

PROCEDURE

Elected Member allowance, benefits and support

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1. Purpose

The purpose of this procedure is to outline the allowances, benefits, support provided to elected members and reimbursement procedures.

This procedure has been developed to fulfil Council's obligations under sections 59, 76, 77, 78 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.

2. Scope

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

3. Allowances

3.1 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 of South Australia.

The determination applies to all members of a Council in South Australia and is based on six 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.

The Deputy Mayor is entitled to receive the mayor allowance in the event that the Deputy Mayor is required to undertake the duties of the Mayor, in the Mayor's absence, for a period of one month or longer. The Mayor allowance is to be paid instead of the member's usual allowance, and in proportion to the time the member performs the relevant duties.

Allowances as determined prior to the November 2022 Local Government Election

Mayor - \$103,352

Deputy Mayor - \$32,297.50

Presiding members - \$32,297.50

Councillors - \$25,838

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 published by the Australian Bureau of Statistics.

3.2 PAYMENT OF ALLOWANCES

Payment of elected member allowances take effect from the conclusion of the relevant periodic election in twelve (12) equal instalments per year. The elected member allowance is paid in monthly instalments on the first working day of the month.

Alternatively, should the elected member request in writing to be paid fortnightly the elected member allowance will be paid twice monthly on the 1st and 15th days of each month (or closest thereto).

All payments are 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.

4. Benefits and support

4.1 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.

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 (Council/Committee meetings and EM Sessions) and eligible journeys as defined in the Regulations.

Reimbursement will be made for 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 held by the Council, for example: 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 Local Government Association appointed representative of Local Government
- attendance at approved conferences, seminars or training courses
- 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 a current Council or Committee meeting agenda item
- attendance at Northern Community Forum or any other community forum officially recognised by council.

Travel claims for journey reimbursements must include details and clearly align with one of the above prescribed or 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 e.g. 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.

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.

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 member's attendance at a prescribed meeting (Council/Committee meetings or EM Sessions).

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 held by Council, for example: 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 a current Council or Committee meeting agenda item
- attendance at Northern Community Forum or any other Community Forum officially recognised by council.

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.

4.2 COMMUNICATION 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: and
- the facilities remain the council's property.

Should an elected member request additional equipment to be provided due to extenuating circumstances approval will need to be sought from Council by submitting a Notice of Motion detailing the elected member's request.

Electronic Device and Printer

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

The electronic device will be installed with a SIM card to enable elected members to connect to the internet at all times when conducting council business. The SIM card supplied with the device will be at a cost to council of no more than \$45 a month.

Internet connection reimbursement (for own device)

Should an elected member choose to use their own electronic device in lieu of the council supplied device and SIM card, reimbursement of up to a maximum value of \$45 per month will be paid for any form of internet connectivity i.e. 4G, 5G, 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.

Mobile phone

Elected members may take up the option of either a Council supplied corporate standard mobile telephone (Apple or Android) 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 than \$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 devices or 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).

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.

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 only.

Return or purchase of equipment and facilities

All equipment and facilities supplied by council are to be returned at the end of each council term regardless of re-election at a Council election or upon retirement or resignation.

4.3 OTHER BENEFITS AND SUPPORT

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.

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 potholes, mowing, street sign issues, dog barking) are to be directed to Customer Relations on 8384 0666 during business hours or mail@onkaparinga.sa.gov.au.

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.

The Elected Member Enquiry Procedure outlines the processes to be followed to assist elected members when using the EM Enquiry service.

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

Weekly News

Weekly News is a publication providing a wide range of information specifically for elected members. The main content of Weekly News is updates from within council including confidential information and must not be shared with the public.

Weekly News is available on the EM Website with a link emailed to members each week.

Courier delivery

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

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 next to their desk in the council chamber. Any hard copy information and material will be placed in the pigeon hole for pick up by elected members.

Paper and printer ink

Elected members will be provided with specific printer cartridges and blank paper for their printers. The corporate Council letterhead is not for use by elected members.

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

Paper will not be supplied within 6 months of a Local Government election.

Business Cards

Elected members are provided with personalised elected member business cards. The corporate Council letterhead is not for use by elected members.

Business cards are to be used by elected members to assist them to perform and discharge their functions and duties and for no other reason.

Business cards will not be supplied within 6 months of a Local Government election.

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 stationery Kit

A stationery kit is available from the Civic Governance Team for Elected Member use for the purpose of discharging official functions and duties. The stationery kit will contain a portable microphone and speaker, clip boards, sticky notes, butchers' paper, name labels and pens.

Electronic Templates

“Thank you” and “Listening Post” templates are available on the EM Website for Elected Member use for the purposes of discharging official functions and duties. The corporate Council letterhead is not for use by elected members.

Use of Council owned venues

Council owned community centres and libraries have community rooms for booking free of charge for individuals or groups holding community meetings. Where available elected members are able to book these rooms free of charge for the purposes of discharging their official functions and duties.

Where appropriate and where the community rooms are not available, elected members may seek a fee waiver (one per annum) for the use of other council owned venues for up to three hours and for the purposes of discharging their official functions and duties.

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 Civic Governance staff. The room is booked out from 2pm onwards exclusively for elected member shared use prior to Council and Committee meetings or Elected Member Sessions.

Dependent on availability the office is also available for use by staff as a meeting room.

High Visibility Vest

Elected Members can be supplied with an embroidered hi vis vest for the purposes of visiting construction sites. Members can contact the Civic Governance Team to request a hi vis vest.

Wellbeing program

The Wellbeing Program aims to support and promote the health and wellbeing of all employees of the City of Onkaparinga. Where necessary elected members will be provided access to the Employee Assistance Program.

Light Meal

Elected members may take up the option of being provided a light meal, up to the value of \$30 per head prior to attending after hours Council meetings, Committee meetings and Elected Member Sessions. The public Elected Member Register of Allowances and Benefits will indicate if a member has chosen to be provided with a light meal prior to meetings.

5. Mayoral benefits and support

All benefits and support provided to the Mayor are to assist in performing and discharging official functions and duties as the principal member of council under Section 58 of the *Local Government Act 1999*.

5.1 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.

5.2 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.

5.3 GENERAL SUPPORT

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

5.4 VEHICLE

The Mayor is entitled to the exclusive use of a council vehicle (to the standard of a RAV 4 Cruiser Hybrid) for Council business only 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.

5.5 SUBSCRIPTION

The Mayor is provided access to online subscriptions to local news services.

5.6 MEDIA SUPPORT

As principal spokesperson of the council the Mayor is provided with media support and assistance such as preparation and coordination with:

- radio interviews
- media response interviews
- media releases

5.7 CIVIC EXPENSE ACCOUNT

Authorisation and access

The Mayor, Acting Mayor, Chief Executive Officer, Manager Governance or Team Leader Civic Governance (or delegates) 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.

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 for example, floral arrangements, condolence or celebratory cards etc on behalf of the City of Onkaparinga for organisations and individuals affiliated with the city.
- Costs associated with holding or attending local government meetings that are not considered courses, conferences or training and development.

6. Attendance at courses and conferences

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 and Plan.

Training, courses and conference applications

Course and conference applications must link with Council's Elected Member Training and Development Policy and Plan and must be necessary for members to carry out their official functions and duties.

Civic 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 or the Manager Governance.

Elected member expenses and reimbursement for attendance at courses and conferences is recorded in the public Elected Member Register of Allowances and Benefits.

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 (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 four years.

Approval of courses and conferences within South Australia and accumulatively under \$1500 per financial year

The Manager Governance may approve the attendance of elected members at training courses and conferences within South Australia where the total cost is under \$1500.

Should the circumstance occur where numerous requests are received from an individual elected member to attend course/conferences and the accumulated costs exceed \$1500 for a financial year, the application will be referred to Council for approval.

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 Governance 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.

Approval of courses and conferences held interstate and/or accumulatively over \$1500 per member, per financial year

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 \$1500, or where the cost per member accumulates over \$1500 per financial year.

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.

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 by 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.
- An elected member wishing to extend their travel/accommodation for personal reasons before or after a course or conference must make their request to do so transparently in their application to attend and will be subject to Council approval. Any additional arrangements and costs for personal extensions will not be met by Council.

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.

- An elected member wishing to extend their travel/accommodation for personal reasons before or after a course or conference must make their request to do so transparently in their application to attend and will be subject to Council approval. Any additional arrangements and costs for personal extensions will not be met by Council.

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 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: \$29.90 per meal

Lunch: \$33.65 per meal

Dinner: \$57.30 per meal

Incidentals: \$21.30 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.

Attendance at local government peak body meetings.

The Mayor (or nominated delegate) and the Chief Executive Officer (or nominated delegate) will represent Council at the following local government meetings and any activities associated with the meetings:

- National General Assembly of Local Government
- Local Government Association of SA Annual General Meeting
- Local Government Association of SA Council Best Practice Showcase
- Local Government Association of SA Ordinary General Meeting.

This does not restrict the Council or the Manager Governance approving other members to attend.

Representation on regional and state/local government bodies

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 Civic 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 behalf of Council.

7. 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.

8. Caretaker and use of Council resources

Council resources, and any benefits and support provided to elected members, must be used exclusively for normal Council business during an election Caretaker period and must not be used in connection with any candidate's election campaign. This Procedure sets out that business cards and paper will not be supplied within six months of a local government election.

In addition to the Caretaker period, Council resources, benefits and support must only be used for official council business and are not to be used for personal gain or promotion at any time.

9. 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 (e.g. tax invoice, receipts)
- authorised by the elected member (e.g. 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 members must ensure expenses being claimed are valid and in accordance with this procedure and do not include items of a personal nature.

Deadline for claims

Completed claim forms are to be provided to Civic Governance staff on a monthly basis for the purpose of maintaining the public Elected Member Register of Allowances and Benefits.

Claims for reimbursement must be submitted within three months of the expense being incurred. Claims for reimbursement incurred outside of this period will not be accepted.

9.1 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 Civic 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.

9.2 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 Governance.

Should a claim remain unresolved within the framework of this Procedure, elected members may wish to submit a Notice of Motion to Council seeking changes to this Procedure and include details of the change.

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 Behavioural Standards for Council Members.

10. Registers

Elected Member 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 Elected Member Register of Allowances and Benefits, including:

- the annual allowance payable to each member
- the details of any expenses reimbursed to an elected member under section 77(1)(b) (travel and dependent care) of the Act. (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 promote transparency and good governance practices.)

- details of other benefits paid or payable to or provided for the benefit of each member of council, including equipment and services
- details of any expenses incurred as a result of elected members' attendance at a training course or conference.

In accordance with Section 132(1) of the Act the Register of Allowances and Benefits will be made available on Council's public website and updated on a quarterly basis.

Elected Member Register of Gifts and Benefits

In accordance with Section 72A of the Act all gifts above \$50 received by an elected member as a result of their position on Council must be declared and will be recorded in the Elected Member Register of Gifts and Benefits. This Register is available for inspection on Council's website.

11. Recognitions of service and tributes

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

11.1 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.

One full term of service or more

Elected members who leave after serving one full term or more will be presented with a suitable plaque inscribed with the elected member's name and years of service.

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:

- six glasses etched with the council logo
- a suitable plaque inscribed with the elected member's name and years of service.

11.2 RECOGNITION OF TEN OR MORE YEAR'S OF SERVICE

10 years' service

On attaining ten years' service elected members will be presented with the following items:

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

15 years' service

On attaining 15 years' service elected members will be presented with the following items:

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

20 years' service

On attaining 20 years' service elected members will be presented with the following items:

- suitable plaque inscribed with the elected member's name and years of service
- 20-year service pin
- appropriate gift approved by the Mayor (up to the value of \$200).

25 years' service

On attaining 25 years' service elected members will be presented with the following items:

- suitable plaque inscribed with the elected member's name and years of service
- 25-year service pin
- appropriate gift approved by the Mayor (up to the value of \$250).

30 years' service

On attaining 30 years' service elected members will be presented with the following items:

- suitable plaque inscribed with the elected member's name and years of service
- 30-year service pin
- appropriate gift approved by the Mayor (up to the value of \$300).

11.3 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 and are to be considered in line with the requirements outlined in Council's Place Naming Policy.

11.4 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 midterm will be made, where appropriate, at Council meeting.

11.5 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.

12. Relevant legislation and references

Local Government Act 1999

Local Government (Members Allowances and Benefits) Regulations 2010

Behavioural Standards for Council Members

Tax Assessment Act 1997

Remuneration Tribunal SA, Report and Determination No 2 of 2022: Members of Local Government Councils

Elected Members Allowances, Benefits and Support Policy

Elected Members Allowances, Benefits and Support Procedure

Caretaker Policy

Elected Member Learning and Development Policy

Mayoral Civic Receptions and Events Policy

Elected Member Enquiry Procedure

13. 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