

# Council Member Recognition Policy

## 1. Policy Statement

Council wishes to publicly acknowledge and formally recognise the service and contribution of the Mayor and Councillors to the Playford community during their term of office. The purpose of this policy is to ensure that such acknowledgement and recognition is communicated in a timely and consistent manner.

This Policy also allows the Mayor and Chief Executive Officer on behalf of Council to bestow tributes to Council Members in the event of illness, accident, bereavement or significant achievement.

## 2. Scope

This Policy applies to all Council Members and staff administration, whom have an obligation to abide by this Policy.

Accompanying this Policy is a set of procedural guidelines outlining the specifics of how the Policy is to be applied. These procedural guidelines are to be followed to ensure the application of the Council Member Recognition Policy. The guidelines may be amended from time to time to meet operational needs.

## 3. Definitions


**Council Member** means the Principal Member or a Councillor elected by the electors of a particular ward, as a representative of the ward in Council.

**LGA** is the Local Government Association.

**Mayor** is the person elected as the principle member of Council to represent the local government area as a whole.

**Retiring** refers to the conclusion of a Council Member's term with Council, whether through not successfully gaining a position on Council following the General Election or choosing not to contest an election.

**Resigning** refers to the conclusion of a council Member's term through resignation during an election term.

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**Service** includes continuous and accumulative service as a Council Member of the City of Playford, the City of Elizabeth or the City of Munno Para.

**Staff** includes Council staff, contractors, volunteers and all others who perform work on behalf of Council.

#### **4. Legislation and References**

- Local Government Act 1999
- Local Government (Elections) Act 1999

#### **5. Policy**

The Council regards the appropriate recognition of its Council Members as a high priority and this policy reflects this.

#### **6. Responsibilities**

The Chief Executive Officer is to ensure a consistent and equitable approach to the entitlements and responsibilities of the Council Member on resignation or retirement from Council Service.

Staff administration are to ensure the document is made available on the Council website and available on request for viewing at Council's principal Customer Service Centre.

#### **7. Relevance to Strategic Plan**

Strategy 5 - Building our capabilities

5.1 Highly performing organisation

#### **8. Supporting Documentation**

- *Council Members Support Policy*
- *Council Members Training and Development Policy*
- *LGA Merit, Service and Recognition Awards* - [www.lga.sa.gov.au/MeritAwards](http://www.lga.sa.gov.au/MeritAwards)

#### **9. Approval and Change History**

<b>Version</b>	<b>Approval Date</b>	<b>Approval by</b>	<b>Change</b>
1.0	26 April 2016	Council	New Policy