



POLICY NO. CP 5.4.23

POLICY STATEMENT

ELECTED MEMBER ALLOWANCES, EXPENSES AND SUPPLIES

PURPOSE

To outline the support that will be provided to Elected Members through the payment of allowances, reimbursement of expenses incurred, insurance cover and supplies provided in accordance with the *Local Government Act 1995* while performing the official duties of office.

POLICY

1. ALLOWANCES

1.1 Mayoral Allowance

The Mayor shall be entitled to an annual local government allowance equal to the maximum amount permitted to be paid to the Mayor as determined by the Salaries and Allowances Tribunal.

1.2 Deputy Mayoral Allowance

The Deputy Mayor shall be entitled to an annual local government allowance equivalent to 25% of the Mayoral Allowance.

1.3 Meeting Attendance Allowance

Elected Members shall be entitled to an annual meeting attendance allowance equal to the maximum amount permitted to be paid as determined by the Salaries and Allowances Tribunal.

1.4 Telecommunications Allowance

Elected Members shall be entitled to an annual telecommunications allowance equal to the maximum amount permitted to be paid as determined by the Salaries and Allowances Tribunal.

The telecommunications allowance is to cover all information (other than printing significant documents associated with Council business), and communications technology costs that are a kind of expense approved for reimbursement pursuant to Regulation 32(1) of the *Local Government (Administration) Regulation 1996*.

Note: All allowances referred to in sub-clauses 1.1, 1.2 and 1.3 of this policy will be paid monthly in arrears.

The telecommunications allowance referred to in sub-clause 1.4 will be paid annually in July. In an election year, Elected Members whose terms of Office are coming to an end will be paid the allowance on a pro-rata basis to cover the period 1 July until election day. The allowance will also be paid to newly Elected Members on a pro-rata basis (to cover the period from election day until 30 June) in November.



2. INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT) AND SUPPLIES

2.1 Business Cards

Elected Members may request up to 2,000 colour printed business cards for relevant City business use within each term of office.

Elected Members business cards may include:

- Photograph;
- Name;
- Bestowed titles;
- Qualifications;
- Address;
- Email;
- Phone numbers; and
- Social media contacts.

2.2 Name Badges

The City will supply name badges to be worn when fulfilling the role of the office of Elected Member:

- (a) Formal (gold tone) Elected Member name badge.
- (b) Plastic informal Elected Member name badge.
- (c) Plastic informal Elected Member's partner name badge.

The City will, within reason, replace on request any name badge which is lost or irreparably damaged.

3. REIMBURSABLE EXPENSES

3.1 Travelling Expenses

Elected Members shall be entitled to reimbursement of travelling expenses incurred while using their own private motor vehicle in the performance of the official duties of their office, subject to:

3.1.1 Claims being related to travel to a destination from their normal place of residence or work and return in respect to the following:

- (a) Council Meetings, Civic functions, Citizenship Ceremonies or briefings called by either Council, the Mayor or the Chief Executive Officer or in accordance with clause 4 of Policy 5.4.9.
- (b) Committees to which the Elected Member is appointed a delegate or deputy by Council.
- (c) Meetings, training and functions scheduled by the Chief Executive Officer or Directors.



- (d) Conferences, community organisations, industry groups and local government associations to which the Elected Member has been appointed by Council as its delegate or a deputy to the delegate.
- (e) Functions and presentations attended in the role as an Elected Member or whilst deputising for the Mayor, that are supported by a copy of the relevant invitation or request for attendance.
- (f) Gatherings or events (i.e. funerals, local business or community events), approved by the Chief Executive Officer for attendance by the Mayor or the Mayor's nominated deputy as a representative of the City.
- (g) Any other occasion in the performance of an act under the express authority of Council.
- (h) Site inspections in connection with matters listed on any Council Agenda paper (Members to state the Item Number listed on any Council Agenda paper along with the date and time of the visit on the claim form).
- (i) In response to a request to meet with a ratepayer/elector, but excluding the day of Council Elections. (Members to state the time and purpose of the visit and the name and address of the ratepayer/elector on the claim form).

3.1.2 All claims for reimbursement should be lodged with the Business Services Directorate, on the appropriate claim form within 60 days of the end of the month to which the claim relates. In submitting claims for reimbursement, Elected Members shall detail the:

- Date of the claim
- Particulars of travel
- Nature of business
- Distance travelled
- Vehicle displacement and the total kilometres travelled.

Elected Members are required to certify the accuracy of the information they provide with their claim forms and all claims must be accompanied by supporting documentation such as invitations or approvals in accordance with Policy 5.4.9, Civic Centre Meeting and Function Facilities, where applicable.

3.1.3 The rate of reimbursement being as prescribed from time to time by the Salaries and Allowances Tribunal.

3.1.4 Public Transport

Elected Members may use public transport to travel to any occasion referred to in clause 3.1.1 of this policy and will be reimbursed for expenditure upon lodgement of receipts.



3.1.5 Parking Fees

Parking fees incurred as a result of travel to any occasion referred to in clause 3.1.1 of this policy shall be reimbursed upon lodgement of receipts accompanying the associated travel claim form.

The cost of “valet” parking, however, will not be reimbursed.

3.2 **Child Care Costs**

3.2.1 Subject to sub-clause 3.2.3, Elected Members shall be entitled to be reimbursed for the cost of childcare at rates prescribed by the Salaries and Allowances Tribunal for the care of children of which they are parent or legal guardian, whilst attending the following:

- (a) Meetings of organisations or committees to which they have been appointed as Council’s delegate;
- (b) Mandatory training;
- (c) Elected Member Workshops scheduled by the Chief Executive Officer;
- (d) Civic and ceremonial events;
- (e) Community events where the Elected Member is performing a formal function (such as delivering an opening address/welcome or making a formal presentation);
- (f) Other functions or events organised by the City.

3.2.2 All claims for reimbursement must be accompanied by a receipt detailing the:

- (a) Event, meeting or function to which the claim relates;
- (b) Date on which the childcare was provided;
- (c) Name of the person or organisation that provided the care;
- (d) Cost of the care.

3.2.3 Elected Members are not entitled to be reimbursed for the cost of childcare where the care was provided by a friend or relative of the Elected Member or the child, unless the friend or relative operates a registered childcare business and a receipt for the care is provided.

4. **OTHER SUPPORT**

4.1 **Insurance**

The City will insure or provide insurance cover for Elected Members for:

4.2.1 Personal accident whilst engaged in the performance of the official duties of their office, however, the cover does not include medical expenses.

Spouses/partners of Elected Members are entitled to the same level of cover when attending meetings, conferences or functions with the express approval of the Chief Executive Officer.



- 4.2.2 Professional indemnity for matters arising out of the performance of the official duties of their office provided the performance or exercise of the official duty is in the opinion of Council, not illegal, dishonest, against the interests of the City or otherwise in bad faith.
- 4.2.3 Public liability for matters arising out of the performance of the official duties of their office but subject to any limitations set out in the policy of insurance.
- 4.2.4 A motor vehicle at the particular time owned or driven by the Elected Member or driven by another person on behalf of the Elected Member whilst the Elected Member is travelling to and from:
 - (a) Council Meetings, Civic functions, Citizenship Ceremonies or briefings called by either Council, the Mayor or the Chief Executive Officer.
 - (b) Committees to which the Elected Member is appointed by Council or in the role as a deputy in the event the member is not available to attend.
 - (c) Meetings and functions scheduled by the Chief Executive Officer or Directors.
 - (d) Conferences, community organisations, industry groups and local government associations to which the Elected Member has been appointed by Council as its delegate.
 - (e) Functions and presentations as a representative of the Mayor.
 - (f) Any other occasion while performing the functions of an Elected Member or as a result of an act under the express authority of Council.

4.2 Medical Expenses

Elected Members shall be entitled to reimbursement of medical expenses not covered by their medical insurance fund, incurred while in the performance of the official duties of their office, upon submission of relevant receipts and medical documentation to the Chief Executive Officer and subject to such reimbursement being limited to the sum of \$500 without the prior approval of Council.



GOVERNANCE REFERENCES

Statutory Compliance	Local Government Act 1995 sections 5.98, 5.99, 5.99A Local Government (Administration) Regulations 1996 Salaries and Allowances Act 1975
Industry Compliance	Salaries and Allowances Tribunal Determination on Local Government Elected Council Members dated 9 April 2019
Organisational Compliance	Council Policy 5.4.9 - Civic Centre Meeting and Function Facilities
Process Links	Nil.

POLICY ADMINISTRATION

Directorate		Officer Title		Contact:	
Business Services		Director Business Services		9397 3000	
Risk Rating	Low	Review Cycle	Triennial	Next Due:	2026
Version	Decision Reference	Synopsis			
1.	OCM 41-12/02/2002	Policy adopted			
2.	OCM 711-27/08/2002	Amended			
3.	OCM 968-26/11/2002	Amended			
4.	OCM 489-8/07/2003	Amended			
5.	OCM 556-26/08/2003	Amended			
6.	OCM 234-11/5/2004	(Ausinfo No. 117512)			
7.	OCM 425-10/08/2004	(Ausinfo No. 138126)			
8.	OCM 410-13/09/2005	(Ausinfo No. 194811)			
9.	OCM 426-11/09/2007	Amended			
10.	OCM 601/15/12/2009	Amended			
11.	OCM 386/24/08/2010	Reviewed and amended.			
12.	OCM 415/28/08/2012	Reviewed and amended to update legislative provisions, include iPads, change travel claim requirements and CEO approval for insurance provision to spouses and partners instead of Council.			
13.	OCM 479 482/26/11/2013	Amended to reflect changes to allowances as determined by the Salaries and Allowances Tribunal.			
14.	OCM 375/22/09/2015	Reviewed with minor grammatical changes.			
15.	OCM 384/25/10/2016	Reviewed with amendments to clause 2.4 ICT Hardware Supplies			
16.	OCM 141/25/06/2019	Amended Clause 3.1.1 relating to travel claims			
17.	OCM 261/24/09/2019	Reviewed and amended			
18.	OCM 23/11/02/2020	Amended Clause 2.2 Business Cards to include qualifications and social media contacts.			
19.	OCM 110/28/04/2020	Amended Clause 3.1.1 reflecting provisions which applied prior to 25 June 2019 relating to travel claims.			
20.	OCM 255/08/09/2020	Amended Clause 1.4 to allow greater flexibility and better support to Councillors.			
21.	OCM 281/08/11/2022	Reviewed and amended.			
22.	OCM 152/27/06/2023	Amended to reflect the new SAT determination issued on 6 April 2023, on fees and allowances for Elected Members.			