

Elected Members Entitlements Policy

City Policy

Responsible Directorate: Governance and Strategy

Objective: To set out the support and allowances available to the City's Elected Members.

Contents:

1. Definitions:	3
2. Statement:	3
3. Provision of Support:	3
3.1. Objective:	3
3.2. Mayor:	3
3.3. Deputy Mayor and Councillors:	4
4. Issue and Return of Council Equipment:	4
4.1. Objective:	4
4.2. Equipment:	4
4.3. Documentation:	5
4.4. Other Items:	5
4.5. Vehicle Licence Number Plate:	6
4.6. Return of Equipment Issued:	6
5. Payment of Fees and Allowances:	6
5.1. Objective:	6
5.2. Annual Meeting Attendance Fees:	7
5.3. Annual Local Government Allowances — Mayor and Deputy Mayor:	7
5.4. Telecommunications Allowance:	7
5.5. Information Technology Allowance:	7
5.6. Conditions of Payment:	8

6.	Attendance at Conferences and Training within Australia:	8
6.1.	Objective:	8
6.2.	Statement:	8
6.3.	Annual Conference and Training Expense Allocation:	8
6.4.	Approval:	9
6.5.	Conferences and Training that May be Attended:	9
6.6.	Payment of Conference and Training Expenses:	9
6.7.	Elected Member/Delegate Accompanying Person:	13
6.8.	Guidelines for Conference and Training Attendance:	14
7.	Attendance at Overseas Conferences:	14
8.	Report:	15
9.	Reimbursement of Expenses:	15
9.1.	Objective:	15
9.2.	Child Care:	15
9.3.	Travel:	15
9.4.	Other Specified Expenses:	16
9.5.	Time Limit on Claims and Approval Process:	17
9.6.	Allowances and Limits are exclusive of G.S.T.:	17
9.7.	Supporting Documentation:	17
10.	Other Entitlements:	17
10.1.	Elected Member Dinners:	17
10.2.	Acknowledgement of Service:	18

1. Definitions:

“annual period” means from October to October in the following year.

“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.

2. Statement:

This Policy has been prepared to comply with the provisions relevant to Elected Member entitlements under the *Local Government Act 1995*, and supporting Regulations.

3. Provision of Support:

3.1. Objective:

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

3.2. Mayor:

a. 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*.

i. The provision of a luxury sedan type motor vehicle with unrestricted use for all official and civic 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.

ii. Where the Mayor is provided with a vehicle as detailed in 3.2(a)(i) 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.

iii. Membership of the Qantas Club.

iv. The registration cost or ticket cost for the Mayor, plus his or her partner 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 Section 1 of this Policy) or is not for an election purposes.

v. Suitable contemporary office accommodation within the Civic Centre.

vi. Secretarial services, including word processing, photocopying and postage.

vii. Administrative assistance associated with any Council functions, Meetings, publications and the like.

- viii. Access to the Elected Member's Lounge and refreshments.
- b. 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.

3.3. Deputy Mayor and Councillors:

- a. 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 *Local Government Act 1995*:
 - i. Access to the Elected Member's Lounge and refreshments.
 - ii. Access to suitably equipped shared office accommodation, reading room, ward meeting and conference rooms within the Civic Centre with photocopying, printing, facsimile, internet and telephone facilities.
 - iii. Some secretarial support as resources allow including limited word processing, photocopying, and postage.
 - iv. The registration cost or ticket cost for 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 Section 1 of this Policy) or is not for an election purposes.
- b. All equipment and facilities subject of this Policy are provided to the Deputy Mayor and Councillors on the absolute understanding that they will not be used for any election purposes.

4. Issue and Return of Council Equipment:

4.1. Objective:

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

4.2. Equipment:

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

- a. Either a Macbook Air, Macbook Pro or an iMac; an Apple iPhone, an Apple iPad and all-in-one printer.
- b. Time capsule or Airport Express for internet connection and use.
- c. Elected Member lounge key.
- d. Security Card/Building Access Card.
- e. Satchel or briefcase (optional).

- f. A set of City of Joondalup vehicle licence number plates, selection of numbers 2 to 20 (optional — see 4.5).

This equipment will be new and replaced in accordance with the City's replacement program. The specification of the equipment supplied under 4.2(a) and 4.2(b) shall be the highest specification for the model proposed. Elected Members will be consulted prior to the provision of the equipment and have the opportunity to make requests for changes to the equipment supplied.

4.3. Documentation:

The following documentation will be issued to Elected Members:

- a. *Local Government Act 1995*
- b. *Code of Conduct Policy*
- c. *City of Joondalup District Planning Scheme No. 2* and local planning policies
- d. *Annual Budget*
- e. *Information Technology Service Agreement for Elected Members*

4.4. Other Items:

- a. The following items will be issued to Elected Members:
 - i. Two name badges, and one name badge for their partner
 - ii. Business cards
 - iii. Appropriate stationery
 - iv. Christmas cards and postage, including a Christmas e-card
 - v. Street directory
 - vi. Elected Member Uniform (optional) (one jacket, two trousers/skirts and three shirts/blouses)
 - vii. Driz-a-bone jacket or similar (optional)
- b. Each Elected Member is entitled to be reimbursed to a maximum amount of \$1,170 (**July 2012**) 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 home 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 based on the Consumer Price Index (All Groups Perth) Rate, rounded to the nearest \$10.

4.5. Vehicle Licence Number Plate:

- a. Elected Members may have a City of Joondalup vehicle licence number plates fitted to their vehicle for their term of Office at the City's cost.
- b. Vehicle Licence plate numbers 1 and 2 (and variations on this (e.g.: 01; 001; 001) are reserved for use by the Mayor and the Deputy Mayor respectively.
- c. An Elected Member is eligible to transfer the vehicle licence number plate to another vehicle once every two years at the City's cost.
- d. If the vehicle licence number plate is to be transferred more than once every two 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.
- e. Retiring Elected Members must return the issued vehicle licence number plate 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 plates shall be met by the City.
- f. Where an Elected Member is issued with a vehicle licence number plates as detailed within this Policy, that vehicle fitted with the licence number plates shall not have electoral advertising placed on or in the vehicle.

4.6. Return of Equipment Issued:

- a. An Elected Member must return the following equipment to the City within 14 days of ceasing to be an Elected Member:
 - i. Any equipment issued by the City that is less than three years old.
 - ii. All equipment leased by the City and provide to the Elected Member.
 - iii. Security card/building access card.
 - iv. Elected Member Lounge key.
 - v. City of Joondalup vehicle licence number plates.
- b. The value of any equipment retained by an Elected Member on retirement cannot be more than the limits set under regulation 34AC of the *Local Government (Administration) Regulations 1996*. This value will also be deducted from the value of any retirement gift given by the City under 10.2 of this Policy.

5. Payment of Fees and Allowances:

5.1. 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

5.2. Annual Meeting Attendance Fees:

- a. The City will pay the maximum amount within the prescribed legislation that may be claimed annually for Meeting attendance fees for the Mayor and Councillors.
- b. Payments will be made monthly in arrears throughout the annual period.

5.3. Annual Local Government Allowances — Mayor and Deputy Mayor:

- a. The City will pay the maximum Annual Local Government Allowance within the prescribed legislation that may be paid to the Mayor and Deputy Mayor.
- b. Payments will be made monthly in arrears throughout the annual period.

5.4. Telecommunications Allowance:

- a. The City will pay all Elected Members an annual Telecommunications Allowance to the maximum amount as prescribed within legislation.
- b. The annual Telecommunications Allowance is for costs relating to telephone usage (including plans/contracts, payments and purchase of fax machines and extra telephone lines) and costs and consumables associated with that use.
- c. Any claims by Elected Members for expenses incurred over the maximum annual Telecommunications Allowance detailed in 5.4(a) 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 plus the additional amounts claimed. Where an Elected Member reaches the limit, all claims for reimbursement shall be referred to the Council for approval.
- d. Full payment of the Telecommunications Allowance will be made at the commencement of the annual period.

5.5. Information Technology Allowance:

- a. The City will pay all Elected Members an annual Information Technology Allowance to the maximum amount as prescribed within legislation.
- b. The Information Technology Allowance is in addition to the City-issued equipment detailed in 4.2 of this Policy, and is in recognition of costs associated with internet connection(s) and other information technology expenses.
- c. Any claims by Elected Members for expenses incurred over the maximum annual Information Technology Allowance detailed in 5.5(a) 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 an Elected Member reaches the limit, all claims for reimbursement shall be referred to the Council for approval.
- d. Full payment of the Information Technology Allowance will be made at the commencement of the annual period.

5.6. Conditions of Payment:

- a. All allowances and fees shall be paid automatically unless an Elected Member has advised the Chief Executive Officer, in writing, that he/she does not want to claim any or part of those fees and allowances.
- b. 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 the Chief Executive Officer receiving such a request.
- c. The taxation liability arising from these payments is the individual responsibility of each Elected Member.

6. Attendance at Conferences and Training within Australia:

6.1. Objective:

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

6.2. 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.

6.3. Annual Conference and Training Expense Allocation:

- a. The following Conference and Training Expense Allocation shall be made available to Elected Members during an annual period.
 - i. The Mayor shall be entitled to \$14,300 (**July 2012**) inflated by the Consumer Price Index (All Groups Perth) Rate on 1 July each year and rounded to the nearest \$100.
 - ii. All Councillors shall be entitled to \$6,500 (**July 2012**) inflated by the Consumer Price Index (All Groups Perth) Rate on 1 July each year and rounded to the nearest \$100.
- b. In addition to the Conference and Training Expense Allocation detailed in 6.3(a) above, the Mayor shall be entitled to attend the following conferences:
 - i. Annual Western Australian Local Government Association
 - ii. Annual National Australian Local Government Association
 - iii. Annual National Congress of the Local Government Managers Australia
- c. In addition to the Conference and Training Expense Allocation detailed in 6.3(a) above, Councillors shall be entitled to attend the Annual Western Australian Local Government Association conference.

6.4. Approval:

- a. Subject to Section 7 of this Policy for overseas travel, Elected Members may attend conferences and training:
 - following approval by the Council where such approval is required; or
 - by informing the Chief Executive Officer in advance of attendance.

6.5. Conferences and Training that May be Attended:

The Conferences and Training to which this Policy applies shall generally be limited to the following:

- a. West Australian Local Government Association and Australian Local Government Association conferences.
- b. Special 'one off' conferences called for or sponsored by the West Australian Local Government Association and/or Australian Local Government Association on important issues.
- c. Annual conferences of the major professions in local government and other institutions of relevance to local government activities.
- d. Australian Sister Cities Conferences.
- e. Municipal Training Service's Councillor Induction Program.
- f. West Australian Local Government Association Elected Member Training and Development.
- g. Training relating to the role of Elected Members.
- h. Other local government-specific training courses, workshops and forums, relating to such things as understanding the roles/responsibilities of Elected Members, meeting procedures, etc.

6.6. Payment of Conference and Training Expenses:

6.6.1. Payment from Conference and Training Expense Allocation:

The City will pay Conference or Training expenses 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 sufficient funds be unavailable, the Elected Member may meet the difference between the actual cost and their remaining Conference and Training Expense Allocation themselves, or receive funds from another Elected Member's Conference and Training Expense Allocation (see 6.8(f)).

6.6.2.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 6.6.8.

6.6.3.Support Activities:

The City will pay all costs for Elected Members that are charged by organisers for support activities, including those costs relating to official luncheons, dinners and tours/inspections that are relevant to the conference and training event.

6.6.4.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 unreasonable to arrive at or return home in normal working hours.
- b. Accommodation shall normally be booked at the Conference and Training venue or, where unavailable, at a similar-rated accommodation in the vicinity of the Conference and Training venue.

6.6.5.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 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 two months prior to departure to facilitate booking arrangements.
- 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.

6.6.6.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. Such living costs would include, but are not limited to:
 - meals and refreshments for the Elected Member (that are not covered by the conference and Training registration costs);
 - dry-cleaning and laundry expenses; and
 - reasonable telephone, internet and facsimile charges.
- b. 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.
- c. 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 Conference and Training event only; and
 - for the cost of travel to and from the airport to the accommodation to be used for the Conference and Training.
- d. Where a visit is extended, as discussed in paragraph 6.6.6(c), 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 Conference and Training event's accommodation and the airport. The Elected Member will be required to pay any greater amount.
- e. 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.
- f. Where an Elected Member attends two Conference and Training events and there is a gap of no more than three days between the conclusion of the first 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 three days, only three days reimbursement can be claimed.

6.6.7. Cash Advances Associated with Payment through the Reimbursement of Expenses:

- a. A Cash Advance of \$120 per day (**July 2012**) for interstate travel and \$190 per day (**July 2012**) for overseas travel shall be made available to Elected Members. The cash advances per day will be inflated annually from 1 July based on the Consumer Price Index (All Groups Perth) Rate, 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 attending Conference and Training events attendance such as, including:
 - hotel/motel charges other than accommodation, such as dry-cleaning and laundry expenses;
 - reasonable telephone, or facsimile or internet use;
 - meals and refreshments for the Elected Member that are not covered by the Conference and Training registration cost; and
 - any optional activity in a Conference and Training program.
- d. Documentary evidence, in the form of original invoices and receipts, must be provided for the acquittal of all Cash Advances. All Cash Advances must be acquitted within two week of the Elected Member returning to Perth. Amounts not acquitted shall be refunded to the City or, where agreed by the Elected Member, deducted from their annual attendance Meeting fee.

6.6.8. Public Service Award Allowance:

- a. Instead of being reimbursed for actual expenses, an Elected Member may receive a fixed allowance for travel and accommodation, in lieu of 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.
- b. 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:

- i. When a trip necessitates an overnight stay and the Elected Member is fully responsible for his or her own accommodation, meals and incidental expenses:
 - 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
 - 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.

- ii. 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.
- iii. To calculate reimbursement under (a) and (b) for a part of a day, the following formula shall apply:

If departure from Joondalup is:	
before 8 am	100% of the daily rate
8 am or later but prior to 1 pm	90% of the daily rate
1 pm or later but prior to 6 pm	75% of the daily rate
6 pm or later	50% of the daily rate

If arrival back at Joondalup is:	
8 am or later but prior to 1 pm	10% of the daily rate
1 pm or later but prior to 6 pm	25% of the daily rate
6 pm or later but prior to 11 pm	50% of the daily rate
11 pm 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 6.6.6 and all of the allowance monies have been used for items that can be reimbursed.

6.7. Elected Member/Delegate Accompanying Person:

- a. 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 Conference and Training event dinner where partners would normally attend.
- b. 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.
- c. 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 City by the Elected Member/accompanying person within 30 days of being invoiced for such expenditure following the conclusion of the Conference and Training event.

6.8. Guidelines for Conference and Training Attendance:

Subject to the provisions of Section 6.3 of this Policy the guidelines detailed in this Section shall apply.

- a. Generally, no more than two 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 two Elected Members if a particular purpose or need arises.
- b. All unspent funds within an Elected Members Conference and Training Expense Allocation shall be carried forward at the completion of each annual period.
- c. Following each Ordinary Local Government election, Elected Members will forfeit any unspent funds, and commence their annual Elected Members conference and Training Expense Allocation as detailed in Section 6.3 of this Policy.
- d. 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.
- e. 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 Conference and Training Expense Allocation referred to in this Policy.
- f. 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.

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.

7. Attendance at Overseas Conferences:

- a. 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.
- b. 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 6.8(d) above or the Elected Member agrees to meet the additional costs personally.

- c. 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.
- d. Cash advances are payable for overseas conferences (see 6.6.7).

8. Report:

Upon return from any interstate or overseas Conference and 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 Elected Members within one month.

9. Reimbursement of Expenses:

9.1. 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.

9.2. Child Care:

- a. In accordance with Regulation 31 of the *Local Government (Administration) Regulations 1996*, 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.
- b. 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.
- c. Child care costs are applicable for children, either of natural birth or guardianship determined by legal process.
- d. 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.
- e. 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 9.4 of this Policy.

9.3. Travel:

- a. The payment of travel costs is covered under Regulations 31 and 32 of the *Local Government (Administration) Regulations 1996*.
- b. Travel costs incurred and paid by Elected Members will be reimbursed for the following:

- i. Travel and parking expenses incurred by a Member using a private motor vehicle or bicycle to, from and attending:
 - Meetings of the Council or a Committee of the Council and civic or Council-related functions;
 - 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;
 - a specific request or instruction of the Council and/or including inspection, ratepayer/electors requests or other Council duty; and
 - attending 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;
 - ii. The amount payable in respect of travelling expenses shall be paid from when a Councillor-Elect makes their declaration of Office.
 - iii. 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 Service Award where the Member's vehicle is used (see Schedule F of the Award).
 - iv. Travel expenses claimed for bicycles under this Policy are to be calculated in accordance with the rate of \$0.10 per kilometre.
 - v. 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.
- c. Where an Elected Member deems it is more appropriate to attend a Council-related commitment without a motor vehicle or bicycle, a taxi may be used and the costs incurred reimbursed.
 - d. Should an Elected Member travel by a motor vehicle or bicycle which is not his or her own, the reimbursement will be calculated in accordance with 9.3(b) above.

9.4. Other Specified Expenses:

- a. Outside of child care and travel costs an Annual Reimbursement Limit of \$1,060 (**July 2012**) shall be available to Elected Members during an annual period 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 from 1 July, based on the Consumer Price Index (All Groups Perth) Rate, and rounded to the nearest \$10.

Costs incurred and paid by Elected Members will be reimbursed by the City up to the reimbursement limit in each annual period. When an Elected 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.

9.5. 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 two 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 City's annual financial statements.

9.6. Allowances and Limits are exclusive of G.S.T.:

Unless otherwise specified in this Policy, all allowances and limits set out in this Policy are exclusive of G.S.T..

Where an Elected Member does not provide appropriate documentary evidence to enable G.S.T. to be claimed, the full amount of the expense incurred by the City, inclusive of G.S.T., will be applied to the relevant allocation.

9.7. Supporting Documentation:

Documentary evidence is required for all expenses claimed. Original Tax Invoices and receipts are required for audit purposes and to enable G.S.T. to be claimed.

10. Other Entitlements:

10.1. Elected Member Dinners:

To provide an avenue to facilitate networking possibilities and for Elected Members to undertake discussions with various representatives of the community, the Council has agreed to host Elected Member dinners.

The Mayor is entitled to host six dinners per calendar year, and each Ward a total of 12 each year, based on six dinners per Ward Councillor.

Each table will allow for the Elected Member as host, plus up to a maximum of nine guests.

Where a Ward Councillor confirms he/she is unable or unwilling to host part or all of his/her allocated dinners, the fellow Ward Councillor, in the first instance, or the Mayor or another Elected Member may host these unused dinners, however, total number of dinners must not exceed the annual allocation of 12.

10.2. Acknowledgement of Service:

On retirement, Council will acknowledge the service of Elected Members through the provision of an appropriate memento, which will take the form of an engraved plate (or plaque) commemorating the Member's service and a suitable gift.

The value of any gift provided to a retiring Elected Member plus the residual value of any furniture and/or office equipment retained by a retiring Elected Member is limited to the prescribed amount set out in Regulation 34AC of the *Local Government (Administration) Regulations 1996*.

Creation Date: March 2012

Formerly:

- *Elected Member — Allowances*
- *Elected Member Training*
- *Elected Members Attendance Fees*
- *Issue and Return of Council Related Equipment to Elected Members*
- *Members of Council — Reimbursement of Expenses*
- *Travel/Accommodation — Elected Members and Staff*

Amendments: CJ121-06/02, CJ206-10/05, CJ007-02/07, CJ052-04/08, CJ007-02/09, CJ094-06/10, CJ174-10/10, CJ041-03/11, CJ032-03/12

Related Documentation:

- *Annual Budget*
- *City of Joondalup District Planning Scheme No. 2*
- *Code of Conduct Policy*
- *Information Technology Service Agreement for Elected Members*
- *Local Government (Administration) Regulations 1996*
- *Local Government Act 1995*
- *Public Service Officers Award*
- *Register of Delegation of Authority*

2011-12 CPI (2.2%)	Existing (July 2011)	New (July 2012)	Rounded (July 2012)
Office Equipment	\$1,140	\$1,165.08	\$1,170
Conference	(Mayor) \$14,000 (Councillors) \$6,400	\$14,308 \$6,540.80	\$14,300 \$6,500
Cash Advance	(Interstate) \$120 (International) \$190	\$122.64 \$194.18	\$120 \$190
Other Specified Exp.	\$1,040	\$1,067.88	\$1,060