

ELECTED MEMBERS — ALLOWANCES

STATUS:	City Policy — <i>A policy that is developed for administrative and operational imperatives and has an internal focus.</i> <i>Developed by the Policy Committee and/or the administration and adopted by Council.</i>
RESPONSIBLE DIRECTORATE:	Office of the CEO
OBJECTIVE:	The objective of this document is to provide a clear outline of the support and allowances available to the City's Elected Members.

TABLE OF CONTENTS	Page
INTRODUCTION	3
PART 1 — PROVISION OF SUPPORT	3
1.1 Objective	3
1.2 Mayor	3
1.3 Deputy Mayor and Councillors	4
PART 2 — ISSUE AND RETURN OF COUNCIL EQUIPMENT	4
2.1 Objective	4
2.2 Equipment	4
2.3 Documentation	5
2.4 Other Items	5
2.5 Vehicle Licence Number Plate	6
2.6 Return of Equipment Issued	7
PART 3 — PAYMENT OF FEES AND ALLOWANCES	7
3.1 Objective	7
3.2 Annual Meeting Attendance Fees	7
3.3 Annual Local Government Allowance — Mayor and Deputy Mayor	7
3.4 Telecommunications Allowance	7
3.5 Information Technology Allowance	8
3.6 Conditions of Payment	9

PART 4 — ATTENDANCE AT CONFERENCES AND TRAINING WITHIN AUSTRALIA	9
4.1 Objective	9
4.2 Statement	9
4.3 Annual Conference and Training Expense Allocation	9
4.4 Definition	10
4.5 Approval	10
4.6 Conferences and Training that may be Attended	10
4.7 Payment of Conferences and Training Costs	10
4.8 Elected Members/Delegates Accompanying Persons	15
4.9 Guidelines for Conference and Training Attendance	15
PART 5 — ATTENDANCE AT OVERSEAS CONFERENCES	16
PART 6 — REPORT	17
PART 7 — REIMBURSEMENT OF EXPENSES	17
7.1 Objective	17
7.2 Child Care	17
7.3 Travel	18
7.4 Other Specified Expenses	19
7.5 Time Limit on Claims and Approval Process	19

INTRODUCTION

The document has been prepared to conform with the provisions relevant to Elected Member entitlements under the *Local Government Act 1995*, *Local Government Amendment Act 2004* and Regulations made under these Acts.

Where this policy refers to an annual period, the period shall be from October to October in the following year.

PART 1 — PROVISION OF SUPPORT

1.1 Objective

To provide Elected Members with appropriate facilities, equipment, material and information to support them in performing their duties of office.

1.2 Mayor

- (1) The Mayor shall, in carrying out the duties and responsibilities of that office, be entitled to receive the benefit of the following facilities without the reduction of the fees and allowances approved by Council under Section 5.98, 5.98A, 5.99 and 5.99A of the *Local Government Act 1995*:

- (a) The provision of a luxury sedan type motor vehicle with unrestricted use for all official and social duties connected to the office of Mayor and for personal private use. This vehicle will be changed over in accordance with the City's general management of its light vehicles fleet.
- (b) Where the office of Mayor is provided with a vehicle as detailed in (a) above, the costs associated with the Mayor's private use of the vehicle are to be reimbursed by the Mayor.

The calculation of the reimbursement for the private use is by way of a log book in accordance with the requirements of the Australian Taxation Office.

- (c) Membership of the Qantas Club.
- (d) The registration cost or ticket cost of the Mayor and Partner of attending any breakfast, dinner or similar function where invited as the Mayor and representative of the City provided such function does not fall into the category of a conference and training event as defined in clause 4.4 of this policy or is not for election purposes;
- (e) Suitable contemporary office accommodation within the Civic Centre.
- (f) Secretarial services including word processing, photocopying and postage.

- (g) Administrative assistance associated with any Council functions, meetings, publications and the like.
- (h) Access to the Elected Members Lounge and office refreshments.
- (2) All equipment and facilities subject of this policy are provided to the Mayor on the absolute understanding that they will not be used for any election purposes.

1.3 Deputy Mayor and Councillors

- (1) The Deputy Mayor and Councillors shall, in carrying out the duties and responsibilities of their office, be entitled to receive the benefit of the following facilities without the reduction of the fees and allowances under Section 5.98, 5.98A, 5.99 and 5.99A of the Act:
 - (a) Access to the Elected Member Lounge and refreshments.
 - (b) Access to suitably equipped shared office accommodation, reading room, ward meeting and conference rooms within the Civic Centre with photocopying, printing, facsimile and telephone facilities.
 - (c) Some secretarial support as resources allow including limited word processing, photocopying, and postage.
 - (d) The registration cost or ticket cost of the Deputy Mayor or Councillor, plus his or her partner, attending any breakfast, dinner or similar function where invited as the Deputy Mayor or Councillor and representative of the City or Ward, provided such function does not fall into the category of a conference and training event as defined in clause 4.4 of this policy or is for election purposes.
- (2) All equipment and facilities subject of this document are provided to the Deputy Mayor and Councillors on the absolute understanding that they will not be used for any election purposes.

PART 2 — ISSUE AND RETURN OF COUNCIL EQUIPMENT

2.1 Objective

To enable Elected Members to be accessible to the community, their colleagues and the City's staff.

2.2 Equipment

The following equipment, documents, stationery and other items will be issued to Elected Members:

- (1) laptop computer and all-in-one printer (the Elected Member to determine whether new or second-hand);
- (2) router and hub for internet use;
- (3) Elected Member Lounge key;
- (4) Security Card/Building Access Card and ID Card;
- (5) satchel or briefcase (optional); and
- (6) 1 City of Joondalup vehicle licence number plate, selection of numbers 2 to 20 (optional) (see 2.5 below).

This equipment should either be new or in very good condition.

2.3 Documentation

The following documentation will be issued to Elected Members:

- (1) Committee members' booklet;
- (2) *Community Directory*;
- (3) *Local Government Act 1995* and Regulations;
- (4) *Local Laws Manual*;
- (5) *Policy Manual*;
- (6) *Code of Conduct*;
- (7) Western Australian Local Government Association — *Elected Member Manual*;
- (8) internal telephone directory;
- (9) *Planning Scheme* text and report;
- (10) Budget;
- (11) *Service Agreement — Elected Members & Information Services Business Unit*; and
- (12) *Short Guides* produced by the City.

2.4 Other Items

The following items will be issued to Elected Members:

- (1) 2 name badges for the Members, and 1 name badge for their partners;

- (2) business cards;
- (3) appropriate stationery;
- (4) street directory;
- (5) Elected Member uniform issue (non-compulsory) (1 jacket, 2 trousers/skirts and 3 shirts/blouses); and
- (6) Driza-Bone jacket or similar (optional).

Each elected member is entitled to be reimbursed to a maximum amount of \$1,100 (**July 2010**) following every ordinary election at which they were elected, or where an elected member is elected as a result of an extraordinary election, for the purchase of relevant office furniture/equipment to assist them to perform their role as an elected member and to be used for Council related purposes.

The amount allocated for reimbursement will be inflated annually as from 1 July 2008 based on the CPI rate of Australia, and rounded to the nearest \$10.00.

2.5 Vehicle Licence Number Plate

- (1) Elected Members may have a City of Joondalup vehicle licence number plate fitted to their vehicle for their term of office at the City's cost.
- (2) Vehicle licence plate numbers 1 and 2 (and variations on this (e.g.: 01; 001; 001)) are reserved for use by the Mayor and deputy Mayor.
- (3) An Elected Member is eligible to transfer the vehicle licence number plate to another vehicle once every 2 years at the City's cost.
- (4) If the vehicle licence number plate is to be transferred more than once every 2 years, then the second and subsequent transfer shall be at the cost of the Elected Member. The exception is where there is a change in the office of Deputy Mayor. Where this occurs this is not to be treated as a transfer for those affected Members as per above.
- (5) Retiring Elected Members shall return the Council issued vehicle licence number to the City within 14 days of ceasing to be an Elected Member. Any costs associated with this transfer of the Elected Member's vehicle licence number plate shall be met by the City.
- (6) Where an Elected Member is issued with a vehicle licence number plate as detailed within this policy, that vehicle fitted with the licence number plate shall not have electoral advertising placed on or in the vehicle.

2.6 Return of Equipment Issued

- (1) An Elected Member is entitled to retain, at no charge, equipment, documents and other items issued by Council with the exception of the following, *which cannot be retained*:
 - (a) any equipment that is less than 3 years old ;
 - (b) equipment leased by Council;
 - (c) Security Card/Building Access Card and ID Card;
 - (d) Elected Member Lounge key; and
 - (e) City of Joondalup vehicle licence number plate.

PART 3 — PAYMENT OF FEES AND ALLOWANCES

3.1 Objective

To detail the amount of fees and allowances to be paid to Elected Members and the conditions under which those fees and allowances shall be paid.

3.2 Annual Meeting Attendance Fees

Council will pay the maximum amount within the prescribed legislated limit that may be claimed annually for meeting attendance fees for the Mayor and Councillors.

Payments will be made monthly in arrears.

3.3 Annual Local Government Allowances — Mayor and Deputy Mayor

Council will pay the maximum Annual Local Government Allowance within the prescribed legislated limit that may be paid to the Mayor and Deputy Mayor.

Payments will be made monthly in arrears.

3.4 Telecommunications Allowance

- (1) Council will pay all Elected Members an annual telecommunications allowance to the maximum amount within the prescribed legislated limit.
- (2) The annual telecommunications allowance is for costs relating to telephone usage (including plans/contracts, payments and purchase of fax machines, mobile phones and extra telephone lines) and call costs and consumables associated with that use.
- (3) Any claims by Elected Members for expenses incurred over the maximum annual telecommunication allowance detailed in (1) above are to be submitted on the form provided. (Additional claims above the

maximum limit must be supported by receipted invoices for the maximum limit and the additional amounts claimed). Where a Member reaches the limit, all claims for reimbursement shall be referred to the Council for approval.

- (4) In recognition of possible capital costs associated with telecommunications expenses, payment will be made as follows:
 - one third in advance on election, then;
 - monthly in arrears from the commencement of the fifth month of the term of office to the completion of the term.
- (5) Where Elected Members are re-elected to a second or further term of office, they will receive one third of the telecommunications allowance in advance at the commencement of the next term of office, in recognition of the potential need to upgrade associated telecommunications equipment.

3.5 Information Technology Allowance:

- (1) Council will pay all Elected Members an annual information technology allowance to the maximum amount within the prescribed legislated limit.
- (2) This allowance is in addition to the Council provided laptop and printer and is in recognition of costs associated with Internet connection, electronic diaries and the like.
- (3) Any claims by Elected Members for expenses incurred over the maximum annual telecommunication allowance detailed in (1) above are to be submitted on the form provided. (Additional claims above the maximum limit must be supported by receipted invoices for the maximum limit and the additional amounts claimed). Where a Member reaches the limit, all claims for reimbursement shall be referred to the Council for approval.
- (4) Payment will be made as follows:
 - 50% in advance on election, then;
 - 25% at completion of third quarter;
 - 25% on completion of each subsequent quarter during the period of office.
- (5) Where Elected Members are re-elected to a second or further term of office, they will receive one half of the information technology allowance in advance at the commencement of the next term of office, in recognition of the potential need to upgrade information technology equipment.

3.6 Conditions of Payment

- (1) All allowances and fees shall be paid automatically unless an Elected Member has advised the CEO in writing that he/she does not want to claim any or part of those fees and allowances.
- (2) If an Elected Member advises that he/she does not want all or part of the fees and allowances to which he/she is entitled, any subsequent request for full or additional payment will not be back paid but accrue from the date of such request.
- (3) The taxation liability arising from these payments is the individual responsibility of each Elected Member.

PART 4 — ATTENDANCE AT CONFERENCES AND TRAINING WITHIN AUSTRALIA

4.1 Objective

To enable Elected Members to develop and maintain skills and knowledge relevant to their role as a representative of the City of Joondalup.

4.2 Statement

Elected Members are encouraged to attend appropriate conferences and training to enable them to be more informed and better able to fulfil their duties of office. In order to support this, the following is provided.

4.3 Annual Conference and Training Expense Allocation

- (1) The following annual conference and training expense allocation shall be made available to Elected Members:
 - (a) The Mayor shall be entitled to an annual expense allocation of \$12,600 (**July 2010**), inflated annually from the date the \$10,000 was first set at the CPI rate for Australia on 1 July each year and rounded to the nearest \$100; and
 - (b) All Councillors shall be entitled to an annual expense allocation of \$6,200 (**July 2010**), inflated annually from the date the \$5,000 was first set at the CPI rate for Australia on 1 July each year and rounded to the nearest \$100.
- (2) In addition to the annual expense allocation detailed in Clause (1)(a) above, the Mayor shall be entitled to attend the following conferences:
 - Annual Western Australian Local Government Association;
 - Annual National Australian Local Government Association;
 - Annual National Congress of the Local Government Managers Australia.

4.4 Definition

In this Part, “Conferences and Training” means conferences, seminars, congresses, forums, workshops, courses, meetings, deputations, information and training sessions and events related to the industry of local government and held within Australia.

4.5 Approval

- (1) Subject to Part 5 for overseas travel, Elected Members may attend conferences and training following:
 - (a) approval by the Council through a resolution passed at a Council Meeting; or
 - (b) by informing the CEO in advance of attendance.

4.6 Conferences and Training that may be attended

The conferences and training to which this policy applies shall generally be limited to:

- (1) West Australian Local Government Association and Australian Local Government Association conferences;
- (2) special “one off” conferences called or sponsored by or for the West Australian Local Government Association and/or Australian Local Government Association on important issues;
- (3) annual conferences of the Major Professions in Local Government;
- (4) Australian Sister Cities conferences;
- (5) Municipal Training Service’s Councillor Induction Program;
- (6) West Australian Local Government Association Elected Member Training and Development;
- (7) training relating to the role of Elected Members; and
- (8) other local government specific training courses, workshops and forums, relating to such things as understanding roles/responsibilities of Elected Members, meeting procedures, etc.

4.7 Payment of Conference and Training Costs

- (1) Payment from Conference and Training Allocation

The City will pay conference or training costs where the Elected Member has been authorised to attend and there is sufficient funds remaining within the Elected Member’s Annual Conference and Training Expense Allocation. Should insufficient funds be available, the Elected Member may meet the difference between the actual cost

and the allowance themselves or receive funds from another Elected Member's allowance (see 4.9(7)).

(2) Booking arrangements:

Registration, travel and accommodation for Elected Members will be arranged through the Office of the Chief Executive Officer with the appropriate City discount for travel and accommodation being provided. In general, all costs including airfares, registration fees and accommodation will be paid direct by the City. The main exception relates to the payment of daily allowances in lieu of accommodation as considered in paragraph 4.7(8).

(3) Registration:

The City will pay all normal registration costs for Elected Members/delegates that are charged by organisers, including those costs relating to official luncheons, dinners and tours/inspections that are relevant to the interests of the Council.

(4) Accommodation:

(a) The City will pay reasonable accommodation costs for Elected Members including the night before and/or after the conference and training event where this is necessary because of travel and/or the conference and training event timetables which make it impossible to arrive at or return home in normal working hours.

(b) Where available, accommodation shall normally be booked at the venue.

(5) Conference and training travel:

(a) Where travel is involved, the travel is to be undertaken with all due expedition, by the shortest, most practical route, to and from the conference and training venue. All reasonable travel costs for Elected Members/delegates to and from the venue/accommodation will be met by the City.

(b) Where air travel is involved, approval to attend should ideally be sought 2 months prior to departure to facilitate booking.

(c) All air travel within Australia shall be by Business Class, except where an Elected Member chooses to travel at a cheaper rate. If Business Class is not available, Economy Class is to be used.

(d) If accommodation is at the conference or training venue or in close proximity, taxis should be used for reasonable travel requirements. Where necessary, a hire car may be arranged for the conduct of Council business. Costs of taxi fares, vehicle hire and parking which are reasonable, required and incurred

in attending Conferences and Training, will be reimbursed by the City.

- (e) Where in particular circumstances Elected Members desire to travel interstate or intrastate by private motor vehicle, they will be reimbursed for vehicle costs in accordance with the local government kilometre allowance up to an equivalent amount that would have been expended had arrangements been made to travel by air.
- (6) Reimbursement of expenses:
- (a) An Elected Member attending a conference and training event is entitled to be reimbursed for “normally accepted” living costs while travelling.
 - (b) Such living costs would include, but are not limited to:
 - taxi fares to and from the airport;
 - taxi fares to and from the venue if the accommodation used is a substantial distance from the venue;
 - meals for the Elected Member;
 - refreshments for the Elected Member; and
 - vehicle hire, petrol and parking.
 - (c) Elected Members will generally not be reimbursed for the cost of meals or refreshments for other people. The main exception is where it is indicated that the meal or refreshment provided to another person is in response to a meal or refreshments previously received.
 - (d) Expenses will generally be reimbursed from the time an Elected Member leaves home to attend an event to the time the Elected Member returns home.

Should an Elected Member extend a visit by leaving prior to the time necessary to arrive for the event or return after the time at which the Elected Member could have returned following the event, reimbursements will be paid:

- for the days of the event; and
 - for the cost of travel from the airport directly to the accommodation to be used for the event and also, vice versa, from the accommodation to the airport.
- (e) Where a visit is extended, as discussed in paragraph (d), an Elected Member may stay for the period of the extension in different accommodation to that used for the attendance at the

conference and training event. In such situations, the reimbursement of taxi fares will be to the estimated cost of travel between the event's accommodation and the airport and vice versa. The Elected Member will be required to pay any greater amount.

- (f) Where an Elected Member does not require paid accommodation for a conference and training event because the Elected Member is able to source accommodation from another party (the hosts), the Elected Member is entitled to be reimbursed for meal and refreshment costs provided to the hosts up to the amount that would have been incurred had paid accommodation been used.
 - (g) Where an Elected Member attends 2 conference and training events and there is a gap of no more than 3 days between the conclusion of the 1st event and the start of the second event, the Elected Member shall be entitled to reasonable accommodation expenses and the reimbursement of "normally accepted" living costs during that "gap" period. If the gap is greater than 3 days, only 3 days reimbursement can be claimed.
- (7) Cash advances associated with payment through the reimbursement of expenses:
- (a) A cash advance of \$120 per day (**July 2010**) for interstate travel and \$180 per day (**July 2010**) for overseas travel shall be made available for food, drink and incidental expenses that are of a reasonable nature. The cash advances per day above will be inflated annually as from 1 July 2008 based on the CPI rate of Australia, and rounded to the nearest \$10.
 - (b) The administrative arrangements for managing this will be the most appropriate to the circumstances in the view of the Chief Executive Officer.
 - (c) The cash advance shall be paid to cover all reasonable incidental expenses associated with the conference attendance such as:
 - (i) hotel/motel charges other than accommodation, i.e.: laundry;
 - (ii) reasonable telephone or facsimile use;
 - (iii) breakfasts, lunches, dinners and other meals not included in the conference registration fee; and
 - (iv) any optional activity in a conference program.

- (d) Documentary evidence in the form of original invoices and receipts must be provided for the acquittal of all advances. All advances must be acquitted within 1 week of the Elected Member returning to Perth. Amounts not acquitted shall be refunded to the City.

(8) Public Service Commission Allowance:

Instead of being reimbursed for actual expenses, an Elected Member may receive a fixed allowance as reimbursement for attending a conference and training event. This allowance will be the amount identified in the *Public Service Award* as is specified in legislation.

The allowance will be paid in the following circumstances from the Elected Member's Conference and Training Expense Allocation.

The following is drawn from the *Public Service Award*:

- (a) When a trip necessitates an overnight stay and the Elected Member is fully responsible for his or her own accommodation, meals and incidental expenses:
 - (i) where hotel or motel accommodation is utilised, reimbursement shall be in accordance with the rates prescribed in Column A, Items (4) to (8) of Schedule I — Travelling, Transfer and Relieving Allowance of the Award; and
 - (ii) where other than hotel or motel accommodation is utilised, reimbursement shall be in accordance with the rates prescribed in Column A, Items (9), (10) or (11) of Schedule I — Travelling, Transfer and Relieving Allowance of the Award.
- (b) When a trip necessitates an overnight stay and accommodation only is provided at no charge to the Elected Member, reimbursement shall be made in accordance with the rates prescribed in Column A, Items 1, 2 or 3 and Items 12, 13 or 14 of Schedule I — Travelling, Transfer and Relieving Allowances of the Award subject to the Elected Member's certification that each meal claimed was actually purchased.
- (c) To calculate reimbursement under (a) and (b) for a part of a day, the following formula shall apply:
 - (i) If departure from Joondalup is:

before 8:00am	— 100% of the daily rate
8:00am or later but prior to 1:00pm	— 90% of the daily rate
1:00pm or later but prior to 6:00pm	— 75% of the daily rate
6:00pm or later	— 50% of the daily rate

(ii) If arrival back at Joondalup is:

8:00am or later but prior to 1:00pm	— 10% of the daily rate
1:00pm or later but prior to 6:00pm	— 25% of the daily rate
6:00pm or later but prior to 11:00pm	— 50% of the daily rate
11:00pm or later	— 100% of the daily rate

Should the allowance not cover the actual costs of attendance, an Elected Member is entitled to be reimbursed the difference between the actual cost and the allowance amount as long as the reimbursement sought accords with 4.7(6) and all of the allowance monies have been used for items that can be reimbursed.

4.8 Elected Member/Delegate Accompanying Person

- (1) Where an Elected Member is accompanied at a conference and training event, all costs for or incurred by the accompanying person including but not limited to travel, breakfast, meals, registration and/or participation in any event programs, are to be borne by the Elected Member/accompanying person and not by the City. The exception to the above being the cost of attending any official event dinner where partners would normally attend.
- (2) An accompanying person's registration, or accompanying person's program fee, is to be paid to the conference organiser, at time of registration. The City will administer the registration and payment process for the accompanying person if the relevant forms and payment are made to the City in advance for the accompanying person.
- (3) Where the City meets an account containing any expenditure or cost incurred on behalf of an accompanying person attending, such expenditure must be repaid to the Council by the Elected Member/accompanying person within 7 days of being invoiced for such expenditure following the conclusion of the conference and training event.

4.9 Guidelines for Conference and Training Attendance

- (1) Subject to the provisions of Clause 4.3 "Annual Conference and Training Expense Allocation" the guidelines detailed in this Clause shall apply.
- (2) Generally, no more than 2 Elected Members may attend a particular conference or training event outside Western Australia at the same time. The Chief Executive Officer or Council may however approve attendance by more than 2 Members if a particular purpose or need arises.
- (3) All unspent funds shall be carried forward at the completion of each annual period.

- (4) Following each Ordinary Council election, Elected Members will forfeit any unspent funds, and commence their annual expense allowance as detailed in Clause 4.3.
- (5) Elected Members will only be registered for conference and training events itemised in this policy, if the Elected Member has sufficient funds in their annual conference and training expense allocation to meet the costs. Where there are insufficient funds to meet the cost of the conference and training event in the Elected Member's Conference and Training Expense Allocation, Council approval must be obtained before attendance if the additional costs are going to be claimed.
- (6) The cost of training that is specifically arranged for attendance by all Elected Members (e.g.: team-building) shall be paid from a separate allocation for the purpose and not considered as part of, and debited to, the individual Elected Member's allocation referred to in this policy.
- (7)
 - (a) An Elected Member may agree to meet conference and training costs for another Elected Member and forfeit the relevant amount from his/her own annual conference and training expense allocation, to enable another Elected Member to attend a conference and training event, where that Member has insufficient funds remaining in their allocation.
 - (b) In such cases, the Elected Member agreeing to meet those costs shall provide the Chief Executive Officer with a written statement to that effect, signed by both Elected Members and authorising the Chief Executive Officer to initiate necessary arrangements and debit the authorising Member's allocation.

PART 5 — ATTENDANCE AT OVERSEAS CONFERENCES

- (1) An Elected Member may, with Council approval, attend an overseas conference. The Council approval must include a specific Council resolution indicating that the conference attendance will be of benefit to the City and the Elected Member and detailing any conditions that may apply.
- (2) An Elected Member may attend an overseas conference if the Elected Member has sufficient funds in their annual conference and training expense allocation to meet the costs. Where there are insufficient funds to meet the cost of the registered overseas conference or training in the Elected Member's Conference and Training Expense Allocation, Council approval must be obtained before costs are incurred in keeping with 4.9(5) above or the Elected Member agrees to meet the additional costs personally.

- (3) All air travel overseas shall be by Business Class, except where an Elected Member chooses to travel at a cheaper rate. If Business Class is not available, Economy Class is to be used.
- (4) Cash advances are payable for overseas conferences (see Section 4.7(7)).

PART 6 — REPORT

Upon attendance at any interstate or overseas Conference or Training event as detailed within this policy, where registration and other associated costs are met by the City of Joondalup, the attending Elected Member is required to prepare a report on their attendance and benefits, to be circulated to all Members of the Council.

PART 7 — REIMBURSEMENT OF EXPENSES

7.1 Objective

To provide for the reimbursement of expenses necessarily incurred by Elected Members while performing their duties so that no Elected Member should be unreasonably disadvantaged financially due to meeting the requirements of their office.

7.2 Child Care

- (1) In accordance with Regulation 31, child care costs will be paid for an Elected Member's attendance at a Council meeting or a meeting of a committee of which he or she is a member and the expense is to be claimed on the form provided.
- (2) Where an Elected Member attends any other meeting, reception, citizenship or other Council function, or Council related activity and incurs child care costs, such costs may be claimed provided they are substantiated with details of the date, activity attended, the actual costs incurred and original receipts being provided and attached to the claim form.
- (3) Child care costs are applicable for children, either of natural birth or guardianship determined by legal process.
- (4) Child care costs will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the Elected Member.
- (5) Child care costs shall be debited to a separate account in the budget and not be debited to or form part of an Elected Member's Annual Expense Reimbursement Limit as referred to in Clause 7.3 of this policy.

7.3 Travel

- (1) The payment of travel costs is covered under Regulations 31 and 32 of the *Local Government (Administration) Regulations 1996*.
- (2) Travel costs incurred and paid by Elected Members will be reimbursed for:
 - (a) Travel and parking expenses incurred by a Member using a private motor vehicle, bicycle or public transport, to, from and attending:
 - (i) meetings of the Council or a Committee of the Council and civic or Council related functions;
 - (ii) as a delegate of the Council to statutory and other boards and committees, community organisations, conferences, Local Government Association or industry groups or committees of them;
 - (iii) a specific request or instruction of the Council and/or including inspection, ratepayer/electors requests or other Council duty; and
 - (iv) social functions where the Member is representing the Mayor or is attending by resolution of Council or where the function is an otherwise authorised activity.
 - (b) The amount payable in respect of travelling expenses shall be paid from the time the Returning Officer has declared a person elected as a Council Member.
 - (c) Travel expenses claimed for motor vehicles under this policy are to be calculated in accordance with the rate per kilometre prescribed for the class of vehicle as detailed in the *Public Sector Award* where the Member's vehicle is used.
 - (d) Travel expenses claimed for bicycles under this policy are to be calculated in accordance with the rate of \$0.10 per kilometre.
 - (e) Travel expenses claimed for public transport under this policy are to be calculated at the actual cost incurred.
 - (f) A Claim for Reimbursement of Expenses Form indicating the date, particulars of travel, nature of business, distance travelled, vehicle displacement and total travelled in kilometres, is to be completed by Members to ensure that the transport expense can be verified.
- (3) Where an Elected Member deems it is more appropriate to attend a Council related commitment without a car motor vehicle, bicycle or by public transport, a taxi may be used and the costs incurred claimed.

- (4) Should an Elected Member travel in a vehicle by a motor vehicle or bicycle which is not his or her own, the reimbursement will be calculated in accordance with (2) above.

7.4 Other Specified Expenses

- (1) Outside of child care and travel costs an Annual Reimbursement Limit of \$1,030 (**July 2010**) shall be available to Elected Members for reimbursement of costs incurred as a result of performing their duties as an Elected Member.

The amount allocated for reimbursement of other specified expenses will be inflated annually as from 1 July 2008, based on the CPI rate of Australia, and rounded to the nearest \$10.00.

Costs incurred and paid by Elected Members will be reimbursed by the City up to the reimbursement limit in each annual expense period. When a Member reaches the limit, all claims for reimbursement shall be referred to the Council for approval. All expenses claimed must have been incurred and substantiated with provision of original invoices/receipts attached to the claim form, prior to being reimbursed on a monthly basis.

- (2) Original invoices and receipts are required for audit purposes and to enable GST to be claimed. Where a GST refund is received it will be credited to the Elected Members Expense Reimbursement record.

7.5 Time Limit on Claims and Approval Process

Members electing to receive reimbursement of expenses in accordance with the provisions of this policy should submit the appropriate claim form to the Chief Executive Officer, together with supporting documentation, within 2 calendar months after the month in which the expenses were incurred, and by 15 July of the next financial year, in order to facilitate the finalisation of the annual financial statements.

Amendments:	CJ422-12/01, CJ121-06/02, C212-09/03, CJ206-10/05, CJ007-02/07, CJ207-10/07, CJ052-04/08, CJ007-02/09, CJ094-06/10
Related Documentation:	<i>Delegated Authority Manual</i> <i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i>
Issued:	July 2010