



Elected Member Support Policy Guidelines

This guideline template can be used to support Council policy or administration policy

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Responsible Team Governance

Other Key Internal Stakeholders

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1. Purpose

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

2. Scope

The Elected Member Support Policy and Guidelines specifies the allowances, support and reimbursement entitlements all Elected Members are entitled to receive and the mechanisms for the provision of the specified allowances, reimbursements and support.

3. Legislation and References

- Caretaker Policy
- Code of Conduct for Council Members
- Copyright Act 1968
- Elected Member Support Policy
- Council Member Training and Development Policy & Guidelines
- Development Act 1993
- Employee Assistance Program Guidelines
- Freedom of Information Act 1991
- Independent Remuneration Tribunal Determination containing Allowances
- Local Government Act 1999
- Local Government Association Training Standards
- Local Government (General) Regulations 2013
- Local Government (Members Allowances and Benefits) Regulations 2010
- Mayor Support Policy Guidelines
- Media Policy
- Motor Vehicle and Fleet Policy
- Remuneration Act 1990
- State Records Act 1997

4. Definitions

Act means the Local Government Act 1999.

Elected Member means the principal member or a councillor of the Council.

Councillor is a person appointed or elected by the electors of a particular ward, as a representative of the ward in the City of Playford.

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Independent Members are members of a committee or the Council Assessment Panel who have been appointed by the Council to be a member of the committee or panel.

Committee means a committee of the Council established pursuant to Section 41 of the Act.

Mayor is the person elected as the Principal Member of the Council to represent the local government area as a whole.

Council means the City of Playford which includes the Employing Authority.

Regulations means the Local Government (Allowances and Benefits) Regulations 2010.

Prescribed Meeting has the same definition as in the Regulations.

Eligible Journey has the same definition as in the Regulations.

Tax Invoice refers to a valid tax invoice as defined by the Australian Taxation Office, issued by a supplier, on the purchase of goods and services.

5. Guidelines

5.1. LEGISLATED ALLOWANCE FOR ELECTED MEMBERS

- 5.1.1. Elected Members receive an allowance determined by the Remuneration Tribunal in accordance with Section 76 of the Act (the Allowance).
- 5.1.2. 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.
- 5.1.3. Elected 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.
- 5.1.4. Elected Members will be provided with a summary letter following 30 June each year detailing the Allowance paid to them for the previous financial year.
- 5.1.5. All payments and reimbursements to Elected Members will be performed by electronic funds transfer to a nominated bank account of the member with remittance advices being also distributed electronically.

5.2. REIMBURSEMENT AND ALLOWANCE PAYMENT PROCESS

- 5.2.1. Reimbursements will be paid into an Elected Member's bank account no later than 15 business days after receipt of a fully completed Elected Member Reimbursement Form. Reimbursement claims must include a Tax Invoice(s).

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- 5.2.2. Reimbursements claimed through Council, cannot be reclaimed in an Elected Member's annual tax return.
- 5.2.3. 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. Reimbursement claims made outside of this period will not be accepted.
- 5.2.4. Reimbursement claims are made by submitting a completed Elected Member Reimbursement Form (Annexure A) and attaching a Tax Invoice detailing the expense.

5.3. TRAVEL SUPPORT

5.3.1. Travel Support Overview

- 5.3.1.1. Pursuant to Section 77(1)(a) of the Act and Regulation 5(1) of the Regulations, Elected Members are entitled to be reimbursed for travelling expenses actually and necessarily incurred by the Elected 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.
- 5.3.1.2. Pursuant to Section 77(1)(b) of the Act and Regulation 6(b) and (c) of the Regulations, Elected Members are entitled to be reimbursed for:
 - a. travelling expenses incurred by the Elected Member as a consequence of the Elected Member's attendance at a function or activity on the business of the Council (other than for which the Elected Member is reimbursed under Section 77(1)(a) of the Act); and
 - b. travelling expenses incurred by the Elected Member in undertaking an eligible journey to the extent that those expenses are attributable to travel outside the area of the Council.
- 5.3.1.3. 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.
- 5.3.1.4. The accumulation of frequent flyer points for personal use as a result of Council expenditure is not permitted.
- 5.3.1.5. Travel expenses associated with an Elected Member's attendance at a conference or event as a representative of Council will be budgeted and arranged by the Executive Assistant Mayor and Councillors. Such events include;
 - a. Local Government Association Annual General Meeting,
 - b. Local Government Association Ordinary General Meeting,
 - c. Australian Local Government Association National General Assembly,

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- d. Murray Darling Association National Conference and Annual General Meeting.

The cost of travel associated with an Elected Member's attendance for individual training and development will be debited against that individual Elected Member's training and development allowance as referred to in the Council Members Training and Development Policy and Guidelines.

- 5.3.1.6. Elected 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 Elected 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.
- 5.3.1.7. All travel arrangements will be made through the Executive Assistant Mayor and Councillors.

5.3.2. Private Vehicle Use Reimbursement

- 5.3.2.1. If an Elected 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).
- 5.3.2.2. Reimbursement claims are made by submitting a completed Elected Member Reimbursement Form (Annexure A) and attaching a completed Elected Member Private Vehicle Log Form (Annexure B) or photocopies of an Australian Taxation Office approved Private Vehicle Log.

5.3.3. Car Parking and Public Transport Reimbursement

- 5.3.3.1. Elected Members will be reimbursed for public transport costs and car parking expenses associated with travelling expenses for which the Elected Member is entitled to be reimbursed.
- 5.3.3.2. Reimbursement claims are made by submitting a completed Elected Member Reimbursement Form (Annexure A) and attaching a tax invoice detailing the expense.

5.3.4. CAB Charge

- 5.3.4.1. Elected Members may obtain CAB Charge vouchers by contacting the Executive Assistant Mayor and Councillors to be used for travelling expenses for which the Elected Member would otherwise be entitled to be reimbursed.
- 5.3.4.2. The Elected 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.

5.3.5. Vehicle Hire

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

5.3.6. Travel Management

- 5.3.6.1. Elected 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 Mayor and Councillors.
- 5.3.6.2. Elected Members will be provided with a private room.
- 5.3.6.3. Accommodation where possible will be a minimum four star rating and located at or in close proximity to the relevant venue.
- 5.3.6.4. The table below sets out accommodation expenditure thresholds based on guidance provided by the Australian Taxation Office (Tax Determination 2018/11 – Table 3). This guidance provides a reasonable threshold for accommodation expenditure by location (excluding breakfast) and will be taken into consideration when booking accommodation. There may be circumstances where it is not possible to secure accommodation within these thresholds.

Place	Accommodation \$
Adelaide	209
Brisbane	257
Canberra	246
Darwin	293
Hobart	196
Melbourne	265
Perth	265
Sydney	265
All Country Centres	195

- 5.3.6.5. When available, breakfast(s) will be included in the booking of accommodation.
- 5.3.6.6. The cost of accommodation associated with an Elected Member's individual training and development will be debited against the individual Elected Member's training and development allowance.
- 5.3.6.7. Elected Members will be responsible to pay at their own expense, costs associated with items from the bar fridge and any other additional room expenses (e.g. in-house movies, room service etc.).

5.3.7. Meals

- 5.3.7.1. Subject to clause 5.3.8.3, pursuant to Section 77(1)(b) of the Act and Regulation 6(e) of the Regulations, Elected Members will be reimbursed for food and beverage expenses incurred by the Elected Member as a consequence of the Elected 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.
- 5.3.7.2. Reimbursement claims will be processed in accordance with 5.2.1 of these Guidelines.
- 5.3.7.3. Reasonable expenditure thresholds for meals are set out below based on guidance provided by the Australian Taxation Office (Tax Determination 2018/11 – Table 3). Elected Members will be reimbursed for actual expenses incurred for food and beverage up to the maximum amount set out below and expenses above these thresholds will not be reimbursed.

Reasonable amounts:

Breakfast	\$27.55
Lunch	\$31.00
Dinner	\$52.80

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

5.4. DEPENDENT CARE

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

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

5.4.3. An Elected Member is not entitled to be reimbursed if the care is provided by a person who ordinarily resides with the Elected Member.

5.5. DISABILITY SUPPORT

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

5.5.2. Additional support will be at the discretion of the Chief Executive Officer and may include:

5.5.2.1. Interpreters, readers, attendants or other work related assistance;

5.5.2.2. Information and communication in accessible formats - such as converting text to audio, providing larger print versions of documents, and provision of a talking calculator;

5.5.2.3. Assistive technology such as screen reader JAWS, screen magnifier Zoomtext, and speech to text application Dragon Naturally Speaking;

5.5.2.4. Additional equipment or facilities;

5.5.2.5. Adjustments to Council or Committee Meeting methods and arrangements;

5.5.2.6. Alternative methods for Elected Member testing or assessment can be considered if an Elected Member is required to undergo testing or assessment.

5.6. ELECTED MEMBER ACCESS TO AND USE OF COUNCIL INFORMATION

5.6.1. Elected Member Access to Information

- 5.6.1.1. Elected Members will be provided with access to all relevant and appropriate information to enable the performance and discharge of official functions and duties.

5.6.2. Council, Committee and Panel Agenda Items

- 5.6.2.1. Council, Committee and Panel Agenda and Minute documents will be supplied to Council and Committee Members at the closest courier run delivery, either side of the meeting or electronically on that day.

5.6.3. Confidential Information

- 5.6.3.1. Information which has been considered in confidence, under the provisions of sections 90 and 91 of the Act and section 56A of the Development Act 1993 will not be released into the public by Council, Committee or Panel Members or administration staff.

This information can only be released to the public following a Council resolution releasing the information from its confidential status.

- 5.6.3.2. The sharing of confidential information by a Council, Committee or Panel Member including to a spouse, partner or family member is a breach of confidentiality under sections 90 and 91 of the Act.

- 5.6.3.3. Secure disposal facilities for confidential information are available to Elected Members and to retiring Elected Members to ensure confidential material is disposed of appropriately.

5.6.4. General Correspondence

- 5.6.4.1. All written correspondence forwarded to Council and Committee Members is considered an official record and will be appropriately filed in the Council's record management system.

- 5.6.4.2. When Elected Members commence their term, they will be asked whether they would like their incoming mail (letters) to be opened and recorded. If the Elected Member does not want their incoming mail to be opened, the obligation to register official documents under the State Records Act 1997 will continue to be imposed. It is the Member's responsibility to then provide such documents for registration in Council's records management system.

- 5.6.4.3. Where a Elected Member wants their incoming mail to be opened, the mail will be forwarded to the Member by the Governance team electronically or at the next courier run unless deemed urgent.

- 5.6.4.4. Correspondence will not be deemed confidential unless address so by the author. If the correspondence is marked as such it will be treated as such.

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5.6.5. Information Requested by Elected Members

- 5.6.5.1. A Elected Member may request information on a matter, including matters not currently before Council, but excluding administration staff's personnel files.
- 5.6.5.2. Any information requested must have a direct link to performance and discharge of official functions and duties of the Elected Member's role. This request is to be directed in writing to the relevant Senior Manager.
- 5.6.5.3. The relevant Senior Manager will ascertain whether the information is based on a reasonable request and is related to the performance and discharge of official functions and duties.
- 5.6.5.4. Requests for information which have no clear connection with the role of the Elected Member shall be referred to the appropriate General Manager for consideration.
- 5.6.5.5. If the General Manager determines that the information being requested for any reason other than the performance or discharge of official functions and duties, they will advise the Council, Committee or Panel Member that the information will not be released with an explanation as to why this is the case. The Elected Member may then request the information through their private capacity under the Freedom of Information Act 1991.

5.6.6. Council and Committee Members and the Media

- 5.6.6.1. Council and Committee Members shall not disclose information that is not available to the general public to the media.
- 5.6.6.2. Council and Committee Members who provide information that is available to the general public must ensure that any information provided is accurate and is not a misuse or misrepresentation of factual information.
- 5.6.6.3. The disclosure of confidential information to the media is in breach of the confidentiality provisions.
- 5.6.6.4. Refer to the Media Policy for further clarification of guidelines, which includes the specified Council Spokesperson.

5.7. INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) FACILITIES AND SUPPORT

5.7.1. Electronic Device

- 5.7.1.1. Elected Members will be provided with an electronic device, with internet access and appropriate supporting equipment to assist the Elected Members in performing or discharging official functions and duties on the basis the Council considers in accordance with Section 78(12) of the Act that these facilities and services are necessary or expedient to the performance or discharge of official functions and duties.

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- 5.7.1.2. Where the Council provides internet connections for Elected Members, infrastructure will be provided and set up by ICT. It is recommended Elected Members utilise their own internet service provider and seek reimbursement as per 5.7.3.1. In order for ICT to provide assistance with accounts held in the name of Members, Elected Members will need to provide the City of Playford ICT staff with authority to act on their behalf in relation to their internet account.
- 5.7.1.3. Elected Members will be provided electronic documents through the electronic device, including;
- a. Agendas and Minutes;
 - b. Elected Member Forms;
 - c. Group Correspondence;
 - d. LGA Circulars;
 - e. LGA News;
 - f. Individual Elected Member correspondence
 - g. Memorandums;
 - h. Playford News;
 - i. Policies and Procedures;
 - j. Training Materials; and
 - k. Website Links.
- 5.7.1.4. Elected Members will be offered user training for the electronic device.
- 5.7.1.5. Data usage is monitored by ICT and if usage is consistently above 5GB per month the Elected Member will be contacted to discuss options to reduce data usage.

5.7.2. Mobile Phone

- 5.7.2.1. Elected Members will be provided with a Council mobile phone and necessary accessories, to assist the Elected Members in performing or discharging official functions and duties on the basis the Council considers these facilities and services are necessary or expedient to the performance or discharge of official functions or duties.
- 5.7.2.2. 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, Elected Members must reimburse the Council for any additional costs or expenses associated with personal use.
- 5.7.2.3. Should an Elected Member experience issues with a mobile phone or its reception, ICT will undertake investigation to provide a suitable outcome.
- 5.7.2.4. Should an Elected 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.

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5.7.3. Reimbursement for Own Service Provider

- 5.7.3.1. Where an Elected Member elects to utilise their own mobile phone and/or internet provider, Elected 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 amount of \$100 equivalent of Council's corporate rate.

5.7.4. Email Address

- 5.7.4.1. Elected Members will be provided with a City of Playford email address to assist the Elected Members in performing or discharging official functions and duties on the basis the Council considers these facilities and services are necessary or expedient to the performance or discharge of official functions or duties.
- 5.7.4.2. Elected Members must use the City of Playford email address for all their Council related business.
- 5.7.4.3. Use of a personal email account for Council Business by Elected Members may constitute a breach of the Code of Conduct for Council Members, Part 2 Behavioural Code.

5.7.5. Printer

- 5.7.5.1. Elected Members are encouraged to read, annotate and submit documents electronically in order to minimise costs and environmental impact.
- 5.7.5.2. Upon request Elected 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 year to assist the Elected Members in performing or discharging official functions and duties on the basis the Council considers these facilities and services are necessary or expedient to the performance or discharge of official functions or duties.
- 5.7.5.3. If Elected Members require bulk or additional printing when performing or discharging of official functions and duties, this can be arranged through the Executive Assistant Mayor and Councillors.
- 5.7.5.4. Printer ink and paper will be provided to Elected Members on request to the Executive Assistant Mayor and Councillors.

5.7.6. Passwords

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

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5.7.7. Information Communication Technology (ICT) Team Support

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

Email: governance@playford.sa.gov.au

Phone: 8256 0359

5.8. STATIONERY

5.8.1. Christmas Cards

- 5.8.1.1. The Council will supply Elected Members with 25 hard copy Corporate Christmas Cards to assist the Elected Members in performing or discharging official functions and duties on the basis the Council considers these facilities and services are necessary or expedient to the performance or discharge of official functions or duties
- 5.8.1.2. The Council will supply Elected Members with an electronic version of the Corporate Christmas Card.

5.8.2. Business Cards

- 5.8.2.1. Elected Members can be provided with 500 business cards per annum, ordered through Executive Assistant Mayor and Councillors to assist the Elected Members in performing or discharging official functions and duties on the basis the Council considers these facilities and services are necessary or expedient to the performance or discharge of official functions or duties.
- 5.8.2.2. Business cards in excess of the number provided per annum can be ordered through Executive Assistant Mayor and Councillors at the expense of the Elected Member.

5.8.3. Corporate Letterhead

- 5.8.3.1. Council's Corporate Letterhead is not available to Elected Members. All correspondence must occur through Council Administration.

5.9. CLOTHING

5.9.1. Council Branded Attire

- 5.9.1.1. In the first year of an Elected Member's term, Members may request Council branded attire up to the value of \$350 through the Council corporate provider

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and each year thereafter may request further Council branded attire up to the value of \$150.

- 5.9.1.2. The minimum standard of dress for Elected Members publicly representing Council is 'business casual' (as outlined in the Code of Practice for Council, Special Council and Committee Meetings). This standard of dress also extends to activities, events, training and conferences that Elected Members may attend in line with their functions and duties as an Elected Member.
- 5.9.1.3. Council logo/branding may not be applied to other clothing and worn as a substitute to the attire provided.

5.9.2. Personal Protective Equipment (PPE)

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

5.10. RETURN OF EQUIPMENT, CLOTHING AND PPE

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

5.11. ACCESS TO FACILITIES AND OFFICE SPACE

- 5.11.1. Elected 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 Executive Assistant Mayor and Councillors.

5.12. INSURANCE

- 5.12.1. Elected 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 Local Government Act 1999.
- 5.12.2. Elected 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 or closely related to the performance or discharge of the roles or duties of a member of a Council.

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- 5.12.3. Any claims for financial compensation for non-Medicare medical expenses are to be lodged through Governance.
- 5.12.4. 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.
- 5.12.5. Any payments made by Council relating to the assessment of a claim and resulting financial compensation payment made to an Elected Members are to be recorded in the Register of Allowances and Benefits.

5.13. LEGAL SERVICES

- 5.13.1. Elected Members are able to access legal services which will be facilitated through Governance and Councils appointed legal firm to assist the Elected Members in performing or discharging official functions and duties on the basis the Council considers these facilities and services are necessary or expedient to the performance or discharge of official functions or duties.
- 5.13.2. Council will only pay for legal services where:
 - 5.13.2.1. Advice is sought in relation to a Code of Conduct matter and is in line with the Code of Conduct for Council Members Complaints Handling Procedure.
 - 5.13.2.2. Advice is sought in relation to potential Conflicts of Interest.
 - 5.13.2.3. Advice is sought for issues relating to civil liability and therefore invokes consideration of the immunity in Section 39 of the Act.
 - 5.13.2.4. Advice is sought in relation to investigations requested by the Ombudsman or ICAC, relating to matters arising from the performance or discharge of the Elected Member's official functions and duties.
- 5.13.3. Elected 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.
- 5.13.4. Any other legal advice requested by Elected Members will be referred to Council for consideration.
- 5.13.5. Where an Elected Member requires legal advice in line with this Guideline, the Elected Member shall contact the Manager Governance who will facilitate access to legal advice.

5.14. ADDITIONAL SUPPORT

5.14.1. Annual Influenza Vaccination

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5.14.1.1. Elected Members are able to access Council's annual influenza vaccination offered. Council will cover the cost of the annual influenza vaccination provided by Councils Immunisation team.

5.14.2. Personal Support and Counselling Program

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

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

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

5.14.2.3. The EAP can be accessed by Elected Members directly on 8215 6799 or 1300 667 700.

5.14.3. Elected Member Meals at Meetings and Briefings

5.14.3.1. Elected Members and employees attending Council or Committee Meetings or Informal Gatherings will be provided with a light meal prior to the Meeting or any other meeting that the CEO considers it appropriate.

5.15. OTHER

5.15.1. Caretaker Policy

5.15.1.1. Council has a Caretaker Policy, which states that during the Caretaker Period (from the date of nominations opening, to the conclusion of the periodic local government election), Elected Members must ensure that when utilising Council resources, including offices, support staff, hospitality services, equipment and stationery, they are used exclusively for normal Council business. Any support provided by Council under this policy must not be used in connection with any electioneering activity.

5.15.1.2. In accordance with the Caretaker Policy, reimbursements of Elected Members' out-of-pocket and travel expenses during the caretaker period will only apply to costs that have been incurred in accordance with this Policy, and not for expenses connected with a candidate's election campaign.

5.15.1.3. For clarification and further information please refer to the Caretaker Policy.

5.15.2. Special Functions

5.15.2.1. A Mayor's Christmas event will be held for the Council. The Christmas event expenditure will be in accordance with the Budget and approved by the CEO.

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in consultation with the Mayor. The expenditure will cover all costs associated with the venue and food and beverage expenses for the Elected Members and the Executive.

5.16. RECORD KEEPING

5.16.1. Registers

5.16.1.1. All allowances and benefits provided to Elected Members must be recorded within the relevant Council Register, maintained by Governance; to ensure compliance with section 79 of the Local Government Act 1999.

5.16.1.2. These Council Registers include:

- a. Elected Members Register of Allowances and Benefits;
- b. Gifts and Benefits Register (on receipt of notification from Elected Member); and
- c. Elected Member Training Register.

6. Responsibilities

Council's Chief Executive Officer has the duty to:

- a. ensure the maintenance of the related registers, as outlined in these Guidelines;
- b. ensure that any annual adjustments to allowances are made in accordance with the Remuneration Tribunal; and
- c. ensure these guidelines are available for inspection by the public at the principal office of the Council and on the Councils website.

In addition, the Chief Executive Officer is responsible for ensuring the *Elected Member Support Policy: Guidelines and Mayor Support Policy: Guidelines* are implemented and sufficient in monitoring expense reimbursement procedures in accordance with the Act and the Local Government (Members Allowances and Benefits) Regulations 2010.

7. Accessibility

This Policy can be located on the City of Playford website as well as internally on Click in the Corporate Policy Library.

8. Approval and Change History

Version	Approval Date	Approval by	Change
1.0	26 Jul 2016	Council Resolution No. 2628	New Policy
1.1	25 Oct 2016	Council Resolution No. 2721	Amendment to Section 4.8

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			Incidentals, Meals and Refreshments
2	27 Nov 2018	Council Resolution No. 3365	Amended for new Council.

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Annexure A: Elected Member Reimbursement Form

Annexure A - Support V1

Council Member Reimbursement Claim Form



Name:	
<p>The use of this form is for the Council Member to claim expenses associated in performing and discharging their official Council functions and duties.</p> <p>All reimbursements submitted using this form are to be in accordance with the Council Member Support Policy.</p> <p>Please attach invoices and/or relevant supporting documentation to support all expenses claimed and return to the Governance team for processing.</p>	
Reason for Claim:	Cost:
Total Claim Amount: \$	
<p>If this claim relates to a Private Motor Vehicle Reimbursement, please ensure Annexure B is attached.</p> <p>Have you attached supporting documentation? Yes / No (Please Circle)</p>	
Declaration:	
<p>I confirm this to be a true and accurate record of expenses claimed and acknowledge this claim is in accordance with the Council Member Support Policy. I understand that claims cannot be processed unless this form is complete.</p>	
Council Member Signature:	Date:

Governance Use Only	
Approved by: _____	Date: _____ Add to Register of Allowances and Benefits Y / N
Rejected by: _____	Date: _____ Reason Rejected: _____
Account Number:	Amount:
	GST 10%: \$
	Total: \$

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