



POLICY

Council Member Expenses, Facilities & Support

Approved by: Council on 12 November 2007

Document Owner

Council

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INTRODUCTION

This Policy has been developed and adopted in accordance with the requirements of the City of Adelaide Act 1998 and the City of Adelaide (Members Allowances and Benefits) Regulations 1998 and applies to all Members of the Council.

The Policy specifies the types of prescribed expenses that will be reimbursed without the need for Council approval together with details of how reimbursement will be made. The Policy also confirms the facilities and support that may be provided by Council to assist the Members in performing or discharging their official functions and duties. The Policy also covers the registration of Allowances and Benefits in accordance with the City of Adelaide Act 1998.

This Policy also describes the privileges allocated to ex-Lord Mayors and Councillors with 10 or more years of service following the expiry of their term of office.

SCOPE

This Policy applies to the Lord Mayor and Councillors only. It does not apply to the Administration. It does not relate to expenses incurred as a result of the day to day management and function of the Office of the Lord Mayor (including Councillors).

DEFINITIONS

- Lord Mayor – The Principal member of the Council representing the capital city of South Australia
- Members – Members of the governing body of the Council

ROLES AND RESPONSIBILITIES

The Members are responsible for complying with this Policy, together with the Council Members Policies, Operating Guidelines and Code of Conduct listed below.

The Manager, Office of the Lord Mayor is responsible for ensuring that the Members are aware of these Policies, Operating Guidelines and Code of Conduct.

LEGISLATIVE AND CORPORATE REQUIREMENTS

This Policy applies to all Members of the Council and is made in accordance with the City of Adelaide Act 1998 and the City of Adelaide (Members Allowances and Benefits) Regulations 1998 and the Local Government Act 1999.

This Policy is to be read and implemented in conjunction with the other relevant Member policies and Operating Guidelines, including the:

- Code of Conduct for the Lord Mayor and Councillors of the City of Adelaide City Council
- Council Members' Private Use of Council Facilities and Services Policy
- Training and Development for the Lord Mayor and Councillors Policy
- Use of Council's Civic Rooms Policy
- International Relations Policy
- Council Member Expenses, Facilities and Support Operating Guidelines
- International Relations Operating Guidelines

The Policy identifies:

- expenses which are mandated for reimbursement; and
- expenses that will be reimbursed at the discretion of the Council; and
- facilities and support that will be provided, to the Lord Mayor and Councillors to assist in the performance or discharge of their official functions and duties.

The Policy does not cover annual allowances paid to the Lord Mayor, Deputy Lord Mayor and Councillors because these are set by Council within limits determined by the City of Adelaide (Members Allowances and Benefits) Regulations 1998, and are separately resolved by Council.

Reimbursement of Prescribed Expenses

Section 25(1)(a) of the City of Adelaide Act 1998 provides that Members will receive from Council reimbursement of prescribed expenses incurred in performing or discharging official functions and duties.

The kinds of expenses for which reimbursement is mandated are those prescribed at Regulation 5 of the City of Adelaide (Members' Allowances and Benefits) Regulations 1998 as follows:-

- (i) Travelling expenses actually and necessarily incurred in travelling to or from a meeting of the Council or Committee of Council provided that such travel is within the area of the Council and is to or from the Member's principal place of residence or the Member's place of work. The journey must be the shortest or

most practicable route. The standard of air travel for Council Members will be as stated in the Air Travel and Travel Reimbursement Operating Guideline.

- (ii) Expenses incurred by the Member for the care of a child of the Member or a dependant of the Member requiring full-time care, as a consequence of attendance at a Council or Committee of Council meeting. There is no entitlement to reimbursement if the care is provided by a relative of the Member who ordinarily resides with the Member.

Such claims are to be submitted on a quarterly basis in arrears.

Reimbursement of Prescribed Expenses Approved by Council

Section 25(1)(b) of the City of Adelaide Act 1998 provides for Members to receive from Council reimbursement of prescribed expenses which are approved by Council, and which are incurred in performing or discharging official functions and duties. Formal adoption by Council of this Policy constitutes approval by Council for the reimbursement of these types of expenses. The kinds of expenses for which reimbursement will be received are prescribed at Regulation 6 of the City of Adelaide (Members Allowances and Benefits) Regulations 1998 as follows:-

- (i) Expenses incurred in the use of a telephone facsimile or other telecommunications device, or in the use of a form of electronic communication on the business of Council;
- (ii) Travelling expenses incurred by a Member while attending a function or activity on the business of Council;
- (iii) Travelling expenses incurred by the Member in travelling to or from a Council or Committee of Council meeting which are attributable to travel outside the area of the Council provided that such travel is to or from the Member's principal place of residence or the Member's place of work;
- (iii) Expenses for the care of a child of the Member or a dependant of the Member requiring full-time care, incurred by the Member as a consequence of attendance at a function or activity on the business of Council;

(iv) Expenses incurred by the Member as a consequence of attendance at a conference, seminar, training course or other similar activity which is directly or closely related to the performance or discharge of the roles or duties of a Member.

Such claims are to be submitted on a quarterly basis in arrears.

Facilities and Support

Section 26 of the City of Adelaide Act 1998 states that Council may provide facilities and other forms of support to Members to assist the Members in performing or discharging official functions and duties.

Such provision of facilities and services is at the discretion of Council subject to:-

(i) Council specifically resolving that provision of the facilities and services is necessary or expedient to the performance or discharge of official functions or duties;

(ii) the facilities and support being available to Members on a uniform basis (other than facilities or services specifically provided for the benefit of the Lord Mayor); and

(iii) any property so provided remaining the property of Council.

Such provision of facilities and services is subject to funding and Budget Variation where necessary.

Register of Allowances and Benefits

Pursuant to Section 79 of the Local Government Act 1999, the Chief Executive Officer will maintain a record of:

(i) the annual allowances paid to Members under Section 24 of the City of Adelaide Act (including any amendments);

(ii) any expenses reimbursed to a Member under Section 25(1)(b) of the City of Adelaide Act, but not Section 25(1)(a); and

(iii) any other benefits paid or provided to a Member.

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

POLICY OBJECTIVE

This Policy identifies both expenses which are mandated for reimbursement and those that will be reimbursed at the discretion of the Council and in the case of mobile phones provided to members, expenses required to be reimbursed by Members for personal phone calls. It also sets out the facilities and support that will be provided, to the Lord Mayor and Councillors to assist in the performance or discharge of their official functions and duties.

POLICY STATEMENTS

1. Statement of Principles

1.1 The Council Members are the elected governing body of the City of Adelaide. To assist them in fulfilling their role, they are entitled to be provided with the range of necessary facilities and support and to be reimbursed the expenses specified in this Policy.

1.2. Recognising the special role of the Lord Mayor this Policy allows for the additional provision of some facilities or services specifically for him or her. With the exception of the Lord Mayor, all facilities and support are available to Members on a uniform basis.

1.3 Claims for facilities and expenses not included in the Policy will not be paid, except as otherwise resolved by Council.

1.4 Any property provided to a Member remains the property of Council. Where replacement equipment or facilities are required, Council's Purchasing Policy will be followed. Equipment and facilities will be compatible with and of the same standard as Council equipment and facilities provided to employees.

1.5 If a Member does not claim a particular expense or use a particular facility, this cannot be offset against a claim for an additional amount of some other expense or facility.

1.6 Council's facilities and services, as detailed in this Policy, are available to Members while performing or discharging official functions or duties. These facilities and services are not available for use by members of a Member's family.

1.7 Members will limit their use of the expenses and facilities provided for in this Policy, to the minimum required to enable them to effectively and efficiently discharge their functions and duties of office.

1.8 The private use of such facilities and services by the member is governed by the Council Policy: Council Members Private Use of Council Facilities and Services.

1.9 Subject to clause 1.12 below the Council will make payment of all Members' claims for reimbursement within 14 days of receiving the Member's claim.

1.10 Members are provided with a Corporation standard mobile telephone. Members are required to review the monthly mobile telephone account and reimburse Council for personal expenses on a monthly basis.

1.11 Any issues that arise in relation to the interpretation and/or application of this Policy will be resolved:

1.11.1 in the first instance, between the Chief Executive Officer and the applicable Member(s); and

1.11.2 by the Council,
in accordance with the principles of the City of Adelaide Act, the City of Adelaide (Members Allowances and Benefits) Regulations and the Local Government Act 1999.

1.12 Members of Council shall provide all necessary details and receipts when submitting their claims for reimbursement under this Policy.

2. Policy

The Council Member Expenses, Facilities and Support Operating Guideline provides details of how the following prescribed expenses are processed:

2.1 Local Travel

2.2 Domestic and International Travel

(Any travel overseas must be approved by Council prior to any such trip being made.)

2.3 Expenses for Attending Approved Meetings, Conferences Seminars & Engagements

2.4 Child Care Expenses

2.5 Expenses and Facilities for Members with Disabilities

2.6 Insurance (Public/Professional Liability, Personal Effects Property and Corporate Travel)

2.7 Meals and Refreshments

2.8 Newspapers

2.9 Offices

2.10 Mobile Telephone/Home Telephone/Broadband Internet

2.11 Room Use

2.12 Secretarial Services

2.13 Stationery and Books

2.14 Building Access and Parking

2.15 Name Badge

2.16 Facilities' Passes

2.17 Additional Facilities and Services for the Lord Mayor

2.17.1 The Office of the Lord Mayor operates to provide those functions of Council best carried out by the Lord Mayor. It is allocated a budget by Council on an annual basis and within that budget, staff and other resources are provided.

2.17.2 In addition, other kinds of meetings may be approved from time to time by Council.

All other expenses, reimbursements and support not detailed in this Policy and greater than \$100.00 will require approval by Council on a case by case basis, however if the expense is equal to or less than \$100.00 the expense will need to be authorised by the Manager, Office of the Lord Mayor.

Internal Audit Compliance with the Policy will be subject to an audit review on an annual basis.

3. End of Term of Office

At the end of the term of office, a Lifetime Corporate Facilities Pass will be afforded to ex-Lord Mayors and Councillors with 10 or more years of service.

4. Review of Policy

The effectiveness of the Policy will be reviewed and evaluated on an annual basis. The entire Policy will lapse at the next general election of the Council.

4. Availability of Policy

This Policy will be available for inspection at Council's principal office and Council Library/Services Centres during business hours. Copies will be provided to interested parties upon request at no charge.