

Subject **CANDIDATES FOR COUNCIL AND NEW COUNCILLOR INDUCTION**

Description: This document describes Council's policy concerning the provision of information to Candidates for Council Elections and new Members of Council.

Objective: To ensure that Candidates for Council Elections and new Members of Council are fully aware of the workings of Council, Councillors' remuneration and responsibilities, meeting times of Council and Committees before and immediately after their election.

PART 1 - POLICY

1. The Uralla Shire Council will encourage as wide a range of fully informed candidates for council election as possible.
 2. At the time of calling of nomination for Council Elections, ordinary four yearly or by-election, the General Manager will provide an information workshop for intending candidates.
 3. The information workshops, which will be in addition to the statewide Candidate Information meetings provided by the Division of Local Government, will provide interested persons with an explanation of the workings of the Uralla Shire Council, the level of Remuneration provided by Uralla Shire Council and how this is set, responsibilities of Council as it applies through the Local Government Act and the expectations of the Uralla Shire Community.
 4. Interested persons, attending the information workshops, will be provided with copies of the Codes of Conduct and Meeting Practice and Governance Policies.
 5. Prior to the Council Election or By-Election the General Manager will update the Councillor Induction Handbook and have it available on Council's website.
 6. Following the declaration of the polls and before the first Council meeting, the Returning Councillors, General Manager and Directors will provide the newly elected Councillors with an explanation of the procedure for the running of a meeting. At this meeting each Councillor will be provided with the latest version of the Councillor Induction Handbook.
 7. Councillors will be provided with a folder which includes: Councillor Induction Handbook, Code of Meeting Practice, Code of Conduct, Latest Community Strategic, Delivery and Operational Plans, Operating Policies and Management Plans.
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PART 2 – EXEMPTIONS

Nil

PART 3 – RELATED DOCUMENTS OR POLICIES

“Becoming a Councillor” – Division of Local Government publication.

Uralla Shire Council – Councillor Induction Handbook.

Policy 1.2.07 - Election of Mayor, Deputy Mayor and Delegates to Committees following General Election

PART 4 – OTHER MATTERS

Review: This policy is to be reviewed as necessary or every four (4) years in accordance with Section 165, Local Government Act, 1993.

Resolution No: **10/12, Adopted for submissions, 23 January 2012; Adopted without Change August 2013 (249/13)**
