

Elected Member Support and Training Policy

1. PURPOSE

The purpose of this policy is to establish Council's position on allowances, benefits, reimbursements, facilities, support and training provided to **Elected Members** (referred to as Support throughout this policy), to assist members to perform or discharge their official functions and duties.

2. POLICY

Elected Member Support and Training must be:

- a. Provided in accordance with relevant legislation and Council policies
- b. Necessary or expedient for members to performance or discharge their official functions and duties
- c. Available to members on a uniform basis (other than the Mayor)

Elected members may choose to opt out of being provided this Support. Any reimbursements or support sought outside of Council policy will need to be referred to Council for a decision.

2.1 Allowances / Sitting fees

2.1.1 Allowances

Elected Members (including Mayor, Deputy Mayor, Councillors and Presiding Members of Committees) are entitled to receive an annual allowance (refer section 76 of the *Local Government Act 1999* and regulation 4 of the *Local Government (Members Allowances and Benefits) Regulations 2010*)) as determined by the independent Remuneration Tribunal of South Australia. All allowances paid under this section will be paid monthly in arrears. A statement of earnings will be provided to **Elected Members** at the conclusion of each financial year.

2.1.2 Sitting fees

Council's Assessment Panel (CAP) has set sitting fees for the **Elected Member** Council nominates to CAP as outlined in the Terms of Reference.

2.2 Council Nominated Delegate and associated expenses

The Mayor of the City of Tea Tree Gully shall be Council's nominated voting or attendance delegate for any meetings or events where the Mayor is expected to attend or has been invited as Council's delegate (excluding events covered under Council's Major Events Policy). This includes the Australian Local Government Association (ALGA). The Deputy Mayor will be Council's nominated voting and attendance delegate for meetings of the Local Government Association of SA (LGA SA) i.e. Annual and Ordinary General Meetings and meetings of the Local Government Finance Authority (LGFA).

In the case of the Mayor/Deputy Mayor being unable to attend that meeting or event, the delegate should be nominated in the following order:

1. Deputy Mayor
2. Both of the Ward Councillor(s) to which the matter relates (if possible and relevant).
3. Discretion of the Mayor/Deputy Mayor. Where possible such opportunities should be shared between **Elected Members**.

Council can also nominate delegates to represent Council at external bodies. A list is maintained on Council's website.

2.3 Reimbursement of expenses (Section 77 of the Act)

Elected Members may be reimbursed some expenses incurred in performing or discharging their functions and duties. This may include:

- a. Child or dependent caring expenses (as defined in the regulations)
- b. Travelling expenses (as defined in the regulations)
- c. Telecommunication use and device costs (as defined in this policy – refer section 2.3.1)
- d. Training and development paid for directly by the member (as defined in this policy) – including but not limited to registration fees, travelling costs (eg. taxis, airfares, car parking), accommodation and meals (up to maximum of \$100 per day covering three meals).
- e. Costs incurred by the member for attendance as Council's nominated delegate, where Council has not paid these costs directly (eg. registration, travelling, car parking and/or accommodation). Council will reimburse based on the most cost effective and efficient option at the discretion of the **CEO**.
- f. Printing and stationery (where not provided and paid directly for by Council).

All requests for reimbursements must be provided to governance@cttg.sa.gov.au with the following:

- a. The relevant reimbursement application form (available on the Hub)
- b. A tax invoice being received for the incurred expense (within 6 months of the expense being incurred)

In the financial year leading up to a periodic election, between July and November financial limits nominated in this policy will be proportionate for the period (5 out of 12 months) for training and development and printing and stationery supplies.

For any member who is not re-elected in an election, any reimbursement claims for expenses incurred during the period they were elected can be made until one month after the final declaration of the Election.

2.3.1 Telecommunication and device reimbursement

Elected Members require reliable electronic access to the internet and email services in order to effectively assist in the performance or discharge of their official functions and duties. In order to assist members in accessing this benefit, Council will reimburse **Elected Members** as follows:

1. Expenses incurred for Telecommunications usage up to a maximum of \$1,000 per **Elected Member** per financial year for use relating to Council business
2. Mobile devices up to a maximum amount of \$3,000 per **Elected Member** per Council term including:
 - a. Device to access Council agendas, minutes, email or receiving Council documentation electronically as an alternative to hard copies
 - b. Device to receive/make phone calls
 - c. Accessories (e.g. cover, screen protector, mouse, antivirus software, keyboard, wireless printer)

An **Elected Member** will not be able to claim reimbursement for point 2, as above, in the six months prior to a periodic election.

*[Note: IT Policies and Guidelines can be access via the **CEO** to assist **Elected Members** with suitable mobile devices.]*

2.3.2 Printing and stationery supplies

Various forms of printing and stationery supplies will be provided to each **Elected Member**. The provision of printing and stationery can be provided under both section 77 and 78 of the **Act**, depending if it is provided directly by Council or reimbursed to **Elected Members**.

Printing and stationery (and/or services) costs will be limited to \$1,500 for the Mayor and \$1,000 per Councillor per financial year (except for proportionate limits established in the year of a periodic election) which may include but not be limited to the following examples:

- a. Blank copy/printing paper
- b. Printer ink cartridges
- c. Diaries, note paper, pens and paper, document holders etc
- d. Envelopes, stamps or postage
- e. Design and/or printing cost for customised stationery

2.4 Provision of facilities and support (Section 78 of the Act)

The following facilities and support are to be provided to the **Elected Members** to assist in the performing or discharging their official functions and duties:

2.4.1 Electronic support resources provided by Council

Each **Elected Member** will be provided a City of Tea Tree Gully email account, which must be used for all Council related business. The email address, preferred postal address and contact number/s for each **Elected Member** will be provided on Council's website.

Elected Members will be provided with a corporate standard template for their signature for emails which will only include:

- **Elected Member's** Name
- Ward Name
- Contact Details

A secure **Elected Members'** portal (the Hub) is provided for the purpose of a reference point and platform to provide **Elected Members** with access to relevant information not readily available to the public.

Any use of Council resources is made with the understanding that such use is not secure, is not private, is not anonymous and is subject to monitoring. Systems are monitored internally and by external service providers to ensure compliance with standards and legislation and otherwise to ensure system integrity and security. Some monitoring activities may require disclosure to the Mayor, the **CEO**, relevant authorities and other external entities.

Corporate records are managed in accordance with Council's [Records Management Policy](#).

Council recognises that from time to time it will be efficient use of **Elected Members'** time for them to undertake minor and personal tasks using the electronic support resources provided by Council. Council does not oppose this use provided that it is in accordance with any relevant legislation including sections 62(4) and 78(3) of the **Act** and it is not for election or private business use purposes. This use should be limited in time and regularity. It will be deemed improper use if it exposes Council to additional costs.

In the event additional costs are incurred by Council as a result of an **Elected Member** using Council facilities for personal use, it is the responsibility of the **Elected Member** to reimburse Council for those additional costs or otherwise personally provide for the consumables.

2.4.2 Printing and stationery provided by Council

Elected members, at their request, will be provided with:

- a. Corporate business cards / business calling cards (to be ordered in batches of a minimum of 250 per time)
- b. Name badge

All requests must be provided to governance@cttg.sa.gov.au. The abovementioned items will be included as part of the printing and stationery allowance amounts listed in section 2.3.2 *Printing and Stationery Supplies*.

City of Tea Tree Gully corporate branded letterhead (including use of Council logo) will not be provided or used either electronically or in hard copy by **Elected Members**, with the exception of the Office of the Mayor.

2.4.3 Elected Member rooms

Elected Members are to have access to the following rooms and spaces for their use:

- a. **Elected Members'** Office and Meeting Room – across the two rooms supplied with multifunction device, television, pigeon holes/lockers, refrigerator, table, chairs, tea and coffee facilities, biscuits and non-alcoholic refreshments.
- b. **Elected Members'** Balcony - supplied with table and chairs.

Elected Members will be provided with a key and access to these rooms on a 24 hours per day / seven days a week basis subject to Council's general building security conditions.

2.4.4 Catering and Elected Member functions

Elected Members in attendance at a Council or Committee meeting or an **Elected Member** Workshop will be provided with a meal prior to the meeting.

A Christmas function will be held for **Elected Members** each calendar year to recognise their contribution to Council. In an Election Year, a function will also be held, before the conclusion of the Council Term, to recognise and appreciate the contribution of **Elected Members** for the Council Term. These events will be arranged by the **CEO** in consultation with the Mayor and Deputy Mayor.

2.4.5 Council and Elected Member Photographs

Group and individual photographs of the **Elected Members** and the **CEO** will be taken as soon as possible after the general election of each new Council. In the event of Council membership changing, a photo of the new **Elected Member** will be inserted in the group photo.

Group photographs will be displayed (in chronological order) for the term of office, in the Council Chambers. Individual photographs of each **Elected Member** will be displayed in the Civic Centre foyer.

The Mayoral photographs will be displayed (in chronological order) for their term of office, in the Council Chambers. Where a Mayor is elected for a second or subsequent term, the addition of appropriate wording to recognise the new term(s) shall be included onto the photograph frame. The Mayor is to select from the proof sheet his or her preferred photograph to be used for the official record.

Staff will select the preferred Ward and **Elected Member** images from the proof sheet and provide the preferred image(s) to the Elected Members for their approval. If the images provided are unsatisfactory, the **Elected Member** will be provided with an additional option. Once all Elected Member images have been approved, they will be used in accordance with this Policy. If approval is not provided for any of the supplied images, **Elected Members** can nominate to either use their image from the previous term of Council (if such an image exists) or elect to have their image retaken in their own time within 6 weeks of being elected.

A copy of the photographs of the **Elected Member** will be supplied in an electronic format to each **Elected Member** at no charge, but must not be used for private purposes or election campaign purposes.

2.4.6 Personal Protective Equipment (PPE)

Elected Members will be provided with a PPE high visibility vest to be worn at site visits with Council staff and where necessary. The vest will not include the Council branding or logo.

2.4.7 Corporate brand clothing

Upon request, Elected Members will be provided with a City of Tea Tree Gully corporate tie, scarf and lapel pin. This is only to be worn when undertaking their official functions and duties as an Elected Member. Any other corporate wear with Council branding or logo will not be provided.

2.4.8 Personal counselling and support program

Where **Elected Members** require support in managing Council related or personal matters that impact on being able to perform their roles, functions and duties, the **Elected Member** will be provided access to the Council's Employee Assistance Service, at the same standard made available to Council employees.

Access to this support program is confidential to the attendee only, and therefore costs associated with this service will not be included in the **Elected Member** Allowances and Benefits Register.

2.4.9 Legal advice

Elected Members may be provided with access to legal advice from Council's panel of lawyers to represent them on certain matters, and must be requested through the **CEO** who will consider the request. On rare occasions, situations could arise where the involvement of the **CEO** may be inappropriate. In these instances, only the Mayor or Council's Nominated Delegate may access Council's panel of lawyers for legal advice. Council will only pay for legal costs for individual **Elected Members** where advice is sought:

- a. At the **Elected Members** request, in relation to a behavioural standards or integrity matter or investigation by a relevant
- b. authority is sought up to an amount of \$2,500 per matter
- c. In relation to public officer reporting obligations
- d. In relation to conflicts of interest that may affect them
- e. In relation to civil liability issue which invoke consideration of the legal protection/immunity for members pursuant to section 39 of the **Act**
- f. In relation to Council's role, functions and objectives and/or the **Elected Member's** role. Each case requires a Council resolution supporting the payment, which will be determined by Council with regard to legal and merit considerations.

Council will not provide access to legal advice or pay for the legal costs of individual **Elected Members** in relation to the initiation of defamation proceedings by an **Elected Member**.

This Policy aside, any **Elected Member** may seek initial or additional approval (or reimbursement) from Council for any legal advice sought or obtained but it will be at the discretion of Council whether approval is granted, or reimbursement is to occur.

Conflict of interest advice for **Elected Members** will be excluded from the **Elected Member** Allowances and Benefits Register on the basis that the advice assists **Elected Member** in fulfilling their legislative responsibilities rather than being a benefit.

2.4.10 Office of the Mayor

2.4.10.1 Office and administrative support

The Mayor is to be provided access to a Mayoral Office, supplied with multifunction device, table and chairs. The Mayor is to have access to secretarial support to a maximum of 0.4 FTE and corporate branded Office of the Mayor letterhead at the discretion of the **CEO** to assist the Mayor in managing Mayoral correspondence, diary appointments and other key responsibilities.

The Mayor will also be provided a designated car park at Council's Civic Centre.

2.4.10.2 Minor general expense budget

The Office of the Mayor is to be provided with an expense line of \$500 each year to assist towards the cost of representing Council at various functions, and any appropriate donations and flowers to recognise significant events or activities within the community.

2.4.10.2 Ceremonial Chains and Robes

The City of Tea Tree Gully Ceremonial Chains and/or Robes may be worn by the Mayor (or Council's Nominated Delegate) at all events where they are representing the City in an official capacity. When not in use for events, the Chains and Robes will remain at the Council Offices under lock.

2.5 Training and Development

Councils are legislatively required to prepare and adopt a training and development policy. **Elected Members** must undertake regular training in accordance with this policy, and at a minimum undertake the prescribed mandatory requirements in the LGA training standards within 12 months of being elected, which includes four key competency areas:

- Behaviour
- Civic
- Legal
- Strategy and Finance

A record of **Elected Member** training and development will be maintained and made available on Council's public website.

2.5.1 Induction - Mandatory Training

In a periodic election year, the focus on **Elected Member** training and development will be on the mandatory induction and training requirements for members. As part of the induction training, Council may include a Residential Seminar for **Elected Members** in order to enable team building and focus on strategic matters offsite.

2.5.2 Application for training and development

An **Elected Member** can request to attend Training and Development not directly conducted/supplied by Council by completing a Training and Development Application Form available on the Hub.

Each **Elected Member** has budget allocation for training and development for each financial year. The total allowance limitation to be incurred by each individual Elected Member for Training and Development must not exceed \$5,000 for the position of the Mayor and \$3,000 for each councillor in the relevant financial year unless otherwise approved by Council. In the financial year leading up to a periodic election, training and development allocation limits will be proportionate for the period July – November (5 out of 12 months). Attendance as Council's Nominated Delegate (as defined in Council's Elected Member Support Policy) is not included within this limit.

The **CEO** may approve a training and development application for an **Elected Member** provided all of the following conditions are met (noting all other applications will be referred to Council for consideration):

- a. Estimated cost per **Elected Member** is not greater than \$3,000 per application
- b. **Elected Member** has/will not exceed the financial year allowance (as mentioned above)
- c. Sufficient funds are available within the budget line for **Elected Member** Training and Development to fund the application
- d. The provision of the Training Session is relevant to the performance or discharge of official duties or functions

Council may elect to pay the provider directly rather than reimburse the relevant **Elected Member**.

2.6 Reporting

2.6.1 CEO's Monthly Information Report

Council acknowledges the importance of effective communication between its employees and **Elected Member**. In order for **Elected Members** to be kept informed of certain Council activities, the **CEO** will provide a monthly information report detailing the following information for the relevant period as follows:

- a. **CEO's** Activities (major activities outside of Council)
- b. Employee movements - incoming and outgoing
- c. Court Actions Involving Council (not including Expiation Notices, Environment, Resources and Development Court matters or standard debt recovery notices)
- d. Overview of planning applications lodged with Council each month (number and value of) and trends in planning applications as a 12 month overview
- e. Insurance Claims lodged with Council's insurers for civil liability and Council property claims with any personal details removed

- f. Variations to contracts not reported to Council previously that are either greater than \$100,000 per contract or, + or – 10% for any contract over \$500,000 in total value
- g. Grant funding applications made on behalf of Council
- h. Map of Modbury Precinct Revitalisation
- i. Confidential items that have been released for the month in question
- j. The **CEO** may add any additional item to this report that they wish to report to Council in this format.

The above information should be treated as confidential in nature and must not be made available to the public, unless the **CEO** indicates otherwise. Any breach of confidentiality will be dealt with under the Elected Member Behavioural Management Policy.

2.6.2 Allowances & Benefits Register

A register of **Elected Member** Allowances and Benefits will be maintained in accordance with section 79 of the **Act**, and will record all identifiable forms of benefits and support provided to **Elected Members**, including training and development and Council's delegate costs. This will be maintained and published on Council's website, unless otherwise specified in this Policy.

The resources and support provided in the distribution of Council and Committee agendas and reports are not included in this Register along with any staff support.

2.6.3 Training and development reporting

Progress against expenditure of the budget allocation will be reported on an annual basis to Council. This will include any reporting on training and development approved to be undertaken within **CEO** delegation. Council's annual report will include the requirements as set out in the Local Government Act and associated regulations.

2.7 Other

2.7.1 Relevant history screening

All **Elected Members**, within 60 days of the commencement of their term on Council, will be required to obtain a History Screening check (i.e National Police Clearance Check or a Department for Communities and Social Inclusion (DSCI) Screening Check). This assists in the situations where it is deemed relevant for an **Elected member** to be in contact with individuals in a child, youth or vulnerable person related area.

3. DEFINITIONS

For the purposes of this policy the following definitions apply:

Act

Local Government Act 1999.

CEO

Refers to the Chief Executive Officer (including their delegate) of the City of Tea Tree Gully.

Elected Member(s)

Includes the Councillors and the Mayor of the City of Tea Tree Gully.

Regulations

Local Government (General) Regulations 2013

Telecommunications

Is any communication cost related to a mobile or home device (i.e phone calls, mobile data, home broadband)

Training Sessions

Includes conferences, seminars, training courses and workshops

4. LEGISLATIVE FRAMEWORK

There is no legislative requirement for Council to have a policy relating to support, unless Council determines Elected Members are entitled to receive reimbursement of expenses in accordance with, but outside those specifically prescribed by legislation.

The following legislation applies to this Policy:

Local Government Act 1999

Section 61 - Access to Council document in connection with the performance or discharge of his/her functions or duties.

Section 62 - An Elected Member must not make improper use of such information to gain, directly or indirectly, an advantage for himself or herself or for another person or to cause detriment to Council.

Sections 76-80 - Allowances and Benefits

This part of the Act covers allowances, reimbursement of expenses under legislation and Council policy, provision of facilities and support, register of allowances and benefits, and insurance of members.

Section 77(2) - Any Policy addressing reimbursement of expenses lapses at a general election of the council.

Section 79 - A Register must be maintained to record allowances, expenses or other benefits, as well as be available to the public during ordinary office hours.

Section 80A of the Act states:

- a. Council must prepare and adopt a training and development policy for its Elected Members that assists in their performance and discharge of their functions and duties
- b. Council may from time to time alter its policy, or substitute a new policy.

Section 137 - Council may expend its funds as the council thinks fit in the exercise, performance or discharge of its powers, functions or duties under this or other Acts.

Schedule 4, Section 2 (ca) – inclusion in the annual report of training and development activities for members of the council during the relevant financial year.

[Local Government \(General\) Regulations 2013](#)

Regulation 8AA of the Regulations states:

- a. Council must ensure that its training and development policy provides that members must undertake regular training in accordance with the policy and complies with the LGA training standards
- b. LGA training standards means the document entitled LGA training standards for council members approved by the Minister for the purposes of the regulation and published on a website maintained by the LGA.

Regulation 35 – inclusion in the annual report a summary of the details (including the cost) of any interstate and international travel (excluding prescribed interstate travel) undertaken by members of the council during the relevant financial year funded in whole or in part by the council.

[Local Government \(Members Allowances and Benefits\) Regulations 2010](#)

The regulations provide information about allowances, benefits, facilities and support to its Elected Members that Council may provide.

4.2 Other references

Council's documents including:

- a. [Caretaker Policy](#)
- b. [Children and Vulnerable Persons Safe Environment Policy](#)
- c. [Committee Terms of Reference and Membership](#)
- d. [Elected Member Gift Register](#)
- e. [Elected Member Allowances and Benefits Register](#)
- f. [Elected Member Behavioural Management Policy](#)
- g. [Fees and Charges Register](#)

h. [Records Management Policy](#)

External document including:

- a. [Remuneration Tribunal Determination](#) – Members of Local Government Council (Determination 7 of 2014)

5. STRATEGIC PLAN/POLICY

5.1 Strategic Plan

The following strategic objectives in Council's Strategic Plan 2025 are the most relevant to this report:

Objective	Comments
Leadership	
<i>Leadership and advocacy is focused on the long term interests of the community</i>	This Policy supports the promotion of Elected Members in their role and allows them to be identified as the elected representatives of Council.
<i>Decision making is informed, based on evidence and is consistent</i>	<p>Providing facilities and support to Elected Members to assist them in performing their functions and duties.</p> <p>Providing Training and Development for Elected Members to ensure that they can make informed decisions based on what is best for the Community and Council.</p>

5.2 Organisation Plan

Our Strategic Plan is supported by an Organisation Plan which focuses on four key themes of customer care, learning & growth, future capability and sustainable operations. The key theme most relevant to this policy is sustainable operations, in ensuring that we make consistent, informed decisions which are evidence based.

6. POLICY IMPLEMENTATION

This Policy will be implemented by the Chief Executive Officer and managed in accordance with Council's scheme of delegations.

Record number	D23/74684
Responsible Manager	Manager Corporate Governance
Other key internal stakeholders	Chief Executive Officer
Last reviewed	28 November 2023
Adoption reference	Council
Resolution number	326
Previous review dates	29/11/22, 10/3/20, 9/5/18, (Previously Elected Member Allowances and Benefits Policy - Merged with Regular Reporting to Elected Members Policy and Council Delegate Policy) 22/9/15 (amended 9 August 2016), 25/11/14, 12/08/14, 09/04/13 (Elected Members' Allowances, Benefits, Facilities and Support Policy), 10/04/12, 14/6/11, 23/11/10, 13/7/10, 14/10/08, 13/3/07, 21/11/06, 28/2/06
Legal requirement	Reimbursement of expenses - section 77(1)(a) lapses at a general election of the Council. It is a requirement under Section 80A of the Local Government Act 1999 to have a Training and Development Policy.
Due date next review	2026
Delegations	