	POLICY 98	Version:	9
	Council Member Allowances and Benefits	Date Adopted:	29 November 2022
		Next Review Due:	November 2026

1. STATEMENT

This Policy details the Allowances and Benefits that will be provided to Council Members who are appointed or elected following a general election.

2. DEFINITIONS

Consumer Price Index (CPI) is the Consumer Price Index (All groups index for Adelaide) published by the Australian Bureau of Statistics ^{(s76(15))}

Council Member (Member) means the Principal Member (Mayor) or a Councillor of the Council

Prescribed meeting is a meeting of the Council or a Council Committee, or an informal gathering, discussion, workshop, briefing, training course or similar activity which is directly or closely related to the performance or discharge of the roles of duties of the Member ^(r3).

3. POLICY

This Policy applies to all Council Members.

3.1 Principles

The following principles guide this policy:

- Council Members should not be out-of-pocket as a result of performing and discharging their Council functions and duties
- to assist Council Members in performing or discharging their official functions and duties they are entitled to be provided with a range of necessary facilities and support and to be reimbursed for expenses as specified in this policy
- any reimbursements claimed by members must be for expenses actually and necessarily incurred in performing and discharging their official Council functions and duties, which will be assessed according to the role of a Member under the *Local Government Act 1999* (the Local Government Act)
- Council encourages continued professional training and development for Council Members. This is seen as being necessary in terms of good governance and to the improved performance of their functions and duties
- The accountability of the Council to its community for the use of public monies.

3.2 Allowances

Council will pay each Member an allowance (including travel time allowance) as provided for in section 76 of the Local Government Act and determined by the Remuneration Tribunal on a four-yearly basis prior to each periodic election.


Allowances will be paid in instalments up to 3 months in advance of each month in respect of which an instalment is payable ^{(s76 & r4(1))}.

Members holding office for only part of the period that an allowance is payable will be paid the relevant proportion in accordance with the Act ^{(s76(11))}.

Council's Chief Executive Officer (CEO) will initiate a Consumer Price Index (CPI) review of allowances paid to Council Members on the first, second and third anniversaries of each periodic election in accordance with the Act and Regulations ^{(s76(9) & r4(2))}.

A Member may decline to accept payment of an allowance ^{(s76(12))}.

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3.3 Travel Expenses

Council Members will be reimbursed the following travel expenses actually and necessarily incurred when the journey is by the shortest or most practicable route^{(r5(1)(a))}:

3.3.1 Prescribed Travel Expenses

Travelling to or from a *prescribed meeting* in either direction between –

- a) a member's principal place of residence and the *prescribed meeting*; or
- b) a place of work and the place of the *prescribed meeting*.

Reimbursement is limited to expenses that are attributed to travel within the Council area only ^{(r5(2)(a)(i))}.

3.3.2 Council Approved Travel Expenses

Council approves reimbursement of the following travel expenses incurred by the member ^{(s77(1)(b))}:

- a) Attendance at a function or activity on the business of the Council (other than a *prescribed meeting*)^{(r6(a)(b))}.
- b) Travelling to or from a *prescribed meeting* in either direction between –
 - i. a Member's principal place of residence and the *prescribed meeting*; or
 - ii. a place of work and the place of the *prescribed meeting* attributed to travel outside the council area only ^{(r6(a)(c))}.

The rate of reimbursement for private motor vehicle costs is as prescribed in Section 28.25 of the Commonwealth Income Tax Assessment Act 1997^{(r5(2)(a)(ii))}.

Kilometres travelled and/or evidence of expenses incurred must be provided to support all reimbursements claimed.

Claims for journeys that do not exceed 20 kilometres will be aggregated and paid on a quarterly basis.

3.4 Child/Dependant Care Expenses

Council Members will be reimbursed the following child/dependent care expenses:

3.4.1 Prescribed Care Expenses^{(s77(1)(a) & r5(1)(b))}

Expenses actually and necessarily incurred in attending a *prescribed meeting* for the care of –

- a) A child of the Member; or
- b) A dependant of the Member requiring full-time care


Care provided by a person who ordinarily resides with the Member is not eligible for reimbursement^{(r5(2)(b))}.

3.4.2 Council Approved Care Expenses^{(s77(1)(b) & r6(d))}

Council approves re-imbursement of expenses actually and necessarily incurred in attending a function or activity on the business of the Council (other than as provided for in 3.4.1 above) for the care of –

- a) a child of the Member; or
- b) a dependant of the Member requiring full-time care

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3.5 Council Approved Telecommunications Expenses ^{(s77(1)(b) & r6(a))}

Council approves expenses incurred in the use of a telephone, fax, other telecommunication device or form of electronic communication on the business of the Council up to the value of \$300 annually for internet connection and phone access.

3.6 Council Approved Professional Training and Development Expenses ^{(s77(1)(b) & r6(e))}

Due to attendance at a conference, seminar, training course or other similar activity that is directly or closely related to the performance or discharge of the roles or duties of the Member, where the attendance has been approved by Council (e.g. by resolution at a meeting of council or by the Council Member Training & Development Policy and associated training plan), Council approves reimbursement of the below listed reasonable expenses incurred by the member:

- Domestic travel;
- Economy Class Domestic Airfares;
- Registration fees;
- Accommodation;
- Meals;
- Taxi fares;
- Car parking; and
- Incidentals up to a daily maximum of \$20

In planning attendance, Members must liaise with the CEO or the CEO's delegate in the first instance to allow bookings and payments to be made through Council's ordinary procurement practices where possible, before the member incurs expenses directly.

3.7 Facilities & Support ^(s78)

To assist members in performing or discharging official functions and duties, Council has specifically resolved that the following facilities and services are necessary and expedient to the performance or discharge of official functions or duties:

3.7.1 Facilities and Support for all members


- Laptop or Tablet Device (e.g. Surface Go) with appropriate software to undertake Council business
- Council email account
- Business cards
- Log book

3.7.2 Facilities and Support for the Mayor only

- Fully maintained motor vehicle for Council and private purposes
- Mobile telephone or telecommunication contribution of \$100 per calendar month
- Furnished office/meeting space (including security monitoring, desk, chairs, small fridge, tea and coffee provisions)
- Administrative Support (Limited to calendar bookings, formal correspondence preparation, speech preparation, citizenship ceremony support, media and communications support or as otherwise determined by the CEO)

Any property provided remains the property of Council.

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Members must not use a facility or service used for a purpose unrelated to the performance of official functions and duties unless the use has been approved by Council and the Member has agreed to reimburse Council for any costs or expenses associated with that use.

3.8 Other Expenses

Any other allowance or benefit not detailed in this policy will require the approval of Council (through a resolution at a council meeting).

3.9 Claims for Reimbursement

All claims for reimbursement must be submitted to the CEO on a form (which may be an electronic form) determined by the CEO. Members should submit their claims for reimbursement at least quarterly. The CEO may also develop and implement procedures to aid in the implementation of this policy.

All claims for reimbursement must be accompanied with mileage records or proof of expenditure (e.g. receipt or tax invoice).

The CEO or their delegate is authorised to approve re-imbursement expenses in accordance with the Act and this policy.

3.10 Register of Allowances and Benefits

The CEO will maintain a Register of Allowances and Benefits (the Register) in accordance with the requirements of the Act and Regulations ^(s79 & r7).

The CEO will use information collected on reimbursement forms to maintain the Register as necessary.

4. REVIEW

This Policy will expire when the last result of each periodic election is certified ^{(s76(8) LG Act)}. A new policy will need to be endorsed by the council following the conclusion of each periodic election.


Amendments, alterations or substitutions to this Policy will consider Council's Community Engagement Policy, unless an alteration is a mandatory legislative change not requiring a decision, has only minor significance and is likely to attract little or no community interest. Only Council may approve this policy.

5. AVAILABILITY

This Policy is available without charge on the Wattle Range Council website: www.wattlerange.sa.gov.au.

A copy of the Policy may be purchased from the Principal Council Office, Civic Centre, George Street, Millicent, upon payment of a prescribed fee in accordance with Council's Schedule of Fees and Charges.

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6. REFERENCES & FURTHER READING

(s()) is a reference to the relevant section in the *Local Government Act 1999*

(r()) is a reference to the relevant regulation in the *Local Government (Members Allowances and Benefits) Regulations 2010*

References	<ul style="list-style-type: none"> • Remuneration Tribunal of South Australia, Local Government Elected Members and CEOs.
Relevant Legislation:	<ul style="list-style-type: none"> • <i>Local Government Act 1999</i> – s76 - 80 • <i>Local Government (Members Allowances and Benefits) Regulations 2010</i> • <i>Commonwealth Income Tax Assessment Act 1997</i> – s28.25
Relevant Policies / Procedures / Guidelines	This Policy should be read in conjunction with:- <ul style="list-style-type: none"> • Council's Community Engagement Policy

7. ADOPTION & AMENDMENT HISTORY

The table below sets out the adoption, review and amendment history of the policy.

Version No:	Issue Date:	Authorised by:	Description of Change:	Minutes Reference:
1	11/10/2005	Council	Adopted	Folio 3408; Item 13.1.3
2	13/11/2007	Council	Amended	Folio 3939; Item 11.1.2
3	11/11/2008	Council	Updated	Folio 4081; Item 11.1.3
4	14/12/2010	Council	Amended	Folio 4487; Item 6.2.1
5	10/04/2012	Council	Reviewed	Folio 4745; Item 11.1.3
6	11/12/2012	Council	Reviewed	Folio 4847; Item 11.1.9
7	25/11/2014	Council	Reviewed	Folio 5640; Item 12.1.3
8	27/11/2018	Council	Version 7 expired due to Nov 2018 general election; policy updated for consistency with legislation, adapted into new format.	Folio 7986; Item 13.1.5
9	29/11/22	Council	Version 8 expired due to Nov 2022 general election. Policy reviewed and adopted by Council with minor wording change to reference to Remuneration Tribunal in section 3.2.	Folio 10383-10384; Item 15.1.3

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