



**Council Members' Allowances
and Benefits Policy**

– LGA Model

March 2007

COUNCIL MEMBERS' ALLOWANCES AND BENEFITS POLICY

LGA Model, February 2007

Purpose of Model Policy

The following model framework for establishing a Council Members' Allowances and Benefits Policy has been prepared as a guide for Councils.

The Local Government Act 1999 ("the Act") and Local Government (Members Allowances and Benefits) Regulations 1999 ("the Regulations") make provision for Council members to receive allowances and benefits.

In the case of the Adelaide City Council, the City of Adelaide Act 1998 ("the City Act") and the City of Adelaide (Members Allowances and Benefits) Regulations 1998 ("the City Regulations") apply to Council members of the City of Adelaide to the extent there is any inconsistency between the Act and Regulations and the City Act and City Regulations. Unless otherwise specified in this Model Policy, the City Act and the City Regulations have the same application and requirements as the Act and the Regulations 1998. The Act and Regulations prescribe that all Council members are *entitled* to receive:

- an annual allowance for performing and discharging official functions and duties; and
- reimbursement of expenses actually and necessarily incurred;
 - in travelling within the Council area to or from a Council or Council committee meeting; and
 - for the care of a dependant or a child of the member as a consequence of the member's attendance at a Council meeting or committee meeting.

The Act also makes provision for Councils to resolve, on a *discretionary* basis, to reimburse Council members for a range of additional expenses (prescribed by Regulation) incurred in performing or discharging official functions and duties. This is over and above the entitlement to reimbursement of expenses associated with attending Council and Council committee meetings mentioned above. For example, it includes travel outside the Council area and attendance at training and conferences.

These discretionary expenses can only be reimbursed with specific Council approval either by establishing a formal policy, commonly referred to as "Council Members Allowance and Benefits Policy", or alternatively by the Council approving each claim for reimbursement on a case-by-case basis by resolution. It is not possible to delegate power to approve these reimbursements unless the Council has adopted a formal policy or a specific financial provision has been made in the budget.

Further, the Council may exercise its discretion to resolve to provide Council members with facilities and support; for example in the form of laptop computers, facsimile machines and/or stationary, where it is necessary or expedient to the performance or discharge of their official functions or duties.

This Policy includes comprehensive examples of allowances, reimbursed expenses, facilities and support that is and can be provided to Council members. It also suggests a range of measures that can be put in place to ensure compliance with the legislation and clarity for Council members and the public. Each Council will need to consider their local arrangements and issues when dealing with this matter and the Model Policy can be downloaded and modified to suit your Council's requirements within the legal framework. The Model Policy is a combination of both legal requirements and recommended good governance practices.

COUNCIL MEMBERS ALLOWANCES AND BENEFITS POLICY

Introduction

This Policy has been developed and adopted primarily to accommodate Section 77(1)(b) of the Local Government Act 1999 ("the Act"), by specifying the types of expenses that will be reimbursed without the need for specific approval of Council each and every time a claim is made. It will outline the process and procedure for individual Council members to obtain reimbursement of those expenses. In addition, this Policy will also cover the payment of an annual allowance to Council members, the provision of facilities and support and the basis on which these are made available to Council members.

(Insert name of the Council) will ensure that the payment of Council member allowances, the reimbursement of expenses, and the provision of facilities and support is accountable and transparent, and in accordance with Chapter 5, Part 5 of the Act and the Local Government (Members Allowances and Benefits) Regulations 1999 ("the Regulations") (or Part 3, Division 4 of the City of Adelaide Act 1998 ("the City Act") and City of Adelaide (Members Allowance and Benefits) Regulations 1998 ("the City Regulations") for the City of Adelaide).

Council members are paid an allowance for performing and discharging their functions and duties as a member of the elected body of the Council. Section 59 of the Act (Section 22 of the City Act) provides (in part) that the role of a Council member, as a member of the governing body of the Council, is:

- (i) to participate in the deliberations and civic activities of the Council;
- (ii) to keep the Council's objectives and policies under review to ensure that they are appropriate and effective;
- (iii) to keep the Council's resource allocation, expenditure and activities, and the efficiency and effectiveness of its service delivery, under review.

This Policy summarises the provisions of the Act and Regulations in respect to Council members' allowances, the provision of facilities and support, reimbursement of the different types of expenses, the circumstances in which those expenses **will** be or **can** be reimbursed and what benefits Council members receive that must be recorded for the purposes of maintaining the Register of Allowances and Benefits.

The Council members' annual allowance was set by the Council at its first meeting following the general election on *[insert date]* and was recorded in the Register of Allowances and Benefits. This allowance will be reviewed annually and this Policy, in its entirety, will automatically lapse at the next general election of the Council.

(Name of Council's) Charter – The Principles

This Policy is underpinned by the following principles:

⇒ **Decision required**

Council needs to determine the principles, goals or objectives which will underpin its policy.

Example:

- *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 Council 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 Council member under the Local Government Act 1999.*

- *Council encourages continued professional and legal training for Council members. This is seen as being imperative and 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.*

Roles and Responsibilities

This Policy will apply to all members of the Council, who have an obligation to follow the process and procedure set by this Policy.

The Council's Chief Executive Officer has the duty to:

1. maintain the Register of Allowances and Benefits;
2. initiate an annual review of allowances paid to Council members for the Council's consideration and review; and
3. ensure copies of this Policy are available for inspection and purchase by the public at the principal office of the Council.

In addition, the Chief Executive Officer is responsible for:

4. implementing and monitoring expense reimbursement procedures in accordance with the Act, the Regulations and this Policy; and
5. ensuring a copy of this Policy is provided to all Council members.

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Entitled Allowances and Reimbursements

Allowances

Council members are entitled to receive the following annual allowance from the Council pursuant to Section 76 of the Act (Section 24 of the City Act) for performing and discharging their official functions and duties.

These will be reviewed annually in association with Council's budgetary process and details will be recorded in the public Register of Allowances and Benefits. Minimum and maximum amounts for allowances are prescribed by the Regulations as follows:

Principal Member (Lord Mayor)	\$ (quantify the min & max)
Deputy Mayor/Chairperson (Deputy Lord Mayor)	\$ (quantify the min & max)
Standing Committee Presiding Members	\$ (quantify the min & max)
Other Council Members	\$ (quantify the min & max)

⇒ **Decision required**

Council needs to determine if allowances are to be paid quarterly in advance, or in arrears, or in some other manner which does not offend against the Regulations.

Example:

Allowances will be paid on a quarterly basis in advance pursuant to Regulation 4(2) of the Regulations.

NOTE: A Council member is entitled to decline payment of the allowance (see Section 76(7) of the Act). If a Council member does decline payment of the allowance it still must be recorded in the Register of Allowances and Benefits.

In setting the allowances, Council took the following factors into consideration:

- *Council's should list here the factors it took into consideration when setting the level of allowance, for example:*
 - the role of the Council member and their contribution to assisting with the functions of the Council;
 - the fact it is intended to help cover the general expenses incurred by holding the office of a Council member in performing and discharging official functions and duties; and
 - the time taken by Council members, and their efforts in fulfilling their roles and functions as a member of the Council's governing body.

(There is no requirement for Council members to provide evidence to Council of expenditure incurred in respect to the payment of the allowance.)

The Council member's allowances were set as part of the Council's budgetary process and will be reviewed on an annual basis.

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NOTE: Any practice of awarding the maximum allowance to a Council member (including any Principal Member, Deputy Mayor or Deputy Chairperson or a Presiding Member of a standing committee) on the basis that it includes all or any claims under Section 77(1)(a) of the Act/25(1)(a) of the City Act is contrary to the intention of Chapter 5, Part 5 of the Act/Part 3, Division 4 of the City Act. Reimbursement of expenses under Section 77(1)(a) or 25(1)(a) are a prescribed entitlement and where there is an expense for which a Council member is entitled to be reimbursed under Section 77(1)(a) of the Act (Section 25(1)(a) City Act) there is no ability to preclude the Council member from making a claim and being reimbursed for such expenses, regardless of whether the maximum allowance has been set on that basis or not. This is subject to the expense being actually and necessarily incurred in association with attending a Council or committee meeting.

Travel and child/dependent care

In addition to the allowance paid under Section 76 of the Act, (Section 24 of the City Act), Council members are entitled to receive reimbursement for travelling within the area of Council and child/dependent care expenses associated with attendance at Council and Council committee meetings, in accordance with Section 77(1) (a) of the Act, and Regulation 5 of the Regulations and as detailed below:

- reimbursement for travel expenses is restricted to 'eligible journeys' (as defined in Regulation 3) by the shortest or most practicable route and to that part of the journey *within* the Council area i.e. any travelling *outside* the Council area in order to attend Council or Council committee meetings is not reimbursable under Section 77(1)(a) of the Act. For reimbursement for travel outside the Council area refer to "*Additional Reimbursement, Facilities and Support*" below.
- where a Council member travels by private motor vehicle, the rate of reimbursement is as prescribed in Section 82KX(1)(a) of the Income Tax Assessment Act 1936. Travel by taxi, bus or other means of public transport is reimbursed on the basis of expenses 'actually and necessarily incurred', but is still limited to 'eligible journeys' by the shortest or most practicable route and to the part of the journey that is within the Council area.
- reimbursement for child/dependant care expenses actually or necessarily incurred by the Council member as a consequence of the Council member's attendance at a meeting of the Council or Council committee. Child/dependent care is not reimbursed if a relative of the Council member who ordinarily resides with the Council member provides the care. A definition of "*relative*" is contained in Section 4 of the Act.

To receive reimbursement for these entitled expenses (travel and child/dependant care) each Council member is required to complete a Form 1 and submit it to [*insert position of responsible council officer*]. For the purposes of administrative efficiency Council members are requested to submit these forms on a quarterly basis (or other timeframe suitable to the Council).

Additional Reimbursement, Facilities and Support

Additional Reimbursement

Additional prescribed expenses incurred by Council members that are capable of being reimbursed by the Council are expenses that do not fall into the type of prescribed reimbursement outlined above, but must still be expenses incurred in performing or discharging official functions and duties.

Section 77(1)(b) of the Act (or Section 25(1)(b) of the City Act) provides that the Council (meaning the Council member body) may approve the reimbursement of additional expenses as set out in the Regulations (and the City Regulations) incurred by Council members, either on a case-by-case basis **or** under a policy adopted by Council.

These additional types of reimbursed expenses should also be distinguished from the payment of allowances by the fact that the allowance is paid without the Council member needing to make a claim. They can also be distinguished from the reimbursement of entitled travel and child/dependant care expenses associated with attendance at Council and Council committee meetings upon the basis that claims for those types of expenses do not require the Council's approval, either by a resolution or under a policy because reimbursement of those expenses is specifically mandated by the Act.

Regulation 6 of the Regulations (or Regulation 6 of the City Regulations) sets out the types of additional prescribed expenses that may be reimbursed under Section 77(1)(b), being:

- an expense incurred in the use of a telephone, facsimile or other telecommunications device, or in the use of a form of electronic communication, on the business of the Council;
- travelling expenses incurred by the member as a consequence of the member's attendance at a function or activity on the business of the Council;
- travelling expenses incurred by the member in undertaking an eligible journey to the extent that those expenses are attributable to travel outside the area of the Council;
- expenses for the care of:
 - (i) a child of the member; or
 - (ii) a dependant of the member requiring full-time care,

incurred by the member as a consequence of the members attendance at a function or activity on the business of the Council; and

- expenses incurred by the member as a consequence of the member's attendance at a conference, seminar, training course or other similar activity which is directly or closely related to the performance or discharge of the roles and duties of a Council member.

For the purposes of this Policy, and pursuant to Section 77(1)(b) of the Act, the Council approves the reimbursement of additional expenses of Council members as described below:

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Travelling expenses

Pursuant to Section 77(1)(b) of the Act the Council approves reimbursement of

⇒ Decision required

Council needs to clearly set out those types of expenses that the Council will reimburse which are incurred by a Council member in travelling:

- *to a function or activity on the business of the Council; and*
- *in undertaking an eligible journey to the extent those expenses are attributable to travel outside the area of the Council.*

Example:

- *Travel related to attendance at a Council or Council committee meeting being an "eligible journey" (as defined in Regulation 3), as it is attributable to travel outside the Council area, up to a maximum of \$xx or xxkm per return journey – [Consideration needs to be given to the level of reimbursement for Council members who reside outside the Council area].*

Council members will receive reimbursement for expenses incurred in travelling to a function or activity on Council business. The following conditions apply to these expenses:

- *travel both within and outside the Council area must be incurred by the Council member as a consequence of attendance at a function or activity on the business of Council. A 'function or activity on the business of the Council' includes official Council functions including Mayoral/Chairperson receptions, opening ceremonies, dinners, citizenship ceremonies and official visits etc; inspection of sites within the Council area which relate to Council or Committee agenda items; meetings of community groups and organisations as a Council appointed representative – but not to attend meetings of community groups or organizations when fulfilling the role of a local representative, and not as a member of the Board of any such community group or organisation.*

[HYPER-LINK TO LGA CIRCULAR ON CLAIMING MOTOR VEHICLE EXPENSES]

- *Reimbursement is restricted to the shortest or most practicable route.*
- *Where a Council member travels by private motor vehicle, the rate of reimbursement is as prescribed in Section 82KX(1)(a) of the Income Tax Assessment Act 1936.*
- *Car parking fees will be reimbursed (where they are a consequence of a Council member attending a function or activity on the business of the Council).*
- *Travel by taxi, bus, plane (specify in what circumstances) or other means of public transport will be reimbursed on the basis of being expenses where they are incurred as a consequence of the members attendance at a function or activity on the business of the Council however such travel must still be by the shortest or most practicable route. [Consideration needs to be given to any additional restrictions e.g. budget and production of the relevant receipts or other evidence of expenditure]*

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Other Expenses

Pursuant to Section 77 (1) (b) of the Act the Council approves reimbursement of:

⇒Decision required

Council needs to determine any other expense that will be reimbursed.

Example:

- *Expenses incurred for the care of a child of a Council member or a dependent of the Council member requiring full time care as a consequence of the Council member's attendance at a function or activity on the business of Council.*
- *Expenses incurred by the Council member as a consequence of the Council member's 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 Council member. Expenses will only be reimbursed for attendance at conferences, seminars, etc which have been approved by Council or under delegation/policy, e.g. under Council's "Council Member Training and Development Policy". Where attendance at the conference, seminar etc is approved the following types of expenses are capable of being reimbursed: airfares, registration fees, accommodation, meals, taxi fares, car parking and incidentals up to a daily maximum of \$[insert amount]*
- *Expenses incurred in the use of a telephone, internet, facsimile or other communication device on the business of the Council, e.g. Internet access to LGA.net.*

NOTE – supporting receipts must be provided in order to validate the claimed reimbursement.

Facilities and Support

The reimbursement of any other expense not covered by this Policy and prescribed in Regulation 6 must be approved by resolution of the Council.

In addition to allowances and the reimbursement of expenses, the Act provides that the Council can provide facilities and forms of support for use by its Council members to assist them to perform or discharge their official functions and duties (refer Section 78)

The Council must consider and specifically approve the particular facility and support as necessary or expedient to the performance or discharge of all Council members' official functions or duties. In approving the provision of facilities and support Section 78 requires that any such services and facilities must be made available to all Council members on a uniform basis, other than those facilities or support specifically provided to the Principal Member set out below (if any).

Pursuant to Section 78 of the Act, Council has considered and is satisfied that the following facilities and support are necessary or expedient for all Council members to assist them in performing or discharging their official functions and duties:

⇒Decision required

Council needs to consider and detail any facility and support made available to all Council members.

Example:

Personal or laptop computers, stationery, business cards, office space, storage facilities, fax machines etc.

For more information on benefits, see "What is a Benefit" on page 10.

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The provision of these facilities and support are made available to all Council members (including the Principal Member) under the Act/City Act on the following basis:

- they are necessary or expedient for the Council member to perform or discharge his/her official functions or duties;
- the facilities remain the Council's property regardless of whether they are used off site or not; and
- they are not to be used for a private purpose or any other purpose unrelated to official Council functions and duties, **unless** such usage has been specifically pre-approved by the Council and the Council member has agreed to reimburse the Council for any additional cost or expenses associated with that usage.

In addition to the above, Council has resolved to make available to the Principal Member (and to any acting Principal Member appointed during the Principal Member's absence) the following additional facilities and support to assist them in performing and discharging their official functions and duties:

⇒ **Decision required**

Council needs to consider and detail any additional facility and support made available to the Principal Member.

Example:

mobile telephone, motor vehicle, office space, personal assistant and on what terms etc.

Reimbursement for Private Use Decision Required

The Council needs to consider including in its' Policy a means by which a Council member would seek pre-approval to use the facilities or services for private use; for example, is it a form that is completed by the Council member and lodged at the next Council meeting, or alternatively lodged with an officer with delegated authority, preferably being the Chief Executive Officer.

In addition, although not required by the Act/City Act, the Council has determined that the provision of the above facilities and support are made available to all Council members (including the Principal Member) on the following terms:

- each Council member is solely responsible for those facilities released into their care and/or control for the duration of their term in office;
- all facilities must be returned to the Council at the end of each term in office, upon the office of a member of a Council becoming vacant, or earlier at the request of the Chief Executive Officer;
- if the facilities provided to the Council member are damaged or lost the Council member must lodge a written report with the Council officer responsible for this Policy (whose name is detailed at the end of this Policy).

The use of Council facilities, support and/or services by Council members for campaign or election purposes is not permitted under any circumstances on the basis it is not necessary or expedient to the performance or discharge of a Council member's official functions or duties under the Act.

Expenses and Support Requiring Council Approval

Any expenses, additional reimbursements and facilities and support not detailed in this Policy will require the specific approval of Council prior to any expense being incurred, additional reimbursements being paid, benefits being received and facilities and/or support being provided.

Claims for Reimbursement

⇒ **Decision required**

Council needs to determine a process for Council members to submit details of expenses incurred to receive reimbursement in accordance with this Policy. The Council could develop a form or forms (one form for those reimbursed expenses under Section 77(1)(a) and another form under Section 77(1)(b) of the Act) to record this activity on. A basic form is attached to this Policy that can be adapted to suit your Council's needs.

Example:

Council members are required to provide details of kilometres travelled and/or evidence of expenses incurred to support all reimbursements claimed.

The Council's standard reimbursement form could include a section to be completed by the Council members detailing their activities (including attendances at seminars and conferences) performed in that month or quarter. This will provide a means by which the Council administration can cross reference what "benefits" have been paid for, provided or received by each of the Council members for the purposes of recording in the Register of Allowances and Benefits.

All claims for reimbursement must be submitted to the Chief Executive Officer (or other delegated officer) on the form or forms provided for this purpose on a monthly/quarterly basis for the purposes of maintaining the Register of Allowances and Benefits.

Reimbursement of expenses will only be paid to a Council member upon presentation of the form and adequate evidence supporting the claims made.

Other Benefits Received

There is no express interpretation in the Act of the term "*benefits*" received or provided to Council members. However, it is common for the Council to incur costs or pay for expenses (or provide a non monetary benefit) for the "*benefit*" of Council members in the course of, or related to the performance of the Council member's role, functions or duties, as opposed to reimbursing them. Where the Council pays up-front for expenses that would otherwise be reimbursable, or provides Council members with facilities or services that can be quantified for each Council member, these are provided to members for their "*benefit*". For example if a Council member attends at the ALGA conference in Canberra in November of any year, and the Council meets all or any of the costs associated with that attendance upfront, that is a "*benefit*" provided to the Council member. Another example of a "*benefit*" is where the Council provides, at its own cost, all Council members with business cards for their use in performing their official functions and duties.

The cost of "*benefits*" needs to be quantified for each Council member (to the extent they can be) on a quarterly basis and recorded in the Register of Allowances and Benefits pursuant to Section 79(1) of the Act as a "*benefit*" provided to that Council member.

What is a "Benefit"

As stated above there is no legislative definition of what constitutes a "benefit" paid, payable or provided to a Council member. However, in giving some understanding to its meaning, the term needs to be considered in the context of its use in Section 79(1)(c) of the Act and the general conspectus of Chapter 5, Part 5 of the Act/Part 3, Division 4 of the City Act. It is a 'catch all' term (in addition to the terms 'allowances', 'reimbursement', 'facilities' and 'support') that constitutes expenditure by or on persons in public office made as a result of being a public official (in other words a Council member). Monies expended are public monies and there is a public interest and element of accountability about recording where monies are expended.

Some examples of "benefits":

- *personalised Council member stationery and business cards;*
- *Council members' alcoholic/non-alcoholic bar;*
- *use by Council members of a Council sponsored corporate box;*

Some examples that are not "benefits":

- *lighting costs for Council members' room;*
- *a meal available to all Council members prior to a Council meeting.*

Where an expense has been incurred or an item has been provided to a Council member that does not fall into one of the categories of reimbursement, a form of support or the provision of a facility, then you need to consider whether it constitutes a "benefit".

Register of Allowances and Benefits

Pursuant to Section 79 of the Act, the Chief Executive Officer must maintain a Register in which he or she shall keep record of:

- the annual allowance paid or payable to each Council member under Section 76 of the Act;
- any expenses reimbursed to a Council member under Section 77(1)(b) of the Act; and
- the details of any other benefits paid or payable to or provided for the benefit of a Council member by the council.

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

However, the Chief Executive Officer is required to record in the Register changes in the allowance or a benefit payable to, or provided for the benefit of, Council members and the provision of a discretionary reimbursement (Section 77(1)(b) of the Act) or a benefit not previously recorded in the Register.

The Chief Executive Officer will update the Register each quarter and therefore each Council member is required to provide his or her claim form for reimbursement to [*name the Council officer responsible for this Policy*] on the last business day of each quarter [*or specify an alternative period prior to the end of the quarter*].

The Register of Allowances and Benefits is available for inspection by members of the public, free of charge, at the Council's office [*specify the principal one, if there are more than one*].

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office] during ordinary business hours. Copies or extracts of the Register are available for purchase upon payment of a fixed fee.

Best Practice Tip – Annual Review/Audit

The Council needs to consider whether there should be an annual review mechanism built into the Policy for the purpose of auditing reimbursement of claims made and benefits payable. A review mechanism demonstrates good accountability and transparency in terms of best governance practice.

For some suggested measures or processes such a review/audit should address the following:

- *when the annual review/audit should be commenced: i.e. January in each year, which could be a useful exercise prior to the annual review of allowances under Section 76(5) of the Act;*
- *details of how the annual review would occur: i.e. would it be that all Council members would be audited at least once over during their term of office, but on an annual basis three (or some other number) are randomly selected or would each Council member be audited ever year;*
- *what would occur if there are inconsistencies found or a breach of this Policy: e.g. would the matter be referred to the CEO in consultation with the Mayor, unless it concerns the Mayor, in which case the Deputy Principal Member; and*
- *the Code of Conduct could make provision for accommodating any breach of the Policy (to the extent permitted by the Act), if fraudulent it could be referred to the police or alternatively there could be an investigation conducted by the Office of Local Government.*

Review and Evaluation

Council member allowances are reviewed annually and any changes will be noted in the Register. The correctness and effectiveness of this Policy will also be reviewed and evaluated [*insert when this will occur*].

⇒ Decision Required

Council needs to determine when the Policy will be reviewed and evaluated.

This entire Policy will lapse at the next general election at which time the newly elected Council will be required to adopt a new policy dealing with Council member's allowances, additional reimbursements and benefits for their term in office.

Availability of the Council Members' Allowances and Support Policy

This Policy will be available for inspection at Council's principal office during ordinary business hours.

Decision Required

Council needs to determine if a fee for purchase of this Policy will apply and at what location (additional to the principal office) persons can access it.

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Copies of this Policy will be provided to interested parties upon request at (list all locations that can provide copies: libraries, shop fronts and Council offices)

Any queries or questions regarding this Policy should be directed to [*name or position of council officer responsible for this policy*] by calling [*insert the telephone number*] or by emailing [*insert email address*].

Lodge with: Chief Executive Officer

[Council name & logo]

Council Member's Reimbursement Form 1

Name:

Period:

Total Claim Amount:

Reimbursement of Prescribed expenses associated with attending Council and Council committee meetings that are not subject to Council approval (Refer to Section 77(1)(a) of the Local Government Act, 1999 and Regulation 5 of the Local Government (Members Allowances and Benefits) Regulations 1999)

- Travel:

1.1 Date of Travel	1.2 Council Function or Business Attended	1.3 Travel Route Taken	1.4 Mode of Transport

1.5 Your motor vehicle (where applicable)

- Model and make of motor vehicle
- Engine size
- No. of kilometres

1.6 Bus and/or taxi costs and associated receipts (where applicable)

Travel claims must relate to expenses actually and necessarily incurred by the member in travelling to or from a meeting of the Council or Council committee provided the journey is an eligible journey and is by the shortest or most practicable route. For the purposes of this Form 1 the term “eligible journey” means a journey between the principal place of residence, or a place of work, of a member of the Council, and the place of a meeting of the Council or a committee of the Council (in either direction), in accordance with the Local Government (Members Allowances and Benefits) Regulations 1999.

- Care Expenses (detail dates and hours on reverse side of form):

2.1 Name of Child/Dependant	2.2 Date of Care	2.3 Council or Council committee attended	2.4 Hours of Care Provided	2.5 Service Provider

Select preferred method of payment: Cheque

Direct Debit *

* If not provided previously or your details have changed please complete your details below:

BSB:

Account No.:

Bank and Branch:

Please remember to attach any paperwork supporting your claim otherwise payment will be delayed.

I, the undersigned state that the above claims for reimbursement are made in accordance with s.77 (1) (a) of the Local Government Act and Regulation 5 of the Local Government (Members Allowances and Benefits) Regulations 1999

Signature of Council Member

Date

Signature of Chief Executive Officer (Acknowledging receipt)

Claim processed by: _____

Lodge with: Chief Executive Officer

[Council name & logo]

Council Member's Reimbursement Form 2

Name:

Period:

Total Claim Amount:

Reimbursement of Council approved expenses (Refer to Section 77(1)(b) of the Local Government Act 1999, Regulation 6 of the Local Government (Members Allowances and Benefits) Regulations 1999 and the “*Council Member's Allowances & Benefits Policy*”)

1. Travel:

1.1 Date of Travel	1.2 Council Function or Business Attended	1.3 Travel Route Taken	1.4 Mode of Transport

1.5 Your motor vehicle (where applicable)

- Model and make of motor vehicle
- Engine size
- No. of kilometres

1.6 Bus and/or taxi costs/receipts

2. Care Expenses:

2.1 Name of Child/Dependant	2.2 Date of Care	2.3 Council Function or Business Attended	2.4 Hours of Care	2.5 Service Provider

3. Telephone, facsimile or other telecommunications device - provide copies of the applicable telephone account or facsimile transmissions highlighting those calls being claimed for reimbursement
4. Conference, Seminar or Training Course:

4.1 Date	4.2 Council Function or Business Activity	4.3 Venue/Location of Function or Business Activity

Select preferred method of payment: Cheque

Direct Debit *

* If not provided previously or your details have changed please complete your details below:

BSB:

Account No.:

Bank and Branch:

Please remember to attach any paperwork supporting your claim otherwise payment will be delayed.

I, the undersigned state that the above claims for reimbursement are made in accordance with the Council Member's Allowances and Benefits Policy

Signature of Council Member

Date

Signature of Chief Executive Officer (Acknowledging receipt)

Claim processed by: _____