

# Council Member Support Procedure

Procedure Author	General Manager – Strategy & Corporate
Date of next review	November 2024

## 1. Purpose

The Council Member Support Policy and Procedure specifies the allowances, support and reimbursements provided to Council Members in performing or discharging their official functions and duties, pursuant to the *Local Government Act 1999* (the Act) and the *Local Government (Members Allowances and Benefits) Regulations 2010* (the Regulations). This Procedure aims to provide a transparent and accountable process for Council Member Support, without the need for specific approval of Council every time a claim is made.

This Procedure also outlines the ways in which Council Members will be recognised for their contribution and service.

## 2. References and Supporting Documentation

This Procedure is to be read in conjunction with the Council Member Support Policy and Mayor Support Procedure.

- Remuneration Tribunal of South Australia Determinations prescribing Council Member Allowances
- Australian Taxation Office Tax Determinations providing thresholds for accommodation and meal expenditure
- Media Policy
- Local Government Association (LGA) of South Australia – Local Government Service Awards information

## 3. Application

Council	Adopt a Policy outlining the allowances, benefits and support provided to Council Members.
Council Members	Maintain a thorough understanding of the Council Member Support Policy and Council Member Support Procedure to ensure obligations and requirements regarding allowances and benefits are fulfilled.
Chief Executive Officer	Ensure allowances, expenses and support provided to Council Members is in accordance with the <i>Local Government Act 1999</i> and the <i>Local Government (Members Allowances and Benefits) Regulations 2010</i> ; is accountable and transparent and is recorded in the Register of Allowances and Benefits.

	Ensure any annual adjustments to Council Member allowances are made in accordance with any Remuneration Tribunal of South Australia determinations.
Governance Team	Maintain, review and update the Council Member Support Procedure.  Assist Council Members in the administration of the Council Member Support Procedure.
Executive Assistant to Mayor and Councillors	Assist Council Members in the administration of the Council Member Support Procedure.

## 4. Procedure

### 4.1 Legislated Allowance for Council Members

- 4.1.1 Council Members receive an allowance determined by the Remuneration Tribunal in accordance with Section 76 of the Act (the Allowance).
- 4.1.2 The allowance will be paid on the third (3rd) Wednesday of each month in the month it falls due, i.e. November paid in November.
- 4.1.3 Council Members are encouraged, at their own expense, to seek independent financial advice to understand the implications receipt of the allowance may have on their personal situation and annual tax return.
- 4.1.4 Council Members will be provided with a summary letter following 30 June each year detailing the allowance paid to them for the previous financial year.
- 4.1.5 All payments and reimbursements to Council Members will be performed by electronic funds transfer to a nominated bank account of the member with remittance advices being also distributed electronically.

### 4.2 Superannuation

- 4.2.1 Council Members are not able to receive superannuation fund payments as Council Members are not classified as employees.
- 4.2.2 Council Members can make deductible contributions directly to their superannuation fund. Deductible contributions cannot be processed through Council. Superannuation contribution caps are set by the Australian Taxation Office, therefore it is highly recommended financial advice, regarding deductible contributions is sought, specific to individual circumstances.

### 4.3 Reimbursement and Allowance Payment Process

- 4.3.1 Reimbursements will be paid into a Council Member's bank account no later than seven business days after receipt of a fully completed Council Member Reimbursement Form. Reimbursement claims must include a Tax Invoice(s).
- 4.3.2 Reimbursements claimed through Council, cannot be reclaimed in a Council Member's annual tax return.
- 4.3.3 Reimbursement claims must be submitted no later than one month after the end of the financial quarter and within the financial year in which the expense was incurred.
- 4.3.4 Reimbursement claims are made by submitting a completed Council Member Reimbursement Form (Annexure A) and attaching a Tax Invoice detailing the expense.

### 4.4 Travel Support

#### 4.4.1 Travel Support Overview

- 4.4.1.1 Pursuant to Section 77(1)(a) of the Act and Regulation 5(1) of the Regulations, Council Members are entitled to be reimbursed for travelling expenses actually and necessarily incurred by the Council Member in travelling to or from a Prescribed Meeting, if the journey is an eligible journey and the journey is by the shortest or most practicable route and part of the journey within the Council area.
- 4.4.1.2 Section 77(1)(b) of the Act provides that Councils may approve the reimbursement of certain expenses incurred by Council Members in performing or discharging official functions and duties either on an individual basis or under a policy adopted by Council. Regulation 6 describes the type of additional expenses that may be reimbursed.

This Procedure provides for the reimbursement of travel costs, childcare expenses or the care of a dependant of the member requiring full-time care expenses related to member attendance at functions and activities (discretionary) for the following reasons only:

- As a Council appointed representative to a conference or meeting of the Australian Local Government Association (ALGA) or Local Government Association (LGA) of South Australia;
- Meetings of external or internal boards, associations or advisory groups where the Council Member is a resolved Council representative;
- Events or functions where a Council Member (including the Deputy Mayor) has been requested by the Mayor to represent the Mayor in their absence; and
- Attendance at an approved conference, seminar or training course funded via the individual Council Member's training and development allowance, with claimed expenses to be paid via the individual Council Member training and development allowance.

- 4.4.1.3 Travel shall be by the most convenient and economical means. Travel may be by bus, train, economical taxi, hire car (economy standard), private vehicle or airplane fares (economy class). Claims for reimbursement for any other type of travel will not be accepted.
- 4.4.1.4 The accumulation of frequent flyer points for personal use as a result of Council expenditure is not permitted.
- 4.4.1.5 Travel expenses associated with a Council Member's attendance at a conference or event as a representative of Council will be budgeted and arranged by the Executive Assistant to Mayor and Councillors. Such events may include, but are not limited to:
- a) Local Government Association Annual General Meeting
  - b) Local Government Association Ordinary General Meeting
  - c) Australian Local Government Association National General Assembly
- 4.4.1.6 The cost of travel associated with a Council Member's attendance for individual training and development will be debited against that individual Council Member's training and development allowance as referred to in the Council Member Training and Development Policy and Procedure.
- 4.4.1.7 Council Members may choose to take a partner, spouse or family member with them when they travel to regional or interstate locations on Council business when it is appropriate to do so. The Council Member will be required to reimburse Council for any costs associated with the attendance of their partner, spouse or family member, including costs for travel, accommodation and meals. If the spouse, partner or family member is unable to attend, after relevant bookings have been made and refunds are not available, the Council Member will still be liable to reimburse Council for the costs incurred.
- 4.4.1.8 All travel arrangements will be made through the Executive Assistant to Mayor and Councillors.

#### **4.4.2 Private Vehicle Use Reimbursement**

- 4.4.2.1 If a Council Member undertakes travels by private vehicle and is entitled to be reimbursed for the costs associated with that travel, they will be reimbursed in accordance with the cents per kilometre rates as detailed by the Australian Taxation Office (ATO).
- 4.4.2.2 Reimbursement claims are made by submitting a completed Council Member Reimbursement Form (Annexure A) and attaching a completed Council Member Private Vehicle Log Form (Annexure B) or photocopies of an Australian Taxation Office approved Private Vehicle Log.

#### **4.4.3 Car Parking and Public Transport Reimbursement**

- 4.4.3.1 Council Members will be reimbursed for public transport costs and car parking expenses associated with travelling expenses, for which the Council Member is entitled to be reimbursed as per clause 4.4.1.1 and clause 4.4.1.2

- 4.4.3.2 Reimbursement claims are made by submitting a completed Council Member Reimbursement Form (Annexure A) and attaching a tax invoice detailing the expense.

#### **4.4.4 CAB Charge**

- 4.4.4.1 Council Members may obtain CAB Charge vouchers by contacting Executive Assistant to Mayor and Councillors to be used for travelling expenses for which the Council Member would otherwise be entitled to be reimbursed.
- 4.4.4.2 The Council Member will need to provide as much notice as reasonably possible to allow for the processing of the CAB Charge vouchers, provide the reason the CAB Charge is required, and collect or make arrangements to collect the CAB Charge.

#### **4.4.5 Vehicle Hire**

- 4.4.5.1 Vehicle hire will only be considered where it is not practicable for a Council Member to utilise their private vehicle, public transport or taxi.

#### **4.4.6 Accommodation**

- 4.4.6.1 Council Members requiring flights and/or overnight accommodation as a consequence of their attendance at a function or activity on the business of the Council or at a conference, seminar, training course or similar activity which is directly or closely related to the performance or discharge of the roles or duties of a member of the Council will have accommodation arrangements and bookings made through the Executive Assistant to Mayor and Councillors.
- 4.4.6.2 Council Members will be provided with a private room.
- 4.4.6.3 Accommodation where possible will be a minimum four star rating and located at or in close proximity to the relevant venue.
- 4.4.6.4 Accommodation expenditure thresholds provided by the Australian Taxation Office (ATO) provide a reasonable threshold for accommodation expenditure by location (excluding breakfast) and will be taken into consideration when booking accommodation. As the ATO thresholds are updated each year, reference will be made to the most recent threshold determination. There may be circumstances where it is not possible to secure accommodation within the ATO thresholds.
- 4.4.6.5 When available, breakfast(s) will be included in the booking of accommodation.
- 4.4.6.6 The cost of accommodation associated with a Council Member's individual training and development will be debited against the individual Council Member's training and development allowance.
- 4.4.6.7 Council Members will be responsible to pay, at their own expense, costs associated with items from a mini bar fridge and any other additional room expenses (e.g. in-house movies, room service etc.).

#### **4.4.7 Meals**

- 4.4.7.1 Subject to section 4.4.1.2, pursuant to Section 77(1)(b) of the Act and Regulations 6(e) of the Regulations, Council Members will be reimbursed for food and beverage expenses incurred by the Council Member as a consequence of the Council Member's attendance at a conference, seminar, training course or other similar activity which is directly or closely related to the performance or discharge of the roles or duties of a member of a Council.
- 4.4.7.2 Reimbursement claims will be processed in accordance with section 4.3 of this Procedure.
- 4.4.7.3 Meal expenditure thresholds provided by the ATO through annual Tax Determinations will be utilised. As the ATO thresholds are updated each year, reference will be made to the most recent threshold determination and Council Members will be advised of the threshold amounts as required by Governance. Council Members will be reimbursed for actual expenses incurred for food and beverage up to the maximum amount set out in the most recent ATO Tax Determination. Expenses above the ATO thresholds will not be reimbursed. Beverage reimbursements will not include reimbursement for alcoholic beverages.

As per 4.4.6.5 when available, breakfast(s) will be included in the booking of accommodation. Upon undertaking the registration for conferences and events on behalf of the Council Member, the Executive Assistance to Mayor and Councillors will ascertain what meals are provided.

- 4.4.7.4 Council Members can request upfront payment of the meal thresholds, where a meal is not provided, prior to travel. A relevant tax invoice(s) detailing the meal expenditure must be submitted upon return and any unspent funds reimbursed to the Council.
- 4.4.7.5 Reimbursement claims are made by submitting a completed Council Member Reimbursement Form (Annexure A) and attaching a tax invoice detailing the expense.

## **4.5 Dependent Care**

- 4.5.1 Pursuant to Section 77(1)(a) of the Act and Regulation 5(1)(b) of the Regulations, Council Members will be reimbursed for expenses incurred by the Council Member for the care of a child/children of the member or a dependent of the Council Member requiring full-time care, actually and necessarily incurred by the Council Member as a consequence of the Council Member's attendance at a prescribed meeting.
- 4.5.2 Pursuant to Section 77(1)(b) of the Act and Regulation 6(d) of the Regulations, Council Members will be reimbursed for expenses for the care of a child/children of the Council Member or a dependant of the Council Member requiring full time care, incurred by the Council Member as a consequence of the Council Member's attendance at a function or activity on the business of the Council.

This Procedure provides for the reimbursement of childcare expenses related to functions and activities (discretionary) on the business of the Council for the following reasons only:

- As a Council appointed representative to a conference or meeting of the Australian Local Government Association (ALGA) or Local Government Association (LGA) of South Australia;
- Meetings of external or internal boards, associations or advisory groups where the Council Member is the resolved Council representative;
- Events or Functions where a Council Member (including the Deputy Mayor) has been requested by the Mayor to represent the Mayor in their absence;
- Attendance at an approved conference, seminar or training course funded via the training and development allowance, with claimed expenses to be paid via the individual Council Member training and development allowance;
- Attendances by the Mayor as the principal spokesperson of the Council or to undertake ceremonial duties at citizenship ceremonies.

**4.5.3** A Council Member is not entitled to be reimbursed if the care is provided by a person who ordinarily resides with the Council Member.

## **4.6 Disability Support**

**4.6.1** The Council may provide additional support to Council Members with a disability to assist them in the performance and discharge of their official functions and duties.

**4.6.2** Additional support will be at the discretion of the Chief Executive Officer (CEO) and may include:

- Interpreters, readers, attendants or other work related assistance;
- Information and communication in accessible formats - such as converting text to audio, providing larger print versions of documents;
- Assistive technology, additional equipment or facilities;
- Adjustments to Council or Committee Meeting methods and arrangements;
- Alternative methods for Council Member testing or assessment can be considered if a Council Member is required to undergo testing or assessment.

## **4.7 Information Correspondence and Records Management**

### **4.7.1 Confidential Information**

**4.7.1.1** Secure disposal facilities for confidential documentation are available to Council Members and to retiring Council Members, to ensure confidential material is disposed of appropriately.

## **4.7.2 General Correspondence**

- 4.7.2.1 All written correspondence forwarded to Council and Committee Members is considered an official record and will be appropriately registered in Council's corporate record management system.
- 4.7.2.2 All incoming mail (letters) will be opened and registered in Council's corporate record management system in accordance with the *State Records Act 1997*.
- 4.7.2.3 Incoming mail will be forwarded to the Member at the next meeting or in the next courier run unless deemed urgent.
- 4.7.2.4 Correspondence will not be deemed confidential unless addressed confidential by the author. If the correspondence is marked confidential, it will be treated as such.

## **4.7.3 Records Management**

- 4.7.3.1 To assist Council Members meet records management obligations in accordance with the *State Records Act 1997*, Council Members are able to submit material for registration in Council's corporate management system by:
  - Emailing the material to [playford@playford.sa.gov.au](mailto:playford@playford.sa.gov.au) and requesting the material be registered into the corporate management system
  - Providing hardcopies to the Governance Team
- 4.7.3.2 Records may include:
  - Emails
  - Letters
  - Forms
  - Plans
  - Photographs
  - Reports
  - Faxes
  - Movie files
  - Voicemails
  - Text messages
  - Recorded telephone conversations
  - Drawings
  - Social Media Posts
- 4.7.3.3 Council Members are not required to submit information for registration that has been sent from an employee, as the employee has a responsibility for ensuring material sent to Council Members is captured in the records management system.



## **4.8 Information and Communication Technology (ICT) Facilities and Support**

### **4.8.1 Electronic Device**

- 4.8.1.1 Council Members will be provided with an electronic device and appropriate supporting equipment to assist the Council Members in performing or discharging official functions and duties, on the basis that the Council considers, in accordance with Section 78(2) of the Act, that these facilities and services are necessary or expedient to the performance or discharge of official functions and duties.
- 4.8.1.2 It is recommended that Council Members utilise their own internet service provider in their home and seek reimbursement as per section 4.3. In order for ICT to provide assistance with accounts held in the name of Members, Council Members will need to provide the City of Playford ICT staff with authority to act on their behalf in relation to their internet account.
- 4.8.1.3 For electronic devices with data, data usage is monitored by ICT and if usage is consistently above 5GB per month the Council Member will be contacted to discuss options to reduce data usage.

### **4.8.1 Mobile Plan**

- 4.8.1.1 Council Members will be provided with a Council mobile phone and necessary accessories to assist the Council Members in performing or discharging official functions and duties, on the basis that the Council considers these facilities and services are necessary or expedient to the performance or discharge of official functions or duties.
- 4.8.1.2 Reasonable personal use of the mobile phone is permitted given the Council plans are capped and include calls, texts and a reasonable amount of data. However, Council Members must reimburse the Council for any additional costs or expenses incurred that is associated with personal use.
- 4.8.1.3 Should a Council Member experience issues with a mobile phone or its reception, ICT will undertake an investigation to provide a suitable outcome.
- 4.8.1.4 Council Members will be offered user training for the electronic device.
- 4.8.1.5 Should a Council Member lose or break their Council supplied mobile phone, a replacement device will be issued. A replacement device may be a second-hand mobile phone, due to the costs associated with purchasing new replacement devices.
- 4.8.1.6 Data usage is monitored by ICT and if usage is consistently above 5GB per month the Council Member will be contacted to discuss options to reduce data usage.

## **4.8.2 Reimbursement for Own Service Provider**

- 4.8.2.1 Where a Council Member elects to utilise their own mobile phone and/or internet provider, Council Members may seek a monthly reimbursement for expenses incurred in the use of their own mobile phone and/or internet on the business of the Council, up to a maximum combined amount of \$100 per month, equivalent of Council's corporate rate.

## **4.8.3 Email Address**

- 4.8.3.1 Council Members will be provided with a City of Playford email address to assist the Council Members in performing or discharging official functions and duties, on the basis that the Council considers these facilities and services are necessary or expedient to the performance or discharge of official functions or duties.
- 4.8.3.2 Council Members must use the City of Playford email address for all their Council related business.
- 4.8.3.3 Use of a personal email account for Council Business by Council Members may constitute a breach of the Behavioral Management Policy.

## **4.8.4 Printer**

- 4.8.4.1 Council Members are encouraged to read, annotate and submit documents electronically in order to minimise costs and environmental impact.
- 4.8.4.2 Upon request Council Members will be provided with a multi-function printer and printer ink and paper up to a maximum of two black and two coloured cartridges and one ream of paper per 12 months (November to November, in-line with election to office) to assist the Council Members in performing or discharging official functions and duties, on the basis that the Council considers these facilities and services are necessary or expedient to the performance or discharge of official functions or duties.
- 4.8.4.3 If Council Members require bulk or additional printing when performing or discharging of official functions and duties, this can be arranged through the Executive Assistant to Mayor and Councillors.
- 4.8.4.4 Printer ink and paper will be provided to Council Members on request to the Executive Assistant to Mayor and Councillors.

## **4.8.5 Passwords**

- 4.8.5.1 Council Members will be provided with the required passwords for Council devices, accounts and software applications.
- 4.8.5.2 ICT can only assist with the reset of passwords associated with City of Playford accounts, devices and software applications.

## **4.8.6 Information Communication Technology (ICT) Team Support**

- 4.8.6.1 To assist Council Members in performing or discharging official functions and duties, ICT support is available for Council Members to assist with Council supplied equipment, devices (e.g. phone, laptop, iPad, and printer) and software systems and applications, on the basis that the Council considers the provision of this service is necessary or expedient to the performance or discharge of official functions or duties. Council Members need to log a request with Governance for ICT support via email or phone:

Email: [governance@playford.sa.gov.au](mailto:governance@playford.sa.gov.au)

Phone: 8256 0495

## **4.9 Stationery**

### **4.9.1 Christmas Cards**

- 4.9.1.1 Upon request Council Members will be supplied with up to 200 hard copy Corporate Christmas Cards to assist the Council Members in performing or discharging official functions and duties, on the basis that the Council considers these facilities and services are necessary or expedient to the performance or discharge of official functions or duties.
- 4.9.1.2 The Council will supply Council Members with an electronic version of the Corporate Christmas Card.

### **4.9.2 Business Cards**

- 4.9.2.1 Council Members can be provided with 500 business cards per 12 months (November to November, in-line with election to office), ordered through the Executive Assistant to Mayor and Councillors to assist the Council Members in performing or discharging official functions and duties, on the basis that the Council considers these facilities and services are necessary or expedient to the performance or discharge of official functions or duties.
- 4.9.2.2 Business cards in excess of the number provided per 12 month period, can be ordered through the Executive Assistant to Mayor and Councillors at the expense of the Council Member.

### **4.9.3 Corporate Letterhead**

- 4.9.3.1 Council's Corporate Letterhead is not available to Council Members.

## **4.10 Clothing**

#### **4.10.1 Council Branded Attire**

- 4.10.1.1 In the first year of a Council Member's term (November to November, in-line with election to office), Council Members may request Council branded attire up to the value of \$400 through the Council's corporate provider. Each 12 month period thereafter, Council Members may request further Council branded attire up to the value of \$200.
- 4.10.1.2 The minimum standard of dress for Council Members publicly representing Council is 'business casual'. This standard of dress also extends to activities, events, training and conferences that Council Members may attend in line with their functions and duties as a Council Member.
- 4.10.1.3 Council logo/branding may not be applied to other clothing to be worn as a substitute to the attire provided.

#### **4.10.2 Personal Protective Equipment (PPE)**

- 4.10.2.1 Council will provide PPE to Council Members where necessary for site visits.
- 4.10.2.2 Personal Protective Equipment may include a safety hat, high visibility vest and other equipment deemed necessary.

#### **4.11 Return of Equipment, Clothing and PPE**

- 4.11.1 All equipment and facilities, including ICT equipment, clothing and PPE, provided to Council Members remains the property of the Council.
- 4.11.2 Upon retirement, resignation, removal from office or upon a Council Member's term ending and the Council Member not being re-elected, Council Members will return all Council equipment including phones and ICT devices, and PPE upon request.

#### **4.12 Access to Facilities and Office Space**

- 4.12.1 Council Members may be provided access to meeting rooms at the Civic Centre or other appropriate Council Offices to conduct Council business. This is to be arranged and booked through the *Executive Assistant to Mayor and Councillors*.

#### **4.13 Insurance**

- 4.13.1 Council Members will be covered by Council insurance for matters relating to performing or discharging of official functions and duties in accordance with Section 80 of the Act.
- 4.13.2 Council Members can make a claim for financial compensation to cover the costs of out-of-pocket, non-Medicare medical expenses incurred as a result of an injury, illness or accident that occurs during their attendance at a conference, seminar, training course or similar activity, which is directly related to the performance or discharge of the roles or duties of a member of a Council.

- 4.13.3** Any claims for financial compensation for non-Medicare medical expenses are to be lodged through Governance.
- 4.13.4** Claims for financial compensation are assessed by Echelon Claims Service and all costs associated with the assessment and any claim amount determined payable are paid by Council.
- 4.13.5** Any payments made by Council relating to the assessment of a claim and resulting financial compensation payment made to a Council Member is to be recorded in the Register of Allowances and Benefits.

#### **4.14 Health Insurance**

- 4.14.1** Council Members are entitled to discounted corporate membership rates for Private Health Insurance through Medibank and BUPA.
- 4.14.2** Site visits of the health insurance providers will be promoted to Council Members.

#### **4.15 Legal Services**

- 4.15.1** Council Members are able to access legal services which will be facilitated through Council's appointed legal firm, to assist the Council Members in performing or discharging official functions and duties on the basis that the Council considers these facilities and services are necessary or expedient to the performance or discharge of official functions or duties.
- 4.15.2** Council will only pay for legal services where:
- Advice is sought in relation to a Behavioural Management matter and is in line with the Behavioral Management Policy.
  - Advice is sought in relation to potential Conflicts of Interest.
  - Advice is sought for issues relating to civil liability and therefore invokes consideration of the immunity in Section 39 of the Act.
  - Advice is sought in relation to investigations requested by the Ombudsman or ICAC, relating to matters arising from the performance or discharge of the Council Member's official functions and duties.
- 4.15.3** Council Members will be able to access such legal advice up to \$2,500 per matter to be paid by the Council. Any costs exceeding that amount will be referred to Council for consideration.
- 4.15.4** Any other legal advice requested by Council Members will be referred to Council for consideration.
- 4.15.5** Where a Council Member requires legal advice in line with this Procedure, the Council Member shall contact the Manager Governance who will facilitate access to legal advice.

## **4.16 Additional Support**

### **4.16.1 Vaccination**

- 4.16.1.1 Council Members are able to access Council's annual influenza vaccination program. Council will cover the cost of the annual influenza vaccination provided by Council's Immunisation team. Other vaccinations relevant your role will be offered as determined by the Chief Executive Officer.

### **4.16.2 Personal Support and Counselling Program**

- 4.16.2.1 Where a Council Member requires support in managing personal matters that impact on being able to perform their roles, functions and duties, the Council Member will have access to the Council's Employee Assistance Program (EAP). Personal matters include, but are not limited to:

- Grief, loss or trauma;
- Mental Health Conditions such as depression and/or anxiety;
- Stress management; and
- Conflict resolution.

- 4.16.2.2 Access to this support program is strictly confidential to the attendee only.

- 4.16.2.3 The EAP can be accessed by Council Members directly on 8215 6799 or 1300 667 700.

### **4.16.3 Council Member Meals at Meetings and Briefings**

- 4.16.3.1 Council Members attending Council Meetings, Committee Meetings or Information Sessions as determined by the CEO, will be provided with a light meal prior to the meeting or any other meeting that the CEO considers it appropriate.

### **4.16.4 Department of Human Services (DHS) Screenings**

- 4.16.4.1 Council Members are required to undertake Working with Children Check, Disability Employment Screening and Aged Care Sector Employment Screening as determined by legislation. Other checks may be required to be undertaken as prescribed by legislation. There is no cost to Council for these checks. Arrangements for these checks will be facilitated through Governance and the Coordinator – Volunteer Strategy and Management.

### **4.16.5 Newspaper Subscriptions**

- 4.16.5.1 Council Members are offered opt in access to online digital subscription or seven day delivery hard copy of The Advertiser and/or The Australian newspapers.
- 4.16.5.2 The costs associated with the newspaper subscriptions will be recorded on the Allowance and Benefits Register.

## **4.17 Recognition of Council Members**

### **4.17.1 Certificate of Service**

4.17.1.1 At the conclusion of a Council Member's term with Council, whether it is through resignation or retirement, a Certificate of Service will be provided.

4.17.1.2 Certificates of Service for retiring members will include the following information, in consultation with the Council Member:

- a) details of length of service;
- b) membership of Council Committees;
- c) membership on external organisations; and
- d) any other community or specific information, related to the Member's Council activities, which the member may wish to have included.

4.17.1.3 For significant years of service milestones, a City of Playford certificate is presented by the Mayor and CEO at the next most practicable Ordinary Council meeting following the anniversary date. The years recognised will be at 10 years and every additional 5 years. Recognition of years of service certificates will include details of the length of service of a Council Member.

### **4.17.2 Gift**

4.17.2.1 Retiring Mayor and Councillors who have completed three consecutive terms of office or more, will receive a gift from Council to a maximum value of \$600.00. The gift will be determined by the Mayor and CEO. The payment of cash to the maximum value, in place of a gift, is not permitted.

4.17.2.2 The retiring Mayor, Deputy Mayor and Councillors who served three consecutive terms are given the opportunity to receive two Central District Football Club home match tickets on request, subject to availability via ongoing arrangements with Central District Football Club.

### **4.17.3 Presentation of Certificate and Gift**

4.17.3.1 Presentation of certificates and gifts will occur at an ordinary meeting of the Council as soon as practical following the conclusion of a Council Members term. The presentation will be recorded in the minutes of the meeting under the Mayor's Report.

4.17.3.2 If a former Council Member is unable to attend the scheduled meeting, the certificate and/or gift shall be provided, in person by the Mayor arranged by the Executive Assistant to Mayor and Councillors.

### **4.17.4 Recognition of Significant Achievements, Illness, Accident or Bereavement**

4.17.4.1 The Mayor and CEO are authorised to acknowledge significant achievements by Council Members, for example the award of the Order of Australia.

4.17.4.2 The Mayor and CEO are authorised to acknowledge a Council Member or their immediate family, including spouse, domestic partner, mother, father, son or daughter in the event of hospitalisation, accident or bereavement.

4.17.4.3 This may occur via a card, flowers, chocolates or a small gift up to the value of \$75.

4.17.4.4 If requested, in lieu of flowers, chocolates or a small gift, a donation to a nominated charity may be provided to the value of \$75.

#### **4.17.5 Local Government Association Service Award**

4.17.5.1 Upon reaching their ten years of service, and for each five year interval thereafter, Council Members will be nominated for the Local Government Association Service Award, as per the LGA Merit, Service and Recognition Awards.

### **4.18 Registers**

**4.18.1** All allowances and benefits provided to Council Members must be recorded within the relevant Council Register, maintained by Governance; to ensure compliance with section 79 of the Act.

**4.18.2** These Council Registers include:

- Council Members Register of Allowances and Benefits
- Gifts and Benefits Register (on receipt of notification from Council Member)
- Council Member Training Register

## **5. Feedback**

Your feedback on this policy is invited and can be directed to the Manager Governance via email to [governance@playford.sa.gov.au](mailto:governance@playford.sa.gov.au) or by calling the Customer Contact Team on 8256 0333

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### **Administration use only**

ECM document set no.	3931128
Version no.	4
Policy link	Council Member Support Policy
Procedure author	General Manager – Strategy & Corporate
Endorsed by	Council
Resolution no.	5215
Legal requirement	<i>Local Government Act 1999</i> <i>Local Government (Members Allowances and Benefits) Regulations 2010</i>
Review schedule	2 Years
Date of current version	November 2022
Date of next review	November 2024

### **Version history**



Version no.	Approval date	Approval by	Change
2	18 December 2018	Ordinary Council Resolution No. 3365	Amended for new Council.
3	25 May 2021	Ordinary Council Resolution No. 4630	Renamed Council Member Support Procedure. Inclusion of specific functions and activities reimbursement can be claimed for. Reference to DHS screenings and records management obligations included. Outdated information deleted.
4	29 November 2022	Ordinary Council Resolution No. 5215	Amended and endorsed by Council.