


LGAT has developed this checklist as a guide to assist Councils with the induction of new Councillors. As well as a checklist of issues and key documents, it provides links to available resources, legislation and websites outside of council but allows you to add your own links for internal documents.



New Councillor Induction Checklist

INDUCTION ACTIVITIES AND BRIEFINGS	
<input type="checkbox"/>	Welcome meeting with Mayor and General Manager
<input type="checkbox"/>	Legal and political context of Local Government in Tasmania.
<input type="checkbox"/>	Overview or roles and responsibilities, compliance.
<input type="checkbox"/>	Key functional areas of council operations
<input type="checkbox"/>	Strategic Planning
<input type="checkbox"/>	Financial overview – Long Term Financial Plan, Budget, rating policy.
<input type="checkbox"/>	Planning Authority brief.
<input type="checkbox"/>	'Meet and Greet' with administrative staff
<input type="checkbox"/>	Briefings from senior staff about facilities and services
<input type="checkbox"/>	Briefings from senior departmental staff
<input type="checkbox"/>	Meeting with HR/payroll
<input type="checkbox"/>	Tour of facilities
<input type="checkbox"/>	Induction day (for all of the above)
SUPPORTING DOCUMENTATION INFORMATION POINTS	
<input type="checkbox"/>	LGAT Website – New Councillors http://www.lgat.tas.gov.au/page.aspx A new section is under development and materials will continue to be added from mid October to end of March.
<input type="checkbox"/>	LGAT Councillor Resource Kit Will be available on new section of LGAT website
<input type="checkbox"/>	LGAT Mayoral Handbook Will be available on new section of LGAT website
<input type="checkbox"/>	Local Government Division Website Resources for Councillors http://www.dpac.tas.gov.au/divisions/local-government/resources_for_councillors
<input type="checkbox"/>	Local Government Division Website Ethical Decision-Making videos http://www.dpac.tas.gov.au/divisions/local-government/councillor_ethical_decision_making_training_video_scenarios
<input type="checkbox"/>	Local Government Division Good Governance Guide http://www.dpac.tas.gov.au/divisions/local-government/good_governance_guide

<input type="checkbox"/>	Council's Aldermanic/Councillor Induction Manual/Handbook	Council
CORPORATE GOVERNANCE AND KEY DOCUMENTATION		
<input type="checkbox"/>	Mission Statement	
<input type="checkbox"/>	Strategic Plan	Council
<input type="checkbox"/>	Annual Plan	Council
<input type="checkbox"/>	Long Term Financial Plan/ Annual Budget	Council
<input type="checkbox"/>	Asset Management Plans/Major Works Program	Council
<input type="checkbox"/>	Rating Policy	Council
<input type="checkbox"/>	Organisational Chart	Council
<input type="checkbox"/>	Most recent Annual Report	Council
<input type="checkbox"/>	Risk Management Plan	Council
<input type="checkbox"/>	State-wide Partnership Agreement Between the Government of Tasmania and Tasmanian Councils	http://www.dpac.tas.gov.au/_data/assets/pdf_file/0019/181171/Revised_2nd_PA_Comms_and_Consultation_Dec2012.pdf
On	Communication and Consultation	
GOOD GOVERNANCE		
<input type="checkbox"/>	Code of Conduct Framework/Guidance	http://www.dpac.tas.gov.au/divisions/local_government/local_government_code_of_conduct
<input type="checkbox"/>	Council/Aldermanic Code of Conduct	Council
<input type="checkbox"/>	Disclosure of Financial Interest and Returns	http://www.dpac.tas.gov.au/_data/assets/pdf_file/0004/56722/2014_Pecuniary_Interest.pdf
<input type="checkbox"/>	Disclosure of Conflict of Interest	See ethical decision making above
<input type="checkbox"/>	Related Parties Disclosure	On LGAT Extranet under Governance tab (model policy, FAQs and presentation)
<input type="checkbox"/>	Guidelines Gifts and Donations	http://www.dpac.tas.gov.au/_data/assets/pdf_file/0015/400119/Guideline_-_Gifts_and_Donations_Register_-_Local_Government_General_Regulations_2015.pdf
<input type="checkbox"/>	Local Government Audit Panels	http://www.dpac.tas.gov.au/_data/assets/pdf_file/0005/229541/Local_Government_Audit_Panels_-_leading_practice_guide_2018.pdf
PROCEDURAL MATTERS		
<input type="checkbox"/>	Meeting procedures	http://www.dpac.tas.gov.au/_data/assets/pdf_file/0007/56716/2015_Council_Meeting_Procedures.pdf LGAT materials to be uploaded in October/November
<input type="checkbox"/>	Council meeting guidelines and protocols	Council

<input type="checkbox"/>	(process for motions and amendments, process of absence, apologies etc)	
<input type="checkbox"/>	Agenda Format	Council
<input type="checkbox"/>	Meeting Schedule	Council
<input type="checkbox"/>	Copies of Minutes from recent meetings	Council
<input type="checkbox"/>	Council Delegations	Council
<input type="checkbox"/>	Defamation and limited privilege protection	
<input type="checkbox"/>	Tasmanian Government Good Practice Guidelines for Annual General Meetings	http://www.dpac.tas.gov.au/_data/assets/pdf_file/0003/366933/Annual_General_Meetings_Good_Practice_Guidelines_-_February_2018.pdf
KEY LEGISLATION (Tasmanian)		
<input type="checkbox"/>	Local Government Act 1993	www.legislation.tas.gov.au
<input type="checkbox"/>	Local Government (General) Regulations 2005	
<input type="checkbox"/>	Local Government (Meeting Procedures) Regulations 2005	
<input type="checkbox"/>	Local Government (Building and Miscellaneous Provisions) Act 1993	
<input type="checkbox"/>	Environmental Management and Pollution Control Act 1994	
<input type="checkbox"/>	Land Use Planning and Approvals Act 1993	
<input type="checkbox"/>	Building Act 2000	
<input type="checkbox"/>	Right to Information Act 2009	
<input type="checkbox"/>	Public Health Act 1997	
<input type="checkbox"/>	List of Legislation with an impact on Councils	http://www.lgat.tas.gov.au/page.aspx?u=704 Appendix 1
OTHER STATUTORY MECHANISMS		
<input type="checkbox"/>	Council By Laws	Council
<input type="checkbox"/>	Guidelines 1-5 for making By Laws	 http://www.dpac.tas.gov.au/divisions/lgd/resources_for_councillors
<input type="checkbox"/>	Council Planning Scheme	Council
SUNDRY MATTERS		
<input type="checkbox"/>	Expenses	Council

<input type="checkbox"/>	Allowances	http://www.dpac.tas.gov.au/_data/assets/pdf_file/0006/354327/Councilor_allowances_information_sheet_-_1_November_2017_to_31_October_2018.pdf
KEY POLICES AND GUIDELINES		
<input type="checkbox"/>	Communications and Media Policy	Council
<input type="checkbox"/>	Workplace Health and Safety Policy	Council and also LGAT Workplace Behaviours Toolkit and videos http://www.lgat.tas.gov.au/page.aspx?u=839
<input type="checkbox"/>	Relevant HR Policies	Council
<input type="checkbox"/>	Information/Records Management	Council
<input type="checkbox"/>	Emergency Procedures	Council
CUSTOMER SERVICE MATTERS		
<input type="checkbox"/>	Customer Service Charter	Council
<input type="checkbox"/>	Council Fees and Charges information	Council
<input type="checkbox"/>	Requests for works and services process	Council
<input type="checkbox"/>	Complaints process	Council
<input type="checkbox"/>	Code of Practice for Tendering and Quotations	Council
TRAINING AND DEVELOPMENT		
<input type="checkbox"/>	LGAT Professional Development Calendar	http://www.lgat.tas.gov.au/page.aspx?u=543
<input type="checkbox"/>	LGAT Annual Conference	http://www.lgat.tas.gov.au/page.aspx?u=209
<input type="checkbox"/>	LGAT General Meetings	http://www.lgat.tas.gov.au/page.aspx?u=205
<input type="checkbox"/>	The Training Consortium (LGAT has membership for all councils)	www.ttc.tas.gov.au
HOUSE RULES		
<input type="checkbox"/>	No smoking policy	Council
<input type="checkbox"/>	Use and access to Council facilities and refreshments	Council
<input type="checkbox"/>	Entertainment of guests	Council
<input type="checkbox"/>	Travel	Council
<input type="checkbox"/>	Internet and email use	Council
<input type="checkbox"/>	Dress standards	Council
<input type="checkbox"/>	Use of photocopiers, faxes, computers, stationery	Council
<input type="checkbox"/>	Use administrative services and elected member offices and rooms	Council

<input type="checkbox"/>	Parking	Council
<input type="checkbox"/>	Credit Card Use	Council See also LGAT Model Policy
LGA HISTORY AND FACTS		
<input type="checkbox"/>	Population and demographic trends	http://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/6?opendocument <u>Census data by location</u>
<input type="checkbox"/>	Overall area	
<input type="checkbox"/>	Length and types of roads	Council
<input type="checkbox"/>	Areas of parks and gardens	Council
<input type="checkbox"/>	Historical facts	Council
<input type="checkbox"/>	State Grants Commission Data/Annual Report	https://www.treasury.tas.gov.au/state-grants-commission/publications
<input type="checkbox"/>	Audit Office Annual Report on Local Government	https://www.audit.tas.gov.au/wp-content/uploads/AGR-Volume-3-Local-Government-Authorities-and-TasWater-2015-16-Web-Book.pdf
<input type="checkbox"/>	Local Government Consolidated Data	http://www.dpac.tas.gov.au/divisions/local_government/measuring_tasmanian_local_government_performance/tasmanian_consolidated_data_collection_cdc

Legislation Impacting Local Government

Legislation with a Direct Impact

This refers to both State and Commonwealth legislation that will directly impact on a Local Government elected member in Tasmania, or under which an elected member will have an actual statutory role or duty.

Tasmanian Legislation

- *Local Government Act 1993*
- *Local Government (Building and Miscellaneous Provisions) Act 1993*
- *Local Government (General) Regulations 2015*
- *Local Government Meeting Procedures Regulations 2015*
- *Local Government (Content of Plans and Strategies) Order 2014*
- *Local Government (Management Indicators) Order 2014*
- *Local Government (Audit Panels) Order 2014*
- *Environmental Management and Pollution Control Act 1994*
- *Land Use Planning and Approvals Act 1993*
- *Building Act 2000*

Legislation Requiring Working Knowledge

This refers to both State and Commonwealth legislation that an elected member may come across indirectly and of which a working knowledge/familiarity would be beneficial.

Tasmanian Legislation

- *Anti-Discrimination Act 1998*
- *Burial and Cremation Act 2002*
- *Dog Control Act 2000*
- *Food Act 2003*
- *Right to Information Act 2009*
- *Historic Cultural Heritage Act 1995*
- *Judicial Review Act 2000*
- *Litter Act 2007*
- *Local Government (Highways) Act 1982*
- *Ombudsman Act 1978*
- *Personal Information Protection Act 2004*
- *Public Health Act 1997*
- *Resource Management and Planning Appeal Tribunal Act 1993*
- *Resource Planning and Development Commission Amendment Act 2000*
- *State and Local Government Financial Reform Act 2003*
- *State Policies and Projects Act 1993*
- *Valuation of Land Act 2001*
- *Weed Management Act 1999*

Commonwealth Legislation

- *Administrative Decisions (Judicial Review) Act 1977*

- *Commonwealth of Australia Constitution Act (The Constitution)*
- *Disability Discrimination Act 1992*
- *Environment Protection and Biodiversity Conservation Act 1999*
- *Freedom Of Information Act 1982*
- *Local Government (Financial Assistance) Act 1995*
- *Ombudsman Act 1976*

Legislation Council Officers may encounter

This refers to the considerable amount of State and Commonwealth legislation that a Council officer may come into contact with. This list is for elucidatory purposes; an elected member is not expected to know all possible legislation that may impact on Local Government in Tasmania.

Tasmanian Legislation

- *Aboriginal Heritage Act 1975*
- *Acts Interpretation Act 1931*
- *Alternative Dispute Resolution Act 2001*
- *Animal Welfare Act 1993*
- *Archives Act 1983*
- *Boundary Fences Act 1908*
- *Burial and Cremation Act 2002*
- *Child Care Act 2001*
- *Civil Liability Act 2002*
- *Coroners Act 1995*
- *Crown Lands (Miscellaneous Provisions) Act 1997*
- *Crown Lands (Shack Sites) Act 1997*
- *Crown Lands Act 1976*
- *Defamation Act 2005*
- *Urban Drainage Act 2013*
- *Emergency Management Act 2006*
- *Fire Service Act 1979*
- *Forest Practices Act 1985*
- *Health Services Act 1960*
- *Highways Act 1951*
- *Land Acquisition Act 1993*
- *Law of Animals Act 1962*
- *Liquor Licensing Act 1990 (No. 44 of 1990)*
- *Local Government (Rates and Charges Remissions) Act 1991 and Regulations 2014*
- *Major Infrastructure Development Approvals Act 1999*
- *Marine Farming Planning Act 1995*
- *Museums (Aboriginal Remains) Act 1984*
- *National Environment Protection Council (Tasmania) Act 1995*

- *National Parks and Reserves Management Act 2002*
- *Native Title (Tasmania) Act 1994*
- *Nature Conservation Act 2002*
- *Roads and Jetties Act 1935*
- *State Coastal Policy Validation Act 2003*
- *State Grants Commission Act 1976*
- *Tasmanian Museum Act 1950*
- *Tasmanian Public Finance Corporation Act 1985*
- *Traffic Act 1925*
- *Water Management Act 1999*
- *Workers Rehabilitation and Compensation Amendment Act 2007*
- *Workplace Health and Safety Act 1995*
- *Water and Sewerage Corporation Act 2012*

Commonwealth Legislation

- *Aboriginal and Torres Strait Islander Commission Act 2005*
- *Acts Interpretation Act 1901*
- *Age Discrimination Act 2004*
- *Endangered Species Protection Act 1992*
- *Equal Opportunity For Women In The Workplace Act 1999*
- *National Environment Protection Council Act 1994*
- *National Environment Protection Measures (Implementation) Act 1998*
- *Native Title Act 1993*
- *Natural Heritage Trust of Australia Act 1997*
- *Natural Resources Management (Financial Assistance) Act 1992*
- *Racial Discrimination Act 1975*
- *Regional Forest Agreements Act 2002*
- *Sex Discrimination Act 1984*
- *Spam Act 2003*

Tasmanian legislation can be found at: <http://www.legislation.tas.gov.au>.

Commonwealth legislation can be found at: <http://www.comlaw.gov.au/>