

DISTRICT COUNCIL OF KAROONDA EAST MURRAY

Members Allowances and Benefits Policy

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| Minutes reference | |
| Next review date | Next periodic election |
| Applicable Legislation | Section 76, 77, 78, 79 <i>Local Government Act 1999</i> <i>Local Government (Members Allowances and Benefits) Regulations 2010</i> |
| Related Policies | |
| Related Documents | Register of Allowances and Benefits |

Introduction

The District Council of Karoonda East Murray will ensure that the payment of Council Members' allowances, the reimbursement of expenses and the provision of benefits by the Council is accountable and transparent and in accordance with the *Local Government Act 1999* ("the LG Act") and the *Local Government (Members Allowances and Benefits) Regulations 2010* ("the Regulations").

This Policy sets out the provisions of the LG Act and Regulations in respect of Council Member allowances, expenses and support. This Policy is also provided in accordance with Section 77(1)(b) of the LG 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.

Council Members are paid an allowance for performing and discharging their functions and duties on Council. Section 59 of the LG Act provides (in part) that the role of a Council Member, as a member of the governing body of the Council, is to:

- (i) participate in the deliberations and civic activities of the Council;
- (ii) keep the Council's objectives and policies under review to ensure that they are appropriate and effective; and
- (iii) keep the Council's resource allocation, expenditure and activities, and the efficiency and effectiveness of its service delivery, under review.

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 LG Act.

This Policy, in its entirety, will automatically lapse at the next general election of this Council.

Policy Objective

To ensure Council Member allowances, the reimbursement of expenses and the provision of benefits, facilities and support by the Council are compliant with the *Local Government Act 1999* and *Local Government (Members Allowances and Benefits) Regulations 2010*.

Scope & Responsibilities

This Policy applies to all Council Members, who each have an obligation to abide by this Policy.

The Council's Chief Executive Officer has the duty to:

1. maintain the Register of Allowances and Benefits;
2. initiate a Consumer Price Index ('CPI') review of allowances paid to Council Members (to be adjusted on the first, second and third anniversaries of the relevant periodic elections to reflect changes in the CPI under the scheme prescribed by the Regulations); and
3. ensure copies of this Policy are available for inspection by the public at the principal office of the Council.

In addition, the Chief Executive Officer is responsible for:

4. implementing and monitoring expense reimbursement procedures in accordance with the LG Act, the Regulations this Policy and any associated procedure; and
5. ensuring a copy of this Policy is provided to all Council Members.

Policy Statement

This Policy is underpinned by the following principles:

Council Members should not be out-of-pocket as a result of performing and discharging their Council functions and duties.

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.

Any reimbursements claimed by Council Members must be for expenses actually and necessarily incurred in performing and discharging their official Council functions and duties, which will be assessed according to the role of a Council Member under the LG Act.

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.

The accountability of the Council to its community for the use of public monies.

Allowances

Council Member allowances are determined by the Remuneration Tribunal on a 4 yearly basis before the designated day in relation to each set of periodic elections held under the *Local Government (Elections) Act 1999*.

An allowance determined by the Remuneration Tribunal will take effect from the first ordinary meeting of the Council held after the conclusion of the relevant periodic election. Council Member allowances are to be adjusted on the first, second and third anniversaries of the relevant periodic elections to reflect changes in the Consumer Price Index (“CPI”) under a scheme prescribed by the Regulations.

In accordance with regulation 4 of the Regulations, (and for the purposes of section 76 of the LG 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.

The annual allowance for a Council Member is determined according to the relevant Council group. There are six Council Groups which are each explained within the determination of the Remuneration Tribunal. The annual allowance for:

- principal members, is equal to four times the annual allowances for Council Members of that council;
- deputy mayor or deputy chairperson or a Council Member who is the presiding member of one or more prescribed committees is equal to one and a quarter (1.25) times the annual allowances for Council Members of that Council;

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

Allowances will be paid in three monthly instalments in arrears.

Mandatory Reimbursements – Travel (Section 77(1)(a))

Council Members are entitled to receive reimbursement for travelling expenses 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 LG Act).

A “prescribed meeting” is defined under the Regulations to mean a meeting of the Council or 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:

- 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 that 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 LG 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 Commonwealth.
- 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 (Section 77(1)(a))

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.

To receive reimbursement for such prescribed expenses (travel and child/dependant care) each Council Member is required to complete a Form 1 and submit it to the Chief Executive Officer. For the purposes of administrative efficiency Council Members are requested to submit these forms on a quarterly basis.

Prescribed and Approved Reimbursements (Section 77(1)(b))

There are additional prescribed expenses incurred by Council Members, that can be reimbursed by the Council that do not fall within the category of mandatory reimbursement outlined above.

Section 77(1)(b) of the LG Act provides that the Council (meaning the Council as the governing body) may approve the reimbursement of additional expenses as set out in the Regulations incurred by Council Members, either on a case-by-case basis or under a policy adopted by Council. This Policy sets out the types of approved expenses that may be reimbursed.

These additional types of reimbursed expenses are distinguished from the payment of allowances and from the mandatory reimbursement of travel and child/dependant care expenses associated with attendance at a prescribed meeting.

Regulation 6 of the Regulations sets out the types of additional expenses that may be reimbursed under section 77(1)(b) with the approval of the Council. These are:

- an expense 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 the Council;
- travelling expenses incurred by the Council Member as a consequence of the Member's attendance at a function or activity on the business of the Council (other than for which the member is reimbursed under section 77(1)(a) of the LG Act);
- travelling expenses incurred by the Member in undertaking an eligible journey to the extent that those expenses are attributable to travel outside the area of the Council;
- expenses for the care of:
 - (i) a child of the Member; or
 - (ii) a dependant of the Member requiring full-time care

incurred by the Member as a consequence of the Member's attendance at a function or activity on the business of the Council (other than for which the member is reimbursed under section 77(1)(a) of the LG Act); and

- expenses incurred by the Member as a consequence of the Member's 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 and duties of a Council Member (other than for which the member is reimbursed under section 77(1)(a) of the LG Act).

For the purposes of this Policy, and pursuant to section 77(1)(b) of the LG Act, the Council approves the reimbursement of additional expenses of Council Members as described below.

Travel

Pursuant to section 77(1)(b) of the LG Act the Council approves reimbursement of:

- To a function or activity on the business of the Council.
- In undertaking an eligible journey to the extent those expenses are attributable to travel outside of the area of the Council.
- Council Members will receive reimbursement for expenses incurred in travelling to a function or activity on Council business. The following conditions apply to those 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' includes official Council functions including Mayoral receptions, opening ceremonies, dinners, citizenship ceremonies and official visits; inspection of sites within the Council area which related to Council or Committee agenda items; meetings of community groups and organisations as a Council appointed representative – but not to attend meetings of community groups or organisations fulfilling the role of a local representative, and not 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 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).
 - Travel by taxi, bus, plane (where approved by Council) or other means of public transport will be reimbursed on the basis of being expenses where they are incurred as a consequence of the Members attendance at a function or activity on the business of the Council. However such travel must still be by the shortest or most practicable routes. In all cases relevant receipts or other evidence of expenditure are to be provided before any reimbursement is made.

Travel time payment

Pursuant to the determination made by the Remuneration Tribunal, Council Members (excluding Principal Members) of non-metropolitan Councils are eligible for payment for a travel time payment where the Council Member's:

- a) usual place of residence is within the relevant Council area and is located **at least 30kms but less than 50km** distance from their Council's principal office, via the nearest route by road - \$336 per annum
- b) usual place of residence is within the relevant Council area and is located **at least 50km but less than 100km** distance from their Council's principal office, via the nearest route by road - \$560 per annum;
- c) usual place of residence is within the relevant Council area and is located **100km or more** distance from their Council's principal office, via the nearest route by road - \$1120 per annum;

If eligible, this payment is made to a Council Member in addition to any entitlement to reimbursement of expenses incurred.

Note: A list of the eligible non-metropolitan Councils to which this payment applies is provided in the determination made by the Remuneration Tribunal.

Care and Other Expenses

Pursuant to section 77(1)(b) of the LG Act the Council approves reimbursement of:

- 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 LG 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 LG 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.
- Expenses incurred in the use of a telephone, internet, facsimile or other communication device on the business of the Council, e.g. internet connection costs, computer software, applications for iPad, printer cartridge, contribution towards mobile telephone.

Note: receipts confirming the expenditure has been incurred must be provided with a claim made for reimbursement

Facilities and Support

In addition to allowances and the reimbursement of expenses, the LG 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 LG 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:

The provision of an electronic tablet and use of Council meeting rooms made available to all Council Members (including the Principal Member) under the LG 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.

In addition, although not required by the LG Act, the Council has determined that the provision of the above 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 (whose name is detailed at the end of 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 LG Act. The use of such facilities for electoral purposes during the election period would be a breach of section 78(3) of the LG Act.

Other Reimbursements

Any additional reimbursements and facilities and support not detailed in this Policy will require the specific approval of Council prior to any reimbursements being paid, benefits being received and facilities and/or support being provided.

Claims for Reimbursement

Council Members are required to provide details of kilometres travelled and and/or evidence of expenses incurred to support all reimbursements claimed. This being in the form of three monthly claims.

Council Members are required to provide details of kilometres travelled and/or evidence of expenses incurred to support all reimbursements claimed and reimbursement claims are to be submitted to the Chief Executive Officer.

Register of Allowances and Benefits (template - Appendix 2)

Pursuant to section 79(1) and (2) of the LG 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 LG 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
- (b) 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)),

on a quarterly basis (see regulation 7 of the Regulations).

Reimbursements paid under section 77(1)(a) of the LG Act are not required to be recorded in the Register.

The Chief Executive Officer is required to record in the Register any changes in the allowance or a benefit payable to, or provided for the benefit of, Council Members. Accordingly, the Chief Executive Officer will update the Register each quarter and therefore each Council Member is required to provide his or her claim form for reimbursement to the Chief Executive Officer on the last business day of each quarter.

The Register of Allowances and Benefits is available for inspection by members of the public, free of charge, at the Council's office during ordinary business hours. Copies or extracts of the Register are available for purchase upon payment of a fixed fee.

Review and Evaluation

Council Member allowances are determined by the Remuneration Tribunal on a 4 yearly basis. The correctness and effectiveness of this Policy will also be reviewed and evaluated every two years.

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 Member's allowances, reimbursements and benefits for their term in office (section 77(2) LG Act).

Availability of the Council Members' Allowances and Benefits Policy

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website www.dckem.sa.gov.au.

Any queries or questions regarding this Policy should be directed to the Chief Executive Officer by calling 8578 1004 or by emailing council@dckem.sa.gov.au.

Appendix 1



Form 1

Lodge with: Chief Executive Officer

District Council of Karoonda East Murray Council Member's Reimbursement Claim Form 1

Name:

Period:

Total Reimbursement Claim Amount: \$.....

Reimbursement of prescribed expenses associated with attending a prescribed meeting that is not subject to Council approval (refer to section 77(1)(a) of the *Local Government Act 1999* and Regulation 5 of the *Local Government (Members Allowances and Benefits) Regulations 2010*)

1. Travel Expenses & Travel Time Payment (if applicable)

| 1.1 Date of Travel | 1.2 Council Function or Business Attended* | 1.3 Mode of Transport | 1.4 Distance Travelled (km)**, if Motor Vehicle |
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1.5 Details of your motor vehicle (where applicable):

- Model and make of motor vehicle:
- Engine size:
- Total number of kilometres for reimbursement claim:

1.6 Bus and/or taxi costs (where applicable):

- Reimbursement claim: \$.....

Please attach copies of all receipts.

*NOTE: Travel claims must relate to expenses actually and necessarily incurred by the Member in travelling to or from a prescribed meeting provided the journey is an eligible journey and is by the shortest or most practicable route. For the purposes of this Form 1 the term “**eligible journey**” means a journey between the principal place of residence, or a place of work, of a Member of the Council, and the place of a prescribed meeting (in either direction), in accordance with the *Local Government (Members Allowances and Benefits) Regulations 2010*.

**NOTE: Travel Time Payment shall be payable to Council Members (excluding Principal Members) of non-metropolitan Councils whose usual place of residence is within the relevant Council area and is located at least 30km but less than 50km, 50km or 100km or more distance from the Council’s principal office via the nearest route by road: 30-49km = \$336, 50km or more = \$560, 100km or more = \$1120.

2. Care Expenses:

| 2.1 Name of Child/Dependant | 2.2 Date of Care | 2.3 Prescribed meeting attended | 2.4 Hours of Care Provided | 2.5 Care Provider |
|-----------------------------|------------------|---------------------------------|----------------------------|-------------------|
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- Reimbursement claim: \$.....

Please attach copies of all receipts.

***NOTE: A ‘prescribed meeting’ means a meeting of the council or 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.

Select preferred method of payment: Cheque

Direct Debit *

* If not provided previously or your details have changed please complete your details below:

BSB:

Account No:

Bank and Branch:

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 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 of Council Member

Date:

FOR OFFICE USE ONLY

.....
Signature of Chief Executive Officer (Acknowledging receipt)

Date:

Claim processed by:

Form 2



Lodge with: Chief Executive Officer

**District Council of Karoonda East Murray
Council Member's Reimbursement Form 2**

Name:

Period:

Total Reimbursement Claim Amount: \$.....

Reimbursement of Council approved expenses (Refer to section 77(1)(b) of the *Local Government Act 1999* and Regulation 5 of the *Local Government (Members Allowances and Benefits) Regulations 2010* and the Council Member's Allowances & Benefits Policy)

1. Travel Expenses

| 1.1 Date of Travel | 1.2 Council Function or Business Attended | 1.3 Mode of Transport | 1.4 Distance Travelled (km), if Motor Vehicle |
|--------------------|---|-----------------------|---|
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1.5 Details of your motor vehicle (where applicable):

- Model and make of motor vehicle:
- Engine size:
- Total number of kilometres for reimbursement claim:

1.6 Bus and/or taxi costs and associated receipts (where applicable):

- Reimbursement claim: \$.....

Please attach copies of all receipts.

2. Care Expenses

| 2.1 Name of Child/Dependant | 2.2 Date of Care | 2.3 Council Function or Business Attended | 2.4 Hours of Care Provided | 2.5 Care Provider |
|-----------------------------|------------------|---|----------------------------|-------------------|
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- Reimbursement claim: \$.....

Please attach copies of all receipts.

3. Telephone, Facsimile or Other Telecommunications Device

- Reimbursement claim: \$.....

Please attach copies of the applicable telephone account/s or facsimile transmissions highlighting those calls being claimed for reimbursement

4. Conference, Seminar or Training Course

| 4.1 Date | 4.2 Council Function or Business Activity | 4.3 Venue/Location of Function or Business Activity |
|----------|---|---|
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| | | |

- Reimbursement claim: \$.....

Please attach copies of all receipts.

Select preferred method of payment: Cheque

Direct Debit *

* If not provided previously or your details have changed please complete your details below:

BSB:

Account No:

Bank and Branch:

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 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 of Council Member

Date:

FOR OFFICE USE ONLY

.....
Signature of Chief Executive Officer (Acknowledging receipt)

Date:

Claim processed by:

Appendix 2 - Allowances and Benefits Register – Elected Members 2013/14 (example)

| | insert name | insert name | insert name | insert name | insert name | insert name | insert name | insert name |
|--|---|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Council Member Allowances – paid monthly in arrears (s79(1)(a)) (As determined by the Remuneration Tribunal Determination No. 6 of 2010) | | | | | | | | |
| Travelling expenses for attendance at specific events (s77(1)(b), s79(1)(b) and reg 6(b)) Incurred by a member as a consequence of the member's attendance at a function or activity on the business of the council (other than for which the member is reimbursed under section 77(1)(a) of the Act) | Insert dollar amount of reimbursement for quarter | | | | | | | |
| Travelling expenses for an eligible journey (s77(1)(b), s79(1)(b) and reg 6(c)) For these purposes an eligible journey means 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 to the extent that those expenses are attributable to travel outside the Council area | Insert dollar amount of reimbursement for quarter | | | | | | | |
| Child care costs for attendance at specific events (s77(1)(b), s79(1)(b) and reg 6(d)) Incurred by the member as a consequence of the member's attendance at a function or activity on the business of the council (other than for which the member is reimbursed under section 77(1)(a) of the Act) | Insert dollar amount of reimbursement for quarter | | | | | | | |
| Dependant care costs for attendance at specified events (s77(1)(b), s79(1)(b) and reg 6(d)) Dependant requiring full-time care and care costs incurred by the member as a consequence of the member's attendance at a function or activity on the business of the council (other than for which the member is reimbursed under section 77(1)(a) of the Act) | Insert dollar amount of reimbursement for quarter | | | | | | | |

| | insert name | insert name | insert name | insert name | insert name | insert name | insert name | insert name |
|--|--|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Information Technology hardware & software (s77(1)(b), s79(1)(b), s79(1)(c) and reg 6(a)) <ul style="list-style-type: none"> Notebook computer Ipad Multifunction printer (including facsimile & scanner) Mobile phone handset With no restrictions on its use other than standard legal obligations such as copyright and intellectual property law <ul style="list-style-type: none"> Internet access Mobile phone plan Applications for Ipad (or for similar Android) (that are not free) (Broadband internet connection or reimbursement to the value of Council provided broadband internet connection) | YES – use only Council asset (no cost to Council) | | | | | | | |
| Stationery and Office Consumables (s79(1)(c)) <ul style="list-style-type: none"> Printer cartridges @\$X per cartridge Letterhead @\$0.55 per sheet Plain paper @\$5.50 per ream Envelopes @\$X per box Business Cards @ \$X per box With Compliments Slips (s79(1)(c)) @ X per bundle | YES Total cost | | | | | | | |
| Mayoral specific facilities and support | | | | | | | | |
| Fully Maintained motor vehicle (s79(1)(c)) | YES – use only Insert overall cost to Council per quarter (inclusive of any petrol, service fee, registration or insurance etc. that was paid during the quarter) | | | | | | | |
| Mobile phone handset and hands free car kit (s77(1)(b), s79(1)(b) and reg 6(a)), including mobile phone plan | YES – use only Insert cost of mobile plan | | | | | | | |

| | insert name | insert name | insert name | insert name | insert name | insert name | insert name | insert name |
|--|--|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Administrative support <ul style="list-style-type: none"> Office Space (s79(1)(c)) Access to Personal Assistant (s79(1)(c)) | YES | | | | | | | |
| Training and Development activities/Conferences/Seminars (s77(1)(b), s79(1)(b) and reg 6(e)) | | | | | | | | |
| <ul style="list-style-type: none"> Whole of Council training & development activities NB: the Council's financial statements reflect overall costs to Council for provision of training and development activities to members <ul style="list-style-type: none"> Council Delegate activities Individual Council Member training and development activities NB: The overall cost to the Council to provide training and development activities to all members during this quarter is \$X | YES Insert details of any conferences attended by the member, including price of tickets (if any) and of any other in-house or external training sessions attended. | | | | | | | |
| Travel expenses associated with conference etc attendance (s77(1)(b), s79(1)(b) and reg 6(e)) If the expense is incurred by the member as a consequence of the member's 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 of a council (other than for which the member is reimbursed under section 77(1)(a) of the Act) <ul style="list-style-type: none"> Air Fares Accommodation Taxi Fares | Insert dollar amount of reimbursement for quarter | | | | | | | |
| Other Benefits paid or provided by the Council (s79(10)(c)) – only where the benefit gives rise to an actual cost payable by the Council will details of the relevant dollar amount be specified. | | | | | | | | |

| | insert name | insert name | insert name | insert name | insert name | insert name | insert name | insert name |
|--|--|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <p>Memberships and subscriptions</p> <ul style="list-style-type: none"> • Qantas Club/Rex Lounge membership (or similar) • Membership to a frequent flyer program • Council swimming pool membership • Subscriptions to magazines, newsletters, etc. • Car Parking or provision of reserved carparking | <p>YES</p> <p>\$</p> | | | | | | | |
| <p>Events</p> <ul style="list-style-type: none"> • Attendance at a corporate box function held by the Council <p>NB: the overall cost to the Council for use of a corporate box during this quarter is \$X</p> <ul style="list-style-type: none"> • Tickets from the council to attend an event <p>NB: where Council purchased ticket, include dollar amount</p> | <p>YES</p> <p>\$</p> | | | | | | | |
| <p>Meals and refreshments</p> <ul style="list-style-type: none"> • Meals provided by the Council at specified meetings <p>NB: the overall cost to the Council of provision of meals to <u>all members</u> during this quarter is \$X</p> <ul style="list-style-type: none"> • Access to council facilities (i.e. provision of bar and alcohol supplies) <p>NB: the overall cost to the Council of provision of bar supplies to <u>all members</u> during this quarter is \$X</p> <ul style="list-style-type: none"> • Meal allowance | <p>YES</p> <p>Insert dollar value of quarterly allowance</p> | | | | | | | |
| <p>Corporate attire or attire specific to a council event (or a council partnered event)</p> | <p>YES</p> <p>1. Tour down under Tshirt \$</p> <p>2. Council logo Tshirt \$</p> | | | | | | | |

| | insert name | insert name | insert name | insert name | insert name | insert name | insert name | insert name |
|---|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Access to Council Office resources <ul style="list-style-type: none"> • Storage facilities • Use of Council meeting rooms • General media and communication support | YES | | | | | | | |
| Insert details of any other benefits provided to an elected member | YES | | | | | | | |