



Council Policy Manual

CP10.6 Elected Members - Reimbursement of Expenses

POLICY OBJECTIVE

To identify the nature, scope and extent of expenses that Elected Members are eligible to seek reimbursement in undertaking their role.

POLICY STATEMENT

The following expenses are reimbursable subject to application and submission of appropriate supporting documentation.

Information and Communications Technology

An annual allowance based upon the maximum determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members, currently \$3,500 per annum, will be paid to Elected Members.

Child Care and Carer Expenses

The maximum determined by the Salaries and Allowances Tribunal or the actual cost per hour whichever is the lesser in attending or performing an Authorised Function.

Travel and Parking Expenses

Travel expenses and parking expenses at cost in attending or performing an Authorised Function.

Administration

The Chief Executive Officer is to implement administrative procedures that will facilitate the timely and transparent reimbursement of expenses to Elected Members.

A record of all Elected Member reimbursements is to be maintained and published on the City of Perth website.

Definitions

Authorised Function

An Elected Member attending or performing a role in an official capacity in the following circumstances:

- Ordinary and special meetings of council;
- Annual and special meetings of electors;



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- Advisory committee meetings;
- Agenda briefing sessions;
- Workshops and forums;
- Meetings of external committees, resident and ratepayer associations and regional council bodies of which the Elected Member is an authorised representative resolved by Council;
- Authorised training and development activities;
- Civic receptions and events conducted by the City;
- As an invited guest by a City of Perth stakeholder in their capacity as an Elected Member; and
- As an invited guest at civic reception or event conducted by an adjoining Local Government.

Carer

Is a person required to provide personal care, support and assistance to another individual due to disability, medical condition, including terminal or chronic illness, mental illness or is frail and aged (Source: *Carer Recognition Act 2010*).

Carer/Child Care expenses

Means costs incurred by an Elected Member's absence whilst performing an Authorised Function.

Document Control Box			
Document Responsibilities:			
Custodian:	Manager Governance	Custodian Unit:	Governance
Decision Maker:	Council		
Compliance Requirements:			
Legislation:	s . 5.98(2)(b) and s 5.100 (1) of the <i>Local Government Act 1995</i> ; <i>Salaries and Allowances Act 1975</i> ; regs. 31, 32, 34AD of the <i>Local Government (Administration) Regulations 1996</i> .		
Industry:			
Organisational:	PR0991, PR0545 – City of Perth Procedures		
Document Management:			
Risk Rating:	Medium	Review Frequency:	Two years
		Next Due:	2020
		TRIM Ref:	P1014564
Version #	Decision Reference:	Synopsis:	
1.	27/08/96	Previous Policy No. CS28, CS11	
2.	09/09/97		
3.	28/04/98 (353/98)		
4.	08/06/99 (367/99)		
5.	10/08/99 (529/99)		
6.	22/08/00 (534/00)		
7.	23/04/02 (280/02)		
8.	25/06/02 (446/02)		
9.	13/08/02 (555/02)		
10.	08/04/03 (269/03)		
11.	09/03/04 (165/04) (168/04)		
12.	25/10/05 (767/05)		
13.	08/08/06 (554/06)		
14.	26/08/08 (815/08)		
15.	01/02/11 (33/11)		
16.	08/11/11 (684/11)		
17.	21/11/17 – Item 13.25	Amended	
18.	25/09/18 – Item 13.16	Amended	