (the Act) requires Council to prepare and adopt a training and development policy for its members. The training and development policy must be aimed at assisting members in the performance and discharge of their functions and duties, incorporate the prescribed mandatory requirements.
- 1.3 The Council Members' Training and Professional Development Plan in a General Election year will include the proposed Induction Plan for all Council Members. The Induction Plan will include the prescribed mandatory training requirements determined by the Minister for Local Government.
- 1.4 This Policy applies to all Council Members, who each have an obligation to abide by this policy and to participate in the training and professional development activities.

## 2. Induction Program

The Induction and Orientation Program following a General or Supplementary election will, at a minimum, include:

- 2.1 Prescribed Mandatory Training requirements as determined by the Minister for Local Government.
  - 2.2 Formalities – Welcome, Swearing in and Official Photographs.
  - 2.3 Information Technology induction, Council Member/Board Portal training and device provision.
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2.4 Orientation:

- 2.4.1 Provided a Council Member Guide document upon term commencement.
- 2.4.2 Overview of the Council Chamber, Council Members' Area, Building access, and parking.
- 2.4.3 Tour(s) of the City of Burnside including key Council facilities, parks and subsidiaries.
- 2.4.4 Development of resources, templates and training, including an overview of communication and request systems to assist with collaboration with the Administration in responding to community issues, requests and complaints.
- 2.4.5 Overview of the organisational structure, key functions, committees and subsidiaries.
- 2.4.6 Briefings on current projects and issues.
- 2.4.7 Mock Council Meeting(s), agenda processes, motions, and information briefing overviews.
- 2.4.8 Behavioural management support including team building to establish agreed behavioural expectations, an overview of the Council Member Behavioural Management framework and complaint resolution processes.

2.5 The Induction and Orientation Program for new Council Members will also include, based on feedback and suggestions from the pre-existing Council:

- Team building activities, training, timings, information and additional details required to succeed and quickly develop in their roles, whilst building a positive team relationship across Council Members and senior staff. Any such ideas will be commensurate with budget and community expectations.

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**Other Useful Documents**

**Related Documents**

- *Council Members' Training & Professional Development Policy*
- *Council Members' Policy*
- *Council Members' Allowances and Benefits Policy*

## Relevant Legislation

- *Local Government Act 1999*

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### Glossary

Throughout this document, the below terms have been used and are defined as:

**CEO** refers to the Chief Executive Officer.

**Council Members** means the duly elected representatives of the community, including the Mayor and all Councillors and can also be referred to as Council Members.

**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 twelve months of the new Council in order to prepare them to perform their different roles.

**Orientation** means newly elected Council Members with an understanding of the environment they will work within, which is one aspect of induction.

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### Administrative

As part of Council's commitment to deliver the City of Burnside Strategic Community Plan, services to the community and the provision of transparent information, all policy documents are reviewed as per legislative requirements or when there is no such provision a risk assessment approach is taken to guide the review timeframe.

This Policy document will be reviewed every 4 years unless legislative or operational change occurs beforehand.

**Adoption Date:** 17 September 2024

**Review Date:** 30 June 2026

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### Strategic Plan Reference

**Principles:** 4. Governing with Integrity

**Theme:** Spans across all Strategic Plan Themes

**Goals:** Spans all Strategic Plan Goals

**Priorities:** Spans all Strategic Plan Priorities

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### Review History

ECM Reference:	Authorising Body:	Date/Decision ID	Description of changes
41063227	Council	C92024/13763	First Adoption of Policy

## Contact

For further information contact the City of Burnside:

401 Greenhill Road, Tasmore SA 5065

+61 8366 4200

[burnside@burnside.sa.gov.au](mailto:burnside@burnside.sa.gov.au)