

Title:	Elected Member Induction and Training Policy
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Adopted By:	Council
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Responsibility:	Chief Executive Officer
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Version	Decision Number	Adoption Date	History
1	20\4447	27/09/2011	Adopted
2	21\5473	13/06/2017	Adopted without amendment, updated with new structure changes.
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1 Policy Summary

The Policy commits the Council to implementing a structured induction program after each general election and ongoing targeted support in corporate governance with a view to:

- Establishing a clear understanding of the roles and responsibilities of the City of Darwin, individual Elected Members and the Chief Executive Officer and Council staff;
- Developing a strong professional working relationship between the Elected Members and between the Elected members and senior staff led by the Chief Executive Officer; and
- Reviewing City of Darwin's strategic direction and major projects establishing a firm basis for the forthcoming Council term.
- Ensuring a high standard of corporate governance is applied.

2 Policy Objectives

The intent of this policy is to confirm the commitment of City of Darwin to a formalised process for inducting the newly elected Council following each general election and the provision of ongoing training and support in corporate governance.

3 Background

All Elected Member positions become vacant at the end of each term of office. The vacant positions are filled at a general election and the newly elected Members form a new Council.

Ensuring the Council Members are able to fulfil their roles appropriately, including the establishment of goals and priorities for the forthcoming Council term, and building a positive team relationship with the Chief Executive Officer and other senior staff can be substantially enhanced through a structured induction program.

4 Policy Statement

An Induction Program will be designed by the Chief Executive Officer and presented to the outgoing Council for consideration prior to each general election. Once adopted by Council the Chief Executive Officer has delegated authority to make any necessary arrangements.

All Elected Members are expected to actively participate in the Induction Program of the Council and ongoing training in corporate governance.

Induction Program Content

The program will include the following:

- **Orientation**

The Induction Program will include an orientation component for first time Council Members.

- **Relationship Building**

The Induction Program will focus on building professional working relationships recognising that, although they have different roles and responsibilities, Council Members and the Chief Executive Officer, have shared responsibility for the development of strategies, priority setting, efficient resource use and overall performance of services delivered to the community. The development of a strong working relationship based on a clear understanding of the different but complementary roles of the Council as a whole, individual Council Members, and the Chief Executive Officer is fundamental to effective operations and achieving outcomes for the Council and its community.

- **Strategic Directions**

As an early priority the new Council needs to review the strategic directions, initiatives and major projects approved by the previous Council and 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.

- **Conduct of Elected Members and Procedure at Meetings**

Equally important to decision making is the smooth functioning of the elected Council and the cooperation of Elected Members. The Induction Program will provide for information and discussion of the law and procedure of meetings, a review of City of Darwin's Code of Conduct for Elected Members and sufficient opportunities for team building amongst Council Members.

The Chief Executive Officer will arrange an orientation program including an overview of Meeting Procedures for any first time Elected Member elected at a By-election and, with the Lord Mayor, brief the newly Elected Member on roles and responsibilities and Council's strategic priorities.

- **Corporate Governance**

The Chief Executive Officer will consult with Elected Members at the conclusion of the Induction Program to develop a needs based corporate governance training and support program.

5 Legislation, Terminology and References

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 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.

6 Implementation and Delegation

The Chief Executive Officer has delegated authority to implement the approved program including authority to set dates/times for workshops and the like so that early advice can be given to candidates after the close of nominations and to arrange any necessary external resources.

7 Evaluation and Review

This Policy should be evaluated six months prior to each General Election on the basis of compliance with the policy, Elected Member satisfaction with policy outcomes and any operational issues identified by the Chief Executive Officer.