

POL	REIMBURSEMENT OF ELECTED MEMBERS EXPENSES	SC26
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DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
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VERSION NO.	4

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 November 2011 22 March 2012	28 November 2013 25 February 2016
OCM:	8 December 2011 12 April 2012	12 December 2013

BACKGROUND:

The Council recognises that in order to assist Elected Members in working effectively for the community, it is important to ensure that they are not unduly out-of-pocket in undertaking their role as elected representatives, within the guidelines prescribed by the Local Government Act 1995 and its Regulations. The Council also recognises that in providing Elected Members with allowances it is important to ensure that members who are also candidates for re-election are not unduly advantaged over those candidates who are not currently sitting members.

PURPOSE:

To ensure that Elected Members receive remuneration and reimbursement of expenses in accordance with The Local Government Act (1995) and to ensure that they are not unduly out of pocket in carrying out their duties as Elected Members.

POLICY:

- (1) Council will reimburse the following expenses incurred by Members in carrying out their duties or performing their functions:-
 1. Dry cleaning of clothing specifically incurred as a result of attending Council related functions;

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2. Hire of clothing when attending a Council related function requires formal attire; and
3. Consumables, stationery and postage, not otherwise provided by Council, purchased for:-
 - (a) responding to constituent enquiries; or
 - (b) filing and record keeping
4. car-parking fees:
 - (a) incurred attending an event in their capacity as a Council Member; or
 - (b) incurred where an Elected Member, has driven their private vehicle to their place of work to attend an event (in their capacity as a Council Member) directly following work, instead of travelling to the event by taxi.
5. vehicle allowance, for use of their motor vehicle on Council business, at the rate prescribed in the Public Service Award 1992 (as amended from time to time) with the exception of the Mayor who is provided with a fully maintained Council owned motor vehicle for this purpose in lieu of travel otherwise claimable for the use of a private motor vehicle.
6. childcare costs in accordance with
 - (a) Reg. 31 (1) (b) of the Local Government (Administration) Regulations relative to attendance at Council and/or Committee Meetings; and
 - (b) Reg. 32 (1) (c) of the Local Government (Administration) Regulations 1996 relative to an expense payable in performing any other function in their capacity as a Council member.
7. cab fares incurred as a result of attending meetings and/or functions on behalf, or as a representative of Council, or on any other Council related business.
8. permissible expenses incurred as a result of attending a conference or seminar as a delegate of Council in accordance with Clause 13 of Council Policy AES6 "Attendance at Conferences and Seminars".
9. permissible expenses incurred in accordance with Clauses (3), (4) and (5) of Council Policy SC10 "Mayor's Authority to Arrange Functions and Request Hospitality/Gifts".

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10. Reimbursement of legal representation costs incurred in accordance with Clause 4(2) (b) of Council Policy SES4 'Legal Representation – Indemnification of Costs'.

in recognition as part of the role of an Elected Member.

- (2) Re-imbursments will be made on receipt by the Chief Executive Officer of a claim in the prescribed form and accompanied by tax receipts for costs incurred in performing the functions of an Elected Member (as designated in 1 above) and the approved reimbursement amount will be credited by electronic means to the bank account nominated at the earliest opportunity.
- (3) Claims for reimbursement of Elected Members' expenses must be submitted regularly and within reasonable timeframe of the expenses being incurred and, where possible, ensure that expenses are finalised within each financial year.