

POLICY			
<b>TITLE:</b>	<b>ELECTED MEMBERS and CHIEF EXECUTIVE OFFICER REIMBURSEMENT OF EXPENSES</b>	<b>CODE:</b>	<b>CM102.2</b>
<b>PURPOSE or OBJECTIVE:</b>	To define the expenses incurred by Elected Members that may be approved for reimbursement, and by the Chief Executive Officer in relation to Part 8 'Training Registration/Booking and Expenses' only.		
<b>REFERENCE DOCUMENTS:</b>	<i>Local Government Act 1995*</i> <i>Local Government (Administration) Regulations 1996 *</i> <i>Public Service Award 1992*</i> <i>Salaries and Allowances Act 1975*</i> <i>Annual Determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members*</i> <i>Public Service Award 1992 Schedule I - Travelling, Transfer And Relieving Allowance*</i> Policy CM102.1 Elected Members – Meeting Attendance and Other Allowances Policy EM.05 – Attendance at Events Policy EM.06 – Elected Member & CEO Training and Professional Development <i>*denotes Western Australian legislation and regulations as referenced in this policy</i>		

POLICY STATEMENT
<p><b>Elected Members of the City of Canning (the City) may be reimbursed for expenses incurred in performing or attending an authorised event or an authorised function. This Policy also provides guidance on re-imburement to the Chief Executive Officer in relation to Part 8 Training Registration/Booking and Expenses.</b></p> <p><b>Elected Members are entitled to reimbursement for:</b></p> <ol style="list-style-type: none"> <li><b>(1) Child care and travel expenses incurred for attending an authorised event or an authorised function in an official capacity.</b></li> <li><b>(2) Expenses incurred under Policy EM.05 – Attendance at Events and Policy EM.06 – Elected Member and CEO Training and Professional Development.</b></li> </ol>

### 1. Scope

This policy applies to all Elected Members; and the Chief Executive Officer in relation to Part 8 'Training Registration/Booking and Expenses' only.

### 2. Definitions

<i>Accompanying Person</i>	The spouse or partner (where officially invited) of the Mayor (or of the Mayor's nominated representative), when the Mayor has been invited to attend an authorised function or event in an official capacity.
<i>Authorised Event</i>	An event an Elected Member is attending or performing a role in an official capacity in the following circumstances: <ol style="list-style-type: none"> <li>(a) WALGA's Local Government Week functions;</li> <li>(b) Australian or West Australian Local Government events;</li> <li>(c) Advocacy lobbying or Ministerial briefings;</li> <li>(d) Events hosted by City of Canning based clubs or not for profit organisations;</li> <li>(e) Meetings, hosted by the City, for clubs or organisations within the City;</li> </ol>

	<ul style="list-style-type: none"> <li>(f) City hosted ceremonies, functions or events;</li> <li>(g) City hosted events with employees;</li> <li>(h) City sponsored functions or events;</li> <li>(i) Cultural events/festivals within the City;</li> <li>(j) Events run by Local, State or Federal Government;</li> <li>(k) Events run by schools within the City;</li> <li>(l) Opening or launch of an event or facility within the City;</li> <li>(m) Recognition of Service events;</li> <li>(n) Where Mayoral or CEO representation has been officially invited;</li> <li>(o) Where the Mayor and an accompanying person have been officially invited; and</li> <li>(p) Is any event approved under Policy EM.05 Attendance at Events.</li> </ul>
<i>Authorised Function</i>	<p>When an Elected Member is attending or performing a role in an official capacity in the following circumstances:</p> <ul style="list-style-type: none"> <li>(a) Ordinary and special meetings of Council;</li> <li>(b) Committee meetings;</li> <li>(c) Agenda briefing sessions;</li> <li>(d) Workshops and forums;</li> <li>(e) Meetings of external committees, resident and ratepayer associations and regional council bodies of which the Elected Member is an authorised representative resolved by Council;</li> <li>(f) Authorised training and development activities in accordance with Policy EM.06 Elected Member &amp; CEO Training and Professional Development ;</li> <li>(g) Civic receptions and events conducted by the City;</li> <li>(h) As an invited guest by a City stakeholder in their capacity as an Elected Member;</li> <li>(i) As an invited guest at civic reception or event conducted by a West Australian Local Government; and</li> <li>(j) A function approved under Policy EM.05 Attendance at Events.</li> </ul>
<i>Child Care Expense</i>	Expenses for child care incurred by an Elected Member's absence whilst performing an authorised event or attending an authorised function.
<i>Committee Meeting</i>	A meeting of a committee of Council as established under s.5.8 or s.7.1A of the <i>Local Government Act 1995</i> .
<i>Elected Member</i>	A person elected and holding valid office under the <i>Local Government Act 1995</i> as a member of the Council of the City of Canning.
<i>Official Capacity</i>	Elected Members carrying out their role as per the functions defined in s.2.8 or s.2.9 or s.2.10 of the <i>Local Government Act 1995</i> , and as such representing the Council of the City.

### 3. Accompanying Person

The City will reimburse the expense incurred by the Mayor (or of the Mayor's nominated representative), for the expenses of the spouse or partner (where officially invited) of the Mayor (or of the Mayor's nominated representative), when the Mayor has been invited to attend an authorised function or event in an official capacity.

### 4. Child Care Expenses

(1) The City will reimburse either, the actual child care expenses incurred by an Elected Member or the hourly rate determined by the Salaries and Allowances Tribunal, whichever is the lesser amount. Such expenses shall relate to Elected Member attendance at either an authorised event or an authorised function.

- (2) Child care expenses are not eligible for reimbursement if they are paid to a person who:
  - a) Is immediate family (eg partner, mother/father, sister/brother or sister in law, brother in law , relatives and/or children); or
  - b) Who normally or regularly lives with the Councillor except where a live in (professional) helper such as nanny is required to work extra time at extra expenses because of the Councillor's duties or functions.

## **5. Travel & Accommodation Expenses and Reimbursement**

- (1) For travel to and from council and committee meetings the City will reimburse the travel expense incurred by an Elected Member, as follows:
  - (a) If the Elected Member lives or works in the City or an adjoining local government district the actual expense of travel from the Elected Member's place of residence, or work, and back; or
  - (b) If the Elected Member does not live or work in the City or an adjoining local government district, the actual expense, in relation to a journey from the Elected Member's place of residence, or work, and back:
    - i. For the Elected Member to travel from the Elected Member's place of residence, or work, to the meeting and back; or
    - ii. If the distance travelled in sub-paragraph (i) is more than 100 kilometres, for the Elected Member to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.
- (2) The City will reimburse travel expenses claimed by an Elected Member attending:
  - (a) An authorised event or authorised function or as defined under this Policy;
  - (b) Events as described in policy EM.05 Attendance at Events. (Refer also Part 8 of this Policy); and
  - (c) Training and professional development approved in accordance with policy EM.06 Elected Member and CEO Training and Professional Development.
- (3) Other travel expenses which can be claimed for re-imburement, are those incurred by an Elected Member attending:
  - (a) Forums convened by the Council and/or the CEO;
  - (b) Civic functions convened by the CEO or the Mayor;
  - (c) Citizenship ceremonies conducted by the City;
  - (d) A meeting or function of an organisation to which an Elected Member has been appointed by Council as a delegate, deputy delegate or proxy delegate;
  - (e) Visits to an adjoining local government in an official capacity;
  - (f) (Any commercial, industrial, charitable, educational or welfare premises in response to an official invitation received by Council;
  - (g) A site inspection in relation to a matter listed on any forum, Council or Committee agenda; and
  - (h) A meeting requested by and with a ratepayer or elector, but excluding the day on which council elections are held.
- (4) Verification details are to be submitted for claims under subclauses (3) (g) and (3) (h) including agenda report number, name and address of ratepayer and the nature of the business for which the meeting was held.
- (5) For the purpose of subclauses (1), (2) and (3) the travel expenses incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) will be calculated at the same rate applicable to the reimbursement of travel expenses in the same or similar circumstances under Part 8, Section 30 of the *Local Government Interim Award 2011*. (Refer also Part 8 of this Policy for guidance regarding travel expenses re-imburement relating to training.)
- (6) The City will reimburse intrastate or interstate travel expenses incurred by an Elected Member in performing or attending an authorised event or authorised function with the approval of Council. (Refer Policy CM102.1 Elected Members – Meeting Attendance and Other Allowances). (Refer also Part 8 of this Policy for guidance regarding travel expenses re-imburement relating to training.)

- (7) Reimbursement of accommodation expenses will be at the same rate or similar circumstances set out under the current Part 8, Section 29 of the *Local Government Officers' (Western Australia) Interim Award 2011*. (Refer also Part 8 of this Policy for guidance regarding accommodation expenses re-imburement relating to training.)

## **6. Parking Expense**

The City will reimburse Elected Members for actual parking expenses, incurred in attending or performing an authorised event or authorised function, provided receipts are provided.

## **7. Training Expense**

The City will reimburse Elected Members and the CEO for expenses associated with training and professional development attended in accordance with policy EM.06 Elected Member and CEO Training and Professional Development.

## **8. Training Registration/Bookings and Expenses**

### **(1) Registration / Bookings**

Registration fees and bookings relating to airfares and accommodation are to be arranged and paid for by the Administration. Elected Members or the CEO are not to pay such costs and seek reimbursement, except in the case of an emergency or unique circumstances provided the CEO or the Mayor have been notified in advance.

### **(2) Travel**

- (a) Where air travel is involved, it is to be by Economy Class (unless Council resolves otherwise) at a time that is convenient to the Elected Member or the CEO. As far as is practicable, advantage should be taken of any available discount fares including advanced purchase fares. Upgraded seats can be secured at the Elected Member's or the CEO's expense.
- (b) Reasonable means of transport to and from the training venue is to be claimed by reimbursement. Reasonable is considered to be:
  - i. Taxi, or any other cost effective reasonable alternatives.
  - ii. Public transport.
  - iii. Own private vehicle.
- (c) Airline tickets purchased need to be either refundable, or to be insured, so that the ticket price can be refunded on occasions where an attendee is unable to travel.

### **(3) Accommodation**

Reasonable accommodation for a room at, or in close proximity to the venue will be permitted for training. It is acceptable for attendees to arrive the day prior to the start of the training and depart the day following the close of the training. Should an Elected Member or CEO wish to upgrade their accommodation standard or extend their visit for personal reasons not associated with approved City business, all extended stay and associated costs are to be met by the Elected Member or the CEO (including any additional airfare costs).

### **(4) Meals and Incidental Expenses**

- (a) Instances where meals are not included in the registration or booking, the City shall reimburse the Elected Member or CEO for meals and incidental expenses at actual cost or in accordance with the Public Service Award 1992 Schedule I - Travelling, Transfer And Relieving Allowance, whichever is the lesser amount.
- (b) Incidental expenses are interpreted as reasonable expenses incurred for telephone calls, newspapers, laundry, public transport, sundry food and beverages.

## **9. Reimbursement Arrangements**

- (1) Elected Members seeking reimbursement of expenses from the City' under this Policy and other related policies must submit a claim form within 60 days of the expenditure being incurred.
- (2) The claim form shall, as applicable, be supported by original receipts which satisfy the requirements of the Australian Taxation Office. If an Elected Member cannot produce original receipts then the claim form must be accompanied by a duly authorised statutory declaration.
- (3) The CEO will implement administrative procedures that will facilitate the timely and transparent reimbursement of expenses to Elected Members.

## 10. Register

- (1) The City will maintain a register on the City's website of Elected Members' Allowances, Payments and Reimbursements. The register will include details pertaining to reimbursements under this Policy.
- (2) The register will detail re-imburements for each Elected Member, and where relevant will reference matters such as date, amount, location and purpose.
- (3) The Register will also include all expenses borne by the City relating to Elected Member activities under policies EM.05 – Attendance at Events and EM.06 Elected Member & CEO Training and Professional Development.
- (4) The register will be known as the Elected Members' Register of Allowances, Payments and Re-imburements.

## GOVERNANCE REFERENCES

<b>Statutory Compliance</b>	<i>Local Government Act 1995 s.5.98(2)(a), (b) s.5.98(3)*</i> <i>Local Government (Administration) Regulations 1996 r.31(1)(b), r.32*</i> <i>Salaries and Allowances Act 1975 s.7B*</i> <i>Determination of the Salaries and Allowances Tribunal for local government Chief Executive Officers and Elected Members cl8.2*</i> <i>Local Government Officers' (Western Australia) Interim Award 2011 cl.30.*</i>
<b>Process Links</b>	Members Expenses Claim Application Form

## POLICY ADMINISTRATION

Program responsible		Officer Title	
Canning Corporate and Commercial		Director Canning Corporate and Commercial	
Version	Decision Reference	Meeting type and date	Delegation No. (or N/A)
1	May 2009	Policy reviewed	N/A
2	25/2/2014	Policy redrafted and reformatted to new template	N/A
3	CR-015-14	OCM 18/3/2014 Adopted	N/A
4	22 June 2015	Travel costs (Clause 6) updated following SAT	N/A
5	CC-054-20	OCM 20/10/2020 Substantial reformatting and revision to meet Council and legislative requirements	N/A
6	NOM-008-21	OCM 14/12/2021 amendment to part 9 only	N/A