

**POLICY NO. CP 5.4.23****POLICY STATEMENT COUNCILLOR ALLOWANCES, EXPENSES AND
SUPPLIES****PURPOSE**

To outline the support that will be provided to Councillors 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

The Mayor and Councillors 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

Councillors 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 clause 1 of this policy will be paid in arrears with Councillors able to elect to receive payment monthly, quarterly, biannually or annually.



2. INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT)

2.1 iPads

- (a) The City will make iPads available to Councillors to provide ready access to agendas, minutes and other City documentation.
- (b) iPads provided for use by Councillors will be maintained by the City at the City's cost.
- (c) If the iPads malfunction, the Councillor is to contact a Business Services Administration Officer during business hours, who will arrange any necessary repairs.

2.2 Business Cards

The City will provide each Councillor with a quantity of 500 colour printed business cards for relevant City business use within each term of office.

The Councillor Business Card format may include:

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

3. REIMBURSABLE EXPENSES

3.1 Travelling Expenses

Councillors 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 Councillor 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 Councillor has been appointed by Council as its delegate or a deputy to the delegate.
- (e) Functions and presentations attended in the role as a Councillor 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 by no later than 60 days from the end of the month to which the claim relates. In submitting claims for reimbursement, Councillors shall detail the:

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

Councillors 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

Councillors 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

Councillors shall be entitled to reimbursement of the lesser amount of actual child care costs or the amount prescribed by the Salaries and Allowances Tribunal for care of children, of which they are parent or legal guardian, whilst attending a Council meeting or a meeting of a committee of which he or she is a member.

4. OTHER SUPPORT / SUPPLIES

4.1 The City will supply the following items to be used only in fulfilling the role of the office of Councillor:

(a) Brief Case

A brief case will be supplied to each Councillor immediately following their inaugural election to office. The City will replace the brief case where it is damaged to an extent to be unserviceable through reasonable wear and usage.

(b) Annual Diary

A diary will be supplied to each Councillor immediately following their inaugural election to office and a new annual calendar year diary will be supplied at the commencement of each calendar year.

Note: Councillors should note that any diary used by a Councillor to record the scheduling or occurrence of activities related to the fulfilment of the office of Councillor are subject to the *State Records Act 2000* and the *Freedom of Information Act 1992*.

(c) Name badges:

- (i) Formal (gold tone) Councillor name badge.
- (ii) Formal (gold tone) Councillor’s partner name badge.
- (iii) Plastic informal Councillor name badge.
- (iv) Plastic informal Councillor's partner name badge.

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



4.2 Insurance

The City will insure or provide insurance cover for Councillors 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 Councillors 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 Councillor or driven by another person on behalf of the Councillor whilst the Councillor is proceeding as a member 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 Councillor 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 Councillor 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 a Councillor or as a result of an act under the express authority of Council.

4.3 Medical Expenses

Councillors 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:	2023
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.			