

# Elected Members Allowances and Support Policy

<b>Policy Reference Number</b>	2398738
<b>Responsible Department</b>	Corporate Services
<b>Related Policies</b>	Nil
<b>Related Procedures</b>	Nil
<b>Date of Initial Adoption</b>	6 December 2022
<b>Last Reviewed by Council</b>	

## 1. Purpose

Campbelltown City Council makes this Policy to accommodate Section 77(1)(b) of the Local Government Act 1999 (the Act) by specifying the types of Elected Member expenses that will be reimbursed without the need for specific approval of Council each and every time a claim is made, and describes the process and procedure for individual Elected Members to obtain reimbursement of those expenses.

## 2. Introduction

The payment of an annual allowance to Elected Members is prescribed pursuant to Section 76 of the Act.

The provision of facilities and support and the basis on which these are made available to Elected Members is at Council's discretion pursuant to Section 77 of the Act.

This Policy summarises the provisions of the Act and the Local Government (Members Allowances and Benefits) Regulations 2010 (the Regulations) in respect to Elected Members' allowances, the provision of facilities and support, the different types of expenses, the circumstances in which those expenses will be or can be reimbursed, and what benefits Elected Members receive that must be recorded for the purposes of maintaining the Register of Allowances and Benefits.

## 3. Power to Make the Policy

Section 77(1)(b) of the Local Government Act 1999 provides that Council may approve the reimbursement of certain prescribed expenses incurred by Elected Members, either on an individual basis or under a Policy adopted by Council. The Local Government (Member Allowances and Benefits) Regulations 2010 prescribes further detail in relation to this matter.

## 4. Strategic Plan Link

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

- Leading Our People (Goal 5)

## 5. Principles

Council recognises that Elected Members should not be out-of-pocket as a result of performing and discharging their Council functions and duties. However, any reimbursements claimed by Elected Members must be for expenses actually and necessarily incurred in performing and discharging their official Council functions and duties.

Council encourages continued professional and governance training for Elected Members as this is seen as being imperative and necessary in terms of good governance and for the improved performance of their functions and duties.

Council will ensure that the payment of Elected Member allowances, the reimbursement of expenses, and the provision of facilities and support is transparent and in accordance with Council's commitment to accountability to the community for its use of public monies.

This Policy will apply to all Elected Members.

## 6. Definitions

**Eligible journey** means a journey (in either direction) between a principal place of residence, or a place of work of an Elected Member, and the place of a prescribed meeting within the Council area.

**Prescribed meeting** means 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 or duties of an Elected Member.

**Training and development activity** means forums, seminars, meetings, training, conferences, programs, briefing sessions and workshops.

## 7. Policy

### 7.1 Responsibility of Chief Executive Officer

The Chief Executive Officer is responsible for:

- Implementing expense reimbursement procedures in accordance with this Policy
- Maintaining a *Register of Allowances and Benefits* as prescribed in Section 79 of the Act and Regulation 7 of the Regulations.

### 7.2 Allowances

Pursuant to Section 76 of the Act, Elected Members are entitled to receive an annual allowance for performing and discharging their official functions and duties including eligible journeys. The allowances are set by the Remuneration Tribunal on behalf of Councils.

Council will pay annual allowances to Elected Members up to 3 months in advance.

### 7.3 Child / Dependant Care Expenses

Elected Members are entitled to receive reimbursement of expenses actually and necessarily incurred for the care of a child of the Member, or a dependant of the Member requiring full-time care, as a consequence of the Member's attendance at a prescribed meeting. Additionally, Council will reimburse expenses for child / dependant care incurred by the Elected Member whilst attending an approved conference or training course. However, a Member is not entitled to be reimbursed child/dependant care expenses if the care is provided by a person who ordinarily resides with the Member.

All claims for reimbursement must be submitted to Executive Support Staff within two months of the date that care was provided.

### 7.4 Additional Reimbursement and Support

Pursuant to Section 77(1)(b) of the Act, Council also approves the reimbursement of expenses and support to Elected Members as described below:

- **Other Expenses**

Council approves reimbursement of expenses incurred by the Member as a consequence of the Elected Member's attendance at an approved training and development activity that is directly or closely related to the performance or discharge of the roles or duties of the Member. Expenses will only be reimbursed for attendance at training and development activities which have been approved and arranged by Council. The following types of expenses will be reimbursed:

- Meals;
- Share rides;
- Car parking; and
- Incidentals.

All claims for reimbursement must be submitted to Executive Support staff within two months of attendance at the approved activity.

- **Facilities**

Pursuant to Section 78 of the Act, Council will make available the following facilities to all Elected Members subject to budget funding:

- A tablet, internet data plan and remote access email via Council's Internet Service Provider.

In addition to the above, Council will make available to the Mayor an office with computer equipment and telephone at the Council's principal office.

Council has determined that these facilities are necessary or expedient to the performance or discharge of the Elected Members' official functions or duties.

The use of any Council facility by Elected Members for campaign or election purposes is not permitted under any circumstances on the basis that it is not necessary or expedient to the performance or discharge of an Elected Member's official functions or duties under the Act.

The facilities remain the property of Council and must not be used for a purpose unrelated to the performance of official functions and duties unless the use has been approved by Council and the Elected Member has agreed to reimburse Council for any costs or expenses associated with that use.

### **7.5 Expenses Requiring Council Approval**

Pursuant to Section 77(1)(b) of the Act, expenses other than those detailed above will require approval by Council on a case by case basis.

### **7.6 Claims for Reimbursement**

Elected Members are required to provide evidence of expenses incurred to support all reimbursements claimed.

Details are not required for expenses paid out of the Elected Member's allowance.

All claims for reimbursement must be submitted to the Chief Executive Officer on the forms provided for this purpose within two months of incurring the expense.

### **7.7 Other Benefits Received**

Elected Members are also provided with the following benefits for use when performing official duties:

- Council branded merchandise including corporate polo tops
- Car magnets
- Relevant PPE (personal protective equipment)
- Standardised business cards.

### **7.8 Register of Allowances and Benefits**

Pursuant to Section 79 of the Act, the Chief Executive Officer will maintain a Register of Allowances and Benefits (the Register) in which is entered:

- The annual allowance paid or payable to each Elected Member under Section 76 of the Act.
- Any expenses reimbursed to an Elected Member under Section 77(1)(b) of the Act.
- Any other benefits paid or payable to, or provided for the benefit of an Elected Member, with the exception of reimbursements paid under Section 77(1)(a) of the Act.

Reimbursements under Section 77(1)(a) of the Act are not required to be recorded in the Register.

The Register will be updated on a regular basis to reflect the current situation.

## **8. Review & Evaluation**

This policy will be reviewed at the first meeting of the Council term. Following this initial review this policy will be reviewed annually by staff with minor administrative adjustments being approved by the Chief Executive Officer.

It should be noted that this Policy lapses at a general election of the Council.

## **9. Availability of the Policy**

This Policy will be available for inspection at Council's principal office during ordinary business hours and at Council's website [www.campbelltown.sa.gov.au](http://www.campbelltown.sa.gov.au).