

POL	MAYOR'S AUTHORITY TO ARRANGE FUNCTIONS AND PROVIDE HOSPITALITY/GIFT	SC10
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POLICY CODE:	SC10
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	086/001
DATE FIRST ADOPTED:	15 April 1997
DATE LAST REVIEWED:	12 December 2013
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	2

Dates of Amendments / Reviews:	
DAPPS Meeting:	14 November 2005 22 March 2012 28 November 2013
OCM:	8 December 2005 12 April 2012

BACKGROUND:

Changes to the Local Government Act 1995 (WA) have specified the roles of Mayor and Councillors in clearer terms than previously.

PURPOSE:

To enable the Mayor to continue to arrange functions on behalf of Council, within the provided Budget funding.

POLICY:

That the Mayor be authorised:

- (1) to arrange receptions and functions of a civic nature on behalf of Council, provided the total expenditure incurred on such functions is allowed for within Council's budgetary framework. Where the Budget identifies these individually, each function is to be separately costed and no known over expenditure on any occasion is to be incurred without prior consent of Council; and

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- (2) to conduct minor acts of hospitality, which may involve the dispensing of refreshments to other persons with whom Council has an association, within the confines of the Elected Member's area of the Administration Building;
- (3) to conduct information tours / inspections of facilities or services which are located within the Perth Metropolitan area and pay for meals and refreshments consumed by Elected Members and other stakeholders, where such visits have the potential to provide a benefit to the City;

A prescribed form will be made available to the Mayor for the purpose of claiming reimbursement of permissible expenses under this Policy and will be forwarded together with accompanying tax receipts to the Chief Executive Officer for authorisation. Once the necessary documentation is received the Chief Executive Officer will arrange for the approved reimbursement amount to be credited by electronic means to the bank account nominated at the earliest opportunity, or otherwise by cash or cheque, as appropriate.

- (4) to conduct:
 - 1. on-site inspections; or
 - 2. meetings

in relation to issues of importance to the City of Cockburn, and accompanied by other Elected Members and/or Stakeholders to whom the issue(s) may be of specific interest or relevance, and be reimbursed the cost of providing meals/refreshments/beverages to the Elected Members/Stakeholders present, should circumstances warrant discussion related to the issue taking place, following the inspection or meeting, at a conveniently located café, or similar premises, subject to all claims identifying the occasion and member(s) participating in the refreshments. This authority is extended to Councillors on occasions when the Mayor is not present. An expenses form to claim reimbursement needs to be submitted to Chief Executive Officer after the event, following which the amount to be reimbursed will be processed in the same manner as (3) above.

- (5) To request through the Chief Executive Officer for Council resources of up to \$100 per occasion to be accessed to acknowledge:-
 - 1. recognised significant milestone occasions achieved by an elected/staff or community member; and
 - 2. other occasions where a token gesture of goodwill to a community member is considered appropriate.