

Administrative Policy for Elected Members

Policy Reference Number	1855567
Responsible Department	Corporate Services
Related Policies	Election Caretaker Policy
Related Procedures	Nil
Date of Initial Adoption	17 September 2013
Last Reviewed by Council	17 January 2023

1. Purpose

This Policy provides direction to Elected Members, Staff and the general public about specific administrative matters related to Elected Members. Expectations are in addition to any statutory requirements of the Local Government Act 1999, or any other relevant Act or Regulation or associated Council Policy.

2. Power to Make the Policy

This Policy has been developed as required by Section 132A of the Local Government Act 1999.

3. Strategic Plan Link

This Policy has the following link to Council's Strategic Plan 2024:

- Leading Our People (Goal 5)

4. Principles

- The Community expects that Council will implement appropriate policies, procedures and practices for good public administration
- Elected Members have a responsibility to exercise reasonable care and diligence when conducting their public officer duties.

5. Definitions

Nil

6. Policy

6.1 Criminal History Check

Elected Members acknowledge the importance of their roles as decision makers and agree to undergo criminal history checks. at Council's cost, within 3 months of the commencement of each Council term or their appointment, which will be provided to the Chief Executive Officer and Manager Governance as confidential information.

6.2 Community Engagement

Elected Members will not participate in petitions or community engagement processes where Council or its Administration is the decision maker. Members are ineligible from being members of the Council's Online Community Engagement Platform (Connect 2 Campbelltown).

6.3 Election Caretaker Policy

Elected Members are committed to the terms of Council's Election Caretaker Policy and agree to abide by the conditions within it.

6.4 Obtaining Legal Advice

All legal advice obtained on behalf of Council, its Committees and the Council Assessment Panel will be obtained by the Chief Executive Officer (or nominee). Elected Members are not authorised to obtain legal advice at Council's expense.

6.5 COVID-19 Vaccination arrangements

Elected Members acknowledge their role to demonstrate leadership and support with respect the COVID-19 public health emergency.

At the Council meeting on 21 December 2021, Members agreed to supply the following evidence to the Chief Executive Officer by 4 January 2022:

- that they are fully vaccinated, or
- that they had received their first dose of a COVID-19 Vaccine and had made a booking to receive their second COVID-19 Vaccine

in line with Council's COVID-19 Vaccination Policy and as is applicable to all Employees.

Where evidence has not been provided within the required timeframe, the Chief Executive Officer will write to Elected Members requesting that they do not attend public events organised by Council and requesting that they attend all meetings associated with Council electronically (ie by Zoom or Teams) until evidence is provided of their vaccination status.

Elected Members whose double vaccination status has been verified are to continue to provide evidence of booster shots to the Chief Executive Officer at the intervals approved by SA Health.

6.6 ICT Policies

Elected Members commit to and acknowledge the importance of maintaining the integrity of Council's ICT (Information and Communications Technology) system. Elected Members will comply with the Council's ICT policies.

7. Review & Evaluation

Within six months of each new Council term Council will review this policy. Following this initial review this policy will be reviewed annually by staff with minor administrative adjustments being approved by the Chief Executive Officer.

8. Availability of the Policy

Copies of this Policy will be available at Council's principal office during ordinary business hours and at Council's website www.campbelltown.sa.gov.au.