

COUNCIL MEMBER ALLOWANCES AND BENEFITS POLICY

Policy Type:	Statutory Policy
Responsible Department:	Office of the CEO
Responsible Officer:	Manager Governance
Related Policies, Documents and Procedures	<ul style="list-style-type: none"> Register of Allowances and Benefits
Community Plan Link	<i>Civic Leadership:</i> 4.1 We have strong leadership and governance 4.3 Our business systems are effective and transparent
Date Adopted	24 November 2014
Last review date	28 November 2022 – C0916/22
Next review date	Next periodic election
Reference/Version Number	V9
ECM Doc set I.D.	2192641

1. PREAMBLE

- 1.1. The City of Unley (Council) seeks to ensure that the payment of Council Members allowances, the reimbursement of expenses and the provision of benefits by the Council is accountable, transparent and in accordance with the *Local Government Act 1999 (the Local Government Act)*, *Local Government (Members Allowances and Benefits) Regulations 2010 (the Allowances Regulations)*.
- 1.2. This Policy sets out the provisions of the Local Government Act and Allowances Regulations in respect of Council Member allowances, expenses and support. This Policy is also provided in accordance with section 77(1)(b) of the Local Government Act by specifying the types of expenses that will be reimbursed without the need for specific approval of Council every time a claim is made.
- 1.3. Council Members are paid an allowance for performing discharging their functions and duties on Council. Section 59 of the Local Government Act provides that the role of a Council Member, as a member of the governing body of the Council is:
 - i. to act with integrity;
 - ii. to ensure positive and constructive working relationships within the council;
 - iii. to recognise and support the role of the principal member under the Local Government Act;
 - iv. to develop skills relevant to the role of a member of the council and the functions of the council as a body;

- v. to participate in the deliberations and activities of the council;
 - vi. to keep the council's objectives and policies under review to ensure that they are appropriate and effective; and
 - vii. to keep the council's resource allocation, expenditure and activities, and the efficiency and effectiveness of its service delivery, under review;
 - viii. to ensure, as far as practicable, that the principles set out in section 8 of the Local Government Act are observed;
 - ix. to participate in the oversight of the chief executive officer's performance under the council's contract with the chief executive officer; and
 - x. to serve the overall public interest.
- 1.4. Section 58 of the Local Government Act specifies the role of the Principal Member as leader of the Council is to:
- (a) to provide leadership and guidance to the council; and
 - (b) to lead the promotion of positive and constructive working relationships among members of the council; and
 - (c) to provide guidance to council members on the performance of their role, including on the exercise and performance of their official functions and duties; and
 - (d) to support council members understanding of the separation of responsibilities between elected representatives and employees of the council; and
 - (e) to preside at meetings of the council' and
 - (f) to liaise with the chief executive officer between council meetings on the implementation of a decision of the council; and
 - (g) to act as the principal spokesperson of the council; and
 - (h) to exercise other functions of the council as the council determines; and
 - (i) to carry out the civic and ceremonial duties of the office of principal member.
- 1.5. This Policy also explains the information that must be recorded within the Council's Register of Allowances and Benefits to ensure compliance with section 79 of the Local Government Act.
- 1.6. This Policy, in its entirety, will automatically lapse at the next general election of this Council.

2. SCOPE

- 2.1. This policy applies to all Council Members, who each have an obligation to abide by this Policy.
- 2.2. The Council's Chief Executive Officer has the duty to:
- (a) maintain the Register of Allowances and Benefits;
 - (b) adjust allowances paid to Council Members (on the first, second and third anniversaries of the relevant periodic elections to reflect changes in the Consumer Price Index (CPI); and



- (c) ensure copies of this Policy are published on a website and able to be provided in printed form on request and on payment of a fee (if any) fixed by the Council.

3. POLICY PURPOSE/OBJECTIVES

- 3.1. To ensure Council Member allowances, the reimbursement of expenses and the provision of benefits, facilities, and support by the Council are in accordance with the requirements of the Local Government Act and the Allowances Regulations.

4. DEFINITIONS

Chief Executive Officer (CEO)	means the appointed CEO of Acting CEO or nominee
Council Member	means an elected member of the City of Unley
Eligible journey	means a journey (in either direction) between the principal place of residence, or a place of work, of a Council member, and the place of a prescribed meeting
Facilities and support	means facilities and other forms of support made available to Council Members in accordance with section 78 of the <i>Local Government Act 1999</i>
Prescribed meeting	means in relation to a member of a council, means a meeting of the council or council committee, or an information or briefing session, 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
Prescribed reimbursements	means those reimbursements provided for within Section 77 of the <i>Local Government Act 1999</i> (and supporting Allowances Regulations)

5. POLICY PRINCIPLES

5.1 This Policy is underpinned by the following principles:

- (a) Council Members should not be out of pocket as a result of performing and discharging their Council functions and duties;
- (b) 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;



- (c) Facilities and support provided to Council Members will be provided on a uniform basis (other than facilities or services specifically provided for the benefit of the Mayor);
- (d) Any reimbursements claimed by Council Member must be for expenses actually and necessarily incurred in performing and discharging official Council functions and duties, which will be assessed according to the role of a Council Member under the Local Government Act;
- (e) Council encourages continued professional training and development for Council Members. This is seen as being necessary in terms of good governance and to the improved performance of their functions and duties; and
- (f) The accountability of the Council to its community for the use of public monies.

6. POLICY STATEMENT

ALLOWANCES

- 6.1. Council Member allowances are determined by the Remuneration Tribunal on a four-yearly basis with each determination required to be made 14 days before the close of nominations for each set of periodic elections held under the *Local Government (Elections) Act 1999*.
- 6.2. The relevant determination for the Council term commencing in November 2022 is Determination No 2 of 2022 – Allowances for Members of Local Government Councils. Determination No 2 of 2022 should be read in conjunction with the Supplementary Report and Determination 5 of 2022 – Members of Local Government.
- 6.3. The allowance determined by the Remuneration Tribunal will be payable for the period:
 - commencing on the conclusion of the 2022 periodic election; and
 - concluding at the time the last result of the 2026 periodic election is certified by the Electoral Commissioner under the *Local Government (Elections) Act 1999*.
- 6.4. The annual allowance for Council Members is determined according to the relevant Council group. There are six Council Groups which are each explained within the Determination of the Remuneration Tribunal.
- 6.5. The City of Unley has been identified as falling within Group 2 in the current Remuneration Tribunal Determination, with an initial council member annual allowance of \$19,110.
- 6.6. The annual allowance for:
 - principal member is equal to four times the annual allowances for elected members;
 - deputy mayor or an elected member who is the presiding member of one or more prescribed committees is equal to one and a quarter (1.25) times the annual allowance for elected members;



An additional allowance in the form of a sitting fee is also payable for elected members who are presiding members of other committees (who are not deputy mayors or presiding members of prescribed committees).

A deputy mayor who undertakes the duties of mayor for a period of one month or longer, is entitled to receive the mayor allowance for the entirety of the time they undertake those duties.

- 6.7. Council Member allowances are to be adjusted on the first, second and third anniversaries of the relevant periodic election to reflect changes in the CPI. Adjustments will occur on 10 November 2023, 10 November 2024 and 10 November 2025. The change in CPI to be applied will be the most recently available annual percentage change in the CPI as at the date of adjustment (which will likely to be the most recent relevant September quarter figure).
- 6.8. In accordance with regulation 4 of the Allowances Regulations (and for the purposes of section 76 of the Local Government Act), an allowance may be paid in instalments up to 3 months in advance or 3 months in arrears of each month in respect of which an instalment is payable.
- 6.9. The City of Unley Council Members Allowances will be paid three (3) months in advance by electronic funds transfer to a nominated bank account.
- 6.10. A statement of earnings will be provided to Council Members at the conclusion of each financial year.

LEAVE OF ABSENCE – ELECTED MEMBER CONTESTING ELECTION

- 6.11. If a Council Member stands as a candidate for election as a member of State Parliament, section 55A of the Local Government Act automatically grants a leave of absence from the date on which nominations for the relevant election close until the result of the election is publicly declared.
- 6.12. During the leave of absence period the Council Member:
 - is not entitled to receive any Council Member allowance or reimbursement of expenses; and
 - must not use any facility, service or other form of support provided by the Council; and
 - must not carry out any function or duty as a Council Member.
- 6.13. A maximum penalty of \$15,000 applies for a breach of this section of the Local Government Act.

COUNCIL MEMBERS RESPONSIBILITIES

- 6.14. In addition, although not required by the Local Government Act, the Council has determined that the provision of the facilities and support are made available to Council Members 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;
- 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 Local Government Act. The use of such facilities for electoral purposes during the election period would be a breach of section 78(3) of the Local Government Act.

CLAIMING REIMBURSEMENTS

- 6.15. Claims for reimbursement must be submitted on the Council Member Expense Reimbursement Form (example attached to Policy).
- 6.16. Council Members are required to provide details of kilometres travelled and/or evidence of expenses incurred to support all reimbursements claimed.
- 6.17. All claims for reimbursement must be submitted to the Manager Governance on the form/s provided for this purpose on a monthly/quarterly basis for the purposes of maintaining the Register of Allowances and Benefits.
- 6.18. Reimbursement of expenses will only be paid to a Council Member upon presentation of the form/s and adequate evidence supporting the claims made.

REGISTER OF ALLOWANCES AND BENEFITS

- 6.19. Pursuant to section 79(1) and (2) of the Local Government Act, the Chief Executive Officer must maintain a Register in which he or she shall ensure that a record is kept of—
- a) the annual allowance payable to a Council Member (in the case of section 79(1)(a)); and
 - b) any expenses reimbursed under section 77(1)(b) of the Local Government Act (in the case of section 79(1)(b)); and
 - c) other benefits paid or provided for the benefit of the Member by the Council (in the case of section 79(1)(c)); or
 - d) to make a record of the provision of a reimbursement or benefit not previously recorded in the Register (in the case of section 79(2)(b)),
 - e) on a quarterly basis (see regulation 7 of the Allowances Regulations).
- 6.20. Reimbursements paid under section 77(1)(a) of the Local Government Act are not required to be recorded in the Register.
- 6.21. Schedules to this Policy provide details of:
- Approved reimbursements (Schedule 1)
 - Additional facilities and support (Schedule 2)
 - Facilities and support specific to the Mayor (Schedule 3)

This 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 Members allowances, reimbursements, and benefits for their term in office (section 77(2) Local Government Act).

7. LEGISLATION

- *Local Government Act 1999, sections 76 -79*
- *Local Government (Members Allowances and Benefits) Regulations 2010*

8. AVAILABILITY OF POLICY

This Policy is available to be downloaded, free of charge from [Councils website](#)

A printed copy may be purchased on request from the Council office.

9. DOCUMENT HISTORY

Date	Ref/Version No.	Comment
27/06/2006	C362/2006:V1	
27/04/2010	C665/2010:V2	
26/07/2010	C701/2010:V3	
30/01/2012	C341/2012:V4	
28/05/2012	C420/2012:V5	
11/03/2014	C1073/2014:V6	
24/11/2014	C2/2014:V7	Mandatory Post-Election Review-
26/11/2018	C1341/2018: V8	Mandatory Post-Election Review- Replacement of Previous Policy
28/09/2020	C0347/20: V8.1	Schedule 4: changes to allocation of business cards and communication devices
28/11/2022	C0916/22: V9	Mandatory Post-Election Review

SCHEDULE 1 – APPROVED REIMBURSEMENTS

MANDATORY REIMBURSEMENTS – TRAVEL

- Council Members are entitled to receive reimbursements for travelling expense actually and necessarily incurred by the Council Member for travel within the Council area and associated with attendance at a ‘prescribed meeting’ (section 77(1)(a) of the Local Government Act).
- A ‘prescribed meeting’ is defined under the Allowances Regulations to mean a meeting of the Council or Council committee, or an information or briefing session, discussion, workshop, training course or similar activity which is directly or closely related to the performance or discharge of the roles or duties of the Member.
- Reimbursement for travel expenses is restricted to “eligible journeys” (as defined in Regulation 3) provided the journey is by the shortest or most practicable route and to the 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 Local Government Act. For reimbursement for travel outside the Council area refer to Prescribed and Approved Reimbursements below.
- An “eligible journey” means a journey (in either direction) between the principal place of residence, or a place of work, of a Council Member, and the place of a prescribed meeting.
- Where a Council Member travels by private motor vehicle, the rate of reimbursement is at a rate equal to the appropriate rate per kilometre (determined according to the engine capacity of the vehicle) prescribed for the purposes of calculating deductions for car expenses under section 28.25 of the *Income Tax Assessment Act 1997* of the Commonwealth¹.
- Travelling 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.
- The Council may aggregate claims for reimbursement of expenses that relate to journeys that do not exceed 20 kilometres and then pay them on either a quarterly or monthly basis.

MANDATORY REIMBURSEMENTS – CHILD/DEPENDANT CARE

- Council Members are entitled to 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 prescribed meeting.
- Child/dependant care is not reimbursed if the care is provided by a person who ordinarily resides with the Council Member.

¹ Section 28.25 of the *Income Tax Assessment Act 1997* (Cwth) relates to the ‘cents per kilometre’ method. The Commissioner for Taxation may, by legislative instrument, determine rates of cents per kilometre for cars for an income year. Refer to ato.gov.au for cents per kilometre rates.



ADDITIONAL EXPENSE REIMBURSEMENT

- There may be additional expenses incurred by Council Members (not included in the mandatory reimbursements outlined above) that can be reimbursed by the Council. Section 77(1)(b) of the Local Government Act provides that the Council may approve the reimbursement of additional expenses incurred by Council Members, as provided for in the Allowances Regulations, either on a case-by-case basis or under a policy adopted by Council.
- Regulation 6 sets out the additional expenses that may be reimbursed under section 77(1)(b) with the approval of the Council.
- For the purposes of this Policy, and pursuant to section 77(1)(b) of the Local Government Act, the Council approves the reimbursement of additional expenses of Council Members as described below.

Travel

The following travel related expenses incurred by a Council Member are eligible for:

- 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.

Examples:

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 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 representative; but not to attend meetings of community groups or organisations when fulfilling the role as a Member of the Board of any such community group or organisation;
- reimbursement is restricted to the shortest or most practicable route;
- where a Council Member travels by private motor vehicle, the rate of reimbursement is at a rate equal to the appropriate rate per kilometre (determined according to the engine capacity of the vehicle) prescribed for the purposes of calculating deductions for car expenses under section 28.25 of the Income Tax Assessment Act 1997 of the Commonwealth;
- 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); and
- 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 Member’s attendance at a function or activity on the



Council Member Allowances and Benefits Policy

The Electronic version of this document is the controlled version. Printed copies are considered uncontrolled.

Before using a printed copy, verify that it is the current version

Page 9 of 17

business of the Council however such travel must still be by the shortest or most practicable route.

Care and other expenses

The following Care and Other expenses incurred by a Council Member are eligible for reimbursement:

- Expenses incurred for the care of a child of a Council Member or a dependant 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 (other than expenses for which the Member is reimbursed under section 77 (1)(a) of the Local Government Act);
- 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 (other than expenses for which the Member is reimbursed under section 77(1)(a) of the Local Government Act). 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 can be reimbursed: airfares, registration fees, accommodation, meals, taxi fares, car parking and incidentals; and
- Expenses incurred in the use of a telephone, internet, or other communication device on the business of the Council, e.g. Internet connection costs, computer software, applications for electronic tablets/devices, printer cartridge, contribution towards mobile telephone account etc.

SCHEDULE 2 – ADDITIONAL FACILITIES AND SUPPORT

In addition to allowances and the reimbursement of expenses, the Local Government 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 (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 Local Government 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:

Communication Equipment:

- An internet enabled laptop computer or equivalent and compatible printer (or access to printing facilities)
- The following costs relating to Communication Equipment will be met by Council:
- Internet access via an internet enabled laptop, up to a cost of \$60 per month per member;
- Servicing, repair and maintenance of Council provided hardware
- Provision of software and any necessary software upgrades to enable Members to conduct Council business within the Council IT environment;
- Provision of training to enable effective use of communication equipment provided
- Support services within the limits of purchasing arrangements relating to the equipment;
- Insurance of Council provided hardware;
- Consumable items such as toner cartridges, paper etc.
- The supply of accessories for Council issued Communication equipment, not included as part of the standard provision for IT equipment, or the cost of internet access beyond the monthly limit, will be borne by the respective Member.
- Communication equipment provided to Council Members must be positioned and supervised in an appropriate location when in use to ensure that confidentiality of Council material is not compromised and Council information/systems are not subject to inappropriate access.
- Communication equipment provided to Council Members must be returned within agreed timeframes following the Council Members cessation in office.

Council E-mail Account

Council Members will be provided with a Council email account (name@unley.sa.gov.au) for the sole purpose of performing or discharging official functions and duties. No other email account should be use for the conduct of Council business.

Use of the Council provided email account should be avoided on the basis that:

- (a) All emails created or received (including any attachments or other documents transmitted) in the course of, or associated with, the conduct of Council business are a Council record;
- (b) Council records are subject to the requirements of the *State Records Act 1997* and may be subject to disclosure under the *Freedom of Information Act*.

Building Access, Meeting Room and Pigeon Holes

Council Members will be provided with an Access Card allowing access Council Member Pigeon Holes and relevant meeting rooms within the Civic Centre.

Council Members will be provided with access to a Meeting Room and Pigeon Holes to facilitate the collection of materials at the convenience of the Member.

Council Members are allocated two car spaces in the under-croft carpark, if required.

Meals and Refreshments

Meals/refreshments will generally be provided prior to Council meetings and workshops. Every effort will be made to ensure expenditure on catering is minimised, without unnecessarily compromising quality of the catering provided.

Access to Council provided meals and refreshments by persons other than Council Members is to be at the invitation of the Presiding Member of the relevant meeting or the CEO.

Presiding Members are to be mindful that refreshments are provided through public funds and invitations are therefore to be issued in particular and special circumstances only, and not as a regular occurrence.

Stationery

In the place of pre-printed letterhead, Council Members will be provided with letterhead templates to enable printing of correspondence on plain paper as required.

The following stationery items will be available to each Council Member:

- Business Cards – up to 500 per annum
- Plain paper – up to four reams per annum
- Envelopes – up to 2000 per annum
- With Compliments Slips – up to 500 per annum
- Postage facilities – accessible via Office of the CEO
- Name badge



Council Member Allowances and Benefits Policy

The Electronic version of this document is the controlled version. Printed copies are considered uncontrolled.

Before using a printed copy, verify that it is the current version

Page 12 of 17

Additional Support

Specific Requirements

Council, or the CEO as delegate, may determine that reasonable additional facilities or expenses will be made available to support a Council Member with specific requirements to ensure the expedient performance or discharge of official functions and duties.

Insurance Cover

In accordance with section 80 of the Local Government Act, Council provides a policy of insurance insuring every member of the council, and a spouse, domestic partner or another person who may be accompanying member of the council, against risks associated with the performance or discharge of official functions and duties by members.

The facilities and support set out in schedule 2 are made available to all Council Members on a uniform basis. A Council Member is not obligated to receive or use any items set out.

The provision of these facilities and support are made available to all Council Members (including the Principal Member) under the Local Government 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.

SCHEDULE 3 – FACILITIES AND SUPPORT SPECIFIC TO THE MAYOR

Council has resolved, in accordance with section 78(b) of the *Local Government Act 1999*, that the provision of the facilities and support set out in this Schedule are necessary or expedient to the performance or discharge of official functions or duties by the Mayor.

The facilities and support set out in this Schedule are made available to the Mayor in addition to the facilities and support provided to all Council Members and set out in Schedule 2.

The Mayor must not use a facility or service provided by Council within this Schedule for a purpose unrelated to the performance or discharge of official functions or duties (unless the use has been approved by the council and the Mayor has agreed to reimburse the council for any additional costs or expenses associated with this use) (s.78(3)).

The Mayor is not obligated to receive or use any of the facilities and support set out in this Schedule.

- Access to a dedicated office/meeting space including a desktop computer, telephone and speech to text software
- Access to an internet enabled iPad in addition to Communications equipment provided in Schedule 2
- Access to administrative support to assist with coordination and management of council related activities, and responding to correspondence
- A Council provided mobile phone, or reimbursement of mobile phone costs associated with the conduct of Council business up to \$60 per month
- A fully maintained Council-owned vehicle, of a similar type and standard to that supplied to the CEO. In accordance with section 78(3) of the *Local Government Act 1999* the use of the vehicle for a purpose unrelated to the performance or discharge of official functions and duties is authorised, subject to the reimbursement to the council for any additional costs or expenses associated with this use.
- Business Cards – up to 500 per annum in addition to the Stationery provided in Schedule 2
- Attendance at:
 - Conferences, seminars, meetings or other engagements within the State;
 - South Australian Local Government Association meetings or events;
 - Australian Local Government Association meetings or events;
 - Intrastate or interstate meetings with representatives of Commonwealth, State and Local governments on Council related matters;

without the need for specific Council approval, and with all costs associated with the attendance to be met by Council.

- Conferences, seminars, meetings or engagements interstate or overseas may be approved by Council on a case by case basis, prior to the activity occurring.

CARE EXPENSES

Date	Prescribed meeting attending requiring care**	Hrs care provided	Cost
	TOTAL REIMBURSEMENT CLAIMED:		

Please attach copies of all receipts

NOTE: A “prescribed meeting**” means a meeting of the Council or Council committee, or an information or briefing session, discussion, workshop, training course or similar activity which is directly or closely related to the performance or discharge of the roles or duties of the Member.

TELEPHONE/OTHER TELECOMMUNICATION EXPENSES

Claim period start	Claim period end	Details of expense being claimed	Cost
		TOTAL REIMBURSEMENT CLAIMED:	

Please attach copies of all receipts

CONFERENCE/SEMINAR/TRAINING COURSE EXPENSES

Date	Conference/Seminar/Training Course details	Cost
	TOTAL REIMBURSEMENT CLAIMED:	

Please attach copies of all receipts



Council Member Allowances and Benefits Policy

The Electronic version of this document is the controlled version. Printed copies are considered uncontrolled.

Before using a printed copy, verify that it is the current version

Reimbursements will be made direct to your nominated bank account that allowance payments are made. If your details have changed, please complete your details below:

BSB:	
Bank and Branch:	
Account No:	
Account Name:	

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

I confirm that the above claims for reimbursement are true and accurate, have been actually and necessarily incurred in the performance of my official duties as a Council Member with the City of Unley and are made in accordance with section 77(1)(a) of the *Local Government Act 1999* and Regulation 5 of the *Local Government (Members Allowances and Benefits) Regulations 2010*.

Signature

Date

OFFICE USE ONLY

Received by: _____ **Date:** _____

Processed by: _____ **Date:** _____



Council Member Allowances and Benefits Policy

The Electronic version of this document is the controlled version. Printed copies are considered uncontrolled.

Before using a printed copy, verify that it is the current version

Page 17 of 17