

COUNCIL MEMBERS ALLOWANCES AND BENEFITS POLICY

26 November 2024

Legislative

PURPOSE

The City of Adelaide (Council) seeks to ensure that the payment of Council Member allowances, the reimbursement of expenses and the provision of benefits by the Council is accountable, transparent and in accordance with the *City of Adelaide Act 1998* (the CoA Act) the *Local Government Act 1999* (SA) (the Local Government Act), *City of Adelaide (Members Allowances and Benefits) Regulations 2010* (the Allowances Regulations).

This Policy has been developed and adopted primarily to accommodate sections 24, 25 & 26 of the CoA Act and section 77(1)(b) of the Local Government Act, by specifying the types of expenses that will be reimbursed and/or covered without the need for specific approval of Council every time a claim and/or allowance is made.

It outlines the process and procedure for individual Council Members to obtain reimbursement of those expenses. In addition, this policy also stipulates the payment of an annual allowance to Council Members, the provision of facilities and support and the basis on which these are made available to Council Members.

STATEMENT

Council Members are paid an allowance for performing their functions and duties on Council. Section 21 of the CoA Act specifies the role of the Lord Mayor as leader of the Council:

(a) as the principal member of the Council:

- (i) to provide leadership and guidance to the Council; and
- (ii) to lead the promotion of positive and constructive working relationships among members of the Council; and
- (iii) to provide guidance to Council Members on the performance of their role, including on the exercise and performance of their official functions and duties; and
- (iv) to support Council Members' understanding of the separation of responsibilities between elected representatives and employees of the Council; and
- (v) to preside at meetings of the Council; and
- (vi) to liaise with the chief executive officer on the implementation of decisions of the Council between Council meetings (as necessary); and
- (vii) to act as the principal spokesperson of the Council; and

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(viii) to exercise other functions of the Council as the Council determines; and
(b) as the principal Council Member of the Council representing the capital city of South Australia—

- (i) to provide leadership and guidance to the City of Adelaide community; and
- (ii) to participate in the maintenance of inter-governmental relationships at regional, State and national levels; and
- (iii) to carry out civic and ceremonial duties associated with the office of Lord Mayor.

Section 22 of the CoA Act provides that:

- (1) The role of a Council Member is –
 - (a) as a member of the governing body of the Council -
 - (i) to act with integrity; and
 - (ii) to ensure positive and constructive working relationships within the Council; and
 - (iii) to recognise and support the role of the Lord Mayor under the CoA Act; and
 - (iv) to develop skills relevant to the role of a member of the Council and the functions of the council as a body; and
 - (v) to participate in the deliberations and activities of the council; and
 - (vi) to provide community leadership and guidance to the City of Adelaide community and to participate in achieving a vision for the desired future of the City through the formulation of strategic plans and policies; and
 - (vii) to keep the Council's goals and policies under review to ensure that they are appropriate and effective; and
 - (viii) to keep the council's resource allocation, expenditure and activities, and the efficiency and effectiveness of its service delivery, under review; and
 - (ix) to participate in the oversight of the chief executive officer's performance under the Council's contract with the chief executive officer; and
 - (x) to serve the overall public interest of the City of Adelaide; and
 - (b) as a person elected to the Council—to represent the interests of residents and ratepayers of the council, to provide community leadership and guidance, and to facilitate communication between the community and the Council.

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 *Local Government Act*.

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

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:

- a) maintain the Register of Allowances and Benefits;
- b) adjust allowances paid to Council Members (on the first, second and third anniversaries of the relevant periodic elections to reflect changes in the Consumer Price Index (CPI); and
- c) ensure copies of this Policy are published on a website and able to be provided in printed form on request and on payment of a fee (if any) fixed by the Council.

This Policy is underpinned by the following principles:

- a) Council Members should not be out of pocket as a result of performing and discharging their Council functions and duties;
- b) 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;
- c) Facilities and support provided to Council Members will be provided on a uniform basis (other than facilities or services specifically provided for the benefit of the Lord Mayor);
- d) Any reimbursements claimed by Council Members must be for expenses actually and necessarily incurred in performing and discharging official Council functions and duties, which will be assessed according to the role of a Council Member under the CoA Act and the Local Government Act;
- e) 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; and
- f) The accountability of the Council to its community for the use of public monies.

OVERVIEW OF ENTITLEMENTS

Please refer to relevant sections of this Policy for terms and conditions relating to any Lord Mayor and Council Member entitlements.

LORD MAYOR AND COUNCIL MEMBERS

| ENTITLEMENT | SOURCE |
|------------------|--|
| Annual Allowance | <i>Section 24 of the CoA Act and Remuneration Tribunal</i> |

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| <p>Mandatory Reimbursements:</p> <ul style="list-style-type: none"> • Travel • Child/Dependant Care | <p><i>Local Government Act and Allowances Regulations</i></p> |
| <p>Additional Expense Reimbursements:</p> <ul style="list-style-type: none"> • Use of Private Vehicles • Use of Taxis and Ride Share for Local Travel • Carer Expenses • Telephone, Email and Internet • Training and Professional Development • Event Attendance | <p><i>Section 25(1)(b) of the CoA Act</i></p> |
| <p>Additional Facilities and Support:</p> <ul style="list-style-type: none"> • Administrative support • Council Governance assistance • Independent Legal Advice • Computers and Internet Access • Office Use and Storage • Use of Members' Room • Insurance • Refreshments, Newspapers and Magazines • Building Access • Private Use of Council Facilities (conditional) • Stationery | <p><i>Section 26 of the CoA Act</i></p> |

LORD MAYOR SPECIFIC

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| <p>Additional Facilities and Support:</p> <ul style="list-style-type: none"> • Access to a dedicated office/meeting space; • Administrative support; • Personal usage of a Council provided vehicle without charge; | <p><i>Section 26 of the CoA Act</i></p> |
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ALLOWANCES

Section 24 of the CoA Act provides that a member of the Council is entitled to an allowance, as determined by the Remuneration Tribunal, in relation to the member's office.

The relevant determination for the Council term commencing in November 2022 is Determination No 3 of 2022, Allowances for Members of Adelaide City Council. The allowance determined by the Remuneration Tribunal will be payable for the period:

- Commencing on the conclusion of the 2022 periodic election; and
- Concluding at the time the last result of the 2026 periodic election is certified by the Electoral Commissioner under the *Local Government (Elections) Act 1999*.

The annual allowance for a member of the Adelaide City Council who is not the Lord Mayor or Deputy Lord Mayor or presiding member of a prescribed committee will be \$28,692 per annum.

The annual allowance for the Lord Mayor of the City of Adelaide will be \$195,851 per annum.

The annual allowance for the Deputy Lord Mayor will be equal to one and a half (1.5) times the annual allowance for councillors of the Adelaide City Council.

The annual allowance for a councillor (other than the Deputy Lord Mayor) who is a presiding member of a prescribed committee or more than one prescribed committee established by the Adelaide City Council will be equal to one and a quarter (1.25) times the annual allowance for councillors. For the purpose of this clause, the level of allowance is payable at a maximum of 1.25 times only and does not multiply for each of the qualifying criteria.

A Deputy Presiding Member who undertakes the duties of a Presiding Member for a minimum period of one month should receive the Presiding Member Allowance for the entirety of the time they undertake those expanded duties.

An additional allowance in the form of a sitting fee is payable to a councillor (other than the Deputy Lord Mayor or a presiding member of a prescribed committee) who is the presiding member of a committee, that is not a prescribed committee, at the rate of allowance of \$310 per meeting limited to an aggregate amount of allowance of \$1,859 per annum.

Council Member allowances are to be adjusted on the first, second and third anniversaries of the relevant periodic election to reflect changes in the CPI. Adjustments will occur on 12 November 2023, 12 November 2024 and 12 November 2025.

Council Member allowances from 12 November 2024 are:

- Lord Mayor \$207,406
- Council Member \$30,385
- Sitting fee per meeting \$328
- Sitting fee (max. aggregate) \$1,969

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The council allowance payment shall be paid monthly in advance by direct deposit into a bank account nominated by each Council Member.

A statement of earnings will be provided to Council Members at the conclusion of each financial year.

LEAVE OF ABSENCE – COUNCIL MEMBER CONTESTING ELECTION

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.

During the leave of absence period the Council Member:

- is not entitled to receive any Council Member allowance or reimbursement of expenses; and
- must not use any facility, service or other form of support provided by the Council; and
- must not carry out any function or duty as a Council Member.

A maximum penalty of \$15,000 applies for a breach of this section of the *Local Government Act*.

COUNCIL MEMBER RESPONSIBILITIES

In addition, although not required by the *Local Government Act* or CoA Act, the Council has determined that the provision of the 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;
- 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 Local Government Act. The use of such facilities for electoral purposes during the election period would be a breach of section 78(3) of the Local Government Act.

CLAIMING REIMBURSEMENTS

All claims for reimbursement must be submitted to the Council Liaison Officer on a monthly basis for the purposes of maintaining the Register of Allowances and Benefits.

Once receipts/ copies of tax invoices have been received, the relevant claimed expense will be entered into the "Request for Payment" form.

Council Members are required to provide details of kilometres travelled and/or evidence of expenses incurred to support all reimbursements claimed.

Reimbursement of expenses will only be paid to a Council Member upon presentation of the relevant receipts, invoices and/or adequate evidence supporting the claims made and within 28 days of the expense occurring.

SCHEDULE 1 – APPROVED REIMBURSEMENTS

MANDATORY REIMBURSEMENTS – TRAVEL

Council Members are entitled to receive reimbursements 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'.

A 'prescribed meeting' is defined under the Allowances Regulations to mean a meeting of the Council or Council committee, or an information or briefing session, discussion, workshop, 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" provided the journey is by the shortest or most practicable route and to the 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 5 (2) (a) of the Allowance Regulations. For reimbursement for travel outside the Council area refer to Prescribed and Approved Reimbursements below.

- i. If an eligible journey relates to travel between a place within the area of the Council and a place outside the area of the Council (in either direction), the member is only entitled to be reimbursed in respect of expenses that can be attributed to travel within the area of the Council; and
- ii. the rate of reimbursement for motor vehicle costs will be 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 and pay them on either a quarterly or monthly basis. Claims for reimbursement of private vehicle expenses can be made upon presentation of relevant invoices and receipts within 28 days of the vehicle use.

MANDATORY REIMBURSEMENTS – CHILD/DEPENDANT CARE

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.

ADDITIONAL EXPENSE REIMBURSEMENT

There may be additional expenses incurred by Council Members (not included in the mandatory reimbursements outlined above) that can be reimbursed by the Council under this Policy.

For the purposes of section 25(1)(b) of the CoA Act, the following kinds of expenses are prescribed:

- a) expenses incurred in the use of a telephone, fax or other telecommunications device, or in the use of a form of electronic communication, on the business of the Council;
- b) travelling expenses 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 25(1)(a) of the CoA Act);
- c) 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;
- d) 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 25(1)(a) of the Act);
- e) 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 or duties of a member of a Council.

Use of Private Vehicles

Council Members who are on [official business of the Corporation of the City of Adelaide](#), are entitled to park one designated vehicle in the City of Adelaide Permit Zones in Pirie, King William and Flinders Streets, in Visitor Permit areas, and in ticket spaces without purchasing a ticket and timed areas for longer than the maximum time. The designated vehicle must clearly display the City of Adelaide Council crest sticker on the windscreen at the time of parking. No parking is allowed in front of the Town Hall in the Permit Zone, requiring authorisation by the Lord Mayor at all times, without prior approval of the Lord Mayor.

Council Members shall be offered a UPark Plus card for one designated vehicle which allows them access to any of the UPark car parks, including Park Lands Car Parks operated by the Council, for use on [official Council business. Council Members may park in available casual bays for an unlimited period.](#)

Council Members are not permitted to park in a zone which has been created exclusively for road traffic or pedestrian safety, exempli gratia no stopping areas, or continuous yellow lines nor in UPark bays marked as reserved in accordance with the UPark Plus Terms and Conditions of Use available here: [Terms and Conditions for UPark | UPark](#)

Use of Taxis and Ride Share for Local Travel

A Council Member may use a cab charge card supplied by the Corporation of the City of Adelaide, for journeys required as a consequence of attendance at a function or activity on [official business of the Corporation of the City of Adelaide](#).

In the event that a Council Member incurs costs in using a taxi or ride share service to attend a function or activity on official business of Council without a cab charge card, a claim for reimbursement of the amount can be made upon presentation of relevant invoices and proof of payment within 28 days of using the service.

Carer Expenses

The Corporation of the City of Adelaide will reimburse the costs of necessary carer expenses for the care of a child of a Council Member, or dependants of Council Members requiring full time care, incurred by Council Members in the course of carrying out [official business of the Corporation of the City of Adelaide](#) (where these costs are not covered by other entitlements, e.g. Australian Government Child Care Benefit).

Carer expenses consist of all hourly fees for the carer, agency booking fees and reasonable travelling expenses incurred by the Council Member for the transport costs of the carer to and from the Council Member's residence, or of the Council Member's children or dependents to and from the place of care.

Fees are not payable under this section if the care is provided by a relative of the Council Member who ordinarily resides with the Council Member.

Fees are payable per hour, or part thereof, subject to any minimum period which is part of the provider's usual terms but may only include the period of official business and reasonable travel time. A Council Member must certify that a claim for carer services claimed relates to [official business of the Corporation of the City of Adelaide](#).

Claims for reimbursement of carer expenses under this section, together with invoices and receipts, are to be submitted to the Corporation of the City of Adelaide within 28 days of the provision of the service or the receipt of a regular statement, whichever occurs first.

Telephone, Email and Internet

Telephone, email and internet costs incurred by a Council Member in connection with their role as a Council Member, shall be met by the Corporation of the City of Adelaide at cost, and subject to the following conditions, upon presentation of relevant invoices and proof of payment within 28 days of receipt of the account.

Council Members are entitled to the use of a mobile telephone, laptop/tablet device supplied by the Corporation of the City of Adelaide, during their term of office. For Council business in line with the Use of Information Systems Operating Guideline.

Council Members will reimburse the Corporation of the City of Adelaide for the cost of any charges incurred by the Corporation for personal use of mobile phones on a quarterly basis.

Where a monthly invoice of over \$200 is received for either mobile telephone or tablet use, the Chief Executive Officer, or delegate, will review the account. This review will involve seeking clarification from the Council Member regarding use, as well as seeking information and clarification from the carrier. Following this review, the Chief Executive Officer will advise the Member of any personal use that must be reimbursed by the Council Member.

Training and Professional Development Expenses

Please refer to the Council Members Training & Development Policy for details of fees payable/reimbursed by the City of Adelaide.

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.

Event Attendance Expenses

In recognition of the strategic importance of the Lord Mayor role as the primary representative of the City of Adelaide, the Lord Mayor may attend interstate conferences, seminars, meetings or other engagements without the need for separate Council approval, with Council meeting the reasonable costs of travel, accommodation and subsistence.

Any international travel proposed by the Lord Mayor must be approved by Council prior to any such travel with an appropriate budget for travel, accommodation, and subsistence.

Council Members may attend local conferences, seminars, meetings or other engagements, on the basis that the cost will be paid by the Corporation of the City of Adelaide, or reimbursed to the Council Member, where the approval of the Chief Executive Officer has been first obtained, provided such meeting, conference, seminar, training or other engagement is relevant to the operations of the Corporation of the City of Adelaide, Local Government generally, or is directly related to the performance and discharge of the roles or duties of the Council Member.

Expenditure by Council Members incurred by attending meetings, conferences, seminars, training or other engagements interstate/overseas must be approved by Council in advance, if such expenditure is to be reimbursed to the Council Member or paid by the Corporation of the City of Adelaide. Council Members are expected to discuss proposed attendance with the Lord Mayor prior to the proposal being considered by Council. The booking of business class air travel, to be paid for or reimbursed by City of Adelaide, is prohibited while on official business of the City of Adelaide.

When booking Corporate Travel for Council Members, the most reasonably priced economy fare will be considered, which takes into account travel time, work commitments on arrival and any special needs of the traveller.

Council Members may not accrue airline reward and/or loyalty points while travelling on Official Business of the City of Adelaide.

A Council Member is able to personally arrange and pay for access to lounge facilities and/or flight upgrades.

SCHEDULE 2 – ADDITIONAL FACILITIES AND SUPPORT

In addition to allowances and the reimbursement of expenses the CoA Act provides that the Council may provide facilities and other forms of support to its members to assist the members in performing or discharging official functions and duties.

As per section 26 of the CoA Act, the provision of facilities and services under this section is at the discretion of the Council subject to complying with the following requirements:

- a) the Council must specifically resolve that the provision of the facilities or services is necessary or expedient to the performance or discharge of official functions or duties;
- b) facilities and services must be available to members on a uniform basis (other than facilities or services specifically provided for the benefit of the Lord Mayor);
- c) any property provided to a member remains the Council's.

A member of the Council must not use a facility or service provided by the Council under this section for a purpose unrelated to the performance or discharge of official functions or duties (unless the use has been approved by the Council and the member has agreed to reimburse the Council for any additional costs or expenses associated with this use).

Administrative Support

Administrative services, including scheduling of meetings, for Council Members, responding to invitations, preparation of correspondence and record keeping, shall be provided at a level determined reasonable by the Chief Executive Officer and in mutual agreement with the Lord Mayor.

The Influenza vaccine will also be offered to Council Members on a yearly basis to assist with Council Members' wellbeing.

Council Governance Assistance

The Council Governance Team and/or the Executive Leadership Team shall, if requested, provide individual Council Members with necessary information, advice and assistance on the nature and form of any motion which the Council Member wishes to move, within five business days of a request being made.

Independent Legal Advice

Council Members will, in accordance with this policy, be provided access to legal advice. This will generally be facilitated by the Chief Executive Officer. The Chief Executive Officer may delegate this authority and responsibility, in accordance with this policy, to other Council Officers.

Where legal advice has been sought in relation to a matter that is relevant to the performance or discharge of Council's role, function and objective, Members will be provided access to the full text of the legal advice.

Individual Council Members are able to access legal advice in relation to potential conflicts of interest that may affect them. Arrangements to access this legal advice are

to be made through the Chief Executive Officer, Chief Operating Officer or Manager Governance.

Council will not provide access to legal advice or pay for or reimburse the legal costs of individual Council Members in relation to Behavioural Management matters and/or the initiation of defamation proceedings by or against a Council Member. Not only is there a lack of statutory authority for the Council to incur such expenditure but such action generally relates to the reputation of an individual and not to the Council itself, regardless of the fact that the alleged damage to the reputation of the individual has occurred as a result of holding public office as a Council Member.

Council will only pay for or reimburse legal costs for individual Council Members where:

- the proceedings relate to issues of 'civil liability' and therefore invoke consideration of the Section 39 immunity; or
- the expenditure falls within Section 137 of the *Local Government Act* and it can be demonstrated that the legal action relates to the achievement of Council's role, functions and objectives as described in Sections 6 to 8 of the *Local Government Act* and/or the Council Member's roles as set out in Section 58 or 59 of the *Local Government Act*.

Each such case requires a Council resolution supporting the payment, which will be determined by the Council with regard to legal and merit considerations.

Other requirements by individual Council Members for legal advice are to be met entirely by Council Members themselves.

Computers and Internet Access

Council Members are entitled to the use of current technology and applications to enable them to discharge their responsibilities as a Council Member at a level determined by the Chief Executive Officer, or by resolution of Council.

Council Members shall be issued with an email account within the Corporation of the City of Adelaide's computer systems which must be solely used for the purpose of receiving Council documents, undertaking official functions and duties and addressing Council business.

No other email account should be used for the conduct of Council business. Use of the Council provided email account should be used to ensure:

- a) All emails created or received (including any attachments or other documents transmitted) in the course of, or associated with, the conduct of Council business are a Council record;
- b) Council records are subject to the requirements of the *State Records Act 1997* and may be subject to disclosure under the *Freedom of Information Act*.

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In addition to the above, Council Members will receive the following support to assist Council Members performing their duties:

- An internet enabled laptop computer or equivalent and access to printing facilities;
- Servicing, repair and maintenance of Council provided hardware;
- Provision of software and any necessary software upgrades to enable Members to conduct Council business within the Council IT environment;
- Provision of training to enable effective use of communication equipment provided Support services within the limits of purchasing arrangements relating to the equipment;
- Insurance of Council provided hardware;
- The supply of accessories for Council issued Communication equipment, not included as part of the standard provision for IT equipment, or the cost of internet access beyond the monthly limit, will be borne by the respective Member; and
- Communication equipment provided to Council Members must be positioned and supervised in an appropriate location when in use to ensure that confidentiality of Council material is not compromised and Council information/systems are not subject to inappropriate access.

Communication equipment provided to Council Members must be returned within agreed timeframes following the Council Members cessation in office.

Office Use and Storage

During their term of office, Council Members are entitled to the use of office accommodation and document storage for the purposes of performing their roles as Council Members in the Council premises, as allocated by the Chief Executive Officer.

Council Members are entitled to use available Council offices and meeting rooms for formal meetings with staff or other persons.

Members' Room

The Members' Room shall be available for the use of Council Members.

Insurance

Council Members are covered by insurance maintained by the Corporation of the City of Adelaide while performing or discharging their official functions or duties, including attendance at meetings of external bodies as a representative of Council, as follows:

- Public Liability and Professional Indemnity; and

- Personal Accident whilst on Council business, Corporate Travel insurance for Council Members and their partners and spouses whilst on overseas Council business travel.

Terms and conditions apply to these insurance covers. Further details are available from the Manager Governance.

Refreshments, Newspapers and Magazines

Meals and Refreshments shall be provided for Council Members while they are attending Council or Committee meetings at the Town Hall.

Every effort will be made to ensure expenditure on catering is minimised and that independent local businesses are selected to provide meals and refreshments when required.

Access to Council provided meals and refreshments by persons other than Council Members is to be at the invitation of the Presiding Member of the relevant meeting or the Chief Executive Officer.

Non-alcoholic beverages and tea and coffee making facilities for the use of Council Members, and their guests and visitors, shall be provided in the Members' Room.

Newspapers and periodicals shall be provided in the Members' Room and associated digital access to these publications provided where available.

Building Access

Council Members are entitled to be provided with a security pass/key allowing 24 hour access to the Members' offices and the Members' Room, to support them in discharging their responsibilities as Council Members.

Private Use of Council Facilities

If a Council Member wishes to make private use of facilities and services, they must obtain the approval of the Chief Executive Officer prior. If additional costs or expenses arise from private use, the Council Member must make payment to the Council accordingly.

Stationery

Office equipment and necessary stationery shall be provided to enable Council Members to discharge their functions and duties.

The following stationery items will be available to each Council Member:

- Business Cards
- Envelopes
- Name badge

Council Members will be supplied with letterhead to conduct official Council business.

Council Members shall not use the ordinary letterhead of the Corporation of the City of Adelaide, which is reserved for use by staff of the Corporation of the City of Adelaide

The facilities and support set out in schedule 2 are made available to all Council Members on a uniform basis. A Council Member is not obligated to receive or use any items set out.

Register of Allowances and Benefits

The Allowances and Benefits Register (the Register) will be available for inspection on the [Council's website](#) and updated on a quarterly basis.

The Register is compiled based on the information provided to the Council Liaison Officer and in accordance with the requirements of the CoA Act, the Allowance Regulations and the Local Government Act.

The Chief Executive Officer will ensure a record is kept listing all Council Members' travel expenses for interstate and international travel, which will be recorded on the Register.

This should include:

- Expenses related to travelling to, from and within the destination;
- Visa application fees and any other expenses related to entering a foreign nation;
- Accommodation expenses; and
- Eligible food and drink expenses and incidental expenses.

SCHEDULE 3 – FACILITIES AND SUPPORT SPECIFIC TO THE LORD MAYOR

Council has resolved, in accordance with section 26 of the *City of Adelaide Act 1998*, that the provision of the facilities and support set out in this Schedule are necessary or expedient to the performance or discharge of official functions or duties by the Lord Mayor.

The facilities and support set out in this Schedule are made available to the Lord Mayor in addition to the facilities and support provided to all Council Members as set out in Schedule 2.

The Lord Mayor must not use a facility or service provided by Council within this Schedule for a purpose unrelated to the performance or discharge of official functions or duties (unless the use has been approved by the Council and the Lord Mayor has agreed to reimburse the Council for any additional costs or expenses associated with this use).

The Lord Mayor is not obligated to receive or use any of the facilities and support set out in this Schedule.

Lord Mayor

The Office of the Chief Executive Officer and the Governance program is allocated an annual budget by Council to deliver executive support to the Lord Mayor, Deputy Lord Mayor and Council Members.

Staff of the Office of the Lord Mayor are engaged, allocated and managed by the Chief Executive Officer in consultation with the Lord Mayor.

The Lord Mayor shall be provided with all other assistance which is reasonably necessary to enable the Lord Mayor to carry out the role of the Lord Mayor, including:

- Access to a dedicated office/meeting space;
- Access to administrative support to assist with coordination and management of council related activities and responding to correspondence;
- Personal usage of a Council provided vehicle without charge;
- Use of a fully maintained Council vehicle for local and intrastate journeys associated with the official business of Council. The vehicle must be available for other duties when not utilised by the Lord Mayor; and
- Any other support required by the Lord Mayor which is not covered in in this document may be approved under delegated authority within the approved budget of the Corporation of the City of Adelaide by the Chief Executive Officer.

Deputy Lord Mayor

The Deputy Lord Mayor shall be provided with the assistance which is reasonably necessary to enable the Deputy Lord Mayor to carry out the role of Deputy Lord Mayor, which is in support of the Lord Mayors' duties.

Official Partner of the Lord Mayor

Any person appointed by the Lord Mayor as Official Partner of the Lord Mayor shall be entitled to the use of a dedicated room and, through the Office of the Lord Mayor, to such administrative support as shall be reasonably required to fulfil the role in the manner intended by the Lord Mayor, as to be approved by the Chief Executive Officer, within the approved budget of the Corporation of the City of Adelaide.

OTHER USEFUL DOCUMENTS

Related documents

- Council Members Training & Development Policy

Relevant legislation

- [City of Adelaide Act 1998](#) - Sections 21, 22, 24, 25 & 26
- [City of Adelaide \(Members Allowances and Benefits\) Regulations 2010](#) - Regulations 5 & 6
- [Local Government Act 1999 \(SA\)](#) - Sections 77(1)(b) & 79
- [Local Government \(General\) Regulations 2013](#)

GLOSSARY

Throughout this document, the below terms have been used and are defined as:

Official Business of the Corporation of the City of Adelaide:

Attendance at:

- Council and Committee meetings
- Authority and Panel meetings
- Information or Briefing sessions held in accordance with section 90A of *the Local Government Act 1999 (SA)*
- Civic or ceremonial occasions convened by the Council or Lord Mayor
- Meetings, functions or any attendance in an official role as a representative of the Council or the Lord Mayor
- Meetings arising as a result of a Member of Council being appointed by Council to an external body or Committee, except where the body reimburses relevant expenses incurred by the Member of Council
- Meetings with Council staff or other Members of Council on any matter relating to the Council
- Site visits to view or meet with people in the capacity as a Member of Council
- Conferences, study tours, official visits, training sessions and functions attended in the capacity as a Council Member.

ADMINISTRATIVE

As part of Council's commitment to deliver the City of Adelaide Strategic Plan, services to the community and the provision of transparent information, all policy documents are reviewed as per legislative requirements or when there is no such provision a risk assessment approach is taken to guide the review timeframe.

This Policy will lapse following the conclusion of the next general election at which time the newly elected Council will be required adopt a new Policy dealing with Council Members allowances, reimbursements and benefits for their term of office.

Review history:

| Trim Reference | Authorising Body | Date/ Decision ID | Description of Edits |
|----------------|------------------|-------------------|--|
| ACC2018/9000 | Council | 26/09/2023 | Adoption of policy |
| ACC2024/XXXX | Council | 26/11/2024 | <p>Amendments:</p> <ul style="list-style-type: none"> • Minor grammatical and formatting amendments • Inclusion - Members are entitled to one City of Adelaide Crest (Decal) to use for one designated vehicle. • Inclusion - Council Members may only use casual parking bays in accordance with the UPark Plus Terms and Conditions of Use. • Inclusion - Council Members are entitled to one UPark Plus card for one designated vehicle. • Inclusion - Ride share reimbursement for journeys required as a consequence of attendance at a function or activity on official Council business. • Alignment of the use of airline rewards program points to the Employee Travel Policy and an inclusion that Council Members may pay their own way to upgrade flights. |

Contact:

If you have any questions regarding this document or if you have a suggestion for improvements, please contact the Governance Program.

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