

EM05: Member Allowances, Expenses and Benefits

Type	Council Policy	Version	1.1
Approval Date	29 June 2020	Resolution	12.1.6.20
Review Date	As required	Doc ID	

Background

Belyuen Community Government Council is committed to:

- Members should be provided with support that is necessary or expedient to the performance or discharge of their official functions and duties;
- Members should not be out-of-pocket as a result of performing and discharging their official Council functions and duties; and
- All facilities, services and support provided to the Members, other than those specifically provided to the position of President will be available to all members equally.

This Policy clarifies the expenses to be paid to members, including travel, and defines approved Council activities. The Policy also identifies what allowances are payable and the benefits members may receive.

Each allowance is determined by Council in conjunction with conditions and maximum levels as contained within the Ministerial Guidelines and applicable legislation.

Legislative References

- Section 71 of the *Local Government Act* (Allowances and Expenses)
- Section 109 of the *Local Government Act* (Expenses and benefits)
- *Guideline 2* and the *General Instruction No. 2* (Allowances for council members)

Scope

This policy applies to all Council members and members of Council committees.

Policy

Approved Council Activities

The following activities are activities that are automatically approved under this policy. Other activities may be authorized, from time to time, subject to separate resolution by Council.

- Council and Council Committee meetings (of which they are member or to which they are invited) including Special Meetings and workshops
- Working Groups such as those established to promote cooperation between Councils
- LGANT meetings and LGANT Executive Committee meetings

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- Professional Development activities arranged by the Council
- Conferences arranged by the Council
- Attendance at official events arranged by Council

Approval prior to the attendance at training courses, conferences and civic events is required to ensure the costs associated with attendance at these events can be paid under this policy.

Allowances

The President, Deputy President and Elected Members will be paid 100% of the maximum amount of base allowance as outlined in *Guideline 2: allowances for council members - Table 2* as published by the Department of Local Government.

Council may at any time, by resolution, reduce the amount of allowances paid to President, Deputy President and Elected Members.

External Committee members will be paid at the equivalent rate of Class A2: Level 2 statutory body as defined by the *Classification Structure Determination* as published by the Office of the Chief Minister.

Allowances cannot be paid in advance.

Extra Meeting Allowance

Extra Meeting Allowance is set at the equivalent of one twelfth (1/12th) of the applicable base allowance.

Extra Meeting Allowances are only payable when attending approved council activities (as outlined by this policy) or by specific resolution of Council.

Extra meeting allowances are not payable to the President or the Deputy President (or Acting President).

Extra Meeting Allowances can only be paid on receipt of an actual claim by Members. Such claims must be lodged within three months of the meeting or event; claims reflecting attendance more than three months after the event or meeting will not be paid unless by direct resolution of the Council.

Only one Extra Meeting Allowance may be claimed for any one calendar day. Claims for payment will only cover actual attendance with the proviso that the Member attends at least 75% of the duration of the meeting.

Extra Meeting Allowance cannot be paid in advance.

Extra meeting allowance is claimable to a maximum amount established by Table of Maximum Council Member Allowances as published by the Department of Local Government.

When a council member is required to travel in order to attend an approved extra meeting, the council member may claim an extra meeting allowance for each full day of travel, unless that travel falls on the same day on which the meeting is held. In this context, a full day of travelling means at least four hours of travelling, which may include time in transit.

Claims must be made using the forms approved by council.

Expenses

Members are entitled to travel expenses for directly related to approved council activities. Travel expenses include:

- Mileage based on the ATO's "Cents per kilometre method" which, as is currently¹ set at 68 cents per kilometer
- Expenses incurred for meals where the travel requires the member to be away from home in excess of four (4) hours or over a recognized mealtime
- Expenses incurred for meals, accommodation and incidentals when travelling away overnight for council activities, such as going to an interstate conference
- Air, bus, train, tram and taxi fares
- Car parking and car-hire fees.

Expenses will be reimbursed based on the following:

- Travel in members own car is permitted provided the member has given a signed and witnessed statement that indemnifies (protects) Council against all claims that may arise due to the use of a private vehicle.
- Accommodation is arranged by the Council
- Meals are not provided by the Council or as part of the activity or accommodation. Meals and incidentals are that following maximum set rate:
 - breakfast \$28.15
 - lunch \$31.65
 - dinner \$53.90
 - incidentals \$20.05

Benefits

Members are entitled to the following benefits and facilities:

- Use of a desk and council computer, printer and telephone for official use (within the Council Office).
- A council assigned email address.
- Postage of official correspondence.
- Personal insurance whilst on official Council business.

Members shall not use Council facilities and property for personal or family business or to further their political careers. Council may resolve to provide reasonable additional facilities and expenses for Members with a disability, in order to allow them to perform their civic duties.

Revision History

Policy Version	Approval Date	Resolution	Doc Ref
1.1	26/06/2020	12.1.6.20	

¹ Refer <https://www.ato.gov.au/individuals/income-and-deductions/deductions-you-can-claim/vehicle-and-travel-expenses/car-expenses/#centsperkm>