



## COUNCIL POLICY

**Title:** Standard Issue for Elected Members

Shire of  
**Kellerberrin**

**Responsible Officer:** Deputy Chief Executive Officer

**Version:** Current

### 1. PURPOSE

The purpose of this policy is to ensure Elected Members are provided with the appropriate induction to enable them to fulfil their duties of office.

### 2. SCOPE

This policy is applied to the Shire of Kellerberrin and its elected members and employees.

### 3. DEFINITIONS

### 4. STRATEGIC CONTEXT

This policy links to core drivers:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

### 5. POLICY STATEMENT

Council wishes to ensure that all elected members are provided with the correct information of operating procedures and processes to allow Councillors to carry out their duties.

That the following information and equipment be provided to new Councillors before attending their first Committee or Council meeting;

- Code of Conduct
- Standing Orders
- Policy Manual – Delegated Authority Manual
- Local Government Act 1995
- Building/Works Request Form
- Local Laws Manual
- Town Planning Scheme
- Councillors Manual
- WALGA (Western Australian Local Government Association) Practice Notes
- Annual Budget and Annual Report documents
- iPad

That, at the end of their term, Elected Members be requested to hand back the following;

- WALGA (Western Australian Local Government Association) Practice Notes
- Councillors Manual
- Local Government Act
- Town Planning Scheme
- iPad

**6. RELATED LEGISLATION/ DOCUMENTATION**

**7. REVIEW DETAILS**

|                   |      |               |              |           |
|-------------------|------|---------------|--------------|-----------|
| Council Adoption  | Date | February 2020 | Resolution # | MIN009/20 |
| Previous Adoption | Date | October 2016  | Resolution # | MIN168/16 |