

## S-G6 Elected Members' Allowances, Reimbursements and Equipment Policy

<b>Purpose</b>	To set out the allowances which Councillors are entitled to receive, and guidelines for paying allowances to Councillors, as required by Schedule 5, Section 1 of the <i>Local Government Act 1993</i> .	
<b>Department</b>	Governance	
<b>File No.</b>	COU/0600	
<b>Council Meeting Date</b>	26 February 2025	
<b>Minute Number</b>	60.02.2025	
<b>Next Review Date</b>	Four (4) years from Council Resolution Date	
<b>Review History</b>	161.10.2000	12 October 2000
	301.12.2001	13 December 2001
	486.08.2005	25 August 2005
	749.12.2005	8 December 2005
	031.01.2005	19 January 2006
	290.09.2010	23 September 2010
	80.03.2015	26 March 2015
	212.10.2020	20 October 2020
	268.09.2023	27 September 2023

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- 1 Definitions**
    - Council – Flinders Council
    - Councillor – all Councillors including the Mayor and Deputy Mayor
  - 2 Objective**

To ensure allowances and/or reimbursements are processed at the correct rate and in a timely manner.
  - 3 Scope**

This Policy applies to all Councillors. The allowances set out are not exhaustive – other allowances may be payable depending on the circumstances.
  - 4 Allowances**
    - 4.1 In accordance with the provisions of Section 340A of the *Local Government Act 1993*.
      - 4.1.1 Prescribed allowances for Councillors shall be paid monthly in arrears.
      - 4.1.2 Prescribed allowances for Councillors shall only accrue to the date of resignation or removal from the appropriate office.
      - 4.1.3 Councillors may decide not to receive part or all of an allowance. Such a decision is to be provided in writing to the General Manager.
    - 4.2 Where the Councillor is not supplied by Council with an internet connection, the Councillor may claim an allowance of \$75 per month towards the Councillor's personal internet connection.

## 5 Reimbursements

- 5.1 Travelling expenses - to be paid at the rates prescribed by the Australian Taxation Office, which are outlined in the Travel and Accommodation Procedure - will apply to return travel from each Councillor's place of residence in the municipality to meetings of Council, meetings of any committee, including sub-committees and special committees of Council, or any other meetings where the Councillor has been delegated to attend, including off island travel. If a council meeting is to be attended during a normal working day, appropriate reimbursement will be considered from the workplace to the council meeting and return to either the workplace or place of residence, whichever place the Councillor travels to directly.
- 5.2 Claims for direct costs and out-of-pocket expenses incurred by a Councillor upon business of the Council wherever incurred, where the costs are not directly debited to Council or other alternative arrangements have been made, shall be made to the General Manager on the prescribed form and supported by the appropriate documentation.
- 5.3 Telephone expenses shall be reimbursed up to a maximum of \$20 per month for telephone calls claimed in association with the business of Council. A detailed list of calls must be submitted with the claim.
- 5.4 Childcare expenses incurred in association with the holding of office shall be reimbursed on receipt of a substantiated claim.
- 5.5 Other expenses may be payable depending on the circumstances of the expense. If the expense is not one specifically authorised by this policy then the claim shall be determined by the Mayor or General Manager.
- 5.6 Council may approve other expenses not explicitly listed, where these are demonstrably tied to the performance of a councillor's official duties. Legal advice may be sought before making payment to Councillors where it is unclear as to whether expenses were incurred outside of their duties of office.
- 5.7 Claims for reimbursements shall be submitted not later than three (3) months and within fourteen (14) days after the close of the financial year after the expenses have been incurred. Councillors are encouraged to submit claims in the appropriate timeframe to allow financial reporting accuracy.

## 6 Equipment

- 6.1 As Council staff's preferred communication with Councillors is via electronic means and the security of confidential council information is essential, Councillors will be provided with an electronic device and a Council email address at the commencement of their office.
- 6.2 That the ownership of the electronic device remains with Flinders Council and the device must be returned to Council upon the resignation or retirement of the Councillor.



**7 Legislation**

*Local Government Act 1993*

Local Government (General) Regulations 2005

**8 Responsibilities**

The responsibility of this policy rests with the General Manager.

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