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# Elected member allowance, benefits and support procedure

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### **Procedure purpose**

The purpose of this procedure is to outline elected member allowance, benefits, support and reimbursement procedures.

This procedure has been developed to fulfil Council's obligations under sections 59, 77 and 79 of the *Local Government Act 1999* (the Act) and associated Regulations which require Council to pay allowances and reimburse costs incurred while fulfilling the role of an elected member

### **Scope**

This procedure applies to the allowances, benefits and support to the elected members of the City of Onkaparinga.

## **1 Allowances**

### **1.1 Remuneration tribunal and allowances**

Elected members are paid an allowance for performing and discharging the functions and duties of their office as a member of the elected body of the Council in accordance with section 59 of the Act. In accordance with section 76 of the Act elected members' annual allowances are determined by the Remuneration Tribunal.

The determination applies to all members of a Council in South Australia and is based on five council groupings. The Remuneration Tribunal has determined that the City of Onkaparinga be allocated to 'Group 1A'.

The Remuneration Tribunal will make determinations on a four yearly basis.

#### **Mayor**

The annual allowance for the Mayor is equal to four (4) times the annual allowance for Councillors.

#### **Deputy Mayor and Presiding Member**

The annual allowance for the Deputy Mayor or Presiding Member of one or more standing committees established by a Council is equal to one and a quarter (1.25) times the annual allowance for Councillors.

#### **Allowances for 2018-19**

Mayor - \$93,400

Deputy Mayor - \$29,187

Presiding members - \$29,187

Councillors - \$23,350

### **1.2 Allowance indexing**

Allowances determined by the Remuneration Tribunal are to be adjusted on the first, second and third anniversary of the relevant Council election to reflect changes in

the Consumer Price Index as described in *the Local Government (Members Allowances and Benefits) Regulations 2010*.

### 1.3 Payment of allowances

Payment of elected member allowances take effect from the conclusion of the relevant periodic election in either twelve (12) or twenty four (24) equal instalments per year at the request of the elected member.

The elected member allowance is paid in either monthly instalments on the first working day of the month or twice monthly on the 1<sup>st</sup> and 15<sup>th</sup> days of each month (or closest thereto) by Electronic Funds Transfer (EFT) and funds are available to members the day after transfer. Payment statements will be emailed to members after each payment.

A statement of earnings will be provided electronically to elected members at the conclusion of each financial year.

## 2 Reimbursement of expenses

### 2.1 Travel and dependent care

#### Definitions

The *Local Government (Members Allowances and Benefits) Regulations 2010* (the Regulations) define a:

- **Prescribed meeting** - a meeting of 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 the member.
- **Eligible journey** - a journey (in either direction) between the principal place of residence, or a place of work, of a member of the council, and the place of a prescribed meeting.

**Non-council activities/functions** – is a function or activity not conducted by the council and includes council supported and/or council sponsored activities.

#### 2.1.1 Travel

##### Entitled expenses (prescribed meetings)

Section 77(1)(a) of the Act and Regulation 5 entitles elected members to receive reimbursement of expenses incurred for travel **within the council area** associated with attendance at prescribed meetings and eligible journeys as defined in the Regulations.

Reimbursement will be made on travel that is incurred by an elected member travelling to and from a prescribed meeting, restricted to an 'eligible journey' (as defined above) and must be the shortest and most practicable route.

### **Discretionary expenses (non prescribed travel)**

Section 77(1)(b) of the Act provides that Councils may approve the reimbursement of certain expenses incurred by elected members in performing or discharging official functions and duties, either on an individual basis or under a policy adopted by Council. Regulation 6 describes the types of additional expenses that may be reimbursed.

This procedure provides for the reimbursement of travel expenses to council functions or activities (discretionary) for the following reasons only:

- official council functions eg award ceremonies, council project launches, official visits, civic events, civic receptions and citizenship ceremonies
- meetings of external organisations where the elected member is the Council appointed liaison contact
- functions where an elected member has been requested (by the Mayor) to represent the Mayor
- as a Council or LGA appointed representative of Local Government
- attendance at approved conference, seminar or training course
- site inspections within the council area if arranged by staff for individual and/or group attendance
- site inspections within the council area arranged by direct request from a resident
- site inspections within the council area which relates to Council or Committee meeting agendas
- attendance at Northern and Southern Community Forums

Travel claims for journey reimbursement must include details and clearly align with one of the above discretionary activities.

Claims for travelling expenses to non-council activities, functions or attendance at meetings of community groups, with the exception of the community forums are not reimbursed unless attending as a Council appointed liaison.

Travel expenses incurred **outside the council area** by an elected member attending an approved Council function or activity are to be reimbursed in full from the commencement of the journey.

Car parking fees and public transport eg bus, train will be reimbursed when they are a consequence of attending an approved function or activity. The relevant receipts must be supplied with the claim for reimbursement.

Taxi fare reimbursements are generally limited to elected members attending an interstate conference or other extraordinary circumstances that may necessitate travel by taxi. The relevant receipts must be supplied with the claim for reimbursement.

When an elected member travels by private motor vehicle, the rate of reimbursement per kilometre is as determined by the Australian Tax Office.

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When an elected member is claiming for the use of their private vehicle they are required to provide the date, kilometres travelled and the details of the meetings/functions attended on the claim for reimbursement.

### **2.1.2 Dependent care**

#### **Entitled expenses**

Section 77(1)(a) of the Act and Regulation 5 entitles elected members to receive reimbursement for expenses incurred in the care of a child of the member or a dependant of the member requiring full time care which is necessarily incurred by the member as a consequence of the members attendance at a prescribed meeting.

Child/dependent care is not reimbursed if the care is provided by a person who normally resides with the elected member.

#### **Discretionary expenses**

Section 77(1)(b) of the Act provides that councils may approve the reimbursement of certain expenses incurred by elected members in performing or discharging official functions and duties, either on an individual basis or under a policy adopted by Council. Regulation 6 describes the types of additional expenses that may be reimbursed.

This procedure provides for the reimbursement of dependent care expenses whilst a member is attending a council function or activity (discretionary) for the following reasons only:

- official council functions eg award ceremonies, council project launches, official visits, civic events, civic receptions and citizenship ceremonies
- meetings of external organisations where the elected member is a Council appointed liaison
- functions where an elected member has been requested (by the Mayor) to represent the Mayor
- as a Council or LGA appointed representative of Local Government
- attendance at approved conference, seminar or training course
- site inspections within the council area if arranged by staff for individual and/or group attendance
- site inspections within the council area arranged by direct request from a resident
- site inspections within the council area which relates to Council or Committee meeting agendas
- attendance at Northern and Southern Community Forums

Claims for dependent care expenses to non-council related business, functions or attendance at meetings of community groups, with the exception of the community forums are not reimbursed unless attending as a Council appointed liaison.

As the provisions in the Act provide for reimbursement of expenses relating to the care of dependents, council does not support elected members bringing children to Council or Council committee meetings, briefings or workshops etc and when on official duties to other outside bodies/functions.

An invoice, including an ABN of the care giver, must be provided when reimbursement claims are submitted.

## **2.2 Equipment and support**

Section 78 of the Act provides that councils can provide facilities and forms of support for use by elected members to assist them to perform and discharge their functions and duties.

As per section 91A of the *Local Government (Elections) Act 1999* and Council's Caretaker Policy, council resources are not to be used for any purposes associated with local government general or supplementary elections.

The provision of these facilities and support are required to be made equally available to all elected members on the following basis:

- they are necessary for the elected member to perform or discharge their official functions and duties
- they are used in accordance with the Conditions of Use and Council's Elected Member Electronic and Media Communications policy
- the facilities remain the council's property.

### **2.2.1 Communication equipment and support**

#### **Electronic device**

Elected members will be supplied with an appropriate electronic device suitable for conducting Council business and the option of a wireless printer/scanner with the appropriate software and peripheral devices installed.

#### **Council email address**

Elected members will be supplied with a council email address for Council business. This email address will be made available on the public website as the email contact for the elected member. Elected members must use the council supplied email address for all their Council related business.

#### **Mobile phone**

Elected members may take up the option of either a Council supplied corporate standard mobile telephone and appropriate corporate phone plan or access to a reimbursement of up to \$50 per month for telephone connectivity. The corporate standard mobile phone supplied to elected members will be at a cost to council of no more \$50 a month.

The phone number supplied with the mobile phone will be made available on the public website as the contact number for the elected member and used for all corporate communications to the elected member.

Council supplied mobile phones will include standard cover, phone charger, earphones and security software. Any additional software or accessories will be at the expense of the elected member.

### **Communication devices conditions of use**

Communication devices supplied to elected members are intended for Council business only.

The provision of this equipment is made available to elected members on the following basis. Each elected member:

- is solely responsible for the equipment released into their care/control for the duration of their term of office
- will be responsible for any financial obligations arising through the misuse or negligence of equipment
- will ensure no other person has access to council supplied equipment for private or any other purpose unrelated to council business
- council supplied sim card is not to be transferred between mobile phones
- ensure that all passwords, accounts, software and data are adequately protected
- are responsible for the security and regular changing of their password(s).

### **Internet connection reimbursement**

Internet service is to be facilitated by the elected member. Reimbursement up to a maximum value of \$70 per month will be paid for any form of connectivity ie 3G, ADSL or NBN.

Costs will only be reimbursed that are specifically attributable to the internet connection and not where the service is bundled with other services such as data plans or home entertainment connections.

All reimbursement claims for internet expenses must be accompanied by the appropriate tax invoice or receipt.

Wireless internet connection is available for all elected members in the Council Chamber.

### **Information technology (IT) training**

Council will provide training to enable elected members to function effectively in conducting their functions and duties electronically. Elected members will be surveyed at the commencement of the Council term to determine the level of electronic equipment training required and suitable training sessions will be provided.

## **IT support – help desk**

Elected members will have access to council's helpdesk for assistance with council supplied IT equipment.

### **2.2.2 Return or purchase of equipment and facilities**

All equipment and facilities supplied by council are to be returned or where possible purchased upon retirement, resignation or in the case of an elected member not being re-elected at a Council election.

## **2.3 Other benefits and support**

### **Elected member enquiry**

The Elected Member Enquiry service (EM Enquiry) provides a central point of contact between elected member enquiries and council officers.

EM Enquiry is designed to answer elected members' questions of a complex or strategic nature, and can also be used to address escalated complaints on behalf of residents.

Resident issues that are related to requests for service (such as pot holes, mowing, street sign issues, dog barking) are to be directed to Customer Relations on 8384 0666 during business hours.

The EM Enquiry service must not be used by members to seek assistance with personal matters or in connection with any electioneering activity during an election period.

### **Weekly News**

Weekly News is a publication providing a wide range of information specifically for elected members. The main contents of Weekly News are news and updates from within council. Articles which contain confidential information must not be shared with the public.

Weekly News is emailed to members each week and is also available via the EM website.

### **Distribution of agendas and minutes**

In order to achieve financial and environmental savings elected members will use electronic devices for receiving Council agendas and minutes electronically as an alternative to hard copies.

Members are required to complete an agenda delivery authorisation form prior to receiving electronic agendas.

### **Courier delivery**

Elected members are to supply in writing the address and exact location for the placement of material delivered by courier.

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It is the responsibility of the elected member to advise the Team Leader Civic Governance in writing of any requested changes to their courier delivery.

### **Pigeon hole**

Elected members are provided with a pigeon hole on the ground floor of the Noarlunga office. Any hard copy information and material will be placed in the pigeon hole for pick up by elected members.

### **Consumable stationery**

Elected members can be provided with specific elected member compliment slips, printer cartridges, blank paper and personalised business cards. The corporate Council letterhead is not for use by elected members.

Consumable stationery is to be used by elected members to assist them to perform and discharge their functions and duties and for no other reason.

The supply of consumable stationery is recorded on the Elected Member Allowances Register.

### **Elected Member Listening Post**

Elected members may be supplied with two generic 'A' frame signs per Council ward which will identify their ward Listening Post. The signs will be produced in line with Council branding and be suitable for use indoors and out. The signs will be branded with the City of Onkaparinga logo and will include the following:

"meet your local xx ward Councillors"

Elected members are covered by Council's insurance policy whilst conducting a Listening Post.

Request for the above support in relation to Listening Post should be made by elected members to the Civic Governance section who will co-ordinate the supply of the signage.

### **Elected Member Legal Advice**

Elected members may seek reimbursement from council for the costs of legal advice, in accordance with the requirements of the Elected Member Legal Advice Policy, of up to a maximum of \$2,500 per member per annum.

Claims for reimbursement in relation to legal advice should be made by elected members to the Team Leader Civic Governance for approval by the Chief Executive Officer.

#### **2.3.1 Elected member office**

Elected members are provided with an elected members' office adjacent to the Council chamber. The office includes access to a desk top computer, printer,

photocopier and telephone (local calls only). The equipment in this office is to be used for official Council business.

The office should be used equally amongst elected members and is available for bookings via Outlook or by contacting Governance staff. The room is booked out from 2pm onwards exclusively for elected member use prior to Council and Committee meetings or Elected Member Sessions.

### **2.3.2 Elected member website**

Access to the elected member secure website is provided for the purpose of providing relevant council information for elected member access only. Confidential agendas and minutes are also made available on the Elected Member website.

A user name and password are issued to elected members at the commencement of a new council term or at a supplementary election.

### **2.3.3 Meals and refreshments**

A light meal and/or refreshments will be provided for elected members prior to attending after hours Council meetings, Committee meetings and Elected Member Sessions.

## **2.4 Attendance at courses and conferences**

### **2.4.1 Elected member induction, learning and development plan**

Section 80A of the Act requires all councils to adopt a training and development policy and plan for elected members. Council supports elected members attending relevant conferences, seminars and training sessions in accordance with Council's Elected Member Training and Development Policy.

### **2.4.2 Training and conference arrangements**

Governance staff will co-ordinate arrangements (course fees, travel, accommodation), budget and administrative procedures for elected member attendance at training courses and conferences that have been approved by Council, the Manager Corporate Information.

### **2.4.3 Proportional attendance – quorum guarantee**

When attendance at any training course or conference by elected members may cause the potential of Council not reaching a quorum at meetings the following arrangements are to be applied:

- No more than 25% of councillors (eg not including the Mayor) should attend any one training course or conference.

In the event that more than 25% of councillors (not including the Mayor) wish to attend a training course or conference, preference should be given to those who

have not previously attended that particular training course or conference within the preceding 4 years.

#### **2.4.4 Courses and conferences within South Australia and under \$1000**

The Manager Corporate Information may approve the attendance of elected members at training courses and conferences within South Australia where the total cost is under \$1000 and, if necessary, may seek the advice from the Mayor or the Council.

An elected member wishing to attend a training course or conference must complete the appropriate application form (Elected member application to attend a training course or conference) and forward it to the Team Leader Civic Governance.

The Manager Corporate Information may choose not to exercise the delegated authority contained in this procedure and refer the matter to the Council for consideration.

Elected members may seek reimbursement for travel expenses, only where approval has been granted for attendance at a training activity.

Elected member expenses and reimbursement for attendance at courses and conferences is recorded in the public register of allowances and benefits.

#### **2.4.5 Courses and conferences held interstate and/or over \$1000**

Council approval is required for the attendance of elected members wishing to attend a training course or conference which is held interstate and/or where the total cost is over \$1000.

An elected member wishing to attend a training course or conference must complete the appropriate application form (Elected member application to attend a training course) and forward it to the Team Leader Civic Governance.

The Team Leader Civic Governance will then provide a report for determination to the next Council meeting including the elected member's completed application form.

#### **2.4.6 Travel to courses and conferences**

Travel arrangements will be coordinated or reimbursed under the following guidelines:

- The reimbursement rates for the use of an elected member's vehicle is as determined the Australian Tax Office.
- For extended journeys the reimbursement rates for use of an elected member's vehicle may be reduced by the Team Leader Civic Governance in consultation with the elected member. This consultation will take into account personal circumstances and cost efficiencies (for example, a reduced mileage rate equivalent to the economy airfare may be appropriate where the elected member prefers to use their vehicle rather than travel by air). If there is any dispute in

relation to the quantum of the reduced rate the matter will be resolved by a report to Council.

- Return economy class air, bus or train fares are to be used. The most economical fare will be purchased depending on convenience and cost efficiencies.
- Taxi vouchers are available for elected members attending interstate conferences/courses for activities associated with the conference/course, via prior arrangement with Governance staff.

#### **2.4.7 Accommodation at courses and conferences**

Appropriate accommodation for elected members attending a training course or conference will be arranged by Civic Governance staff.

Cost efficiencies and the location of accommodation in proximity to the training course or conference will be taken into account when accommodation is booked. Accommodation arrangements are only applicable for the reasonable duration of the training course or conference.

#### **2.4.8 Meals and incidental expenses at courses and conferences**

Elected members attending a training course or conference which incurs overnight accommodation either within South Australia or interstate will be entitled to a daily meal and incidental expense reimbursement. Tax invoices or receipts are not required to be produced to account for the reimbursement.

Any meals included and pre-paid in the training course/conference or accommodation will be excluded from the reimbursement. Meals also will be reasonably excluded when travel or attendance is only required for part of a day.

The current rates for meals and incidental expenses when at least one night is spent away from the usual place of residence are:

Breakfast: \$27.55 per meal

Lunch: \$31.00 per meal

Dinner: \$52.80 per meal

Incidentals: \$19.70 per day

Incidental expenditure in excess of the daily rate may be assessed and approved by the Team Leader Civic Governance providing the expense is justifiable and a receipt is provided. Further claims for meals will not be accepted.

#### **2.4.9 Attendance at local government peak body meetings.**

The Mayor (or delegate) and the Chief Executive Officer (or delegate) will represent Council at the National General Assembly of Local Government and the Annual General Meeting and General Meeting of the Local Government Association however this will not restrict the Council approving other members to attend.

#### **2.4.10 Representation on regional and state/local government bodies**

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There will also be opportunities for elected members to nominate for vacancies on other working parties, bodies such as the Local Government Association Greater Adelaide Region Organisation of Councils and other bodies, for example, but not limited to:

- State Records Council
- Dog and Cat Management Board
- Stormwater Management Authority
- Australian Coastal Councils Association

The process for elected member nominations is as follows:

- vacancies will be notified to elected members via Weekly News and/or email, depending on time frames
- elected members interested in nominating as a local government representative should do so by forwarding their nomination to the relevant Governance Officer to prepare a Council report or by raising their nomination during 'Urgent business' at the next Council meeting.
- if the number of elected member nominees exceeds the number of vacancies required by the statutory body, Council may conduct a ballot to determine its nominee.

When an elected member's nomination is approved by Council the elected member must forward a completed prescribed form (LGA or other statutory body) to the relevant Civic Governance Officer who will submit the nomination to the relevant statutory body on Council's behalf.

### **3. Claims for reimbursement**

Elected members may claim for reimbursement of expenses as defined in this procedure by completing an Elected Member Claim for Reimbursement of Expenses form. All claims for reimbursements must be:

- completed in a clear legible manner (abbreviations should be kept to a minimum)
- provide sufficient detail of the claim
- provide journey details and reason when claiming discretionary mileage
- include adequate evidence supporting the claim (eg tax invoice, receipts)
- authorised by the elected member (eg signature)

It is the responsibility of elected members to provide a completed and authorised elected member claim for reimbursement of expenses along with the appropriate supporting documentation.

Elected member must ensure expenses being claimed are valid and in accordance with this procedure and do not include items of a personal nature.

Completed claim forms are to be provided to Civic Governance staff on a monthly basis for the purpose of maintaining the Register of allowances and benefits.

Claims for reimbursement must be submitted within the quarter of the year that they are incurred. Claims for reimbursement incurred outside of this period will not be accepted.

### **3.1 Payment**

Payment of claims for reimbursement of expenses will be made by EFT on a monthly basis along with the payment of elected member allowances.

The proposed payment dates for each month will be advised to elected members via Weekly News. All claims are to be provided to Governance staff at least **10 days prior** to the proposed payment date to enable the processing and authorisation of each claim.

Any claims received after the appropriate cut off date will be included in the next monthly EFT payment.

### **3.2 Authorisation and disputes management**

Claims for reimbursement of expenses will be authorised and monitored against this procedure on an ongoing basis by the Team Leader Civic Governance.

Complaints received regarding a determination of a claim for reimbursement will be reviewed by the Team Leader Civic Governance in the first instance. The Team Leader Civic Governance may request further information to clarify the claim.

If the complaint remains unresolved it will be escalated to the Manager Corporate Information.

Disputes unable to be determined within the framework of this procedure may instigate a review of this procedure. As an outcome of a review any changes will require a resolution of Council.

Elected members found to be repeatedly submitting claims for reimbursement for personal expenses not in line with this procedure may be deemed to have breached the Code of Conduct for Council Members, Part 3 Misconduct.

## **4 Mayoral benefits and support**

All benefits and support provided to the Mayor are to assist in performing and discharging official functions and duties.

### **4.1 Mayoral robes and chains**

The Mayor is entitled to the use of summer and winter Mayoral robes and the Mayoral chain for the duration of occupancy of the Mayoral office.

The Mayoral chains will be engraved with the commencement date and name of the Mayor and with the retirement date of the Mayor at the end of their service.

The Mayor may choose to wear the Mayoral robes and chains on official civic and ceremonial occasions.

#### **4.2 Office space**

In addition to the support and benefits provided to elected members the Mayor is provided with designated office space. The office space will include a laptop computer with access to a printer, work desk, filing cabinets, meeting table and telephone. The office space is for the exclusive use of the Mayor and is managed by the Team Leader Civic Governance.

#### **4.3 Administrative support**

In additions to the administrative support provided to elected members the Mayor is provided with administrative support from a designated Executive Assistant.

#### **4.4 Vehicle**

The Mayor is entitled to the exclusive use of a council vehicle (to the standard of a Hyundai Tucson, Toyota Camry or Kia Sportage) for Council business and all events/functions undertaken in the role of the Mayor. The Mayor's Council vehicle is supported by regular servicing, registration, comprehensive insurance and the provision of fuel.

#### **4.5 Connectivity**

The Mayor is provided with a council mobile phone (model and plan to be negotiated with the Team Leader Governance) and council supplied and managed internet connection (at the Mayor's principal residence only).

#### **4.6 Civic expense account**

##### **4.6.1 Authorisation and access**

The Mayor, acting Mayor, Chief Executive Officer or Team Leader Civic Governance (or delegate) may request expenditure from the civic events and expenses account.

The Team Leader Civic Governance (or delegate) will approve expenditure from the civic events and expenses account, in line with financial delegations.

##### **4.6.2 Expenditure**

The types of expenditure covered by the civic events and expenses account will include:

- Receptions and events requested by the Mayor or Council to celebrate an organisation, individual, or welcome visiting dignitaries (including catering, venue hire, security, hire of equipment, entertainment, invitations and other identifiable cost associated with Mayoral receptions and events).

Mayoral civic receptions and events are held in line with the Mayoral Civic Receptions and Events Policy.

- Purchase of tributes (eg floral arrangements, condolence or celebratory cards etc) on behalf of the City of Onkaparinga for organisations and individuals affiliated with the city.

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- Costs associated with holding or attending local government meetings that are not considered courses, conferences or training and development.

#### 4.7 Corporate purchase card

##### 4.7.1 Expenditure

The Mayor is provided with a corporate purchase card and expenditure is restricted to the following conditions:

- all expenditure must be limited to Council budgeted funds as per section 137 of the Act
- expenditure is generally related to Council budgeted funds of the Civic expense account
- expenditure is for the efficient purchase of goods and services directly related to the performance and discharge of the functions and duties of the Mayor.

The corporate purchase card may be used to purchase:

- travel expenses related to official duties (eg taxi fares, accommodation and meals)
- catering related to the discharge of the functions and duties of the Mayor
- civic gifts deemed appropriate by the Mayor
- gifts of recognition on behalf of the City of Onkaparinga to community members or volunteers (eg thank you card etc)
- tribute to elected members or their immediate family in the event of illness, accident or bereavement.(eg floral arrangements, card, donation to charity etc)
- fuel for the council supplied vehicle (mileage documentation required)

The corporate purchase card **must not** be used for:

- items not related to Council budget funds
- personal transactions or purchases
- cash advances
- gift cards
- split purchases in order to negate credit limits
- purchase of goods and services where the card holder may gain private advantage through the transaction.

##### 4.7.2 Limit

The expenditure limit on the Mayor's corporate purchase card is:

- a maximum of \$500 total per transaction
- a maximum of \$2,500 total per month.

#### **4.7.3 Documentation**

The following types of documentation should be forwarded to the Mayor's Executive Assistant to aid in the reconciliation and authorisation of transactions.

##### **Tax invoice**

A tax invoice is required for all purchases, the card should only be used with suppliers that have an ABN and can provide a tax invoice. The tax invoice should be retained as supporting documentation for the transaction. A valid tax invoice must include the supplier's name, ABN, a brief description of the goods, the amount of GST included in the total.

##### **Fringe benefits tax information**

Any relevant information about the transaction should be documented and provided to assist in the reconciliation of the card and to meet fringe benefits reporting (eg purpose, venue and other parties involved in the transaction).

#### **4.7.4 Reconciliation**

All documentation should be forwarded to the Mayor's Executive Assistant for monthly reconciliation. All corporate purchase card transactions are reconciled online using the expense management system.

When a tax invoice has not been retained or received for an individual transaction, the Mayor's Assistant will co-ordinate with the Mayor to complete a Corporate Purchase Card Transaction Declaration.

#### **4.7.5 Authorisation**

The monthly authorisation of expenditure is undertaken by the Team Leader Civic Governance.

A record of transactions on the Mayor's corporate purchase card will be presented to Council in the Mayor's report at six monthly intervals.

Scrutiny of all card transactions may be undertaken by Council's Audit, Risk, Value and Efficiency Committee and external auditors.

#### **4.7.6 Misuse**

Misuse of the corporate purchase card includes any of the following:

- failure to immediately report loss, theft or unauthorised use
- purchases not related to Council budgeted funds
- purchases relating to non-official Council business
- personal transactions or purchases
- cash advances
- permitting another person to use the card
- split purchases in order to negate credit limits

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- purchases where the card holder may gain private advantage through the transaction.

When a questionable transaction has been noticed during reconciliation the Team Leader Civic Governance will contact the Mayor requesting further information.

Any alleged misuse of the corporate purchase card will be referred by report to the CEO and Council's Audit, Risk, Value and Efficiency Committee.

#### **4.7.7 Loss of corporate purchase card**

Loss of the card must be reported immediately to the Card Provider and to the Team Leader Governance.

#### **4.7.8 Agreement**

Upon supply of the corporate purchase card to the Mayor it is a requirement that an Agreement – provision and use of corporate purchase card for the Mayor is signed. The Team Leader Civic Governance will co-ordinate the supply of the card and signing of the agreement

### **5 Register of allowances and benefits**

In accordance with section 79 of the Act all elected member allowances and benefits will be recorded in the public Register of allowances and benefits.

Any expenses reimbursed to an elected member under section 77(1)(b) of the Act will be recorded in the public Register of allowances and benefits. It should be noted that expenses reimbursed under section 77(1)(a) are not required to be recorded in the Register of allowances and benefits, but will be included in the City of Onkaparinga register to ensure, transparency and good governance practices are maintained.

All expenses incurred as a result of an elected members attendance at a training course or conference will be recorded in the register as well as any equipment, benefit or service provided for the benefit of an elected member by the Council.

The Register of Allowances and Benefits will be made available on the public website on a quarterly basis.

A person is entitled to inspect (without charge) the register or to obtain an extract from the Register (on payment of a fee) at the principal office of the council during ordinary office hours.

#### **5.1 Register of gifts and benefits**

Council's Elected member gifts and benefits procedure states that all gifts above \$100 received by an elected member as a result of their position on Council must be declared and will be recorded in the gifts and benefits register.

Conditions of acceptance or refusal of gifts and benefits are outlined in the Gifts and benefits procedure. This Register is available for inspection on Council's website.

## **6 Insurance**

Council is required to insure all elected members in accordance with section 80 of the Act. Elected members are covered under the following Council insurance policies on a 24 hour basis, while performing and discharging the functions and duties of their office.

### **Personal Accident Insurance**

Elected members (and accompanying spouses) are provided with benefits to cover non Medicare medical expenses and out of pocket expenses should they sustain bodily injury whilst engaged in any activity directly or indirectly connected with, or on behalf of, Council.

### **Public Liability / Professional Indemnity**

Elected members of Council are indemnified under council's public liability and professional indemnity policies when undertaking their role as members of Council.

### **Personal Effects**

Council provides coverage for damage to elected members' personal effects whilst on Council business.

## **7 Recognitions of service and tributes**

For the purpose of this procedure 'service' is meant to cover all service by elected members to Local Government in South Australia. To qualify for entitlements 'service' does not need to be continuous.

### **7.1 Recognition of service on retirement or resignation**

#### **Less than one term of service**

Elected members who leave after serving less than one full term will be presented with a certificate of service by the Mayor.

#### **One full term of service or more**

Elected members who leave after serving one full term or more will be presented with the following items by the Mayor:

- a certificate of service
- suitable plaque.

#### **Two full terms of service or more**

Elected members who leave after serving two full terms or more will be presented with the following items by the Mayor:

- a certificate of service
- six glasses etched with the council brand

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- a suitable plaque inscribed with the elected member's name and years of service.

## **7.2 Recognition of ten or more years of service**

### **Ten years service**

On attaining ten years service elected members will be presented with a certificate of service and a 10 years of service pin.

### **15 years service**

On attaining 15 years service elected members will be presented with a certificate of service, 15 years of service pin and a suitable plaque inscribed with the elected member's name and years of service.

### **20 years service**

On attaining 20 years service elected members will be presented with a certificate of service, 20 years of service pin, suitable plaque inscribed with the elected member's name and years of service and an appropriately inscribed watch.

### **25 years service**

On attaining 25 years service elected members will be presented with a certificate of service, 25 years of service pin, suitable plaque inscribed with the elected member's name and years of service and a set of crystal glasses.

### **30 years service**

On attaining 30 years service elected members will be presented with a certificate of service, 30 years of service pin, suitable plaque inscribed with the elected member's name and years of service and an appropriate gift approved by the Mayor.

## **7.2 Outstanding service recognition**

The Council may consider naming of reserves in honour of elected members for outstanding service to the community for a period of no less than 10 years. Requests for this type of recognition must be made to the Council. Council may approve that the request be considered subject to the requirements outlined in Council's Place Naming Policy.

## **7.3 Presentations for recognition of service**

Presentations to currently serving elected member's attaining 10 or more years service will be made at an appropriate Council meeting.

If an elected member retires or is not elected at a periodic election, their recognition of service presentation will take place at a function organised for this purpose. This function will be hosted by the Mayor.

Presentations to elected member’s retiring mid term will be made, where appropriate, at Council meeting.

**7.4 Tributes for illness, accident or bereavement**

The Mayor is authorised to acknowledge elected members or their immediate family in the event of illness, accident or bereavement. This type of acknowledgement will be in the most appropriate form of either a card, donation to charity, flowers, gift basket etc.

**8 Relevant legislation and references**

- Caretaker Policy
- Elected Member Learning and Development Policy
- Code of Conduct for Council Members
- Mayoral Civic Receptions and Events Policy
- Corporate purchase card procedure
- Local Government Act 1999*
- Local Government (Members Allowances and Benefits) Regulations 2010*
- Remuneration Tribunal SA, Report and Determination No 6 of 2018: Members of Local Government Councils
- Tax Assessment Act 1997*

**9 Forms**

The following forms as detailed through this procedure are available on the Elected Member Website for members to download and complete as required.

- Elected Member claim for reimbursement of expenses
- Elected Member applications to attend a training course or conference
- Delivery of Notice and Agenda of Ordinary Council and Council Committee meetings

**10 Document control**

<b>Author (to whom changes are to be recommended):</b>	
<b>Position</b>	<b>Name</b>
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<b>Position</b>		<b>Name</b>	<b>Date reviewed</b>
Manager Corporate Information		Desma Morris	16 November 2018
Team Leader Governance		Karyn Ryan	9 October 2018
Director Corporate and City Services		Alison Hancock	20 November 2018
<b>Approved by (document owner):</b>			
<b>Position / Group</b>	<b>Approval date</b>		<b>Approval ECM number</b>
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V 1.0	11/12/2018	Review every 2 years from the Approval date.	
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<b>Date</b>	<b>Author</b>	<b>DSID</b>	<b>Nature of change</b>
17 June 2015		2937090	Addition of 'Listening Post' A frame signs by Council.
3 March 2015		2557704	Addition of mobile phones by Council.
9 December 2014.		2254549	Reviewed and adopted by Council.
10 December 2013		1509118	Reviewed.
26 June 2012		1054859	Addition of Ipads by Council.
7 December 2010			Review and adopted by Council
10 June 2008			Reviewed and adopted by Council.
16 April 2019	Council Resolution		Addition of optional payment frequency for elected member allowances.
15 October 2019	Council Resolution		Addition of reimbursement of legal expenses.
<b>Related documents: (internal documents that need to be reviewed when this document is amended)</b>			
<b>Title of document</b>			<b>Document number</b>
Elected member allowance, benefits and support policy			4761279

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<b>Document location:</b>	
<b>Published location</b>	<b>Original in ECM</b>
Onkanet and public website.	

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