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| SUBJECT: <i>ELECTED MEMBERS' ALLOWANCES & REIMBURSEMENTS</i> | FILE NO: | COU/0600 |
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Introduction

This Policy records the procedure for paying allowances to Councillors and sets out the allowances which Councillors are entitled to receive. The allowances set out are not exhaustive – other allowances may be payable depending on the circumstances.

Objectives

To ensure allowances and/or reimbursements are processed at the correct rate and in a timely manner.

Procedures

In accordance with the provisions of the *Local Government Act 1993*:

1. Allowances for Councillors, Mayor and Deputy Mayor shall be paid monthly in arrears.
2. Allowances for Councillors, Mayor and Deputy Mayor shall only accrue to the date of resignation or removal from the appropriate office.
3. Travelling expenses, to be paid at the rates prescribed by the Australian Taxation Office, which are outlined in the Travel & Accommodation Policy, will apply to return travel from each Councillor's place of residence in the municipality to meetings of Council, meetings of any committee, including sub-committees and special committees of Council, or any other meetings where the Councillor has been delegated to attend. If a Council meeting is to be attended during a normal working day, appropriate reimbursement will be considered from the workplace to the Council meeting and return to either the workplace or place of residence, whichever place the Councillor travels to directly.
4. Claims for direct costs and out-of-pocket expenses incurred by a Councillor upon business of the Council wherever incurred, where the costs are not directly debited to Council or other alternative arrangements have been made, shall be made to the General Manager on the prescribed form and supported by the appropriate documentation.
5. Telephone expenses shall be reimbursed up to a maximum of \$20 per month for telephone calls claimed in association with the business of Council. A detailed list of calls must be submitted with the claim.

6. Where the Councillor is not supplied by Council with an internet connection & download package, the Councillor may claim up to \$50 per month in lieu of documentation in recognition that Council staff's preferred communication with Councillors is via the internet.
7. Childcare expenses incurred in association with the holding of office shall be reimbursed on receipt of a substantiated claim.
8. Other expenses may be payable depending on the circumstances of the expense. If the expense is not one specifically authorised by this policy then the claim shall be determined by the Mayor or General Manager.
9. Claims for reimbursements shall be submitted not later than two (2) months and within one (1) month after the close of the financial year after the expenses has been incurred.

Related Legislation, Regulations and Policies

Local Government Act 1993

Local Government (General) Regulations 2005

Responsibilities

The responsibility of this policy rests with the Corporate Services Manager.

Review of Policy

This policy has a life of 2 years. It will be reviewed in February 2017.