

	<h2 style="text-align: center;"><i>Elected Members Allowances and Benefits Policy</i></h2>
Policy Classification	Council Policy
First Issued:	10 December 2010
Next Date of Review:	November 2026
Version Number:	6
Applicable Legislation:	<i>Local Government Act 1999</i> <i>Local Government (Members Allowances and Benefits) Regulations (2010)</i>
Related Policies or Documents:	Behavioural Management Policy
Associated Forms:	Register of Allowances and Benefits Allowances and Benefits Schedule 1 (attached) Prescribed activity claim forms (attached)
Responsible Manager:	Chief Executive Officer
Approved by Council:	6 December 2022
Minutes Reference:	C511:2022

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Elected Members Allowances and Benefits Policy

1. Preamble

- 1.1. Kangaroo Island Council (**Council**) recognises that for Council Members to undertake their official functions and duties effectively and expediently, they require access to facilities, support and benefits.
- 1.2. Council supports the principle that Council Members should not be out-of-pocket as a result of undertaking their official functions and duties. Consequently, Council will ensure that reasonable reimbursement is made for costs that are actually and necessarily incurred by a Council Member in the performance and discharge of their duties, as recognised at sections 58 and 59 for the Mayor and at section 59 for Councillors, of the Local Government Act 1999 (**LG Act**).
- 1.3. Council will ensure that payment of Council Members allowances and the reimbursement of expenses is accountable and transparent and in accordance with the LG Act and the *Local Government (Members Allowances and Benefits) Regulations 2010* (**Regulations**).
- 1.4. Electronic communications facilities, such as telephones, internet and e-mail, are Council resources, provided for the purpose of assisting Council Members in the proper discharge and performance of legislative functions and duties. All Council Members have a responsibility to ensure their proper use.
- 1.5. 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, when a claim is made.
- 1.6. Council Members are paid an allowance for performing and discharging their functions and duties. 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.

It is also the role of a Council Member to represent the interests of residents and ratepayers, to provide community leadership and guidance and to facilitate communication between the community and the Council.

- 1.7. The 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.
- 1.8. 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.

2. Purpose

- 2.1. The purpose of this Policy is to ensure Council Member allowances, the reimbursement of expenses and the provision of benefits, facilities and support by the Council are

compliant with the LG Act and Regulations. It is also its purpose to formalise and document the Council's agreed position in relation to the approved benefits, facilities, support and reimbursements of expenses available to its Council Members to assist in the performance and discharge official functions and duties in accordance with section 77(1)(b) of the LG Act.

3. Scope

- 3.1. This Policy applies to all Council Members.
- 3.2. This Policy will automatically lapse at the next general election of the Council.

4. Definitions

- 4.1. **LG Act** means the *Local Government Act 1999*
- 4.2. **CEO** means the appointed Chief Executive Officer and any Acting Chief Executive Officer of the Council.
- 4.3. **Conclusion of the Election** is defined in section 4(2) of the LG Act.
- 4.4. **Consumer Price Index** is defined by section 76(15) of the LG Act as the Consumer Price Index, 'All groups index for Adelaide,' published by the Australian Bureau of Statistics.
- 4.5. **Council** means the Kangaroo Island Council.
- 4.6. **Council Member** means an Elected Member of the Kangaroo Island Council.
- 4.7. **Eligible Journey** means a journey, in either direction, between the principal place of residence, or place of work, of a Council Member and the place of a Prescribed Meeting.
- 4.8. **Employee** and **Employees** of Council including managers, staff, contractors, agency personnel, volunteers and work experience placements who are performing duties/tasks on behalf of the Council.
- 4.9. **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.
- 4.10. **Remuneration Tribunal** means the Remuneration Tribunal of South Australia.
- 4.11. **Resources** means all property of the Council including buildings, land, consumables, plant (e.g., vehicles), equipment (e.g., computers, photocopiers), Intellectual Property (documents, guidelines, regulations, Policies and Procedures, etc., that are not open to the public) and facilities (e.g., telephones, internet access).

5. Policy Statement

5.1. Allowances

- 5.1.1. 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*.

- 5.1.2. 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 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.
- 5.1.3. In accordance with regulation 4 of the Regulations, (and for the purposes of section 76 of the LG Act), a Council Member's allowance will be paid on a quarterly basis in arrears to all members except for the Mayor who will be paid quarterly in advance.
- 5.1.4. 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. Kangaroo Island Council sits within Group 4 of this determination. The annual allowance for:
 - a. the Mayor is equal to four (4) times the annual allowance for a Council Member.
 - b. the Deputy Mayor, 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 allowance for a Council Member.
 - c. A Deputy Mayor who undertakes the duties of Mayor for a period of one month or longer, is entitled to receive the Mayoral allowance for the entirety of the time they undertake those duties and this allowance is to be paid instead of the member's usual allowance.
- 5.1.5. Where resolved by Council, an additional allowance in the form of a sitting fee is also payable for Council Members who are presiding member of other committees prescribed by Council (who are not Deputy Mayors or Presiding Members of prescribed committees).
- 5.1.6. In accordance with the determination by the Remuneration Tribunal, allowances paid to Council Members will be adjusted annually by the Consumer Price Index on the first, second and third anniversary of the 2022 Local Government Periodic Elections.
- 5.1.7. A Council Member who holds office for part only of the period in respect of which an allowance is payable is entitled to the proportion of the allowance for which the Member holds office (section 76 (11) of the LG Act). An allowance under this section is to be paid in accordance with any requirement set out in the Regulations (unless the Member declines to accept payment of an allowance - section 76(12) of the LG Act).
- 5.1.8. Council Members finishing their term of office will receive their allowance until their term expires – this is at the conclusion of the elections (i.e. when the Electoral Commissioner of South Australia makes the final declaration of the results of the elections).
- 5.1.9. Following a periodic election, the allowance will take effect, as specified under section 76(8) of the LG Act, from the conclusion of the relevant periodic election.

5.2. Leave of absence – Council Member contesting election

5.2.1. If a Council Member stands as a candidate for election as a member of State Parliament, section 55a of the Local Government Act automatically grants a leave of absence from the date on which nominations for the relevant election close until the result of the election is publicly declared.

5.2.2. During the leave of absence period the Council Member:

- a. Is not entitled to receive any Council Member allowance or reimbursement of expenses; and
- b. Must not use any facility, service or other form of support provided by the Council; and
- c. Must not carry out any function or duty as a Council Member.
- d. A maximum penalty of \$15,000 applies for a breach of this section of the Local Government Act.

5.3. Travel

5.3.1. For Eligible Journeys - section 77(1)(a) of the LG Act

- a. Council Members are entitled to receive reimbursement for travelling expenses actually and necessarily incurred for travel within the Council area and associated with attendance at a Prescribed Meeting (as defined) (section 77(1)(a) of the LG Act).
- b. Reimbursement for travel expenses is restricted to Eligible Journeys (as defined) 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 5.2.2 below.
- c. 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.
- d. 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.
- e. 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 an 'Eligible Journey' by the shortest or most practicable route and to the part of the journey that is within the Council area.
- f. The Council may aggregate claims for reimbursement of expenses that relate to Eligible Journeys that do not exceed 20 kilometres and pay them on either a quarterly or a monthly basis.

5.3.2. For journeys other than Eligible Journeys – section 77(1)(b) of the LG Act

- a. There are additional prescribed expenses incurred by Council Members that can be reimbursed by the Council that do not fall into a prescribed reimbursement as per section 77(1)(a) of the LG Act and regulation 5 of the Regulations.
- b. Council Members are entitled to receive reimbursement for expenses actually and necessarily incurred as a consequence of the Member's attendance at a function or activity on the business of the Council. Such functions or activities includes official Council functions, receptions, opening ceremonies, inspection sites within the Council area, meetings of community groups and organisations, and attendances with residents and ratepayers where the purpose of the attendance or meeting is on or for the business of the Council.
- c. Council Members are also entitled to receive reimbursement for travel expenses incurred in undertaking an Eligible Journey or journey to a function or activity on the business of the Council, to the extent those expenses are attributable to travel outside the area of the Council.
- d. In relation to b and c above, the following conditions apply:
 - i. reimbursement is restricted to the shortest or most practicable route possible;
 - ii. 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; and
 - iii. 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 the shortest or most practicable route.
 - iv. 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).
- e. Pursuant to section 77(1)(b) of the LG Act and regulation 6 of the Regulations, Council approves the reimbursement of expenses and support to/for Council Members as set out in Schedule 1 of this Policy (**attached**).

5.4. Travel Time Allowance¹

Pursuant to the determination made by the Remuneration Tribunal, Council Members (excluding the Principal Member) are eligible for payment for a travel time payment as follows:

- 5.4.1. \$454 per annum if the Member's usual place of residence is within the Council area and is located at least 30 kms but less than 50 kms from the principal office, via the most direct road route;
- 5.4.2. \$775 per annum if the Member's usual place of residence is within the Council area and is located at least 50 kms but less than 75 kms from the principal office, via the most direct road route;
- 5.4.3. \$1,162 per annum if the Member's usual place of residence is within the Council area and is located at least 75 kms but less than 100 kms from the principal office, via the most direct road route;
- 5.4.4. \$1,649 per annum if the Member's usual place of residence is within the Council area and is located 100 kms or more from the principal office, via the most direct road route.

The travel time allowance is payable in addition to any entitlement to reimbursement of expenses actually incurred.

5.5. Child/Dependent Care

5.5.1. When Attending a Prescribed Meeting

- a. Expenses incurred for the care of a Council Member's child(ren), or a dependant living with the Council Member who requires full time care, as a consequence of a Council Member's attendance at a Prescribed Meeting, will be reimbursed.
- b. A Council Member will not be reimbursed if the care is provided by a relative of the Council Member who ordinarily resides with the Council Member.

5.5.2. When Attending other Functions or Activities

- a. Expenses incurred for the care of a Council Member's child(ren), or a dependent living with the Council member who requires full time care and incurred by the Member as a consequence of the Member's attendance at a function or activity on the business of the Council, will be reimbursed to a maximum of 8 hours per occasion of care (other than for which the member is reimbursed under section 77(1)(a) of the LG Act (being 6.3.1 above).
- b. Reimbursement for child care expenses will be paid at the rate of \$25.00 per hour for 3 (three) hours, then \$30.00 for each hour thereafter.

¹ Determination of the Remuneration Tribunal *Allowances for Members of Local Government Councils* dated August 2022.

5.6. Facilities and Support

- 5.6.1. The facilities and services made available to Council Members have been identified as necessary and/or expedient to the performance or discharge of their official functions or duties.
- 5.6.2. A Council Member must not use any facilities and services for a purpose unrelated to the performance or discharge of official functions or duties unless they have obtained the prior approval of the Council.
- 5.6.3. Any facility provided to a Council Member remains the property of Council at all times and is insured by Council's insurers.
- 5.6.4. Council reserves the right to review and, if appropriate, withdraw a Council Member's facilities if they are not achieving the intended purpose or are being used inappropriately.
- 5.6.5. Servicing and maintenance of equipment must only be arranged by the Administration.
- 5.6.6. All facilities must be returned to the Council in accordance with subclause 5.6.4 or at the end of each term in office upon the office of a Council Member becoming vacant, or earlier at the request of the CEO.
- 5.6.7. If the facilities provided to the Council Member are damaged or lost the Council Member must lodge a written report with the Chief Executive Officer detailing the loss or damage.
- 5.6.8. Although not required by the LG Act, a Schedule of Council approved additional facilities and support is attached to this Policy (Schedule 1).
- 5.6.9. 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 related 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 Act.

5.7. Telephone

- 5.7.1. Council Members can be reimbursed for use of mobile phones for phone calls related to Council business.
- 5.7.2. Itemised photocopies of telephone accounts will be required to be submitted with the claim form for reimbursement.

5.8. Training and Development Activities (Conferences and Seminars)

- 5.8.1. Expenses incurred by a Council 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 will be reimbursed (other than for which the member is reimbursed under section 77(1)(a) of the LG Act) as outlined in Schedule 1.

5.9. General Requirements for Reimbursement Claims

- 5.9.1. Claims for reimbursements, other than vehicle expenses, can only be made with the submission of a tax invoice/ tax receipt. An ABN number must be displayed on the tax invoice receipt to comply with Goods and Services Tax (GST) requirements and submitted on the relevant claim form and must be in accordance with approved reimbursements contained in Schedule 1.

5.10. Other Reimbursements

- 5.10.1. Any additional reimbursements and facilities and support not detailed in this Policy or Schedule 1 will require the specific approval of the Council by way of resolution, prior to any reimbursements being paid, benefits being received and facilities and/or support being provided.

5.11. Register of Allowances and Benefits

- 5.11.1. A register of Allowances and Benefits (Register) is kept in accordance with section 79 of the Act.
- 5.11.2. The Register will include all expenditure associated with allowances, mobile telephone/internet expenses, reimbursements, conference and seminar costs, training, the provision of equipment, insurance and consumables etc.

6. Availability of Policy

- 6.1.1. This Policy is available for inspection on Councils website <https://www.kangarooisland.sa.gov.au> Copies will be provided to interested parties upon request for payment of a fee in accordance with the Council's Schedule of Fees and Charges. For further information Email kicouncil@kicouncil.sa.gov.au
- 6.1.2. Any grievances in relation to this Policy or its application should be forwarded in writing addressed to the Chief Executive Officer, Kangaroo Island Council, PO Box 121, Kingscote SA, 5223

SIGNED:



Chief Executive Officer

Date: 6 December 2022

History:		
Date Reviewed:	Version:	Reason for Amendment:
December 2010 June 2012 June 2013	Version 1 V1.(2) V1.(3)	N/A CPI increases incorporated at the time of the Annual Budget Development
November 2014	Version 2	Election of new Council, November 2014, and advent of the Remuneration Tribunal Determination (7).
18 August 2015	Version 3	Inclusion of new logo.
22 November 2018	Version 4	Election of new Council, November 2018. Minute Ref# C393:2018
19 January 2021	Version 5	Template update, critical review of policy Minute Ref# C7:2021
6 December 2022	Version 6	Election of new Council November 2022 and Time Travel Allowance amount update

7. Schedule 1 - Allowances and Benefits Register

Item	Mayor	Deputy Mayor:	Councillor	Councillor	Councillor	Councillor	Councillor	Councillor	Councillor	Councillor
Council Member Allowances – paid quarterly in arrears* (s79(1)(a)) (As determined by the Remuneration Tribunal Determination)	Yes.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Travelling expenses for attendance at function or activity on the business of the council (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)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Travelling expenses for an eligible journey (s76, 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	Yes.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
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)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Dependent care costs for attendance at specified events (s77(1)(b), s79(1)(b) and reg 6(d)) Dependent 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)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

<ul style="list-style-type: none"> Use of private Mobile phone - Reimbursement of Council related calls <p>Note: (Must provide a copy of the itemised phone account & proof of council related incurred costs)</p>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Information Technology hardware & software approved under S 78(1)(2)(a) of LG Act (s77(1)(b), s79(1)(b), s79(1)(c) and reg 6(a)) <ul style="list-style-type: none"> Council supplied Computer / iPad or Tablet with tech support. 	YES – use only	YES – use only	YES – use only	YES – use only	YES – use only	YES – use only	YES – use only	YES – use only	YES – use only	YES – use only
Stationery and Office Consumables approved under S 78(1)(2)(a) of LG Act (s79(1)(c)) <ul style="list-style-type: none"> Business Cards Name Badge Annual Diary Printed copy of Local Government Act 1999 and associated Regulations on request Writing Pads – 3 per year on request 	YES	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Mayoral specific facilities and support approved under S 78(1)(2)(a) of LG Act										
Administrative support <ul style="list-style-type: none"> Office Space (s79(1)(c)) Access to Executive Assistant (s79(1)(c)) [1-day p/w] 	YES – use only	Yes When Acting Mayor	No.	No.	No.	No.	No.	No.	No.	No.
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 <p>NB: the Council's financial statements reflect overall costs to Council for provision of training and development activities to members:</p> <ul style="list-style-type: none"> Council Delegate activities Individual Council Member training and development activities 	YES	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

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"> • Transport. I.e.; Air Fares, Taxi Fares, etc. • Accommodation & Board <ul style="list-style-type: none"> ➢ Laundry and incidentals for trips >3-days duration ➢ Tax receipts must be supplied 	YES	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
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.										
Memberships and subscriptions <ul style="list-style-type: none"> • Directly related to the functions of an Elected Member 	YES	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Events <ul style="list-style-type: none"> • Attendance at functions held by the Council [i.e. Hosting of State/Commonwealth Guests] • Tickets from the Council to attend an event 	YES	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Meals and refreshments <ul style="list-style-type: none"> • Meals provided by the Council at specified meetings. NB: the overall cost to the Council of provision of meals to <u>all members</u> during this quarter is recorded as an all-in expense, not per member benefit. <ul style="list-style-type: none"> • Meal allowance to attend external meetings, conferences, etc., in an official capacity [when meals not included in the accommodation or event package]. <ul style="list-style-type: none"> ➢ Breakfast: \$20 ➢ Lunch: \$20 ➢ Dinner: \$40 	YES	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Access to Council Office resources <ul style="list-style-type: none"> Use of Council meeting rooms General media and communication support 	YES	Subject to appointment / availability (STA)	STA	STA	STA	STA	STA	STA	STA	STA
	YES	Only in the absence of the Mayor from official duties	No	No	No	No	No	No	No	No

8. Attachment 2 – Claim Forms

Kangaroo Island Council
Form 1a: Council Member's Prescribed Activity Reimbursement Claim

Name:

Period:

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

Reimbursement of 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*). A 'prescribed meeting' means a meeting of the council or a 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.

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

Submit completed vehicle logbook/s to the Executive Assistant at the end of each financial quarter detailing.

1a.1 Start and End Date of Travel	1a.2 Purpose and Place of Travel*	1a.3 Travel Start and End Odometer readings.	1a.4 Kms Travelled noting whether Business or Private purposes

1a.5 Details of your motor vehicle/s (where applicable):

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

1a.6 Other modes of transport requiring the payment of a fee-for-service:

- Reimbursement claim: \$.....

Please attach copies of all receipts.

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.....
Date:

Claim processed by:

*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*.

Kangaroo Island Council
Form 1b: Council Member's Prescribed Care Reimbursement Claim

Name:

Period:

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

Reimbursement of 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*). A 'prescribed meeting' means a meeting of the council or a 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.

1b. Care Expenses:

1b.1 Name of Child/Dependent	1b.2 Date of Care	1b.3 Prescribed meeting attended	1b.4 Hours of Care Provided	1b.5 Care Provider

- Reimbursement claim: \$.....

Please attach copies of all receipts.

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

.....
Date:

Claim processed by:

Kangaroo Island Council
Form 2c: Council Member's Approved Activity Reimbursement Claim

Name:

Period:

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

2c. Conference, Seminar or Training Course

2c.1 Date	2c.2 Council Function or Business Activity	2c.3 Venue/Location of Function or Business Activity

- Reimbursement claim: \$.....

Please attach copies of all receipts.

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

.....
Date:

Claim processed by:

Kangaroo Island Council
Form 3a: Council Member's Sundry Activity Reimbursement Claim

Name:

Period:

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

3a. Telephone, Facsimile or Other Telecommunications Device

3a.1 Type of Device	3a.2 Use of Device

- Reimbursement claim: \$.....

Please attach copies of all receipts.

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

.....
Date:

Claim processed by: