

Purpose

The purpose of this Policy is to set out the process and content of Council Member inductions.

This Policy is to be read in conjunction with Policy 1.1.4 (Councillor Continuing Professional Development Policy).

Policy Measures

Induction program

Ordinary Elections where new members are elected: The CEO will conduct a Council Member induction program every two years following the ordinary council elections in October. The program will comprise a total of four (or five if needed) sessions.

Three of these sessions are to be held before the end of the year on which the election was held, as follows.

1. Two sessions of essential induction information.
2. One session of 'housekeeping' issues, FAQ's for Council Members, and a question / answer presentation by an experienced former Councilor (subject to availability).

One (or two if needed) further session/s is/are to be held before the end of June of the year following the election, to cover more in depth and detail issues.

Extraordinary election held outside of the normal election schedule: The CEO will conduct a reduced induction program for the new Council member(s) based on comprising the essential information sessions referred to above. This may be held individually with the new member(s), or as part of a group session, as determined by the CEO.

Ordinary election where no new members have been elected: The CEO may hold a reduced 'refresher' induction session where this is requested by members, or where there has been a recent significant change in the relevant legislation requiring an updated induction.

Attendance

Council member attendance at the induction sessions (whether newly elected or not) is not mandated by legislation. However, attendance is strongly encouraged and the CEO will consult with newly elected members to ensure that the sessions are, where possible, held at a time and venue that is convenient for their attendance.

Candidates seeking election to Council are required to undertake the DLGSC Local Government Candidate Induction training, and newly elected members are required to participate in the Council Member essential's course (provided by TAFE and WALGA) training within 12 months of election (with some exceptions for previously trained members).

Participation in the Shire run induction course does not negate the requirement for the members to attend the mandatory training under the Act.

Induction Program Content

The induction program content shall include the following general content, although the CEO is authorised to make minor amendments to this if this is necessary to accommodate new or recently changed requirements.

Essential induction information (2 sessions)

The Shire and its organisation

1. *Role of Council as a body*
2. *Role of the President, Deputy and individual Council member*
3. *Role of the CEO*
4. *The CEO and staff*
5. *Relations between staff and members*
6. *Key Shire personnel and contacts*
7. *The structure and functions of the Shire*
8. *Overview of relevant legislation*

Meetings and decisions

1. *Types of meetings*
2. *Obligations on members to attend and apologies*
3. *Agendas*
4. *Standing Orders and debate*
5. *Moving amendments or alternative motions*
6. *Voting at meetings*
7. *Leaving the chamber*
8. *Meeting behind closed doors*
9. *Notice of motion*
10. *Delegation to the CEO*

Legal and ethical issues

1. *Primary and Annual Returns and Related Party Disclosures*
2. *Declarations of interest – what are they, what is the process of declaration, consequences of declaration*
3. *Gift disclosure*
4. *Election Gifts*
5. *Access to information*
6. *Improper use of information*

7. *Local Government decision making (impartiality, statutes and subsidiary legislation, policy, precedent)*
8. *Types of decisions (Executive, legislative, quasi judicial, advocacy)*
9. *Code of conduct*
10. *Standards panel*
11. *Actual and apprehended bias*
12. *Public statements and the media*
13. *Contact with the administration*
14. *Record keeping*
15. *Freedom of information and confidential information*
16. *Financial returns*
17. *Liability and protection from liability*
18. *Mandatory training through WALGA or TAFE*

Housekeeping issues, FAQ's, and a question / answer presentation by an experienced former Council Member (1 session)

Housekeeping

1. *IT*
2. *Access to Chamber*
3. *Agenda distribution*
4. *Parking*
5. *Meetings schedule*
6. *Council member fees, allowances and entitlements / reimbursement*

Frequently asked questions

1. *Service requests and complaints from community members*
2. *Explanation of the rates system and how / why rates change.*
3. *Explanation of how and why certain decisions are made and the limitations of the Shires authority*
4. *The difference between operational and Council decisions*

Presentation

1. *Informal presentation by former Council member*

In depth issues (1 or 2 sessions to be held before the end of June of the year following the election)

Manjimup overview

1. *Shire statistics*
2. *Integrated planning and reporting framework*
3. *Strategic community plan, Corporate Business Plan*
4. *Long term financial plan and budget*
5. *Strategic issues facing the Shire*
6. *Major documents / key policies*
7. *Major projects overview (intent of project, history, current status, likely progress and issues)*

Financial overview

1. *How Council is funded – rates, grants, fees and charges, interest earnings*
2. *Annual budget – overview of operating, capital, asset management, reserves*
3. *Loans*
4. *Financial issues and trends*

Local Government and planning overview

1. *Overview of Local Government in WA*
2. *Overview of planning in WA*
3. *Planning and local government reform*
4. *Relevant state agencies and Ministers*

Adoption and Date Due for Revision

ADOPTED APRIL 2025
NEXT DUE FOR REVIEW APRIL 2029

The Administration of this Policy is by the Office of the CEO.