



MOUNT BARKER
DISTRICT COUNCIL

TITLE: COUNCIL MEMBERS ALLOWANCES AND BENEFITS REIMBURSEMENT PROCEDURE

1. PURPOSE

To provide direction and transparency in relation to the procedure to be followed when seeking reimbursement of expenses associated with the discharge of Council Member's official roles and responsibilities.

2. PROCEDURE

2.1 Vehicle Travel Expenses

Pursuant to the Council Members' Allowances and Benefits Policy, Council Members can claim reimbursement of travel related to "eligible journeys".

Claims for reimbursement of additional travel expenses of the Policy are to be provided to the Civic Governance Officer. Reimbursement for travel expenses will be included with the subsequent allowance payment.

The Council may aggregate claims for reimbursement of expenses that relate to journeys that do not exceed 20kms and then pay on a quarterly basis. A "Claim for Travel Allowance" form is attached for this process and must be submitted no later than one (1) month after the expense has been incurred and prior to the end of the financial year or prior to the end of the Council term.

2.2 Care of a Child or Dependent Expenses

Pursuant to the Council Members' Allowances and Benefits Policy, Council Members can claim reimbursement of expenses relating to the care of a child or dependent.

A receipt for the care of the Child / Dependent must be submitted no later than one (1) month after the expense has been incurred and prior to the end of the financial year or prior to the end of the Council term.

A "Claim for Care of a Child or Dependent" form is attached for this process.

All documentation is to be provided to the Civic Governance Officer.

Reimbursements will be made at the end of each month via EFT payment to the Members nominated bank account.

2.3 Training & Development

Pursuant to the Council Members' Allowances and Benefits Policy, Council Members can claim reimbursement of expenses relating to attendance at Training and Development activities.

It is preferred that the Civic Governance Officer (or delegate) make all necessary arrangements relating to attendance at Training & Development activities, including the payment for registration, and necessary flights and accommodation.

Others expenses provided for in the Policy may be reimbursed via a tax invoice prior to attendance at the Conference or Seminar, or submitted as a receipt no later than one (1) month after the expense has been incurred and prior to the end of the financial year or prior to the end of the Council term.

All documentation is to be provided to the Civic Governance Officer.

Reimbursements will be made at the end of each month via EFT payment to the Members nominated bank account.

3. REVIEW

This Procedure will be reviewed following the next general election or earlier in the event of changes to legislation or related Policies and Procedures or if deemed necessary by the Civic Governance Officer.

4. ACCESS TO THE PROCEDURE

The Procedure is available to staff via the Policies section of the Intranet and Council Members on the Extranet.

5. FURTHER INFORMATION

For further information on this Procedure, please contact:

Title: Civic Governance Officer

Telephone: 8391 7200

Email: governance@mountbarker.sa.gov.au

REFERENCE NUMBER:	DOC/24/21626
RESPONSIBLE OFFICER/ DEPARTMENT	Civic Governance Officer
APPLICABLE LEGISLATION:	Local Government Act 1999 Local Government (Members Allowances and Benefits) Regulations 2010
COMMUNITY PLAN 2020-2035	Leadership and Good Governance LGG Strategy 1.5 Demonstrate accountability through clear, relevant and easily accessible policies, corporate reporting and legislative compliance.
RELATED POLICIES / CORPORATE POLICY / PROCEDURE	<ul style="list-style-type: none"> • Council Members Allowances and Benefits Policy • Council Members Training & Development Policy and Procedure • Behaviour Management Policy
PREVIOUS PROCEDURE DATE:	5 December 2022
APPROVED:	4 March 2024
NEXT REVIEW DATE:	December 2026

DOCUMENT HISTORY:			
DOCUMENT VERSION	DATE	AUTHOR (PERSON TO WHOM CHANGES ARE TO BE RECOMMENDED)	NATURE OF CHANGE
VERSION 1.0	5 December 2022	Ros McDougall, Risk & Governance Officer	
VERSION 2.0	4 March 2024	Rebecca Jeisman, Civic Governance Officer	Align with Council Member Allowances and Benefits Policy amendments
DOCUMENT LOCATION:	Council website 5 March 2024 Available for inspection, downloading or printing from our website www.mountbarker.sa.gov.au		