



DISTRICT COUNCIL OF LOXTON WAIKERIE

Elected Members Allowances and Benefits Policy

Policy Identification:	
Policy type:	Council
Summary:	This policy ensures that Council payment of Elected Member allowances and the reimbursement of expenses is accountable and transparent and in accordance with legislative requirement and the determination of the Remuneration Tribunal.
Record number:	9.63.1
Date of adoption or approval:	23 June 2000
Last review date:	17 November 2017
Next review date:	November 2018 annual review of benefits only, allowances are set by the Remuneration Tribunal
Authorised by:	Council
Responsible department:	Corporate and Community Services
Responsible officer(s):	Director Corporate and Community Services
Review officer:	Governance Officer
Consultation required:	
Relevant references::	Report and Determination No. 6 of 2010 and 7 of 2014 : Members of Local Government Councils
Delegations:	
Legislation:	Local Government (Members Allowances and Benefits) Regulations 2010 under the Local Government Act 1999
Related Policies:	Electronic Communication Facilities Policy Caretaker policy
Related procedures:	Elected Member Facilities and User Support Agreement Elected Member and Employee Access to Council Vehicles Procedure

1. Purpose

This policy is to ensure that District Council of Loxton Waikerie payments of Elected Member allowances and the reimbursement of expenses is accountable and transparent, and in accordance with the Local Government Act 1999 and Local Government (Members Allowances and Benefits) Regulations 2010.

2. Strategic reference

Leadership and engagement: strategy 4.2.1: implement a transparent, accountable and consistent decision making process.

3. Principles- Allowances and Reimbursements

Elected members should not be out-of-pocket as a result of performing and discharging their Council functions and duties.

Any reimbursement claimed by Elected Members must be for expenses actually and necessarily incurred in performing and discharging their official functions and duties.

Elected Members are entitled to receive:

- An annual allowance as provided in section 76 of the Act and Regulation 4;
- Reimbursement of prescribed travelling and child/dependent care expenses associated with attendance at Council/Committee meetings, pursuant to Section 77(1) (a) of the Act and Regulation 5.
- Reimbursement of certain prescribed expenses pursuant to 77(1) (b) of the Act and regulation 6

4. Principles- Facilities and Support

Council will provide Elected Members with facilities and support to assist them in performing and discharging their functions and duties pursuant to Section 78 of the Act.

5. Roles and Responsibilities

This policy will apply to all Elected Members.

The Chief Executive Officer is responsible for:

implementing expense reimbursement procedures in accordance with this policy;
and

maintaining a Register of Allowances and Benefits as prescribed in Section 79 of the Act and Regulation 7; adjusting on the first, second and third anniversaries of the relevant periodic elections to reflect changes in the Consumer Price Index under a scheme prescribed by Section 76 of the Act and Regulation 4(2) ensuring a copy of this policy is available for inspection and purchase by the public.

6. Annual audit

All Elected Members will be audited once during their term of office.

7. Entitled Allowances and Reimbursements

7.1 Allowances

Elected Members are entitled to receive annual allowances following the determination of the Remuneration Tribunal as gazetted on Thursday 26 August 2010 and as per determination 7 of 2014 to help cover the cost of performing and discharging their official functions and duties:

Section 76 (9) of the Local Government Act provides for allowances to be adjusted on the first, second and third anniversaries of periodic elections to reflect changes in the Consumer Price Index (CPI) under a scheme prescribed by the regulations.

For the purposes of section 76 of the Act, an allowance may be paid in instalments up to 3 months on advance or 3 months in arrears of each month in respect of which an instalment is payable.

The policy of council is that the Mayoral Allowance, the Deputy Mayoral Allowance and the Elected Members Allowance be paid in instalments of 1 month in arrears.

The allowances were set by the Remuneration Tribunal in the Report and Determination no. 6 of 2010: Members of Local Government Councils.

7.2 Travel and Dependent Care Expenses

In addition to any allowance paid under Section 76 of the Act, Elected Members are entitled to receive reimbursement for traveling within the area of Council and dependent care expenses associated with attendance at Council and Committee meetings pursuant to Section 77(1) (a) of the Act

In addition to the allowances as determined by the Remuneration Tribunal a travel time payment has been granted to eligible elected members, under part 4 of the determination.

8. Elected Member Access to Council Vehicles

Privately owned vehicles will be authorised for Council business use as a last resort where either a Council owned vehicle is not available or Council can not efficiently make available alternate transport (ie hire car, taxi etc). Elected Members have access to council vehicles, if available, for the purpose of attending meetings, training and conferences as required by Council. In all circumstances the council owned vehicles are only to be used for business purposes.

Elected Members are responsible for the payment of any fines for traffic infringements incurred whilst driving a council vehicle.

Please see the **Elected Member and Employee Access to Council Vehicles Procedure** for the booking process.

9. 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 if a Council vehicle is not available or it is considered impractical to utilise a Council vehicle :

9.2 Training Expenses

The Chief Executive Officer will submit a report to Council where the course fee is in excess of \$1500 which will outline the aims and objectives of the course.

- Where attendance at any course is approved by Council, the cost of traveling and accommodation will be met by council.
- All training or attendance at Conferences and Seminars for Elected Members and for which re-imburement is sought must be approved Per the direction of the Training and Development Policy and Plan for Elected Members.

9.3 Other Expenses

Pursuant to Section 77 (1) (b) of the Act Council approves reimbursement of other expenses that elected members may incur.:

Expenses will only be reimbursed for attendance at conferences, seminars, etc *which have been approved by Council.*

10. Facilities and Support

All Elected Members are provided, upon request, with:-

Ipad—issued as standard

- Connection and monthly access
 - Application to ensure that users are able to check monthly usage and download limits
 - Training for the use of the Ipad and related software
- External help desk support—90 day free telephone support & staff support offered

Reasonable personal use of the Ipad is permissible. However, personal use is a privilege, which needs to be balanced. Personal use must be appropriate, lawful, efficient, proper & ethical and in accordance with any council direction or policy.

In addition to the facilities and support that are available to all elected members, pursuant to Section 78 of the Local Government Act, Council has resolved to make available to the Principal Member the following facilities and support to assist in performing and discharging official functions and duties:

Internet access, mobile telephone, , motor vehicle, office space, personal assistance.

These facilities and services are made available on the following basis:

That they are necessary or expedient for the Principal Member to perform or discharge his/her official functions or duties,

That the facilities remain the property of Council and will not be used for a purpose unrelated to official functions and duties unless the use has been approved by Council and the Member has agreed to reimburse Council for any cost associated with that use.

It is also noted that the Principal Member has been granted limited private use of the Council vehicle within South Australia, subject to the keeping and presenting as required, a vehicle log book.

11. Expenses and Support Requiring Council Approval

All other expenses, reimbursements and support not detailed above will require approval by Council on a case by case basis.

12. Availability of the policy

This Policy will be available for inspection at the Council Offices at Loxton or Waikerie during ordinary business hours at no charge.

Copies of this Policy will also be available from Councils website www.loxtonwaikerie.sa.gov.au or postal copies may be obtained from the Council Office Free of charge.

13. Review

Elected Member benefits will be reviewed annually, allowances will be reviewed at the determination of the Remuneration Tribunal.

14. Document history and version control

Date	Version	Authorisation - Council/ Committee/ Senior Management Team	Amendment Details
23/06/2000	1.0	Council	First version
15/06/2001	1.1	Council	Reflects councils resolution in regard to allowances
16/08/2002	1.2	Council	Reflects councils resolution in regard to allowances
20/02/2004	1.3	Council (resolution at the meeting of 23 May 2003)	Reflects councils resolution in regard to allowances
2005	1.3		No change noted
20/11/2006	1.3	Council	No change noted
16/02/2007	1.3	Council	No change noted
21/08/2009	2.0	Council	Approved full private use of a vehicle for the Mayor
29/11/2010	3.0	Council	Reflects the determination of the Remuneration Tribunal gazetted Thursday 26 August 2010; allowances are determined by the Tribunal, only benefits are now the subject of review
25/11/2011	4.0	Council	Elected Members granted use of an iPad and the Mayor granted limited access to a vehicle
15/02/2013	4.0	Council	No changes noted, allowances adjusted as per S76(9) of the Local Government Act which provides for the allowances to be adjusted on the first, second and third anniversaries of periodic elections (CPI)
21/11/2014	4.0	Council	No change noted other than CPI increase to the allowances
18/12/2015	4.0	Council	No change noted other than CPI increase to the allowances
17/11/2017	5.0	Council	CPI increase to the allowances noted, removal of notation of payment to the Principal Member of the following: computer, printer, phone/fax machine. Noted the direction of council within the Training and Development Policy and Plan for Elected Members. Noted the direction of the Council meeting of 15 September 2017